



Manistee County Board of Commissioners

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

CHAIRPERSON
Jim Krolczyk
VICE-CHAIRPERSON
Ken Hilliard

Mark Bergstrom
Alan Marshall
Richard Schmidt
Brook Shafer
Karl Waitner

CLERK

Jill Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

WAYS & MEANS COMMITTEE REPORT

Wednesday, September 4, 2013 - 1:00 P.M.

Thursday, September 5, 2013 - 9:00 A.M.

Courthouse and Government Center

Board of Commissioner's Room

Members Present: Mark Bergstrom, Chairperson; Jim Krolczyk (9/4/13); Richard Schmidt

Members Absent: Jim Krolczyk (9/5/13)

Others Present: Thomas Kaminski, County Controller/Administrator; Russell Pomeroy, County Treasurer; Thom Smith, Drain Commissioner; Glenn Lottie, Conservation District; Dick Jenkins, Administrator/Conservation District; Jeanne Crampton, Conservation District; Neil Assante, Community Corrections; Meg LeDuc, Manistee News Advocate; Julie Schmeling, Administrative Secretary; Rachel Nelson, Finance Assistant; Jill Nowak, County Clerk; Mark Sandstedt, PEG Commission; Keith Brown, Manistee Public Access Television; Patrick Cudney, MSU Extension; Chip Culbertson, Fair Board; Joan Culbertson, Fair Board; Sharon McCarthy, Fair Board; Vicki Mackey, Fair Board

The purpose of this budget meeting was to give County Departments/Agencies/Courts the opportunity to discuss their tentative 2013/14 budgets with the Ways & Means Committee, who may then direct Mr. Kaminski to re-work the tentative budget pursuant to the requests. Mr. Kaminski explained that the Board adopted a tentative FY 2013/14 budget of \$10,425,957.

ITEMS REQUIRING BOARD ACTION

The Committee reviewed the grants to be submitted by the County to the Local Revenue Sharing Board in the 2013-Cycle II grant process. All grants are due in the Revenue Sharing Board Office on Friday, September 6, 2013 at 5:00 P.M. The grants submitted by the County Departments/Agencies are as follows:

A) Public Safety Grant Applications

1) **Manistee County Medical Care Facility (Facility Door Replacement/ADA Compliance/Installation) = \$2,195.** This application requests funding to upgrade a door and frame to meet ADA compliance. In order to widen the door, electrical work to move alarms and sprinkler heads must be completed prior to construction. It is the Medical Care Facility's responsibility to maintain the building and be compliant with life safety codes. At this time, the Facility Chief of Plant Engineering has requested replacement of the door and frame, which would require movement of the sprinkler head.

2) **Manistee County Medical Care Facility (Replacement of Facility CPU for**

fire alarm system) = \$1,722.50. This application requests funding for an upgrade of the CPU/main board display for the fire alarm system at the Medical Care Facility. It is the Facility's responsibility to maintain the building and be compliant with life safety codes. The Facility Chief of Plant Engineering has requested replacement of the CPU board for the main fire alarm system. The current system has been sending false alarms.

3) Manistee County Sheriff's Office (Training/Precision Driver Instructor) = \$4,733. This application requests funds to send a Deputy Sheriff to the Michigan State Police Precision Driving Instructor School. To achieve instructor status, two separate trainings are required. A 40-hour advanced driver course followed by an 80-hour precision driving instructor course, which are both done at the Michigan State Police Academy in Lansing. Tentative training is scheduled for Spring 2014, in which the entire training would be completed. The following is a breakdown of the cost of the project:

- a. 40-hour advanced precision driving course = \$1,578
- b. 80-hour precision driving instructor program = \$3,155

If only partial funding is available, priority would be given to the 80-hour course, however both courses are required to gain instructor status. The precision driving course will enhance the officer's driving performance, reduce liability and litigation, and hopefully reduce traffic crashes that claim the lives of police officers on a daily basis.

4) Manistee County Sheriff's Office (E-citation/Electronic ticketing) = \$55,115. This application requests funds to purchase 26 lyetec-lyecitation licenses for a total of \$20,670, interface for e-ticket data to TIMS = \$2,500, 23 magnetic swipe readers = \$2,047, 23 rugged jet printers = \$11,477, and a one-year maintenance contract = \$4,170, TIMS e-ticket import licenses = \$7,500, support and maintenance fees = \$2,250, and implementation fees = \$1,500. These items would be purchased for the Manistee County Sheriff's Office, Manistee City Police, and the Little River Department of Public Safety. Funding will also interface the citation system in the 85th District Court at a cost of \$3,000. The primary purpose of the E-citation grant is to provide deputies of the Sheriff's office, City Police Department, and Little River Department of Public Safety with the tools to issue citations from their patrol vehicles electronically. The officers will spend less time filling out the citation and will speed up the citation issuing process, which is a benefit of the officer's safety. It will provide the interfacing of the citation information from the patrol vehicles MDT to the TIMS (report writing) system at the officer's agency. This will eliminate the redundancy of entering the information a second time, as the information will automatically be downloaded to each agency's server. This system will interface with the existing District Court JMS Software allowing data that is input on the road during a traffic stop to be send directly to the District Court. Attached to the grant application are letters of support from the Manistee City Police, Little River Department of Public Safety and the 85th District Court.

5) Manistee County Sheriff's Office (Vehicle Replacement) = \$31,600. This application requests funds to purchase a new patrol vehicle. This vehicle will replace a three year old cruiser that is not only reaching high miles but also maintenance costs are on the rise due to its age. Total cost for the vehicle is \$27,698, additional funds to equip the car = \$3,694, lettering/decals = \$200. The Sheriff's Office has been operating on a three-year

replacement program for several years. A vehicle replacement schedule is the best way to keep maintenance costs down as well as provide a safe vehicle for deputies. Since Ford no longer makes the Crown Victoria, the new Ford models are now all-wheel drive, which has increased the cost of the patrol units.

6) Manistee/Benzie Community Corrections (Financial Operation Support) = \$15,000. This application requests partial funding to maintain the current level of programming provided by the Community Corrections Department after funding cuts implemented by the State for FY 2014. The funding will be used to provide treatment services such as anger management, batterers intervention, economic loss, moral reconnection therapy, and supervision through electronic monitoring for indigent offenders. Total budget for the project is \$77,000, with \$3,000 being funded by the applicant and \$59,000 being funded by the State of Michigan, Benzie County, and through fees paid by the offenders.

TOTAL PUBLIC SAFETY GRANT APPLICATIONS (6) = \$110,365.50

B) Offset Grant Applications

1) None Submitted

TOTAL OFFSET GRANT APPLICATIONS (0) = \$0

C) Other Grant Applications

1) Manistee County Council on Aging (Parking Lot/Storm Sewer) = \$50,000. This application requests partial funding for repaving the Senior Center Parking Lot and rerouting the storm drain underground and connecting it to the City storm sewer. The work to be included in this project includes removal of existing asphalt from the parking lot, removing the concrete sidewalk along Water Street, replacing PVC drain tile from roof drains underground to the City storm sewer and cover it with 2-inch insulation, install new 2-foot diameter by 4-foot deep catch basin in the center of the parking lot, run drain piping from the catch basin to the City storm sewer at the corner of Pine and Water Streets, pour new sidewalks along Water Street, place new asphalt and parking space barriers in the parking lot, and paint parking lot lines. Total budget for this project is \$55,000 with \$5,000 being funded by the applicant.

TOTAL OTHER GRANT APPLICATIONS (1) = \$50,000.00

**TOTAL GRANT APPLICATIONS SUBMITTED BY
MANISTEE COUNTY (7) = \$160,365.50**

After the Committee reviewed and discussed the County grant applications,

There was a motion by Mr. Schmidt, supported by Mr. Krolczyk that the County submit all six (6) Cycle II-2013 "Public Safety" grant applications to the Manistee Local Revenue Sharing Board and that the County submit one (1) Cycle II-2013 "Other" grant application to the Manistee Local Revenue Sharing Board.

