



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, August 2, 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; Roger Elbers, Equalization Director; 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 July 5, 2017 through August 2, 2017, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund.....	\$212,094.27
201 County Road Fund	0.00
215 Friend of the Court Fund.....	0.00
216 Department Contingency Fund	0.00
225 Recycling Fund	3,142.19

234 Judicial Technology Fund.....	0.00
235 District Court Services Fund.....	0.00
236 Maintenance of Effort Fund.....	0.00
239 NF&W Foundation Grant	0.00
241 AIS Grant Fund.....	0.00
242 Bear Lake Improvement Fund	0.00
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	152,293.86
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.....	52.33
267 Concealed Pistol Licensing Fund.....	0.00
268 Homeland Security Grant Fund	0.00
269 Law-Library Fund	1,954.49
270 Corrections Officer Training Fund	612.11
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	1,250.00
285 Drunk Driving Case Flow Fund.....	0.00
286 Juvenile Intervention Fund	0.00
287 Juvenile Accountability Fund	0.00

290 Department of Human Services Fund.....	0.00
292 Child Care Fund.....	7,984.90
293 Soldiers & Sailors Relief Fund	222.87
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund.....	29,843.62
296 Juvenile Justice Fund	0.00
297 Compensated Services Fund.....	111,324.00
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.....	314,306.25
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.....	260.54
701 Trust and Agency.....	13,342.99
702 OPEB Trust Fund.....	0.00
801 Drain Fund	4,073.30

Total: \$852,757.72

On Demand checks total (included in total amount above): \$420,915.59

Payroll for the period of July 5, 2017, - August 2, 2017 + \$434,577.78
(Includes 2 payrolls)

Total to be Claimed and allowed August 15, 2017 \$1,287,335.50

Moved by Schmidt, seconded by Shafer to recommend the approval of the on demand checks, bills and payroll, be accepted in the amount of \$1,287,335.50; and that the same be placed on file. Ayes: All. Motion Carried.

PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL HOURS

Payment of unused accumulated vacation hours to Eric Sovereign, Sheriff Office/Jail employee, who resigned from County employment effective June 21, 2017 = \$1,775.38 (Appendix A); and unused vacation and personal hours to Nicholas Hogan, Sheriff's Office employee, who resigned from County employment effective June 30, 2017 = \$1,796.69 (Appendix B); both amounts to be paid from the Employee Separation Fund.

Moved by Shafer, seconded by Schmidt to recommend the approval of unused accumulated vacation hours to Eric Sovereign, Sheriff Office/Jail employee, who resigned from County employment effective June 21, 2017 = \$1,775.38 (Appendix A); and unused vacation and personal hours to Nicholas Hogan, Sheriff's Office employee, who resigned from County employment effective June 30, 2017 = \$1,796.69 (Appendix B); both amounts to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.

WAYS & MEANS SEPTEMBER 2017 MEETING DATE

Consideration of rescheduling the September Ways & Means Committee Meeting from Wednesday, September 6, 2017 to Wednesday, August 30, 2017 or Thursday, August 31, 2017 for the purpose of reviewing County-submitted Local Revenue Sharing Grants, which are due in the Local Revenue Sharing Office by Friday, September 1, 2017 at 5:00 p.m.

A consensus was reached to schedule a Ways & Means Committee Meeting on Thursday, August 31, 2017 at 9:00 a.m. in the County Commissioners Room for the purpose of reviewing County-submitted Local Revenue Sharing Grants, which are due in the Local Revenue Sharing Office by Friday, September 1, 2017 at 5:00 p.m. The Wednesday, September 6, 2017 Ways & Means Committee Meeting currently scheduled will remain scheduled as is.

UPDATE ON THE COUNTY BUDGET PROCESS

Mr. Kaminski informed the Committee that Budget Study Sessions will be held on Monday, August 7, 2017 at 3:00 p.m. and Tuesday, August 8, 2017 at 9:00 a.m. to meet with Department/Courts/Agencies who have scheduled specific time to discuss specific tentative budget appropriations. A tentative Budget Resolution and wages/salaries will also be discussed.

UPDATE ON THE UPCOMING TIMBER SALE

A proposed timber cut is being planned behind the Munson Medical Office Building and behind the Manistee County Jail. There is approximately 100 trees that may be cut with proposed bids to be submitted for the cut.

Mr. Kaminski indicated that the findings and recommendations from the County Auditor will be reviewed soon so that appropriate action can be accomplished.

OTHER ITEMS FROM COMMITTEE MEMBERS

Jill Nowak, County Clerk, reported that some Counties charge a discretionary cremation fee. This fee is used to help offset the Medical Examiner's budget.

Some Counties also charge fees for Notary Public services. Ms. Nowak indicated that in the past, this has been provided as a free service. However, banks, credit unions, oil companies and real estate companies are now sending their clients to the Clerk's Office and it is becoming very time consuming when staff has to notarize numerous documents with numerous persons. The Notary Law does provide for a minimal fee to be charged. Information will be collected and these issues will be discussed at the next Ways & Means Committee Meeting.

The meeting was adjourned at the Call of the Chair at 9:27 a.m.

Mark Bergstrom, Chairperson

Richard Schmidt

Brook Shafer



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OFFICE OF
CONTROLLER/
ADMINISTRATOR
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(APPENDIX A)

MEMORANDUM

TO: Manistee County Board of Commissioners
FROM: Lisa Sagala, HR Manager/Assistant Administrator *LS*
DATE: July 27, 2017
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name: Eric Sovereign
Department: Sheriff's Department
Employee #: 1426
Hourly Rate: \$19.75
Resignation Date: June 21, 2017

2017 Unused Vacation Hours: 10.0
2018 Earned Vacation Hours: 79.50
2017 Unused/Earned Comp Hours: -1.0
2017 Unused Personal Day Hours: 0.0

2017 Unused Vacation Payment: \$197.50
2018 Earned Vacation Payment: \$1,570.13
2017 Unused/Earned Comp Hours: -\$19.75
2017 Unused Personal Day Payment: \$0.00

2017 Unused Cleaning Allowance Due County: -\$210.00
2017 Shift Differential Due Employee: \$237.50

Total Amount Due: \$1,775.38

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,
August 15, 2017

Jeffrey Dontz, County Board Chairperson



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MEMORANDUM

(APPENDIX B)

TO: Manistee County Board of Commissioners
FROM: Lisa Sagala, HR Manager/Assistant Administrator *LS*
DATE: July 27, 2017
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name: Nicholas Hogan
Department: Deputy
Employee #: 1437
Hourly Rate: \$22.11
Resignation Date: June 30, 2017

2017 Unused Vacation Hours: 0.0
2018 Earned Vacation Hours: 63.0
2017 Unused Personal Day Hours: 16.0

2017 Unused Vacation Hours: \$0.00
2018 Earned Vacation Payment: \$1,392.93
2017 Unused Personal Day Payment: \$353.76

2017 Unused Cleaning Allowance Due County: -\$200.00
2017 Shift Differential Due Employee: \$250.00

Total Amount Due: \$1,796.69

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,
August 15, 2017

Jeffrey Dontz, County Board Chairperson