

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

Thursday, August 31, 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; Rob Carson, Planning Director; Lt. Brian Gutowski, Emergency Management Coordinator; Bruce Schimke, Maintenance Supervisor; Russ Pomeroy, County Treasurer; John Taylor, Medical Care Facility Maintenance Supervisor; Pat Heins, Circuit Court Administrator; 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

Tom Kaminski presented the Committee with Claiming Summaries for August 2, 2017 through August 31, 2017, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund.....	\$136,664.94
201 County Road Fund.....	0.00

215 Friend of the Court Fund.....	0.00
216 Department Contingency Fund.....	0.00
225 Recycling Fund.....	7,175.00
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.....	508.96
257 Budget Stabilization Fund.....	0.00
258 Mounted Search and Rescue.....	0.00
259 Legal Defense Fund.....	0.00
260 Health Insurance Fund.....	143,204.51
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.....	336.96
267 Concealed Pistol Licensing Fund.....	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	2,582.61
270 Corrections Officer Training Fund.....	325.00
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.....	30.00
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.....	500.00

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.....	18,727.69
293 Soldiers & Sailors Relief Fund	915.62
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund.....	40,227.12
296 Juvenile Justice Fund	0.00
297 Compensated Services Fund	90,926.56
298 County Employee Separation Fund	0.00
299 Unemployment Fund	60.00
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	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
615 2015 Tax Revolving Fund	0.00
620 Tax Revolving - State Sales.....	290.54
701 Trust and Agency.....	15,149.17
702 OPEB Trust Fund.....	0.00
801 Drain Fund	0.00

Total: \$457,624.68

On Demand checks total (included in total amount above): \$88,798.47

Payroll for the period of August 2, 2017, - August 31, 2017 + \$436,683.33
 (Includes 2 payrolls, 2 separation payments)

Total to be Claimed and allowed September 19, 2017 \$ 894,308.01

Moved by Schmidt, seconded by Shafer to recommend the approval of the on demand checks, bills and payroll, be accepted in the amount of \$894,308.01; and that the same be placed on file. Ayes: All. Motion Carried.

PAYMENT OF UNUSED ACCUMULATED VACATION, SICK

AND PERSONAL HOURS

Payment of unused accumulated vacation, sick and personal hours to Lori Kolanowski, former Chief Deputy Register of Deeds, who retired from County employment in the Register of Deeds Office effective August 7, 2017 = \$5,260.96 (Appendix A); and unused vacation and personal hours to the spouse of Michelle Lantis, who recently passed away serving as a Circuit Court Reporter. Her last date of employment was August 8, 2017 = \$7,310.24 (Appendix B); both amounts to be paid from the Employee Separation Fund.

Moved by Schmidt, seconded by Shafer to recommend the approval of unused accumulated vacation, sick and personal hours to Lori Kolanowski, former Chief Deputy Register of Deeds, who retired from County employment in the Register of Deeds Office effective August 7, 2017 = \$5,260.96; and unused vacation and personal hours to the spouse of Michelle Lantis, who recently passed away serving as a Circuit Court Reporter. Her last date of employment was August 8, 2017 = \$7,310.24; both amounts to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.

REQUEST APPROVAL OF A RESOLUTION SUPPORTING A UNITED STATES FISH

AND WILDLIFE SERVICE GRANT AWARD

Robert Carson, County Planning Director, appeared before the Committee to request approval of a resolution supporting a United States Fish and Wildlife Service Grant Award to the Manistee County Planning Department in the amount of \$75,000 for the replacement of the perched culvert on Brewer Road at Boswell Creek in Manistee County (Appendix C). This project is part of the Watershed Plan, Great Lakes Restoration Initiative and is a joint project with the United States Forest Service. There is no cost to Manistee County other than Mr. Carson's in kind grant writing and mapping services.

Moved by Shafer, seconded by Schmidt to recommend the approval of Resolution 2017-16 supporting a United States Fish and Wildlife Service Grant Award to the Manistee County Planning Department in the amount of \$75,000 for the replacement of the perched culvert on Brewer Road at Boswell Creek in Manistee County. Ayes: All. Motion Carried.

CREMATION FEE AND NOTARY FEES

Jill Nowak, County Clerk, was asked to gather information concerning charging a cremation fee for bodies that are cremated and the County Medical Examiner must sign the cremation certificate. Information gathered (Appendix F) shows that 20+ Counties in Michigan charge a discretionary fee approved by the Board of Commissioners. This fee would be charged at the initial filing of a death certificate and would then be deposited into a line item in the Medical Examiners Budget to offset wages and expenses of the Medical Examiners Office. The fees charged by other Counties range from \$5 to \$100. Guidance from the Prosecutor's Office has been requested.

Moved by Shafer, seconded by Schmidt to recommend the County Board consider charging a \$50 cremation fee for each death certificate filed in the Manistee County Clerk's Office that notes cremation. Ayes: All. Motion Carried.

