



# 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

Tuesday, May 2, 2017  
8:00 a.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### MINUTES

Members Present: Mark Bergstrom, Chairperson (via telephone), 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 8:06 a.m.

**NOTE - Items requiring Board Action are indicated in BOLD**

### FINANCE REPORT

Ms. Nelson presented the Committee with Claiming Summaries for April 19, 2017 through May 2, 2017, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund.....	\$107,717.91
201 County Road Fund .....	0.00
215 Friend of the Court Fund.....	0.00
216 Department Contingency Fund.....	0.00
225 Recycling Fund .....	280.00

234 Judicial Technology Fund.....	0.00
235 District Court Services Fund.....	0.00
236 Maintenance of Effort Fund.....	9,562.84
239 NF&W Foundation Grant.....	0.00
241 AIS Grant Fund.....	1,162.50
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.....	585.36
257 Budget Stabilization Fund.....	0.00
258 Mounted Search and Rescue.....	0.00
259 Legal Defense Fund.....	0.00
260 Health Insurance Fund.....	144,796.12
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.....	80.00
267 Concealed Pistol Licensing Fund.....	28.99
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	550.94
270 Corrections Officer Training Fund.....	0.00
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.....	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.....	0.00

290 Department of Human Services Fund.....	0.00
292 Child Care Fund.....	7,354.85
293 Soldiers & Sailors Relief Fund.....	498.80
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund.....	2,838.26
296 Juvenile Justice Fund.....	0.00
297 Compensated Services Fund.....	85,796.11
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.....	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.....	1,100.00
701 Trust and Agency.....	0.00
702 OPEB Trust Fund.....	0.00
801 Drain Fund.....	0.00

Total: \$363,102.68

On Demand checks total (included in total amount above): \$209,869.06

Payroll for the period of April 19, 2017, - May 2, 2017                   +                   \$220,378.38  
(Includes 1 payroll)

Total to be Claimed and allowed May 16, 2017 \$583,481.06

**Moved by Schmidt, seconded by Shafer to recommend the approval of the on demand checks, bills and payroll, be accepted in the amount of \$583,481.06, 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 and personal hours to Travis Wheaton, Sheriff Office employee, who resigned from County employment effective April 6, 2017 = \$2,621.53 (Appendix A).

**Moved by Shafer, seconded by Schmidt to recommend the approval of unused accumulated vacation and personal hours to Travis Wheaton, Sheriff Office employee, who resigned from County employment effective April 6, 2017 = \$2,621.53; to be paid from the Employee Separation Fund. Ayes: All. Motion Carried.**

## **RESOLUTION #2017-9 IMPOSING 2017 SUMMER PROPERTY TAX LEVY**

### **PURSUANT TO PUBLIC ACT 357 OF 2004, AND NOTICE OF CERTIFICATION OF COUNTY ALLOCATED TAX LEVY**

Roger Elbers, Equalization Director, presented information and further explanation of the annual Resolution proposed to be adopted by the Board of Commissioners (Appendix B). Mr. Elbers requested a recommendation for approval of the Resolution #2017-9 Imposing 2017 Summer Tax Levy, pursuant to Public Act 357 of 2004, and notice of certification of County allocated tax levy; and authorize the County Board Chair and the County Clerk to sign the L-4029.

**Moved by Schmidt, seconded by Shafer to recommend the approval to adopt Resolution #2017-9, Imposing 2017 Summer Tax Levy, Pursuant to Public Act 357 of 2004, and Notice of Certification of County Allocated Tax Levy; and authorize the County Board Chair and the County Clerk to sign the L-4029. Ayes: All. Motion Carried.**

## **MISCELLANEOUS**

Mr. Kaminski reported that the Jail Roof Project is out for bids. Bids are due May 15, 2017 and will then come before this Committee. The project will include part of the 911 Building, which will be paid by 911 and will consist of a Firestone Roof which will then include an additional warranty.


Richard Schmidt reported that the new project in Kaleva, Bay Area Recycling, will be employing five (5) persons which will be hired in May 2017.

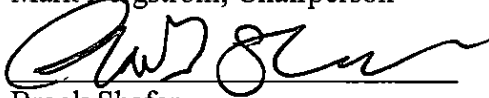
Tom Kaminski pointed out the new camera in the Commissioners Room. The security-camera project is now complete.

OTHER ITEMS FROM COMMITTEE MEMBERS

The meeting was adjourned at the Call of the Chair at 8:22 a.m.

