



# 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, August 31, 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: Tom Kaminski, County Administrator/Controller; Roger Elbers, Equalization Director; Chuck Haemker, Library Director; John O’Hagan, Undersheriff; Russ Pomeroy, County Treasurer; Bruce Schimke, Maintenance Supervisor; John Hauswirth, Assistant Prosecuting Attorney; Lt. Andrew Ambrose, SSCENT; 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

Mr. Kaminski presented the Committee with Claiming Summaries for August 3, 2016 through August 31, 2016, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund.....	\$170,760.89
201 County Road Fund .....	0.00
215 Friend of the Court Fund.....	0.00

216 Department Contingency Fund .....	0.00
225 Recycling Fund .....	7,840.00
234 Judicial Technology Fund .....	0.00
235 District Court Services Fund .....	0.00
236 Maintenance of Effort Fund .....	13,500.89
239 NF&W Foundation Grant .....	1,942.50
241 AIS Grant Fund .....	2,100.00
242 Bear Lake Improvement Fund .....	3,286.00
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 .....	4,400.00
252 PRE Audit Fund .....	0.00
253 Remonumentation Fund .....	975.12
254 Medical Care Depreciation Fund .....	0.00
255 Brownfield Site Assessment Fund .....	88.74
256 Register of Deeds Automation Fund .....	929.66
257 Budget Stabilization Fund .....	0.00
258 Mounted Search and Rescue .....	0.00
259 Legal Defense Fund .....	0.00
260 Health Insurance Fund .....	137,866.48
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 .....	625.00
267 Concealed Pistol Licensing Fund .....	0.00
268 Homeland Security Grant Fund .....	0.00
269 Law Library Fund .....	1,942.04
270 Corrections Officer Training Fund .....	3,176.89
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 .....	0.00
280 MSHDA Grant Fund .....	0.00
281 Law Enforcement Technology Fund .....	0.00
282 Community Wildfire Grant Fund .....	0.00
283 F.I.A. Benzie County .....	0.00
284 Community Corrections Fund .....	2,500.00
285 Drunk Driving Case Flow Fund .....	0.00

286 Juvenile Intervention Fund .....	0.00
287 Juvenile Accountability Fund .....	2,091.80
290 Department of Human Services Fund .....	0.00
292 Child Care Fund.....	25,257.06
293 Soldiers & Sailors Relief Fund .....	380.33
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund.....	37,836.44
296 Juvenile Justice Fund .....	0.00
297 Compensated Services Fund .....	91,294.82
298 County Employee Separation Fund .....	0.00
299 Unemployment Fund .....	0.00
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 .....	322,568.75
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
615 2015 Tax Revolving Fund .....	0.00
620 Tax Revolving - State Sales.....	653.66
701 Trust and Agency.....	7,185.44
702 OPEB Trust Fund.....	0.00
801 Drain Fund .....	23,510.94

Total: \$860,613.45

On Demand checks total (included in total amount above): \$91,463.08

Payroll for the period of August 3, 2016, through August 31, 2016 + \$438,941.58  
(Includes 2 payrolls)

Total to be Claimed and allowed September 20, 2016 \$ 1,299,555.03

Moved by Schmidt, seconded by Hilliard to recommend the approval of the on demand checks, bills and payroll, be accepted in the amount of \$1,299,555.03, and that the same be placed on file. Ayes: All. Motion Carried.

**MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY (MMRMA)**  
**STATEMENT OF CHANGES IN MEMBER RETENTION FUND**

Mr. Kaminski presented the Michigan Municipal Risk Management Authority (MMRMA) Statement of Changes in Member Retention Fund Report for 4-1-16 to 6-30-16 (Appendix A). The report indicates the County has sufficient Member Retention Fund Balance. This quarterly report is provided for informational purposes only.

**REVIEW OF CYCLE II GRANTS TO BE SUBMITTED BY THE COUNTY TO THE**  
**LOCAL REVENUE SHARING BOARD**

- 1) Review and Consideration of grants, which are proposed to be submitted by the County to the Local Revenue Sharing Board, in the 2016 Cycle II grant process. All grants are due in the Revenue Sharing Board Office by Friday, September 2, 2016 at 5:00 PM. The grants submitted by County Departments/Agencies are as follows:
  - A) Public Safety Grant Applications:
    - 1) **Manistee County Planning Department (GIS Analyst II for GIS Data Emergency Information Updates) = \$20,000**

