



Manistee County Board of Commissioners

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

CHAIRPERSON
Jeffrey Dontz
VICE-CHAIRPERSON
Brook Shafer

Mark Bergstrom
Karen Goodman
Ken Hilliard
Alan Marshall
Richard Schmidt

CLERK

Jill Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231)398-3504

COUNTY BOARD OF COMMISSIONERS STUDY SESSION

Friday, June 17, 2016
1:00 p.m.

Board of Commissioners Meeting Room
415 Third Street, Manistee, MI

MINUTES

Members Present: Jeff Dontz, Chairperson, Mark Bergstrom, Ken Hilliard, Karen Goodman (1:20 p.m.), Alan Marshall, Richard Schmidt and Brook Shafer.

Members Absent: None

Others Present: Tom Kaminski, County Administrator/Controller; Lisa Sagala, Human Resources Manager/Asst. County Administrator; Russ Pomeroy, County Treasurer; Cameron Clark, Director of Youth Services; Connie Krusniak, Friend of the Court; Jon Hauswirth; Asst. County Prosecutor; Bruce Schimke, Maintenance Supervisor; Chris Banicki, Asst. Jail Administrator; Captain Steve Pizzala, Jail Administrator; Ken Falk, Emergency Management Coordinator; Jill M Nowak, County Clerk

The Study Session was called to Order by Chairman Dontz at 1:00 p.m.

Pledge of Allegiance

Invocation was given by Mr. Bergstrom

Roll Call – All members present except Ms. Goodman (arrived at 1:20 p.m.)

Public Comment – None

Discussion and review of a FY 2016/17 recommended budget as prepared by County Administration.

Mr. Kaminski distributed the 2016/17 County Budget Outline dated Friday, June 17, 2016 (Appendix A), a packet of FY 2016/17 Appropriation Budget Request Forms (Appendix B), and proposed Revenue and Expense budget reports for the General Fund with calculations as of May 31, 2016.

Mr. Kaminski reviewed and explained each page of the 2016/17 County Budget Outline. He described the process he uses to create the proposed budget and his reasoning for including or excluding certain requests and recommendations and how he came to those decisions.

If the General Fund budget were adopted as is, it would be \$15,985 higher than the current FY 2015/16 budget, and would require a budgeted use of fund balance totaling \$181,988, as compared to \$172,751 budgeted use of fund balance in FY 2015/16. However, in the last 7+ years, no fund balance has had to be used.

It was noted that the Millage Rate for 2017 is estimated at 5.5000 mills, the same amount since 2012. This will be voted on by voters at the August 2, 2016 Primary Election. The taxable value for 2015/16 had an estimated increase of 0%. However, the actual value came in at -2.25% + .72 w/personal property. This is due to the State deducting the Personal Property taxes and will reimburse the County for some of it. The other reimbursement portion will come from delinquent property taxes which should break even. In 2016/17, Taxable Value is projected at 1%. It was also noted historically, taxable value is growing slowly yet tax revenue growth is stagnant. This is partially due to the new Personal Property Tax laws that have been passed. It was also noted that there are some fund balances that have been restricted for legal fees, technology and elections. These funds can be used for those purposes if needed.

Mr. Kaminski received recent news that insurance rates are increasing by 16% (12% increase + 4% tax). Even though this seems high, some rates are increasing 30%-50%. Ms. Sagala will be meeting with 44 North and to review plans and other options that may be available to keep costs down. Mr. Kaminski included in the budget outline different estimated scenarios regarding possible wage increases. Other items discussed in the proposed budget outline were retirement contributions, additional personnel, proposals from the Sheriff's Office regarding personnel scenarios at the Jail and Courthouse security along with other various budget related issues.

Mr. Kaminski was given direction on numerous items to adjust and return with another outline for the next Budget Study Session which is scheduled for Friday, July 15, 2016 at 10:00 a.m. in the County Board of Commissioners Room.

MISCELLANEOUS BOARD MEMBER COMMENTS

None.

Adjourn at the Call of the Chair at 3:10 p.m.

Jim M. Newick Clerk

2016/17 COUNTY BUDGET OUTLINE
Friday, June 17, 2016

TOTAL GENERAL FUND REQUESTED REVENUES (Pages 1 - 32) =		\$10,434,815
TOTAL GENERAL FUND REQUESTED EXPENSES (Pages 33 - 98) =		\$11,696,791

Surplus/(Deficit)	=	<u>(\$1,261,976)</u>
TOTAL RECOMMENDED REVENUES (Pages 1 - 32)	=	\$10,660,663
TOTAL RECOMMENDED EXPENSES (Pages 33 - 98)	=	\$10,842,651

Surplus/(Deficit)	=	<u>\$181,988</u>

(Note: If this General Fund budget were adopted, it would be \$15,985 higher than the current FY 2015/16 budget, and would require a budgeted use of fund balance totaling \$181,988, as compared to \$172,751 budgeted use of fund balance in FY 2015/16.)

TAX INFORMATION:

A. Millage Rates:	2006 actual =	5.2412 mills
	2007 actual =	5.4615 mills
	2008 actual =	5.4615 mills
	2009 actual =	5.4615 mills
	2010 actual =	5.4615 mills
	2011 actual =	5.4615 mills
	2012 actual =	5.5000 mills
	2013 actual =	5.5000 mills
	2014 actual =	5.5000 mills
	2015 actual =	5.5000 mills
	2016 actual =	5.5000 mills
	2017 (estimated) =	5.5000 mills

B. Taxable Value:

2005 actual =	\$897,352,727	
2006 actual =	\$961,141,383	+\$58,582,766 +6.98%
2007 actual =	\$1,027,592,080	+\$63,788,656 +7.11%
2008 actual =	\$1,067,328,084	+\$66,450,697 +6.91%
2009 actual =	\$1,104,958,012	+\$39,736,004 +3.87%
2010 actual =	\$1,100,322,048	+\$37,629,928 +3.53%
2011 actual =	\$1,094,697,430	(-\$4,635,964) (-0.41%)
2012 actual =	\$1,094,697,430	(-\$5,624,618) (-0.51%)
2013 actual =	\$1,090,060,426	(-\$4,637,004) (-0.42%)
2014 actual =	\$1,094,402,538	+\$4,342,112 +0.40%
2015 actual =	\$1,105,413,508	+\$11,010,970 +1.01%
2016 actual =	\$1,114,882,633	+\$9,469,125 +0.86%
2016 actual =	\$1,089,819,884	(-25,062,749) -2.25% or + .72% w/personal property

(Note: For 2015/16 budget, the estimated increase was 0%.0

2017 estimated = \$1,100,718,083 (+\$10,898,199; 1%) (Note: See complete calculation prepared by the County Treasurer under APPENDIX A. This calculation is an estimate because actual taxable value will not be known until April 2017. This calculation also includes the projected loss in personal property tax value, which is partially reimbursed and is also shown below and under APPENDIX A.)

C. 2017 Estimated Tax Revenue:

\$1,100,718,083 x .0055000	=	\$6,053,949
Plus 2017 IFT Value Estimate	=	\$28,260
Less 2017 Renaissance Zone Value Estimate	=	(\$20,199)
Less 2017 DDA Capture Revenue Estimate	=	(\$109,008)
Less 2017 Brownfield Value	=	(\$972)
Plus DNR PILT Revenue	=	\$16,085
Plus Personal Property tax Revenue Reimbursement Estimate =		<u>\$274,415</u>
Total estimated 2017 Tax Revenue =		<u>\$6,242,530</u>

(APPENDIX A)

D. GENERAL FUND BUDGET HISTORY:

	<u>Budgeted</u>	
2008/09	\$10,195,534	
2009/10	\$10,204,430	
2010/11	\$10,010,225	
2011/12	\$ 9,914,866	
2012/13	\$10,270,566	
2013/14	\$10,486,505	
2014/15	\$10,637,649	(Includes a \$129,822 budgeted use of fund balance) (Was not required at year end.)
2015/16	\$10,826,666	(Includes a \$172,751 budgeted use of fund balance)
2016/17	\$10,842,641	(Admin. First found estimates. Includes a \$181,988 budgeted use of fund balance)

E. Budget balancing process:

- 1) All revenues were reviewed and revised using best estimates and considering adjusted salary and fringe benefit reimbursements.
- 2) All wages were adjusted to current rates (0%), except for those individuals scheduled to receive a step increase, or pursuant to a labor agreement. All GEA Union employees are budgeted for 1% wage increases pursuant to agreement. The Elected Sheriff, Treasurer and Prosecuting Attorney position salaries are budgeted at the minimum rate until a salary is determined based on the upcoming election. Funds for these adjustments have been budgeted in a separate Wage Contingency line item.

All fringe benefits have been budgeted based on current information available. The health insurance premium is budgeted tentatively to increase 9% in FY 2016/17. County Administration should be receiving actual renewal rates within the next week. It is our hope that rates will come in significantly lower than 9%, which will decrease budgeted expenses, and lower the employee/Elected Official co-pay, which is also budgeted at 9% of annual premium. This is the

current co-pay paid by employees/Elected Officials.

The retirement contribution by the County is tentatively budgeted at a percentage of payroll that is 2% higher than required which would enable the County to pay extra on its unfunded liability. In the general fund this amounts to approximately \$9,389. This will most likely need to be removed from the budget.

The unemployment funding may also be removed from the budget if it is determined that there is sufficient funding in the unemployment fund.

It should be noted that many wage and fringe benefit related changes also may affect revenues.

- 3) The following Personnel related items were removed from the estimated General Fund budget:
- A) 3% wage increases requested by the County Clerk's Office were removed from the budget. (Page 50-51)
 - B) A wage contingency of \$272,952 was reduced to \$62,874. This wage contingency was initially budgeted to include the following:
 - AA) Wage and Fringe benefit estimated expenses to provide 2% wage increases to all General Fund employees and Elected Officials with the exception of GEA Union employees and the County Controller position, which is already budgeted at 1% = \$86,440
 - BB) The difference between minimum and current salaries for five (5) Elected Official positions with wage related fringes = \$94,223
 - CC) Potential FLSA requirements with wage related fringes = \$92,289
 - TOTAL = \$272,952

The reduction to \$62,874 includes the removal of all the above, except for the Prosecuting Attorney position, County Treasurer position, and the Sheriff position wage/fringe differences explained above in item BB.

The following is an estimate of the additional net expense required to award wage increases to all General Fund employees and Elected Officials with the exception of the GEA Union and the County Controller position:

<u>1% (81 employees/Elected)</u>		<u>1.5% (81 employees/Elected)</u>	
Wage =	\$34,575	Wage =	\$51,865
Fringe est (25%) =	<u>\$8,644</u>	Fringes est (25%) =	<u>\$12,966</u>
Total =	<u>\$43,219</u>	Total =	<u>\$64,831</u>
<u>2% (81 employees/Elected)</u>		<u>2.5% (81 employees/Elected)</u>	
Wage =	\$69,152	Wage =	\$86,440
Fringe est (25%) =	<u>\$17,288</u>	Fringe est (25%) =	<u>\$21,610</u>
Total =	<u>\$86,440</u>	Total =	<u>\$108,050</u>

(Note: The POLC Sheriff/Jail employees labor contract expires on 9/30/16. Negotiations are

beginning this summer.)

- C) A request from the Building and Grounds Dept. #265 (Page 61-62) to add a part-time (20 hrs. per week) custodian, was eliminated from the estimated budget:

Wage expense =	\$11,344
Fringe expense =	<u>\$3,052</u>
Total =	<u>\$14,396</u>

- D) A proposal from the Sheriff, which affects the Sheriff Dept. #301 budget (pages 72-74) and the Sheriff Court Security Dept #307 (page 77), was eliminated from the estimated budget. The proposal and cost is outlined below:

Current Sheriff #301 Personnel staffing and budget:

A) Sheriff (1)	=	\$57,031 min
B) Undersheriff (1)	=	\$61,248
C) Admin. Asst.	=	\$40,934
D) Clerk (1)	=	\$34,590
E) Sergeants (3)	=	\$153,379
F) Deputies (5)	=	\$230,506*
G) Overtime	=	\$70,000*
H) Holidays	=	\$13,288*
I) Fringe benefits	=	\$371,918*
J) Shift Diff & Cleaning Allow.	=	<u>\$8,000*</u>
TOTAL =		<u>\$1,040,894</u>

Current Sheriff Court Security #307 Personnel Staffing and budget:

A) Deputy (1)	=	\$48,194
B) P.T. Bailiffs	=	\$77,388*
(1 P.T. 16 hours per week)		
(2 P.T. 24 hours per week)		
(1 P.T. 8 hours per week)		
C) Overtime	=	\$1,000*
D) Holidays	=	\$556*
E) Fringe benefits	=	\$47,259*
F) Shift Diff. & Cleaning Allow.	=	<u>\$2,500*</u>
TOTAL =		<u>\$176,897</u>

TOTAL PERSONNEL EXPENSE		
BOTH BUDGETS	=	<u>\$1,217,791</u>

(Note: This amount budgeted in FY 2016/17 estimated budget)

FY 2016/17 Sheriff #301 Personnel Proposal:

A) Sheriff (1)	=	\$57,031 min
B) Undersheriff (1)	=	\$61,248
C) Admin. Asst.	=	\$40,934
D) Clerk (1)	=	\$34,590

E) Sergeants (3)	=	\$153,379
F) Deputies (6)	=	\$278,699*
G) Overtime	=	\$35,000*
H) Holidays	=	\$14,957*
I) Fringe benefits	=	\$397,903*
J) Shift Diff & Cleaning Allow.	=	<u>\$8,900*</u>
TOTAL	=	<u>\$1,082,641</u>

FY 2016/17 Sheriff Court Security #307 Personnel Proposal:

A) Deputy (0)	=	\$ 0*
B) P.T. Bailiffs	=	\$115,240*
(1 P.T. 16 hours per week)		
(4 P.T. 24 hours per week)		
C) Overtime	=	\$0*
D) Holidays	=	\$0*
E) Fringe benefits	=	\$21,385*
F) Shift Diff. & Cleaning Allow.	=	<u>\$2,000*</u>
TOTAL	=	<u>\$138,625</u>

TOTAL PERSONNEL EXPENSE		
BOTH BUDGETS		
(SHERIFF PROPOSAL)	=	<u>\$1,221,266</u>

Total additional expense to implement
the Sheriff's proposal = \$3,475

Benefits of this proposal:

- 1) Additional current Deputy on Road
- 2) Overtime reduction
- 3) 1 additional P.T. Bailiff currently not employed
- 4) Additional hours for 1 P.T. Bailiff
- 5) Improves scheduling
- 6) Other?

E) Sheriff Jail Dept #351 Proposal (Page 84-85):

The current FY 2015/16 budget included hiring the equivalent of 1.5 new employees to serve as Corrections Technicians (1 F.T. Technician hired 10/1/15, 1 F.T. Technician hired 4/1/16). These Technicians were approved subject to County Jail revenue in the amount of \$102,200 being realized from housing State inmates (Page 29). That program never materialized, however, the County Jail began housing Wexford County inmates and the Jail has earned revenue from this program in excess of \$50,000 through May 2016. One of the two Technicians has been hired and is currently employed by the Sheriff. The second Technician has not yet been hired. The estimated FY 2016/17 budget does not include this second technician position even though it was 50% approved in FY 2015/16.

Listed below is a proposal from the Sheriff for Jail staffing in FY 2016/17:
(Note: This proposal includes revenue budgeted from housing Wexford County inmates in the amount of \$87,700).

Current Jail #351 Personnel Staffing and budget:

A-6

A) Corrections – Lt. (1)	=	\$54,596
B) Corrections – Sergeant (2)	=	\$89,253
C) Corrections Officers (9)	=	\$365,622*
D) Corrections Technician (1)	=	\$28,662*
E) Overtime	=	\$55,000*
F) Holidays	=	\$16,738*
G) Fringe Benefits	=	\$334,817*
H) Shift Diff. & Cleaning Allow.	=	<u>\$11,200*</u>
TOTAL =		<u>\$955,888</u>

(Note: This amount budgeted in FY 2016/17 estimated budget)

FY 2016/17 Sheriff-Jail #351 Personnel Proposal:

A) Corrections – Lt. (1)	=	\$54,596
B) Corrections – Sergeant (2)	=	\$89,253
C) Corrections Officers (10)	=	\$400,171*
D) Corrections Technician (1)	=	\$25,917*
E) Overtime	=	\$55,000
F) Holidays	=	\$17,839*
G) Fringe Benefits	=	\$361,404*
H) Shift Diff. & Cleaning Allow.	=	<u>\$12,100*</u>
TOTAL =		<u>\$1,016,280</u>

Total additional Expense to implement the Sheriff's Jail proposal	=	<u>\$60,392</u>
---	---	-----------------

Benefits of this proposal:

- 1) 1 additional Corrections Officer from current staff
- 2) Maintain 1 Corrections Technician (new hire)
- 3) Increases total Corrections staff by 1 employee
- 4) An alternative would be to hire the second Corrections Technician and leave the number of Corrections Officers at the same staffing levels which was the intent in the FY 2015/16 budget. This would cost the FY 2016/17 budget an additional \$52,945. (Actually 50% of this amount since 50% of the cost is in the current FY 2015/16 budget.)

F) Another personnel related change within the FY 2016/17 estimated budget is the additional cost of the Controller/Administrator Dept #172 (Page 48-49) personnel budget, which will now be responsible for 100% of the Financial Assistant's Wage and Fringe benefit expense. This is because the MSHDA Housing grant may no longer be available to the County. In FY 2015/16, the Housing fund #279 covers 5 hours per week of this wage and fringe expense. The additional expense of the Finance Asst. position at 100% general fund is \$9,150. It is currently included in the estimated FY 2016/17 budget. This arrangement saved money in the general fund since the retirement of the Housing Program Administrator several years ago, but may no long be possible.