Jill Nowak, County Clerk, was asked to gather information concerning charging for Notary Public Service. Information (Appendix E) from other Counties show that 30+ counties in Michigan charge for Notary Service. The Michigan Notary Public Act 238 of 2003, MCL 55.285 states that the fee for performing a notarial act shall not be more than \$10 for any individual transaction. The information from other Counties that charge fees indicate the fee ranges from \$1 to \$10 per document. Notary Public Service has always been a free service to the public. However, Notary Public transactions have become more frequent and more involved with numerous signatures and documents, including numerous witnesses. If there are numerous documents, transactions can sometimes take up to a half hour to process. Mr. Kaminski stated there are numerous offices that provide Notary Public services and a County Policy would cover all Notary Publics in the Courthouse. It was a **consensus** to allow the County Clerk to pursue a County Policy for charging for Notary Publics services; and return the draft to the Committee.

QUARTERLY MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

(MMRMA) STATEMENT

Tom Kaminski reviewed the Michigan Municipal Management Authority (MMRMA) Statement of Changes in Member Retention Fund for April 1, 2017 to June 30, 2017 (Appendix D). Mr. Kaminski noted that the balance one (1) year ago was \$459,187.77 compared to this year at \$478,017.85. The only claim active now is the Jack Garber case. This is the case where the Manistee County Prosecutor recused himself and the Mason County Prosecutor was representing Manistee County. Mr. Kaminski will check on the status of this case. There has been a recent (August 8, 2017) incident report sent to MMRMA. The report will be reviewed by MMRMA as the report could turn into a law suit in the future. There is also a new lawsuit that has recently been filed two days ago and it has been sent to MMRMA. Mr. Kaminski also noted that each year, \$50,000 is transferred into this Fund. The Loss Fund is very healthy.

SEPTEMBER 6, 2017 WAYS & MEANS COMMITTEE MEETING

Since the Ways & Means Committee is meeting today, August 31, 2017, the Ways & Means Committee Meeting that was scheduled for September 6, 2017 (next week) is cancelled as there is no need to meet.

TIMBER SALE UPDATE

Mr. Kaminski reported that the Timber Sale is progressing well. The timber behind Munson Healthcare Manistee Hospital and the County Sheriff's Department has been marked and approximately \$21,000 will be realized from the sale. These monies have been earmarked, by a previous County Resolution, to be sent to MERS.

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

Review and Consideration of grants, which are proposed to be submitted by the County to the Local Revenue Sharing Board, in the 2017 Cycle II grant process. All grants are due in the Revenue Sharing Board Office by Friday, September 1, 2017 at 5:00 PM. The grants submitted by County Departments/Agencies are as follows:

A) Public Safety Grant Applications:

- 1) **Manistee County Treasurer's Office (Demolition of Bear Lake Commercial Building) = \$50,000**
This application requests partial funding for the demolition and removal of the old Village Variety Store in the Village of Bear Lake, which is currently owned by the County through tax foreclosure. This building is in extremely poor condition and is unsafe and poses a great public safety concern. The building is actually falling down. The building has asbestos contamination and has been deemed so unsafe that abatement of the asbestos cannot be completed. Therefore, the entire building and contents will go to a registered landfill that can accept asbestos containing materials. Due to the asbestos contamination, it is estimated that the cost for demolition and removal will be approximately \$200,000. Any costs over available funding will be paid from the County's foreclosure fund, and then charged back to all the taxing units associated with this parcel of property. Those include the County, Township, Village of Bear Lake, Bear Lake Schools, 9-1-1, Library, Council on Aging, West Shore Community College, the Manistee

ISD, the Manistee County Medical Care Facility, Dial-A-Ride and the Conservation District. The Village of Bear Lake has raised nearly \$50,000 from local business leaders and community groups for blight elimination toward this project. The County's foreclosure fund will provide approximately \$100,000 toward this project. The remaining balance of \$50,000 is being requested from the Local Revenue Sharing Board. Therefore, the total budget for this project is \$200,000 with \$150,000 being funded by the applicant and the Village of Bear Lake. Attached to the grant application are 45 letters of support from the Village, Township, School Officials, business leaders and concerned citizens of the Bear Lake area.

Moved by Schmidt, seconded by Shafer to recommend the Manistee County Treasurer's Office (Demolition of Bear Lake Commercial Building) = \$50,000 be submitted to the Revenue Sharing Board. Ayes: All (Shafer w/reservation). Motion Carried.

