

CLERK

Marilyn Kliber  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231) 398-3500

## WAYS & MEANS COMMITTEE

Tuesday, April 20, 2010  
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) 9:10 A.M. - Neil Assante, Community Corrections Director, will appear before the Committee to present and request approval of a contractual agreement between Manistee County and Interim Associates for the delivery of MRT and relapse prevention services in Manistee and Benzie Counties. This contract period is from April 1, 2010 through July 30, 2010. The total contract amount shall not exceed \$7,000. (APPENDIX A)
- 3) 9:15 A.M. - Susan Wagner, County Planner, will appear before the Committee to discuss and request approval of the following:
  - A) 2010 Monumentation Surveyor Professional Service Agreements for the following individuals:
    - 1) Jim Nordlund of Nordlund Associates, Inc.
    - 2) Pat Bentley of Abonmarche
    - 3) Sam Barnett
    - 4) Anthony Slawinski
    - 5) Ken Ross

These surveyors were selected using the quality based selection process.
  - B) Present a request from the Manistee County Planning Commission to provide additional compensation to Pat Bentley, County Surveyor, for the extra time and effort he has put into the Remonumentation program. (APPENDIX B)
- 4) 9:30 A.M. - Ford Stone, Prosecuting Attorney, and David Thompson, Friend of the Court, will appear before the Committee to request approval of their respective FY 2011 cooperative reimbursement contract applications which are required to be submitted to the State of Michigan by Thursday, April 29, 2010.
- 5) Review and consideration of recommending payment of the following FY 2009/10 appropriations and miscellaneous invoices:

Miscellaneous Appropriations:

- A) Area Agency on Aging of Northwest Michigan = \$4,377  
(per budget) (APPENDIX C)

Invoices:

- A) Consideration of approving the payment of unused accumulated vacation and personal hours to Cassandra Campbell, former employee of the Sheriff's Office, who resigned from County employment effective March 20, 2010. (APPENDIX D) = \$1,522.86
  - B) Consideration of approving the payment of unused accumulated vacation and personal hours to Kendra Rohdy, former employee of the Equalization Department, who resigned from County employment March 26, 2010. (APPENDIX E) = \$3,700.46
  - C) Consideration of a request from County Administration to transfer \$2,081.52 from the County Administrator Contingency Surplus Line Item #216 000 390.002 to General Fund Line Item #101 172.728.000 "Postage" to cover a postage reimbursement which occurred in the 2009 fiscal year and was not expensed until the 2010 fiscal year. (APPENDIX F)
- 6) Review and consideration of proposals to complete Manistee County's cost allocation plan for FY 2009:
- A) Maximus = \$9,000
  - B) MGT of America, Inc. = \$8,500
- 7) Review of a request from District Health Department #10 for an additional appropriation of \$3,083.65 to purchase new signage for the Health Department building located at 385 Third Street. A quote from Amor Sign Studios, Inc. is attached under APPENDIX G. The County's Maintenance Supervisor, Bruce Schimke, is also working with Mental Health Administration to secure prices on resurfacing the parking lot between the Health Department and Mental Health building on Third Street. The majority of the parking lot is owned by Community Mental Health.
- 8) Consideration of recommending the approval of Michigan Department of Transportation Grant Contract #2010-0236 between the Michigan Department of Transportation and Manistee County for installation of medium intensity taxiway lighting, including new electrical vault, as further defined in contract #FM51-01-C54 at Manistee County Blacker Airport, for a total project cost of \$236,000, with a total local match equaling \$5,900. The local match will be paid from airport funds. (APPENDIX H)
- 9) Review and consideration of various jail expansion financing options. (APPENDIX I)
- 10) 10:15 A.M. - Heather Vasquez, Interim Equalization Director, will appear before the Committee to present the 2010 Equalization Report.
- 11) Miscellaneous Information/Discussion Items.
- A) Review of correspondence dated March 29, 2010 from the Great Lakes Renewable Energy Association regarding financial reports from the Michigan Energy Fair. This information was requested by the Board of Commissioners several times over the past year. (APPENDIX J)

- B) Information regarding the reduction in the Administrative Services Agreement between Manistee County and the Manistee Local Revenue Sharing Board.
  - C) City of Manistee request to contract with the County to perform assessment responsibilities.
  - D) Progress regarding action to dissolve the Building Authority.
  - E) Annual audit request for proposals.
  - F) April 22, 2010 meeting at the Manistee County Fairgrounds.
  - G) County audit report to be presented by David Wilson, CPA, at the Tuesday, April 27, 2010 Board of Commissioners meeting.
- 12) Other Items from Committee Members.
- 13) Adjournment.

**Contractual Agreement between  
MANISTEE COUNTY  
And  
INTERIM ASSOCIATES**

**For the delivery of**

**MRT AND RELAPSE PREVENTION SERVICES in Manistee and Benzie Counties**

The agreement made and entered into on April 1, 2010 by and between the Manistee County, and by Interim Associates, PLLC Counseling and Consultation, hereafter referred to as the CONTRACTOR, for the provision of MRT Cognitive Therapy Group and Relapse Prevention services to eligible P.A. 511 enrollees for Fiscal year 2010. The contract period is from April 1, 2010 through July 30, 2010.

**CONTRACT AMOUNTS**

<b>Type</b>	<b>Cost/Group</b>
MRT groups: in Benzie jail, Manistee jail, and each community	\$140.00
Relapse Prevention: As needed	\$0
<b>Total contract amount:</b>	<b>\$7,000</b>

The delivery of services listed above should be adjusted throughout the course of the year based on usage so as not to exceed the total amount of this contract. The total contract amount to be used by July 30, 2010, shall not exceed **\$7,000**.