4) Other FY 2016/17 Budget related issues:

- A) The MMRMA Net Asset Reimbursement of \$145,214 in FY 2015/16, and \$134,601 in the estimated FY2016/17 budget is being used as general revenue to balance the budget. (Not guaranteed and not sustainable long term.) (Page 12)
- B) Miscellaneous revenues such as Casino P.I.L.T., and other various grant revenues continue to decline or remain the same from year to year. County Treasurer revenue down \$102,014 from FY 2015/16, which is somewhat caused by budget estimates for Tax Revenue. (Pages 1 - 32)
- C) Still need to work on various revenues such as CRP Contract revenue, Court funding reimbursement, etc.
- D) No funding for needed Capital projects. (Sheriff roof, etc.) (Page 62)
- E) No additional funding budgeted for transfer to the Child Care Fund (Same as FY 2015/16 which is \$40,000) (Page 44)
- F) Increased utility cost in Jail for Sewer expenses which are estimated to cost approx. \$24,000 per year. (Short term expense and long term savings) (Page 62)
- G) FY 2016/17 increase in Building Authority Bond payment from \$167,500 to \$173,390. (Page 62)
- H) All Fund Transfers and Appropriations budgeted at FY 2015/16 levels unless contractually obligated to change (See APPENDIX B & C)
- I) Information/Technology budget reduced from \$492,223 requested, to \$370,000 which is current FY 2015/16 level of funding. Budget still needs work. (Page 53)
- J) No Contingency budgeted for FY 2016/17 (Page 34)
- K) District Court #136 and District Court Probation #137 budgets are combined at the request of the Court. (Pages 37 - 40)
- L) Social Worker expense in Jail budget increased for FY 2016/17 (Page 85)
- M) The good news is that the General Fund budget in its current state, will balance with a transfer from fund balance of \$181,988, which is only \$9,237 more than what is budgeted in the current budget. The bad news is that wages, Capital improvements, Appropriations, Personnel requests, etc., have not yet been considered which could raise this number substantially.

Thomas D. Kaminski
County Controller/Administrator
June 15, 2016

(APPENDIX A-8)

PROPERTY TAX REVENUE ESTIMATE

ESTIMATED MILLAGE RATE FOR 2017 = 5.5000

2017 ESTIMATED TAXABLE VALUE = 1,089,819,884 X 1.01 (.5% INFLATION FACTOR)
AND PLUS .5% TAXABLE VALUE ADDITIONS/LOSSES. SO THE 2017 TAXABLE
VALUE IS ESTIMATED AT 1,100,718,083

2017 TAXABLE VALUE	1,100,718,083	X	0.0055000	\$	6,053,949
ADD 2017 IFT VALUE	10,276,400	X	0.00275000	\$	28,260
LESS 2017 REN ZONE VALUE	3,672,500	X	0.0055000	\$	(20,199)
	25%			\$	-
LESS 2017 DDA VALUE	19,819,668	X	-0.0055	\$	(109,008)
LESS 2017 BROWNFIELD VALUE	176,679		-0.0055	\$	(972)
ADD DNR PILT VALUE	2,994,392	X	0.0053716	\$	16,085

TOTAL 2017 TAX REVENUE ESTIMATE

\$ 5,968,115

REIMBURSEMENT FOR PERSONAL PROPERTY TAX
100% REIMBURSEMENT 49,893,667 X 0.0055000

\$ 274,415

2016 TAX REVENUE BASED ON REPORTS FROM BS&A TAX PROGRAM

TOTAL = 6,242,530

COUNTY OPERATING INCLUDING IFT & REN ZONE		\$	-
LESS BROWNFIELD CAPTURE	MANISTEE TWP	\$	(967)
LESS DDA CAPTURE	CITY	\$	(48,942)
	FILER	\$	(60,067)
DNR PILT REVENUE		\$	16,085
TOTAL 2016 TAX REVENUE ESTIMATE		\$	(93,890)
2016 BUDGETED TAX REVENUE		\$	5,856,580
DIFFERENCE		\$	(5,950,470)

APPROPRIATIONS

(All are listed on page 98 of the General Fund worksheet.)

NAME	2014/15 ACTUAL	2015/16 BUDGET	2016/17 REQUEST	2016/17 DRAFT RECOMMEND
A. District Health Department	\$155,949	\$155,949	\$159,068	\$155,949
B. Mental Health	\$156,297 + Sheriff contract of \$51,205	\$157,891+ Sheriff contract of \$52,230	\$163,857 + Sheriff contract of \$61,079	\$157,891 + Sheriff contract of \$61,079
C. Substance Abuse	\$108,324	\$52,080	\$58,391	\$58,391
D. Fair Board	\$10,000	\$10,000	\$8,000	\$8,000
E. MRA	\$2,750	\$2,750	\$2,750	\$2,750
F. Conservation District	\$0	\$0	\$0	\$0
G. Networks Northwest	\$4,174	\$4,174	\$4,174	\$4,174
H. Area Agency on Aging	\$4,203	\$4,203	\$4,203	\$4,203
I. HSCB	\$3,000	\$3,000	\$3,000	\$3,000
J. Alliance for Economic Success	\$90,768	\$90,768	\$90,768	\$90,768
K. Hazardous Waste Collection	\$7,000	\$7,000	\$7,000	\$7,000
L. 2-1-1	\$3,000	\$3,500	\$3,500	\$3,500
M. JAWS OF LIFE	\$0	\$0	\$5,000	\$0
TOTAL	\$596,670	\$543,545	\$570,790	\$556,705

The following transfers to other funds have been budgeted:

FUND	2014/15 ACTUAL	2015/16 BUDGET	2016/17 REQUEST	2016/17 DRAFT RECOMMEND
A. Airport Fund (Pg. 34)	\$115,000	\$115,000	\$115,000	\$115,000
B. OPEB Trust (Pg. 34)	\$206,511	\$211,199	\$217,000	\$217,000
C. Air Photo Fund (Pg. 34)	\$0	\$0	\$0	\$0
D. Recycling Fund (Pg. 34)	\$15,000	\$20,000	\$15,000	\$15,000
E. Community Corrections Fund (Pg. 36)	\$5,562	\$7,500	\$7,500	\$7,500
F. Law Library (Pg. 36)	\$22,000	\$22,000	\$20,000	\$20,000
G. Child Care Fund (Pg. 44)	\$50,000	\$40,000	\$100,000	\$40,000
H. Capital Improvement Fund (Pg. 62)	\$7,490	\$0	\$178,228	\$0
I. Building Authority Fund (Pg. 62)	\$167,000	\$167,500	\$173,390	\$173,390
J. Law Enforcement Training Fund (Pg. 74)	\$14,000	\$0	\$0	\$0
K. Mounted Search & Rescue Fund (Pg. 74)	\$0	\$0	\$0	\$0
L. Dive Equipment Fund (Pg. 74)	\$0	\$0	\$0	\$0
M. Jail Loan Fund (Pg. 85)	\$66,667	\$66,667	\$66,667	\$66,667
N. Soldiers & Sailors Relief Fund (Pg. 94)	\$10,000	\$10,000	\$10,900	\$10,000
O. Renonumentation Fund (Pg. 96)	\$0	\$0	\$0	\$0
TOTAL	\$679,230	\$659,866	\$903,685	\$664,557

2016/17 COUNTY BUDGET OUTLINE
Friday, June 17, 2016

TOTAL GENERAL FUND REQUESTED REVENUES (Pages 1 - 32) =		\$10,434,815
TOTAL GENERAL FUND REQUESTED EXPENSES (Pages 33 - 98) =		\$11,696,791

Surplus/(Deficit) =		<u>(\$1,261,976)</u>
TOTAL RECOMMENDED REVENUES (Pages 1 - 32) =		\$10,660,663
TOTAL RECOMMENDED EXPENSES (Pages 33 - 98) =		\$10,842,651

Surplus/(Deficit) =		<u>\$181,988</u>

(Note: If this General Fund budget were adopted, it would be \$15,985 higher than the current FY 2015/16 budget, and would require a budgeted use of fund balance totaling \$181,988, as compared to \$172,751 budgeted use of fund balance in FY 2015/16.)

TAX INFORMATION:

A. Millage Rates:	2006 actual =	5.2412 mills
	2007 actual =	5.4615 mills
	2008 actual =	5.4615 mills
	2009 actual =	5.4615 mills
	2010 actual =	5.4615 mills
	2011 actual =	5.4615 mills
	2012 actual =	5.5000 mills
	2013 actual =	5.5000 mills
	2014 actual =	5.5000 mills
	2015 actual =	5.5000 mills
	2016 actual =	5.5000 mills
	2017 (estimated) =	5.5000 mills

B. Taxable Value:

2005 actual =	\$897,352,727	+\$58,582,766	+6.98%
2006 actual =	\$961,141,383	+\$63,788,656	+7.11%
2007 actual =	\$1,027,592,080	+\$66,450,697	+6.91%
2008 actual =	\$1,067,328,084	+\$39,736,004	+3.87%
2009 actual =	\$1,104,958,012	+\$37,629,928	+3.53%
2010 actual =	\$1,100,322,048	(-\$4,635,964)	(-0.41%)
2011 actual =	\$1,094,697,430	(-\$5,624,618)	(-0.51%)
2012 actual =	\$1,090,060,426	(-\$4,637,004)	(-0.42%)
2013 actual =	\$1,094,402,538	+\$4,342,112	+0.40%
2014 actual =	\$1,105,413,508	+\$11,010,970	+1.01%
2015 actual =	\$1,114,882,633	+\$9,469,125	+0.86%
2016 actual =	\$1,089,819,884	(-25,062,749)	-2.25% or +.72% w/personal property

(Note: For 2015/16 budget, the estimated increase was 0%.0

2017 estimated = \$1,100,718,083 (+\$10,898,199; 1%) (Note: See complete calculation prepared by the County Treasurer under APPENDIX A. This calculation is an estimate because actual taxable value will not be known until April 2017. This calculation also includes the projected loss in personal property tax value, which is partially reimbursed and is also shown below and under APPENDIX A.)

C. 2017 Estimated Tax Revenue:

\$1,100,718,083 x .0055000	=	\$6,053,949
Plus 2017 IFT Value Estimate	=	\$28,260
Less 2017 Renaissance Zone Value Estimate	=	(\$20,199)
Less 2017 DDA Capture Revenue Estimate	=	(\$109,008)
Less 2017 Brownfield Value	=	(\$972)
Plus DNR PILT Revenue	=	\$16,085
Plus Personal Property tax Revenue Reimbursement Estimate =		<u>\$274,415</u>
Total estimated 2017 Tax Revenue =		<u>\$6,242,530</u>

(APPENDIX A)

D. GENERAL FUND BUDGET HISTORY:

	<u>Budgeted</u>	
2008/09	\$10,195,534	
2009/10	\$10,204,430	
2010/11	\$10,010,225	
2011/12	\$ 9,914,866	
2012/13	\$10,270,566	
2013/14	\$10,486,505	
2014/15	\$10,637,649	(Includes a \$129,822 budgeted use of fund balance) (Was not required at year end.)
2015/16	\$10,826,666	(Includes a \$172,751 budgeted use of fund balance)
2016/17	\$10,842,641	(Admin. First found estimates. Includes a \$181,988 budgeted use of fund balance)

E. Budget balancing process:

- 1) All revenues were reviewed and revised using best estimates and considering adjusted salary and fringe benefit reimbursements.
- 2) All wages were adjusted to current rates (0%), except for those individuals scheduled to receive a step increase, or pursuant to a labor agreement. All GEA Union employees are budgeted for 1% wage increases pursuant to agreement. The Elected Sheriff, Treasurer and Prosecuting Attorney position salaries are budgeted at the minimum rate until a salary is determined based on the upcoming election. Funds for these adjustments have been budgeted in a separate Wage Contingency line item.

All fringe benefits have been budgeted based on current information available. The health insurance premium is budgeted tentatively to increase 9% in FY 2016/17. County Administration should be receiving actual renewal rates within the next week. It is our hope that rates will come in significantly lower than 9%, which will decrease budgeted expenses, and lower the employee/Elected Official co-pay, which is also budgeted at 9% of annual premium. This is the

CC) Potential PERS requirements with wage related fringes		<u>-----</u>
TOTAL =		<u>\$272,952</u>

A) Corrections – Lt. (1)	=	\$54,596
B) Corrections – Sergeant (2)	=	\$89,253
C) Corrections Officers (9)	=	\$365,622*
D) Corrections Technician (1)	=	\$28,662*
E) Overtime	=	\$55,000*
F) Holidays	=	\$16,738*
G) Fringe Benefits	=	\$334,817*
H) Shift Diff. & Cleaning Allow.	=	<u>\$11,200*</u>
TOTAL =		<u>\$955,888</u>

(Note: This amount budgeted in FY 2016/17 estimated budget)

FY 2016/17 Sheriff-Jail #351 Personnel Proposal:

A) Corrections – Lt. (1)	=	\$54,596
B) Corrections – Sergeant (2)	=	\$89,253
C) Corrections Officers (10)	=	\$400,171*
D) Corrections Technician (1)	=	\$25,917*
E) Overtime	=	\$55,000
F) Holidays	=	\$17,839*
G) Fringe Benefits	=	\$361,404*
H) Shift Diff. & Cleaning Allow.	=	<u>\$12,100*</u>
TOTAL =		<u>\$1,016,280</u>

Total additional Expense to implement the Sheriff’s Jail proposal	=	<u>\$60,392</u>
---	---	-----------------

Benefits of this proposal:

- 1) 1 additional Corrections Officer from current staff
- 2) Maintain 1 Corrections Technician (new hire)
- 3) Increases total Corrections staff by 1 employee
- 4) An alternative would be to hire the second Corrections Technician and leave the number of Corrections Officers at the same staffing levels which was the intent in the FY 2015/16 budget. This would cost the FY 2016/17 budget an additional \$52,945. (Actually 50% of this amount since 50% of the cost is in the current FY 2015/16 budget.)

F) Another personnel related change within the FY 2016/17 estimated budget is the additional cost of the Controller/Administrator Dept #172 (Page 48-49) personnel budget, which will now be responsible for 100% of the Financial Assistant’s Wage and Fringe benefit expense. This is because the MSHDA Housing grant may no longer be available to the County. In FY 2015/16, the Housing fund #279 covers 5 hours per week of this wage and fringe expense. The additional expense of the Finance Asst. position at 100% general fund is \$9,150. It is currently included in the estimated FY 2016/17 budget. This arrangement saved money in the general fund since the retirement of the Housing Program Administrator several years ago, but may no long be possible.

4) Other FY 2016/17 Budget related issues:

- A) The MMRMA Net Asset Reimbursement of \$145,214 in FY 2015/16, and \$134,601 in the estimated FY2016/17 budget is being used as general revenue to balance the budget. (Not guaranteed and not sustainable long term.) (Page 12)
- B) Miscellaneous revenues such as Casino P.I.L.T., and other various grant revenues continue to decline or remain the same from year to year. County Treasurer revenue down \$102,014 from FY 2015/16, which is somewhat caused by budget estimates for Tax Revenue. (Pages 1 – 32)
- C) Still need to work on various revenues such as CRP Contract revenue, Court funding reimbursement, etc.
- D) No funding for needed Capital projects. (Sheriff roof, etc.) (Page 62)
- E) No additional funding budgeted for transfer to the Child Care Fund (Same as FY 2015/16 which is \$40,000) (Page 44)
- F) Increased utility cost in Jail for Sewer expenses which are estimated to cost approx. \$24,000 per year. (Short term expense and long term savings) (Page 62)
- G) FY 2016/17 increase in Building Authority Bond payment from \$167,500 to \$173,390. (Page 62)
- H) All Fund Transfers and Appropriations budgeted at FY 2015/16 levels unless contractually obligated to change (See APPENDIX B & C)
- I) Information/Technology budget reduced from \$492,223 requested, to \$370,000 which is current FY 2015/16 level of funding. Budget still needs work. (Page 53)
- J) No Contingency budgeted for FY 2016/17 (Page 34)
- K) District Court #136 and District Court Probation #137 budgets are combined at the request of the Court. (Pages 37 – 40)
- L) Social Worker expense in Jail budget increased for FY 2016/17 (Page 85)
- M) The good news is that the General Fund budget in its current state, will balance with a transfer from fund balance of \$181,988, which is only \$9,237 more than what is budgeted in the current budget. The bad news is that wages, Capital improvements, Appropriations, Personnel requests, etc., have not yet been considered which could raise this number substantially.

