

**MONDAY, JANUARY 4, 2016**

Pursuant to law, the Board of Commissioners met on Monday, January 4, 2016 at 10:00 a.m. in the Board of Commissioner's Meeting Room for their Organizational Meeting, and were called to order by Jill M. Nowak, County Clerk.

Pledge of Allegiance.

Invocation was given by Mark Bergstrom.

Roll Call was taken by the County Clerk:

PRESENT: Mark Bergstrom, Jeff Dontz, Karen Goodman, Ken Hilliard, Alan W. Marshall, Richard Schmidt, Brook Shafer.

ABSENT: None

**APPOVE MEETING AGENDA**

Moved by Hilliard, seconded by Schmidt to approve the Meeting Agenda with the correction of the time from 9:00 a.m. to 10:00 a.m. in the first paragraph (the body of the Agenda is correct).

Motion Carried

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**NOMINATIONS ACCEPTED FOR COUNTY BOARD CHAIRPERSON FOR 2016**

Mark Bergstrom nominated Jeff Dontz for County Board Chairperson for 2016.

Alan W. Marshall nominated Brook Schafer for County Board Chairperson for 2016.

No other Nominations. Nominations were closed.

**ELECTION OF COUNTY BOARD CHAIRPERSON FOR 2015**

Vote of County Board Chairperson for 2016.

Vote for Dontz:

5 Bergstrom, Dontz, Goodman Hilliard, Shafer

Vote for Schafer:

2 Marshall, Shafer

Jeff Dontz was elected County Board Chairperson for 2016 and now presides over the meeting.

**NOMINATIONS ACCEPTED FOR COUNTY BOARD VICE-CHAIRPERSON**

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**FOR 2016**

Mark Bergstrom nominated Brook Shafer for County Board Vice-Chairperson for 2016.

No other Nominations. Nominations were closed.

**ELECTION OF VICE-CHAIRPERSON FOR 2016**

Vote of County Board Vice-Chairperson for 2016.

Vote for Shafer:

7      Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer, Bergstrom

Brook Shafer was elected County Board Chairperson for 2016.

**SCHEDULE 2016 BOARD MEETING DATES AND TIMES**

Moved by Marshall, seconded by Shafer that the Board of Commissioners will meet on the third Tuesday of each month at 9:00 a.m. with the following exceptions. In the months of April, October and November the meetings will be held on the fourth Tuesday of the month at 9:00 a.m. All meetings will be held in the Board of Commissioners Room, 415 Third Street, Manistee, Michigan unless otherwise posted.

Motion Carried

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**RULES OF ORDER AND PROCEDURE OF THE**

**MANISTEE COUNTY BOARD OF COMMISSIONERS FOR 2016**

Moved by Bergstrom, seconded by Hilliard to amend the Rules of Order and Procedure of the Manistee County Board of Commissioners with the following changes: Voting Procedures that were adopted on January 2, 2015 be added to the Rules of Order and Procedures; a second Public Comment be added under Order of Business; and under Standing Committees and Special Assignments, paragraph E should read Minutes (not Reports) of Committee Meetings and Minutes of all Standing Committees will be prepared by the County Clerk's Office.

In Favor:      6      Bergstrom, Dontz, Goodman, Hilliard, Schmidt, Shafer

Opposed:      1      Marshall

Motion Carried

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**MONDAY, JANUARY 4, 2016**

**APPROVE RESOLUTION #2016-1 AUTORIZING COUNTY USE OF VARIOUS**

**FINANCIAL INSTITUTIONS**

RESOLUTION #2016 – 1

**RESOLUTION AUTHORIZING COUNTY USE  
OF VARIOUS FINANCIAL INSTITUTIONS**

At the organizational meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 4<sup>th</sup> day of January, 2016.

