

COUNTY BOARD OF COMMISSIONERS BUDGET STUDY SESSION

Wednesday, July 7, 2021
10:00 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Margaret Batzer, Jeff Dontz, Karen Goodman, Eric Gustad, Pauline Jaquish, Nikki Koons and Richard Schmidt

Members Absent: None

Others Present: Lisa Sagala, Administrator/Controller; Sheriff Brian Gutowski; Rachel Nelson, County Treasurer; Mike Szokola, County Planner; Gordon McLellan, IT Contractor; Eric Sullivan, Veteran's Counselor; Mark Coe; Susan Zielinski, Finance Officer; and Lindsey Marquardt, Chief Deputy County Clerk

The Study Session was called to Order by Chairman Dontz at 10:10 a.m.

Pledge of Allegiance

Invocation was given by Ms. Goodman

Roll Call

The County Board and its Committees are operating remotely and electronically by Zoom under the Manistee County Board of Commissioners Resolution #2020-17, which declared a Local State of Emergency through December 31, 2021 due to the COVID-19 pandemic.

PUBLIC COMMENT

Erin Secord, from the Parks and Recreation Commission addressed the proposed Grant Writer position.

Devin Wagner, Spirit of the Woods and Parks and Recreation Commission addressed the proposed Grant Writer position.

Mark Coe, President Manistee-Benzie Snowbirds Snowmobile Club, addressed the trails system and the proposed Grant Writer position.

DISCUSSION AND REVIEW OF A FY 2021/22 DRAFT BUDGET

Discussion and review of a FY 2021/22 draft budget as prepared by County Administration. The County Board had received the 2021/22 County Budget Outline dated Wednesday, July 7, 2021 which included a Property Tax Revenue Estimate (Appendix A); a report of Agency Appropriations with a detailed index and follow-up (Appendix B); requested transfers to other funds (Appendix C); A Planning Department Staffing Proposal for FY21/22 (Appendix D); 2021-22 IT Requests (Appendix E); Building and Grounds Capital Improvement and Equipment Requests for 2020/21 (Appendix F); County Contingency Worksheet for 20/21 (Appendix G); Budgeted Revenues for Budget Year 2021/2022; Treasurer Revenues for Budget Year 2021/2022; Court Revenues for Budget Year 2021/2022; Budgeted Expenses for Budget Year 2021/2022; Budgeted Expenses Comparison by line item for Budget Year 2021/2022; were distributed prior to the meeting.

Lisa Sagala, County Administrator/Controller, reviewed and explained each page of the 2021/22 County Budget Outline. Requested revenues and expenses resulted in a \$1,187,169 budget

deficit. Ms. Sagala and Ms. Zielinski went in and cut some things out and have the deficit down to \$785,542.

If the General Fund Budget were adopted as is, it would be \$337,657 higher than the current FY 2020/21 budget and would require a budgeted use of fund balance totaling \$785,542, as compared to \$477,885 budgeted use of fund balance in FY 2020/21.

It was noted that the Millage Rate for 2022 will be levied at 5.4708 mills. The taxable value for 2022 has an estimated increase of 1.02%. The total estimated 2022 Tax Revenue is \$6,800,309.

It was reported that \$40,559 is being used to balance the 2019/20 budget. There was revenue received for Friend of the Court by Manistee County that was due to Benzie County and the contingency fund from the previous year need to be balanced. If the budget were adopted today it would require a use of \$785,542 use of fund balance.

Notable revenue increase items were reviewed. Current Real Property Taxes increased \$221,985, State Reimbursement Personal Property increased \$14,819, Transfer-In from the Tax Revolving Fund increased \$40,428, Real Estate Transfer Tax increased \$20,000 and the Marijuana Tax is a new revenue at \$70,000. The amount of the Marijuana Tax could be higher, but the County was informed to budget a percentage. The amount depends on the number of facilities, and some funds will also be used for training and studies. Notable revenue decrease items were reviewed. The Casino PILT amount decreased by \$26,116, the MMRAMA Net Asset Reimbursement has decreased dramatically due to market performance by \$75,009, Court Costs from District Court have decreased by \$20,000, the Interest Earned decreased by \$10,000 and the Delinquent Real Property Taxes decreased by \$24,349. There was discussion as to whether online gaming effects the amount of Casino PILT revenue.

