



MEMBERS:
 Dennis Bjorkquist, Chairperson
 B. Allan O'Shea, Vice-Chairperson
 Colleen Kenny, Secretary

SPECIAL MEETING AGENDA

Thursday, September 23, 2010
 5:00 P.M.

Manistee County Courthouse
 Board of Commissioners Meeting Room
 415 Third Street, Manistee, MI 49660

- 1) Call to order by the Chairperson.
- 2) Pledge of Allegiance.
- 3) Roll call.
- 4) Approval of Meeting Agenda.
- 5) Approval of the regular meeting minutes from Monday, June 14, 2010.
- 6) David M. Heinowski, MAI, CMAE III, of Heinowski Appraisal and Consulting, LLC, and Sharon L. Frischman, CMAE IV, of Frischman Appraisal and Consulting, LLC, will appear before the Board to present the casino appraisal which was recently completed for the purpose of determining P.I.L.T. grants to eligible local units of government.
- 7) Consideration to approve payment of outstanding invoices:

A) Legal fee invoice #1350338; dated August 17, 2010 from Dykema Gossett, PLLC for June 2010 (APPENDIX A) =	\$398.80
B) Manistee County; dated September 23, 2010 (per diem reimbursement 10/1/09 - 9/30/10) (APPENDIX B) =	\$3,229.50
C) Heinowski Appraisal and Consulting, LLC (balance of casino property appraisal) (\$24,000 - \$12,000 paid April 2010) (APPENDIX C) =	\$12,000.00
- 8) Public comment.
- 9) Reminder of scheduled meetings (5:00 P.M. at Manistee Co. Road Commission, 8946 Chippewa Hwy, Bear Lake, Michigan):
 - Monday, October 11, 2010 (Cycle II-2010 Verbal Presentations)
 - Monday, December 13, 2010 (Cycle II-2010 Grant Awards)
 - Monday, January 10, 2011 (Biennial Selection Meeting pursuant to Section 6.6 of the Bylaws, as amended)
 - Monday, February 14, 2010 (Annual Organizational Meeting pursuant to Section 6.7 of the Bylaws, as amended)
- 10) Miscellaneous Board Member comment.
- 14) Adjournment.



(APPENDIX A)

400 Renaissance Center • Detroit, MI 48243 • EIN# 38-1446628

DUE UPON RECEIPT

MANISTEE LOCAL REVENUE SHARING BOARD
THOMAS KAMINSKI
C/O MANISTEE COUNTY ADMINISTRATORS OFFICE
415 THIRD STREET
MANISTEE, MI 49660

AUGUST 17, 2010
CLIENT-MATTER NO. 105518-0001
INVOICE NO. 1350338

FOR PROFESSIONAL SERVICES RENDERED

RE: GENERAL REPRESENTATION

FEES	\$	397.00
DISBURSEMENTS		1.80
TOTAL AMOUNT DUE	\$	<u>398.80</u>

(APPENDIX B)

INVOICE

September 23, 2010

Manistee Local Revenue Sharing Board reimbursement to Manistee County for Board Member Per Diem and related expenses for the period of October 1, 2009 through September 30, 2010:

(Note: Per Diem payment method through County approved by the Revenue Sharing Board on April 14, 2003)

Meeting Date:	Per Diem	FICA	OTHER
October 12, 2009 (Grant Presentations)	300.00	22.95	
November, 2009 (no meeting)	0.00	0.00	
December 14, 2009 (Grant Awards)	300.00	22.95	
January 13, 2010 (Special Meeting)	300.00	22.95	
February 8, 2010 (Special & Organizational)	300.00	22.95	
March 15, 2010 (Special Meeting)	300.00	22.95	
April 12, 2010 (Grant Awards)	300.00	22.95	
April 19, 2010 (Special Meeting)	300.00	22.95	
May, 2010 (no meeting)	0.00	0.00	
June 14, 2010 (Grant Awards)	300.00	22.95	
July, 2010 (no meeting)	0.00	0.00	
August, 2010 (no meeting)	300.00	22.95	
September 23, 2010 (Special Meeting)	300.00	22.95	
TOTAL	\$3,000.00	\$229.50	\$0.00

TOTAL AMOUNT DUE = \$3,229.50

Please make check payable to Manistee County and remit to the following address:
Manistee County Courthouse
415 Third Street
Manistee, MI 49660
Attn: Thomas D. Kaminski, County Controller

revenue_sharing\invoice_2009/10_per diem

(APPENDIX C)

Task 2

Heinowski Appraisal and Consulting, LLC in partnership with Frischman Appraisal & Consulting, LLC propose to provide professional appraisal and consulting services as described above to be divided into the following steps and payment schedules:

Jointly Heinowski Appraisal and Frischman Appraisal proposes to perform the Real Property appraisal for \$24,000.00 plus reasonable out of pocket expenses. This total includes a single valuation date, December 31, ~~2009~~²⁰⁰⁸, for the ~~2010~~²⁰⁰⁹ tax year. A breakdown of the fees is as follows

2008 2009
AR AR

1. **Retainer.** Step One: A retainer of one half of the total fee, of \$12,000, will be required at the execution of this agreement and prior to the start of work.
2. **Phase One (1) of the Real Property Appraisal.** Step Two. This Phase of the real property appraisal assignment will include a complete appraisal report in a summary format (as itemized below). Upon completion of this step, half of the overall appraisal fee, \$12,000.00 is due and payable

Any out of pocket expense greater than \$250.00 must be approved by the client or its representative prior to the expenditure being made in order for reimbursement to be sought.

The payments shall become due and payable within 30 days of invoice and will be invoiced upon completion. Any late payment without prior consent will incur a 10% late fee based on the total agreement price plus an interest charge of 1.0% per month

Please note that this proposal covers a single valuation date including the "as-is" true cash value determination as of December 31, ~~2009~~²⁰⁰⁸ for the ~~2010~~²⁰⁰⁹ tax years which will be documented in a complete appraisal in a summary format.

AR 2009

The appraisal report will be consistent with USPAP SR 2-2(b) and outlined as follows.

Letter of Transmittal

Introduction

- Summary of Salient Facts and Conclusions
- Identification of the Subject Property
- Property Rights being Appraised
- Scope of work
- Statement of Competency
- Identification and Definition of Interest being Appraised
- Purpose of Function of the Appraisal
- Date of Report and Date(s) of Valuation
- Sales History of the Property
- Statement of Assumptions and Limiting Conditions