**SERVICES**

**MRT Cognitive Services**

MRT Cognitive Therapy groups will be conducted, by an MRT trained therapist, approximately once per week in the Manistee jail and once per week in a county community setting covering Manistee/Benzie jointly. The total number of groups conducted throughout the year will depend upon need. Enrollees will use the "How to Escape Your Prison" workbook. The therapist will supply workbooks.

Referrals for the MRT program coming from the court or probation will be filtered through the local corrections coordinator. The corrections coordinator will be responsible for conducting the COMPAS risk and need assessment to determine eligibility. The coordinator will also be responsible to coordinate services with the service provider and to record the MRT program information in their case management software including the MRT enrollment date, group

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termination date, termination reason and the Step (1 to 16) achieved by the client when terminated.

### **Relapse Prevention/Aftercare**

The Relapse Prevention/Aftercare group support program targets those offenders who have successfully graduated from a substance abuse outpatient, intensive outpatient, residential (PRS) or MRT program. Emphasis is placed on maintaining sobriety as the offender re-enters the community and continues to address other probation and P.A. 511 (State Community Corrections Act) conditions. Relapse prevention is the last phase of the substance abuse continuum of care, monitoring and supporting sobriety in the community after treatment. Relapse prevention is provided in conjunction with other P.A. 511 community corrections services and sanctions provided by the local community corrections coordinator consistent with their case plan. Referrals for the Relapse Prevention program will generally come from the corrections coordinator or by the supervising probation agent.

### **INSURANCE**

The service provider shall agree to maintain general liability insurance purchased by funds other than those provided through this contract, and shall provide proof of said insurance to Manistee County at the beginning of the contract year. The service provider will also be required to notify Manistee County of expiration of said insurance during the term of this agreement.

### **BILLING**

MRT groups will be reimbursed at the rate of \$140 per participant per group.

Relapse Prevention services will be provided at no charge to the individual or to Manistee County. Total reimbursement for all services shall not exceed \$7,000.

Monthly MRT and Relapse Prevention billing must be provided separately. Billings for any MRT services for OUIL 3<sup>rd</sup> Lock out felons shall be billed separately. Billings should be sent to Manistee County, 415 3<sup>rd</sup> St., Manistee MI 49660, by the 10<sup>th</sup> of the following month and must include the date of the group, where (e.g. Manistee Jail, Benzie Community), the names or identifier of the participants and the total requested reimbursement. Also include sign-in sheets and a legible listing of attendees.

### **CANCELLATION**

This agreement is subject to the continuation of State of Michigan P.A. 511 funding. This agreement shall continue in force and govern all transactions between the parties until July 30, 2010.

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## **LIABILITY**

All liability, losses, or damages resulting from claims, demands, costs, or judgements arising out of personal and/or bodily injuries or property damage resulting from acts, omissions or negligence of the CONTRACTOR, the CONTRACTOR's officers, employees or contractual service providers in carrying out the obligations of the CONTRACTOR under this agreement shall be the responsibility of the CONTRACTOR, and shall not be the responsibility of Manistee County or its agents. It is, however, expressly understood and agreed that nothing herein shall be construed as a waiver of any government immunity the CONTRACTOR has a provided by statute or modified by Court decisions which shall be asserted to the maximum extent permissible.

## **MONITORING PROCESS**

The CONTRACTOR's fiscal and administrative practices will be monitored annually for compliance with the P.A. 511 funding source, as well as the provisions of this contract.

Administrative recommendations will be reported to the CONTRACTOR if monitoring activities reveal a problem or issue that is not directly in violation of this contract, state policy, or federal regulation, but that could result in noncompliance. Any problem or issue of noncompliance will be reported as a monitoring finding.

Monitoring Findings require a corrective action response, in which the CONTRACTOR will detail its plans for correcting the finding.

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**CERTIFICATION**

The persons signing this agreement on behalf of the Manistee County and the CONTRACTOR certify by said signatures that they are duly authorized to sign on behalf of said parties and that this agreement has been authorized by said parties.

IN WITNESS WHEREOF, Manistee County and the CONTRACTOR have caused this agreement to be executed by their respective officers duly authorized to do so.

MANISTEE COUNTY

INTERIM ASSOCIATES

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Alan O'Shea, Chairperson

\_\_\_\_\_  
Patrick S. McFarlane, MSW, MA



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

PLANNING DEPARTMENT  
231-723-6041  
Fax 231-723-1718  
planning@manisteecountymi.gov

(APPENDIX B-1)

February 26, 2010

RECEIVED  
FEB 26 2010

Manistee County Board of Commissioners  
Mr. Thomas D. Kaminski, Controller/Administrator  
415 Third Street  
Manistee, MI 49660

RE: Pat Bentley, County Surveyor

Dear Board Members and Mr. Kaminski:

Attached is a copy of the February 2010 County Surveyor's Report submitted to the Manistee County Planning Commission for their meeting last night by Pat Bentley. Mr. Bentley regularly attends the county planning commission meetings but was not able to last night as he was in Lansing.

The last paragraph of this report makes mention of the 2007 and 2008 contracts for remonumentation which Mr. Bentley has been working on to make them acceptable to the State of Michigan. In both cases the contractor was paid and problems with the work done did not surface for over a year. Mr. Bentley also mentions that he has donated his time to take care of these matters.

The Manistee County Planning Commission voted at last night's meeting to make you aware of the extra work Pat has taken on and to discuss compensating Pat for his time. I would be happy to attend a committee meeting and/or a county board meeting to discuss this issue. Pat has done an outstanding job in his first year as the county surveyor.

Please let me know how we can proceed with this discussion. Thank you.

