



Manistee County Board of Commissioners

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

CHAIRPERSON
Jim Krolezyk
VICE-CHAIRPERSON
Ken Hilliard

Duane Anderson
Ervin Kowalski
Glenn Lottie
Carl Rutske
Richard Schmidt

CLERK

Marilyn Kliber
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

WAYS & MEANS COMMITTEE

Thursday, January 13, 2011
9:00 A.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

AGENDA

- 1) 9:00 A.M. - Finance Report - Jeri Lyn Prielipp, Financial Assistant
- 2) Susan Wagner, County Planner, will appear before the Committee regarding the following topics:
 - A) Proposed Manistee County Capital Improvements Program Document
 - B) Drain Commission Storm Water Guidelines Update
- 3) Consideration of a request from Open Door Assessments, LLC, which is operated by Dawn Stefanski to continue using the Commissioners Room meeting space for the provision of an Alcohol Highway Safety Education and Victim Impact Panel program that is offered in Manistee County. The Alcohol Safety Education Program and the Victim Impact Panel is operated by Ms. Stefanski. This course is an educationally based prevention program and is usually attended by first offense drinking/drug impaired drivers. These drivers are most often sentenced to attend this program by the 85th District Court or another District Court, but the group is not limited to only County of Manistee residents. A room use agreement has been in effect for the past year with no known negative issues. Both the Victim Impact Panel and the Alcohol Highway Safety Education program are offered on Saturdays on the following dates in 2011: February 12, April 9, June 18, August 6, October 1, and December 3. Open Door Assessments, LLC, does have professional liability coverage and premises liability. It is recommended that the room use agreement between Manistee County and Open Door Assessment, LLC, be renewed for the 2011 calendar year. (APPENDIX A)
- 4) Review and consideration of an amended lease agreement between Manistee County, the Manistee County Fair Board, and the Onekama Lions Club for use of the general exhibition building at the Manistee County Fairgrounds in Onekama. (APPENDIX B)
- 5) 9:30 A.M. - Bruce Schimke, Maintenance Supervisor, will appear before the Committee to present the following items:
 - A) Control System proposal for air handlers 8, 9 and 10 in the Courthouse.
 - B) Custodial issues at the Sheriff's Department.

- 6) 9:45 A.M. - Marilyn Kliber, County Clerk, will appear before the Committee to present the following items:
 - A) Prices to print the new County Directory.
 - B) County Clerk Budget Line Items.
- 7) 10:00 A.M. - Discussion regarding 2011 parcel fees being proposed to the Townships, Villages, City of Manistee and Onkama School District. All local municipalities have been invited to attend this meeting to participate in the discussion of the proposed fee increase. (APPENDIX C)
- 8) Miscellaneous Information/Discussion Items.
 - A) Set 2011 Meeting Schedule.

If meetings continue to be held on the 2nd Tuesday of the month at 9:00 A.M., with the exception of April and October, the meeting dates would be as follows:

February 8, 2011	August 9, 2011
March 8, 2011	September 13, 2011
April 19, 2011 (3 rd Tuesday)	October 18, 2011 (3 rd Tuesday)
May 10, 2011	November 8, 2011
June 14, 2011	December 13, 2011
July 12, 2011	

- B) Update on Veterans Counselor Office Move.
 - C) Drain Commission Issues.
 - D) Proposed Joint Local Revenue Sharing Grant Application (County/City/Manistee Township).
 - E) Correspondence from the City of Manistee regarding potential contract with the Manistee County Equalization Department for City assessing services.
 - F) Michigan Municipal Risk Management Authority Retention Fund financial statement review. (APPENDIX D)
- 9) Other items from Committee members.
 - 10) Adjournment.

(APPENDIX A)

Open Door Assessments LLC
Dawn Stefanski LBSW, CAC R
PO Box 914
Manistee, MI 49660
231-723-1132
opendoorllc@charter.net

RECEIVED
JAN 10 2011

January 6, 2011

Thomas Kaminski, County Controller
415 Third St.
Manistee, MI 49660

re: Room Use Contract

Dear Mr. Kaminski,

Given that the contract that I have with Manistee County for use of the commissioners room for the provision of AHSE/VIP presentations, will expire in February 2011, I am writing with the hopes of continuing this arrangement for another year.

I must again say thank you to both the county controller/administrator and the board of commissioners for allowing this arrangement. This court ordered program has become much more professional, handicap accessible, and better organized with the use of this larger room. I, as a presenter, also feel safer in this location. This year the course has met 6 times (bi monthly) and has served between 8 and 20 people per meeting time, all indicating an improvement in their knowledge base related to alcohol use and an improvement in motivation to not drink and drive. This is what the course is created for, and so far, it has been a success. Surveys of the class itself are available if ever wanted for review.