2) **Manistee County Sheriff's Office (Narcotics Detection K-9 and training) = \$15,225**

This application requests partial funding for the purchase of a narcotics detection and patrol K-9. A 5-week handler's training course and a GPS tracking collar as well as transferring/installing equipment from the 2011 K-9 patrol vehicle to the new 2017 K-9 vehicle. The next K-9 school is tentatively scheduled in the spring of 2018. Specifically, the County will be purchasing a 2017 Ford Expedition for the new K-9 and deputy at a cost of \$35,219. The Local Revenue Sharing funds being requested in order of priority are as follows:

- 1) Purchase of a dual-purpose narcotics detection and patrol K-9, which includes a 5-week training course = \$11,500
- 2) Transferring/installation of necessary equipment (i.e. radio, animal cage, new siren, lights, etc.) from the current 2011 Ford Expedition to a new 2017 Ford Expedition = \$2,925
- 3) A GPS K-9 tracking collar = \$800

The Sheriff's current K-9, Benco, has been with the Department for nearly seven years and has recently been diagnosed with an arthritic condition of his spine, causing him to be less agile and less able to perform his duties at a high level. The K-9 will be trained to detect marijuana, cocaine, heroine, and methanophedmine. The K-9 will also be trained to track, conduct building searches, open area searches, and article searches and will also be

trained for handler protection and suspect apprehension. Total budget for the project is \$50,444, with \$35,219 being funded by the applicant.

Moved by Shafer, seconded by Schmidt to recommend the Manistee County Sheriff's Office (Narcotics Detection K-9 and training) = \$15,225 be submitted to the Revenue Sharing Board. Ayes: All. Motion Carried.

TOTAL PUBLIC SAFETY GRANT APPLICATIONS (2) = \$65,525

B) Offset Grant Applications:

- 1) None submitted

TOTAL OFFSET GRANT APPLICATIONS (0) = \$0

C) Other Grant Applications:

- 1) **Manistee County Medical Care Facility (Replacement of facility van) = \$47,700**

This application requests funds for the purchase of a new handicap accessible van to replace the current van that appears to be near the end of its useful life at the facility. The current van is a 2012 Ford F-250 van purchased in September 2011 and has been used to transport residents to their doctor appointments around town and to specialists as far away as Traverse City, Grand Rapids, and Ann Arbor. The van is also used for outings on occasion and to evacuate some residents in the event of a disaster. The replacement would be used for the same purpose. A new van is needed to ensure the safety of the residents and staff of the Medical Care Facility. Vehicle purchase estimates are attached to the application.

Moved by Schmidt, seconded by Shafer to recommend the Manistee County Medical Care Facility (Replacement of facility van) = \$47,700 be submitted to the Revenue Sharing Board. Ayes: All. Motion Carried.

TOTAL OTHER GRANT APPLICATIONS (1) = \$47,700

**TOTAL GRANT APPLICATIONS SUBMITTED BY MANISTEE COUNTY (3) =
\$113,225**

OTHER ITEMS FROM COMMITTEE MEMBERS

None.

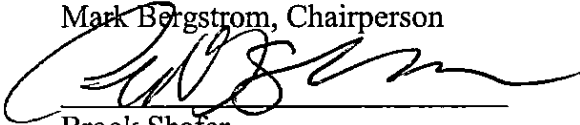
The meeting was adjourned at the Call of the Chair at 10:05 a.m.



Mark Bergstrom, Chairperson



Richard Schmidt



Brook Shafer



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

MEMORANDUM

(APPENDIX A)

TO: Manistee County Board of Commissioners
FROM: Lisa Sagala, HR Manager/Assistant Administrator *LS*
DATE: August 24, 2017
RE: Revised Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name: Lori Kolanowski
Department: Chief Deputy Register of Deeds
Employee #: 1064
Hourly Rate: \$20.08
Retirement Date: August 7, 2017

2017 Unused Vacation Hours: 90.0
2018 Earned Vacation Hours: 86.50
2017 Unused Accumulated Sick Hours: 77.0
2017 Unused Personal Day Hours: 8.5

2017 Unused Vacation Payment: \$1,807.20
2018 Earned Vacation Payment: \$1,736.92
2017 Unused Sick Time Payment: \$1,546.16
2017 Unused Personal Day Payment: \$170.68

2017 Unused Cleaning Allowance Due County: \$0.00
2017 Shift Differential Due Employee: \$0.00

Total Amount Due: \$5,260.96

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,
September 19, 2017

Jeffrey Dontz, County Board Chairperson



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

MEMORANDUM

(APPENDIX B)

TO: Manistee County Board of Commissioners
FROM: Lisa Sagala, HR Manager/Assistant Administrator *JS*
DATE: August 24, 2017
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

Employee Name: Michele Lantis
Department: Circuit Court Reporter
Employee #: 1130
Hourly Rate: \$29.96
Last Date of Employment: August 8, 2017

2017 Unused Vacation Hours: 109.0
2018 Earned Vacation Hours: 86.5
2017 Unused Accumulated Sick Hours: 0.0
2017 Unused Personal Day Hours: 48.5

2017 Unused Vacation Hours: \$3,265.64
2018 Earned Vacation Payment: \$2,591.54
2017 Unused Sick Time Payment: \$0.00
2017 Unused Personal Day Payment: \$1,453.06

2017 Unused Cleaning Allowance Due County: \$0.00
2017 Shift Differential Due Employee: \$0.00

Total Amount Due: \$7,310.24

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,
September 19, 2017

Jeffrey Dontz, County Board Chairperson



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(APPENDIX C-1)

RESOLUTION #2017-16

MANISTEE COUNTY BOARD OF COMMISSIONERS

MANISTEE COUNTY RESOLUTION SUPPORTING UNITED STATES FISH AND WILDLIFE SERVICE GRANT AWARD F17AC00852 TO THE MANISTEE COUNTY PLANNING DEPARTMENT

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 19th day of September, 2017.