Sincerely,

Sue Wagner  
County Planner

cc: Pat Bentley, County Surveyor

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## February 2010 County Surveyor's Report

Since the last Planning Commission meeting I have not been too busy with Remonumentation items. However, I did finalize the 2009 records for the County Surveyor, and made a duplicate set to be placed on record at the Planning Department. I helped Sue finalize the 2010 grant application by providing a narrative to the state explaining why some corners are going to be revisited in 2010 and why we were unable to complete all the corners in 2009. (This is in agreement with last month's report where I informed you of 4 corners that will require some significant excavation – those 4 corners were tabled until the frost is out of the ground).

Sue has been working on the final closeout of the 2009 Remonumentation grant which is due on the 26<sup>th</sup> of February. She was working with the County Treasurer to get a final report and then we should have all our data ready to submit.

I submitted a bill for my services for 2009. I waited until all the work was complete on the 2009 project before doing so – seemed only fair to have the job done before getting paid for it.

I spoke to the State office and to Nordlund and Associates regarding the 2007 GPS work. I was able to help Nordlund and the State come to an agreement on what work was yet to be done. Mr. Nordlund performed the necessary work and the state has accepted his work. The 2007 GPS report has now been accepted by the State of Michigan. ☺ Mr. Nordlund is now eligible to be a contractor for the 2010 program, as he has met all the requirements we placed before him. It should be noted that Mr. Nordlund was not the licensed surveyor from Nordlund and Associates that Manistee County contracted with for this project. Manistee County contracted with Robert Slawinski – who is no longer employed with Nordlund and Associates. Mr. Nordlund stepped up and took responsibility for his firm's prior contract and did get the work done.

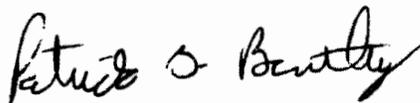
I am still working on the 2008 GPS report. I plan again on working with the State of Michigan and the contractor, Mr. Weinert, to try and put this one to bed also. Mr. Weinert has moved his business from a storefront in Scottville to his home. This made it difficult to contact him initially. I hope to have things moving in the right direction March report.

The 2007 and 2008 GPS reports have been a tough thing for me to deal with. I submitted bids on both projects, and in both cases, I was underbid by a significant amount. The county made their choice for contractor, and I can live with that. The part that bothers me is that now I have to go back and “work” with both the state and the contractors to try and get things cleaned up for contracts that were issued one and two years prior to my election into office. It has left me in an uncomfortable position. Through previous experience I realized what was needed to have the GPS contract fulfilled and accepted by

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the state, and my bid reflected that. Now, I am being asked by the State and the contractors for help in finishing up these projects – to which I am donating all my time and effort. That being said I am accepting the responsibility as county surveyor to get these things fixed, but wanted to make record of the situation I find myself in with hopes that this can be avoided in the future as we move ahead with the program. I feel that all future remon contracts should include something to the effect, “this contract is not considered complete until all work contracted for has been accepted by the State of Michigan.” I’m sure that we can come to an agreement on the exact wording prior to issuing 2010 contracts.

Respectfully submitted



Patrick Bentley, PS  
Manistee County Surveyor

AREA AGENCY ON AGING OF NW MICHIGAN  
1609 PARK DRIVE  
P.O. BOX 5946  
TRAVERSE CITY, MI 49696-5946  
231-947-8920

(APPENDIX C)

## INVOICE

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RUSSELL POMEROY  
COUNTY FINANCE ADVISOR  
COUNTY COURTHOUSE  
415 THIRD STREET  
MANISTEE, MI 49660

INV DATE  
2/23/2010

<u>DATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>BALANCE</u>
2/23/2010	2010	LOCAL SUPPORT	\$4,377.00
<b>BALANCE DUE</b>			<b>\$4,377.00</b>



(APPENDIX D)

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

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

MEMORANDUM

TO: Manistee County Board of Commissioners  
FROM: Karen M. Molby, Personnel Officer/Administrative Assistant *KMM*  
DATE: March 23, 2010  
RE: Unused Accumulated Vacation, Sick Time and Personal Day Payment

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Employee Name: Cassandra Campbell  
Department: Sheriff's Office  
Employee #: 1427  
Hourly Rate: \$17.58  
Termination Date: March 20, 2010

2010 Unused Vacation Hours: 80.0  
2011 Earned Vacation Hours: 18.0  
2010 Unused Accumulated Sick Hours: 0.0  
2010 Unused Personal Day Hours: 0.0

2010 Unused Vacation Payment: \$1,406.40  
2011 Earned Vacation Payment: \$316.44  
2010 Unused Sick Time Payment: \$0.00  
2010 Unused Personal Day Payment: \$0.00

2010 Unused Cleaning Allowance Due County: ( -\$299.97 )  
2010 Shift Differential Due Employee: \$99.99

Total Amount Due: \$1,522.86

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,  
April 27, 2010.

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B. Allan O'Shea, County Board Chairperson



(APPENDIX E)

OFFICE OF  
CONTROLLER/  
ADMINISTRATOR

231-398-3500 • Fax 231-723-1795  
www.manisteecountymi.gov

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

MEMORANDUM

TO: Manistee County Board of Commissioners  
FROM: Karen M. Molby, Personnel Officer/Administrative Assistant *km*  
DATE: March 26, 2010  
RE: Unused Accumulated Vacation and Personal Day Payment

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Employee Name: Kendra K. Rohdy  
Department: Equalization Department  
Employee #: 1255  
Hourly Rate: \$26.56  
Termination Date: March 26, 2010

2010 Unused Vacation Hours: 146.0  
2010 Unused Personal Day Hours: 45.0

2010 Unused Vacation Payment: \$3,877.76  
2010 Unused Personal Day Payment: \$1,195.20

Remaining Payment for Overpayment of Short-term Disability ( -\$1,372.50 )

Total Amount Due: \$3,700.46

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,  
April 27, 2010.