The only changes for 2011 will be that the Victims Impact Panel, traditionally provided through Wanda Joseph, will now be taken under the umbrella of Open Door Assessments and this writer due to Ms. Joseph pursuing further education. And secondly, the AHSE course itself has expanded to include Minor In Possession offenders sentenced in the adult system.

I have attached 2 blank room use agreements for signature and a copy of when the classes will be held in 2011. My liability insurance is due to be renewed in February as well and I will provide an updated record of this to the controller when it is received.

Again, thank you so much for allowing this arrangement that has allowed our county AHSE/VIP program become a success. Please do not hesitate to contact me with any questions or concerns.

Kind regards,


Dawn Stefanski

ROOM USE AGREEMENT
Between
Manistee County and Open Door Assessments LLC

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This agreement made and entered into this _____ day of _____ 2011 by and between
Open Door Assessments LLC/Dawn Stefanski and Manistee County.

It is hereby agreed, as follows:

- A. That this agreement refers to the Manistee County Courthouse - located at 415 Third St., Manistee, MI 49660.
- B. This agreement allows Open Door Assessments LLC/Dawn Stefanski, use of the County Commissioners Meeting Room (or otherwise designated meeting space approved by the County Controller/Administrator), for instruction of Alcohol Highway Safety Education/Victims Impact/Drunk Driving Impact Panel. This program is for groups of OWI and MIP offenders ordered to attend by the court system.
- C. Open Door Assessments LLC/Dawn Stefanski agrees:
 - 1. To provide the Controller/Administrator advance notice of times/dates/sizes of all classes for approval.
 - 2. To carry and provide a copy to, the Controller/Administrator of both professional and general liability insurance.
 - 3. To follow all building rules, and leave the meeting room in its original order.
- D. Manistee County agrees:
 - 1. To allow use of the county commissioners meeting room, or other designated meeting area so approved by the controller/administrator, for instruction of the Alcohol Highway Safety Education/Victims Impact/Drunk Driving Impact Program.
 - 2. To allow direct entrance into the commissioner's meeting room from Third Street for program instructor/participants.
 - 3. To allow access to first floor bathrooms, elevator, and wheelchair if so needed, for program participants.
 - 4. To allow access/use of audio visual equipment as needed for instruction of the program.

This agreement shall be effective for 1 year from the date of signing.

Manistee County

Open Door Assessments LLC

Dawn Stefanski 1/7/2011

Date

Date

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ALCOHOL HIGHWAY SAFETY EDUCATION CLASSES (AHSE)
MIP OFFENDERS EDUCATION COURSE (MIP)
with a VICTIMS IMPACT COMPONENT (VIP)

MANISTEE COUNTIES

MANISTEE CLASSES

Open Door Assessments LLC
Dawn Stefanski LBSW, CAC R
PO Box 914
Manistee, MI 49660
231-723-1132

Classes alternate between the Manistee and Benzie counties approximately every 4 weeks. All information provided is similar. Classes are held on Saturdays and last from 9-2:30. **Please call the above number to register in advance.** Cost for AHSE/MIP is \$80.00 and the VIP is \$20.00, both payable at the time of the class.

Manistee Classes held at:

Manistee Courthouse
Commissioners Room
415 Third St
Manistee, MI 49660

Manistee Schedule:

February 12, 2011

April 9, 2011

June 18, 2011

August 6, 2011

October 1, 2011

December 3, 2011

(APPENDIX B)

LEASE AGREEMENT

BETWEEN

MANISTEE COUNTY/MANISTEE COUNTY FAIR BOARD (LANDLORD)

AND

ONEKAMA LIONS CLUB (TENANT)

Under the following terms, the **Onkama Lions Club**, hereinafter known as the TENANT enters into a lease with **Manistee County** and the **Manistee County Fair Board**, hereinafter known as the LANDLORD, for the General Exhibition Building at the Manistee County Fairgrounds, Manistee County, Onkama, Michigan. Use by TENANT of any other properties located on the Manistee County Fairgrounds will be at the discretion and approval of LANDLORD. It is understood that use of the General Exhibition Building includes parking areas for those individuals who will be using the General Exhibition Building and other areas accessible to the general public.

1. This Lease Agreement will be in effect for a period of five (5) years commencing October 1, 2010 through October 1, 2012. ?