Thomas D. Kaminski
County Controller/Administrator
June 15, 2016

(APPENDIX A-8)

PROPERTY TAX REVENUE ESTIMATE

ESTIMATED MILLAGE RATE FOR 2017 = 5.5000

2017 ESTIMATED TAXABLE VALUE = 1,089,819,884 X 1.01 (.5% INFLATION FACTOR)
AND PLUS .5% TAXABLE VALUE ADDITIONS/LOSSES. SO THE 2017 TAXABLE
VALUE IS ESTIMATED AT 1,100,718,083

2017 TAXABLE VALUE	1,100,718,083	X	0.0055000	\$	6,053,949
ADD 2017 IFT VALUE	10,276,400	X	0.00275000	\$	28,260
LESS 2017 REN ZONE VALUE	3,672,500	X	0.0055000	\$	(20,199)
25%	-	X	0.0055000	\$	-
LESS 2017 DDA VALUE	19,819,668	X	-0.0055	\$	(109,008)
LESS 2017 BROWNFIELD VALUE	176,679		-0.0055	\$	(972)
ADD DNR PILT VALUE	2,994,392	X	0.0053716	\$	16,085

TOTAL 2017 TAX REVENUE ESTIMATE

\$ 5,968,115

REIMBURSEMENT FOR PERSONAL PROPERTY TAX
100% REIMBURSEMENT 49,893,667 X 0.0055000

\$ 274,415

TOTAL = 6,242,530

2016 TAX REVENUE BASED ON REPORTS FROM BS&A TAX PROGRAM

COUNTY OPERATING INCLUDING IFT & REN ZONE		\$	-
LESS BROWNFIELD CAPTURE	MANISTEE TWP	\$	(967)
LESS DDA CAPTURE	CITY	\$	(48,942)
	FILER	\$	(60,067)
DNR PILT REVENUE		\$	16,085
TOTAL 2016 TAX REVENUE ESTIMATE		\$	(93,890)
2016 BUDGETED TAX REVENUE		\$	5,856,580
DIFFERENCE		\$	(5,950,470)

5/21/17
10/10/17

APPROPRIATIONS

(All are listed on page 98 of the General Fund worksheet.)

NAME	2014/15 ACTUAL	2015/16 BUDGET	2016/17 REQUEST	2016/17 DRAFT RECOMMEND
A. District Health Department	\$155,949	\$155,949	\$159,068	\$155,949
B. Mental Health	\$156,297 + Sheriff contract of \$51,205	\$157,891 + Sheriff contract of \$52,230	\$163,857 + Sheriff contract of \$61,079	\$157,891 + Sheriff contract of \$61,079
C. Substance Abuse	\$108,324	\$52,080	\$58,391	\$58,391
D. Fair Board	\$10,000	\$10,000	\$8,000	\$8,000
E. MRA	\$2,750	\$2,750	\$2,750	\$2,750
F. Conservation District	\$0	\$0	\$0	\$0
G. Networks Northwest	\$4,174	\$4,174	\$4,174	\$4,174
H. Area Agency on Aging	\$4,203	\$4,203	\$4,203	\$4,203
I. HSCB	\$3,000	\$3,000	\$3,000	\$3,000
J. Alliance for Economic Success	\$90,768	\$90,768	\$90,768	\$90,768
K. Hazardous Waste Collection	\$7,000	\$7,000	\$7,000	\$7,000
L. 2-1-1	\$3,000	\$3,500	\$3,500	\$3,500
M. JAWS OF LIFE	\$0	\$0	\$5,000	\$0
TOTAL	\$596,670	\$543,545	\$570,790	\$556,705

APPENDIX

The following transfers to other funds have been budgeted:

FUND	2014/15 ACTUAL	2015/16 BUDGET	2016/17 REQUEST	2016/17 DRAFT RECOMMEND
A. Airport Fund (Pg. 34)	\$115,000	\$115,000	\$115,000	\$115,000
B. OPEB Trust (Pg. 34)	\$206,511	\$211,199	\$217,000	\$217,000
C. Air Photo Fund (Pg. 34)	\$0	\$0	\$0	\$0
D. Recycling Fund (Pg. 34)	\$15,000	\$20,000	\$15,000	\$15,000
E. Community Corrections Fund (Pg. 36)	\$5,562	\$7,500	\$7,500	\$7,500
F. Law Library (Pg. 36)	\$22,000	\$22,000	\$20,000	\$20,000
G. Child Care Fund (Pg. 44)	\$50,000	\$40,000	\$100,000	\$40,000
H. Capital Improvement Fund (Pg. 62)	\$7,490	\$0	\$178,228	\$0
I. Building Authority Fund (Pg. 62)	\$167,000	\$167,500	\$173,390	\$173,390
J. Law Enforcement Training Fund (Pg. 74)	\$14,000	\$0	\$0	\$0
K. Mounted Search & Rescue Fund (Pg. 74)	\$0	\$0	\$0	\$0
L. Dive Equipment Fund (Pg. 74)	\$0	\$0	\$0	\$0
M. Jail Loan Fund (Pg. 85)	\$66,667	\$66,667	\$66,667	\$66,667
N. Soldiers & Sailors Relief Fund (Pg. 94)	\$10,000	\$10,000	\$10,900	\$10,000
O. Remonumentation Fund (Pg. 96)	\$0	\$0	\$0	\$0
TOTAL	\$679,230	\$659,866	\$903,685	\$664,557

FY 2016/17 APPROPRIATION BUDGET REQUEST FORMS (Page 98 of General Fund Budget)

- 1) HSCB.....Pages 1 - 7
- 2) Area Agency on Aging of N.W. Michigan.....Pages 8 - 10
- 3) Networks NorthwestPages 11 - 13
- 4) Manistee Recreation AssociationPages 14 - 18
- 5) 2-1-1Pages 19 - 36
- 6) Alliance for Economic SuccessPages 37 - 57
- 7) Centra Wellness NetworkPages 58 - 61
- 8) District Health Department #10Pages 62 - 63
- 9) Manistee County Fair BoardPages 64 - 70
- 10) Manistee Conservation DistrictPages 71 - 74
- 11) Substance AbusePages 75 - 76

B-1.

Manistee County Budget Request Questionnaire
2016/2017

Manistee County Human Services Collaborative Body
P.O. Box 611
Manistee, MI 49660



Contact Person: Sharron Lemmer, Coordinator 723-2739
HSCBManistee@gmail.com

1) 2016/17 budget request from Manistee County: \$3000

2) The budget request is based on the fee schedule for agencies to support the work of the Manistee County Human Services Collaborative Body (HSCB), as follows:

Annual Dues	
Operating Budget:	Agency's Fair Share
\$600,001 and higher	\$3000
\$400,001 to \$600,000	500
\$200,001 to \$400,000	300
\$100,001 to \$200,000	150
\$100,000 and lower	75
Individuals	20

The appropriation from Manistee County includes several entities: Board of Commissioners, 19th Judicial Circuit Court, Human Services Board, MSU Extension, Sheriff's Department and Veterans Counselor.

3) The 2016/17 appropriation will help to pay HSCB coordinator salary and other operating expenses. A list of the coordinator responsibilities is attached.

4) An appropriation of \$3000 represents 10.9% of the \$27,485 HSCB budget (attached).

5) Additional funding sources include Department of Health & Human Services through its Strong Families Safe Children initiative (\$5635) and fees from the agencies participating in the Collaborative. Our largest funders are Centra Wellness Network (\$5000), Manistee Intermediate School District (\$3000) and West Shore Medical Center (\$3000). In the past year, 20 additional agencies contributed \$4240, a slight increase over last year.

6) HSCB Fiscal Year is April 1 – March 31.

7) No increase requested.

B-2.

8) HSCB is a group of health and human service agencies and workgroups that collectively addresses Manistee County concerns and needs. Established in 1987, we are one of the oldest out of 76 county collaboratives in the state. The Collaborative includes over 70 county-wide and regional partner organizations and affiliated coalitions (see brochure for list). By meeting together regularly, relationships are built across agencies and disciplines so that doors are open and trust is established. We know each other and are quick to share resources and expertise.

In times of rapid response or strategic deliberations, we are poised to take care of business, ensuring a system of support for members of our community. A recent example of that trusted collaboration came out of our January meeting. The HSCB heard a presentation by Tom McHale from NMSAS Recovery Center, which was followed by an engaging discussion about the seriousness of substance misuse throughout our county. That morning we resolved to take action, and the Substance Education and Awareness (SEA) workgroup was formed. SEA Manistee is a diverse group that includes law enforcement, county commissioners, educators, health providers, recovery coaches, courts, Michigan Department of Corrections, youth and more. SEA has met three times and is well on its way. Centra Wellness Network is submitting a grant request to Northern Michigan Regional Entity in June for financial support of SEA. This will be instrumental in moving ahead in an organized and deliberate manner.

HSCB strives to coordinate with and support our partners' strategic plans through its workgroups and 1st Tuesday meetings that are designed around an issue relevant to these plans. Presenters from organizations, workgroups and affiliated coalitions inform and learn from the HSCB through open dialogue.

Topics that were covered in the past year include:

- Challenges to Upward Mobility – a community conversation
- Making Kids Count – using the annual data to inform and improve outcomes for youth
- Regional partners:
 - Program of All-Inclusive Care for Elderly – Grand Traverse Pavilions
 - Adoptive Families Support Network
 - NMSAS Recovery Center
 - Area Agency on Aging of Northwest Michigan
- Homelessness and Housing Needs
- Early Childhood Programs and Services
- Energy assistance programs
- Resources for improving health & wellness
 - Understanding Medicaid Services
 - Healthy Michigan Plan & Marketplace Update
 - West Shore Medical Center – State of the Hospital; Community & Population Health
 - Live Well Manistee (county health coalition), including completion of strategic plan based on Manistee County's Community Health Needs Assessment and DHD#10's Community Health Improvement Plan and ongoing conversation about what makes a healthy community
 - Northern Michigan Health Coalition – Manistee Wellness Center

B-3.

- Northwest Michigan Health Services Inc.
- Advocating for a Better Community
- Alliance for Economic Success.

HSCB recently formed two new workgroups to address community concerns:

- SEA Manistee (described above) and
- The Advocacy Team - a collective voice to influence decision-makers.

These are added to HSCB's long-standing workgroups:

- Homelessness Prevention Continuum of Care
- Early Childhood Collaboration (combined efforts of Launch Manistee, Council of the Young Child and Great Start Collaborative) and
- Live Well Manistee (formerly Manistee County Health Coalition).

Additionally, constituent agencies benefit from Memorandums of Understanding, Letters of Support, and Endorsements that often are required as an indication of collaboration when seeking grant opportunities.



Thank you for your financial support and active participation in the HSCB. Commissioner Mark Bergstrom's regular attendance is greatly appreciated. HSCB continues to thrive because of tremendous participation and involvement by so many of our community agencies.

Maximizing Partnerships. Generating Solutions.

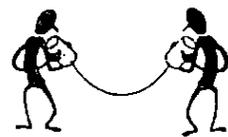
B4.



Coordinator Responsibilities



The HSCB monthly meeting is the most visible responsibility. Another noticeable task is keeping the lines of communication open, primarily through email distribution and Google group postings.



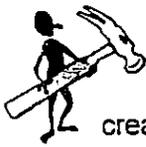
Other assignments often are accomplished behind the scenes.



Understand community-based strategies and consider role of HSCB. Connect with other coalitions, organizations and the community. Link with statewide system of community collaboratives.

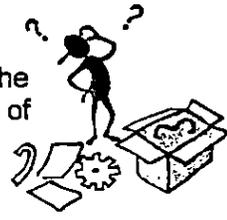


Search for local and regional agencies that are missing from the mix, especially those who are new. Meet partners that serve Manistee County, build relationships, invite participation.



Hammer out details. Follow up on tasks assigned during meetings; distribute agendas, materials and minutes. Review bylaws and operating guidelines; assure compliance; maintain HSCB records and history; report financials; create promotional pieces; upgrade technology.

Figure out how it all fits together. Be an information source for random things like meeting room ideas or how to build a better mousetrap. Support the Executive Committee and the workgroups. Ensure continuity and integration of HSCB workgroups. Facilitate meetings/discussions/strategic planning activities. Participate neutrally in the process; represent our collective interests.



Maximizing Partnerships. Generating Solutions.

B-5



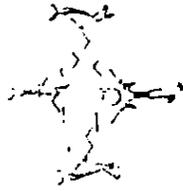
BUDGET

Year Ending March 31, 2017

<u>Support</u>		
Funder-Designated		
Strong Family Safe Children - DHHS	5,635	
Membership Dues & Appropriations	19,000	
Total Support	24,635	
<u>Uses</u>		
Staff		
Salary	23,300	[a]
Payroll Taxes & Insurance	1,785	[b]
Total Staff	25,085	
Travel/Trainings/Memberships	800	
Office Expenses/Printing/Marketing	300	
Equipment/Technology	200	
Special Programs	500	
Workgroup Support	600	
Total Uses	27,485	
Increase in Cash	(2,850)	
Projected Cash at April 1, 2016	32,311	
Cash at End of Period	\$ 29,461	[c]

- [a] Salary based on average of 16 hrs/wk; 52 wks/yr
- [b] FICA Employer Match \$1785. Unemployment insurance and Workers Compensation included in United Way coverage.
- [c] Cash Balance Guideline: HSCB will maintain a cash balance in an amount no less than next year's expected expenses.

- approved April 5, 2016



Join Us

be part of the solution.

The HSCB offers the opportunity to connect with colleagues who have common interests. Membership consists of agency representatives who have authority to commit their organization to decisions and actions. Individuals not affiliated with an agency also are welcome. All meetings are open to the public.

Generally, we meet monthly on the first Tuesday, 9:00 - 11:00 AM, at the Manistee Intermediate School District, 772 E. Parkdale Avenue.

Planning & Assessment

Community Health Needs Assessment
www.westshoremccenter.org/wsmc-chna
Community Health Improvement Plan
www.dhd10.org/health-improvement-plan
County Health Rankings
www.countyhealthrankings.org

Executive Committee

Sarah Oleniczak, Chair - District Health Dept #10
Sarah Howard, Vice Chair & Secretary - Council on Aging
Jim Scranton, Treasurer - Manistee ISD
Gerri VanAntwerp, Past Chair - Benzie Area Christian Neighbors
Chip Johnston - Centra Wellness Network
Kris Lagos - Dept. of Health & Human Services
Cheryl Wolfgram, NW Michigan Works!

Staff

Sharron Lemmer

Our Partner Organizations

19th Judicial Court
American Red Cross
Area Agency on Aging NW Michigan
Bear Lake Schools
Benzie Area Christian Neighbors (BACN)
CASMAN Academy
Catholic Community
Centra Wellness Network
Chemical Bank
Child Advocacy Center
CHOICES
City Housing Commission
City of Manistee
Council on Aging (Senior Center)
County Board of Commissioners
Department of Health & Human Services (DHHS)
Disability Network Northern Michigan
District Health Department #10 (DHD#10)
Experience Works
FiveCAP
Goodwill Veteran Homeless Prevention
KND Schools
Lighthouse Pregnancy Care Center
Little River Band of Ottawa Indians (LRBOI)
Love INC
Manistee Area Chamber of Commerce
Manistee Area Public Schools
Manistee Community Kitchen
Manistee County Community Foundation
Manistee County Friend of Court
Manistee County Library
Manistee County Transportation
Manistee Intermediate School District (ISD)
Manistee Recreation Assn (MRA)
Manistee Sheriff
MDOC Probation Parole
Meals on Wheels
Medical Care Facility
Michigan Alliance for Families
MSU Extension
National Assn of Physically Handicapped (NAPH)
Northern Healthcare Mgmt
Northwest MI Community Action Agency (NMCAA)
Northwest MI Health Services Inc (NMHSI)
Northwest Michigan Works!
Onekama Schools
Parents, Families & Friends of Lesbians and Gays (PFLAG)
Prisoner Reentry
Program of All-Inclusive Care of the Elderly (PACE)
Project Read Northwest
Prosecuting Attorney
SEEDS
Staircase Youth Services
STONESHOUSE Recovery Residence
The Salvation Army
TrueNorth
United Way of Manistee County
USDA Rural Development
West Shore Community College



A State-Endorsed
Community Collaborative
Established 1987

P.O. Box 611
Manistee, MI 49660

HSCBmanistee@gmail.com

231.723.2739



December 2015

Our Purpose

The HSCB is a state-endorsed human services collaborative in Manistee County, organized to identify community needs and seek dynamic solutions by:

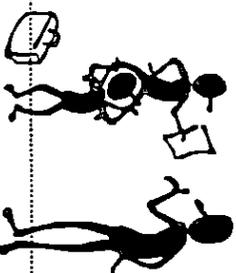
- maximizing partnerships,
- mobilizing support, and
- providing leadership.

Who We Are

HSCB is a collective of sixty local, regional and state organizations, governments, schools, agencies and individuals who serve Manistee County.

Why We Collaborate

It helps to maximize resources and results when we work together to address community issues. A household in crisis impacts health care, education, law enforcement, service agencies, housing and employment. En masse we can do more to make systemic improvements, adopt best practices, and achieve desired outcomes.



Workgroups

Early Childhood Collaboration (ECC)

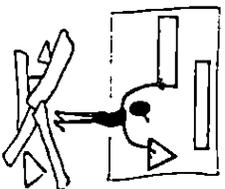
Addressing successful development of children pre-birth to 4th grade and support for their families, the ECC's comprehensive early childhood system is structured around programs like Great Parents, Head Start, Early On, Great Start and Launch Manistee. (Formerly known as Council of the Young Child.)

Contacts: Cindy Rozmarek, Manistee LSD
crozmare@manistee.org
MaryAnn Behm, Launch Manistee
mbehm@launchmanistee.org
Patti Borucki, pborucki@manistee.org

Advocacy Team

The Advocacy Team engages our network of agencies to be a collective voice that influences change in support of the priorities of HSCB workgroups and its affiliated coalitions. Consideration is given to the do's and don'ts for nonprofit lobbying.

Contact: Jeff Jennette, Manistee LSD
jjennette@manistee.org



LiveWell Manistee County

With a vision to make Manistee County the healthiest place to be, LiveWell promotes a culture of health and wellness for all ~ through community-wide discussion, education and systems that support easy access. Workgroup strategies are based on the Community Health Needs Assessment. (Formerly known as Healthy Manistee County Coalition.)