---

B. Allan O'Shea, County Board Chairperson



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

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

## MEMORANDUM

TO: Thomas D. Kaminski, County Controller/Administrator

FROM: Karen M. Molby, Personnel Officer/Administrative Assistant *KMM*

DATE: February 25, 2010

RE: Postage Meter

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On February 20, **2009**, Brown & Associates ran their tax statements through our postage meter, as has been done in the past. The total postage amount used equaled \$2,081.52 and a check in that amount was provided to me on that date. As in the past, I deposited the \$2,081.52 into the County Administrator's postage line item. However, I forgot to complete a voucher to the Postmaster from that line item and place the \$2,081.52 back onto the postage meter. This voucher was completed on February 25, 2010 and pursuant to our discussion, this amount was paid out of the County Administrator postage line item.

Attached please find a copy of the check from Brown & Associates dated February 20, 2009, and a copy of the Voucher to the Postmaster dated February 25, 2010.

Please let me know if you require any additional information or documentation to correct this oversight. I will make myself available to meet with the Ways & Means Committee for discussion regarding this matter if needed.

Please accept my apologies for this oversight and for the additional work this has caused you!



Amor Sign Studios  
 P.O. Box 433  
 443 Water Street  
 Manistee, MI, 49660-1550 USA  
 Phone: (231) 723-8361 Fax: (231) 723-9365  
 www.amorsign.com  
 info@amorsign.com

(APPENDIX G-1)

# QUOTE 004842

Quote Date 2/19/2010  
 SalesRep THA  
 Terms Code 50 DEP/BAL COD

Phone (231) 873-2193 Fax

Phone (231) 723-3595 Fax

S O L I D O	DISTRIC001 Brian District Health Department #10 3986 North Oceana Dr. Hart, MI 49420- USA
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S H I P T O	District Health Department #10 385 Third Street Manistee, MI 49660- USA
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Item ID	Qty Ordered	Unit of Measure	Unit Price	Extended Price
Electronic Sign Project	1	Each	\$2,103.52	\$2,103.52

**FURNISH AND INSTALL (1) SINGLE FACE THREE COLOR LED MESSAGE CENTER DISPLAY**

- \* CABINET DIMENSIONS: 11.6"H x 41.2"L x 4.25"D
- \* WEIGHT: 26.4 Pounds
- \* DISPLAY AREA: 9.6" H x 38.5" L
- \* FINISH: Painted black
- \* LED PIXEL MATRIX: 32 X 128
- \* LED PIXEL PITCH: 7.62mm
- \* DISPLAY COLOR: Three Color, Red, Green, & Amber.
- \* CHARACTERS: Line/Char/High: 4/21/1.5 4/21/2" 2/14/4.5"
- \* MAX POWER: 100 Watts
- \* STANDARD COMMUNICATION: RS232, RS485, Ethernet.
- \* SERVICE: Front access.
- \* CAPABILITY: ASCII characters and inserting graphic files , string file , time zone display & date display etc.
- \* CONTROL SOFTWARE: Yes
- \* RS232 Programming cable included with every sign (50ft max, tied to one computer)
- \* Recommended: Ethernet (Network) connection
- \* Installation included. Can be mounted to a wall or ceiling
- \* Requires a nearby AC outlet
- \* Communication cable to be provided by customer
- \* Sales tax NOT included

Price good for 30 days. Sales tax included as noted.  
 Permit fees not included unless spelled out above.  
 Ready for final electrical hook-up.  
 Demolition not included except as noted above.  
 TERMS: 50% down, balance on completion.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

				OrderTotal	\$2,103.52
Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$2,103.52	\$0.00	\$0.00	\$0.00	\$2,103.52



Amor Sign Studios  
 P.O. Box 433  
 443 Water Street  
 Manistee, MI, 49660-1550 USA  
 Phone: (231) 723-8361 Fax: (231) 723-9365  
 www.amorsign.com  
 info@amorsign.com

(6-2)

# QUOTE 004781

Quote Date 1/25/2010  
 SalesRep THA  
 Terms Code 50 DEP/BAL COD

Phone (231) 873-2193 Fax

Phone (231) 723-3595 Fax

S O L D T O	<b>DISTRIC001</b> District Health Department #10 3986 North Oceana Dr. Hart, MI 49420- USA
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S H I P T O	<b>District Health Department #10</b> 385 Third Street Manistee, MI 49660- USA
----------------------------	--

Item ID	Qty Ordered	Unit of Measure	Unit Price	Extended Price
Commercial Sign Project	1	Each	\$980.13	\$980.13

### FURNISH & INSTALL UPDATED SITE SIGNAGE

- ° New sign face panels on existing DF sign
- ° paint posts & exposed wood white.
- ° Digital printed graphics with UV lamination
  
- ° New wall sign on 1in aluminum tube frame
- ° Digital printed graphics with UV lamination
  
- ° New door lettering in White HP vinyl with digital logo
  
- ° Remove and replace street address numbers
- ° 12in white formed plastic Street numbers, Helvetica bold font
- ° Stud and pad mounted
  
- ° No sales tax

Price good for 30 days. Sales tax included as noted.  
 Permit fees not included unless spelled out above.  
 Ready for final electrical hook-up.  
 Demolition not included except as noted above.  
 TERMS: 50% down, balance on completion.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**OrderTotal \$980.13**

Taxable	NonTaxable	SalesTax	Freight	Misc	OrderTotal
\$0.00	\$980.13	\$0.00	\$0.00	\$0.00	\$980.13

(APPENDIX H-1)

CONTRACT NO. 2010-0236  
FEDERAL PROJECT NO. E-26-0059-2309  
AGENDA: DAB

**MICHIGAN DEPARTMENT OF TRANSPORTATION**  
**MANISTEE COUNTY BOARD OF COMMISSIONERS**  
**CONTRACT FOR A FEDERAL/STATE/LOCAL**  
**AIRPORT PROJECT**  
**UNDER THE BLOCK GRANT PROGRAM**

This Contract is made and entered into this date of \_\_\_\_\_ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and Manistee County Board of Commissioners, hereinafter referred to as the "SPONSOR," for the purpose of fixing the rights and obligations of the parties in agreeing to the following undertaking at the Manistee County-Blacker Airport, whose associated city is Manistee, Michigan, such undertaking hereinafter referred to as the "PROJECT," estimated in detail in Exhibit 1, dated April 5, 2010, attached hereto and made a part hereof.

