



# Manistee County Board of Commissioners

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

CHAIRPERSON  
Jeffrey Dontz  
VICE-CHAIRPERSON  
Brook Shafer

Mark Bergstrom  
Karen Goodman  
Ken Hilliard  
Alan Marshall  
Richard Schmidt

CLERK  
Jill Nowak  
(231) 723-3331  
CONTROLLER/ADMINISTRATOR  
Thomas Kaminski  
(231) 398-3504

## AGENDA

**THE MANISTEE COUNTY BOARD OF COMMISSIONERS WILL HOLD THEIR REGULAR MEETING ON TUESDAY, APRIL 26, 2016 AT 9:00 A.M. IN THE BOARD OF COMMISSIONERS' MEETING ROOM LOCATED IN THE MANISTEE COUNTY COURTHOUSE AND GOVERNMENT CENTER, 415 THIRD STREET, MANISTEE, MICHIGAN.**

### CALL TO ORDER BY THE CHAIRPERSON

### PLEDGE OF ALLEGIANCE

### INVOCATION

### ROLL CALL

### APPROVAL OF MEETING AGENDA

### CONSENT AGENDA

- A) The minutes of the March 15, 2016 Board meeting.
- B) April 2016 monthly appropriations and fund transfers which are attached under APPENDIX A.

### PUBLIC COMMENT

### RECOGNITION, ANNOUNCEMENTS & CORRESPONDENCE

### TREASURER'S REPORT (Russell A. Pomeroy)

### COMMITTEE REPORTS - (Reports may be given at any time during the meeting as time allows).

- \*A) Finance Report
- \*B) Ways & Means/Equalization/Physical Resources/Investment Committee Report (**SEE SPECIFIC 9:30 A.M. AGENDA TIME**)
- \*C) Housing Review Committee Report
- \*D) Personnel Committee Report
- \*E) Public Safety Committee Report & Sheriff Report
- \*F) Technology/Information Committee Report
- G) Human Services Committee Report
- \*H) Executive Committee Report (Joint Court Committee)
- I) Green Team/Recycling Committee Report
- \*J) Regional Summit Committee Report
- \*K) County Controller/Administrator's Report
- \*L) Reports from individual Commissioners on various special assignments.
- M) Bear Lake Improvement Board - MILFOIL (Ken Hilliard)
- N) Bar Lake Improvement Board (Jeffrey Dontz)
- O) Road Commission Update
- P) Airport Authority Update
- \*Q) Hospital AD HOC Committee Update

(\* = Committee meetings held this month)

**9:20 A.M. – CAMERON CLARK, YOUTH SERVICES DIRECTOR FOR THE 19<sup>TH</sup> JUDICIAL CIRCUIT JUVENILE DIVISION**, will appear before the board to give a brief update on the financial status of the County Child Care Fund.

**9:30 A.M. – WAYS AND MEANS COMMITTEE REPORT OF WEDNESDAY, APRIL 20, 2016.** At this time, Roger Elbers, Equalization Director, will present the 2016 Equalization Report

## 10:00 A.M. – BOARD/COMMISSION APPOINTMENTS

### A) Manistee County Brownfield Authority

Manistee County has maintained a Brownfield Authority comprised of 9 members since initiation of the Brownfield Program in the early 2000's. The Grant through the Environmental Protection Agency, expired in 2014 and with little on-going work within the program the authority was not convening for meetings. Since this time membership has lapsed for the majority of members, and the department had notified the remaining members that the authority was not meeting and has since been disbanded.

Manistee County does not currently have a functioning Brownfield Authority. There has been little case for maintaining an authority due to the inactivity of the program which relied heavily upon the EPA grant in order to commit to moving forward with Brownfield processes which included; Phase I and Phase II Assessments and the creation of Brownfield Plans.

At this time the County has several projects which are operating or were operating under Brownfield Plans. One of these projects is Joslin Cove otherwise known as Bayview Condominiums. The Brownfield Project is located in the City of Manistee along US 31 adjacent to Manistee Lake. The project was initiated in 2007, but due to economic conditions, the project was never completed and the tax capture and development requirements found within the Brownfield Plan and Development Agreement were considered null and void having not met the agreed upon timeframe displayed within the documents.

The owner of the Joslin Cove project is seeking to move forward with completion of the project, and in doing so the Brownfield Plan will need to be amended and a new development agreement will have to be drafted. Both of these items will require oversight and approval by a County Brownfield Authority. The process for plan amendments and the drafting of a new development agreement will only require several meetings to be held during 2016. Due to the necessity for only a few meetings to be held, in all likelihood the Authority will not be convened past the summer of 2016 on any regular schedule.

It is recommended by Planning Department Staff under advisement of our Brownfield Consultant Agency, Otwell Mawby, to appoint the members of the Manistee County Planning Commission to serve as the Brownfield Authority with terms to follow that of the Planning Commission. The requirements of Act 381 (Brownfield Act) for appointment to the Brownfield Authority by the County Board are as follows:

Sec. 5. (1) Each authority shall be under the supervision and control of a board chosen by the governing body. Subject to subsection (2), the governing body may by majority vote designate 1 of the following to constitute the board:

(a) The board of directors of the economic development corporation of the municipality established under the economic development corporations act, 1974 PA 338, MCL 125.1601 to 125.1636.