Contacts: Ingemar Johansson, Centra Wellness Network
ijohansson@centrawellness.org
Donna Norikoi, DHD #10 dnorikoi@dhd10.org

Homeless Prevention Continuum of Care (COC)

Agencies in the COC focus on housing needs of underserved residents by developing emergency shelter and rapid re-housing systems, support services and comprehensive homeless prevention plans. Our local workgroup is part of the regional Northwest COC.

Contact: Robin Paulus, Love INC
robinp@loveincmanistee.org

How We Are Funded

HSCB is funded by membership dues, a county appropriation and a grant from Department of Human Services. A member's fair share amount is based on the size of the organization.

How We Do Business

The HSCB forms workgroups comprised of agency representatives and other stakeholders to study particular issue or need. These teams work to leverage and coordinate community resources by analyzing a concern and recommending a solution. For meeting schedules, see workgroup description with contact information.

We also partner with community groups and coalitions that are working toward solutions that address our goals.

Affiliated Coalitions

- 211 Action Team
- Aging and Disability Resource Collaborative of NW
- Children's Trust Fund Prevention Team
- Family Life Center - Love INC
- Launch Manistee
- Manistee County Building Ties
- Manistee County FEMA Board
- Manistee County Transportation Advisory Council
- Networks Northwest
- Northern Michigan Health Coalition
- Regional Inclusive Community Coalition (RICC)
- Road to Reintegration for Military Personnel
- Safe Harbor Homeless Sanctuary
- System of Care Team
- Wexford-Missaukee-Manistee Great Start Collabora

HSCB Google Group

We have an electronic bulletin for member and other community partners to share news and information. To join the google group, send a request to HSCBManistee@gmail.com.



HSCBManistee@gmail.com - 231.723.2739 - PO Box 611, Manistee, MI 49660

B-8.

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 Friday, May 6, 2016. Please provide the County with a copy of your anticipated FY 2016/17 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:

Area Agency on Aging of NW Michigan
1609 Park Dr.
Traverse City, MI 49686.

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Michelle Cronin
231-947-8920

1) What is the total amount of your FY 2016/17 budget request from Manistee County?

\$ 4203.00

2) How have you calculated the budget request listed above? (Please be specific):
Total FY 16/17 local distribution of \$43,000 (10/counties).

1/2 (\$21,500) divided equally between 10 counties, remaining \$21,500
based on population % of those age 62+ over, via 2010 census.

3) How will the County's appropriated funds be used by your agency in FY 2016/17? (Please be specific):

Funds are used to Match federal grant
dollars used to administer services to
the elderly in the 10 county region.

4) What percentage of your agency budget is provided by the County? 3%

5) What is your agency's source of any additional funding? Federal and
State grants, Match from 10 counties,
program income, Unkind.

B-9

6) What is your fiscal year? 10/1/16 - 9/30/17

7) Please explain the need for any requested increase from the FY 2016/17 County appropriation?

no change

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).

non-profit organization with a mission to "serve older adults and certain persons with disabilities by coordinating services that address their needs + that support their independence, dignity and quality of life, and strive to be an effective advocate for our community."

2016/County Support Schedule - Total Support \$43,000

2017.

County	Base	Population of age 62 and over	% population distribution	1/2 Distribution based on population	Total 2016 Support Request (no change since 2012)
Antrim	\$ 2,150	6285	9.64%	\$ 2,073	\$ 4,223
Benzie	\$ 2,150	4438	6.81%	\$ 1,464	\$ 3,614
Charlevoix	\$ 2,150	5988	9.18%	\$ 1,975	\$ 4,125
Emmet	\$ 2,150	6713	10.30%	\$ 2,214	\$ 4,364
Grand Traverse	\$ 2,150	16233	24.90%	\$ 5,353	\$ 7,503
Kalkaska	\$ 2,150	3543	5.43%	\$ 1,168	\$ 3,318
Leelanau	\$ 2,150	6198	9.51%	\$ 2,044	\$ 4,194
Manistee	\$ 2,150	6225	9.55%	\$ 2,053	\$ 4,203
Missaukee	\$ 2,150	3197	4.90%	\$ 1,054	\$ 3,204
Wexford	\$ 2,150	6375	9.78%	\$ 2,102	\$ 4,252
Total	\$ 21,500	65195	100.00%	\$ 21,500	\$ 43,000

Formula : Base = 1/2 of total support (\$21,500) divided equally among all counties
 Remainder = 1/2 of total (\$21,500) based on % of 2010 Population - Age 62 & over

8-70

1 5 1 2 1 1 2

B-1/1

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 Friday, May 6, 2016. Please provide the County with a copy of your anticipated FY 2016/17 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:

Northwest Michigan Council of Governments dba Networks Northwest

PO Box 506

Traverse City, MI 49685-0506

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Darla Rowland

231-929-5020

1) What is the total amount of your FY 2016/17 budget request from Manistee County?

\$ 4,174

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

Based on an agreement of the Northwest Michigan Council of Governments governing board (one county commissioner from each of the 10 counties) adopted in 1999.

3) How will the County's appropriated funds be used by your agency in FY 2016/17? (Please be specific):

Match Economic Development Administration (EDA) grant and support other regional planning activities.

4) What percentage of your agency budget is provided by the County? .04 %

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

Federal, State, and private

B12

- 6) What is your fiscal year? October 1 - September 30
- 7) Please explain the need for any requested increase from the FY 2016/17 County appropriation?

no increase requested

- 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).

Networks Northwest is the 10 county administrator for Federal and State employment and training programs (Michigan Works!). It also provides support at a regional level for planning and economic development activities by offering services that are not economically feasible for each member county to provide on its own. A description of all Networks Northwest programs and functions is available on its website- www.networksnorthwest.org.

8-13

Northwest Michigan Council of Governments
dba Networks Northwest
Appropriation Request Calculation
 (adopted by the COG Board 7/29/99)

County	Real Property		1998		% of		Combine		Total	Appropriation Request for 2000 thru 2017
	1998 Tax Year	% of Total	Population	Population	Total	Percent	Average			
Antrim	\$923,211,949	10.31%	21,522	8.14%	18.45%	9.22%	\$5,073.00			
Benzie	520,672,963	5.82%	14,678	5.55%	11.36%	5.68%	3,125.00			
Charlevoix	1,022,289,910	11.42%	24,436	9.24%	20.65%	10.33%	5,680.00			
Emmet	1,371,664,991	15.32%	28,677	10.84%	26.16%	13.08%	7,194.00			
Grand Traverse	2,117,448,190	23.65%	74,134	28.02%	51.67%	25.84%	14,210.00			
Kalkaska	455,146,730	5.08%	15,568	5.88%	10.97%	5.48%	3,016.00			
Leelanau	1,127,784,545	12.60%	19,142	7.24%	19.83%	9.92%	5,454.00			
Manistee	569,575,878	6.36%	23,330	8.82%	15.18%	7.59%	4,174.00			
Missaukee	304,492,656	3.40%	13,892	5.25%	8.65%	4.33%	2,379.00			
Wexford	541,038,033	6.04%	29,185	11.03%	17.07%	8.54%	4,695.00			
Total	\$8,953,325,845	100.00%	264,564	100.00%	200.00%	100.00%	\$55,000.00			

B-14

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 Friday, May 6, 2016. Please provide the County with a copy of your anticipated FY 2016/17 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 Recreation Association
50 Filer St Suite D
Manistee MI 49660

RECEIVED

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Kenny Kott
723-9274

1) What is the total amount of your FY 2016/17 budget request from Manistee County?

\$ 2750.00

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

Matches request from previous years

3) How will the County's appropriated funds be used by your agency in FY 2016/17? (Please be specific):

They will be used in general operating costs
including programming and scholarships

4) What percentage of your agency budget is provided by the County? 2.6 %

5) What is your agency's source of any additional funding? Township appropriations,

City of Manistee appropriations, sponsorships, individual
donations, program fees.

BIS

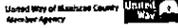
- 6) What is your fiscal year? Jan 1 - Dec 31
- 7) Please explain the need for any requested increase from the FY 2016/17 County appropriation?

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).

See attached sheet

B16



Manistee Recreation Association
50 Filer Street, Suite D
Manistee, MI 49660
Phone: (231) 723-9274
Fax: (231) 723-1489
E-mail: manisteerec@att.net

The MRA is a 501 (c) (3) non-profit organization. We have been providing quality recreation opportunities to residents of Manistee County Since 1942.

Our mission is to provide a balance of recreation activities for persons of all ages and abilities and to meet diverse interests of all community members in the greater Manistee Area while emphasizing healthy habits, respect, self importance and fun.

B17.

	A	B
1	MRA Budget	2016 Approved
2		
3	INCOME	
4	City of Manistee	28,500.00
5	County of Manistee	2,750.00
6	Bear Lake Township	2,500.00
7	Brown Township	1,100.00
8	Filer Township	10,250.00
9	Manistee Township	9,500.00
10	Onekama Township	2,900.00
11		57,500.00
12	Sponsorships	5,500.00
13	Donations	2,500.00
14	United Way	1,000.00
15	Edward Jones Interest/Dividend Incon	400.00
16		9,400.00
17	Baseball	6,000.00
18	Skiing	2,800.00
19	Soccer	16,000.00
20	Swimming	9,000.00
21	Tai Chi	0.00
22	Tennis	300.00
23	Flag Football	1,700.00
24	Basketball	2,000.00
25	Volleyball	150.00
26		37,950.00
27	Total	104,850.00
28		
29	EXPENSE	
30	Director Wage	36,000.00
31	Director Health Benefit	1,800.00
32	Assistant Wage	10,000.00
33	FICA	4,220.00
34	MESC	400.00
35	Workers Compensation Insurance	980.00
	Liability/Commercial	
36	Property/Auto/DNO Insurance	4,645.00
37	Vehicle Maintenance/Gas	600.00
38	Vehicle License Tabs	80.00
39	Training/Travel	600.00
40	Dues/Subscriptions	400.00
41	Meals/Entertainment	200.00
42	Office Supplies/Equipment	1,200.00
43	Postage	180.00
44	Telephone/Internet	1,200.00

B-18

	A	B
45	Utilities	1,300.00
46	Rent for Office Space	4,825.00
47	Donations/Sponsorships	500.00
48	Advertising/Promotions/Placques	1,000.00
49	Audit/Tax Return	3,000.00
50	Accounting/Bookkeeping	1,320.00
51		74,450.00
52	Baseball	3,000.00
53	Soccer	13,000.00
54	Skiing	2,700.00
55	Tennis	400.00
56	Swimming	9,000.00
57	Flag Football	800.00
58	Basketball	1,000.00
59	Volleyball	500.00
60		30,400.00
61	Total	104,850.00

Recd. 5/6/16



B-19

May 6, 2016

Mr. Thomas Kaminski
Manistee County Controller/Administrator
415 Third Street
Manistee, MI 49660

Dear Mr. Kaminski:

On behalf of the 2-1-1 Action Team, please accept the enclosed budget questionnaire regarding the appropriation for Manistee County 2-1-1.

With the County Commissioners support, 2-1-1 continues to serve Manistee County during times of everyday need and unexpected crisis.

Thank you for considering the materials provided.

Respectfully submitted,

A handwritten signature in cursive script that reads "Evelyn Szpliet".

Evelyn Szpliet, Director
2-1-1 Action Team
PO Box 2-1-1
449 River Street
Manistee, Michigan 49660
231.723.2331

BUDGET REQUEST QUESTIONNAIRE

8-20

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 Friday, May 6, 2016. Please provide the County with a copy of your anticipated FY 2016/17 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 County 2-1-1
PO Box 211
449 River Street, Manistee

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Evelyn Szpliet, 723.2331 or 510.9028

- 1) What is the total amount of your FY 2016/17 budget request from Manistee County?

\$3500

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

Annual commitment compared to population:

Population of Manistee County	24,450
Manistee County Appropriation Request	\$3500
Per resident annually	.14

- 3) How will the County's appropriated funds be used by your agency in FY 2016/17? (Please be specific):

Appropriated funds will be combined with other support to cover the 24/7 countywide call contract including 3-digit dialing, website maintenance and chat access to thousands of local, regional, state and national resources including public safety and disaster assistance.

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

Manistee County provides approximately 9.7% of funding for the 2-1-1 system.

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

2-1-1 is funded on the local level through partnerships with:

- | | |
|---------------------------------|---|
| 9-1-1 Authority | Manistee ISD |
| City of Manistee | United Way of Manistee County |
| Adopt A Day Calendar Fundraiser | Little River Casino Resort Charity Golf Classic |

B-21

- 6) What is your fiscal year? *April - March*
- 7) Please explain the need for any requested increase from the FY 2016/17 County appropriation?

2-1-1 is not requesting an increase in appropriated dollars.

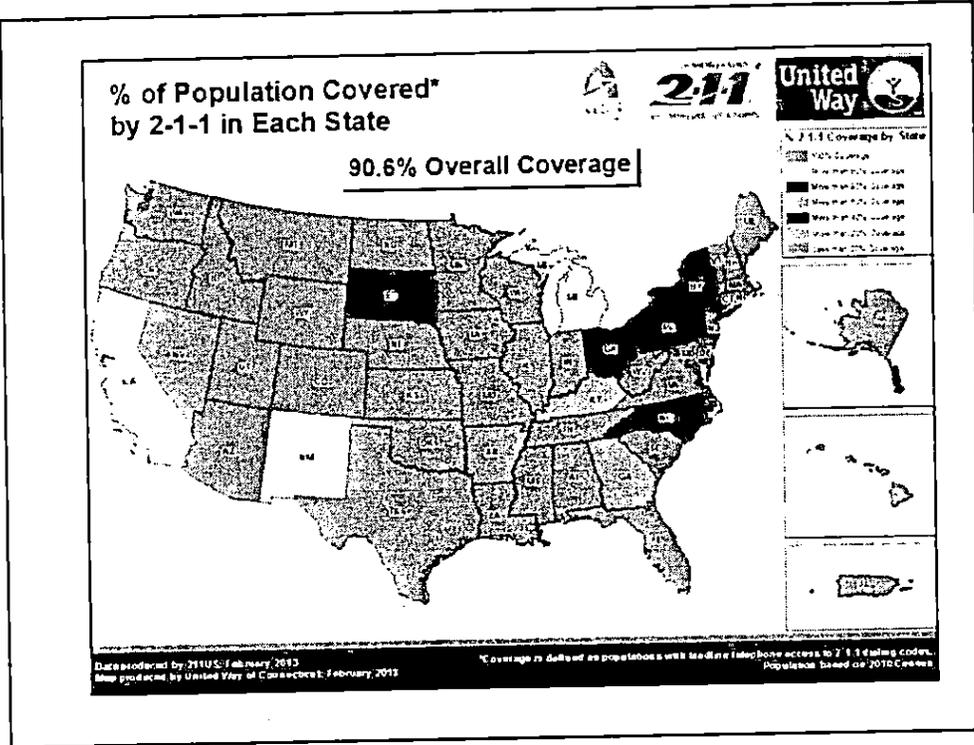
- 8) In an effort to provide Commissioners and the public with a clear understanding of your agency, please provide a brief overview of your agency's functions and operations.
(Attach additional sheets if necessary).

Please read the attached information regarding the 2-1-1 system.

B-22

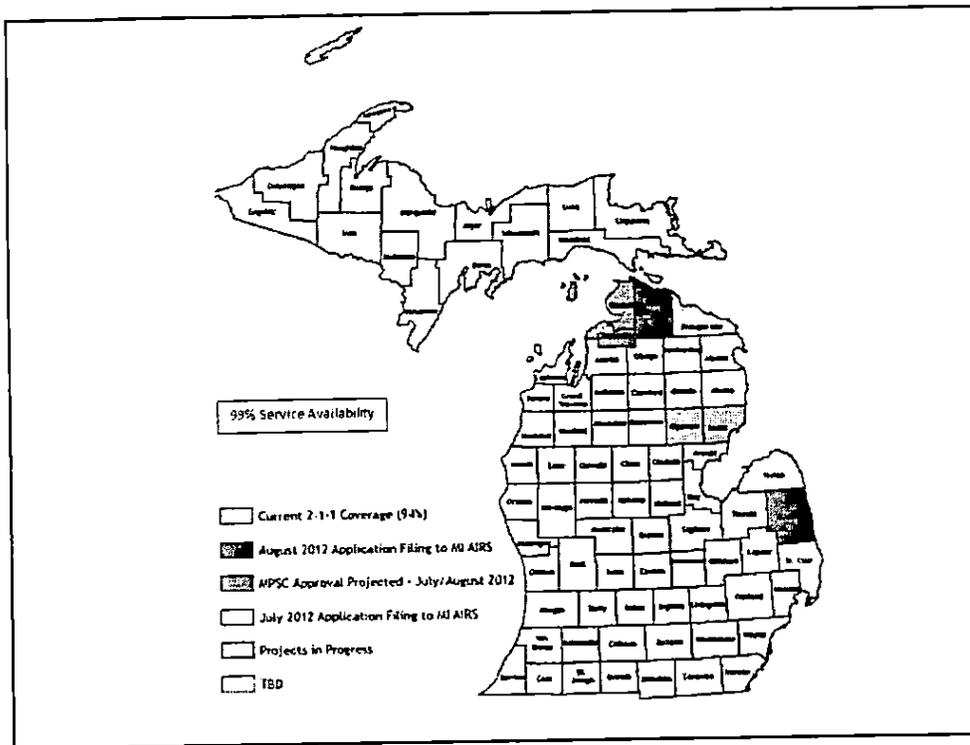


B-23



2-1-1 was first created in Atlanta Georgia in 1997. It's main purpose was to aid callers during disaster while relieving 911 of non-emergency calls. Each state started to develop their own service shortly after and it has become the most comprehensive toll free health and human resource system serving over 240 million Americans across the nation.