**PROJECT DESCRIPTION: INSTALLATION OF MEDIUM INTENSITY TAXIWAY LIGHTING (MITL), INCLUDING NEW ELECTRICAL VAULT. THIS WORK IS FURTHER DEFINED IN CONTRACT NO. FM 51-01-C54.**

WITNESSETH:

WHEREAS, the PROJECT is eligible for federal funding pursuant to the Airport and Airway Improvement Act of 1982, as amended, and/or the Aviation Safety and Noise Abatement Act of 1979; and

WHEREAS, the DEPARTMENT has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

WHEREAS, the DEPARTMENT is responsible for the allocation and management of block grant funds pursuant to the above noted act;

NOW, THEREFORE, the parties agree:

**EXHIBIT 1**

(H-2)

**MANISTEE COUNTY-BLACKER AIRPORT  
MANISTEE, MICHIGAN**

Project No. E-26-0059-2309

Contract No. FM 51-01-C54

April 5, 2010

	Federal	State	Local	Total
ADMINISTRATION	\$950	\$25	\$25	\$1,000
DEPARTMENT-AERO	\$950	\$25	\$25	\$1,000
LAND	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0
AERO - Design	\$0	\$0	\$0	\$0
CONSULTANT - Design	\$0	\$0	\$0	\$0
CONSTRUCTION	\$212,453	\$5,591	\$5,591	\$223,635
Install Taxiway lighting (MITL) including new electrical vault	\$187,753	\$4,941	\$4,941	\$197,635
AERO - Construction	\$2,850	\$75	\$75	\$3,000
CONSULTANT - Construction	\$21,850	\$575	\$575	\$23,000
CONTINGENCIES	\$10,797	\$284	\$284	\$11,365
Construction Contingency	\$10,797	\$284	\$284	\$11,365
<b>TOTAL PROJECT BUDGET</b>	<b>\$224,200</b>	<b>\$5,900</b>	<b>\$5,900</b>	<b>\$236,000</b>

MAC Transfer: 3/26/09 & 11/18/09

(APPENDIX I-1)

April 16, 2010

Mr. Thomas Kaminiski, Administrator  
County of Manistee  
415 Third St.  
Manistee, MI 49660

RE: Jail Improvement Borrowing

Dear Tom:

This letter will summarize our telephone conversation with you and County Treasurer Russ Pomeroy.

As we discussed, the County has two options to borrow for the jail improvements. One option is to borrow the proceeds for the improvements from the County Delinquent Tax Revolving Fund and have an agreement to repay it over a period of time with or without interest. You and Russ indicated that if the County borrowed approximately \$1,000,000 from the Delinquent Tax Revolving Fund, it would require the County to borrow for the payment of the Delinquent Taxes for 2009 to the local units. Your bond counsel, Dickinson Wright PLLC, has provided you with a resolution which would allow the County to borrow in the open market for the Delinquent Taxes for 2009. Based upon current market conditions, we would anticipate that a one year taxable note that could be pre-paid at any time would be approximately 3.0%, as of the date herewith.

In order to borrow from the Delinquent Tax Notes, once the County Treasurer has reached final settlement with all of the units, the County Board of Commissioners must adopt the Note Authorizing Resolution. Once the Board adopts the Resolution, we would then prepare an offering circular to prospective bidders who have bid on county tax notes for other counties in the past. We would then receive the bids on a date and time specified, and approximately two weeks after that day we would then have proceeds.

The second option would be for the issuance of Act 34, or commonly known as Capital Improvement Bonds. In order for the County to issue Capital Improvement Bonds, the Board of Commissioners must adopt a 45 day right of referendum. This resolution would indicate the maximum amount of bonds to be issued and the maximum duration of the bond issue. The County Clerk would then publish the right of referendum in the paper of general circulation in the County, and the County residents then have 45 days to bring a petition to the Clerk's office. The petition must contain at least 10% of the registered voters signatures on the petition. If there is not petition brought to the County Clerk's office within 45 days, the County can then issue the bonds without a vote.

Bendzinski & Co.

Mr. Thomas Kaminiski, Manistee County Administrator

April 16, 2010

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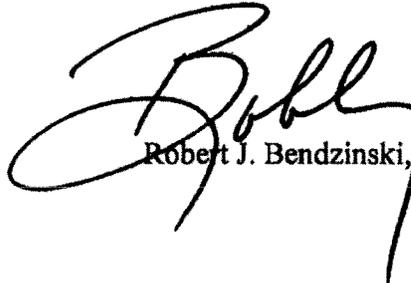
The next step would be for the County Board of Commissioners to adopt a Bond Authorizing Resolution and we would recommend that this happen after construction bids have been received, so that we can size the bond issue appropriately. After the Resolution is adopted, we would then set a date and time for the bond sale, receive the bids, award the bonds to the lowest bidder and then, within two weeks, have bond proceeds to begin construction.

