



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

WAYS & MEANS COMMITTEE

Wednesday, May 4, 2016
9:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Mark Bergstrom, Chairperson, Ken Hilliard and Richard Schmidt

Members Absent: None

Others Present: Rachel Nelson, Finance Assistant; Tom Kaminski, County Administrator/Controller; Lisa Sagala, Human Resources Manager, Assistant Administrator; Bruce Schimke, Maintenance Supervisor; Russ Pomeroy, County Treasurer; Roger Elbers, Equalization Director; John O'Hagan, Undersheriff; Dale Kowalkowski, Sheriff (9:15 a.m.); Steve Blank; Jill M. Nowak, Manistee County Clerk.

The meeting was called to Order at 9:00 a.m.

NOTE - Items requiring Board Action are indicated in BOLD

FINANCE REPORT

Ms. Nelson presented the Committee with Claiming Summaries for April 20, 2016 through May 4, 2016, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

| | |
|----------------------------|-------------|
| 101 General Fund..... | \$76,334.53 |
| 201 County Road Fund | 0.00 |

| | |
|---|-----------|
| 215 Friend of the Court Fund..... | 0.00 |
| 216 Department Contingency Fund | 0.00 |
| 225 Recycling Fund | 8,369.33 |
| 234 Judicial Technology Fund..... | 0.00 |
| 235 District Court Services Fund..... | 0.00 |
| 236 Maintenance of Effort Fund..... | 0.00 |
| 241 AIS Grant Fund..... | 0.00 |
| 242 Bear Lake Improvement Fund | 4,075.00 |
| 243 Brownfield Redevelopment Authority Fund | 0.00 |
| 244 Brownfield Redevelopment-Joslin Cove | 0.00 |
| 245 Public Improvement Fund..... | 0.00 |
| 246 Township Improvement Revolving Fund | 0.00 |
| 251 Capital Improvement Fund | 0.00 |
| 252 PRE Audit Fund..... | 0.00 |
| 253 Remonumentation Fund..... | 0.00 |
| 254 Medical Care Depreciation Fund | 0.00 |
| 255 Brownfield Site Assessment Fund | 0.00 |
| 256 Register of Deeds Automation Fund..... | 0.00 |
| 257 Budget Stabilization Fund..... | 0.00 |
| 258 Mounted Search and Rescue..... | 0.00 |
| 259 Legal Defense Fund | 0.00 |
| 260 Health Insurance Fund | 14,759.60 |
| 261 9-1-1 Service Fund..... | 0.00 |
| 262 Dive Equipment Fund | 0.00 |
| 263 Sheriff's Office Forfeited Assets Fund..... | 0.00 |
| 264 Family Counseling Services Fund | 0.00 |
| 265 Juvenile Drug Court Fund..... | 0.00 |
| 266 Law Enforcement Training Fund..... | 0.00 |
| 267 Concealed Pistol Licensing Fund..... | 0.00 |
| 268 Homeland Security Grant Fund | 26,029.00 |
| 269 Law Library Fund | 524.70 |
| 270 Corrections Officer Training Fund | 0.00 |
| 271 County Library Fund..... | 0.00 |
| 272 County Library Trust Fund | 0.00 |
| 274 OHSP Grant Funds | 0.00 |
| 275 Dial-A-Ride Fund | 0.00 |
| 276 Forestry Fund | 0.00 |
| 277 Air Photo Fund..... | 0.00 |
| 278 LEPC Grant Fund | 0.00 |
| 279 Economic Development - Housing Fund..... | 14.00 |
| 280 MSHDA Grant Fund..... | 0.00 |
| 281 Law Enforcement Technology Fund | 0.00 |
| 282 Community Wildfire Grant Fund..... | 1,598.76 |
| 283 F.I.A. Benzie County | 0.00 |
| 284 Community Corrections Fund | 1,250.00 |
| 285 Drunk Driving Case Flow Fund..... | 0.00 |