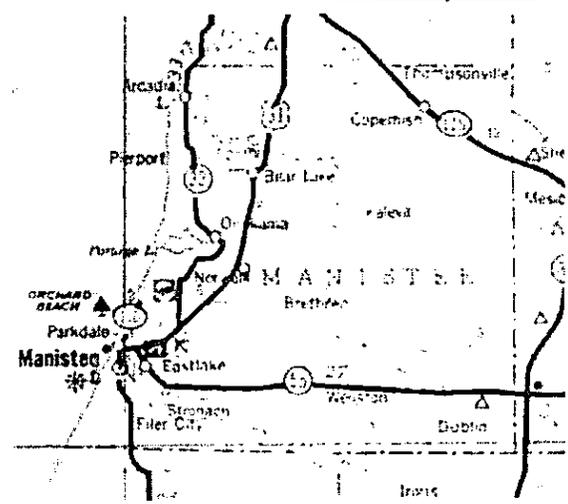
B-24



There are 7 integrated call centers serving residents throughout the state of Michigan. With this system, the shared database provides access to over 30,000 local, regional, state and national resources.

825

Countywide Program



A map of Manistee County, Michigan, showing various towns and locations. The map includes labels for Arcadia, Pierport, Bear Lake, Cupertown, Ashland, Mesic, Parkdale, Orchard Beach, Manistee, Eastlake, Sturgeon, Filer City, Weston, and Dublin. Major roads are indicated with numbers in circles, such as 11, 25, 27, and 31. The word 'MANISTEE' is written across the center of the map.

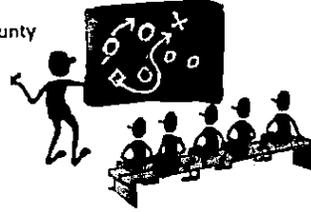
- ✓Public Safety Partner
- ✓Reduces Poverty
- ✓Enhances Prosperity

2-1-1 is a county wide program serving EVERY resident of Manistee County.

B-26

2-1-1 Action Team Membership

Lee Ivinson, Chair, Little River Casino Resort
Julie Mueller, Vice Chair, West Shore Medical Center
Jason Verheek, Treasurer, United Way of Manistee County
Jim Espvik, Manistee County 9-1-1
Ken Falk, Manistee County Emergency Management
Jeffrey Dontz, Manistee County Commissioners
Thom Hawley, West Shore Community College
Chip Johnston, Centra Wellness
Dale Kowalkowski, Manistee County Sheriff
Kristine Lagios, Department of Human Services
Sharron Lemmer, Manistee County Human Services Collaborative Body
Jessie Cooper, Department of Health & Human Services
Corey VanFleet, United Way of Manistee County
Shari Wild, Community Advocate



Advisory-

Stacey Gomez--2-1-1 Regional Call Center
Tom Page - Michigan 2-1-1

A highly trained volunteer committee from various community disciplines manages the system locally.

B:27

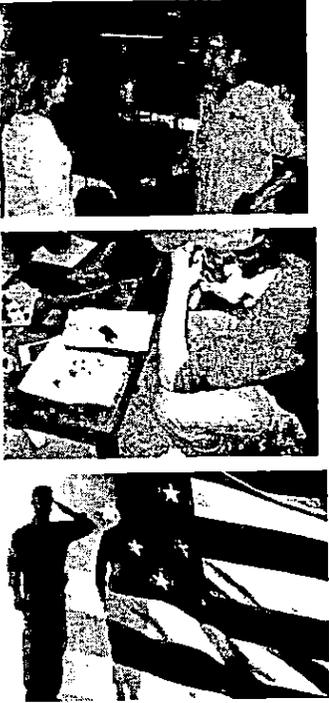


- The first call for community resource information & referral.
- 9-1-1 relief for non-emergency calls.
- 3-digit dialing code.
- Completely confidential.
- Free to all callers.
- Convenient and unbiased.
- Easy to use and remember.
- An alternate telephone system to reduce misdirected agency calls.
- Accessible locally, regionally and nationally.



2-1-1 is a non-emergency helpline, very similar to 9-1-1 with 24/7 access and a 3-digit dialing code.

B-28



*There are
1000s of
resources in
the
statewide
database...
employment
services,
health care,
school info,
youth programs,
mental health,
veterans affairs
and more!*

Callers can receive information and referrals regarding food, housing, utility assistance, veterans and senior programs, disability networks and more.

B-29

Potential Local Disasters

- Fires - forest, industry, senior complexes, etc.
- Bomb threats
- Water safety – drinking water, beaches, etc.
- Chemical spills
- Severe weather
- Pandemics
- Dam failure

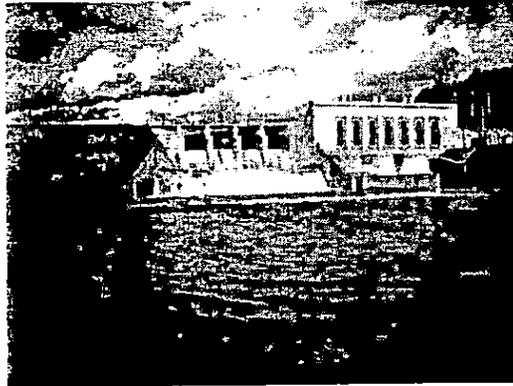


2-1-1 enhances the services provided by 9-1-1 and emergency personnel during times of local disaster like the severe weather in 2008 and most recently the Flint water crisis. 2-1-1 is there to help with crisis relief and after action reporting.

8-30

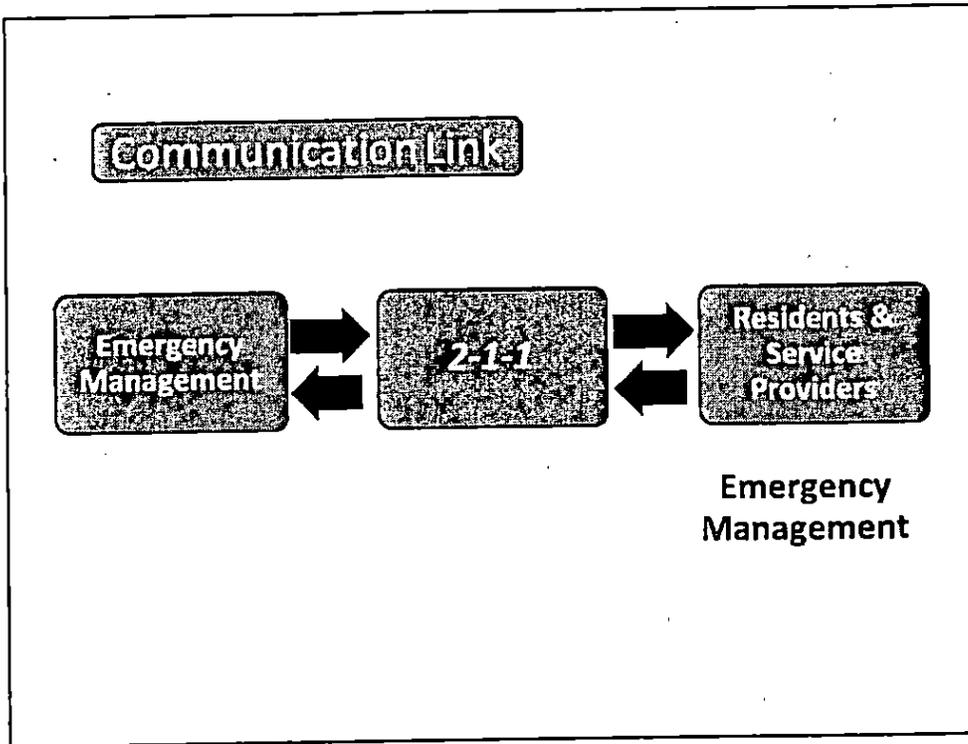
How can 2-1-1 help during a disaster?

- Disaster updates
- Road closures & detours
- Evacuation sites
- Safe drinking water
- Inoculation clinics
- Shelter locations
- Rumor control
- Transportation
- Mental health assistance
- Traffic issues
- Travelers aide
- Displaced pet location
- Volunteer management
- Donation coordination
- Track available resources
- Monitor requests for aid



2-1-1 is a public safety partner and offers an alternate infrastructure during times of disaster. Without 2-1-1, calls regarding evacuation locations, safe drinking water and other non-emergency requests would directly impact the 9-1-1 phone lines. Potentially interrupting life saving, emergency services.

B-31



2-1-1 is the vital link between emergency management, the general public and service providers.

Information can be shared both ways during a disaster – for example, if emergency management needs to announce a road closure, 2-1-1 can distribute those details to callers concerned about the situation . And 2-1-1 can capture information from callers regarding their current situation to share with emergency management – helping to assess the damage.

6-32

2-1-1 Dollars and Sense

Costs less than \$2 per person annually

2-1-1 is brought to you by these
community minded partners....

9-1-1 Authority
City of Manistee
Manistee County Commissioners
Manistee ISD
United Way of Manistee County

Support also provided through grants and fundraising



2-1-1 is available by dialing into the call center 24 hours a day, 7 days a week, similar to 9-1-1. Neither 9-1-1 nor 2-1-1 are used every day by everyone but still available to anyone all the time. The cost to operate 2-1-1 locally is less than \$2 per person annually based on population. Dollars to support the system are provided through local partnerships, grants and fundraising.

B-33

Call **211**
Help Starts Here

FOR BEST SERVICE, PROVIDE LOCATION AND REFERRALS FOR THE SERVICES
DISPATCHED BY THE 211 CENTER REPRESENTATION
DIAL 211 OR VISIT www.211.org
OR USE THE SERVICE 1-773-800-2111 IN ALL COUNTIES

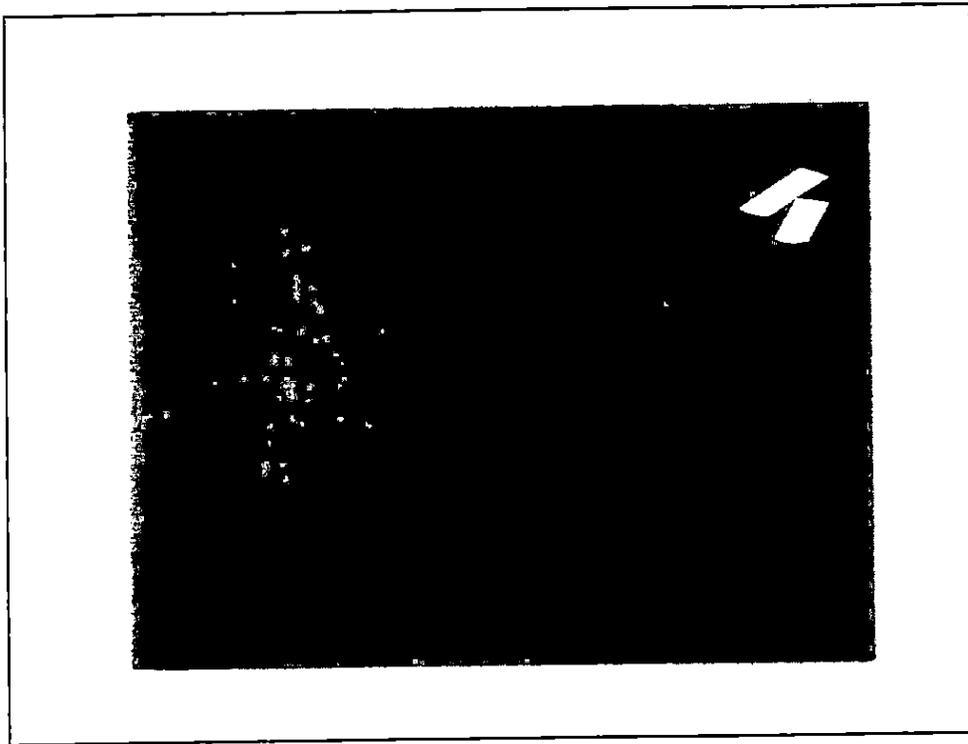
FOOD HOUSING VETERANS FAMILY EMERGENCY

HEALTH APRIL 15 RESUME EMERGENCY CHECKLIST

100% FREE, 100% CONFIDENTIAL - CALL TODAY!

Service and resource information is captured by local representatives in each county across the state. Program data can be added, deleted or modified efficiently and effectively to meet the changing needs of agencies, residents and service providers.

B-34



2-1-1 is a service everyone can use – veterans, families, elderly, youth, employees, businesses – everyone! One example of how a local business utilized the 2-1-1 service – a call was received regarding holiday turkeys. The local business representative explained their corporation had Thanksgiving turkeys they wanted to donate. She had no idea where to start looking so she called for more information. 2-1-1 was there to help! Through close contact with a local organization, arrangements were made for pick-up, storage and distribution of the turkeys to local families and individuals in need during the holiday season.

B-35



2-1-1 is there to help – for donation sites, alternative employee assistant programs, governmental information, public services and more! 2-1-1 impacts our local economy – when making a connection for food assistance, those dollars are spent in local grocery stores. Rent payment assistance helps the caller and the landlord pay their bills. The residual effect of a 2-1-1 connection can be felt long after the phone call.

8-36

Serving Manistee County ★

2-1-1™

Get Connected. Get Answers.

For resources and referrals

Dial 2-1-1

Visit Mi211.org

For materials, presentations or workshops

Email Evelyn@ask211.org

Like us on Facebook 2-1-1 for Manistee County

8-37

**MANISTEE COUNTY BOARD OF COMMISSIONERS
BUDGET REQUEST QUESTIONNAIRE**

NAME AND ADDRESS OF COUNTY FUNDED AGENCY:

Alliance for Economic Success
395 Third St
Manistee MI 49660

RECEIVED

MAY 16 2016

NAME AND PHONE NUMBER OF AGENCY CONTACT PERSON:

Susan Hornkohl, Office Manager
231-723-4325

1. What is the total amount of your 2016/17 budget request from Manistee County?

\$90,768.00.

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

This was the budget amount appropriated for FY 10/11, 11/12, 12/13, 13/14, 14/15 and 15/16.

3. How will the County's appropriated funds be used by your agency in FY 2015/16? (Please be specific):

Please see attached Work Plan for explanation.

4. What percentage of your agency budget is provided by the County? 38%

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

The City of Manistee provides approximately \$46,000 and the remaining operating funds are received through grant administration fees as well as other contracted services. Support is also provided by private sector, foundations and local contributors.

6. What is your fiscal year? January – December

7. Please explain the need for any requested increase from the FY 2016/17 County appropriation? No increase has been requested.

8. In an effort to provide the 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).

AES is a 501c3 organization governed by a board of directors comprised of various community interests. There is one full time staff member (Office Manager) and 3 contractual directors who support the work plan.

- Tim Ervin, Resource Development Director

B-38

- Tamara Buswinka, Community Development Director
- Betsy Evans, Business Development Director

Additional independent contractors are retained on an as-needed basis.

Our building situation allows us to leverage resources to better collaborate with the following Manistee County entities:

- 1.) Manistee County Community Foundation who provides a resource for endowments, provides grants within the community, and acts as a convener for positive change.
- 2.) Launch Manistee, a cradle to career college access network program implemented in Manistee County in June of 2014 whose objective is 60% college attainment by 2025.
- 3.) Great Start Collaborative, Early Childhood Program Initiative, which seeks to provide a great start in education for every Michigan child.

AES 2016 Budget, adopted April 23, 2016 is attached.

Alliance for Economic Success
 Operating Budget for 2016
 Adopted 4-26-2016

updated 4-21-16

B-39

Income	<u>2016</u> Proposed
44400 - Government Contracts	
City of Manistee	46,518.00
Manistee County	90,768.00
Benzie County	40,000.00
46400 - Other Types of Income	
(1) Grant - Admin/Prj Mgmt Fees*	38,500.00
(2) Private support	19,500.00
(3) Miscellaneous Revenue/Rent *	5,475.00
Total Income	240,761.00
 Expenses	
62100 - Contract Services	
Collaborative Lead (Tim Ervin)	50,000.00
Other Contract/Consult Services	100,000.00
Additional Contract Services	3,000.00
62800 - Facilities and Equipment	
Property insurance	2,100.00
Janitorial & Maintenance	3,800.00
Utilities	7,500.00
65000 - Operations	
Software and Hardware	1,500.00
Books, Subscriptions, Reference	500.00
Postage	500.00
Printing & Copying	3,000.00
Office Supplies	2,500.00
Telephone & Internet	2,800.00
Accounting Fees	5,000.00
Legal Fees	300.00
65100 - Other Types of Expenses	
Insurance - Workers Comp	650.00
Marketing Expenses	1,000.00
Insurance - Liability, D and O	6,000.00
Memberships and Dues	600.00
Other Costs	5,000.00
66000 - Payroll Expenses	
Wages	
Administrative Assistant	31,000.00
Payroll Taxes (MC, FICA, UIA)	2,650.00

Alliance for Economic Success
Operating Budget for 2016
Adopted 4-26-2016

updated 4-21-16

8-40

68300 - Travel and Meetings

Fringe benefits - SIMPLE IRA 620.00

Training Expenses 4,000.00

Meeting Expenses 1,000.00

Travel 5,000.00

Total Expenses 240,020.00

Income 240,761.00

Expenses -240,020.00

741.00

ALLIANCE FOR
ECONOMIC SUCCESS



2016 Work Plan

B-41

Business Development:

- Business Support Services
 - Business Planning
 - Financial Analysis & Capital Development
- Portage Point Inn Revitalization
- Manistee County Manufacturing Strategy
- US31 Corridor Business Development Strategy
- Support Downtown Revitalization of DDAs and Villages
- Training & Educational Programs Assessment

Community Development:

- Lakes to Land Implementation Assistance
 - Farm & Food Strategy Implementation
 - Zoning Ordinance Development
 - M22 Pure Michigan By-Way Designation
- Infrastructure: Strategic Planning and Implementation
 - Sewer Assistance
 - County Recreation Plan Implementation
 - Recycling Strategy
 - US31 Corridor Planning
- Housing Strategy
- Natural Gas / 3-phase power Expansion
- Manistee County Strategic Plan
- City of Manistee Strategic Plan
- Bear Lake Blight & Community Plan
- City of Manistee Harbor Commission Strategic Plan

Resource Development:

- Vogue Theatre Capital Campaign
- Explore the Shores – Site completions and expansion
- Watershed Development
 - Arcadia Watershed Plan
 - Regional Watershed Coordination
- Increase Educational Opportunities and Achievement
 - Launch Manistee
 - Baker College Program Development
 - Internship Development
 1. MSU Practicum Development
 2. Baker College Culinary Institute
- Elementary School Repurposing
- AES Website Development

Directors: Tamara Buswinka, Tim Ervin and Betsy Evans
Office Manager: Susan Hornkohl

*Final signed version
CC: Co. Sec. + G. Clerk
3/11/15.*

B42

SERVICE CONTRACT BETWEEN THE ALLIANCE FOR ECONOMIC SUCCESS AND THE COUNTY OF MANISTEE AND THE CITY OF MANISTEE

1. This contract dated July 7, 2015, is by and among the ALLIANCE FOR ECONOMIC SUCCESS (AES), 395 Third Street, Manistee, Michigan 49660, and the COUNTY OF MANISTEE, 415 Third Street, Manistee, Michigan 49660, and the CITY OF MANISTEE, 70 Maple Street, Manistee, Michigan 49660 (referred to as "Governmental Units"), and is made with reference to the following facts and circumstances:

- A. The Governmental Units are authorized by Michigan Law to undertake economic and community development activities; and
- B. The Alliance for Economic Success is a 501 C3 independent private non-profit corporation that was created to provide economic and community development services to the Governmental Units, nonprofit organizations, businesses and other organizations in Manistee County.