Motion carried by a 3-0 vote.

Mr. Cudney stated that the County is in the third year of a five year contract for MSU Extension services, and noted that the assessment to the County will not increase this year. He presented the annual work plan for fiscal year 2014 (APPENDIX D). After discussion,

Mr. Schmidt recommended approval of the fiscal year 2014 Michigan State University Extension annual work plan, and authorize the Chair to sign the document. No alternative recommendation was proposed.

ITEMS NOT REQUIRING BOARD ACTION

The Committee entered into rather lengthy discussion on whether or not to recommend that the Board of Commissioners reconsider the appropriation of \$27,765 to the Manistee Conservation District in the FY 2013/14 budget (APPENDIX A). Mr. Schmidt recommended restoring the appropriation in the amount of \$27,765 for FY 2013/14. The committee asked for an itemization of where the monies went and what it was spent on because they may not be able to afford this amount next year. It was also requested that they move forward with moving the MSU Extension office to the Health Department Building at 385 Third Street, Manistee and the Conservation District agreed to be actively looking for a renter for their space.

Mr. Kaminski, representing the Maintenance Department in Mr. Schimke's absence, presented a proposal to the Committee to change the one part-time Custodian position in the Maintenance Department to a part-time Maintenance/Custodian (APPENDIX B). This will not increase hours for the position, but it will increase the pay grade as well as give the individual more duties. The position will not need extra money budgeted as it is going to be paid through the Contingency Surplus. Discussion continued and the topic was deferred until the Budget Study Session scheduled for Wednesday, September 11, 2013, when Mr. Schimke will be present for further discussion.

The Wednesday, September 4, 2013, afternoon session was adjourned at 3:07 P.M.

The Ways & Means Committee reconvened at 9:00 A.M. on Thursday, September 5, 2013.

Mr. Sandstedt and Mr. Brown appeared before the Committee to discuss the possibility of televising the monthly County Board of Commissioners meetings (APPENDIX C). Mr. Kaminski stated that money could be budgeted from the Contingency Surplus Fund for this purpose. Mr. Sandstedt stated that TV2 is broadcast through Charter, which reaches approximately 6,500 households in Manistee County. There is also an option to stream the meetings on the internet. A survey of households in the Charter Township of Filer showed that 60% of their residents watched the meetings that were broadcast, and 20% said they occasionally watched them. Mr. Schmidt was not in favor of this expense since his district does not get Charter and he didn't think they would view the meetings online. Mr. Bergstrom would like to explore the options and have the entire County Board discuss this possibility.

Ms. Nowak appeared before the Committee to discuss several issues with the tentative budget (APPENDIX E). Ms. Nowak is projecting additional revenues from CCW's, CCW photos, and Notary fees. The Clerk's Office has not charged Notary fees in the past, and Mr. Kaminski stated that the fee schedule should probably be a County policy. Ms. Nowak stated that she doesn't want to use her Contingency Surplus Fund for the requested equipment. Mr. Kaminski explained that all department equipment requests were budgeted using their Contingency Surplus Fund. No funds are available in the General Fund budget, so the option is to purchase the items using the Department's Contingency Surplus Fund or not purchase the items at all. It was explained that the MOS and Cherrylan maintenance fees are budgeted in Data Processing. The Committee recommended that Ms. Nowak present her proposal for a part-time employee again in April 2014, and if funds are available, they will consider adding the position. Mr. Pomeroy explained that there used to be an Elections Fund, however, due to a change in the GASB rules, the County was no longer able to keep a separate Elections Fund, and the money was put into the General Fund, but was restricted for elections. He stated that \$130,000 is currently restricted for elections.

Mr. Smith appeared before the Committee to request that a part-time employee for the Drain Commission Office be added to the budget, as well as \$6,000 in contracted services, and \$1,000 in office supplies (APPENDIX F). It was explained that if a part-time employee were to be hired, it might be a Union position, and Mr. Smith would need to go through the appropriate hiring process, including creating a job description. It was explained that Ms. Urka, who has done work in the Drain Commission Office, was paid as a contractor, but this could not continue with a permanent position. The Committee recommended that the Drain Commission Office be given \$3,000 for contracted services, and \$500 for office supplies in the FY 2013/14 budget, and that the County Board discuss the part-time employee.

Mr. Culbertson appeared before the Committee regarding the appropriation to the Manistee County Fair Board/Agricultural Society (APPENDIX G). He stated that they have very dedicated volunteers. They work very hard to keep the fair going, and are looking into other events, specifically racing, but improvements need to be made to the track to make this possible. The Committee recommended putting the Fair Board appropriation back into the budget, and urged the Fair Board to continue working on holding revenue producing events at the fairgrounds.

The Thursday, September 5, 2013, session was adjourned at 12:20 P.M.

Mark Bergstrom, Chairperson

Jim Krolczyk, Commissioner

Richard Schmidt, Commissioner

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MANISTEE
CONSERVATION DISTRICT

Manistee Conservation District

510 Chippewa Highway, E.S. 41
Ben Lake, Michigan 49614-1000
231-889-7100 ext. 231-889-1000

June 10, 2013

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

RE: Manistee County 2013/2014 Budget Request

Dear Mr. Kaminski:

The Manistee Conservation District is submitting its 2013/2014 FY Appropriated Budget Request to the County of Manistee. This request is in the amount of \$34,765.00 which includes the same amount that was requested last year for temporary provisional funding to enable the District to retain its current hours of operation and existing services to Manistee county residents. Therefore, the request is as follows: \$27,765.00 for the Manistee Conservation District operations, and \$7,000.00 for the County contribution to the 2014 Household Hazardous Waste/Clean Sweep collection program in August.

It is currently the District's understanding that we will be receiving no operational funding from the State of Michigan. Therefore, the District is seeking the County's assistance in covering the anticipated shortfall. If in fact, the District does receive operational funding from the State of Michigan, or successfully passes a millage request in August 2014, this requested Appropriation would be lowered by the same amount, or in the case of a millage approval, eliminated.

This past year the county funding has allowed the Conservation District, in conjunction with the partnership of the Northwest Michigan CWMA, to obtain a GLRI grant through the US Forest Service, with a full time employee on a temporary basis with responsibilities in a three county region, and the implementation of an aggressive Invasive Species control program. However, at the end of the 2013 FY, the Forest service grant will end, and while we have joined forces with the Grand Traverse Conservation District to become the Northwest Michigan Invasive Species Network, we will have no indirect grant income for the Manistee CD. Through the Michigan Water Stewardship program the Manistee Conservation District is also offering the residents of Manistee County a Household Hazardous Waste/Clean Sweep pickup day on August 17, 2013 and August 16, 2014, if funding can be secured. Beginning with the 2013 HHW event, we will be taking electronics and appliances from residents only, and all styrofoam products with the exception of "packing peanuts"

Having conducted very successful Household Hazardous Waste/Clean Sweep Collections on a yearly basis within Manistee County, the Conservation District has received financial support from 99% of the municipalities allowing this program to be expanded and go forward. The success of the Household Hazardous Waste program each year is instrumental in protecting our soils and groundwater.

