



# Manistee County Board of Commissioners

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

CHAIRPERSON  
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VICE-CHAIRPERSON  
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CLERK

Marilyn Kliber  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231) 398-3500

## WAYS & MEANS COMMITTEE

Tuesday, December 9, 2008  
2:00 P.M.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### AGENDA

- 1) 2:00 P.M. - Finance Report - Jeri Lyn Prielipp, Financial Assistant
- 2) Review and consideration of recommending payment of the following FY 2008/09 appropriations and miscellaneous invoices:

Miscellaneous Appropriations:

- A) Manistee Recreation Association request for \$2,750 (budgeted at \$2,750). (APPENDIX A)

Invoices:

- A) Consideration of an invoice dated November 6, 2008 from Northern Michigan Substance Abuse Services, Inc. (NMSAS) in the amount of \$16,003. This invoice represents 50% of the substance abuse portion of the Convention Facility Development Fund (Cobo Hall Liquor Tax). The Northern Michigan Substance Abuse Services, Inc. is a designated regional substance abuse coordinating agency serving Manistee County. Section 2 of Public Act 2 of 1986 states that "the proceeds received by the taxing unit shall be distributed to the coordinating agency designated for that County pursuant to Section 6226 of Act 368 of Public Acts 1978, being Section 33.6226 of the Michigan Compiled Laws to be used only for substance abuse prevention and treatment programs in the County in which the proceeds originated." This payment is a distribution of Convention Facility Tax Funds collected in July, August and September 2008. (APPENDIX B)
- 3) Consideration of approving the submission of a Juvenile Accountability Grant application for \$12,718 on behalf of the Juvenile Division.
- 4) Miscellaneous Information/Discussion Items.
  - A) Review of MMRMA member retention fund financial statement for the three months ending September 30, 2008. (APPENDIX C)
  - B) Review and discussion of recommending a transfer of budgeted funds from the Prisoner's Meal line item in the Jail General Fund budget to the Jail Expansion Fund #361. (APPENDIX D)
  - C) Discussion regarding a telephone call from an individual with potential interest in purchasing a piece of County property or receiving permission to cut firewood

from the property. (APPENDIX E)

- D) Potential GIS Authority formation.
- E) County audit progress.
- 5) Other Items from Committee Members.
- 6) Adjournment.

[rri h:\agendas\W & M 120908]

(APPENDIX A)

November 21, 2008

Mr. Tom Kaminski  
Manistee County

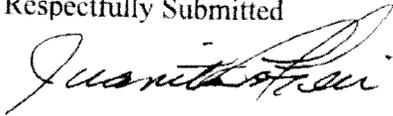
\$ 2,750

Re: 2008/2009 Appropriations for the Manistee Recreation Association

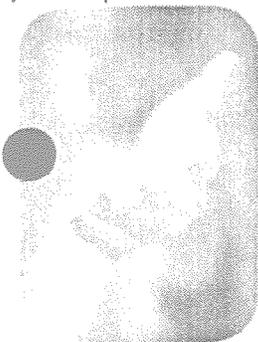
This is a short note requesting that those funds be released to the Manistee Recreation Association.

Thanks so very much for your continued support of the Manistee Recreation Association

Respectfully Submitted



Juanita LaFeir  
Administrative Assistant (MRA)



# NMSAS

Northern Michigan Substance Abuse Services, Inc.

(APPENDIX B)

*building resources,  
guiding services,  
restoring hope*

November 6, 2008

Russell A. Pomeroy, Manistee County Treasurer  
Manistee County  
415 Third Street  
Manistee, MI 49660

Dear Mr. Pomeroy:

Northern Michigan Substance Abuse Services, Inc. (NMSAS) is the designated regional substance abuse Coordinating Agency serving Manistee County.