  
Mark Bergstrom, Chairperson

  
Richard Schmidt

  
Brook Shafer



(APPENDIX A)

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

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MEMORANDUM

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

Employee Name: Travis Wheaton  
Department: Sheriff's Department  
Employee #: 1446  
Hourly Rate: \$18.36  
Resignation Date: April 6, 2017

2017 Unused Vacation Hours:	80.0
2018 Earned Vacation Hours:	24.50
2017 Unused/Earned Comp Hours:	3.0
2017 Unused Personal Day Hours:	44.0

2017 Unused Vacation Payment:	\$1,468.80
2018 Earned Vacation Payment:	\$449.82
2017 Unused/Earned Comp Hours:	\$55.08
2017 Unused Personal Day Payment:	\$807.84

2017 Unused Cleaning Allowance Due County:	\$293.34
2017 Shift Differential Due Employee:	<u>\$133.33</u>

Total Amount Due: \$2,621.53

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,  
May 16, 2017

Jeffrey Dontz, County Board Chairperson



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RESOLUTION #2017-9

MANISTEE COUNTY BOARD OF COMMISSIONERS

**RESOLUTION IMPOSING 2017 SUMMER PROPERTY TAX LEVY PURSUANT TO  
 PUBLIC ACT 357 OF 2004, AND NOTICE OF CERTIFICATION OF COUNTY ALLOCATED TAX LEVY**

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 16<sup>th</sup> day of May, 2017.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**WHEREAS**, Manistee County is authorized under the General Property Tax act, Public Act 206 of 1893, as amended, to levy and collect County allocated property taxes; and

**WHEREAS**, the General Property Tax Act has been amended by Public Act 357 of 2004, being MCL 211.44a, to require all Michigan Counties to impose a summer tax levy, with the summer tax levies for 2005 and 2006 to be in the amount of 1/3 and 2/3, respectively, of the total County allocated tax, with the full amount of the County allocated tax to be levied and collected as a summer tax levy in 2007 and each year thereafter.

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to Public Act 357 of 2004, the Manistee County allocated tax shall be levied and collected on July 1, 2017, at the full amount allocated after application of the "Headlee" millage reduction fraction, or 5.5 mills; and

**BE IT FURTHER RESOLVED**, that Manistee County will comply with MCL 141.412, "Notice of Hearing for Proposed Budget" and Section 16 of the Uniform Budgeting and Accounting Act, MCL 141.436, to fulfill requirements for "Truth in Taxation", MCL 211.24e; and

**BE IT FURTHER RESOLVED**, that this Resolution constitutes certification of the levy of the County allocated tax and authorized collection of the County allocated tax on July 1, 2017 at the full amount allocated after application of "Headlee" millage reduction fraction, or 5.5 mills; and

**BE IT FURTHER RESOLVED**, that the Treasurer of each township and city in Manistee County is directed to account for and deliver the full amount of County allocated tax collections for 2017 in accordance with the provisions of Public Act 357 of 2004; and

**BE IT FURTHER RESOLVED**, that the County Clerk shall deliver a copy of this Resolution by first class mail to the Treasurer of each township and city in Manistee County.

STATE OF MICHIGAN

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 a regular meeting held on the 16<sup>th</sup>, day of May, 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. I further certify that the meeting was held and the minutes therefore were filed in compliance with Act No. 267 of the Public Acts of 1976.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the County of Manistee this 16<sup>th</sup>, day of May, 2017.

CLERK OF THE COUNTY COMMISSION  
MANISTEE COUNTY, MICHIGAN

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Jill M. Nowak, County Clerk



**2017 TAX RATE REQUEST  
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

County	2017 Taxable Value of ALL Properties in the Unit as of 6/22/17 (Not Including Ren Zone) 1,105,425,082
Local Government Unit	MANISTEE COUNTY

**PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.118.

The following tax rates have been authorized for levy on the 2017 tax roll.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc. MCL 211.34d	Millage Rate	Permanently Reduced by Reduction Fraction	Current Year Millage	Permanently Reduced by MCL 211.34d Fraction	Sec. 211.34 Millage	Maximum Allowable Millage Levy*	Requested to be Levied July 1	Requested to be Levied Dec. 1	Expiration Date of Millage Authorized
ALLOCATION OPERATING	08/02/16	5.5000	N/A	1.0000	5.5000	1.0000	1.0000	5.5000	5.5000	5.5000	Dec-2022
VOTED LIBRARY	11/06/12	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	Dec-2017
VOTED MEDICAL CARE	08/02/16	0.5000	0.5000	1.0000	0.5000	1.0000	1.0000	0.5000	1.0000	0.5000	Dec-2020
VOTED 911	11/06/12	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	Dec-2017
VOTED DIAL A RIDE COUNCIL	08/05/14	0.3300	0.3300	1.0000	0.3300	1.0000	1.0000	0.3300	1.0000	0.3300	Dec-2018
VOTED ON AGING CONSERVATION DISTRICT	08/02/16	0.3000	0.3000	1.0000	0.3000	1.0000	1.0000	0.3000	1.0000	0.3000	Dec-2020
VOTED DISTRICT	08/05/14	0.1000	0.1000	1.0000	0.1000	1.0000	1.0000	0.1000	1.0000	0.1000	Dec-2018

**Truth in Taxation procedure accomplished through annual budget process**

Prepared by <b>Roger Elbers</b>	Title <b>Equalization Director</b>	Date <b>MAY 2, 2017</b>
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As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.246, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 360.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Type Name	Date
<input type="checkbox"/> Secretary		Jill Nowak	
<input checked="" type="checkbox"/> Chairperson	Signature	Jeff Donitz	
<input type="checkbox"/> President			

\*Under Truth in Taxation, MCL Section 211.246, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT: See instructions on the reverse side for the correct method of calculating the millage rate in column (5).**