The Manistee Conservation District offers County constituents many services that we are unable to charge for, due to partnership constraints:

Managing Our Natural Resources

West Central Michigan Water Stewardship Program provides:

- Groundwater Education
- Technical Assistance
- Demonstrations and Tours
- Farm *A* Syst Risk Assessments
- Greenhouse *A* Syst Risk Assessments
- Orchard *A* Syst Risk Assessments
- Vegetable *A* Syst Risk Assessments
- Nursery *A* Syst Risk Assessments
- Private Well Water Screenings
- Education – Outreach – MAEAP Verification for local farmers
- Groundwater Stewardship Plans
- Clean Sweep and Pesticide container disposal program
- Household Hazardous Waste/Clean Sweep pickup

USDA Natural Resources Conservation Service (USDA-NRCS) provides assistance to the Conservation District and residents of Manistee County:

- Conservation planning
- Technical assistance
- Erosion control assistance
- Engineering assistance
- USDA program assistance

Michigan Department of Agriculture (MDA) provides assistance to the Conservation District and residents of Manistee County:

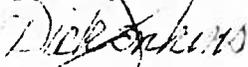
- Groundwater Programming
- Farming assistance
- Soil survey assistance
- Detailed soil information assistance
- The Michigan Agriculture Environmental Assurance Program (MAEAP)

Included in the attached line item budget are the following services that we are charging constituents for:

- Advertising
- Topo maps
- Book sales
- Fruit sales
- Reforestation sales
- Fiduciary responsibilities

Please consider this request in your allocation to enable the Manistee Conservation District to ensure that our valuable resources are used wisely and conserved for our future generations.

Sincerely,



Dick Jenkins
Administrator

BUDGET REQUEST QUESTIONNAIRE

Please provide all information requested below and return to the Manistee County Controller / Administrator's Office, Courthouse, 415 Third Street, Manistee, MI 49660, no later than Monday, June 17, 2013. Please provide the County with a copy of your anticipated 12/13 budget, if available. Attach any other supporting documents which may be helpful to the County's budget process.

NAME AND ADDRESS OF COUNTY FUNDED AGENCY:

**Manistee Conservation District
8840 Chippewa Highway (US 31)
Bear Lake, Michigan 49614-9400**

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

**Dick Jenkins
231-889-4761**

1) What is the total amount of your 13/14 budget request from Manistee County?

\$ 34,765.00

2) How have you calculate the budget request listed above? (Please be specific):

Reviewed projected expenses, considered increased service requirements (Emerald Ash Borer, Oak Wilt, Spruce Needlecast control, Garlic Mustard, Phragmites, and Japanese Knotweed [noxious weed] control and Household Hazardous Waste/Clean Sweep collection), lack of operational funding from the State of Michigan and increased operational costs, plus the additional costs of administering an American Elm/ American Chestnut replanting program.

3) How will the County's appropriated funds be used by your agency in 13/14? (Please be specific):

Groundwater Stewardship Program, Conservation education (water quality, forestry, wildlife habitat, etc.), Windbreak program, a library on Natural Resources and executing the annual Household Hazardous Waste/Clean Sweep collection day. Promotion of reforestation through the use of native plants. Referral partnerships with conservation organizations (County, State, and Federal agencies). Continuation of the verification process for MAEAP certification throughout the County. Identification and control of Invasive species, especially the noxious weeds Garlic Mustard, Phragmites and Japanese Knotweed.

4) What percentage of your agency budget is provided by the County?

This request represents 34% of our proposed budget which does not include Household Hazardous Waste, or the county proposed contribution.

What is your agency's source of any additional funding?

Charges for Services, Product Sales, Annual Tree Sales (spring and fall), Proposed Grants, and Rental Income (office space)

5) What is your fiscal year?

October 1st through September 30th

6) Please explain the need for any requested increase from the 2012/2013 County appropriation?

There is no increase from the 2012/2013 County Appropriation.

8) In an effort to provide Commissioners and the public with a clear understanding of your agency, please provide a brief overview of your agency's functions and operations. (Attach additional sheets if necessary)

Conservation District as a Gateway;

Delivers information on a local basis. Cost effective, efficient, and unbiased expertise. Assists property owners to make good decisions on how to manage, improve, and protect their land. Expedites the services offered by state and federal programs.

Programs that are offered;

Manistee Conservation District provides conservation presentations to schools and organizations, a conservation library, and information to local schools and the public.

Annual Spring and Fall Tree/Plant Sale providing high quantities of bare root plants at a low-cost is our priority. Native trees, shrubs, grasses, ferns, and wildflowers, citizens depend on our sales to establish windbreaks, privacy screens, sound barriers, timber plantation, and landscaping plantings. Customers range from new homeowners to farmers and forest landowners.

West Central Michigan Groundwater Protection Program provides:

- **Groundwater Education**
- **Technical Assistance**
- **Demonstrations and Tours**
- **Farm *A* Syst Assessments**
- **Home *A* Syst Assessments**
- **Lake *A* Syst Assessments**
- **Lawn *A* Syst Assessments**
- **Well-Closure Cost Sharing**
- **Groundwater Stewardship Plans**
- **Cost sharing for groundwater protection practices**
- **Clean Sweep and Pesticide container disposal program**

- Anticipated Household Hazardous Waste pickup

USDA Natural Resources Conservation Service (USDA-NRCS) provides assistance to the Conservation District and residences of Manistee County:

- Conservation planning
- Technical assistance
- Erosion control assistance
- Engineering assistance
- USDA program assistance

Michigan Department of Agriculture (MDA) provides assistance to the Conservation District and residents of Manistee County:

- Soil survey assistance
- Detailed soil information assistance
- Future detailed soil survey of Manistee County

Meeting regularly attended by Manistee Conservation District:

- Northwest Michigan Invasive Species Network
- Household Hazardous Waste / Clean Sweep consortium

A-6

Manistee Conservation District Profit & Loss Budget Overview October 2013 through September 2014

10:35 AM
06/11/13
Accrual Basis

Oct '13 - Sep 14

Ordinary Income/Expense

Income

281-580 · Manistee County Allocation	27,765.00
281-600 · Charges for Services Control	
281-628 · Indirect Administrative Income	0.00
281-645 · Fruit Sales	3,303.73
281-647 · Tree Sales - Reforestation	15,865.79
281-600 · Charges for Services Control - Other	600.00
Total 281-600 · Charges for Services Control	19,769.52
281-665 · Interest Income	39.77
281-671 · Other Revenue Control	
281-672 · Misc. Income	244.82
281-674 · Donations	41.26
Total 281-671 · Other Revenue Control	286.08
282-672 · Groundwater Reimbursement	473.50
291-666 · Rent Income	32,250.90
296-600 · HHW Charges for Services Con	
296-601 · HHW Contracted Services - Manis	14,490.00
296-602 · HHW Contracted Services - Mason	14,250.00
296-603 · HHW Contracted Services - Ocean	10,999.24
296-674 · HHW Donations	6,464.82
296-600 · HHW Charges for Services Con - Other	16,580.52
Total 296-600 · HHW Charges for Services Con	62,784.58

Total Income

143,369.35

Expense

281-000 · District Operations	
281-726 · Supplies Control	
281-727 · Office Supplies	1,079.08
Total 281-726 · Supplies Control	1,079.08
281-800 · Other Services and Charges	
281-801 · Contracted Services - Audit	2,000.00
281-809 · Contracted Services - Crit Dune	525.00
281-810 · Contracted Services - Web page	255.00
281-860 · Mileage - Staff	931.22
281-862 · Freight	-40.00
281-900 · Printing Newsletter	3,248.14
281-901 · Postage	
Postage Newsletter	747.00
Postage Office	66.08
Total 281-901 · Postage	813.08
281-955 · Misc. Expense	
Misc Expense - General	2,797.72
Misc Expense - Trees	252.50
281-955 · Misc. Expense - Other	283.79
Total 281-955 · Misc. Expense	3,334.01
281-956 · Admin / Oper Insurance	
Director & Offlcer Liability	780.00
Total 281-956 · Admin / Oper Insurance	780.00
281-957 · Misc. Exp Annual Meeting	69.00
281-958 · Training & Convention	
Staff - Training & Conventlon	150.00
Total 281-958 · Training & Convention	150.00
281-959 · Purchase for Resale	
Fruit	2,875.20
Trees	13,201.80
Total 281-959 · Purchase for Resale	16,077.00