Please accept this letter as the invoice for the substance abuse portion of the Convention Facility Development Funds (Cobo Hall Liquor Tax). The amount of this invoice is \$16,003.00 for October. Section II of Public Act 2 of 1986 states that "The proceeds received by the taxing unit shall be distributed to the Coordinating Agency designated for that county pursuant to Section 6226 of Act 368 of the Public Acts of 1978, being Section 33.6226 of the Michigan Compiled Laws to be used only for substance abuse prevention and treatment programs in the county from which the proceeds originated."

If you have any questions regarding this invoice please do not hesitate to contact either Anita Lawnichak or myself at (989) 732-1791.

Sincerely,

Dennis M. Priess  
Executive Director

**MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY  
STATEMENT OF CHANGES IN MEMBER RETENTION FUND  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2008**

**MEMBER:** 00029 - Manistee, County of

**Receipts:**

Member Contributions Received - Regular	\$0.00
Member Contributions Received - Additional	\$0.00
Investment Earnings	\$ 5,138.58
Other Receipts	\$0.00
Total Receipts	<u>\$ 5,138.58</u>

**Claims & Related Payments:**

Pool Deductible Receipts	\$0.00
Claims Paid	\$0.00
Defense Costs Paid	(\$ 1,559.85)
Reinsurance Recoveries	\$0.00
Subrogation Recoveries	\$0.00
Stop Loss Recoveries	\$0.00
Net Claims & Related Payments	<u>(\$ 1,559.85)</u>

**Other Payments:**

Interest Charges	\$0.00
Meeting Expenses	(\$ 416.90)
State Mandated Expenses	\$0.00
General Legal Fees	\$0.00
Funds Returned	\$0.00
Total Other Payments	<u>(\$ 416.90)</u>

Net Contribution to Retention Fund for three months ended September 30, 2008	\$ 3,161.83
Add Beginning Balance @ July 1, 2008	\$ 389,130.79
Ending Balance @ September 30, 2008	<u>\$ 392,292.62</u>
Reported Reserves at September 30, 2008	<u>\$ 28,408.50</u>

-- This statement is on a cash basis --

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY  
MEMBER PAIDS OVER TIME REPORT

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Manistee, County of  
07/01/2008 to 09/30/2008

<u>OCC NUMBER</u>	<u>LTyp</u>	<u>TYPE</u>	<u>LOSS PAID</u>	<u>EXPENSE PAID</u>	<u>TOTAL PAID</u>
M -2007-00029-002	GPDB	LIT	\$0.00	\$1,559.85	\$1,559.85
O WESS, SUSAN			FAILED TO PROVIDE RECORDS-	BULLARD PLAWEC	
MEMBER TOTALS			\$0.00	\$1,559.85	\$1,559.85

MMRMA  
MEMBER RESERVE REPORT  
AS OF 09/30/2008

SELECTION: Manistee, County of

OCC NUMBER LTYF	FILE DESC	DEPT	OCCURRED	CLAIMANT	EXPENSE RESERVE	LOSS RESERVE	LOSS/EXPENSE PAID	MEMBER RESERVE
FISCAL YEAR: 2007-29-2 GPDB	2007 LIT	ADM	12/15/2006	WESS, SUSAN FAILED TO PROVIDE RECORDS-BULLARD PLAWEC	\$28,308.50	\$100.00	\$36,691.50	\$28,408.50
				LIABILITY TOTALS	\$28,308.50	\$100.00	\$36,691.50	\$28,408.50
				FISCAL YEAR TOTALS	\$28,308.50	\$100.00	\$36,691.50	\$28,408.50
				MEMBER TOTALS	\$28,308.50	\$100.00	\$36,691.50	\$28,408.50

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MMRMA  
MEMBER TOTALS REPORT  
AS OF 09/30/2008

