

## MINUTES

Monday, June 13, 2016  
5:00 P.M.

Manistee Township Hall  
410 Holden Street, Manistee, MI 49660

**Members Present:** Dennis Bjorkquist, Chair; Ken Hilliard, Vice Chair; and Colleen Kenny, Secretary

**Members Absent:** None

**Others Present:** Thomas Kaminski, Administrative Support; Rachel Nelson, Recording Secretary; and numerous audience members representing Manistee County, the City of Manistee, Law Enforcement, the Townships, Villages, School Districts, the Public, and the Media

The meeting was called to order at 5:00 P.M. Roll call was taken and the Pledge of Allegiance was recited.

The Chairman requested approval of the meeting agenda.

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to approve the Monday, June 13, 2016, meeting agenda. Motion carried.**

The Chairman then requested approval of the minutes from the Monday, April 11, 2016, meeting of the Manistee Local Revenue Sharing Board.

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to approve the Monday, April 11, 2016, meeting minutes of the Manistee Local Revenue Sharing Board, as presented. Motion carried.**

Larry Romanelli, Tribal Ogema, and Connie Waitner, Little River Casino & Resort Assistant General Manager, presented the Board with the next 2% check, which totaled \$710,408.40. These funds will be distributed as grants to local units of government in the 2016-Cycle II grant process.

The Board reviewed correspondence from the Cleon Township Fire Department regarding their current grant application (APPENDIX A).

The Chairman next requested the Board's consideration to approve payment to Manistee County in the amount of \$12,500.00, which represents 50% of the annual administrative fees, per agreement.

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to approve payment of \$12,500 to the County of Manistee, which is 50% of the annual administrative fees, per agreement.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist, Hilliard, Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

The Board considered payment to the Municipal Underwriters of Michigan, Inc., for the liability insurance renewal, invoice #13736R in the amount of \$4,023.00 (APPENDIX B).

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to approve payment to the Municipal Underwriters of Michigan, Inc., for the liability insurance renewal in the amount of \$4,023.00.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny, Hilliard, Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

The Chairman requested that Mr. Kaminski provide the Board with a detailed explanation of the financial report prepared for the Monday, June 13, 2016, meeting (APPENDIX C). Mr. Kaminski explained that the actual interest received since May 1, 2013 is \$2,022.64, which is slightly higher than estimated. A dividend check for \$309.51 was also received today from Municipal Underwriters of Michigan, Inc. There are enough funds available for all of the grant applications submitted this cycle.

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$1,650 to Onekama Township to purchase three new carbon fiber air bottles for the Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard, Bjorkquist, Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$1,060 to Onekama Township to purchase two new chainsaws for the Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist, Hilliard, Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$42,900 to the Manistee County Road Commission to assist with purchasing a new tractor mower with attachments.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny, Hilliard, Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$31,900 to West Shore Medical Center to purchase two LIFEPAK 20 defibrillator/monitors.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard, Kenny, Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$5,782 to Manistee Township to purchase 14 helmets, hoods, and gloves for the Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist, Hilliard, Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$35,200 to Bear Lake School District, Kaleva Norman Dickson School District, Manistee Area Public Schools, Onekama School District, and Casman Academy to assist with purchasing a video intercom access system for each of the school districts.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny, Bjorkquist, Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Hilliard to award \$5,000 to Manistee County to create a juvenile diversion program in the 19<sup>th</sup> Circuit Court Family Division.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist, Kenny, Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$1,179.50 to Manistee County to purchase seven Overt Carry Systems for the SSCENT Narcotics Team.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard, Bjorkquist, Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$49,513 to Manistee County to purchase 32 Automated External Defibrillators and 13 AED Trainers for the Sheriff's Office, City Police, and the 11 Fire Departments in the County.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny, Hilliard, Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$23,100 to Manistee County to assist with outfitting a training facility for the Manistee County Firefighter's Association.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist, Kenny, Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$5,000 to the City of Manistee to be used as matching funds for a grant from FEMA to purchase JAWS-type cutting tools and a LUCAS automatic CPR device for the City Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard, Bjorkquist, Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$3,050 to the City of Manistee to purchase 15 swim buoys.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard, Kenny, Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$7,000 to Cleon Township to purchase ten new replacement cylinders for self-contained breathing apparatus for the Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist, Hilliard, Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$9,000 to Cleon Township to purchase refurbished hydraulic extrication equipment components for the Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny, Bjorkquist, Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$2,000 to Cleon Township to purchase a new 3500 watt portable electric generator for the Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard, Kenny, Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$9,000 to Bear Lake Township to assist with purchasing 12 SCBA MSA carbon fiber bottles 2216psi for the Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist, Hilliard, Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$1,743.46 to Onekama Township to purchase LED retro fit bulbs.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny, Bjorkquist, Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$20,150.86 to Manistee County to purchase and install cameras and recording equipment to monitor all entrances and exits at the Manistee County Medical Care Facility.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard, Kenny, Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$7,300 to Manistee County to cover half of the cost to upgrade the security system at the Manistee Health Department office.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist, Kenny, Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$5,000 to Casman Alternative Academy to assist with purchasing and installing more lighting around the property.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny, Hilliard, Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

Several of those present thanked the Board for their support.

