



# Manistee County Board of Commissioners

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

CHAIRPERSON  
Jeffrey Dontz  
VICE-CHAIRPERSON  
Brook Shafer

Margaret Batzer  
Mark Bergstrom  
Karen Goodman  
Pauline Jaquish  
Richard Schmidt

CLERK

Jill Nowak  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231)398-3504

## WAYS & MEANS COMMITTEE

Wednesday, June 7, 2017  
9:00 a.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### MINUTES

Members Present: Mark Bergstrom, Chairperson, Richard Schmidt and Brook Shafer

Members Absent: None

Others Present: Tom Kaminski, County Administrator/Controller; Rachel Nelson, Finance Assistant; Ken Falk, Undersheriff; Bruce Schimke, Maintenance Supervisor; 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 May 2, 2017 through June 7, 2017, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund.....	\$244,761.43
201 County Road Fund .....	0.00
215 Friend of the Court Fund.....	0.00
216 Department Contingency Fund .....	0.00
225 Recycling Fund .....	9,033.10

234 Judicial Technology Fund.....	0.00
235 District Court Services Fund.....	0.00
236 Maintenance of Effort Fund.....	14,218.80
239 NF&W Foundation Grant.....	0.00
241 AIS Grant Fund.....	1,095.00
242 Bear Lake Improvement Fund.....	3,125.00
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.....	46,857.73
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.....	19,000.00
257 Budget Stabilization Fund.....	0.00
258 Mounted Search and Rescue.....	0.00
259 Legal Defense Fund.....	0.00
260 Health Insurance Fund.....	153,665.18
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.....	942.77
267 Concealed Pistol Licensing Fund.....	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	3,257.54
270 Corrections Officer Training Fund.....	78.69
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.....	750.00
285 Drunk Driving Case Flow Fund.....	0.00
286 Juvenile Intervention Fund.....	0.00
287 Juvenile Accountability Fund.....	5,328.20



## **MANISTEE COUNTY SHERIFF'S OFFICE/JAIL/9-1-1 ROOF REPLACEMENT BIDS**

Bruce Schimke, Maintenance Supervisor, appeared before the Committee to present bids (Appendix A) and provide a recommendation for replacement of the roof at the Manistee County Sheriff's Office/Jail/9-1-1. Mr. Schimke stated that the bids were to furnish and install a new 20-year Firestone EPDM Roofing System. This Firestone rated roof has to be installed by Firestone Certified contractors who must provide a performance bond to the County. The roof will also be a ballasted roof meaning it will have rocks adhered to it. Mr. Schimke has spoken with Sheriff O'Hagan and Jim Espvik, 9-1-1 Director, and they are in agreement with the type of roof needed. Mr. Schimke also reported that there are eleven (11) steel posts in the current roof that need to be removed. After review of the proposed work and total costs including an additional contingency of 10% for unforeseen costs, Mr. Schimke recommends the bid from Great Lakes Systems be approved in the amount of \$84,590.00. The portion of the bid for the 9-1-1 building in the amount of \$13,750.00, will be reviewed by the 9-1-1 Board.

**Moved by Shafer, seconded by Schmidt to recommend the approval of the bid from Great Lakes System in the amount of \$84,590.00 for a ballasted 20 year Firestone EPDM Roofing System at the Manistee County Sheriff's Office/Jail/9-1-1, remove eleven (11) steel posts and provide the County with a Performance Bond; to be paid from the Capital Improvement Fund. Ayes: All. Motion Carried.**

## **PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL HOURS**

**Moved by Schmidt, seconded by Shafer to recommend the approval of unused accumulated vacation and personal hours to Paige Ohse, Sheriff Office employee, who resigned from County employment effective May 16, 2017 = \$746.41; (Appendix B) to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.**

**Moved by Schmidt, seconded by Shafer to recommend the approval of unused accumulated vacation and personal hours to Kari Rozmarek, Probate Court employee, who resigned from County employment effective May 17, 2017 = \$1,753.19; (Appendix C) to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.**