SELECTION : Manistee, County of - LOSS HISTORY SUMMARY - M

SORT : FISCAL YEAR

FISCAL YEAR	RES-EXP	EXP-PAID	RES-LOSS	LOSS-PAID	RECOVERY	TOT INCURRED
1981	\$ 0.00	\$ 10,857.65	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,857.65
1983	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,177.00	\$ 400.00	\$ 1,777.00
1984	\$ 0.00	\$ 17,810.54	\$ 0.00	\$ 938,258.00	\$ 901,996.18	\$ 55,817.53
1985	\$ 0.00	\$ 4,175.85	\$ 0.00	\$ 10,320.00	\$ 4,392.00	\$ 10,103.85
1986	\$ 0.00	\$ 3,977.33	\$ 0.00	\$ 1,497.00	\$ 531.00	\$ 4,943.33
1987	\$ 0.00	\$ 15,436.79	\$ 0.00	\$ 19,800.77	\$ 573.10	\$ 34,664.46
1988	\$ 0.00	\$ 10,739.25	\$ 0.00	\$ 13,334.52	\$ 4,209.52	\$ 19,864.25
1989	\$ 0.00	\$ 35,660.98	\$ 0.00	\$ 58,233.90	\$ 34,498.69	\$ 59,396.19
1990	\$ 0.00	\$ 730.60	\$ 0.00	\$ 8,479.39	\$ 400.00	\$ 8,809.99
1991	\$ 0.00	\$ 2,831.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,831.24
1992	\$ 0.00	\$ 27,590.14	\$ 0.00	\$ 156,550.44	\$ 103,667.59	\$ 80,472.99
1993	\$ 0.00	\$ 226.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 226.00
1994	\$ 0.00	\$ 55,384.65	\$ 0.00	\$ 181,444.69	\$ 148,392.81	\$ 88,436.53
1995	\$ 0.00	\$ 323,077.63	\$ 0.00	\$ 1,010,651.69	\$ 1,221,294.84	\$ 112,434.48
1996	\$ 0.00	\$ 4,338.02	\$ 0.00	\$ 4,829.68	\$ 0.00	\$ 9,167.70
1997	\$ 0.00	\$ 13,414.00	\$ 0.00	\$ 4,849.15	\$ 2,007.00	\$ 16,256.15
1998	\$ 0.00	\$ 2,920.90	\$ 0.00	\$ 17,761.48	\$ 235.33	\$ 20,447.05
1999	\$ 0.00	\$ 1,618.98	\$ 0.00	\$ 3,401.78	\$ 877.92	\$ 4,142.84
2000	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,707.19	\$ 0.00	\$ 2,707.19
2001	\$ 0.00	\$ 41,184.36	\$ 0.00	\$ 14,976.89	\$ 10,537.37	\$ 45,623.88
2002	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,267.77	\$ 11,147.78	\$ 23,119.99
2003	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,927.54	\$ 0.00	\$ 8,927.54
2004	\$ 0.00	\$ 0.00	\$ 0.00	\$ 77,407.79	\$ 69,667.01	\$ 7,740.78
2005	\$ 0.00	\$ 0.00	\$ 0.00	\$ 72,983.25	\$ 65,684.93	\$ 7,298.32
2006	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,378.05	\$ 25,225.39	\$ 5,152.66
2007	\$ 28,308.50	\$ 6,691.50	\$ 100.00	\$ 35,971.30	\$ 0.00	\$ 71,071.30

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mbrto2 rpt  
10/14/2008 12:58:12

MMRMA  
MEMBER TOTALS REPORT  
AS OF 09/30/2008

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SELECTION : Manistee, County of - LOSS HISTORY SUMMARY - M

SORT : FISCAL YEAR

<u>FISCAL YEAR</u>	<u>RES-EXP</u>	<u>EXP-PAID</u>	<u>RES-LOSS</u>	<u>LOSS-PAID</u>	<u>RECOVERY</u>	<u>TOT INCURRED</u>
2009	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
MEMBER TOTALS	\$ 28,308.50	\$ 578,666.41	\$ 100.00	\$ 2,709,209.27	\$ 2,605,738.46	\$ 712,290.89