2. In consideration of the mutual covenants and agreements contained in this contract, it is agreed as follows:

- A. General Agreement: The Governmental Units hereby contract with the Alliance for Economic Success to provide economic and community development services, including, but not limited to projects, programs and services related to industrial, commercial, retail, financial, tourism and agriculture and other developments that support economic wellbeing. Either Governmental Unit may utilize the services of other economic development firms. The Alliance for Economic Success shall assist these economic development firms as directed by the Governmental Units.
- B. Payment for Services: In payment of the economic development services to be provided pursuant to this contract, the Governmental Units shall pay their proportionate amounts as follows:

DATE	COUNTY	CITY	TOTAL
1/1/15 - 12/31/15	\$90,768.00	\$46,518.00	\$137,286.00
1/1/16 - 12/31/16	\$90,768.00	\$46,518.00	\$137,286.00
1/1/17 - 12/31/17	\$90,768.00	\$46,518.00	\$137,286.00

Amounts due to the Alliance for Economic Success from the Governmental Units pursuant to this contract shall be due quarterly on the first day of January, April, July and October of each year.

B-43

3. Term: This contract shall have a three (3) year term from January 1, 2015 through December 31, 2017. This contract may be renewed by mutual written agreement of all parties for an additional term or terms, the duration of which shall be specified in such agreement. The scopes of work for the contract will be annually revised and based primarily upon the strategic plans of the County and the City.
4. Termination: This contract may be terminated at any time by either party upon six months prior written notice to the other. The remaining balance for payment of services of the Governmental Unit terminating this contract shall continue until December 31 of the year in which the contract was terminated.
5. Independent Contractor: In the performance of the services to be provided pursuant to this contract, it is mutually agreed that the Alliance for Economic Success shall be and at all times is acting and performing as an independent contractor.
6. Effective Date: This contract shall be effective on January 1, 2015 through December 31, 2017, subject to rights being exercised by any party under the termination clause under this agreement.
7. Entire Agreement: This contract represents the entire agreement of the parties. All prior agreements or understandings between the parties are merged in this agreement. It is contemplated that this contract will be executed in multiple counterparts, all of which together shall be one contract. The captions in this contract are for convenience only, and shall not be considered as part of this contract in any way to amplify or modify the terms and provisions hereof.
8. Non-Assignability: This contract and all rights and obligations hereunder shall not be assignable unless all parties agree in writing to such assignment. This contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.
9. Notices: All notices and other documents to be served or transmitted under this agreement shall be in writing and delivered to the parties at the following addresses:

AES Executive Committee: 395 Third Street, Manistee, Michigan 49660
Manistee County: 415 Third Street, Manistee, Michigan 49660
City of Manistee: 70 Maple Street, Manistee, Michigan 49660

Such notices or documents may be served or transmitted in person or by ordinary mail properly addressed with sufficient postage.
10. Non-Waiver: The waiver by any party hereto of a breach or violation of this agreement shall not constitute a waiver of any subsequent breach or violation of the same provision or any other provision of this contract.
11. Survivability: This contract has been executed in the State of Michigan and shall be governed by Michigan Law. If any provision of this agreement shall be declared to be invalid as a matter of law, the remaining provisions of this agreement will remain

B-44

in full force and effect.

12. Reporting: Each Governmental Unit will have a representative on the Alliance for Economic Success (AES) Board of Directors. AES will hold regularly scheduled board meetings in accordance with its Bylaws and policies. Information, i.e. Activity Reports, Minutes, Committee Reports, and other pieces of information reported at the AES monthly board meetings may be shared by the Governmental Unit representative with other Governmental Units board members. The Governmental Units boards shall receive an annual compiled financial statement within six months of the end of each fiscal year. Twice each year the Alliance for Economic Success shall make formal presentations to each Governmental Unit on a pre-established date and time set by the Governmental Unit regarding the previous six (6) months specific economic development activities.
13. Economic Development Activity Reporting: One or more AES Director(s) will meet monthly with the County Controller/Administrator and the Manistee City Manager, if so directed by the County Controller/Administrator and/or the Manistee City Manager. Where it is determined in these monthly meetings that sharing of economic development opportunity information will be helpful, the County Controller/Administrator and the Manistee City Manager can share information with other governmental representatives.
14. Evaluation: The performance of economic development services provided under this contract shall be based upon the goals set by the Governmental Units annually and attached to this agreement. At the conclusion of each fiscal year, each Governmental Unit will participate in the evaluation of the AES in accord with annual evaluation provisions in the AES by-laws.
15. Scope of Work: Attached to this contract and incorporated by reference thereof, are the scopes of work for the County and City, respectively. Most of the work to be performed corresponds to the strategic plans of the County and the City.

B-45

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS CONTRACT.

Dated: July 28, 2015

Signed in the Presence of:

Alliance for Economic Success

Lusan Hornkohl

Beth McCarthy
By: Beth McCarthy, Board Chair

Elizabeth Jones

Burton Parks
By: Burton Parks, Board Treasurer

Dated: July 21, 2015

Signed in the Presence of:

County of Manistee, Michigan

[Signature]

Ken Hilliard
By: Ken Hilliard, Chairman
Manistee County Board of Commissioners

[Signature]

Jim Nowak
By: Jim Nowak, Manistee County Clerk

Dated: July 17, 2015

Signed in the Presence of:

City of Manistee, Michigan

Michelle Wright

[Signature] 8/4/15
By: ~~Colleen Perry~~, Mayor Pro Tem
James Smith

Mary M. Bachman

Michelle Wright 7/17/15
By: Michelle Wright, City Clerk

1346

Scope of Work

Manistee County and Alliance for Economic Success

(Note: the majority of the following work is identified in the Strategic Plan completed by the County Board of Commissioners in 2015)

Funding support to AES from Manistee County is allocated to support two purposes:

- 1) To provide certain "core services" to support the economic and community development of the entire county; and
- 2) To complete or oversee completion of specific initiatives that are included in the County's Strategic Plan.

AES "Core" Services

The "core" services of the AES are those services that are routinely provided county-wide and accommodated in the annual work plan and fixed costs of the organization, recognizing that they may vary dependent upon the organization's annual work plan approved by the Board of Directors. For the 2015 year, they include:

Business and Job Development

- Assistance to businesses in preparing business plans and financial projections
- Financial analysis and capital development to support businesses
- Assistance in connecting businesses to sources of financial and technical assistance
- Participation in workforce development and training initiatives to support business employment objectives
- Assistance to business in streamlining and coordinating regulatory/permit processes
- Activities associated with business and job retention, expansion and attraction

Community Development

- Facilitation of community strategies and plans identified by communities as high priority with an emphasis upon making our county "development ready."
- Collaboration with the county and others in development of high priority multi-jurisdictional plans. Examples include county-wide recreation plan, corridor plans, housing and transportation strategies.
- Development of vitality measurement factors and system to assess impacts and progress
- Assistance in updating required plans, including master plans and recreation plans, with priority given to multi-jurisdictional initiatives.

B-47

Resource Development

- Assistance in developing funding options for priority community infrastructure
- Identification, development and management of grants to implement strategies and initiatives identified as high priority by communities that provide administrative support for AES grant administration.
- Support for bringing academic, training and education resources to the County to support the needs of business
- Development of collective impact funding initiatives for projects involving or serving multiple jurisdictions.

AES Functions - County Strategic Plan

County Strategic Plan

At a minimum, annually facilitate a work session with Commission, staff and others, as appropriate to assess progress and update the County's Strategic Plan. The AES then performs work or provides services that are identified in the County's strategic plan. For the current contract period, they are as follows:

1. Economic and Community Development

- A. **Strategy:** Development Ready Strategy. Establish the goals, objectives, roles and schedule for making all of Manistee County "development ready."

AES Work: Develop a leadership team and the scope of work to accomplish this significant project.

Schedule: Early 2016

- B. **Strategy:** Explore the Shores. Continue to support fund development and planning for Explore the shores to encourage tourism in keeping with the Pure Michigan Brand.

AES Work:

- Develop updated priorities for fund development based on completed County Recreation Plan
- Kick off \$560,000 in projects in Arcadia and Onkama Townships, respectively
- Assist Bear Lake Township with proposed acquisition on Bear Lake, followed by development grant assistance

Schedule:

- Updated project priority and development list: November 2015
- Completion of Arcadia and Onkama Townships projects: June 2016

B48

- Bear Lake Township acquisition and development grant seeking: April – December 2016
- C. **Strategy:** Housing. Develop funding and facilitate a results-focused county-wide housing strategy.

AES Work: In partnership with Networks Northwest and county housing partners, seek funding from multiple sources to develop and implement a housing strategy for the county. This is a very high county-wide economic and community development priority.

Schedule: July 2015 – November 2016

- D. **Strategy:** Manufacturing Strategy. Facilitate a manufacturing strategy for Manistee county that includes agriculture and involves all interests in strategy development.

AES Work: the AES will work with governmental, business, nonprofit, academic and other interests to develop a manufacturing strategy for the County. That effort will consist of three phases:

- 1) Definition of all relevant manufacturing assets, ranging from existing manufacturing to infrastructure to training and natural resources and much more; 2) definition of how those assets will support classes or specific businesses and jobs based upon the assets and defined market opportunities and/or market gaps; and 3) development of materials/presentations to the specific businesses or classes of businesses with the strongest potential for expanding or location in Manistee County.

Schedule:

- Formation of project team: June – August 2015
- Definition of assets: August – December 2015 Issue RFP for contractor services.
- Definition of businesses or classes of businesses: January – May 2016
- Development and delivery of findings and materials to identified businesses and classes of businesses: August – December 2016 and ongoing

2) Education & Training

- A. **Strategy:** Internships/Externships. Develop internship and externship programs with select post-secondary institutions with an objective of establishing future scholarship opportunities for Manistee County students.

AES Work: This work is underway and will be ongoing: Examples:

- 1) Collaboration with Michigan State University's School of Urban and Regional Planning to involve interns in completion the Manistee County Recreation Plan.
- 2) Future collaboration with MSU to involve student interns with faculty supervision in completion the asset inventory for the county-wide manufacturing strategy.

B-49

- 3) Partnering with Baker College classes involving production analysis, business planning and marketing in assisting Manistee entrepreneurs with new product development.
- 4) Partnering with Baker College Cadillac and Muskegon to have students and faculty involved in developing a business plan for the restaurant and hospitality components of Portage Point Inn.
- 5) Working with the Community Foundation to establish scholarship opportunities in partnership with school districts and post-secondary institutions to establish wrap around opportunities for Manistee students to receive scholarships to schools where they can work as interns in the county during the summer

Schedule:

This is an ongoing initiative in tandem with Launch Manistee. One goal is to have the first scholarship program created by 2016.

- B. **Strategy:** Training & Education Program Assessment. Participate and have a lead role in completing an assessment of training and education programs that support businesses and those that need to be developed to respond to the evolving needs of businesses.

AES Work: AES is currently partnering with Launch Manistee, all school districts and all regional Post-secondary institutions to: define existing training and education programs that support businesses; secure feedback from businesses on unmet needs; and develop programs that respond to unmet needs. This involves West Shore Community College, Baker College, Northwestern Michigan College and the Michigan Manufacturing Institute as well as Michigan Works.

Schedule:

Existing program definition: September 2015
Assessment of existing programs vs needs: October – March 2016
Definition of unmet needs: March – June 2016
Program Development to meet needs: June and ongoing

3) Infrastructure

- A. **Strategy:** Sewer & Water. Serve as a facilitator to accomplish the municipal sewer requirements along the US 31 and US 22 corridors.

AES Work: Assist Manistee Township, Filer Township, Onekama Township, Arcadia Township and Bear Lake Village in:

- Facilitate inter-governmental discussions and agreements
- Developing and communicating progress, plans and rate structures
- Identifying sources of funding, including state, federal, Tribal and others
- Securing grants and loans where requested

B-50

Schedule: This is ongoing and involves both municipal sewer and water supply and coordination with MDEQ, USDA, community interests and others.

- B. **Transportation Plan.** Determine if an AES role as facilitator is desired in assisting in the development of a comprehensive transportation strategy for the County, encompassing different transportation modes and methods, including a strategy for the port.

AES Work: Discuss potential work plan, priorities and roles and responsibilities with County Board of Commissioners, Road Commission representatives and others. Develop work plan accordingly.

Schedule: Determine demand/priority of project and AES role. If interest exists, develop team to prepare preliminary scope of work and develop funding sources, if needed, to perform project. Complete this assessment prior to end of 2015.

- C. **County Recreation Plan.** Support the completion of an implementation-focused recreation plan that meet needs of the entire County.

AES Work: Partner with the County Planning Director to write recreation plans for all governmental units in the County that will be consolidated into a county-wide recreation plan. This includes extensive community participation and collaboration.

Schedule: Completed in January 2016

- D. **Blacker Airport.** Assist Blacker Airport in developing a Strategic Plan.

AES Work: This Strategic Plan is now in draft stage.

Schedule: Completed/adopted by July 2015.

- E. **County Library.** Assist the Manistee County Library in updating their Strategic Plan.

AES Work: Collaborate with the library Board to review and update their strategic goals for the library system in keeping with County needs.

Schedule: Anticipate adoption by Aug. 2015.

- F. **Conservation District.** Assist the Conservation District in completing a Strategic Plan.

AES Work: Facilitate development of a strategic plan that assists the District in assessing current operating function, future opportunities and human and financial resource requirements.

Schedule: Complete plan by end of 2015.

(B-51)

4) Natural Resource Stewardship

- A. **Strategy:** Recycling. Assist the County in developing funding for a comprehensive, forward-looking action plan for recycling in the Manistee County region.

AES Work: Partner with the County Recycling Coordinator to seek and secure funding to complete a plan for a sustainable county-wide recycling system that potentially could be as private sector opportunity for job creation.

Schedule:

- Develop leadership team for initiative August 2015
- Develop unity around scope of project September 2015
- Seek funding: July – November 2015
- Develop strategy with partners: December – May 2016

Scope of Work

Alliance for Economic Success & City of Manistee

AES support for the City consists of two types of services:

- 1) "Core Services" that the AES provides to all of Manistee County through the funding support of Manistee County; and
- 2) Services that are unique to the City and largely defined in the City's Strategic Plan that are defined in this scope of work and are the basis for City funding to support AES.

AES "Core" Services

The "core" services of the AES are those services that are routinely provided county-wide and accommodated in the annual work plan and fixed costs of the organization, recognizing that they may vary dependent upon the organization's annual work plan approved by the Board of Directors. The cost of these services is provided for in the current financial support provided to AES by the County. For the 2015 year, they include:

Business and Job Development

- Assistance to businesses in preparing business plans and financial projections
- Financial analysis and capital development to support businesses
- Assistance in connecting businesses to sources of financial and technical assistance
- Participation in workforce development and training initiatives to support business employment objectives
- Assistance to business in streamlining and coordinating regulatory/permit processes
- Activities associated with business and job retention, expansion and attraction

Community Development

- Facilitation of community strategies and plans identified by communities as high priority with an emphasis upon making our county "development ready."
- Collaboration with the county and others in development of high priority multi-jurisdictional plans. Examples include county-wide recreation plan, corridor plans, housing and transportation strategies.
- Development of vitality measurement factors and system to assess impacts and progress.
- Assistance in updating required plans, including master plans and recreation plans, with priority given to multi-jurisdictional initiatives.

Resource Development

- Assistance in developing funding options for priority community infrastructure.