2. Any party to this lease may terminate it without penalty by providing 90 days written notice of termination to the other party at the mailing address of record.

~~Anyone who rents the Fairgrounds from the LANDLORD needs to talk to the Lion's Club to rent the pavilion.~~

4. All events and activities at the General Exhibition Building will be booked through and be the responsibility of the TENANT.

5. The yearly rent will be three thousand dollars (\$3,000.00). Two thousand dollars (\$2,000.00) paid at the time of signing this contract and One thousand dollars (\$1,000.00) paid before the end of the contract year. Payable to the Manistee County Agricultural Society.

RENT SHALL BE

6. The LANDLORD has the right to reserve any and all of the facilities located upon the Manistee County Fairgrounds, however, LANDLORD'S schedule of events will be coordinated between the Manistee County Fair Board and the Lion's Club rental coordinator. The parties' rental coordinators will maintain the master calendar providing for all reserved dates of the Manistee County Fairgrounds. The TENANT'S scheduled activities will be coordinated so as not to conflict with previously scheduled LANDLORD activities. The Onkama Lion's Club shall provide copies of all insurance binders to LANDLORD for all scheduled

FIX DATES

THESE SAY THE SAME THING. STRIKE

FP 3



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TENANT activities or other activities which may be permitted by TENANT.

7. The LANDLORD'S use of the General Exhibition Building located at the Manistee County Fairgrounds shall be on a reserved basis without charge to LANDLORD. During June, July, August and September, LANDLORD will not use the General Exhibition Building more than three full weekends, consisting of Friday, Saturday and Sunday, or shorter periods as agreed to by the parties. LANDLORD shall also have the use of the General Exhibition Building the weekend prior to the Manistee County Fair and the weekend during the Fair. If LANDLORD does use the General Exhibition Building more than three full weekends during June, July, August and September, then TENANT'S rent shall abate at the rate of \$450.00 per weekend in excess of three.
8. The TENANT may upgrade and modify the building to better serve the LANDLORD and community. All changes will be reviewed with and subject to the approval of LANDLORD. In the event of the termination of the Lease, it is understood that any improvements made by the TENANT which have become fixtures on the property shall remain with property at no cost to the LANDLORD. Any personal property which is not a fixture, and is owned by TENANT will be returned to TENANT.
9. The TENANT is responsible for all maintenance inside the building except for LANDLORD events. The LANDLORD will be responsible for all outside building maintenance except for conditions created by the TENANT'S events
10. The LANDLORD shall carry structure insurance on the leased premises.
11. The TENANT shall provide general liability insurance to cover all events held by or sponsored by TENANT. TENANT shall also provide evidence of liquor liability insurance in the amount of three hundred thousand dollars (\$300,000.00) when applicable. Coverage shall be placed with a carrier licensed to do business in the State of Michigan and acceptable to the Manistee County Fair Board and Manistee County. Liability limits shall not be less than one million dollars (\$1,000,000.00) per occurrence for general liability. All general liability policies shall name Manistee County and Manistee County Fair Board as additional insured.
12. To the fullest extent permitted by law, TENANT agrees to indemnify and hold harmless Manistee County Fair Board and Manistee County against any and all claims, demands, suits or loss, including all taxable costs connected therewith against Manistee County Fair Board or Manistee County by reason of personal injury, bodily injury or property damage which arise out of or is in any way connected with activities held by or sponsored by TENANT.

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- 13. The TENANT will be responsible for all utilities in the General Exhibition Building, including electricity and heating costs.
- 14. TENANT will be responsible for winter snow removal from parking and driving areas except such time as when snow removal is required for a scheduled LANDLORD activity.
- 15. The TENANT will agree not to compete with carnival and other events normally sponsored by the LANDLORD.
- 16. On any combined rental of the Fairgrounds and General Exhibition Building, rent shall be mutually agreed upon by the TENANT and LANDLORD.

ENTERED INTO this _____ day of _____, ²⁰¹¹~~2010~~ by:

MANISTEE COUNTY

_____ Chairman

_____ County Clerk

MANISTEE COUNTY FAIR BOARD DIRECTORS

_____ President
Charles Culbertson

_____ Secretary
Vicki Mackey

ONEKAMA LIONS CLUB

_____ President

_____ Secretary



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

(APPENDIX C)

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

MEMORANDUM

TO: All Manistee County Township Supervisors, Township Assessors, Village Presidents, Manistee City Manager, Manistee City Assessor, and the Onekama School District Superintendent

FROM: Thomas D. Kaminski, County Controller/Administrator

DATE: January 5, 2011

RE: 2011 Parcel Fee Charges

=====

You or a representative of your Municipality are invited to attend the Manistee County Board of Commissioners Ways & Means Committee meeting on Thursday, January 13, 2011 at 10:00 A.M. At this meeting the Committee will be considering the 5-year rate adjustment to the per parcel fee being charged to your Municipality for tax map and assessment roll maintenance, tax rolls, tax bills, and computer services performed by the Manistee County Equalization Department and County Treasurer's Office.