This application requests partial funding for a contractual GIS Analyst II, who will work with the Planning Department for the auditing of GIS databases, which are integral to emergency management and 911 services. The completed work will benefit every local unit of government and resident in Manistee County. The County Planning Director will assist and supervise this project and contracted staff dedicating significant time to the completion of these projects. Emergency management services and the County's 911 call center operate off of data contained within GIS shape files. This data, which consists of addresses, road centerlines, parcel data and other pertinent data files, is the backbone for digital emergency response and operations. There are major flaws located within several data sets, and a contracted staff member is needed to audit the data files. The auditing of address and road centerline files is one aspect to the project, with additional necessary projects such as the creation of new MSAG map, use of lidar data for creation of new elevation models and one-foot contours from these models as well as the creation of a new landcover data set from infrared imagery, of which the county is currently in possession. The County Planning Department has been working to move these projects

forward, but limited staff prevents initiation of these projects. A letter of support from the 911 director and Emergency Management Coordinator is attached to the application. Total funding for the project is \$30,000, with \$10,000 being provided in in-kind supervision by the County Planning Director.

2) **Manistee County Library (Flooring replacement and asbestos remediation) = \$12,000**

This application requests partial funding for a project to update and maintain the main library building, which is a local historic landmark. Specifically, the existing floor tiles will be removed and disposed of by a licensed contractor specializing in asbestos remediation. A new floor covering purchased by the Library will then be installed. The elevator floor will require additional permitting and expense to replace the cracked tiles. The project priorities are as follows:

- 1) First Street/Loading Dock level elevator, steps from the street level down to the basement and up to the main level and the landing area at the main level.
- 2) Remainder of southeast stairwell (steps and landings)
- 3) Basement and mezzanine hallways and front lobby on main level.

Total funding for the project is \$24,000, with \$12,000 being funded by the applicant through the County Library budget.

3) **Manistee County Building and Grounds Department (Courthouse security camera upgrades) = \$38,905**

This application requests partial funding for the replacement and upgrade of 16 existing security cameras in the Courthouse building. This project will also add three exterior and five new interior cameras. The County's Courthouse security system in need of replacement, the current 16 camera system is inadequate and obsolete in its current state. The system was installed in the early 2000's and is 1990's technology. With the upgrade to HD cameras with zooming capability, the review of a security issue will be a high-quality video/picture. The current system's zooming capability is distorted and unviewable for an accurate account of the situation. The current system also has numerous dead spots with no video recording in courtrooms, stairwells, front entrance and the main parking lot. The 19<sup>th</sup> Circuit Court Family Division is in need of 5 cameras, one needs to be located in a

holdover/hearing room across the hall from the main offices, also each office where youth meet with the case worker and counselors and the main waiting area in the hallway is in need of video monitoring. The main courthouse entrance also needs video monitoring as well as the courthouse parking lot. This will be remedied with the addition three HD cameras with zooming/panning capability. The new 24 HD camera system will be on the network to allow security personnel access to view and monitor potential issues as they present themselves in realtime. Total budget for the project is \$77,810, with \$38,905 being funded by the applicant or from other grant resources.

4) **Manistee County Building and Grounds Department (IT Rooms clean agent fire suppressant systems) = \$23,500**

This application requests partial funding for the purchase and installation of two IT server room cleaning agent fire suppression systems. One of these systems will be located in the Sheriff's Department and the other at the Manistee County Courthouse. The clean agent systems will be installed in accordance with the latest code of NFPA 2001 (Clean agent fire systems for IT server rooms). The new system consists of a 24-hour control panel equipped with a 24-hour emergency backup, manual pull station, a board switch, cross zoned smoke detection, pre-discharge alarm, clean agent stand-alone cylinder tanks with all electrical and piping needed for the fire protection of the server rooms. At the present time, the Courthouse and Sheriff Department's IT computer rooms only have portable fire extinguishers. If a fire were to occur after 5:00 PM or on the weekend, all capability to run the Courthouse and Sheriff's Department operations for an extended time period would be lost. Installing the self-monitoring clean agent fire suppression system would allow these operations to continue because the clean agent system would monitor the rooms 24/7 and extinguish the fire immediately. In addition, the clean agent system does not damage sensitive computer equipment. With this system, only the faulty equipment would need to be replaced vs. the entire computer server room. Total budget for the project is \$37,300 with \$13,800 to be funded by applicant or through other grant resources.

5) **Manistee County Sheriff's Office (Dive Team Masks and Buddy phone communication) = \$7,020**

This application requests funding to update the Sheriff's Office dive team's AGA masks and communications that will work in conjunction with other dive units for both safety and universal communication consistent with other team's equipment. The County's dive team currently has five divers (five county and one City). The current AGA masks were purchased in 2007 and are showing signs of wear and only

have the ability to communicate with their own team members. The dive team is part of the Northern Michigan Mutual Aid, which covers five counties and trains as a group several times per year. The new equipment will not only increase safety because of modern technology, it will also be compatible with other dive teams making communication available to all divers on any scene. The cost per unit is \$1,170. These newer masks have features that include a double seal, which provides a greater seal for a better fit, positive pressure in the masks so flooding is no longer an option. They also have low volume design, which makes for easy cleaning and has advanced air circulation that prevents mask fogging.