## **MISCELLANEOUS**

### **QUARTERLY MMRMA STATEMENT**

Tom Kaminski reviewed the Michigan Municipal Management Authority (MMRMA) Statement of Changes in Member Retention Fund for January 1, 2017 to March 31, 2017 (Appendix D). Mr. Kaminski noted that the balance one (1) year ago on March 31, 2016 was \$443,651.50 compared to this year at \$476,181.57. He also noted that each year, \$50,000 is transferred into

this Fund. The Claim Expenses of \$16,933.17 are expenses being paid for a lawsuit in which a Prosecutor from another County who represents Manistee County in a case is being sued. Hopefully, this will be resolved soon. The Loss Fund is doing well as there are no other expenses pending.

### UPDATE ON THE COUNTY BUDGET PROCESS

Tom Kaminski has been working and gathering information on the County Budget for FY 2017/2018. Mr. Kaminski noted that requests are usually around \$1 million dollars out of balance but this year seems to be even more so out of balance (\$1.4 million). He will continue to work on the budget and eliminate extras and work through it.

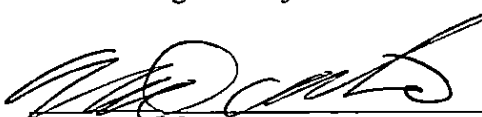
### MEDICAL EXAMINER USE OF SPACE AGREEMENT

The Medical Examiner Use of Space Agreement with Mecosta/Newaygo County Morgue (Appendix E) was presented. Mr. Kaminski noted that this agreement will be used for special circumstances such as needed x-rays, autopsies for children or those person needing special testing. The fee is \$700 for use of the morgue for the day. This is the last step in the process of having a shared Manistee/Benzie Medical Examiner.

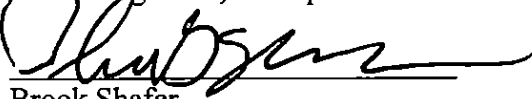
**Moved by Schmidt, seconded by Shafer to recommend the approval of the Use of Space Agreement between Manistee County and the Mecosta-Newaygo County Morgue. Ayes: All. Motion Carried.**

### OTHER ITEMS FROM COMMITTEE MEMBERS

The meeting was adjourned at the Call of the Chair at 9:46 a.m.



Mark Bergström, Chairperson



Brook Shafer



Richard Schmidt

(APPENDIX A-1)

**ADVERTISEMENT FOR BIDS**

**MANISTEE COUNTY JAIL 2017 REROOFING PROJECT**

Manistee County is requesting sealed, competitive Bids for the above referenced project, to furnish and install a new 20-year Firestone EPDM Roofing System. The bids are due no later than 5:00 pm on May/15th/2017. There will be a mandatory on site pre-bid inspection and walk through on May/8th/2017 at 10 am at the Jail at 1525 E. Parkdale Ave., Manistee Michigan 49660. Please contact Bruce A. Schimke, Maintenance Supervisor at 231-398-3552 to have your company name added to the pre-bid contractors list. Bid documents will be made available at the pre-bid meeting at no cost to the contractors. Bidders must meet the contractor qualifications and provide a performance bond for the contract.

(APPENDIX A-2)

Ways and Means Committee  
6/7/2017

Gentlemen,

The Manistee County Jail and 911 roofing Bid Tabulations are as follows.

Jail-Base Bid	911 Ballasted	Jail-Alternate Non Ballasted Fully Adhered	911-Alternate Non Ballasted Fully Adhered		Performance Bond
<b>(1)-Great Lakes Systems</b>					
\$74,900.00	\$12,500.00	\$98,850.00	\$23,150.00	Remove 11 steel posts add \$2200.00	YES
<b>(2)-Stevens Construction</b>					
\$79,900.00	\$21,900.00	\$122,500.00	\$35,700.00	Remove 11 steel posts add \$2700.00	YES
<b>(3)-G-Freeland Roofing</b>					
\$90,372.00	\$15,400.00	\$132,600.00	\$30,090.00	Remove 11 steel posts add \$1525.00	YES

Great lakes and Stevens Construction included the Performance Bond in their Base Bid, Freeland Roofing had the Performance Bond separate so their Base Bid number reflects that addition cost.