Approved 7-7-2015

B-53

- Identification, development and management of grants to implement strategies and initiatives identified as high priority by communities that provide administrative support for AES grant administration.
- Support for bringing academic, training and education resources to the County to support the needs of business.
- Development of collective impact funding initiatives for projects involving or serving multiple jurisdictions.

AES Services – City of Manistee

These are services that are performed under contract with the City that are defined by the City, primarily in its Strategic Plan.

City Strategic Plan

AES Work: Assist City Council and City Administration in measuring progress and updating the Strategic Plan for the City.

Schedule: When appropriate for City. AES will facilitate discussion focused on evaluating current goals and action steps and updating accordingly.

1. Economic Development and Jobs

A. City Goal: Provide leadership for a comprehensive economic development ready strategy for the County.

AES Work: Achieve county-wide economic development ready status.

Schedule: Develop leadership team and project schedule early in 2016.

B. City Goal: Achieve 100% occupancy in industrial park, renaissance park and other industrial properties.

AES Work: Develop a comprehensive, development ready manufacturing strategy that will address and seek manufacturing development of all of these properties. The AES would like to have a City Council member to support the leadership team for this project.

Schedule: This effort will be done in three phases:

- 1) Assessment of sites and all relevant manufacturing assets: (Approx. Sept-Dec 2015)
- 2) Analysis of assets/site for manufacturing class of business: (Approx. Dec.-March)
- 3) Development/presentation of due diligence/marketing to select classes or specific Businesses (April – August 2016)

C. City Goal: Assist in development of Port Strategy, including coordination with other municipal units.

Approved 7-7-2015

B-54

AES Work: The definitive strategy will be a priority work element for AES in 2016, concurrent with and following the completion of the manufacturing strategy.

Schedule: The majority of work will be done in 2016, guided by a project leadership team.

D. City Strategy: Assist in linking education and training needs of businesses with K-12 schools.

AES Work: AES is doing this in partnership with Launch Manistee, K-12 schools, West Shore Community College, Baker College, Northwestern Michigan College, Michigan Works and others.

Schedule:

- Identification of current education and training programs: September 2015
- Identification of new/additional education/training programs for business sectors: October – March 2016
- Development and Delivery of new program options: to be established based on definition of needs.

E. City Strategy: Support revitalization of downtown Manistee, including small business support.

AES Work:

- Participation with DDA economic development restructuring program
- Development and implementation of business diagnostic/development program for downtown Businesses
- Continued collaborative work toward adaptive re-use of Ironworks Building
- Development of housing strategy (see later in work plan)

Schedule:

- Economic restructuring program – ongoing
- Business diagnostic/development program – design and begin in January 2016
- Ironworks – ongoing
- Housing strategy – 2015-16

F. Strategy: Continue to raise funds to support Vogue Capital Campaign

AES Work: Continue to develop grants, donations and debt financing for Vogue restoration

Schedule:

- Complete \$700,000 refinancing to lower carrying costs of debt with USDA – Sept. 2015
- Continue to seek private donations and grants with goal of added \$100,000 by March 2016

G. Strategy: Facilitate Completion and Assist with Implementation of Ramsdell Business Model - coordinate fund development based on needs defined by the model and the current financial position of the property

AES Work: Facilitate consultant-driven project to define sustainable business model and

Approved 7-7-2015

BSS

governance structure for Ramsdell.

Schedule:

- June 2015 – December 2015 (project)
- Sept 2015 – Dec 2016 Fund Development

Infrastructure and Facilities

- A. **Strategy:** Assist in identifying funding opportunities to resolve CSO problem, including liaison with USDA Rural Development and, potentially, the Fed. Economic Development Administration

AES Work: At the request of the City, establish opportunities in addition to DEQ construction grants program for potential funding of sewer infrastructure

Schedule: December 2015 – April 2016

- B. **Potential Strategy:** Establish liaison and identify all potential sources of federal, state and other funding for City-identified infrastructure needs.

AES Work – Coordinating through congressional offices, state and federal agencies and with support from MML, AES would assist in inventorying/identifying all potential sources of infrastructure funding support for the City.

Schedule: July 2015 – October 2015

2. City Beaches, Parks and Recreation Areas

- A. **Strategy:** Seek funding for upgrades at Fifth Street Avenue Beach

Note: AES can do this through multiple potential funding sources but City needs to update on priority and specific objectives.

- B. **Strategy:** Explore opportunities to upgrade tennis courts at Sands Park

AES Work: If this remains a City priority, AES can pursue funding through DNR Passport program.

Schedule: Grant application completed by April 1, 2016

- C. **Strategy:** Develop park management plan funding options.

AES Work: Collaborate with Community Foundation to identify needs/opportunities associated with endowment for long term care of parks, similar to that Traverse City is planning.

Schedule:

- Assess feasibility and marketing required.

Approved 7-7-2015

B-56

- Create fund and fund advisors/promoters
- Develop/announce endowment.

D. **Strategy:** Develop universal access to the Manistee River Channel at the Veteran's Memorial that would include a Veteran's Fishing Pier to support access, use and enhancement of this new and significant community memorial, in keeping with requests from community veterans.

AES Work: Secure grants from outside sources for an Explore the Shores site access at Veteran's Memorial Park. Pursue collaboration with Veterans to enlist their support through an agreement to help maintain the site.

Schedule: Have applications completed and submitted by no later than April 1, 2016 seeking funding for the site.

Financial Stability and Continuous Improvement

A. **Strategy:** Assist in developing tools for measuring meaningful progress

AES Work: facilitate development of "community progress measures" as part of Strategic Plan update.

Schedule: To be determined by City Council

Intergovernmental Relationships

A. **Strategy:** Explore collaborative opportunities with neighboring jurisdictions, including service sharing.

AES Work:

- Coordinate meeting with neighboring townships to build agenda for assessing service sharing opportunities.
- Lead development of service sharing agreements up to involvement by legal counsel
- Assess opportunities as part of port strategy development.

Schedule:

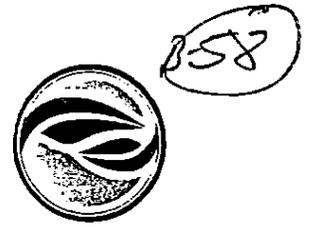
- Service sharing meeting: September 2015
- Identification/development of service sharing opportunities: October 2015 and ongoing
- Port Strategy: 2016, following manufacturing strategy

Housing

Approved 7-7-2015

B57

- A. **Strategy:** Assess needs and develop housing strategy, including strategy to address blight conditions
 - **AES Work:** at the request of housing-related strategies, AES will attempt to secure approximately \$40,000 for the development and implementation of the strategy, guided by a leadership team that includes developers.
 - **Schedule:**
 - Secure funding: by October-Nov. 2015
 - Complete Strategy: April 2016
 - Develop specific housing requests for proposals by development community: August 2016 (or sooner if possible)



May 13, 2016

Centra Wellness
NETWORK

Thomas D Kaminski
County Controller/Administrator
415 Third Street
Manistee, MI 49660

RE: FY17 Budget Request

Tom,

I have submitted the enclosed budget request for FY 2016/17. As you will see, even though we are experiencing a total increase of \$39,364, we are only asking for an increase in our allocation in the amount of \$14,815.

I have included a breakdown of our local funding requirements, a comparison from last year, and our formal funding request. We have seen an increase in state facility admissions that exceeds our budgetary expectations for the current year. Since we have enjoyed a low hospitalization rate over the last couple of years, our budget for FY16 was \$5,000 for state facility admissions. Six months into the year, our total expenditures are 17,561. This does not include the NGRI admission in the amount of \$31,390 (annual). We are currently in the process of seeking reimbursement from other sources for this admission and have excluded it from our FY17 budget request.

Unfortunately, the state facility admissions are very difficult to project. We know the NGRI admission will continue long term and will work with the county to mitigate that expense, however, we will need the county's help to address the cost of the short term admissions.

Please let me know if you would like to discuss this in person. I know the statutory obligations can be confusing for commissioners to understand so I am happy to provide any assistance to clarify our request for an increase.

Respectfully,

Donna J Nieman
Chief Finance Officer
Centra Wellness Network

231-309-1719

B-60

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 Friday, May 6, 2016. Please provide the County with a copy of your anticipated FY 2016/17 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:

Central Wellness Network
310 N. Glocheski Dr.
Manistee MI 49660

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Donna Nieman
231-309-1719

- 1) What is the total amount of your FY 2016/17 budget request from Manistee County?
\$ 234,936
- 2) How have you calculated the budget request listed above? (Please be specific):
Calculations are based on State facility admissions and statutory match requirements.
- 3) How will the County's appropriated funds be used by your agency in FY 2016/17? (Please be specific):
Funds will be used to cover local match requirements to provide Mental Health services to Manistee County.
- 4) What percentage of your agency budget is provided by the County? 1.5 %
- 5) What is your agency's source of any additional funding?
State general funds, federal funding, grant funding and third party payers.

8-61

6) What is your fiscal year? 10/1/16 - 9/30/17

7) Please explain the need for any requested increase from the FY 2016/17 County appropriation?
State facility hospitalizations increased
in FY16. This includes Forensic Center,
Kalamazoo Hospital and Hawthorne (children)
An increase of \$14,815 is requested.

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).

Central Wellness provides services to
the mentally ill and developmentally
disabled residents of Manistee and
Benzie Counties.

B-62

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 Friday, May 6, 2016. Please provide the County with a copy of your anticipated FY 2016/17 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:

RECEIVED

District Health Department #10
1049 Newell, PO Box 850
White Cloud, MI 49349

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Christine Lopez, 231-355-7522

- 1) What is the total amount of your FY 2016/17 budget request from Manistee County?
\$ 159,068 for calendar year 2017, plus \$117,198 for inkind space \$2,500 for Contagious Disease - mandated by the Public Health Code PA368
- 2) How have you calculated the budget request listed above? (Please be specific):
Allocations are based upon per capita and have not increased from the calendar year 2012 level
- 3) How will the County's appropriated funds be used by your agency in FY 2016/17? (Please be specific):
County dollars will be used to support the local share of mandated public health services, immunization, hearing & vision screening, on-site sewage, water protection, communicable disease, STDs and food services, in addition, they will be used to support PA368 requirements
- 4) What percentage of your agency budget is provided by the County? 1.5 %
- 5) What is your agency's source of any additional funding? State categorical, fee-for-service, third party billings, other community grants.

363

6) What is your fiscal year? 10/01/2016 - 09/30/2017

7) Please explain the need for any requested increase from the FY 2016/17 County appropriation?

The Board of Health has not addressed appropriations at this time. As a preliminary request, please consider a 2% increase. This request will require Board of Health action and discussion with the Finance Committee.

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).

A copy of DHD#10's Annual Report is available at dhd10.org

B64

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 Friday, May 6, 2016. Please provide the County with a copy of your anticipated FY 2016/17 budget, if possible. Attach any other supporting documents which may be helpful to the County's Budget process.

NAME AND ADDRESS OF COUNTY FUNDED AGENCY:

Manistee County Fair Board
Manistee County Agricultural Society
P.O. Box 398, Onkama, MI 49675

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Brian Putney, President, Cell # 231-649-0073
Janet Kline, Treasurer, Cell # 661-317-0525

1) What is the total amount of your FY 2016/17 budget request from Manistee County? \$8,000

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

For at least the previous 6 years budget cycle, we have requested \$ 10,000 from the County. For the FY 2016/17 we are requesting \$ 8,000. We are hoping to replace the difference of \$ 2,000 in funds request from anticipated proceeds from the additional events scheduled on the fairgrounds.

3) How will the County's appropriated funds be used by your agency in FY 2016/2017? (Please be specific)

Traditionally, many of the events that are held on the Fairgrounds we end up with little or no profit. All of our events are weather dependant and if the weather does not cooperate, our attendance is impacted and we end up with losses. Last year, the rainy weather we experienced for our fair week defiantly hindered our attendance during the day and at our Grandstand events. To help this out, this year, we will be selling concessions at all of our events with the exception of the midway during fair week. The funds we receive from the County Commissioners, help to absorb some of the losses experienced and will "keep the lights on" during the off-season.

We are planning to continue to improve the appearance of the Fairground. Currently we are getting quotes to give some buildings a new coat of paint and a give the buildings we painted last year a additional coat of paint. We have already purchased some outbuildings this Spring to enhance our events to include ticket booths (2), storage (1) and concessions stands (2). The track needs some additional work to support the upcoming race schedule as well as the horse arena.

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

11% - Our FY 2015/16 is included with this questionnaire as well as our budget to actual tracking spreadsheet that is reviewed at our monthly Fairboard meetings with all members.

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

Budgeted Fair Week Revenue's	\$ 54,500
Budgeted Sponsor Funding	12,000
Budgeted Winter Storage	10,000
Actual Pavilion Rental (Lion's Building)	3,000
Budgeted Grounds Rental (Additional Off Season Events)	750
Budgeted/Actual Funding Subtotal	\$ 80,250
2015/16 Budgeted County Commissions Funding	10,000
Total 2015/16 Budgeted/Actual Funding	\$ 90,250

B65

6) What is your fiscal year? November 1, 2015 to October 31, 2016

7) Please explain the need for any requested increase from the FY 2016/17 appropriation?

As noted above: For at least the previous 6 years budget cycle, we have requested \$ 10,000 from the County. For the FY 2016/17 we are requesting \$ 8,000. We are hoping to replace the difference of \$ 2,000 in funds request from anticipated proceeds from the additional events scheduled on the fairgrounds.

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

The Manistee Fair Board (Manistee County Agricultural Society) is made up of 12 volunteers. Our members are working in the community in various capacities and many serve as volunteers on other non-profit organizations. We meet monthly to plan the yearly Fair as well as the off season events. The maintenance on the grounds and all event management is accomplished by completed by our board members.

The Purpose of the Society: (Directly from our By-Laws)

- a. To manage the Manistee County Fairgrounds, Onkama, Michigan, and to oversee and encourage the use of the Fairgrounds on a YEAR ROUND basis for entertainment and recreation.
- b. The advancement and encouragement of agriculture, horticulture and mechanical arts, household arts and sciences
- c. To promote 4-H club work, F.F.A. activities and all other types of educational work.
- d. To furnish entertainment, recreation, and amusement in connection with the Manistee County Fair.

For the FY2015/16 we have the following events and rentals planned:

	Event Name / Rental Scheduled	Date(s)
<i>New - Event</i>	Stock Car - Test & Tune (<i>Practice for Drivers</i>)	April 23, 2016
<i>New - Event</i>	Stock Car - Test & Tune (<i>Practice for Drivers</i>)	April 30, 2016
<i>New - Event</i>	Enduro Race & Lightning Sprints	May 20, 2016
<i>New - Event</i>	TNT - Demolition Derby	May 21, 2016
<i>New - Event</i>	UMP Sanctioned Stock Car Races	July 1, 2016
<i>Onkama Days</i>	UMP Sanctioned Stock Car Races	August 5, 2016
<i>Fair Week</i>	Open Class - Horse Show	August 21, 2016
<i>Fair Week</i>	SJO Motocross	August 23, 2016
<i>Fair Week - New Event</i>	Michigan Truck & Tractor Pullers	August 24, 2016
<i>Fair Week - New Event</i>	Food Drive - Supporting St. Joseph's Food Pantry	August 24, 2016
<i>Fair Week - New Event</i>	S X S Truck Drags in Dirt	August 25, 2016
<i>Fair Week</i>	UMP Sanctioned Stock Car Races	August 26, 2016
<i>Fair Week</i>	Demo Derby - Night of Destruction	August 27, 2016
<i>New</i>	TNT - Demolition Derby	September 17, 2016
<i>New - Rental</i>	Fair Grounds - Overnight Rental To Bike Race Team	September 30, 2016

**Manistee County Fair Proposed Budget
2015-2016**

B-66

Income		Expenses	
County Commissioners	10,000	Advertisement	7,000
Gate Receipts	12,000	Tax Prep	1,500
Grandstand Receipts	30,000	Auto	750
Grounds Rental	750	Capital Improvement	4,550
Income Promotional	5,000	Commission	1,000
Merchant Booth Rental	3,000	Contracted Services	2,000
Pavilion Rental	3,000	Directors Expense	250
Midway Rental	2,500	Employee Wages	2,400
Registration	2,000	Equipment Purchased	4,000
Sponsors	12,000	Equipment Rental	1,000
Winter Storage	10,500	Exhibit Judges	700
		Animal Judges	800
		Grandstand Shows	25,000
		Insurance	3,000
		M & R Grounds	3,000
		M & R Track	4,500
		Membership Dues	950
		Midway Entertainment	1,800
		Miscellaneous	1,500
		Office Supplies	1,000
		Parking Expense	4,500
		Postage	350
		Premiums	3,000
		Printing	4,000
		Promotions	2,000
		Ribbons & Wrist Bands	500
		Security	3,000
		Supplies - Non- Office	500
		Tax - Federal	400
		Travel & Meeting	1,500
		Utilities - Consumers Energy	3,500
		Utilities - Telephone	800
Total \$ Amount	\$ 90,750	Total \$ Amount	\$ 90,750
*Commissions paid for Sponsor at 10% of Fee Collected			

Income			
	Budget	Actual	Balance Remaining
County Commissioners	\$ 10,000.00	-	\$ 10,000.00
Gate Receipts	\$ 12,000.00	-	\$ 12,000.00
Grandstand Receipts	\$ 30,000.00	-	\$ 30,000.00
Grounds Rental	\$ 750.00	750.00	\$ -
Income Promotional	\$ 5,000.00	-	\$ 5,000.00
Merchant Booth Rental	\$ 3,000.00	-	\$ 3,000.00
Pavilion Rental	\$ 3,000.00	2,000.00	\$ 1,000.00
Midway Rental	\$ 2,500.00	-	\$ 2,500.00
Registration	\$ 2,000.00	5.00	\$ 1,995.00
Sponsors	\$ 12,000.00	-	\$ 12,000.00
Winter Storage	\$ 10,500.00	11,050.00	\$ (550.00)
Misc. Income	\$ -	151.06	\$ (151.06)
Total \$ Amount	\$ 90,750.00	\$ 13,956.06	\$ 76,793.94