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Manistee Conservation District
Profit & Loss Budget Overview
October 2013 through September 2014

10:35 AM
06/11/13
Accrual Basis

	Oct '13 - Sep 14
281-960 · Dues & Fees	1,765.00
281-965 · Bad Checks	0.00
281-995 · Interest Expense	
Finance Charge	15.00
Merchant Services Charges	384.97
281-995 · Interest Expense - Other	49.74
Total 281-995 · Interest Expense	449.71
Total 281-800 · Other Services and Charges	30,357.16
Total 281-000 · District Operations	31,436.24
281-701 · District Personnel Services	
281-702 · Wages	30,400.34
281-716 · Workers Compensation	117.04
281-720 · FICA/MESC	2,682.72
Total 281-701 · District Personnel Services	33,200.10
291-000 · Building & Grounds	
291-808 · Contracted Services - Cleaning	2,215.00
291-920 · Lights & Power	3,620.76
291-921 · Heat	1,655.28
291-930 · Repairs & Maintenance	188.00
291-955 · Misc Expense	1,635.48
291-956 · Building Liability Insurance	736.00
291-961 · Grounds Maintenance	1,932.90
291-995 · Interest Expense	2,492.21
291-996 · Mortgage Principal Payments	7,190.79
Total 291-000 · Building & Grounds	21,666.42
296-000 · Household Hazardous Waste Oper	
296-800 · Other Services and Charges	
296-807 · Contracted Services - Disposal	53,886.28
296-881 · Advertising	319.50
296-900 · HHW Printing	1,038.44
296-955 · Misc. Expense	1,822.46
Total 296-800 · Other Services and Charges	57,066.68
Total 296-000 · Household Hazardous Waste Oper	57,066.68
297-000 · CWMA Operations	
297-800 · Other Services and Charges	
297-804 · Indirect Costs	0.00
Total 297-800 · Other Services and Charges	0.00
Total 297-000 · CWMA Operations	0.00
66900 · Reconciliation Discrepancies	0.00
Total Expense	143,369.44
Net Ordinary Income	-0.09
Net income	-0.09



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

Manistee County Board Of Commissioners,

The Maintenance Department is respectfully requesting to add a PT Maintenance Custodian at 29 hours per week. If approved, the position would be posted and filled, and then the current PT Custodial position would be eliminated for FY 2013-2014. In the next fiscal year following, the staffing issues would be reevaluated.

Over the last several years, the workload of the Maintenance Department has significantly increased and has had to maintain the same amount of staff. Currently we are responsible for maintenance and custodial work at the Courthouse, Sheriff's Department/Jail, and Health Department. And then the AES building which requires us to do all Maintenance. It is felt that we are currently understaffed for 4 buildings as we only have 1 FT Maintenance Supervisor, 1 FT Custodian, 1 FT Maintenance Custodian, and a PT Custodian.

With a limited staff and only one maintenance person it makes it very difficult to cover the workload and staff's vacation and personal time off. The Maintenance Supervisor works the early morning to cover any issues that may arise, but if a maintenance issue occurs in the evening or while the maintenance custodian is on vacation, it takes longer to get the issue fixed. By making a PT Maintenance Custodian it would give versatility to the department in assisting with maintenance issues and covering of time off.

Making this change will only increase our requested budget by \$3,246.81. We are asking to fund this out of the department's contingency surplus fund for FY 2013-2014 and the next two years if necessary. This will still leave the department with a comfortable amount in our contingency surplus fund.

Respectfully Submitted,

Bruce A. Schimke,
Maintenance Supervisor

B-2

**2013/14 BUDGET
PERSONNEL LISTING
10/1/13 thru 9/30/14**

Building & Grounds DEPARTMENT NAME		101 FUND#	265 DEPT#	
A. Employee Name	Bruce Schimke	Bruce Johnson	Frank Plucinski	Brian Richmond
B. Wage Line Item #	703.000	705.001	705.002	705.002
C. Job Title	Maint. Super.	Maint/Custodian	Custodian	Custodian
D. 09/30/13 Wage Rate	40,227.20	34,028.80	29,099.20	16,542.76
13/14 Adjusted Wage	40,227.20	34,028.80	29,099.20	16,542.76
E. 13/14 Wage % change	0.0%	0.0%	0.0%	0.0%
F. 13/14 Pay Grade	7	3	1	1
G. 13/14 Pay Step	6	7	RED	2
H. 13/14 Budgeted Wage	40,227.20	34,028.80	29,099.20	16,542.76
13/14 Hourly Rate	19.34	16.36	13.99	10.97
I. 13/14 Shift Differential				
J. Budgeted O.T. Line Item#710.00		2,000.00		-
K. Budgeted Holiday Pay #720.00				
L. Budgeted Cleaning Allowance #746.00				
M. Total Wage (H+I+J+K+L)	40,227.20	36,028.80	29,099.20	16,542.76
N. FICA #716.00	3,077.38	2,756.20	2,226.09	1,265.52
O. Health/Dental Ins. #716.04 Life Ins.	16,884.24	16,547.52	5,902.80	-
#716.05 STD Ins.	40.20	40.20	40.20	-
P. HRA Contribution	531.37	449.49	384.38	301.40
Workers Comp	-	-	-	-
Q. #716.10 Unemployment	1,673.45	1,415.60	1,210.53	688.18
R. #716.12 Retirement	201.14	180.14	145.50	82.71
S. #716.14 Sick/Vacation	7,474.21	4,712.57	3,806.18	2,163.79
T. #716.14 Personal Days	435.15	368.10	314.78	246.83
J. Total Fringes (N+O+P+Q+R+S+T)	30,752.29	26,837.93	14,345.21	4,995.26
V. Total Wage and Fringe Benefits (M+U)	76%	74%	49%	30%
	70,979.49	62,866.73	43,444.41	21,538.02

29 hrs

Yearly Cost to Budget + 3246.81

**2013/14 BUDGET
PERSONNEL LISTING
10/1/13 thru 9/30/14**

	101	265
	FUND#	DEPT#
	Totals	
705.001		
Maint/Custodian		
20,146.88	119,897.96	
20,146.88	119,897.96	
0.0%		
3		
MIN		
20,146.88	119,897.96	
13.36		
	2,000.00	
20,146.88	121,897.96	
1,541.24	9,325.19	
-	39,334.56	
-	120.60	
367.07	1,666.65	
	-	
838.11	4,987.76	
100.73	609.49	
1,095.99	18,156.75	
300.60	1,364.85	
300.60	1,364.85	
	-	
4,544.34	76,930.69	
	-	
23%	63%	
24,691.22	198,828.65	

**Manistee Public Access Television**

July 26, 2013

Mr. Tom Kaminski

Manistee County Administrator

415 Third Street

Manistee, MI 49660

Dear Tom:

At our last PEG meeting it suggested by Alan Marshal that we once again submit another proposal for MPA-TV (PEG) to videotape and broadcast the monthly Manistee County Commission meetings. I am pleased to provide a fee estimate to facilitate these important services. The PEG Commission is enthusiastic about the prospect of partnering with Manistee County on this project.

The fee to tape each meeting will be \$100/per hour for the first three hours. In the event of a meeting lasting longer than three hours, additional charges of \$50 per 15 minutes will be incurred. Editing the meeting and mastering for broadcast is included in these charges. If you desire to have the meeting placed on our streaming website for online viewing, there will be an additional flat fee of \$150/meeting regardless of length.

These fees will be charged in arrears and will be payable on receipt of the invoice. If you prefer, a quarterly or annual payment schedule can be arranged. We may be able to offer a reduced rate if an annual payment is your preference. Myself, and PEG Chair, Mark Sandstedt, would appreciate an opportunity to discuss this proposal with the Ways and Means Committee as a part of their fiscal year budgeting process.