Based upon our discussion, it is our recommendation that the lowest cost to the County would be to issue approximately \$1,000,000 of Delinquent Tax Notes.

We believe this summarizes the options available to the County. Should you, or anyone else have any questions, or require any additional information, please do not hesitate to call.

Sincerely,

**BENDZINSKI & CO.**  
**Municipal Finance Advisors**



Robert J. Bendzinski, CIPFA

RJB/jll

cc: Russell Pomeroy, County Treasurer  
Paul Wyzgoski, Dickinson Wright

S:\Clients\County\Manistee\JailBorrowing.hwp

615 Griswold • Suite 1225 • Detroit, Michigan 48226-3997  
(313) 961-8222 • FAX (313) 961-8220  
e-mail • [rjb@bendzinski.com](mailto:rjb@bendzinski.com)

**JAIL EXPANSION FINANCING PROPOSAL  
TUESDAY, MARCH 2, 2010**

2/17/09 - Manistee County Board of Commissioners approve a \$9,500 contract with Landmark Design Group, P.C., to update the Jail Master Plan and prepare a conceptual design for a new kitchen sized for a 100 bed facility. This expense was paid from funds on deposit in the Sheriff's Department Contingency Surplus Fund.

8/7/09 - Jail Master Plan Update is complete.

**Construction Cost Estimate**

The cost estimates are for construction and do not include other project costs such as soil borings, site survey, architectural and engineering fees and training room furniture and equipment.

**Phase One Construction Cost Estimate**

1.	Kitchen and Laundry Addition =	\$420,000.00
2.	Kitchen Equipment =	\$180,000.00
3.	Female Beds, Training Room, and Locker Renovation =	\$500,000.00
4.	Storage Garage Addition =	\$100,000.00

Construction Cost Estimate = \$1,200,000.00

Note: Deduct \$200,000.00 from the estimate if the partial kitchen plan is used.

Note: Architect fees and other project costs = \$100,000.00

TOTAL COST ESTIMATE = \$1,300,000.00

**Phase Two Construction Cost Estimate**

The estimated cost for the 50 to 60 bed housing pod, intake and support areas is \$4.0 million dollars.

9/22-24/09 - Commissioner Krolczyk, Sheriff Kowalkowski, Captain Lancaster and the County Administrator attend a 3-day jail operations program sponsored by the National Institute of Corrections. The program was held at Crystal Mountain and fees were paid by the MMRMA.

12/1/09 - The County Board of Commissioners hold a Study Session at the jail facility. The Study Session included a tour of the jail facility and a presentation by the Sheriff and Jail Administrator. The Board reached consensus to instruct the Sheriff, Jail Administrator and County Administrator to work on project financing to complete Phase I of the Jail Master Plan.

12/15/09 - The County Board of Commissioners approve a contract with Landmark Design Group, P.C., for Architectural and Engineering Services to complete Phase I of the Jail Master Plan.

Fee Breakdown by Phase	Amount
Schematic Design	\$10,000.00
Design Development	\$13,000.00
Construction Documentation	\$32,000.00
Contractor Bidding	\$2,000.00
Construction Administration	\$15,000.00
<b>Total</b>	<b>\$72,000.00</b>

1. PROJECT NEED

In late 2008, the County approved a contract with Canteen Services to provide meals to the Jail facility at a reduced rate. The meals have been prepared at the Benzie County Jail and transported to Manistee on a daily basis. The meals were served in a dayroom within the Manistee Jail facility. The Department of Corrections granted temporary permission to serve the meals in this manner as long as the County was making plans to provide a kitchen or preparation area.

<u>FISCAL YEAR</u>	<u>ANNUAL COST</u>
10/1/05 - 9/30/06 =	\$189,287.19
10/1/06 - 9/30/07 =	\$207,321.96
10/1/07 - 9/30/08 =	\$177,012.00
10/1/08 - 9/30/09 =	\$142,996.00*

Current Fiscal Year budget is \$150,563. Through 5 months, total expense is \$58,614 or an average of \$11,723 per month.

\* = New contract with Canteen began on 11/1/08.

COST COMPARISON BASED ON 55 INMATES PER DAY

A.	CURRENT CONTRACT WITH CANTEEN SERVICES (11/1/08 - 9/30/11)	
	\$7.50 per day x 55 inmates x 365 days =	<u>\$150,563</u>
B.	PREVIOUS CONTRACT PRICE (2007/08)	
	\$9.75 per day x 55 inmates x 365 days =	<u>\$195,731</u>
C.	(2008/09 CONTRACT PRICE PROPOSAL FROM PREVIOUS CONTRACTOR)	
	\$14.00 per day x 55 inmates x 365 days =	<u>\$281,050</u>

- Additional savings in travel and out-of-county housing of female inmates if female beds are added to the facility.
- Phase I additions improve space needs for laundry, jail storage, staff locker rooms, and records storage.
- Phase I additions also provide space for staff training which can also be used for an Emergency Operations Center.

2. FINANCING PROPOSAL

The County Treasurer is recommending that up to \$1 million be loaned to the Jail Expansion Fund #361 from the Delinquent Tax Revolving Fund for the purpose of completing Phase I of the Jail Expansion Project. The County Treasurer has determined that the County will need to borrow money to pay delinquent taxes. An additional \$1 million will be borrowed for the jail project. The General Fund will be responsible for making payments back to the Delinquent Tax Fund over a specified period of years at 0% interest. By combining these two bond issues, the County will save approximately \$20,000 in issuance expenses.

Project Expense

1.	Construction Cost Estimate =	\$1,200,000
2.	Architect Fees =	\$72,000
3.	Other project costs (soil borings, site survey, etc.) =	\$28,000
4.	Training Room Equipment Expense* =	?
	<b>TOTAL PROJECT COST =</b>	<b><u>\$1,300,000</u></b>

(\* Note: It is anticipated that grants will fund training room equipment.)