Mr. Hilliard emphasized that it's important to put in applications every grant cycle.

The Chairman announced that the scheduled meetings of the Manistee Local Revenue Sharing Board are as follows:

- Monday, October 10, 2016 (Cycle II-2016 Verbal Presentations)
- Monday, December 12, 2016 (Cycle II-2016 Grant Awards)
- Monday, January 9, 2017 (Biennial Selection Meeting pursuant to Section 6.6 of the Bylaws, as amended)
- Monday, February 13, 2017 (Annual Organizational Meeting pursuant to Section 6.7 of the Bylaws, as amended)

The Board previously set the deadline for the 2016-Cycle II grant applications for Friday, September 2, 2016, at 5:00 P.M.

There being no further business to come before the Local Revenue Sharing Board, the meeting was adjourned at 5:35 P.M.

Respectfully Submitted,

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Colleen Kenny, Secretary

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## Cleon Township Fire Department

16505 Imhoff Drive, Copemish, MI 49625

*"Pride of The Northeast"*

Cleon Township is an equal opportunity employer and provider.



09 June 2016

Manistee County Local Revenue Sharing Board  
c/o Manistee County Administrator  
415 Third street  
Manistee, MI 49660

Dear Board Members,

In the time period from the submittal of applications for the 2016 cycle 1 grants and the grant awards meeting the Cleon Township Fire Department was the recipient of a generous donation of used hydraulic extrication tools.

With the donation of the extrication tools I am requesting that the Revenue Sharing Board consider the following.

Increase the amount of priority #1 request from the currently requested amount of \$7,000.00 to \$13,000.00. This would allow the fire department to complete the task of replacing the SCBA cylinders.

Reduce the amount of priority #2 request from the currently requested amount of \$9,000.00 to \$3,000.00. This would allow for the final components to be purchased to place the hydraulic extrication equipment into service.

Priority request #3 for \$2,000.00 for the purchase of a portable electric generator remains unchanged.

The request for these actions were approved at the 08 June 2016 Cleon Township Board meeting.

Thank you for taking the time to consider this grant request revision.

Mark B. Griner

Chief of Department  
Cleon Township Fire Department

(APPENDIX B)

**Municipal Underwriters of Michigan, Inc.**

**Original Invoice**

P.O. Box 400  
Houghton Lake, MI 48629-0400

|              |           |
|--------------|-----------|
| INVOICE DATE | INVOICE # |
| 3/29/2016    | 13736R    |

Manistee Local Revenue Sharing Board  
C/O Tom Kaminski, Secretary  
415 3rd Street  
Manistee, MI 49660

|               |                |                 |
|---------------|----------------|-----------------|
| POLICY NUMBER | EFFECTIVE DATE | EXPIRATION DATE |
| HMTP-172573   | 05/01/2016     | 05/01/2017      |

| POLICY TYPE | DESCRIPTION                        | CHARGE   |
|-------------|------------------------------------|----------|
| MTPP        | Municipal Package Policy - Renewal | 4,023.00 |

RECEIVED

Come visit us at our new website: [www.muminc.net](http://www.muminc.net), where you can find helpful links and claim submission information.

**Total Due:** \$4,023.00

|                |              |                  |                |
|----------------|--------------|------------------|----------------|
| Phone #        | Fax #        | E-mail           | Web Site       |
| 1-800-241-8398 | 989-422-6597 | adamg@muminc.net | www.muminc.net |

**FINANCIAL REPORT**

(Prepared for Monday, June 13, 2016 Meeting)

Total 2% funds received by the County Treasurer:

|                      |                      |                 |
|----------------------|----------------------|-----------------|
| 11/30/99 – 5/28/14 = | \$27,631,953.39      |                 |
| 11/19/14 =           | \$ 857,050.92        |                 |
| 5/29/15 =            | \$ 725,874.32        |                 |
| 11/12/15 =           | <u>\$ 891,654.95</u> |                 |
|                      |                      | \$30,106,533.58 |

ADD: Interest Earnings:

|                  |                  |              |
|------------------|------------------|--------------|
| 12/99 – 4/30/15  | \$ 383,064.30    |              |
| 5/1/12 - 4/30/13 | <u>\$ 545.37</u> |              |
|                  |                  | \$383,609.67 |

LESS: Grant Awards:

|                    |                        |                   |
|--------------------|------------------------|-------------------|
| 5/8/00 – 12/9/13 = | \$25,704,638.66        |                   |
| 6/9/14 =           | \$ 114,471.00          |                   |
| 12/8/14 =          | \$ 1,367,870.68        |                   |
| 6/1/15 =           | \$ 134,866.00          |                   |
| 12/14/15 =         | <u>\$ 1,411,061.23</u> |                   |
|                    |                        | (\$28,732,907.57) |

ADD: Grant Reimbursements received from 9/21/07 through 3/2/16.