MPA-TV performs a valuable public service to the Manistee community by regularly broadcasting local meetings such as Manistee City Council, Filer Township Board, Manistee Township Board, MAPS Board of Education and other meetings of interest. Since the Manistee County Board of Commissioners meets at 9 a.m., it is difficult for many citizens to attend the meetings. Public broadcast of the meetings is essential to transparency in Government and for keeping citizens informed of the activities of their local municipalities.

Thank you for your consideration and please let me know if you need any further information or details. Otherwise, I will look forward to hearing back from you regarding an appointment with the Ways and Means Committee.

Sincerely,

Keith Brown, Executive Director

Manistee Public Access Television

RECEIVED

JUL 29 2013



Manistee Public Access Television

5/13/2013

To Tom Kaminski
Chair, Manistee County Commission

Please look over the following proposal. It is a cost/charge estimate to provide taping and broadcast, plus internet play out service for the monthly Manistee County Board meetings. The service will be provided upon your approval and our (MPA-TV's) ability to procure personnel to actually tape the meetings.

The taping charge will be \$100.00 per hour for the 1st four hours

Each 15 minutes past the first 4 hours will incur additional chargers of \$50.00 per 15 minute increment.

Editing and placement on the MPA-TV station is included in the above charges

If you desire to have the meeting placed "online" for internet viewing there will be ***an additional charge of \$150.00 flat fee no matter how long the meeting is/was.***

It will be our intent to get the meeting on air and online in a timely fashion, hopefully the next day if possible. However there is no guarantee that it will be done that quickly. If in the event of equipment failure the fees will not be returned, unless the taping did not take place.

These fees will be charged in arrears and will be payable upon your receipt of the invoice ***(unless *)***

****Alan Marshal asked for a annual estimate based on a 4 hour meeting and placement on the internet and that estimate (based on the above charges) would be \$550/per month X 12 = \$6600.00 annually, if paid in advance (prior to taping the first meeting) a \$400 dollar discount would be added making the annual fee \$6200.00.***

Sincerely;

K. Brown, Executive Director
Manistee Public Access Television

Thomas D. Kaminski

From: Cudney, Patrick [cudney@anr.msu.edu]
Sent: Friday, August 23, 2013 3:30 PM
To: tdkaminski@manisteecountymi.gov
Subject: Manistee FY 2014 PoW document
Attachments: Manistee County Agreement for Extension Services.docx

Tom,

Attached please find our FY 2014 Plan of Work that contracts for our services at the assessment level in our requested budget. Once the budget is passed can this document be presented and approved by the board to secure the partnership for FY 2014? Do you want to include it with the overall budget approval process or have me present it for approval? Thanks for your support and guidance. I am also curious when we will know about our potential office relocation and support for doing so? I would like to begin planning with our staff as soon as possible. Thanks Tom.

Patrick I. Cudney, District Coordinator

MICHIGAN STATE UNIVERSITY | **Extension**

For Additional Information on MSU Extensions Programs go to: <http://msue.msu.edu>
MSU Extension programs and material are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

D-2

**Agreement for Extension Services provided by
Michigan State University to MANISTEE County
Annual Work Plan FY 2014 (Exhibit A)**

A. Specific Contributions by MSUE:

1. At least 1.0 FTE Extension Educator whose primary office of operation will be the county Extension office included in the assessment.
2. 0 additional extension educators. Areas of Expertise: _____
3. .5 FTE - 4-H program coordinator(s) included in assessment whose primary office of operation will be the county Extension office.
4. 0 FTE - additional 4-H program coordinators/other paraprofessional.
5. Administrative oversight included in annual assessment.
6. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.
7. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
8. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.
3. General operating expenses for the office and non-MSU Personnel.
4. The Assessment Fee and costs for additional personnel, as described above in Section A. If MSUE receives at least a 2% increase in appropriations from the State of Michigan (SOM), the County will be given a 3% credit, thereby leaving the assessment at the 2013 level.

C. Assessment to County:

MSU Assessment	\$ 41983
Credit to county from SOM appropriations	minus <u>3563</u>
2014 TOTAL Assessment	\$ <u>38420</u>

ADDITIONAL PERSONNEL

1. Educator (.8 FTE) at \$73,336 \$9,167 per 0.1 FTE	\$ <u>0</u>
2. 4-H Program Coordinators	
a. 1.0 FTE at \$56,650	\$ <u>0</u>
b. 0.5 FTE at \$28,325	\$ <u>0</u>
3. Support Staff at \$56,650 per FTE	
a. If contracted with MSUE _____ FTE	\$ <u>0</u>
4. Other Staff included in MOA	
a. Title and rate _____	\$ <u>0</u>
5. Other: _____	\$ <u>0</u>

TOTAL COUNTY PAYMENT FOR 2014 \$ 38,420.00

For the period, October 2013 to September 2014, MANISTEE County shall pay to MSUE \$38,420.00, which is the cost of the assessment (minus the credit) plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to

MSUE Extension Budget Office
446 W. Circle Dr.
160 Agriculture Hall
East Lansing, MI 48824

MICHIGAN STATE UNIVERSITY

MANISTEE COUNTY

By: _____
Daniel T. Evon, Director,
Contract & Grant Administration

By: _____

Title: _____

Date: _____

Date: _____

W & M Budget Meeting
9-5-13

c

Clerk-Revenue

CCW's are projected to be up +\$2400
10/1/11 – 9/30/12=173 permits
10/1/12 – 09/01/13=267 permits + 1 month left

NEW-We will be charging for Notary fees with the first signature free. I have projected \$+250. I hate to start charging for this service but realtors and business come in with stacks of items to be notarized. Banks/Attorneys send their customers with wills, mortgages, trusts, deeds etc

NEW-CCW photo revenue will be up \$2000 (250 x \$8)

Clerk-Expense

Computer expense is \$2750 which would be paid for by the \$2000 photo revenue.

County Clerk Contingency fund \$3317.

I am to use \$350 towards equipment & \$2967 (which would be \$2750 for CCW equipment & \$217 towards other tech items)

I always thought the contingency fund was there as a safety net for expenses that were not budgeted and something that we needed and couldn't wait. I do not want to use my contingency fund on equipment that is why I am budgeting it. This expense of \$2750 is going to make revenue and pay for itself within the 1 1/2 years.

\$34,000 has been put in for back scanning, where does the \$2400 for MOS maintenance or the \$3000 Cherrylan Vital Records maintenance fees come from? These have to be paid

2% wage increase with a 2% increase in health premiums. It's a wash-I had hoped for a better outcome for our employees who have had no raises in 4 years, no HRA's, more co-pays, and also will now pay for 9% premiums.

Part-time Employee

The cost of a PT 20 hour employee is \$14,237.60 + 4450.54(FICA & Retirement) = \$18,688.14.
Currently have 4 office staff and myself

Elections-Expense

I asked that \$20,000 not \$30,000 (that's on the new budget sheet).

We also used to appropriate \$20,000/\$25,000 in the elections fund each year. Haven't done so in 3 or 4 years. If we keep using that money there will be none left in a few years. (like Child Care Fund).

Elections are not optional.

I do not see the fund balances accounts that were moved into the General Fund (they used to be a separate budget) under the GASB 54 changes a year or so ago listed anywhere in the budget book. Are they in there? If not, I would ask that this information be listed in the Budget Book as it should be listed someplace for transparency.