Project Revenue

1.	Loan from Tax Revolving Fund =	\$1,000,000
2.	Jail Expansion Fund #361 Cash Available = (\$186,000 transferred at year end 2008/09 from the General Fund)	\$185,566
3.	Jail Bond Fund #362 Cash Available =	\$59,110
4.	Capital Improvement Fund #251 Cash = (\$217,804 cash available)	\$55,324
	<b>TOTAL PROJECT REVENUE =</b>	<b><u>\$1,300,000</u></b>

3. PROS AND CONS OF PROJECT

PROS:

- A. Food Service Savings
- B. Out-of-County Lodging Savings
- C. E.O.C. at Sheriff/9-1-1 Office
- D. Additional Storage Space

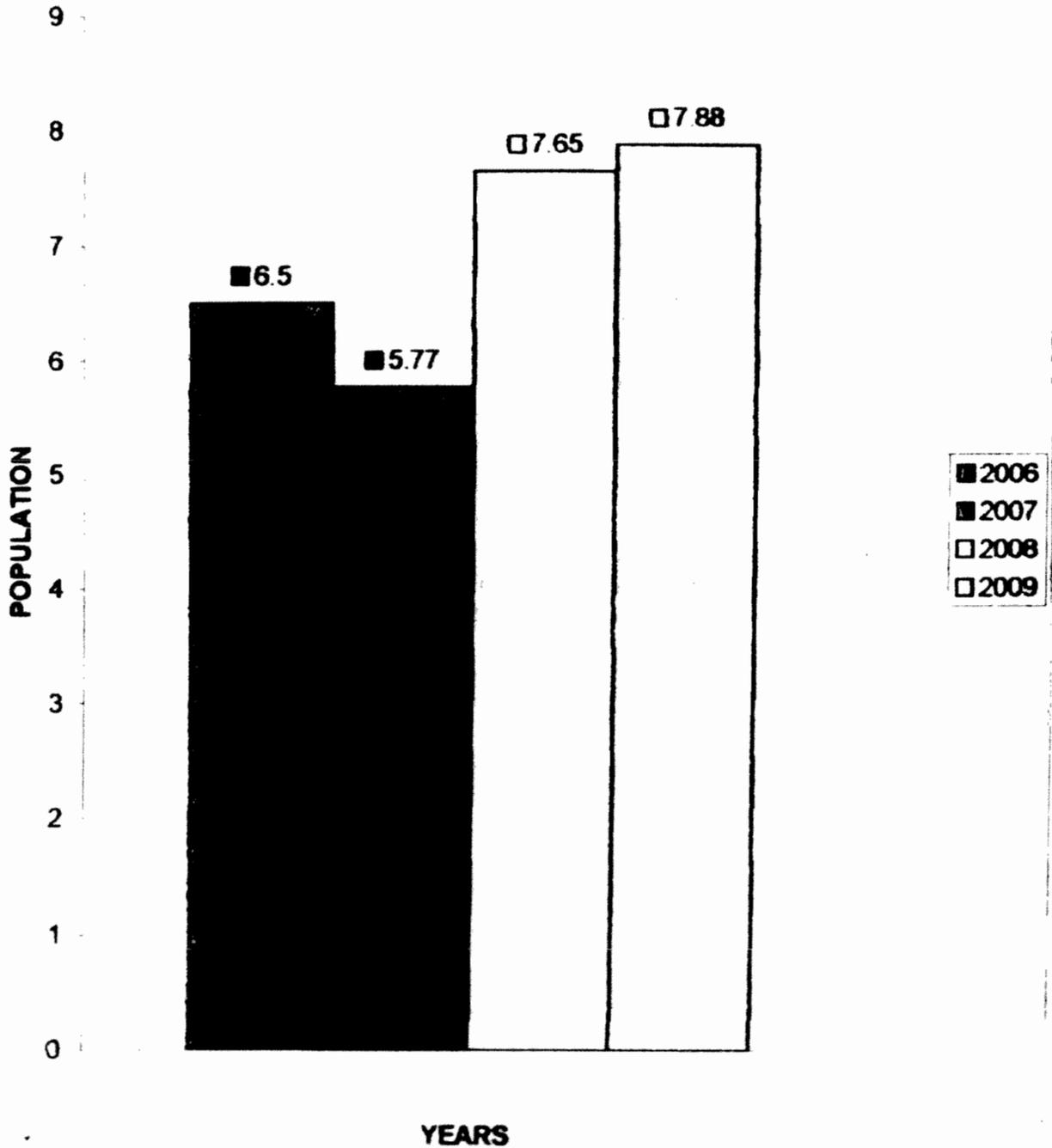
CONS:

- A. Additional debt to the General Fund at a time when revenues are decreasing. (Taxable value, Local Revenue Sharing P.I.L.T., State revenues, etc.)

4. PROPOSED MOTION

Motion \_\_\_\_\_, Second \_\_\_\_\_, to authorize a loan from the Delinquent Tax Revolving Fund to the Jail Expansion Construction Fund #361 in the amount of up to \$\_\_\_\_\_, for the purpose of completing a Phase I construction project at the County Jail facility which may include a kitchen and laundry addition, kitchen equipment, additional female beds, a training room, locker renovation and a storage addition. The loan to be paid back from the General Fund over a \_\_\_\_\_ year period at \$\_\_\_\_\_ per year.