09/23/2008

BUDGET REPORT FOR MANISTEE COUNTY

Fund 101: GENERAL FUND  
2008-2009 FISCAL YEAR

GL NUMBER	DESCRIPTION	2008-09 ADOPTED BUDGET
APPROPRIATIONS		
Dept 351: JAIL		
101-351-716.004	LIFE INSURANCE	788
101-351-716.005	STD INSURANCE	5,818
101-351-716.006	DENTAL INSURANCE	5,352
101-351-716.008	WORKERS COMPENSATION	18,237
101-351-716.010	UNEMPLOYMENT INSURANCE	1,234
101-351-716.012	RETIREMENT	60,357
101-351-716.014	SICK & VACATION PAYOUTS	5,082
101-351-716.015	UNUSED PERSONAL DAY PAYOUTS	6,776
101-351-723.000	WAGES - SHIFT DIFFERENTIAL	4,400
101-351-724.000	WAGES - CLEANING ALLOWANCE	4,800
101-351-727.002	MISC. SUPPLIES	8,000
101-351-729.000	PRINTING & PHOTO SUPPLIES	1,200
101-351-730.000	EQUIPMENT	2,000
101-351-742.000	UNIFORMS - OFFICERS & DEPUTYS	4,000
101-351-743.000	PRISONER UNIFORMS	3,500
101-351-744.000	JAIL LAUNDRY	900
101-351-760.000	PRISONER MEDICAL	138,000
101-351-800.000	CONTRACTED SERVICES	8,000
101-351-810.000	COMPUTER PROGRAMMING	6,000
101-351-814.000	PRISONER MEALS	215,000
101-351-820.000	COST OF INMATE HOUSING	13,000
101-351-830.000	SNOW REMOVAL	5,000
101-351-850.000	TELEPHONE	1,250

*#2.50  
x 60 inmates*

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*#150  
x 3 meals per day*

---

*#450  
x 365 days*

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*#164,250  
(-215,000)*

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*#50,750  
savings*

**TRIAL BALANCE**  
**MANISTEE COUNTY**  
Balance As Of 09/30/2008

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GL#	Description	---- Balance ----	
		Debit	Credit
361-000-001.000	CASH	104,672.07	
361-000-202.000	ACCOUNTS PAYABLE		
361-000-204.000	NOTES PAYABLE		
361-000-390.000	FUND BALANCE		4,672.07
361-000-699.001	TRANSFER IN - GENERAL FUND		100,000.00
361-000-995.000	INTEREST EXPENSE		
	Total - All Funds	104,672.07	104,672.07