After meeting with Charlie Appleby with Firestone Roofing Systems and verifying all three bidding contractors are Firestone Roofing Systems certified, I am recommending that the low Bid from Great Lakes Systems should be awarded the Contract.

In addition, I am requesting that the added cost of \$2200.00 for the removal of the 11 steel posts be added to their contract. Also, I'm requesting an additional contingency of 10% for the jail and 911 for any unit cost we might incur for replacement of damaged insulation etc.

I have spoken with John O'Hagan Manistee County Sheriff and Jim Espvik 911 director concerning the project, they both have agreed with my recommendation for the jail and 911 Ballasted base bid roofing system.



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APPENDIX B

OFFICE OF  
CONTROLLER/  
ADMINISTRATOR  
231-398-3500 • Fax 231-723-1795  
www.manisteecountymi.gov

MEMORANDUM

TO: Manistee County Board of Commissioners  
FROM: Lisa Sagala, HR Manager/Assistant Administrator *LS*  
DATE: June 5, 2017  
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name: Paige Ohse  
Department: Sheriff's Department  
Employee #: 1447  
Hourly Rate: \$20.71  
Resignation Date: May 16, 2017

2017 Unused Vacation Hours:	2.0
2018 Earned Vacation Hours:	33.00
2017 Unused/Earned Comp Hours:	4.0
2017 Unused Personal Day Hours:	0.0

2017 Unused Vacation Payment:	\$41.42
2018 Earned Vacation Payment:	\$683.43
2017 Unused/Earned Comp Hours:	\$82.84
2017 Unused Personal Day Payment:	\$0.00

2017 Unused Cleaning Allowance Due County:	-\$249.46
2017 Shift Differential Due Employee:	\$188.18

Total Amount Due:	<u>\$746.41</u>
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Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners on Tuesday,  
June 20, 2017

Jeffrey Dontz, County Board Chairperson





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## MEMORANDUM

TO: Manistee County Board of Commissioners

FROM: Lisa Sagala, HR Manager/Assistant Administrator *LS*

DATE: June 5, 2017

RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name: Kari Rozmarek  
 Department: Probate Court  
 Employee #: 1121  
 Hourly Rate: \$16.98  
 Resignation Date: May 17, 2017

2016 Unused Vacation Hours:	0.0
2017 Unused Vacation Hours:	71.0
2018 Earned Vacation Hours:	28.0
2017 Unused Accumulated Sick Hours:	0.0
2017 Unused Personal Day Hours:	4.3

2016 Unused Vacation Hours:	\$0.00
2017 Unused Vacation Hours:	\$1,205.58
2017 Earned Vacation Payment:	\$475.44
2016 Unused Sick Time Payment:	\$0.00
2016 Unused Personal Day Payment:	\$72.17

2016 Unused Cleaning Allowance Due County:	\$0.00
2016 Shift Differential Due Employee:	\$0.00

Total Amount Due:	<u>\$1,753.19</u>
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Payment to be made from the "Employee Separations" Account #298 000 701.001.

Approved for payment by the Manistee County Board of Commissioners on Tuesday,

June 20, 2017

Jeffrey Dontz, County Board Chairperson

(APPENDIX D)

Michigan Municipal Risk Management Authority  
Statement of Changes in Member Retention Fund  
For 1/1/2017 to 3/31/2017

MEMBER: 01040-Manistee, County of

Receipts:

Member Contributions Received - Regular	\$12,500.00
Member Contributions Received - Additional	\$0.00
Net Asset Distribution Transfer	\$0.00
Miscellaneous Revenue Received	\$0.00
State Pool Deductible Receipts	\$0.00
Interest Income	\$3,386.86
<b>Total Receipts</b>	<u>\$15,886.86</u>

Claims & Related Payments:

Claim Losses Paid	\$0.00
Net Claims, Adjustment Expenses, Recoveries - 7/1-9/30/12	\$0.00
Claim Adjustment Expenses Paid	(\$16,933.17)
Reinsurance Recoveries	\$0.00
Stop Loss Recoveries	\$0.00
Subrogation Recoveries	\$0.00
<b>Net Claims and Claim Adjustment Expenses</b>	<u>(\$16,933.17)</u>