6) **Manistee County Sheriff's Office (Executive training for Police Staff and Command) = \$8,000**

This application requests funding for tuition expenses to attend Northwestern's School of Public Staff and Command, which is being hosted by Manistee County in 2017. Tuition would be for two command officers to attend the 10-week executive level training. Tuition for this highly sought after training is \$4,000 per person. The training is for 10-weeks (two weeks on, and two weeks off for five months). Manistee County and the Sheriff's Office specifically would benefit with the monetary savings because there would be no additional cost for housing and meals. This is a unique opportunity to have such an academically challenging, highly respected training hosted here in Manistee County. Northwestern's training has been in place since 1983 with enthusiastic response from executives and participants throughout the country.

7) **State, Sheriff's, Chief's Enforcement Narcotics Team (SSCENT) (Police Raptor Tool) = \$11,538.62**

This application requests funding to purchase 43 Delia Raptor Tools. These tools will be purchased in one bulk order to get the best price possible. This tool is a handheld multi-use breaching tool that can be used in a multitude of ways ranging from rescue operations to tactical applications. The Delia Raptor incorporated six tools in one design, including a sledge hammer, ram ax, forked pry wedge, hydrant wrench and gas line shutoff slot. The tool will be provided to law enforcement officers in Manistee County that patrol the communities they serve. The tool will be contained in the vehicle and will assist the officer with forced entries into homes, to render aid and/or execute search warrants. The tool will also be used to force entry into vehicles that may be involved in crashes that prevent the doors from being opened. The items will be disseminated to law enforcement agencies as follows:

10 to the Manistee County Sheriff's Department

8 to the Manistee City Police Department

15 to the Michigan State Police Cadillac Post

10 to the SSCENT Office

**TOTAL PUBLIC SAFETY GRANT APPLICATIONS (7) = \$120,963.62**

**B) Offset Grant Applications:**

**1) None submitted**

**TOTAL OFFSET GRANT APPLICATIONS (0) = \$0**

**C) Other Grant Applications:**

**1) None submitted**

**TOTAL OTHER GRANT APPLICATIONS (0) = \$0**

**TOTAL GRANT APPLICATIONS SUBMITTED BY MANISTEE COUNTY (7) = \$120,963.62**

Moved by Hilliard, seconded by Schmidt to approve the submission of the seven (7) Public Safety Grant Applications in the amount totaling \$120,963.62 to the Local Revenue Sharing Board. Ayes: All. Motion Carried.

**OTHER ITEMS FROM COMMITTEE MEMBERS**

None.

The meeting was adjourned at the Call of the Chair at 10:03 a.m.

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Mark Bergstrom

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Jeff Dontz

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Ken Hilliard

(APPENDIX A)

Michigan Municipal Risk Management Authority  
Statement of Changes in Member Retention Fund  
For 4/1/2016 to 6/30/2016

RECEIVED  
AUG 10 2016

MEMBER: 01040-Manistee, County of

<b>Receipts:</b>	
Member Contributions Received - Regular	\$12,500.00
Member Contributions Received - Additional	\$0.00
Net Asset Distribution Transfer	<u>\$0.00</u>
Miscellaneous Revenue Received	\$0.00
State Pool Deductible Receipts	\$0.00
Interest Income	\$3,261.27
<b>Total Receipts</b>	<u>\$15,761.27</u>
<b>Claims &amp; Related Payments:</b>	
Claim Losses Paid	(\$1,755.45)
Net Claims, Adjustment Expenses, Recoveries - 7/1-9/30/12	\$0.00
Claim Adjustment Expenses Paid	(\$225.00)
Reinsurance Recoveries	\$1,755.45
Stop Loss Recoveries	\$0.00
Subrogation Recoveries	\$0.00
<b>Net Claims and Claim Adjustment Expenses</b>	<u>(\$225.00)</u>
<b>Other Payments:</b>	
Interest Expense for Negative Balance	\$0.00
Special Legal Services	\$0.00
Direct Meeting Expenses of Member	\$0.00
Member General Fund Contribution Transfer	\$0.00
Member Withdrawals	\$0.00
<b>Total Other Payments</b>	<u>\$0.00</u>
<b>Net Contribution to Retention Fund during Period</b>	\$15,536.27
<b>Beginning of Period Member Retention Fund Balance</b>	\$443,651.50
<b>End of Period Member Retention Fund Balance</b>	<u>\$459,187.77</u>
<b>Reported Reserves within Member's Self-Insured Retention</b>	<u>\$74,775.00</u>