PRESENT:

ABSENT:

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

Whereas, the Manistee County Planning Department (MCPD) is working cooperatively with the Manistee County Road Commission (MCRC) and United States Forest Service (USFS) for the replacement of a perched culvert at the Brewer Road Crossing on Bowell Creek; and

Whereas, the Manistee County Planning Department has submitted a grant application to the United States Fish and Wildlife Service for a total of \$75,000.00 which will pay for a significant portion of the replacement of the perched culvert on Brewer road, and

Whereas, the United States Fish and Wildlife Service gives greater consideration of grant applications which meet or exceed a 50% Cash and/or In-Kind Match, and

Whereas, In-Kind match pledge of Trout Unlimited amount to \$10,000.00, and

Whereas, In-Kind match pledge of the Manistee County Planning Department amount to \$4,500.00, and

Whereas, Cash match pledge of the United States Forest Service amount to \$74,000.00, and

(C-2)

Whereas, total In-Kind and Cash match exceed the 50% ratio with a total of \$88,500.00 match, and

Whereas, the United States Fish and Wildlife Service have awarded to the Manistee County Planning Department a grant award of \$75,000.00 to be utilized for the replacement of the perched culvert on Boswell Creek at Brewer Rd., and

Whereas, the Manistee County Board of Commissioners only authorizes expenditures for culver replacement costs up to \$72,000.00 of the \$75,000.00 grant award administered by the Manistee County Planning Department, and

Whereas, the Manistee County Planning Department shall retain \$3,000.00 of the \$75,000.00 grant award for administration of the grant award, and

Now, Therefore, Be It Resolved, that the Manistee County Board of Commissioners supports the administration of a \$75,000.00 grant from the US Fish and Wildlife Service for the replacement of the perched culvert on Brewer Rd. at Boswell Creek by the Manistee County Planning Department.

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 its regular monthly meeting held on the 19th day of September, 2017 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.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the County of Manistee this 19th day of September, 2017.

CLERK OF THE COUNTY COMMISSION
MANISTEE COUNTY, MICHIGAN

Jill M. Nowak, County Clerk



United States Department of the Interior



FISH AND WILDLIFE SERVICE
5600 American Blvd. West, Suite 990
Bloomington, MN 55437-1458

In Reply Refer To:
FWS/R3/ABA-CGS

Robert T. Carson
Manistee County
415 Third St.
Manistee, MI 49660-1624
DUNS: 858508823

(C-3)

Subject: Notice of Cooperative Agreement Award F17AC00853

Dear Mr. Carson:

Your organization's application for Federal financial assistance titled "Restoring Aquatic Organism Passage (AOP) in Boswell Creek" submitted to the U.S. Fish and Wildlife Service (Service)'s CFDA Program 15.608 is approved. This award is made under the authority of: Fish and Wildlife Coordination Act of 1958, 16 U.S.C. 661-666. For a complete list of this program's authorizing legislation, go to <https://www.cfda.gov/> and search by the CFDA Program number. This award is made based on Service approval of your organization's proposal signed on June 29, 2017, hereby incorporated by reference into this award. Funds under this award are to be used to replace the perched, undersized culvert located at the coordinates of 44.317895, -85.985523 to restore fish passage on Boswell Creek in the Manistee River watershed in Manistee County.

USFWS staff will: (A) participate and collaborate jointly with the recipient partner, volunteer, scientist, technician or other personnel, in carrying out the scope of work, training recipient personnel, or detailing Federal personnel to work on the project effort; (B) Author documents and obtain permission for the project under the Endangered Species Act (ESA), National Environmental Policy Act (NEPA) and National Historic Preservation Act (NHPA); (C) Assist with project design, review project plans, and cooperate with project implementation; (D) review and approve proposed modifications or sub-grants, prior to award; and (E) Attend meetings, conduct site visits, participate in outreach events and address questions from the general public and other interested parties.

The performance period of this award begins on July 1, 2017 through September 30, 2021. Only allowable costs resulting from obligations incurred during the performance period may be charged to this award. All obligations incurred under the award must be liquidated no later than 90 calendar days after the end of the performance period, unless the Service approves a final financial reporting period extension (see Reporting Requirements section below). If you need more time to complete project activities, you must submit a written request to the Service Project Officer identified in the Project Contacts section below before the end of the stated performance period (see Project/Program Plan and Budget Revisions section below).