Revenue	\$ 13,956.06
Expenses	\$ (6,193.11)

2015 YTD "Actual" Net Income / Loss	\$ 7,762.95
--	--------------------

Expenses			
	Budget	Actual	Balance Remaining
Advertisement	\$ 7,000.00	-	\$ 7,000.00
Tax Prep	\$ 1,500.00	-	\$ 1,500.00
Auto	\$ 750.00	161.31	\$ 588.69
Capital Improvement	\$ 4,550.00	-	\$ 4,550.00
Commission	\$ 1,000.00	90.00	\$ 910.00
Contracted Services	\$ 2,000.00	-	\$ 2,000.00
Directors Expense	\$ 250.00	-	\$ 250.00
Employee Wages	\$ 2,400.00	-	\$ 2,400.00
Equipment Purchased	\$ 4,000.00	-	\$ 4,000.00
Equipment Rental	\$ 1,000.00	-	\$ 1,000.00
Exhibit Judges	\$ 700.00	-	\$ 700.00
Animal Judges	\$ 800.00	-	\$ 800.00
Grandstand Shows	\$ 25,000.00	800.00	\$ 24,200.00
Insurance	\$ 3,000.00	576.75	\$ 2,423.25
M & R Grounds	\$ 3,000.00	61.25	\$ 2,938.75
M & R Track	\$ 4,500.00	420.00	\$ 4,080.00
Membership Dues	\$ 950.00	524.00	\$ 426.00
Midway Entertainment	\$ 1,800.00	-	\$ 1,800.00
Miscellaneous	\$ 1,500.00	622.11	\$ 877.89
Office Supplies	\$ 1,000.00	14.86	\$ 985.14
Parking Expense	\$ 4,500.00	-	\$ 4,500.00
Postage	\$ 350.00	80.72	\$ 269.28
Premiums	\$ 3,000.00	-	\$ 3,000.00
Printing	\$ 4,000.00	-	\$ 4,000.00
Promotions	\$ 2,000.00	-	\$ 2,000.00
Ribbons & Wrist Bands	\$ 500.00	-	\$ 500.00
Security	\$ 3,000.00	-	\$ 3,000.00
Supplies - Non- Office	\$ 500.00	-	\$ 500.00
Tax - Federal	\$ 400.00	-	\$ 400.00
Travel & Meeting	\$ 1,500.00	1,329.42	\$ 170.58
Utilities - Consumers Energy	\$ 3,500.00	1,372.93	\$ 2,127.07
Utilities - Telephone	\$ 800.00	139.76	\$ 660.24
Total \$ Amount	\$ 90,750.00	\$ 6,193.11	\$ 84,556.89

667



Car Races & Grand Stand Events Schedule 2016

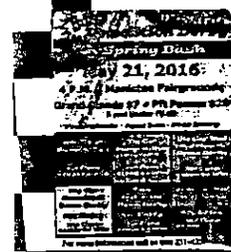
868



Saturday April 23rd & April 30th
Stock Card Test and Tune
 Pits \$10 any age
 Grandstands:
 Adults \$5
 Kids 12 & under free



Friday May 20th
Enduro Race & Lightning Sprints
 Pits \$25 any age + additional fees to compete
 Grandstands:
 Adults \$12
 Kids 6-12 \$7
 5 & under free



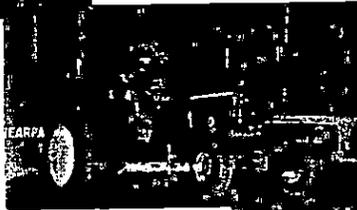
Saturday May 21st
TNT Demolition Derby
 Rain Date May 22nd
 Pits \$20 any age + additional fees to compete
 Grandstands:
 Adult \$7
 5 & under free



Friday July 1st and August 5th
UMP Sanctioned Stock Car Race
 Pits \$25 any age + additional fees to compete
 Grandstands:
 Adults \$12
 Kids 6-12 \$7
 5 & under free



Tuesdays August 23rd
SJO Motocross
 Pits \$15 any age + additional fees to compete
 Grandstands:
 Adults \$12
 Kids 6-12 \$5
 5 & under free



Wednesday August 24th
Michigan Truck and Tractor Pullers
 Pits 15 any age + additional fees to compete
 Grandstands:
 Adults \$12
 Kids 6-12 \$5
 5 and under free



Friday August 26th
UMP Sanctioned Stock Car Race
 Pits \$25 any age + additional fees to compete
 Grandstands:
 Adults \$12
 Kids 6-12 \$7
 5 & under free



Thursday August 25th
SxS Truck Drags in Dirt
 Pits 15 any age + additional fees to compete
 Grandstands:
 Adult \$7
 5 & under free



Saturday August 27th
Demo Derby, Night of Destruction
 By Unique Motor Sports
 Pits \$15 any age + additional fees to compete
 Grandstands:
 Adults \$12
 Kids 6-12 \$5
 5 & under free



Saturday September 17th
TNT Demolition Derby
 Rain Date September 18th
 Pits \$20 any age + additional fees to compete
 Grandstands:
 Adult \$7
 5 & under free



MANISTEE COUNTY FAIR

7587 1st St. • M-22, Onekama • 231-889-5566 • www.manisteecountyfair.org

www.facebook.com/manisteecountyfair

Celebrating 140 Years

FAIR WEEK EVENTS:

Tuesday, August 23 - SJO Motocross

Wednesday, August 24
Michigan Truck & Tractor Pullers

***NEW EVENT • Thursday, August 25**
T-N-T Side X Side Drag Racing

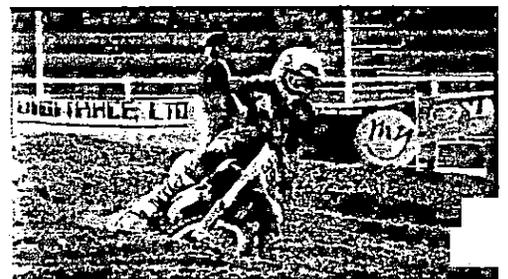
***NEW EVENT • Friday, August 26**
Stock Car Races

Saturday, August 27
Unique Motorsports Night of Destruction Demolition Derby

OTHER UPCOMING EVENTS AT THE MANISTEE COUNTY FAIR GROUNDS:

Friday, July 1 and Friday, August 5
Stock and Lightning Sprint Car Races

Saturday, September 17
T-N-T Demolition Derby





MANISTEE COUNTY FAIR

M-22, Onekama • 231-889-5566 • www.manisteecountyfair.org

B-70

FRIDAY, MAY 20, 2016

For more information
on the Races,
call or text John
231-510-5307



ENDURO RACE and LIGHTNING SPRINTS

Pits Open: 4:00 p.m. • Grandstands Open: 6:00 p.m.

Racing Starts: 7:30 p.m.

Prices: Pit \$ 25.00 (Any Age) • Grandstand: Adults: \$12.00 • Kids 6 - 12: \$7.00 • Kids Under 5: FREE



SATURDAY, MAY 21, 2016

DEMOLITION DERBY *Spring Bash*

Event starts: 4:00 p.m.

Manistee Fairgrounds

Grandstands \$7.00 • Kids Under 5 Free

Pit Passes \$ 20.00

Powerwheels • Ages 3-10 • Free Entry

<p>Small Car Bump-n-Run \$50 Entry • 25+ Cars \$1,000 to Win</p>	<p>Big Car Bump-n-Run \$50 Entry • 25+ Cars \$1,000 to Win</p>	<p>Big Car Mod "Weld Them Up" Demo Derby \$100 Entry • 20+ Cars \$2,000 to Win</p>
<p>Big Car Bonestock Demo Derby \$75 Entry • 20+ Cars \$1,000 to Win</p>	<p>Fwd Gut-n-Go Demo Derby \$50 Entry • 25+ Cars \$1,000 to Win</p>	<p>Small Car Mod "Weld Them Up" Demo Derby \$75 Entry • 20+ Cars \$1,000 to Win</p>

For more information on the derby call or text 231-425-6990

OTHER UPCOMING EVENTS AT THE MANISTEE COUNTY FAIR GROUNDS:

July 1 and August 5 - Stock and Lightning Sprint Car Races

Saturday, September 17 - T-N-T Demolition Derby

FAIR WEEK EVENTS:

Tuesday, August 23 - SJO Motocross

Wednesday, August 24 - Michigan Truck & Tractor Pullers

*NEW EVENT • Thursday, August 25 - T-N-T Side X Side Drag Racing

*NEW EVENT • Friday, August 26 - Stock and Lightning Sprint Car Races

Saturday, August 27 - Unique Motorsports Night of Destruction Demolition Derby

Sponsorships for the 2016 Year are still available. Call us @ 231 - 889 - 5566

Check us on Facebook <http://www.facebook.com/manisteecountyfair>

Visit our web page for additional details : www.manisteecountyfair.org

B-71

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 Friday, May 6, 2016. Please provide the County with a copy of your anticipated FY 2016/17 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
Bear Lake, Michigan 49614

NAME AND TELEPHONE NUMBER OF AGENCY CONTACT PERSON:

Susan Spencer
231-889-9666 ext. 3

- 1) What is the total amount of your FY 2016/17 budget request from Manistee County?
\$ 17,000.00
- 2) How have you calculated the budget request listed above? (Please be specific):
\$7,000 Based on previous year's budget requests.
2010 Census for Manistee County x .32 per person
- 3) How will the County's appropriated funds be used by your agency in FY 2016/17? (Please be specific):
Funds will be used to pay for services + fees necessary to provide our yearly HHW collection
- 4) What percentage of your agency budget is provided by the County? ^{HHW} 29 %
- 5) What is your agency's source of any additional funding? millage, grants, tree sales, rent

3-72

6) What is your fiscal year? Oct. 1, 2016 - Sept. 30, 2017

7) Please explain the need for any requested increase from the FY 2016/17 County appropriation?

n/a

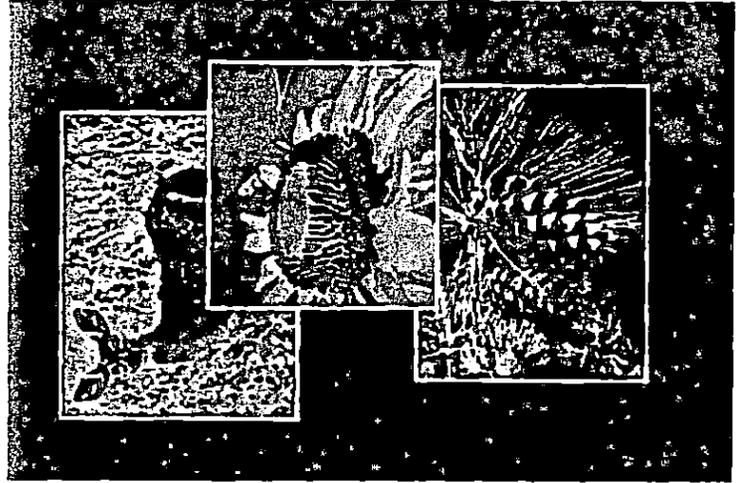
8) In an effort to provide Commissioners and the public with a clear understanding of your agency, please provide a brief overview of your agency's functions and operations. (Attach additional sheets if necessary).

Please reference attached brochure



MANISTEE
CONSERVATION DISTRICT

WORKING FOR YOU!!



B-73

PLACE
STAMP
HERE

Manistee Conservation District
8840 Chippewa Highway
Bear Lake, MI 49614



"Conservation will ultimately boil
down to rewarding the private
landowner who conserves the
public interest."
- Aldo Leopold

B-74



What We Do

- Each year, through the year-round Manistee Conservation District, provides free flow cost or cost share technical assistance with:
- Forest management
- Groundwater monitoring & testing
- Stream channeling
- Conservation of cropland, farming practices
- Household hazardous waste disposal
- Site restoration
- Wetland restoration
- Invasive species monitoring and control
- Public education programs on a variety of environmental topics
- Field & information for trail balls
- Wildlife & grazing land use planning
- Insects
- Annual Seed, Tree and Plant Sales
- Adoption of native plants

Our Mission

- To implement programs and services that promote positive stewardship of the land, water, soil, and wildlife of Western Michigan and Manistee County.
- Working one-on-one with private landowners
- Providing information and assistance with conservation practices and environmental stewardship
- Connecting stakeholders across the county and across the state
- Working with townships and villages across the county to raise awareness of critical environmental concerns
- Working with area schools to provide expert advice and enrichment with respect to the environment

Our Stakeholders—Who We Serve

- Fruit and vegetable growers
- Forest land owners
- Livestock ranchers
- Watershed organizations
- Community gardeners
- Local industries
- Townships and villages
- Schools and neighborhood
- Local conservation clubs
- Sporting clubs and organizations

Who We Are

Originating in response to the soil erosion crisis of the Dust Bowl years, the Manistee Conservation District has, since 1946, shared a rich history with conservation districts across the nation.

We exist to serve private landowners and assist them with implementing sound conservation practices in order to ensure the health, longevity, and productivity of their properties. We work to connect landowners to financial incentives offered by the USDA, through the Natural Resources Conservation Service (NRCS), co-located in the Manistee Conservation District Offices in Bear Lake.

Contact Us

Manistee Conservation District
 8840 Chippewa Highway
 Bear Lake, MI 49612

(231) 889-9688 ext. 3
 Susan Spitzer@mcdo.org

Visit us online at:
www.manistee.org

Find us on Facebook:
www.facebook.com/manistee.org





STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

B-75

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

May 19, 2016

Mr. Jeff Dontz, Chair
Manistee County Board of Commissioners
405 E. Kott Rd.
Manistee, MI 49660

Dear Mr. Dontz:

TRI-COUNTY CONVENTION FACILITIES TAX/4% STATE-WIDE LIQUOR TAX

Distribution for 2016 and 2017

Counties share in the tri-county convention facilities tax levied under Public Act 106 of 1985 and the 4 percent liquor tax levied under Public Act 58 of 1998, when those revenues exceed the debt service requirements for convention facilities. Public Act 2 of 1986 requires the State Treasurer to annually certify an estimate of revenues to be received by counties under Public Act 106. The estimated amount of the convention facility/liquor tax (CFT) distribution to Manistee County from FY 2015-16 collections is \$119,529, which is 101 percent of the county's FY 2014-15 liquor tax collections. The final FY 2015-16 distribution to counties will be made in October 2016. The estimated amount of the convention facility/liquor tax distribution to Manistee County from FY 2016-17 collections is \$116,781. This FY 2016-17 estimate is provided for county budget purposes only.

Reduction in Base Tax Rate for 2016 Truth-In-Taxation Hearing Purposes

Counties are required to use the CFT estimate (below) to reduce their base tax rate for 2016 truth-in-taxation hearing purposes under Public Act 2 of 1986. When county allocated millage was levied in December, the levy was for the county's fiscal year ending in the year after the levy. Therefore, the truth in taxation calculations also used the liquor and cigarette tax payments received in the fiscal year ending in the year after the property tax levy. However, with the switch to a July millage levy, the 2016 levy is for the county's fiscal year ending in 2016, not the following fiscal year. The truth-in-taxation calculations should also use the liquor and cigarette tax payments received in the fiscal year ending in the year of the levy. The law also requires that the FY 2015-16 CFT estimate be adjusted by the difference between the estimated and actual distribution for FY 2014-15. The difference for Manistee County between the actual FY 2014-15 distribution and the Department of Treasury estimate of that distribution is \$-2,032. Therefore, the amount of the convention facility/liquor tax distribution that is to be used to reduce the Manistee County base tax rate for 2016 truth-in-taxation hearing purposes is \$117,497 (\$119,529 + \$-2,032).

Page 2

May 19, 2016

CIGARETTE TAX, HEALTH AND SAFETY FUND ACT

B-76

Distribution for 2016 and 2017

When cigarette tax revenues exceed \$875.2 million, counties receive a share of those revenues under Public Act 264 of 1987, the Health and Safety Fund (HSF) Act. Cigarette tax revenues were below \$875.2 million in FY 2014-15, and are estimated to be below \$875.2 million in FY 2015-16 and FY 2016-17. Therefore counties received no HSF distribution in 2015, and are estimated to receive no HSF distribution in 2016 or 2017.

SUMMARY INFORMATION

The total amount from liquor and cigarette tax distributions that Manistee County must use to reduce its base tax rate for 2016 truth-in-taxation hearing purposes is \$117,497. If a county's 2016 base tax rate, after the reduction for CFT and HSF revenue, is greater than the 2016 millage the county proposes to levy, the county is not required to hold a truth-in-taxation hearing.

Counties may follow the truth-in-taxation hearing process to use the revenues for increased spending, but 50 percent of the convention facility/liquor tax revenue not used to reduce their millage rate is required by Public Act 2 of 1986 to be distributed to the county's designated substance abuse coordinating agency for substance abuse programs. All of the HSF Act revenues not used to reduce their millage rate must be spent as specified in Public Act 264 of 1987. A Property Tax Division bulletin, which explains the required calculations of Public Act 2 and Public Act 264, has been distributed to your county treasurer and is available upon request.

Sincerely,



Howard Heideman, Administrator
Tax Analysis Division
Office of Revenue and Tax Analysis

- c: County Treasurer
- County Equalization Director
- County Executive/Administrator/Controller/Coordinator