| | |
|--|----------|
| 286 Juvenile Intervention Fund | 0.00 |
| 287 JABGN Grant Fund | 0.00 |
| 290 Department of Human Services Fund..... | 0.00 |
| 292 Child Care Fund..... | 8,103.09 |
| 293 Soldiers & Sailors Relief Fund | 812.25 |
| 294 Veterans Trust Fund..... | 1,500.00 |
| 295 Airport Authority Fund..... | 6,904.83 |
| 296 Juvenile Justice Fund | 0.00 |
| 297 Compensated Services Fund..... | 0.00 |
| 298 County Employee Separation Fund | 0.00 |
| 299 Unemployment Fund | 3,918.96 |
| 356 Fair Board Debt Fund | 0.00 |
| 360 9-1-1 Expansion Construction Fund | 0.00 |
| 361 Jail Expansion Construction Fund | 0.00 |
| 362 Jail Building Bond | 0.00 |
| 368 Library Loan Fund | 0.00 |
| 369 Building Authority Debt Fund | 0.00 |
| 370 County Road Building Debt Fund | 0.00 |
| 461 Building Authority Construction Fund | 0.00 |
| 462 County Road Construction Fund | 0.00 |
| 512 Medical Care Facility Fund | 0.00 |
| 606 Tax Revolving Fund | 0.00 |
| 609 2009 Tax Revolving Fund | 0.00 |
| 610 2010 Tax Revolving Fund | 0.00 |
| 611 2011 Tax Revolving Fund | 0.00 |
| 612 Delinquent Taxes | 0.00 |
| 613 2013 Tax Revolving Fund | 0.00 |
| 614 2014 Tax Revolving Fund | 0.00 |
| 620 Tax Revolving - State Sales..... | 125.28 |
| 701 Trust and Agency..... | 0.00 |
| 702 OPEB Trust Fund..... | 0.00 |
| 801 Drain Fund | 408.00 |

Total: \$154,727.33

On Demand checks total (included in total amount above): \$0.00

Moved by Hilliard, seconded by Schmidt to recommend the approval of the on demand checks and bills issued be accepted in the amount of \$154,727.33, and that the same be placed on file. No alternative recommendation was proposed. Ayes: All. Motion Carried.

ADDITIONAL COSTS RELATED TO THE SHERIFF'S OFFICE OLD FILE ROOM

John O'Hagan, Undersheriff, appeared before the Committee to request funds from the Sheriff Contingency Surplus Fund for additional costs related to the moving of the filing system from the Sheriff's Office file room to the District Court. Since the room will now be a Juvenile Holdover Room and used as an Investigation Room, video and voice recorders need to be re-installed in that room. Undersheriff O'Hagan presented a bid from Simplex in the amount of \$1,670.00 and requested the amount be paid from the Sheriff Contingency Surplus Fund.

Moved by Hilliard, seconded by Schmidt to recommend the approval of the bid from Simplex in the amount of \$1,670 for the transfer and installation of video and voice recorders to the new Juvenile Holdover/Investigation Room; to be paid from the Sheriff Contingency Surplus Fund. Ayes: All. Motion Carried.

RESOLUTION #2016-15 IMPOSING 2016 SUMMER PROPERTY TAX LEVY

PURSUANT TO PUBLIC ACT 357 OF 2004, AND NOTICE OF CERTIFICATION OF

COUNTY ALLOCATED LEVY

Roger Elbers, Equalization Director, presented information and further explanation of the annual Resolution proposed to be adopted by the Board of Commissioners (Appendix A). Mr. Elbers reviewed and asked for a recommendation for approval of the Resolution #2016-15 imposing 2016 Summer Tax Levy, pursuant to Public Act 357 of 2004, and notice of certification of County allocated tax levy; and authorize the County Board Chair and the County Clerk to sign the L-4029.

Moved by Schmidt, seconded by Hilliard to recommend the approval to adopt the Resolution #2016-15, Imposing 2016 Summer Tax Levy, Pursuant to Public Act 357 of 2004, and Notice of Certification of County Allocated Tax Levy; and authorize the County Board Chair and the County Clerk to sign the L-4029. Ayes: All. Motion Carried.