Township/City of: **NORMAN**  
 Inspection Date: **12/05/2008**

**MANISTEE COUNTY  
 RESIDENTIAL  
 ASSESSMENT RECORD**

Parcel Code: **51-10-106-400-30**  
 Property Class: **702**

GRANTEE: <b>MANISTEE COUNTY</b>		<b>PUBLIC IMPROVEMENTS TOPOGRAPHY</b>		ITEM	NO. OF UNITS	UNIT COST	TRUE CASH VALUE	
ADDRESS: <b>415 THIRD ST</b>								
CITY, STATE, ZIP: <b>MANISTEE MI 49660</b>		<input checked="" type="checkbox"/> DIRT	<input checked="" type="checkbox"/> LEVEL	10 ACRE RATE DISTRICT B	9.75	3,300	32,175	
DATE OF TRANSFER: <b>07/1995</b>		GRAVEL	ROLLING					
SALES PRICE: <b>6,000</b>		PAVED	LOW					
LIBER/PAGE: <b>4490/ 865</b>		SIDEWALK	HIGH					
HOMESTEAD EXEMPTION: <b>0 %</b>		WATER	LANDSCAPE					
PROPERTY ADDRESS:		SEWER	SWAMP					
CITY, STATE, ZIP:		<input checked="" type="checkbox"/> ELECTRIC	<input checked="" type="checkbox"/> WOODED					
<b>PROPERTY DESCRIPTION</b>		GAS	POND					
		STORM SEWER	WATERFRONT					
<p>S 1/2 S 1/2 NE 1/4 SE 1/4 9.75 A*M/L SEC 6 T21N R14W          [[SALE(87) 60 4490 0865 (93) 60 1577 0427 (95) 60 1615 0114          (98) 3688 0185 (03) 16 3873 0469, 6877 0032</p> <p><i>(APPENDIX E)</i></p> <p><i>(\$2,000 acre.)</i></p> <p><i>or</i></p> <p><i>interested in cutting</i></p> <p><i>dead fire wood</i></p> <p><i>on property.</i></p>		<b>LAND ADJUSTMENT FACTORS</b>						ITEM
		LOCATION	1.00					
		COVER	1.00					
		ROAD	1.00					
		TOPOGRAPHY	1.00					
		SHAPE	1.00					
		ELECTRIC	1.00			TOTAL LAND PLUS IMPROVEMENT ----->		32,175
						TOTAL BUILDING VALUE ----->		0
		TOTAL ADJUSTMENTS	1.00			TOTAL TRUE CASH VALUE ----->		32,175
		BASE VALUE	3,300.00			ASSESSED VALUE ----->		16,100
PRICE PER ACRE	3,300.00			TAXABLE VALUE ----->		0		
<b>NOTES</b>								
INSPECTED BY: <b>UPDATE</b>		YEAR	ASSESSED VALUE	S.E.V.	TAXABLE VALUE	BOARD OF REVIEW	TAX TRIBUNAL	
PERSON INTERVIEWED:		2008	0	0	0			
VACANT _____ IMPROVED _____		2007	0	0	0			
PICTURE _____ DISK _____		2006	0	0	0			



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Mailed 9/17/98

E-2

OFFICE OF  
CONTROLLER/  
ADMINISTRATOR  
616-723-4575

September 17, 1998

[REDACTED]

Dear [REDACTED]

Thank you for your telephone call of Thursday, September 17, 1998, requesting permission to cut fire wood from dead brush lying on County property. As I indicated to you by telephone, I spoke with County Commissioner Roy [REDACTED] and he indicated there would be no problem in granting you permission to enter County property and cut dead brush for fire wood, as long as you do not cut any standing wood on the property and no damage is incurred from vehicles, equipment, etc. We are requesting that you please restrict vehicles and any other large equipment to any roads or two-tracks which may be located on the property. We also request that you please be sure to limit your activity to County property only and that permission to cross any other property in route to County property be secured from the individual property owner. It is my understanding from our conversation that the subject property is in Section 14 of Bear Lake Township on the East side of US-31 and the South side of 11 Mile Road. Permission to cut brush on this particular piece of County property shall become effective on Thursday, September 17, 1998 and expire on Saturday, November 14, 1998. An extension of this agreement can be granted by contacting my office.

Enclosed as an additional condition to enter the property for purposes of cutting fire wood, is a Hold Harmless Agreement that I am requesting you both sign and return to my office in the enclosed, self-addressed envelope.

If you have any questions or concerns, please fee free to contact me.

Sincerely,

Thomas D. Kaminski  
County Controller/Administrator

TDK/jlp  
Enclosure

[j p c: office letters bradford.98]

E-3

**HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, [REDACTED]

[REDACTED] agree to indemnify and hold harmless the County of Manistee, it's employees, elected and appointed officials, against any and all claims or losses which occur by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the cutting of fire wood on County property located in Section 14 of Bear Lake Township for the period of September 17, 1998 through November 14, 1998.

DATED: \_\_\_\_\_  
[REDACTED]

DATED: \_\_\_\_\_  
[REDACTED]

[jp c: office letters bradford.98]