Notable Expense Items were reviewed. All wages are currently at a 0% wage increase, except for those individuals scheduled to receive a step increase or pursuant to a labor agreement. The GEA/TPOAM and POLC Union Contracts are set at a 2% increase. Health Insurance premiums increased by 1.31%, which includes an increase in the BCBS Dental Premiums. The MERS retirement contribution has decreased slightly. From \$1,168,005 in 2020/21 to \$1,161,837 in 2021/22.

Regarding the Appropriation Request from other Agencies (Appendix B), Ms. Sagala noted that the Fair Board has requested an increase from \$4,000 to \$8,000. Ms. Sagala put the Fair Board recommended amount at \$4,000. The Chamber Economic Development has requested an increase from \$20,000 to \$40,000. Ms. Sagala put the Chamber Economic Development at the recommended amount of \$20,000. The Board can decide what to do with these two increase requests.

Appendix C indicates transfers to other funds that have been budgeted. The Board would like some clarification as to the increase for the Child Care Fund (CCF). The Capital Improvement is lower. The Airport amount should be \$12,000 not \$120,000.

Personnel related items A) The Grant Writer Position is not included in the budget figures. The total cost with benefits would be approximately \$75,000. Some of this cost could be recouped from administration payments from awarded grants. B) As discussed in the last few budget cycles, is the need for an additional Corrections Officer. The additional cost to the Jail budget would be \$76,000. C) The Planning Department has requested to add a Planner position for approximately \$77,500. (Appendix D)

IT requests were addressed under Appendix E. There should be funds left from FY 2020/21 as the American Rescue Plan Act of 2021 (ARPA) funds were used toward IT related projects this year. There will also be funds available toward IT projects for the FY 2021/22. The IT requests will be reviewed for next meeting to see what projects can be paid for by remaining FY 2020/21 funds and ARPA funds.

Appendix F addresses Capital Improvement Requests. The building and grounds capital improvements total \$103,500. The capital equipment/software requests total \$129,000. The AS 400 Court Server cost is split 60/40% between Manistee and Benzie counties. There was inquiry

regarding the replacement of the jury chairs and jury box modification and if ARPA funds could cover some of these costs.

Appendix G addresses department contingency fund balances. The FY 2020/21 year-end contingency fund balance should be approximately \$200,000.

The Budgeted Revenues for FY 2021/22 were reviewed. The 2-year average is an increase of 1.2%. The Treasurer Budgeted Revenues for FY 2021/22 was reviewed. The 2-year average is an increase of 0.8%. The Manistee County Budget Revenues for Courts for FY 2021/22 was reviewed. The Budgeted Expenses for FY 2021/22 was reviewed, and it was noted that one-half of the costs for the new Liaison Officer position will be reimbursed by the Manistee Intermediate School District. The Budgeted Expenses Comparison report by line item for FY 2021/22 was reviewed.

The recommended budget for FY 2021/22 is \$12,243,828. This is a 5% increase from FY 2019/20 and a 9% increased from 2018/19.

Ways to reduce the current proposed budget amount were discussed. With having the 2-year average percentage comparison for expenses, costs may be able to be reduced by approximately \$200,000. There will be a review of projects that may be covered by ARPA funds. There will be a review of lost revenues upon review of the reports. There is \$92,000 in the budget for police vehicles. Last year one vehicle was paid for from the general fund and one from the contingency fund. IT equipment will be reviewed to see what may be covered with ARPA funds and money left from this years' budget. Eric Sullivan, Veteran's Counselor, has received many letters of support and recommendation, there has been discussion about making this a full-time position. However, it is not known if the budget could support that at this time, but it may be a possible to use grant money to help offset costs.

Current fund balance is \$3,043,029. With the new fund balance policy, we must leave 15% of that amount in the fund. The budget stabilization fund has a balance of \$894,146, but we must consider that we set aside \$447,885 for this year.

The Grant Writer position and the Corrections Officer position will be added into the proposed budget. Wage increases of 2% will be added for employees. Appropriations for the Fair Board and the Chamber Economic Development will be adjusted. A review of items that may be covered by ARPA funds will be done. Ms. Sagala will meet with departments and bring back to the next Study Session new figures as advised by the Board.