MISCELLANEOUS INFORMATION/DISCUSSION ITEMS

HELICOPTER RIDES ON THE COUNTY FAIR GROUNDS PROPERTY

Ken Hilliard brought to the Committee's attention that the Board may be asked by the Onokama Lions Club for permission to use the Manistee County Fairgrounds property for helicopter rides during Onokama Days. This was requested last year and denied by the County. The Lions Club then leased the property next to the fairgrounds for these rides. Mr. Kaminski stated he checked with the insurance company (MMRMA) and there is no unowned aircraft liability coverage. Mr.

Kaminski strongly recommends the County not lease the property for helicopter rides since it is a huge risk. A few options could be if the Lions Club bought an unowned aircraft insurance policy and named the County as an additional insured or the County being additional insured on the helicopter's policy, then there are numerous questions to be answered like what is their safety record, what type of hold harmless agreements do passengers sign, etc. It was a **consensus** that Mr. Kaminski write a letter to the Fair Board and the Lions Club stating questions and concerns. Mr. Hilliard has a meeting with the Fair Board that evening and he would convey the letter and concerns the Committee had.

OTHER ITEMS FROM COMMITTEE MEMBERS

AUTOPSY LOCATION

Tom Kaminski and the Medical Examiner traveled to Big Rapids to view the Mecosta County Morgue. There is a possibility that we may be using their morgue for autopsies if the Prosecutor approves it. Currently our autopsies are completed in Grand Rapids and it is expensive. The Mecosta county Morgue is a state of the art facility that could be cost effective for us. There are other options that are being considered for use of the facility and Mr. Kaminski will report back in the future.


MERS AT THE MEDICAL CARE

Mr. Kaminski reported that the MERS Resolution concerning the combination of MER units was recommended by MERS. Auditors of the Medical Care Facility are recommending the Medical Care pay off their unfunded liabilities as the State government currently reimburses the Medical Care 100%. The State is changing method performance versus expense. Mr. Kaminski recommends getting a commitment in writing from the State and if that is accomplished, it is a great opportunity to be reimbursed 100%. The problem is the Medical Care does not have \$5 million dollars and would have to borrow from the County and pay it back in three years. Mr. Pomeroy will be looking into the proposition.

P.O.L.C. GRIEVANCE # 15-57

Sheriff Kowalkowski announced that the P.O.L.C. grievance #15-57 that was discussed in closed session last month has been settled.

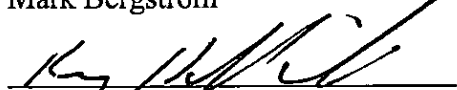
The meeting was adjourned at the Call of the Chair at 9:41 a.m.



Mark Bergstrom



Richard Schmidt



Ken Hilliard

(APPENDIX A-1)



Manistee County Board of Commissioners

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RESOLUTION #2016-15

MANISTEE COUNTY BOARD OF COMMISSIONERS

RESOLUTION IMPOSING 2016 SUMMER PROPERTY TAX LEVY PURSUANT TO PUBLIC ACT 357 OF 2004, AND NOTICE OF CERTIFICATION OF COUNTY ALLOCATED TAX LEVY

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 17th day of May, 2016.

PRESENT:

ABSENT:

The following resolution was offered by _____ and seconded by _____:

WHEREAS, Manistee County is authorized under the General Property Tax act, Public Act 206 of 1893, as amended, to levy and collect County allocated property taxes; and

WHEREAS, the General Property Tax Act has been amended by Public Act 357 of 2004, being MCL 211.44a, to require all Michigan Counties to impose a summer tax levy, with the summer tax levies for 2005 and 2006 to be in the amount of 1/3 and 2/3, respectively, of the total County allocated tax, with the full amount of the County allocated tax to be levied and collected as a summer tax levy in 2007 and each year thereafter.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Public Act 357 of 2004, the Manistee County allocated tax shall be levied and collected on July 1, 2016, at the full amount allocated after application of the "Headlee" millage reduction fraction, or 5.5 mills; and

BE IT FURTHER RESOLVED, that Manistee County will comply with MCL 141.412, "Notice of Hearing for Proposed Budget" and Section 16 of the Uniform

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Budgeting and Accounting Act, MCL 141.436, to fulfill requirements for "Truth in Taxation", MCL 211.24e; and