(b) The trustees of the board of a downtown development authority established under 1975 PA 197, MCL 125.1651 to 125.1681.

(c) The trustees of the board of a tax increment financing authority established under the tax increment finance authority act, 1980 PA 450, MCL 125.1801 to 125.1830.

(d) The trustees of the board of a local development financing authority established under the local development financing act, 1986 PA 281, MCL 125.2151 to 125.2174.

(e) Not less than 5 nor more than 9 persons appointed by the chief executive officer of the municipality subject to the approval of the governing body. Of the initial members appointed, an equal number, as near as practicable, shall be appointed for 1 year, 2 years, and 3 years. A member shall hold office until the member's successor is appointed and qualified. Thereafter, each member shall serve for a term of 3 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for reasonable actual and necessary expenses.

The Brownfield Act does not prevent County Planning Commissions from serving as Brownfield Authorities. The act merely outlines the membership and duties of the Authority members. It is recommended that the Manistee County Board of Commissioners appoint the following seven (7) members of the Manistee County Planning Commission to serve as a seven (7) member Manistee County Brownfield Authority with terms to follow that of the Planning Commission Appointments.

<u>Name</u>	<u>Term Expiration</u>
1. Ms. Clara Kraus Saari	June 10, 2018
2. Mr. Phillip Landis	June 10, 2017
3. Ms. Kimberly Ware	June 10, 2017
4. Mr. Robert Rishel	June 10, 2016
5. Mr. Richard Schmidt	Elected Board Term
6. Mr. Roger Smithe	June 10, 2016
7. Ms. Rosemary Daniels	June 10, 2018

**10:30 A.M. – MARK SOHLDEN, MANAGER OF THE MANISTEE COUNTY ROAD COMMISSION,** will appear before the Board to present the Road Commission’s Annual Report for fiscal year October 1, 2014 through September 30, 2015.

**MISCELLANEOUS CONTROLLER AND BOARD ITEMS.** (These items may be considered at any time during the meeting as time allows).

**PUBLIC COMMENT**

**ADJOURNMENT**

Visit: [www.manisteecountymi.gov](http://www.manisteecountymi.gov) to view the County Directory, Calendar of Events, Meeting Reports (under Board of Commissioners), etc.  
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# APPENDIX A

## 2016 CONSENT AGENDA

### MONTHLY APPROPRIATIONS – April 2016

District Health Dept. #10 Appropriation	\$12,995.75
Centra Wellness Network	\$13,157.83
Alliance for Economic Success	\$7,564.00
<b>TOTAL</b>	<b><u>\$33,717.58</u></b>

### FUND TRANSFERS – April 2016

Transfer from General Fund Line Item #101 103 999.013 "Transfer-Airport Fund" to the Airport Fund #295 (1/12)	\$9,583.33
Transfer from General Fund Line Item #101 131 999.002 "Transfer-Law Library Fund" to the Law Library Fund #269 (100%)	\$0.00
Transfer from General Fund Line Item #101 265 999.008 "Transfer-Capital Improvement Fund" to the Capital Improvement Fund #251 (100%)	\$0.00
Transfer from General Fund Line Item #101 142 999.015 "Transfer Out-Child Care" to the Child Care Fund #292 (1/12)	\$3,333.33
Transfer from General Fund Line Item #101 265 999.009 "Transfer Out-Building Authority Fund" to the Building Authority Debt Fund #369 (1/12)	\$13,958.33
Transfer from General Fund Line Item #101 103 999.024 "Transfer Out-Recycling Fund" to the Recycling Fund #225 (100%)	\$0.00
Transfer from General Fund Line Item #101 351 999.010 "Jail Loan Payment Fund Transfer" to the Tax Revolving Fund (100%)	\$0.00
Transfer from General Fund Line Item #101 721 999.011 "Transfer-Remonumentation Fund" to the Remonumentation Fund #253 (100%)	\$0.00
Transfer from General Fund Line Item #101 682 999.020 "Transfer Out-Other Funds" to the Soldiers & Sailors Relief Fund #293 (100%)	\$0.00

## (APPENDIX A CONT.)

Transfer from General Fund Line Item #101 131 999.001 "Transfer Out - Community Corrections Fund #284 (100%)		\$0.00
Transfer from General Fund Line Item #101 103 999.014 "Transfer Out-OPEB Trust" to the "OPEB Trust Account" (1/12)		\$17,599.91
	TOTAL	\$44,474.90
		=====
Total Appropriations and Fund Transfers =		<u>\$78,192.48</u>

The County Board also approves the monthly budgeted transfer of funds from each individual departmental line item for Health Insurance, Life Insurance, Dental Insurance, and Workers' Compensation to the Employee Fringe Benefits Fund #260; the transfer of funds from individual departmental line items for Retirement to the Compensated Services Fund #297; and the transfer of funds from the individual departmental line items for sick and vacation payouts to the Employee Separation Fund #298.

[in h:\agenda\2015 apr\ approp]