The next Budget Study Session is schedule for Wednesday, July 28, 2021, at 9:00 a.m. An additional meeting is set for Friday, August 6, 2021, at 3:00 p.m., if needed.

MISCELLANEOUS BOARD MEMBER COMMENT

None.

Adjourn at the Call of the Chair at 12:37 p.m.

Clerk

2021/22 COUNTY BUDGET OUTLINE

Wednesday, July 07, 2021

TOTAL GENERAL FUND REQUESTED REVENUES	=	\$11,416,021
TOTAL GENERAL FUND REQUESTED EXPENSES	=	\$12,603,190

Surplus/(Deficit)	=	-(\$1,187,169)
TOTAL RECOMMENDED REVENUES	=	\$11,491,100
TOTAL RECOMMENDED EXPENSES	=	\$12,276,642

Surplus/(Deficit)	=	(-\$785,542)

(Note: If this General Fund budget were adopted, it would be \$337,657 higher than the current FY 2020/21 budget, and would require a budgeted use of fund balance totaling \$785,542, as compared to \$447,885 budgeted use of fund balance in FY 2020/21.)

TAX INFORMATION:

A. Millage Rates:

2013 actual =	5.5000 mills
2014 actual =	5.5000 mills
2015 actual =	5.5000 mills
2016 actual =	5.5000 mills
2017 actual =	5.5000 mills
2018 actual =	5.5000 mills
2019 actual =	5.5000 mills
2020 actual =	5.5000 mills
2021 actual =	5.5000 mills
2022 (estimated) =	5.4708 mills

B. Taxable Value:

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
2017 actual =	\$1,109,095,338	+\$19,275,454 + 1.77% (Actual 1.27% due to Arcadia reimb.)
2018 actual =	\$1,128,263,138	+\$19,167,800 +1.73%
2019 actual =	\$1,159,693,350	+\$31,430,212 +2.79%
2020 actual =	\$1,185,824,185	+\$26,130,835 +2.25%
2021 actual =	\$1,218,646,127	+\$32,821,942 +2.76%

(Note: For 2020/2021 budget, the estimated increase was 1.3%.)

2022 estimated taxable value = \$1,243,019,050 (\$1,218,646,127 x 1.02) (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 2021. 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.)

2022 Estimated Tax Revenue:

\$1,243,019,050 x .0054708	=	\$6,800,309
Plus 2021 IFT Value Estimate	=	\$8,828
Less 2021 Renaissance Zone Value Estimate	=	(\$16,891)
Less 2021 DDA Capture Revenue Estimate	=	(\$121,390)
Less 2021 Brownfield Value	=	(\$38,738)
Plus DNR PILT Revenue	=	\$17,855
Plus Personal Property Tax Revenue Reimbursement Estimate =		<u>\$207,417</u>
Total estimated 2021 Tax Revenue =		<u>\$6,857,390</u>

(Note: FY 2020/21 budgeted tax revenue = \$6,644,934. Estimated \$21,456 increase in tax revenue for 2021/22).

D. GENERAL FUND BUDGET HISTORY:

<u>Budgeted</u>		
2011/12	\$ 9,914,866	
2012/13	\$10,270,566	
2013/14	\$10,486,505	
2014/15	\$10,637,649	Included a \$129,822 budgeted use of fund balance (Was not required at year end.)
2015/16	\$10,826,666	Included a \$172,751 budgeted use of fund balance (Was not required at year end.)
2016/17	\$10,983,512	Included a \$188,732 budgeted use of fund balance (Was not required at year end.)
2017/18	\$11,052,155	Included a \$268,009 budgeted use of fund balance (\$62,516 was required at year end.)
2018/19	\$11,263,227	Includes a \$137,908 budgeted use of fund balance (Was not required at year end.)
2019/20	\$11,394,721	Includes a \$137,664 budgeted use of fund balance (\$40,559 was required at year end.)
2020/21	\$11,674,294	Includes a \$447,885 budgeted use of fund balance
2021/22	\$12,276,642	First round estimates (Includes a \$785,542 budgeted use of fund balance)

