



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON  
Ken Hilliard  
VICE-CHAIRPERSON  
Jeff Dontz

Mark Bergstrom  
Karen Goodman  
Alan Marshall  
Richard Schmidt  
Brook Shafer

CLERK

Jill Nowak  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231) 398-3500

## WAYS & MEANS COMMITTEE

Wednesday, January 6, 2016  
9:00 A.M.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### AGENDA

- 1) 9:00 A.M. - Finance Report - Rachel Nelson, Financial Assistant
- 2) Consideration of a request from Open Door Assessments, LLC, which is operated by Dawn Stefanski to continue using the Commissioners Room Meeting Space for the provision of an Alcohol Highway Safety Education, Victim Impact Panel Program and Economic Crime Presentations that are offered in Manistee County in 2016. The Alcohol Highway Safety Education Program and Victim Impact Panel is operated by Ms. Stefanski. This course is an educationally based prevention program and is usually attended by the first offense drinking/drug impaired drivers. These drivers are most often sentenced to attend this program by the 85<sup>th</sup> District Court or another District Court. The group is not limited to only the County of Manistee residents. The room use agreement has been in effect for the past several years with no known negative issues. Both the Victim Impact and the Alcohol Highway Safety Education Program are offered on Saturdays on the following dates in 2016:

February 6, 2016  
April 9, 2016  
June 11, 2016

August 13, 2016  
October 1, 2016  
December 3, 2016

Open Door Assessments, LLC, does have professional liability coverage and premise liability. It is recommended that the room use agreement between Manistee County and Open Door Assessments, LLC, be renewed for the 2016 calendar year. (APPENDIX A)

- 3) Review and consideration of a FY 2016/17 budget calendar. (APPENDIX B)
- 4) Review and consideration of a proposed policy giving the County Controller/Administrator power to act on the sale of County Surplus property up to a specific value, without Board approval.
- 5) Consideration of a request from Patrick Kenny, of Bear Lake, to acquire permission to cut remaining tree tops on County owned property in Bear Lake Township, which were left behind after the County's recent timber harvest on that property. (APPENDIX C)

- 6) Schedule 2016 Committee meeting dates and times. It is being suggested by staff that meetings be held on the first Wednesday of the month at 9:00 A.M., with the exception of April and October when the meetings will be held on the third Wednesday of the month. If the Committee accepts this schedule, the meeting dates would be as follows: (APPENDIX D)

February 3, 2016	August 3, 2016
March 2, 2016	September 7, 2016
April 20, 2016 (third Wednesday)	October 19, 2016 (third Wednesday)
May 4, 2016	November 2, 2016
June 1, 2016	December 7, 2016
July 6, 2016	

- 7) Discussion with officials from the Manistee County Council on Aging regarding an opportunity to potentially purchase Federally owned surplus real property in the City of Manistee.
- 8) Miscellaneous/Discussion Items
- A) Newly appointed Medical Examiner
- 9) Other Items from Committee Members.
- 10) Adjournment.

(APPENDIX A-1)

Open Door Assessments LLC  
Dawn Stefanski LBSW, CADC  
PO Box 914  
Manistee, MI 49660  
231-723-1132  
[opendoorllc@charter.net](mailto:opendoorllc@charter.net)

December 23, 2015

Thomas Kaminski, County Controller  
415 Third St.  
Manistee, MI 49660

re: Room Use Contract

Dear Mr. Kaminski,

I am writing with the hopes of continuing the arrangement, for use of the commissioner's room for the provision of AHSE/MIP/VIP and Economic Crime presentations for 2016.

I must again say thank you to both the county controller/administrator and the board of commissioners for allowing this arrangement. This court ordered program has become much more professional, handicap accessible, and better organized with the use of this larger room. I, as a presenter, also feel safer in this location.

This year the course has met 6 times (bi monthly) and has served between 5 and 15 people per meeting time, all indicating an improvement in their knowledge base related to alcohol use and an improvement in motivation to not drink and drive. We have also noticed a decrease in MIP offenders becoming OWI offenders, hopefully in part due to this program. This combination is what the course is created for, and so far, it has been a success. Surveys of the class itself are available if ever wanted for review.

I have attached 2 blank room use agreements for signature and a copy of when the classes will be held in 2016. My liability insurance is due to be renewed in February and I will provide an updated record of this to the controller when it is received.

Again, thank you so much for allowing this arrangement that has allowed our county AHSE/MIP/VIP program become a success. Please do not hesitate to contact me with any questions or concerns.