PRESENT: Bergstrom, Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer

ABSENT: None

The following resolution was offered by Schafer and seconded by Schmidt:

**BE IT RESOLVED**, that the Manistee County Treasurer is authorized to use the following financial institutions to conduct County business:

**DEPOSIT ACCOUNTS**

PNC Bank  
Huntington Bank  
Chemical Bank  
West Shore Bank  
Shelby State Bank

**INVESTMENT ACCOUNTS**

PNC Bank  
Huntington Bank  
Chemical Bank  
West Shore Bank  
Fifth Third Bank  
Mercantile Bank  
Flagstar Bank  
First Merit Bank  
UBS Financial Services  
First Empire Securities  
Ameriprise Financial Services  
MBIA Michigan CLASS  
MILAF(Michigan Liquid Asset Fund  
Shelby State Bank  
The Private Bank  
Talmen Bank & Trust

**BE IT FURTHER RESOLVED**, that the County Treasurer is authorized to open new accounts that are necessary to conduct County business at any of the above financial institutions. This authorization will remain in effect for the 2016 calendar year.

YEAS: 6 Goodman, Hilliard, Marshall, Schmidt, Shafer, Dontz

NAYS: 1 Bergstrom

Motion Carried

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**BOARD/COMMISSION APPOINTMENTS**

**APPOINT REPRESENTATIVE TO SERVE ON THE MANISTEE LOCAL**

**REVENUE BOARD FOR 2016**

Moved by Bergstrom, seconded by Marshall to re-appoint Ken Hilliard as the Board of Commissioner's Representative on the Manistee Local Revenue Sharing Board for 2016.

YEAS: 7 Hilliard, Marshall, Schmidt, Shafer, Bergstrom, Dontz, Goodman

NAYS: 0 None

Motion Carried

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**APPOINT MANISTEE COUNTY TRANSPORTATION, INC.**

**BOARD OF DIRECTORS**

Pursuant to the MCTI Board Bylaws, the Manistee County Board of Commissioners shall recommend two (2) members to the MCTI Board of Directors for one (1) year terms of office. Historically, these appointment recommendations have included one (1) County Commissioner and one (1) person at-large. The current MCTI Board representatives are Roger Cody and Commissioner Brook Shafer. Both of these individuals have stated their desire to remain on the Board. MCTI has also advertised for applicants interested in filling the at-large position and have no other names to submit who have shown interest. Therefore, the County Board may recommend appointment of the two (2) individuals and/or County Commissioners for a one (1) year term beginning January 1, 2016 and expiring December 31, 2016.

Moved by Bergstrom, seconded by Hilliard to recommend the re-appointment of Brook Shafer as the County Commissioner Representative to the Manistee County Transportation, Inc. Board of Directors for a one (1) year term beginning January 1, 2016 and expiring December 31, 2016.

YEAS: 7 Marshall, Schmidt, Shafer, Bergstrom, Dontz, Goodman, Hilliard

NAYS: 0 None

Motion Carried

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Moved by Bergstrom, seconded by Shafer to recommend the re-appointment of Roger Cody as the at-large Representative to the Manistee County Transportation, Inc. Board of Directors for a one (1) year term beginning January 1, 2016 and expiring December 31, 2016.

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YEAS: 7 Schmidt, Shafer, Bergstrom, Dontz, Goodman, Hilliard, Marshall

NAYS: 0 None

Motion Carried

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**MANISTEE COUNTY BOARD OF COMMISSIONERS**

**ASSIGNMENTS FOR 2016**

Chairman Dontz decided to leave assignments as previously assigned. The only addition was a Special Assignment for the Launch Manistee Leadership Team where Jeff Dontz will be added to that assignment with Karen Goodman as alternate. The Board also agreed to add an Ad Hoc Hospital Affiliation Study Committee consisting of three County Commissioners. Following is a list of Assignments and Special Assignments for 2016.

**MANISTEE COUNTY BOARD OF COMMISSIONERS  
ASSIGNMENTS FOR 2016**

County Board Chairperson: Jeffrey Dontz  
County Board Vice-Chairperson: Chilton B. Shafer

**2016 STANDING COMMITTEES:**

In addition to their regular duties, each committee shall act as liaison between the Board and the various county offices, boards and agencies which are applicable to that committee. The committee will formulate a recommendation and refer the matter to the full Board or another appropriate committee.

**Executive/Joint Court Committee:**

Members: Jeffrey Dontz, Chairperson                      Some meetings held jointly  
Richard Schmidt    with Manistee & Benzie Counties  
Karen Goodman

This committee's functional areas of responsibility will include issues regarding County Administration, County Clerk, Prosecuting Attorney, Register of Deeds, County Board, Circuit Court, Friend of the Court, District Court, Probate Court, Child Care, Law Library, Elections, Resolutions.