E. Notable Revenue Items:

Increases

- 1) Current Real Property Taxes = \$221,985
- 2) State Reimb. Personal Property = \$14,819

- 3) Transfer in – Tax Revolving Fund = \$40,428
- 4) Real Estate Transfer Tax = \$20,000
- 5) Marijuana Tax = \$70,000

Decreases

- 1) Casino PILT = \$26,166
- 2) MMRAMA Net Asset Reimbursement = \$75,009
- 3) Court Costs (District Court) = \$20,000
- 4) Interest Earned = \$10,000
- 5) Delinquent Real Property Taxes = \$24,349

F. Notable Expense Items:

- 1) All wages are currently at a 0% wage increase, except for those individuals scheduled to receive a step increase or pursuant to a labor agreement or other contractual agreements (GEA/TPOAM employees = 2%; POLC employees = 2%)

Not included in budget, but cost for Non-Union, Courts, and Elected Officials wage increase (includes fringe cost)

- 1% \$31,191
- 1.5% \$46,785
- 2% \$62,380
- 2.5% \$77,974

- 2) The Health Insurance Premium increased 1.31%, which includes an increase in the BCBS Dental Premiums. These changes have slightly increased the overall costs and this change is reflected in the budget. The employee/Elected Official premium co-pay is budgeted at 9% of annual premium. This assumes board action to opt-out of PA152 and that employee premium co-pays remain at 9%.

The MERS retirement contribution has decreased slightly:

General Fund Retirement Budget 2020/21 =	\$1,168,005
General Fund Retirement Budget 2021/22 =	<u>\$1,161,837</u>
Premium Decrease =	<u>\$ 6,168</u>

- 3) Appropriations – **APPENDIX B**
- 4) Transfers to Other Funds – **APPENDIX C**
- 5) Personnel related items, not included in budget:
 - A) Grant Writer Position is not included in the budget figures. The average salary for a grant writer is around \$50,000. The total cost with benefits would be approximately \$75,000.
 - B) As discussed in last few budget cycles was the need for an additional Corrections Officer. The additional cost to the Jail budget would be \$76,000.
 - C) Planning Department has requested the following changes: **APPENDIX D**
 - a. The cost to add a Planner position would be approximately \$77,500.

6) Also included in this packet:

- a. A list of the FY 2021/22 Technology Requests, **APPENDIX E**
- b. Capital Improvement/Equipment Requests, **APPENDIX F**
- c. Contingency Fund Balance Sheet, **APPENDIX G**

Lisa Sagala
Controller/Administrator
July 06, 2021

PROPERTY TAX REVENUE ESTIMATE

2022 estimated milage rate = 5.4708
 2022 estimated taxable value = 1,218,646,127 x 1.02 + 0 = 1,243,019,050
 (2% inflation factor & 0% taxable value additions/losses)

2022 taxable value	1,243,019,050	x	0.0054708	\$	6,800,309
ADD: 2021 IFT value	3,227,372	x	0.00273540	\$	8,828
LESS: 2021 Ren Zone value	-	x	0.0054708	\$	-
	75%	4,116,612	x	0.0054708	\$ (16,891)
LESS: 2021 DDA captured value	22,188,754	x	0.0054708	\$	(121,390)
LESS: 2021 Brownfield captured value	7,080,914	x	0.0054708	\$	(38,738)
ADD: 2021 DNR PILT value	3,263,709	x	0.0054708	\$	<u>17,855</u>
TOTAL 2022 TAX REVENUE ESTIMATE				\$	6,649,972

2021 Reimbursement for personal property tax					
100% reimbursement	37,913,445	x	0.0054708	\$	207,417

APPENDIX B

APPROPRIATIONS

NAME	2019/20 BUDGET	2020/2021 BUDGET	2021/22 REQUEST	2021/22 DRAFT RECOMMEND
A. District Health Department	\$157,066	\$157,066	\$157,066	\$157,066
B. Mental Health	\$173,926+ Sheriff contract of \$68,562	\$172,051 + Sheriff contract of \$73,367	\$160,272 + Sheriff contract of \$88,076	\$160,272 + Sheriff contract of \$88,076
C. Substance Abuse	\$61,231	\$67,000	\$68,325	\$68,325
D. Fair Board	\$4,000	\$4,000	\$8,000	\$4,000
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. Economic Development (Chamber)	\$20,000	\$20,000	\$40,000	\$20,000
K. Hazardous Waste Collection	\$7,000	\$7,000	\$7,000	\$7,000
L. 2-1-1	\$3,500	\$3,500	\$3,500	\$3,500
TOTAL	\$440,850	\$444,744	\$458,290	\$434,290