Kind regards,

  
Dawn Stefanski

(A-2)

**ROOM USE AGREEMENT**  
Between  
**Manistee County and Open Door Assessments LLC**

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2016 by and between  
Open Door Assessments LLC/Dawn Stefanski and Manistee County.

It is hereby agreed, as follows:

- A. That this agreement refers to the Manistee County Courthouse - located at 415 Third St., Manistee, MI 49660.
- B. This agreement allows Open Door Assessments LLC/Dawn Stefanski, use of the County Commissioners Meeting Room (or otherwise designated meeting space approved by the County Controller/Administrator), for instruction of Alcohol Highway Safety Education/Minor in Possession/Victims Impact Panel and Economic Crime Education. This program is for groups of OWI and MIP and Economic Crime offenders ordered to attend by the court system.
- C. Open Door Assessments LLC/Dawn Stefanski agrees:
  - 1. To provide the Controller/Administrator advance notice of times/dates/sizes of all classes for approval.
  - 2. To carry and provide a copy to, the Controller/Administrator of both professional and general liability insurance.
  - 3. To follow all building rules, and leave the meeting room in its original order.
- D. Manistee County agrees:
  - 1. To allow use of the county commissioners meeting room, or other designated meeting area so approved by the controller/administrator, for instruction of the Alcohol Highway Safety Education/Minor In Possession/Victims Impact/Drunk Driving Impact Program and Economic Crime Education.
  - 2. To allow direct entrance into the commissioner's meeting room from Third Street for program instructor/participants.
  - 3. To allow access to first floor bathrooms, elevator, and wheelchair if so needed, for program participants.
  - 4. To allow access/use of audio visual equipment as needed for instruction of the program.

This agreement shall be effective for 1 year from the date of signing.

Manistee County

Open Door Assessments LLC

\_\_\_\_\_  
Date

Dawn Stefanski 12/23/2015  
\_\_\_\_\_  
Date

(A-3)

ALCOHOL HIGHWAY SAFETY EDUCATION CLASSES (AHSE)  
MIP OFFENDERS EDUCATION COURSE (MIP)  
with a VICTIMS IMPACT COMPONENT (VIP)

MANISTEE AND BENZIE COUNTIES

**MANISTEE CLASSES**

AND

**BENZIE CLASSES**

Open Door Assessments LLC  
Dawn Stefanski LBSW, CADAC  
PO Box 914  
Manistee, MI 49660  
231-723-1132

Green Light Assessments  
Tracy Mallwitz MA, CAADC, SAP  
PO Box 113  
Interlochen, MI 49643  
231-534-5505

Classes alternate between the 2 counties approximately every 4-5 weeks. All information provided is similar. Classes are held on Saturdays and last from 9-4:00. **Please call the above number to register in advance.** Cost for the course is \$100, and is payable at the time of the class.

**Manistee Classes held at:**

Manistee Courthouse  
Commissioners Room  
415 Third St  
Manistee, MI 49660

**Benzie Classes held at:**

Health Department Bldg  
6051 Frankfort Hwy  
Benzonia, MI 49616

**Manistee Schedule:**

February 6, 2016

April 9, 2016

June 11, 2016

August 13, 2016

October 1, 2016

December 3, 2016

**Benzie Schedule:**

March 12, 2016

May 14, 2016

July 16, 2016

November 19, 2016

**Please note: this schedule and location of the classes are tentative and subject to change.**

# APPENDIX B

**PROPOSED  
COUNTY OF MANISTEE  
2016/17 BUDGET CALENDAR  
10/1/16 through 9/30/17**

April 4, 2016 April 4, 2016	Budget packets distributed to all Departments and Courts. Budget request forms sent to all appropriated agencies.
May 6, 2016	Completed budget request forms due in the County Controller/Administrator's Office.
May 6, 2016 - June 10, 2016	Tentative budget recommendations prepared by the County Controller/Administrator's Office.
June 13, 2016 - June 30, 2016	County Board of Commissioners hold several Study Sessions on Tentative Budget.
July 1, 2016 - July 18, 2016	Department/Court/Agency review of recommendations. Budget hearings take place with the full Board. Tentative adjustments, if necessary, are made to the recommended tentative budget.
July 19, 2016	County Board of Commissioners adopt a tentative budget.
July 20, 2016 - August 15, 2016	County Board reviews financial statements of entities receiving special millages.
July 20, 2016 - August 15, 2016	Tentative budget available for public review, additional budget hearings with the full Board are held, if necessary.
August 16, 2016	Public Hearing on the 2016/17 budget held during the County Board Meeting. Board adopts final 2016/17 budget and General Appropriations Act resolution.