**Green Team/Recycling Committee:**

Members: Brook Shafer, Chairperson  
Karen Goodman  
Alan Marshall

This committee shall be responsible for all solid waste and recycling related issues and focuses on conservation and energy reduction techniques. The Committee is also part of the Energy Fair Advisory Board.

**Housing Review Committee:**

Members: Jeffrey Dontz, Chairperson  
Karen Goodman  
Alan Marshall

Reviews and supervises MSHDA funds being spent locally by the Housing Program Administrator. Meets on an as-needed basis.

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**Personnel Committee:**

Members: Ken Hilliard, Chairperson  
Mark Bergstrom  
Jeffrey Dontz

This committee shall review and make recommendations for policy and programs in the areas of personnel, classifications, collective bargaining, compensation, fringe benefits and employee grievances. Also maintains a central policy handbook and the Board Rules of Procedure handbook.

**Public Safety Committee:**

Members: Ken Hilliard, Chairperson  
Jeffrey Dontz  
Brook Shafer

This committee may review and make recommendations in operations and policy. Functional areas of responsibility include: Emergency Services, Sheriff Department, Secondary Road Patrol, Marine Patrol, Jail, Animal Control, 9-1-1/Central Dispatch and other public safety operations.

It shall be the duty of this committee to work in conjunction with Administration to study and advise the Board with respect to matters which otherwise are not covered by the Ways & Means or Physical Resources Committee.

**Regional Summit Committee:**

Members: Brook Shafer, Chairperson  
Mark Bergstrom  
Karen Goodman

This committee will plan a Regional Summit at least once per year, using a facilitator (new each time). Move meetings around the County. Also in charge of Employee Recognition Dinner - with a goal of 75% attending.

**Technology/Information Committee:**

Members: Richard Schmidt, Chairperson  
Mark Bergstrom  
Gordon McLellan, Network Administrator

Employees & Elected Officials representing all Departments and Courts  
This committee shall assess and evaluate present computer equipment and systems. Plan for upgrades in software and uniformity in systems. Plan for internet service county-wide (broadband) and microfilming and/or best method of preserving records. Continue work in G.I.S. systems.

**Ways & Means/Finance/Equalization/Investment/Physical Resources Committee:**

Members: Mark Bergstrom, Chairperson  
Ken Hilliard  
Richard Schmidt

This committee serves as the financial watchdog of the County. This Committee works with the County Controller/Administrator, the Finance Officer and all Departments, Courts and Agencies, in the preparation of the annual budget. Reviews and makes recommendations on all requests for new funding, including staff, new programs and equipment. Reviews all claims for payment, approves payment as provided in the Appropriation Act. Reviews status of approved capital improvements. This committee is

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also responsible for Equalization Department issues. Works with the County Treasurer on policy regarding the County's investments.

Functional areas of responsibility include Building Authority, Equalization Department, County Treasurer, non-profit organizations, insurance, unemployment.

### **2016 SPECIAL ASSIGNMENTS**

**2-1-1 Action Team** – Jeffrey Dontz; Karen Goodman, alternate

**9-1-1/Central Dispatch Board** – Brook Shafer

Participates as a voting member of the 9-1-1/Central Dispatch Board

**Ad Hoc Hospital Affiliation Study Committee** – Jeffrey Dontz, Kenneth Hilliard, Karen Goodman

Serves as a liaison committee between the County Board and West Shore Medical Center regarding discussions concerning to potential affiliation between West Shore Medical Center and Munson Healthcare.

**Agricultural Society (Fair) Board** – Ken Hilliard

Participates as a voting member of the Manistee County Fair Board. Also serves as a liaison between the Fair Board and the County Board of Commissioners.

**Airport Authority** (Full Board Appointment) – Mark Bergstrom (term expires 12/31/16); Alan Marshall (term expires 12/31/17); Brook Shafer (term expires 12/31/17)

Participates as a voting member of the Manistee County Airport Authority.

**Alliance for Economic Success** – Alan Marshall, Tom Kaminski Alt

Participates as a voting member of this Board.

**Area Agency on Aging of Northwest Michigan** – Mark Bergstrom

Participates as a voting member of this 10-County organization which serves mainly the senior population. Also works as a liaison between the Area Agency on Aging of Northwest Michigan and the local Council on Aging.