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This award is funded as follows:

	<u>Service</u>	<u>Recipient</u>	<u>Match</u>	<u>Other Federal</u>
This obligation:	\$75,000.00	\$4,500.00	\$10,000.00	\$74,000.00
Award Total:	\$75,000.00	\$4,500.00	\$10,000.00	\$74,000.00

Federal Share/Match Requirements: In-kind services and monetary contributions in the approximate total value of \$88,500 will be contributed by the Recipient and third parties to this agreement, of which only \$14,500 is non-federal match. This amount does not meet the National Fish Passage Program 50% cost-share goal for the project but the goal of a 50% match is being met for the Midwest Region.

Indirect Costs: There are no indirect costs associated with this project.

System for Award Management (SAM) Registration: Under the terms and conditions of this award, your organization must maintain an active SAM registration at <https://www.sam.gov/portal/public/SAM/> until the final financial report is submitted or final payment is received, whichever is later. If your organization's SAM registration expires during the required period, the Service will suspend payment under this and all other Service awards to your organization until you update your organization's SAM registration.

Terms of Acceptance: Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down or requesting funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service. Awards are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The terms and conditions of Service awards flow down to subrecipients and contractors, unless a particular award term or condition specifically indicates otherwise. The Federal regulations applicable to Service recipients and their subrecipients and contractors are listed by recipient type in the Service Financial Assistance Award Terms and Conditions posted on the Internet at <https://www.fws.gov/grants/atc.html>. If you do not have access to the Internet and require a printed copy of the award terms and conditions, contact the Service Project Officer identified below.

If Recipient decides to not accept this award, Recipient must notify the Service Project Officer in writing within 30 calendar days of that decision.

Special Conditions and Provisions:

- 1. Environmental Compliance Reviews:** As a condition of award, the Recipient and any sub-recipient(s) must not begin any potentially impactful work related to this award until the Service has notified you in writing that such work can begin. Recipients and sub-recipients of Federal grants and cooperative agreement awards must comply with the requirements of the NEPA, ESA, and NHPA. Recipient may not begin any construction on this project until the submission and approval of site specific ESA, NEPA, and NHPO documentation. Compliance with NEPA, ESA and NHPO is expected to be completed by December 30, 2017.

(C-5)

2. **Inadvertent Archeological or Historical Discoveries:** In the event any archaeological or historic materials are encountered during project activity, work in the immediate area must stop and the following actions taken:

1. Implement reasonable measures to protect the discovery site, including any appropriate stabilization or covering;
2. Take reasonable steps to ensure the confidentiality of the discovery sites; and
3. Take reasonable steps to restrict access to the site of discovery.

The recipient will notify the concerned Tribes and all appropriate county, state and federal agencies, including the State Historic Preservation Office, Agencies and the Tribe(s) will discuss the possible measures to remove or avoid cultural material, and will reach an agreement with the recipient regarding actions to be taken and disposition of material. If Human remains are uncovered, appropriate law enforcement agencies shall be notified first, and the above steps followed. If the remains are determined to be Native, consultation with the affected Tribe(s) will take place in order to mitigate the final disposition of said remains.

3. **Acknowledgement of Support in Publications:** Any reports, pamphlets, presentations and signs produced under this award must include the following statement acknowledging support from the United States Fish and Wildlife's National Fish Passage Program. All of these materials must also include the United State Fish and Wildlife logo. A print-ready logo is available electronically upon request from the Service Project Officer.

Payments: Your organization has completed enrollment in U.S. Treasury's Automated Standard Application for Payment (ASAP) system (https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm). When requesting payment in ASAP, your Payment Requestor will be required to enter an Account ID. The number assigned to this award is the partial Account ID in ASAP. When entering the Account ID in ASAP, the Payment Requestor should enter the award number identified in the subject line on letter followed by a percent sign (%). Refer to the ASAP.gov Help menu for detailed instructions on requesting payments in ASAP.

Reporting Requirements:

Financial and Performance Reporting Requirements: Semi-annual interim financial and performance reports and final financial and performance reports are required under this award. The report periods and due dates under this award are:

Report:	Report Period:	Report Due Date:
Interim financial & performance	July 1, 2017 – December 31, 2017	January 30, 2018
Interim financial & performance	January 1, 2018 – June 30, 2018	July 30, 2018
Interim financial & performance	July 1, 2018 – December 31, 2018	January 30, 2019
Interim financial & performance	January 1, 2019 – June 30, 2019	July 30, 2019
Interim financial & performance	July 1, 2019 – December 31, 2019	January 30, 2020
Interim financial & performance	January 1, 2020 – June 30, 2020	July 30, 2020
Interim financial & performance	July 1, 2020 – December 31, 2020	January 30, 2021
Interim financial & performance	January 1, 2021 – June 30, 2021	July 30, 2021
Final financial & performance	July 1, 2017 – September 30, 2021	December 29, 2021

Recipients must use the Standard Form (SF) 425, *Federal Financial Report* form for all financial reporting. This form is available at <http://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortBy=1>

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Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. Include high resolution photos before, during and after construction or significant field activities. Please include the Service award number provided in the subject line of this letter on all reports.