13/14 EXPENDITURE PROJECTIONS

<u>County Clerk</u>	<u>101</u>	<u>215</u>
Department Name	Fund Number	Department Number

LINE ITEM	13/14 EXPENDITURE PROJECTION
<u>730.000</u>	<u>350.00</u>

Calculation Method/Formula:
Equipment

\$250 Anti Fatigue Mat for front Counter area
\$ 83 Bostich Antilam Extra Heavy Duty Stapler
One (1) used desk from the building

LINE ITEM	13/14 EXPENDITURE PROJECTION
<u>810.000</u>	<u>44,000.00</u>

Calculation Method/Formula:
Technology
5 Computers due on rotation
1 used computer-Asst Clerk
\$2400 MOS Maintenance

\$34,000 scanning & digitizing back scanning
3,000 Cherrylan Maintenance Vital Records
1,200 Printer for front counter(in last years
budget but was removed
2,750 CCW card printer, camera, sign capture
software

LINE ITEM	13/14 EXPENDITURE PROJECTION
<u>812.000</u>	<u>600.00</u>

Calculation Method/Formula:
Due and Fees

\$100 UCOA Jill
150 MACC Jill
20 Mstee Co. Clerks Assoc Jill & Lindsey
75 MPJRA Melissa
150 Jill Conf Fee
100 Melissa Conf Fee

LINE ITEM	13/14 EXPENDITURE PROJECTION
<u>860.00</u>	<u>3,000.00</u>

Calculation Method/Formula:
Travel
compared to previous years (less this year)

County Clerk's Office
New Part Time Assistant Deputy Clerk Position

I have requested an additional part-time Assistant Deputy Clerk (20 hours per week). This Clerk would help clerk hearings in the Circuit Court, Juvenile Court and Family Division of the Circuit Court when needed. This Clerk would also be able to work the front counter and fill in when people have time off. This position would also work on scanning and digitizing in order to fully utilize the equipment and software being implemented in the Clerk's Office.

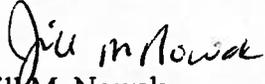
Even though technology has advanced in our office, there is still work that has to be done to provide efficiency. An example would be Electronic Death Records System. Even though filing these certificates is much easier for Doctors and Funeral Directors, someone still has to pull that information from the system and process them. Another example is credit cards. Someone has to go in and reconcile this information and enter it into our cash receipts system. We provide extra access via email. So people are emailing questions and problems and someone has to take the time to respond. So even though these changes (and these are just a few changes) enhance customer service, they are labor intense for staff.

The Clerk's Office handles numerous other jobs. Some of the main jobs are vital records, which we have a vital records program that is not being utilized to its fullest because we do not have the staff to back log decades of records; elections have become a more intense job. My office now does E-Wizard on the Qualified Voter Machine (so ballots can be programmed electronically for Military and Overseas voters); we burn flash cards for handicap voter machines. There are a lot of counties that contract out for these services. I and my staff train all township Clerks on E Poll Book and Precinct Inspector Schooling held each year. These are jobs that either never existed or the State used to do these things and now we do them locally.

I would also like to point out that over the years; the Clerk's Office has not added any staff. Our office deals daily with the Prosecutor's Office who in the past years has added another full time Prosecutor and a part time staff person. The Court Administration office has added a full time staff. Even though District Court is a separate Court, our office receives all the bind overs for new files from that office. District Court has added over the years 2 full time persons which has recently been scaled back to 1 1/2 persons. We now have to have Clerks in the courtrooms for 2 Judges and 2 Referees (one is FOC), so this has increased by two persons (we only had one Circuit Judge and one Referee, now we have two Judges and two Referees (one is FOC)). The Family Division did not exist as we only had the Circuit Judge. We also have visiting judges that have to have a Clerk. So at any one time, we could have 3, and at times we've had even 4 clerks in courtrooms. Needless to say, the Clerk's Office suffers and heaven forbid if someone has a day off. So all the departments or offices that we deal the most with have added personnel. We have not only not added personnel, but we have taken on numerous other jobs that have just been absorbed "in house". Therefore, I believe adding a part time position is well-merited.

I have attached a copy of the courts schedule for the year. Please keep in mind that there are ex-parte and emergency hearings, Bench Warrant hearings and child placement hearings that are added to this daily. Judge Batzer has added a second motion day on Thursdays. Judge Brunner is putting in a lot of time on the bench in Circuit Court/Family Division for Bench Trials that are squeezed in whenever he has a spare moment. Then he also adds Juvenile hearings in his other spare moments around District Court. There again, this is another clerk (or two) that is needed for these courtrooms and these extra full days that are not on this schedule. This has raised havoc scheduling any training or time-off in the Clerks Office. Also, please keep in mind, court work is just a portion of what we do in the Clerk's Office.

For these reasons, I am requesting a part time Assistant Deputy Clerk. I have included the request in the Personnel listing for the Clerk's Office. Thank you.


Jill M. Nowak
Manistee County Clerk

JANUARY, 2013

19TH JUDICIAL CIRCUIT, MANISTEE and BENZIE COUNTIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 CLOSED Legal Holiday	2 Manistee Referee	3 Manistee Motion Day Judge Brunner Benzie Referee	4 Benzie Motion Day Family Division	5
6	7 Manistee Motion Day Judge Batzer Probate Manistee	8 Benzie Motion Day Judge Batzer Referee Evid Hrg	9 Benzie Trials Judge Batzer Manistee Referee	10 Manistee Motion Day Judge Brunner Benzie Referee	11 Manistee Evidentiary Hrgs Judge Brunner	12
13	14 Manistee Motion Day Judge Batzer Probate Manistee	15 Benzie Motion Day Judge Batzer Referee Evid Hrg	16 Manistee Trials Judge Batzer Manistee Referee	17 Manistee Motion Day Judge Brunner Benzie Referee	18 Benzie Motion Day Family Division	19
20	21 CLOSED Legal Holiday	22 Benzie Motion Day Judge Batzer ADR Referee Evid Hrg	23 Benzie Trials Judge Batzer; Benzie Family Division Trials Manistee Referee	24 Family Div Trials; Manistee and Benzie / Evid Hrg Manistee Probate Trials Benzie Referee	25 Trials cont'd Family Div Manistee and Benzie / Evid Hrg Manistee Probate Trials cont'd	26
27	28 Manistee Motion Day Judge Batzer Probate Manistee	29 Benzie Motion Day Judge Batzer Manistee FOC Show Cause Hrgs	30 Manistee Trials Judge Batzer Manistee Referee	31 Manistee Motion Day Judge Brunner Benzie Referee		** Calendar is subject to change

8-1

MARCH 11, 2013

19TH JUDICIAL CIRCUIT, MANISTEE AND BENZIE COUNTIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Manistee Motion Day Judge Batzer	5 Benzie Motion Day Judge Batzer	6 Benzie Trials Judge Batzer	7 Manistee Motion Day Judge Brunner	8 Benzie Motion Day Family Division	9
10	11 Manistee Motion Day Judge Batzer	12 Benzie Motion Day Judge Batzer	13 Manistee Trials Judge Batzer	14 Manistee Motion Day Judge Brunner	15 Manistee Evid Hrgs Judge Brunner	16
17	18 Manistee Motion Day Judge Batzer	19 Benzie Motion Day Judge Batzer	20 Benzie Trials Judge Batzer/ Manistee Referee	21 Manistee Motion Day Judge Brunner	22 Benzie Motion Day Family Division	23
24	25 Manistee Motion Day Judge Batzer	26 Benzie Motion Day Judge Batzer	27 Manistee Trials Judge Batzer/ Benzie Family Division Trials	28 Manistee/Benzie Family Div Trials/ Evid. Hrgs Manistee Probate Trials	29 Manistee/Benzie Family Div Trials/ Evid Hrgs con't	30 *Calendar is subject to change
31	Probate Manistee	Manistee Referee Show Cause Hrgs	Manistee Referee	Benzie Referee	Manistee Probate Trial con't	