*Daily*  
**MANISTEE COUNTY JAIL MONTHLY FEMALE  
POPULATION, 2006-2009**





**Ford K. Stone**, Prosecuting Attorney

Jason H. Haag, Chief Assistant Prosecuting Attorney

Colin B. MacBeth, Assistant Prosecuting Attorney

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

231-723-7518

Fax 231-723-1727

(APPENDIX I)

February 18, 2010

Jennifer Alvarado, Executive Director  
Great Lakes Renewable Energy Association  
257 South Bridge Street  
P.O. Box 346  
Dimondale, MI 48821

Dear Ms. Alvarado:

I am writing to you on behalf of the Manistee County Board of Commissioners. Manistee County hosted the Michigan Energy Fair during the years 2007 through 2009. We were somewhat dismayed to find that the GLREA had decided to move the 2010 Energy Fair to a different location. This is particularly so because the entire county volunteered its time and financial support for the Energy Fair.

The Manistee County Board of Commissioners is requesting Michigan Energy Fair audited financial statements for the years 2007 through 2009, inclusive. These financial statements should include statistics on attendance as well as any profit or loss.

Thank you very much for your prompt attention to this matter.

Very truly yours,

Ford K. Stone  
Prosecuting Attorney

FKS/jh

cc: Thomas D. Kaminski - County Controller/Administrator

APR 1 2010

(J-2)

March 29, 2010

Ford K. Stone  
Prosecuting Attorney, Manistee County  
Manistee County Courthouse  
415 Third Street  
Manistee, MI 49660

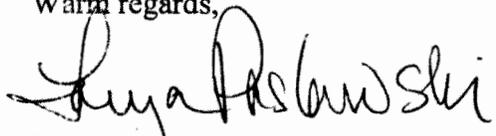
Dear Mr. Stone:

I appreciated the opportunity to speak with you last week regarding your letter dated February 18, 2010. As we discussed, the Great Lakes Renewable Energy Association (GLREA) Board of Directors decided to move the Michigan Energy Fair in 2010 in order to reach a larger audience by moving closer to a population center based on feedback from exhibitors and attendees. Jennifer Alvarado, GLREA Executive Director, corresponded with Allan O'Shea to explain this decision in August of 2009, including the intention to utilize Requests for Proposals for communities to express interests in hosting the MEF as well as other regional events hosted by GLREA. This e-mail is attached.

Also, as I explained, we do not have audited financials specific to the fair. However, we have kept records of attendance and gross receipts and said data for 2008 and 2009 was also provided to Allan O'Shea in August 2009. The memorandum to Mr. O'Shea is attached.

Based on our conversation, I believe you will find this information responsive to your request. We have appreciated the strong partnership with Manistee County in promoting the use and development of renewable energy and look forward to continuing that positive relationship in the future. Please let me know if you have additional questions.

Warm regards,



Tanya Haslawski  
General Counsel  
Great Lakes Renewable Energy Association

**Paslawski, Tanya**

(J-3)

**From:** samantha.j.keeney@gmail.com on behalf of Samantha Keeney [samantha.keeney@glrea.org]  
**Sent:** Wednesday, March 17, 2010 1:44 PM  
**To:** Paslawski, Tanya  
**Subject:** Fwd: E-mail from Allan  
**Attachments:** GLREA MEF Data.PDF

----- Forwarded message -----

**From:** Jennifer Alvarado <jennifer.alvarado@glrea.org>  
**Date:** Thu, Aug 20, 2009 at 4:38 PM  
**Subject:** Re: E-mail from Allan  
**To:** Allan O'Shea <>windowman50@hotmail.com>  
**Cc:** Samantha Keeney <samantha.keeney@glrea.org>, Howard Edelson <howard@edelsongroup.com>

Allan-

I am sorry to hear about Lynda having surgery, my thoughts are with you both.

I would like to clarify a few points that were made at the meeting last night. GLREA expressed that it is time for the organization to hold the Michigan Energy Fair event in area that is closer to a major cities-- exhibitor and attendee surveys and GLREA board feedback expressed this as well as the attendance being down. We discussed this possibility last fall as well for the 2010 event at the Michigan Energy Fair meetings.

That being said, GLREA is planning on holding regional events and would like to consider that option in 2010 for the region. It is possible to explore this option with you and I stated that I thought that we couldn't say to much more until you and I had a chance to talk.

I am doing some planning this month to see how some of these structures could be set-up and reviewing sending out an Request for proposals to hold the MEF and other regional events. I would like to talk with you more about these options. The event seems like it has delivered a positive impact locally and regionally over the last 5 years, including the first year of planning. Much has been accomplished in the area and in creating a quality program aimed at the state level. I would like the efforts of the GLREA to continue to grow in the community and also bring opportunity to other areas of the state as well.

As I understand it, you and Howard had a conversation regarding fair data. I am providing the gross receipts for the past two years and the estimated fair attendance numbers in the attached document. GLREA has requested that you, on behalf of the County, would provide us with the numbers of the economic impact on the area from the MEF.

Allan, I would like to speak with you at your ealiest convenience...if it is over the weekend, you can call my cell at 517-614-1029. Or we can schedule a time next week that will work for us both.

My best to you and Lynda.

Jennifer Alvarado  
Great Lakes Renewable Energy Association  
Executive Director

(J-4)

517-646-6269  
517-646-8584 fax  
257 S. Bridge St  
PO Box 346  
Dimondale MI 48821  
[www.glrea.org](http://www.glrea.org)

GLREA Michigan Energy Fair Data

(J-5)

To: Allan O'Shea

From: Jennifer Alvarado

Executive Director, GLREA

Date: August 20<sup>th</sup>, 2009

The numbers in the following table include a \$6,000 grant from the State of Michigan's DELEG under the category of Community Energy Projects to GLREA to hold the event. GLREA has been told that the state funding for Community Projects will not be available in 2010.

Year	Estimated Attendance	Gross Receipts
2009	4,500	61,580.00
2008	6,000	84,115.00