Financial and performance reporting due dates may be extended by the Service upon receipt of a written request addressed to the Service Project Officer identifying the type of report to be extended, the requested revised due date, and a justification for the extension. The Service Project Officer may approve an additional extension if justified by a catastrophe that significantly impairs the Recipient's operations. Requests for reporting due date extensions must be received by the Service Project Officer no later than one day before the original reporting due date.

Significant Developments Reports (see 2 CFR 200.328(d)): Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, notify the Service Project Officer in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Conflict of Interest Disclosures: Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the Recipient, the Recipient's employees, or the Recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

Other Mandatory Disclosures: Recipients and their subrecipients must disclose, in a timely manner, in writing to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any

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of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313).

Reports or Deliverables: All reports and other deliverables identified above must be sent to the Service Project Officer identified below.

Project/Program Plan and Budget Revisions: Recipients are required to report deviations from budget or project scope or objective, and request prior approvals for budget and program plan revisions in accordance with 2 CFR 200.308 unless otherwise specifically waived in this award.

Period of Performance Extensions: If additional time is needed to complete the approved project, you must send written notice to the Service Project Officer. This notice must be received by the Service Project Officer at least 90 calendar days before the authorized performance period end date, and must include supporting reasons and revised end date. Extensions for time cannot be authorized for the purpose of spending an unused balance of funds that remains after the approved project activities have been completed.

Project Contacts:

The Service Project Officer for this award is:	The Recipient Project Officer for this award is:
Joseph Sheahan U.S. Fish & Wildlife Service Green Bay Fish & Wildlife Conservation Office 2661 Scott Tower Drive New Franken, WI 54229-9565 Phone: 920-866-1727 Email: joseph_sheahan@fws.gov	Robert T. Carson Manistee County Planning Department 415 Third Ave Manistee, MI 49660-1624 Phone: 231-398-3525 Email: rcarson@manisteecountymi.gov

Please contact Joseph Sheahan with any questions. Please include the Service award number provided in the subject line of this letter in all written communications.

Sincerely,

Grayson Rentz
Grants Management Specialist

Michigan Municipal Risk Management Authority
Statement of Changes in Member Retention Fund
For 4/1/2017 to 6/30/2017

(APPENDIX D)

MEMBER: 01040-Manistee, County of

REVIEWER

AUG 07 2017

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	\$3,387.30
Total Receipts	\$15,887.30

Claims & Related Payments:

Claim Losses Paid	(\$21,271.02)
Net Claims, Adjustment Expenses, Recoveries - 7/1-9/30/12	\$0.00
Claim Adjustment Expenses Paid	(\$5,390.00)
Reinsurance Recoveries	\$12,610.00
Stop Loss Recoveries	\$0.00
Subrogation Recoveries	\$0.00
Net Claims and Claim Adjustment Expenses	(\$14,051.02)

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
Total Other Payments	\$0.00

Net Contribution to Retention Fund during Period	\$1,836.28
Beginning of Period Member Retention Fund Balance	\$476,181.57
End of Period Member Retention Fund Balance	\$478,017.85

Reported Reserves within Member's Self-Insured Retention	\$63,846.83
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Notary Expenses

County pays for Notary Bond \$?

County pays \$20 (\$10 to the County to file the bond and \$10 to the State to file the application)

All Notary Publics have Notary stamps \$30 each-paid by County (4 in the County Clerk's Office)

Notary Log Book, about 1 per year, paid by County \$53

Time to Notarize documents in the Office-

-Ask for ID of all signers to witness or attest signatures, review ID, journal in log book, type of document, date, time, ID number, name, person signs log,

-Administer Oaths, some documents need witnesses,

-If more than one document, each person on each document has to be signed, witnessed, logged with above information, each document has to be reviewed,

-Types of documents we see daily; contracts, agreements, resolutions, bonds, Affidavits, wills, estates, mortgage documents, titles to vehicles, job bids, Power of Attorneys, mineral deeds, Quit claim deeds, warranty deeds, Fiduciary Deeds, Statement of Consent, Custody documents, life insurance documents, 401 K Withdrawal Authorizations, etc.

There would be no charge for Notary signatures on court filings for the 19th Circuit, 85th District or Manistee Probate Courts.

This does not include the time to receipt in New and Renewal Applications, Administer Oath of Office, log into Computer Register - 5 minutes each

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MICHIGAN NOTARY PUBLIC ACT (EXCERPT)
Act 238 of 2003

55.285 Performance of notarial acts; scope; verification.

Sec. 25. (1) A notary public may perform notarial acts that include, but are not limited to, the following:

- (a) Taking acknowledgments.
- (b) Administering oaths and affirmations.
- (c) Witnessing or attesting to a signature.