MAY, 2013 19TH JUDICIAL CIRCUIT, MANISTEE AND BENZIE COUNTIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Benzie Trials, Judge Batzer Manistee Referee	2 Manistee Motion Day Judge Brunner Benzie Referee	3	4
5	6 Manistee Motion Day Judge Batzer	7 Benzie Motion Day Judge Batzer	8 Manistee Trials Judge Batzer	9 Manistee Motion Day Judge Brunner Benzie Referee	10 Benzie Motion Day Family Division	11
12	13 Manistee Motion Day Judge Batzer	14 Benzie Motion Day Judge Batzer	15 Benzie Trials Judge Batzer	16 Manistee Motion Day Judge Brunner Benzie Referee	17 Manistee Evid Hrsg Judge Brunner	18
	Manistee Probate	Referee Evid Hrsg -	Manistee Referee	Benzie Referee		
19	20 Manistee Motion Day Judge Batzer	21 Benzie Motion Day Judge Batzer ADR	22 Manistee Trials Judge Batzer	23 Manistee Motion Day Judge Brunner Benzie Referee	24 Benzie Motion Day Family Division	25 *Calendar is subject to change
	Manistee Probate	Referee Evid Hrsg	Manistee Referee	Benzie Referee		
26	27 CLOSED Legal Holiday	28 Benzie Motion Day Judge Batzer Manistee Referee Show Cause Hrsg	29 Benzie Trials Judge Batzer/ Family Division Manistee Referee	30 Manistee/Benzie Family Div Trials/ Evid Hrsg Manistee Probate Trials Benzie Referee	31 Manistee/Benzie Family Div Trials/ Evid Hrsg cont's Manistee Probate Trials cont's	

JULY, 2013 19TH JUDICIAL CIRCUIT, MANISTEE and BENZIE COUNTIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Manistee Motion Day Judge Batzer Manistee Probate	2 Benzie Motion Day Judge Batzer Referee Evid Hrsg	3 Manistee Referee	4 CLOSED Legal Holiday	5 Benzie Motion Day Family Division	6
7	8 Manistee Motion Day Judge Batzer Manistee Probate	9 Benzie Motion Day Judge Batzer Referee Evid Hrsg	10 Manistee Trials Judge Batzer Manistee Referee	11 Manistee Motion Day Judge Brunner Benzie Referee	12 Manistee Evid Hrsg Judge Brunner	13
14	15 Manistee Motion Day Judge Batzer Manistee Probate	16 Benzie Motion Day Judge Batzer ADR Referee Evid Hrsg	17 Benzie Trials Judge Batzer Manistee Referee	18 Manistee Motion Day Judge Brunner Benzie Referee	19 Benzie Motion Day Family Division	20
21	22 Manistee Motion Day Judge Batzer Manistee Probate	23 Benzie Motion Day Judge Batzer Manistee FOC Show Cause Hrsg	24 Manistee Trials Judge Batzer/ Benzie Trials Family Division Manistee Referee	25 Manistee/Benzie Family Div Trials/ Evid Hrsg Manistee Probate Trials Benzie Referee	26 Manistee/Benzie Family Div Trials/ Evid Hrsg con't Manistee Probate Trials con't	27 *Calendar is subject to change
28	29 Manistee Motion Day Judge Batzer Manistee Probate	30 Benzie Motion Day Judge Batzer Referee Evid Hrsg	31 Benzie Trials Judge Batzer			

SEPTEMBER, 2013 19th JUDICIAL CIRCUIT, MANISTEE and BENZIE COUNTIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 CLOSED Legal Holiday	3 Benzie Motion Day Judge Batzer	4 Benzie Trials Judge Batzer	5 Manistee Motion Day Judge Brunner	6 Benzie Motion Day Family Division	7
8	9 Manistee Motion Day Judge Batzer Manistee Probate	10 Benzie Motion Day Judge Batzer Referee Evid Hrsg	11 Manistee Trials Judge Batzer Manistee Referee	12 Manistee Motion Day Judge Brunner Benzie Referee	13 Manistee Evid Hrsg Judge Brunner	14
15	16 Manistee Motion Day Judge Batzer Manistee Probate	17 Benzie Motion Day Judge Batzer ADR Referee Evid Hrsg	18 Benzie Trials Judge Batzer Manistee Referee	19 Manistee Motion Day Judge Brunner Benzie Referee	20 Benzie Motion Day Family Division	21
22	23 Manistee Motion Day Judge Batzer Manistee Probate	24 Benzie Motion Day Judge Batzer Manistee Referee Show Cause Hrsg	25 Manistee Trials Judge Batzer/ Benzie Family Division Trials Manistee Refere	26 Manistee/Benzie Family Div Trials/ Evid Hrsg Manistee Probate Trials Benzie Referee	27 Manistee/Benzie Family Div Trials/ Evid Hrsg con't Manistee Probate Trials con't	28 *Calendar is subject to change
29	30 Manistee Motion Day Judge Batzer Manistee Probate					

NOVEMBER, 2013 19th JUDICIAL CIRCUIT, MANISTEE and BENZIE COUNTIES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Benzie Motion Day Family Division	2
3	4 Manistee Motion Day Judge Batzer	5 Benzie Motion Day Judge Batzer	6 Manistee Trials Judge Batzer	7 Manistee Motion Day Judge Brunner	8 Manistee Evid. Hrsg Judge Brunner	9
	Manistee Probate	Referee Evid. Hrsg	Manistee Referee	Benzie Referee		
10	11 CLOSED Legal Holiday	12 Benzie Motion Day Judge Batzer	13 Benzie Trials Judge Batzer	14 Manistee Motion Day Judge Brunner	15 Benzie Motion Day Family Division	16
		Referee Evid Hrsg	Manistee Referee	Benzie Referee		
17	18 Manistee Motion Day Judge Batzer	19 Benzie Motion Day Judge Batzer	20 Manistee Trials Judge Batzer	21 Manistee/Benzie Family Div Trials/ Evid Hrsg	22 Manistee/Benzie Family Div Trials/ Evid Hrsg con't	23
	Manistee Probate	ADR Referee Evid Hrsg	Benzie Family Division Trials	Manistee Probate Trials	Manistee Probate Trials con't	
24	25 Manistee Motion Day Judge Batzer	26 Benzie Motion Day Judge Batzer	27	28 CLOSED Legal Holiday	29 CLOSED Legal Holiday	30 *Calendar is subject to change
	Manistee Probate	Manistee Referee Show Cause Hrsg	Manistee Referee			

**Manistee County Drain
Commissioner
Proposal**

Thom Smith

Job

- **General Clerk Services.**
- **Office organization.**
- **Organizing and evaluating drain districts.**
- **Issuing permits and guidelines.**
- **Creating ledgers, and accounts for each drainage district.**

Purpose

- The purpose is to bring my office up to drain code standers so I am able to perform my job efficiently as required.

Proposal

- At this time to operate the Drain Commissioners Office it requires the bare minimum of 25,000.00\$ for clerk and other office fees. As stated in the Drain Code Law statute 280.29 (see attachment)

515

- Clerk Fees at Estimated 15-20 hours a week 8,252.40\$
- A Budget increase on Contracted Services of 6,000.00\$
- A budget increase on office supplies of 1,000.00\$
- An estimated total of 25,000.00\$

280.26 Deputy drain commissioner; salary, expenses, reports to drain commissioner.

Sec. 26. Each deputy commissioner shall receive such salary or compensation as the board of supervisors shall allow and all traveling expenses actually and necessarily spent by him in the discharge of his duties as prescribed in this act; he shall make a report to the commissioner of all work performed by him on or before the first Saturday of each month and an annual report on or before the second Wednesday in September of each year.

HISTORY: New 1966, p. 51, Act 40, Imd. Eff. Mar. 29.

280.27 Supplies; blank applications, office, location, hours.

Sec. 27. County clerks, or the board of auditors in counties having such boards, shall be authorized, and it shall be their duty to procure, at the expense of their respective counties, the necessary books, blanks and stationery for the use of said commissioners, and each commissioner shall furnish upon request blank applications or petitions to any person who may desire to file the same under this act. The office of the commissioner shall be furnished at the expense of the county by the board of supervisors, or county seat, in which said office said commissioner shall be and remain at least 1 day per week, such day to be painted on the door of the commissioner's office and printed or stamped on his stationery.