The current rates being charged in 2010 are as follows:

- Townships & City of Manistee = \$4.29 per parcel
- Villages = \$1.11 per parcel
- Onekama School District = \$1.11 per parcel

The rates being proposed by staff for 2011, based on actual costs as calculated by the Equalization Director and County Treasurer, are as follows:

- Townships & City of Manistee = \$3.65 per parcel (14.91% decrease)
(This is 75% of the County's actual cost of \$4.86 per parcel)
- Villages & Onekama School District = \$0.95 per parcel (14.91% decrease)
(Summer tax bill charges)
- S.E.T. Charges = \$1.00 per parcel (same as previous years)
(The worksheets used to determine the recommended fees are enclosed for your review.)

As in previous years, the 2012, 2013, 2014 and 2015 fee will be adjusted by the rate of inflation, and 80% of all funds collected for this service will be deposited in the County's General Fund, and 20% will be deposited in the Technology Fund.

If you have questions or concerns regarding this rate change recommendation, we ask that you or another representative of your Municipality attend the Ways & Means Committee meeting on January 13, 2011. The Ways & Means Committee will be making a recommendation at this meeting with final action by the Board of Commissioners at the January 18, 2011 regular Board meeting.

Enclosures

CC: Roger Elbers, Equalization Director w/encs.
Russell Pomeroy, County Treasurer w/encs.
Manistee County Ways & Means Committee w/encs.

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DIRECTOR'S WORKSHEET 2010 COUNTY COST FOR ASSESSMENT MAINTENANCE FOR 2011

Paper, Envelopes, Toner, Postage, Automailer Service Contract, etc...

Deed copies, reports, Aerials.		
Reductions, 3 assessment rolls	\$3,800
Personal Property Statements		
Forms	\$738
Postage 1,305 x.44	\$574
N.O.A.C.	\$1,500
TOTAL		<u>\$6,612</u>

Personal Cost (Includes Wages & Benefits)

Property Description Manager/GIS	80% of Time.....	\$42,976
Deeds, Splits, Shape files, Descriptions, Database, GIS		
Tax maps & Aerials, N.O.A.C. Printing, Address Changes		
Property Description Manager	90% of Time.....	\$23,564
Deeds, PP Printing & Entering Printing Assessment Rolls		
Appraiser/Assistant Director	25% of Time.....	\$15,019
Value Imports, Balancing, Tribunal/BOR Changes		
Splits, Aerial Photos & GIS		
Director	5% of Time.....	\$4,236
Administration		
TOTAL		\$85,795

2010 TOTAL COST \$92,407

\$92,407 Divided by 24,275 parcels =	\$3.81
Computer cost (hardware, maintenance, programs)	\$0.50 (cost since 1987)
Maintenance cost per parcel	\$4.31

Cost of printing Tax Bills from Treasurers Worksheet = \$13,444.21

\$13,444.21 Divided by 24,275 parcels = \$0.55

TOTAL MAINTENANCE AND TAX BILLING COST PER PARCEL

\$4.86
x 75%

\$3.65

2010 parcel count does not include parcels with 0 values

12/16/2010

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COST OF PRINTING TAX BILLS

Printing Tax Bills	Wages	20 days @ \$141.90 per day	\$ 2,838.00
	FICA		\$ 217.11
	Ins-Health		\$ 1,369.92
	Ins-Life		\$ 2.65
	Ins-STD		\$ 20.82
	Workers Comp		\$ 9.70
	Retirement		\$ 385.40
	TOTAL		\$ 4,843.60
Folding/Stuffing etc.	Wages	6 days @ \$114.15 per day	\$ 684.90
	FICA		\$ 52.39
	Ins-Health		\$ 410.98
	Ins-Life		\$ 0.80
	Ins-STD		\$ 6.25
	Workers Comp		\$ 2.50
	Retirement		\$ 93.01
	TOTAL		\$ 1,250.82
	TOTAL WAGES & FRINGE		\$ 6,094.42