Other Payments:

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>	<u>(\$1,046.31)</u>
<b>Beginning of Period Member Retention Fund Balance</b>	\$477,227.88
<b>End of Period Member Retention Fund Balance</b>	<u>\$476,181.57</u>

**Reported Reserves within Member's Self-Insured Retention** \$47,559.79

3/31/16 balance was \$443,651.50

(APPENDIX E)

### USE OF SPACE AGREEMENT

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, between the County of <sup>Manistee</sup> ~~Benzie~~,  
~~448 Court Place, Benzie, MI 49617~~ (County) and the Mecosta - Newaygo Morgue \_\_\_\_\_ Big  
Rapids, MI (Morgue).

WHEREAS, <sup>Manistee</sup> ~~Benzie~~ County has appointed a county medical examiner (CME); and

WHEREAS, the CME often has to perform an autopsy on the body of a deceased person; and

WHEREAS, the performance of an autopsy requires a room of suitable size and suitably equipped for the performance of said autopsy; and

WHEREAS, the County requires that the room is able to be secured, and that sufficient space is available for the County's use of a secured mortuary refrigerator unit; and

WHEREAS, the Morgue has the space suitable for the performance of an autopsy by the CME and for County's use of a secured mortuary refrigerator unit; and

WHEREAS, the Morgue is willing to make suitable space available to the CME for the performance by said county medical examiner of an autopsy and for County's use of a secured mortuary refrigerator unit; and

WHEREAS, the County desires to secure suitable space from the Morgue for the CME to perform an autopsy when necessary to do so and for County's use of a secured mortuary refrigerator unit;

NOW, THEREFORE, the County and the Morgue AGREE AS FOLLOWS:

1. The Morgue will make suitable space available to the CME to enable the CME to perform an autopsy at such times when requested by the CME.
2. The CME will have access to all of the equipment and supplies located at the Morgue in order to perform autopsies.
3. <sup>Manistee</sup> ~~Benzie~~ County or the CME will make contact with the Morgue as soon as possible that we will be needing to perform an autopsy at the Morgue.
4. Following the performance of each autopsy, the Morgue will invoice the County in the amount of \$700.0 for the use of the Morgue Facility including restocking fees and the County shall pay same within 30 days.
5. The Morgue will provide 24 hour access to the facility including the use of secured mortuary refrigeration unit.

6. The purpose of this agreement is to provide suitable space and equipment for the CME to perform an autopsy on those occasions when the CME is required or requested to perform one. This agreement is not a lease and does not guarantee use of any specific space throughout the agreement's term.

7. Use of the Morgue for performing an autopsy shall be within the discretion of the CME and nothing herein shall obligate the CME to perform any specific number of autopsies at the Morgue.

8. The Morgue shall maintain a policy of general liability insurance for damages to property or injuries to persons while on the Morgues premises. Likewise, the County shall maintain a policy of general liability insurance covering damages to property or injuries to persons caused by the acts of its officers, employees, agents and/or appointees. Both policies shall be in such amount as shall be acceptable to the chief administrative officer of the County and the Mecosta/Newaygo Morgue Authority.

9. Nothing in this agreement shall be construed to establish a partnership or joint venture between the parties.

10. This agreement shall continue in effect until such time that it is terminated. This agreement may be terminated by either party by providing 90 days written notice of such termination sent to the other party at the address first listed above. Any termination notice to the County shall be sent to the attention of the county administrator. Any termination notice to the Morgue shall be sent to the attention of the Mecosta/Newaygo Morgue Authority.

11. This agreement is the entire and only agreement between the parties relative to its subject matter and any changes or amendments to this agreement shall be in a written document signed by both parties.

*Chairman*  
~~BENZIE COUNTY~~

~~Custer C. Carland, Chairperson~~

\_\_\_\_\_ Date

MECOSTA/NEWAYGO MORGUE AUTHORITY

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_ Date