(2) In taking an acknowledgment, the notary public shall determine, either from personal knowledge or from satisfactory evidence, that the person in the presence of the notary public and making the acknowledgment is the person whose signature is on the record.

(3) In taking a verification upon oath or affirmation, the notary public shall determine, either from personal knowledge or from satisfactory evidence, that the person in the presence of the notary public and making the verification is the person whose signature is on the record being verified.

(4) In witnessing or attesting to a signature, the notary public shall determine, either from personal knowledge or from satisfactory evidence, that the signature is that of the person in the presence of the notary public and is the person named in the record.

(5) In all matters where the notary public takes a verification upon oath or affirmation, or witnesses or attests to a signature, the notary public shall require that the person sign the record being verified, witnessed, or attested in the presence of the notary public.

(6) A notary public has satisfactory evidence that a person is the person whose signature is on a record if that person is any of the following:

- (a) Personally known to the notary public.
- (b) Identified upon the oath or affirmation of a credible witness personally known by the notary public and who personally knows the person.
- (c) Identified on the basis of a current license, identification card, or record issued by a federal or state government that contains the person's photograph and signature.

→ (7) The fee charged by a notary public for performing a notarial act shall not be more than \$10.00 for any individual transaction or notarial act. A notary public shall either conspicuously display a sign or expressly advise a person concerning the fee amount to be charged for a notarial act before the notary public performs the act. Before the notary public commences to travel in order to perform a notarial act, the notary public and client may agree concerning a separate travel fee to be charged by the notary public for traveling to perform the notarial act.

(8) A notary public may refuse to perform a notarial act.

(9) The secretary shall prescribe the form that a notary public shall use for a jurat, the taking of an acknowledgment, the administering of an oath or affirmation, the taking of a verification upon an oath or affirmation, the witnessing or attesting to a signature, or any other act that a notary public is authorized to perform in this state.

(10) A county clerk may collect a processing fee of \$10.00 for certifying a notarial act of a notary public.

History: 2003, Act 238, Eff. Apr. 1, 2004;—Am. 2006, Act 426, Imd. Eff. Oct. 5, 2006.

NOTARY CHARGES LIST-

July 24, 2017

173

COUNTY	CHARGE FOR NOTARIZATION	CURRENT CHARGE	NOTICED INCREASE	COMMENTS:
ALCONA	Yes	\$3		Per document
ALGER				
ALLEGAN	**			Only notarizes documents for county
ALPENA	Yes	\$5/ per doc.		2 documents = \$10 people seem to be understanding of charge
ANTRIM				
ARENAC	no		no	Notes that if law passes- and have to keep log-will charge
BARAGA				
BARRY	Yes	\$5 *		* charge for every time sign name
BAY				Sends to Deeds or Treasurer's office due to staff shortage
BENZIE	No		no	
BERRIEN				
BRANCH				
CALHOUN				
CASS				
CHARLEVOIX	no			
CHEBOYGAN	no			
CHIPPEWA				
CLARE	no	-0-	no	
CLINTON	Yes	\$3		Per document-some exceptions apply
CRAWFORD	yes	\$2 per signature		
DELTA				
DICKINSON				
EATON	No	No	No	** Do keep a log
EMMET	Yes	\$10.00	no	Keeps book
GENESEE				
GLADWIN	Yes***	\$2/per document		*** stop notarizing due to reductions in staffing
GOGEBIC				
GRAND TRAVERSE	Yes	\$5/\$2		\$5 notarize up to five documents-\$2 each document after that
GRATIOT	0			

30 charge fees

NOTARY CHARGES LIST -

July 24, 2017

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COUNTY	CHARGE FOR NOTARIZATION	CURRENT CHARGE	NOTICED INCREASE	COMMENTS
HILLSDALE	no			
HOUGHTON	Yes	\$1/per document		Increasing charge to \$5/per document June of 2017
HURON	Yes	\$10	No	Per notarization
INGHAM	Yes	\$5/\$10*	no	\$5 for residents/\$10 for non-residents for documents not filed in their office
IONA				
IOSCO	no		no	
IRON				
ISABELLA	Yes	\$2		Per document
JACKSON	Yes	\$1/per signature	Yes	Considering increasing due to extra amount of work adding
KALAMAZOO	Yes	\$3. each notarization		
KALKASKA	Yes	\$10*		Unless document that office requires to be notarized
KENT				
KEWEEENAW				
LAKE	Yes	\$1/per page	no	
LAPEER	Yes	\$10.00/document		
LEELANAU				
LENAWEE	Yes/no	\$5		Charges \$5 for all other documents –no charge court documents that need to be filed in office
LIVINGSTON	No	No		Only notarizes documents generated or filed within office
LUCE				
MACKINAC				
MACOMB				
MANISTEE	no		yes	Increase in banks, deeds office, real estate offices,attorneys Sending clients
MARQUETTE	Yes	\$5/per document		
MASON	no		yes	Bank called office and now sending over clients
MECOSTA	no		no	
MEMOMINEE	no			
MIDLAND	Yes*	\$5*		\$5 per document that does not originate in the office