(APPENDIX C-1)

## PATRICK KENNY

January 5, 2016

Tom Kaminski  
Manistee County Administrator  
415 Maple St.  
Manistee, MI 49660  
Phone: 231.398.3504  
e-mail: tdkaminski@manisteecountymi.gov

Tom Kaminski,

I am writing to you to follow up our phone conversation January 4, 2016 regarding the tree tops that are left behind after a logging operation on Manistee County owned property.

\* Property Number:

**Bear Lake Township Sec14 T23N R15W 51-02-014 PARCEL 125-01**  
**(Two contiguous parcels)**

\* I am seeking permission to utilize the tops to make firewood for my self and my dad.

\* I am willing to sign a liability waiver if necessary.

\* I would be willing to pay Manistee County \$ 3.00/top if payment is needed. The tops have been lying there for a number of years and will not be much good after the third year on the ground, due to rot.

Our property address is 10586 Maidens Rd. Bear Lake, MI 49614 but we do not get mail there.

Sincerely,

Patrick Kenny  
260.463.6644 Cel (best)  
231.889.9921 Maidens Rd.  
email: pjkenney4lw@gmail.com

(C-2)

**ACCIDENT WAIVER AND RELEASE OF LIABILITY**

**MANISTEE COUNTY  
FALLEN TREE REMOVAL ON COUNTY OWNED  
PROPERTY IN ██████████ TOWNSHIP**

**PROPERTY DESCRIPTION:** ██████████  
██████████ Section 14, T23N, R15W, Bear Lake Township, Manistee County  
██████████

I acknowledge that tree cutting and removal at the above referenced property carries a potential for serious injury, disability, death and/or property loss. The risks of this include, but are not limited to, terrain, facilities, temperature, weather, condition of equipment, vehicular traffic, and actions of other people or animals.

I hereby agree, to the fullest extent permitted by law, to hold harmless and indemnify Manistee County, it's elected and appointed officials, employees and volunteers against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Manistee County for any accident, injury, including serious bodily injury, disability, death, and property damage that may occur as a result of my participation in this activity. I take these actions for my family, executors, my administrators, heirs, next of kin, successors, assigns and myself.

I agree that all the wood taken from the above referenced property will only include previously cut tree tops which have been detached from cut timber. I agree that all living timber will remain in place and that all wood taken from the property will be used for personal use only and will not be sold for profit. I agree to leave the property in the same current condition upon completion of the cutting and removal process.

I hereby certify that I have read this document and understand and agree to its content.

Printed Name: ██████████ 10520 11 Mile Road  
Bear Lake, MI 49614

Signature: ██████████ Date: ██████████  
(231) 864-3977

PERMISSION IS GRANTED TO THE ABOVE REFERENCED APPLICANT TO REMOVE  
FALLEN TREES ONLY ON THE PROPERTY DESCRIBED ABOVE. THIS PERMISSION  
EXPIRES ON ██████████

██████████  
Manistee County Controller/Administrator

Date: ██████████

RECEIVED  
JAN 14 2014



# WAYS AND MEANS COMMITTEE Calendar for year 2016 (United States)

(APPENDIX D)

### January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

○:2 ●:9 ○:16 ○:23 ○:31

### February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

●:8 ○:15 ○:22

### March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

○:1 ●:8 ○:15 ○:23 ○:31

### April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

●:7 ○:14 ○:22 ○:29

### May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

●:6 ○:13 ○:21 ○:29

### June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

●:4 ○:12 ○:20 ○:27

### July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

●:4 ○:11 ○:19 ○:26

### August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

●:2 ○:10 ○:18 ○:24

### September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

●:1 ○:9 ○:16 ○:23 ●:30

### October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

○:9 ○:16 ○:22 ●:30

### November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

○:7 ○:14 ○:21 ●:29

### December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

○:7 ○:13 ○:20 ●:29

Jan 1	New Year's Day	May 30	Memorial Day	Nov 11	Veterans Day
Jan 18	Martin Luther King Day	Jun 19	Father's Day	Nov 24	Thanksgiving Day
Feb 14	Valentine's Day	Jul 4	Independence Day	Dec 24	Christmas Eve
Feb 15	Presidents' Day	Sep 5	Labor Day	Dec 25	Christmas Day
Mar 27	Easter Sunday	Oct 10	Columbus Day	Dec 26	'Christmas Day' observed
Apr 13	Thomas Jefferson's Birthday	Oct 31	Halloween	Dec 31	New Year's Eve
May 8	Mother's Day	Nov 8	Election Day		