**Bar Lake Improvement Board** – Jeffrey Dontz

**Bear Lake Improvement Board (MILFOIL)** - Ken Hilliard

**Betsie River Natural River Zoning Review Board &**

**Pine River Natural River Zoning Review Board** – Brook Shafer; Richard Schmidt (alternate)

**Centra Wellness Network** (Full Board Appointment) – Karen Goodman (term expires 3/31/18); Richard Schmidt (term expires 3/31/17)

Participates as a voting member on the Manistee-Benzie Community Mental Health Board.

**Chamber Alliance** – Alan Marshall

Serves as a liaison between the Chamber and the County Board of Commissioners.

**Conservation Resource Alliance** – Brook Shafer

**District Health Department No. 10** - Ken Hilliard; Richard Schmidt; Karen Goodman (alternate)

Serves as a voting representative of the 10-County District Health Department. Meets monthly in various participating Counties.

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**FiveCap Board** – Mark Bergstrom; Alan Marshall (alternate)

Participates as a voting member on the local Five Cap Board of Directors

**Human Services Coordinating Body** – Mark Bergstrom

Serves as a liaison between all human service agencies and the Board of Commissioners. Serves on the HSCB Board as a voting member.

**Launch Manistee Leadership Team** – Jeffrey Dontz; Karen Goodman (alternate)

Serves as a County representative on this leadership team.

**Local Development Funding Authority** – Jeffrey Dontz

**Local Revenue Sharing Board** (Full Board Appointment) – Ken Hilliard (term expires 12/31/16)

Serves as the County's Representative on the Board. Distributes 2% casino funds to local organizations as grants. Participates as a voting member on this Board.

**Manistee/Benzie Community Corrections Advisory Board** - Ken Hilliard

Serves on behalf of the Manistee County Board of Commissioners on an advisory Board which supervises the activities of the Community Corrections State Grant Program.

**Manistee County Chapter of MTA** – Jeffrey Dontz

Serves as a liaison between the Township Boards in Manistee County and the Manistee County Board of Commissioners.

**Manistee County Library** – Richard Schmidt

Serves as a non-voting liaison between the Library Board and the Manistee County Board of Commissioners.

**Manistee County Road Commission** – Jeffrey Dontz

Serves as a liaison between the Manistee County Road Commission and the Manistee County Board of Commissioners.

**Manistee County Transportation** – Roger Cody (term expires 12/31/16); Brook Shafer (term expires 12/31/16)

Participates as a voting member of the Manistee County Transportation, Inc., Board of Directors.

**Medical Care Facility Liaison** – Karen Goodman

**Michigan Municipal Risk Management Authority** - Thomas Kaminski; Mark Bergstrom (alternate)

Serves as the Member Representative for Manistee County on all property and liability insurance issues. Attends semi-annual Board of Directors meetings of this self-insured risk pool organization.

**Northern Counties Association** - Richard Schmidt, Karen Goodman (Alternate)

Participates on behalf of the Manistee County Board of Commissioners in a dues paying organization of Northern Michigan Counties that meet monthly in Grayling to share common issues.

**Northern Michigan Regional Entity** - Richard Schmidt (Appointed by Centra Wellness Board)

**Networks Northwest** - Richard Schmidt

Participates as a voting member of this 10-County organization. Meets monthly in Traverse City.

**Northwest Michigan Council of Governments Solid Waste Advisory Council** -

Robert Carson; Alan Marshall (alternate)

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**Planning Commission - Richard Schmidt**

Participates as a voting member of the Manistee County Planning Commission

**Prison Liaison Committee – Jeffrey Dontz**

Serves as a liaison between the Manistee County Board of Commissioners and Oaks Correctional Facility and discusses prison issues that affect the Community.

**Solid Waste Council – Alan Marshall**

Participates as a voting member of the Manistee County Solid Waste Council

**West Shore Medical Center Liaison – Karen Goodman**

The County Board Chairperson may from time to time appoint additional Committees to handle special assignments and projects.

**PUBLIC COMMENT**

None.

**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

Mr. Kaminski gathered the names of Commissioners interested in attending the Michigan Association of Counties Legislative Conference to be held in Lansing on February 29, 2016 through March 2, 2016.

Adjourn at the Call of the Chair.

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Clerk