TAX PRINTING SUPPLIES

TONER & PAPER	\$ 444.69
PER PROP TAX SETS & ENVELOPES	\$ 3,673.01
TAX BILL PAPER	\$ 1,183.56
TAX BILL PAPER	\$ 109.30
TONER	\$ 165.98
HP9000 MAINT KIT	\$ 443.30
TAX ROLL PAPER	\$ 205.94
SEALING SOLUTION	\$ 68.00
RECEIPT PAPER	\$ 424.50
TONER	\$ 299.97
TONER & PAPER	\$ 331.56
TOTAL PRINTING SUPPLIES	\$ 7,349.79
PRIOR YEAR TOTAL	\$ 7,463.15
TOTAL ANNUAL COST	\$ 13,444.21

**FY 10/11 BUDGET
PERSONNEL LISTING
10/1/10 thru 9/30/11**

(C-4)

Equalization DEPARTMENT NAME		101 FUND#	257 DEPT#	
A. Employee Name	Roger Elbers	Lynn Jensen	Vicki Warner	Heather Vasquez
B. Wage Line Item #	703.000	703.004	703.024	703.002
C. Job Title	Equal. Director	Prop.Des.Special	Descri.Analyst	Appr/Asst E.D.
D.09/30/10 Wage Rate	53,742.00	30,147.00	14,010.75	35,178.00
E.10/11 Wage % Change	0.0%	0.0%	0.0%	0.0%
F.10/11 Pay Grade	11	6	5	7
G. 10/11 Pay Step	2	MIN	MIN	2
H. 10/11 Budgeted Wage	53,742.00	30,147.00	14,010.75	35,178.00
10/11 Hourly Rate	27.56	15.46	14.37	18.04
I. 10/11 Shift Differential				
J. Budgeted O.T. Line Item#710.00				
K. Budgeted Holiday Pay #720.00				
L. Budgeted Cleaning Allowance #746.00			50%	
M. Total Wage (H+I+J+K+L)	53,742.00	30,147.00	14,010.75	35,178.00
N. FICA #716.00	4,111.26	2,306.25	1,071.82	2,691.12
O. Health/Dental Ins. #716.04 Life Ins. #716.05 STD Ins.	14,700.00 36.00 709.89	14,700.00 36.00 398.22	7,506.00 18.00 370.14	14,700.00 36.00 464.67
P. HRA Contribtuion workers Comp	900.00 787.37	900.00 87.43	450.00 40.63	900.00 102.02
Q. #716.10 Unemployment	268.71	150.74	70.05	175.89
R. #716.12 Retirement	8,227.90	4,298.96	1,997.93	5,016.38
S. #716.14 Sick/Vacation	620.10	347.85	323.33	405.90
T. #716.14 Personal Days	620.10	347.85	323.33	405.90
U. Total Fringes (N+O+P+Q+R+S+T)	30,981.34	23,573.29	12,171.23	24,897.88
V. Total Wage and Fringe Benefits (M+U)	71% 84,723.34	78% 53,720.29	87% 26,181.98	71% 60,075.88
	x.05	x.80	x.90	x.25

4,236

42,976

23,564

15,019

(APPENDIX D)

**MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY
STATEMENT OF CHANGES IN MEMBER RETENTION FUND
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2010**

MEMBER: 00029 - Manistee, County of

Receipts:

Member Contributions Received - Regular	\$0.00
Member Contributions Received - Additional	\$0.00
Investment Earnings	\$4,822.76
Other Receipts	\$0.00
	<hr/>
Total Receipts	\$4,822.76

Claims & Related Payments:

Pool Deductible Receipts	\$0.00
Claims Paid	(\$1,102.94)
Defense Costs Paid	\$0.00
Reinsurance Recoveries	\$0.00
Subrogation Recoveries	\$0.00
Stop Loss Recoveries	\$0.00
	<hr/>
Net Claims & Related Payments	(\$1,102.94)

Other Payments:

Interest Charges	\$0.00
Meeting Expenses	(\$374.00)
State Mandated Expenses	\$0.00
General Legal Fees	\$0.00
Funds Returned	\$0.00
	<hr/>
Total Other Payments	(\$374.00)

Net Contribution to Retention Fund for three months ended September 30, 2010	\$3,345.82
Add Beginning Balance @ July 1, 2010	\$506,392.38
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Ending Balance @ September 30, 2010	\$509,738.20
	<hr/> <hr/>
Reported Reserves at September 30, 2010	\$0.00
	<hr/> <hr/>

-- This statement is on a cash basis --