BE IT FURTHER RESOLVED, that this Resolution constitutes certification of the levy of the County allocated tax and authorized collection of the County allocated tax on July 1, 2016 at the full amount allocated after application of "Headlee" millage reduction fraction, or 5.5 mills; and

BE IT FURTHER RESOLVED, that the Treasurer of each township and city in Manistee County is directed to account for and deliver the full amount of County allocated tax collections for 2016 in accordance with the provisions of Public Act 357 of 2004; and

BE IT FURTHER RESOLVED, that the County Clerk shall deliver a copy of this Resolution by first class mail to the Treasurer of each township and city in Manistee County.

STATE OF MICHIGAN)
)ss.
COUNTY OF MANISTEE)

I, Jill M. Nowak, County Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Manistee County Board of Commissioners at a regular meeting held on the 17th of May, 2016 by the following vote:

YEAS:

NAYS:

NOT VOTING:

I further certify that the foregoing Resolution is a true, correct and complete transcript of the original of said Resolution appearing on file and of record in my office. I further certify that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the County of Manistee this 17th day of May, 2016.

CLERK OF THE COUNTY COMMISSION
MANISTEE COUNTY, MICHIGAN

Jill M. Nowak, County Clerk

**2016 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

| | | |
|-----------------------|--|--|
| County | 2016 Taxable Value of ALL Properties in the Unit as of 5/23/16 (Not Including Ren Zone) 1,085,474,984 | |
| Local Government Unit | MANISTEE COUNTY | |

PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE CAREFULLY.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.

The following tax rates have been authorized for levy on the 2016 tax roll.

| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) |
|--------------------------------------|------------------|---------------------------|----------|--------------|---------------------------|----------------------------------|----------------------------------|--------------------------------|-------------------------------|-------------------------------|---------------------------------------|
| Purpose of Millage | Date of Election | Charter, etc. MCL 211.34d | Fraction | Millage Rate | Current Year Millage Rate | 2016 Permanent Millage Reduction | 2016 Permanent Millage Reduction | Maximum Allowable Millage Levy | Requested to be Levied July 1 | Requested to be Levied Dec. 1 | Expiration Date of Millage Authorized |
| ALLOCATION OPERATING | 11/08/11 | | 5.5000 | 5.5000 | 1.0000 | 5.5000 | 1.0000 | 5.5000 | 5.5000 | | Dec-2016 |
| VOTED LIBRARY | 11/06/12 | | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | | | Dec-2017 |
| VOTED MEDICAL CARE | 08/03/10 | | 0.5000 | 0.5000 | 1.0000 | 0.5000 | 1.0000 | 0.5000 | | | Dec-2015 |
| VOTED 911 | 11/06/12 | | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | | | Dec-2017 |
| VOTED DIAL A RIDE COUNCIL | 08/05/14 | | 0.3300 | 0.3300 | 1.0000 | 0.3300 | 1.0000 | 0.3300 | | | Dec-2018 |
| VOTED ON AGING CONSERVATION DISTRICT | 08/03/10 | | 0.3000 | 0.3000 | 1.0000 | 0.3000 | 1.0000 | 0.3000 | | | Dec-2015 |
| VOTED | 08/05/14 | | 0.1000 | 0.1000 | 1.0000 | 0.1000 | 1.0000 | 0.1000 | | | Dec-2018 |

Truth in Taxation procedure accomplished through annual budget process

| | | |
|--------------|-----------------------|-------------|
| Prepared by | Title | Date |
| Roger Eibers | Equalization Director | May 2, 2016 |

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24a, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.121(3).

| | | | | |
|-------------------------------------|-------------|------------|------------|------|
| <input checked="" type="checkbox"/> | Clerk | Signature | Type Name | Date |
| <input checked="" type="checkbox"/> | Secretary | Jill Nowak | Jill Nowak | |
| <input checked="" type="checkbox"/> | Chairperson | Signature | Type Name | Date |
| <input checked="" type="checkbox"/> | President | Jeff Dontz | Jeff Dontz | |

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

IMPORTANT: See instructions on the reverse side for the correct method of calculating the millage rate in column (5).

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