NOTARY CHARGES LIST -

July 24, 2017

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COUNTY	CHARGE FOR NOTARIZATION	CURRENT CHARGE	NOTICED INCREASE	COMMENTS:
MISSAUKEE	no			
MONROE	yes	\$5		
MONTCALM				
MONTMORENCY	yes	\$5*	yes	* per document outside of office
MUSKEGON	yes	\$10.		Keeps log-monies go into fund for clerk to purchase IT needs
NEWAYGO				
OAKLAND				
OCEANA	no			
OGEAW				
ONTONAGON	yes	\$1/per signature		
OSCEOLA	Yes*	\$3		* charge only if unrelated to office
OSCODA	No			Don't notarize land records
OTSEGO				
OTTAWA				
PRESCUE ISLE	no			
ROSCOMMON				
SAGINAW	Yes	\$3/\$5 per document		Per document--no typing-\$3. Per document--they type \$5
SANILAC	Yes	\$10		Per notarization
SCHOOLCRAFT				
SHIAWASSEE				
ST. CLAIR	*			*only notarizes documents filed in their office
ST. JOSEPH	Yes*	\$2		* only charged if not filed in office
TUSCOLA	Yes*	\$5		* charge for non-court documents
VAN BUREN	Yes	\$5.00/per signature max \$15	yes	Banks in area no longer doing it
WASHTENAW				
WAYNE				
WEXFORD	no			

Cremation Information

Cremation numbers: Manistee County

2016: 185 cremations out of 240 deaths-- 77% cremations

2017: As of August 29, 2017-122 cremations out of 174 deaths—70% cremations

Example:

\$50 fee per cremation, would be \$9,250 in 2016

and \$6,100 so far in 2017

CREMATION FEE LIST-

August 30, 2017

22

COUNTY	CHARGE FOR CREMATION FEE	CURRENT CHARGE	COMMENTS:
ALCONA			
ALGER			
ALLEGAN			
ALPENA			
ANTRIM			
ARENAC			
BARAGA			
BARRY			
BAY			
BENZIE	Y	\$40	
BERRIEN	N		
BRANCH			
CALHOUN			
CASS	N		But interested in doing so, send info.
CHARLEVOIX			
CHEBOYGAN			
CHIPPEWA			
CLARE	Y	\$50	Charged by ME
CLINTON	N		
CRAWFORD	Y	\$25	Waived for stillborn and SIDS
DELTA			
DICKINSON	Y	\$100	
EATON	Y	\$35	
EMMET			
GENESEE			
GLADWIN	Y	\$50	
GOGEBIC			
GRAND TRAVERSE	Y	\$75	Paid to Health Dep. and ME is paid out of Health Dept. budget
GRATIOT			

do change fees

CREMATION FEE LIST-

August 30, 2017

COUNTY						
HILLSDALE	N					But interested
HOUGHTON	N					
HURON	N					
INGHAM	Y	\$27				Most likely will be raised this next year
IONA						
IOSCO	N					
IRON	Y	\$75				Goes to ME fund to offset costs
ISABELLA						
JACKSON	N					
KALAMAZOO	N					
KALKASKA	Y	\$25				
KENT	N					The ME might charge but not sure
KEWEENAW	N					
LAKE						
LAPER						
LEELANAU						
LENAWEE	Y	\$75				Paid directly to ME
LIVINGSTON	N					
LUCE						
MACKINAC	N					
MACOMB						
MANISTEE						
MARQUETTE	N					
MASON	Y	\$50				The past ME charged \$50
MECOSTA	Y	\$20				
MENOMINEE	Y	\$100				\$100 cremation cert. If both at same time \$150
MIDLAND	N					

3

CREMATION FEE LIST-

August 30, 2017

COUNTY					
MISSAUKEE	N				
MONTCALM	Y	\$45			Goes to ME line item. But as of 8-5-17, New contract with Mecosta/Newaygo morgue-fee will go to the morgue
MONROE	N				
MONTMORENCY	N				
MUSKEGON	Y	\$55			Collected by Health Dept.
NEWAYGO					
OAKLAND					
OCEANA					
OGENAW					
ONTONAGON					
OSCEOLA	N				
OSCODA	N				
OTSEGO	N				
OTTAWA					
PRESQUE ISLE	N				
ROSCOMMON	Y	\$15			
SAGINAW					
SANILAC					
SCHOOLCRAFT					
SHIAWASSEE	Y	\$25			
ST. CLAIR					
ST. JOSEPH	Y	\$5			
TUSCOLA	N				
VAN BUREN	N				
WASHTENAW					
WAYNE					
WEXFORD	Y	\$50			

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