(All funds, except \$133.84 received on 12/16/15 from the Village of Eastlake, have been redistributed as Public Safety grants on 12/14/09, 6/14/10, 12/12/11, 6/11/12, 12/10/12, 6/10/13, 12/9/13, 6/9/14, 12/8/14, 6/1/15 and 12/14/15). =

\$60,440.11

LESS: Administrative Fees and other invoices approved for payment through 6/12/16 =

(\$920,075.52)

**ACCOUNT BALANCE AS OF 6/12/16 =**(Note: Balance does not include interest earnings from 05/01/13 to present)**\$897,600.27**

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**2016 CYCLE I ESTIMATED GRANT DISTRIBUTION**

|  |                     |
|--|---------------------|
| CURRENT ACCOUNT BALANCE =<br>(Includes interest earned through 04/30/13)   | \$897,600.27        |
| LESS: Outstanding invoices scheduled to be paid on 06/13/16 =<br>(Liability Insurance Premium and 50% of annual administrative fee)                              | (\$16,523.00)       |
| LESS: Approximate amount which will remain in the account for operating expenses =   | (\$10,000.00)       |
| ADD: Interest earnings 05/01/13 through 2016 Cycle I grant distribution date =<br>(Estimate of \$45 x 37 months)   | \$1,665.00          |
| Balance remaining for grant distribution =   | <u>\$872,742.27</u> |
| LESS: Minimum amount required for distribution in the form of Public Safety Grants<br>(\$891,654.95 x 12.5%) + \$133.84 (reimb.) =                               | (\$111,590.71)      |
| Amount remaining for distribution in the form of "Offset", "Other" and<br>additional "Public Safety" grants =<br>(Note: P.I.L.T. grants distributed in Cycle II) | <u>\$761,151.56</u> |

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(NOTE: The Board may consider reserving a portion of the account balance for P.I.L.T. payments awarded in December 2016 and paid in February 2017. The following is an estimate of the amount that may be needed to pay the 2016 P.I.L.T. obligation:

|  |                     |
|--|---------------------|
| Estimated 2% payment received from the casino in June 2016 =   | \$712,000           |
| Less: Estimated Minimum Public Safety grant obligation in December 2016<br>(\$712,000.00 x 12.5%) =  | (\$89,000)          |
| Less: Estimated Administrative expenses, insurance premiums, legal<br>fees, per diem, etc. (6/16 thru 12/16) =   | (\$15,000)          |
| Add: Estimated interest earnings (6/16 thru 11/16) (Interest estimated at \$45 per month) =  | \$270               |
| Less: Normal reserved account balance =  | (\$10,000)          |
| Less: Total estimated 2016 P.I.L.T. payment:<br>(2016 taxable value of casino; real and personal property as of 12/31/15 = \$31,729,200)<br>(Source: 2016 Appraisal)<br>(Millage estimated and based on 2015): |                     |
| West Shore College (3.0907 mills) =  | (\$ 98,065)         |
| Intermediate School District (2.3000 mills) =  | (\$ 72,977)         |
| Manistee Area Public Schools (20.2500 mills) =   | (\$ 642,516)        |
| Manistee County (8.7300 mills) =   | (\$ 276,996)        |
| Manistee Township (1.5000 mills+1% tax admin fee)  | (\$ <u>58,975</u> ) |
|  | (\$1,149,529)       |
|  | -----               |
| Estimated amount which will be available for "Offset", "Other",<br>and additional "Public Safety" grants in December 2016 =  | <u>-\$551,259</u>   |

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Based on the above estimates, it is recommended that a minimum of \$551,259 (non-Public Safety) balance be reserved for the 2016 - Cycle II grant process to meet P.I.L.T. payments. If the Board takes this action, the following is available in this cycle for distribution:

|   |                          |
|---|--------------------------|
| 1) Public Safety Grants =   | \$ 111,591               |
| 2) Other Grants/ Additional (Public Safety grants) =<br>(\$761,152 - \$551,259) | \$ <u>209,893</u>        |
| 3) TOTAL =  | \$ <u><u>321,484</u></u> |