HISTORY: New 1966, p. 51, Act 40, Imd. Eff. Mar. 29.

280.28 Drain commissioner; salary, expenses, payment.

Sec. 28. Each commissioner shall receive an annual salary to be paid as other county officers are paid, the amount thereof to be fixed by the board of supervisors on or before October 31 of each year in the same manner as the salaries of other county officers are fixed and may be increased but shall not be decreased during his term of office, and in addition thereto shall be allowed his actual necessary expenses, including traveling expenses incurred in the discharge of the duties of his office, and also including all actual and necessary expense for clerk hire and recording by the board of supervisors or board of county auditors to be paid by the county. Such expense account shall be an itemized account and verified by his oath taken before a proper officer. The amounts paid to the commissioner for his salary and expenses shall be in full for all services rendered by him and all expenses incurred in the performance of the duties of his office.

HISTORY: New 1966, p. 51, Act 40, Imd. Eff. Mar. 29; Am. 1966, p. 129, Act 73, Imd. Eff. Nov. 15.

280.29 Surveys; use of books, equipment, field notes, profiles, blueprints, specifications, estimates, engineers.

Sec. 29. The county shall furnish the commissioner with all necessary books and papers for use in the survey, and such office equipment as shall be necessary in making profiles, blueprints and specifications in any drainage district. The surveyor or engineer shall file with the commissioner all field notes, blueprints, profiles, estimates and all other papers in his possession relating to said drain. The board of supervisors of any county may employ an engineer who shall perform under this act the services required to be performed by an engineer or surveyor.

HISTORY: New 1966, p. 51, Act 40, Imd. Eff. Mar. 29.

Sec. 30. It shall be the duty of each commissioner to make and keep a full financial statement of each drainage district. The commissioner shall also make and keep in his office in a book to be provided for that purpose a complete record of each drainage district, which record shall include a copy of the application for laying out and designing such district, of the petition for the drain, of the minutes of the survey, of the releases of the right of way where the same have been released, of the orders of determination of the necessity for and of the establishment of the drain, and of the appointment and assessment of benefits therefor. Where special commissioners have been called, it shall also contain a copy of the application to the probate court, of the return of the special commissioners and of all other papers in his office necessary to show a complete history of each drainage district, all of which said original papers shall then be enrolled and filed in the office of the county drain commissioner. No drain tax shall be spread until all the records required have been deposited and filed in the office of the county drain commissioner.

HISTORY: New 1964, p. 51, Act 40, Imd. Eff. Mar. 29.

280.31 Annual report; financial statement to supervisors; reports to director of agriculture; liability on bond.

Sec. 31. Every commissioner shall make a report to the board of supervisors at their annual meeting in October of each year of all drainage districts laid out, all drains constructed, finished or begun under his supervision during the year ending October first, and he shall also render to them a full financial statement of each drainage district. He shall also make such reports and furnish such information as the director of agriculture shall request. The reports required by this section shall include an itemized statement of all orders issued on account of each and every drainage district and a debit and credit balance of such district fund. The commissioner shall be liable on his bond for any gross neglect of duty or any misapplication of money's coming under his control as commissioner.

HISTORY: New 1964, p. 52, Act 40, Imd. Eff. Mar. 29.

280.32 Drain commissioner; social security; agreement for coverage; apportionment.

Sec. 32. The board of supervisors of each county having a drain commissioner may adopt a resolution authorizing the county to enter into an agreement with the secretary of health, education and welfare pursuant to the provisions of Act No. 205 of the Public Acts of 1951, as amended, being sections 38.851 to 38.870 of the Compiled Laws of 1948, to allow the drain commissioner and all the employees of the drain commissioner's office to obtain the benefits provided by the federal social security act. The funds necessary for this coverage shall be appropriated from the county general fund or from the revolving drain fund.

HISTORY: Add. 1966, p. 130, Act 106, Imd. Eff. Jun. 22.

280.33 Salary of commissioner, deputy commissioner, clerks, and employees; payment from general fund.

Sec. 33. The salary of the commissioner, deputy commissioner, and clerks and employees of the drain commissioner's office shall, except as otherwise provided in this act, be paid from the general fund of the county in the same manner and at the same time as other county employees are paid.

HISTORY: Add. 1966, p. 131, Act 107, Imd. Eff. Dec. 15.

BUDGET REQUEST QUESTIONNAIRE

Please provide all information requested below and return to the Manistee County Controller/ Administrator's Office, Courthouse, 415 Third Street, Manistee, MI 49660, no later than Monday, June 17, 2013. Please provide the County with a copy of your anticipated 13/14 budget, if available. Attach any other supporting documents which may be helpful to the County's budget process.

NAME AND ADDRESS OF COUNTY FUNDED AGENCY:

~~Manistee~~ Manistee County Agriculture Society
 7587 1st. Street
 Onkarna, MI 49665

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Sharon M. McCortley/Treasurer
 (231) 889-5782

1) What is the total amount of your 13/14 budget request from Manistee County?

\$ 10,000.00

2) How have you calculated the budget request listed above? (Please be specific):

3) How will the County's appropriated funds be used by your agency in 13/14? (Please be specific):

paint merchant building, grounds and
 track maintenance

4) What percentage of your agency budget is provided by the County? _____%

5) What is your agency's source of any additional funding? _____

winter storage

RECEIVED
 JUN 26 2013

6) What is your fiscal year? Nov 1 - Oct 31

7) Please explain the need for any requested increase from the 2012/13 County appropriation?

N/A

8) In an effort to provide Commissioners and the public with a clear understanding of your agency, please provide a brief overview of your agency's functions and operations. (Attach additional sheets if necessary).

Committed to providing an annual county
fair for the purpose of exhibition of livestock,
produce + handicraft, as well as the
family oriented entertainment in a wholesome
environment.

6-3

Thomas D. Kaminski

From: Karl Waitner [k-dub1972@live.com]
Sent: Thursday, September 05, 2013 9:05 AM
To: Thomas D. Kaminski; cpmakj40@aol.com
Subject: Message to Ways & Means Committee

Fellow Commissioners,

I am writing this letter in full support of putting \$10,000 back in the budget for the Manistee County Fair Board.

This small group of people are some of the most dedicated volunteers I have ever seen and I am proud to serve with them. Beyond the monthly meeting, many of them take their personal vacations and stay right at the fairground for the entire fair. They do this by choice, because they care that deeply about 4-H, the kids, and the tradition of the Manistee County Fair. With out the county's financial support, the fair would likely not happen next year. All of the maintenance performed on buildings, grounds, trucks or equipment happens on their personal time, again all volunteer help. This brings up the fact that Manistee County owns the fair grounds. How can we as a Board of Commissioners expect all of this upkeep for free? If we had to hire someone to do all this work we would be farther behind then 10K. A part time (20) hour per week worker at \$10 per hour would be \$10,400 without fringe. Furthermore, it is billed as The Manistee County Fair. We all know that the fair board is not a county board, but the fair is held at a County Property. Why wouldn't we want to support something that has our name on it and happens in our house?

My hope would be that you recommend the reinstatement the full \$10,000. If you don't see clear to do that, I would suggest weaning it back over several years. Possibly \$8k for two years then \$6k and so on.

For whatever reason we started to fund the monies, we kept funding it for years. I don't believe we can reasonably expect anyone to conduct the same business year after year after cutting a budget to zero.

Thank you for your consideration.

Respectfully submitted,

Karl R. Waitner C.F.B.E.

5th District County Commissioner

402 Parkdale Ave

Manistee, MI 49660 | cell 231.907.2725



9/5/2013