The following transfers to other fund have been budgeted:

FUND	2019/20 BUDGET	2020/21 BUDGET	2021/22 REQUEST	2021/22 DRAFT RECOMMENDED
A Airport Fund	\$12,000	\$120,000	\$120,000	\$120,000
B OPEB Trust	\$166,910	\$166,910	\$166,910	\$166,910
C Air Photo Fund	\$0	\$0	\$0	\$0
D Recycling Fund	\$15,000	\$10,000	\$13,000	\$13,000
E Community Corrections Fund (Thinking Matters)	\$7,500	\$7,500	\$7,500	\$7,500
F Law Library	\$18,000	\$10,000	\$20,000	\$20,000
G Child Care Fund	\$182,000	\$191,363	\$222,606	\$222,606
H Indigent Defense Fund	\$191,215	\$191,027	\$189,343	\$189,343
I Capital Improvement Fund	\$96,500	\$97,500	\$167,200	\$103,500
J Building Authority Fund	\$157,000	\$157,000	\$157,000	\$157,000
K Law Enforcement Fund	\$0	\$0	\$0	\$6,000
L Mounted Search & Rescue Fund	\$0	\$0	\$0	\$0
M Jail Loan Fund	\$66,667	\$0	\$66,667	\$66,667
N Soldiers & Sailors Relief Fund	\$10,000	\$10,000	\$10,000	\$10,000
O Remonumentation Fund	\$0	\$0	\$0	\$0
TOTAL	\$922,792	\$961,300	\$1,140,226	\$1,082,526

Planning Department Staffing Proposal for FY21/22

Introduction and justification:

The scope of responsibilities of the Planning Department staff has increased significantly over the course of the last 2 years, and with the departure of the former Planning Director at the end of 2020, and the Planning I Zoning Administrator/SESC Operator, the current Planning Department Director has hired two new Planners that require training. The workload has increased as the Planning Department, at the request of the County Board of Commissioners (CBOC), has entered several zoning administration contracts with the City of Manistee, 4 villages, and 3 townships (with more townships desiring to contract with the county when staffing capacity is available). The zoning administration workload has resulted in a reduction of important planning work including updating the county Master Plan, the Capital Improvement Plan and the County Recreation Plan. Although the county is trying to accomplish these updates through contracting with Networks Northwest, these plans will still need to be reviewed by planning department staff. In addition, the Planning Department has taken over implementation of the Soil Erosion Permit program (previously a full-time contracted position), as well as taking over various duties normally administered by 911 Emergency Departments, Equalization Departments or contracted with other service providers. The level of development activity in the county has also increased, further impacting the workload of a department already operating above capacity. The department has stated that it can no longer provide staffing to the recently created Recreation Commission, whose charge is to facilitate the creation of a 120-mile county trail system connecting our county communities and desired by county residents, not only for resident use, but to create an amenity that will provide a lucrative tourism opportunity that will help support small businesses in the county. A recent analysis by Mary Reilly, MSU Extension Specialist of County Planning Departments responsibilities in our region showed that the Manistee County Planning Department responsibilities exceeds those of most other counties. (See Exhibit 1a. & Exhibit 1b. Mary Reilly's slide comparing county planning department responsibilities). The training, professionalism, and quality of work of the Planning Department staff, including the trusting relationships they have developed with the CBOC, townships, villages and the City of Manistee have encouraged and attracted the transfer of various program responsibilities into the department. Unfortunately, the department has reached the point where it is critically understaffed, and if this situation continues it may undermine the quality of work and services that the Planning Department has provided, and that the county has come to rely upon.

Staffing Request for FY21/22:

Discussion: The Planning Department is requesting the creation of a number of positions including some positions which are needed immediately, and others which would be filled as needed, recognizing that there may be changes in workload depending on the outcome of renegotiation of the City of Manistee Zoning Administration contract, the rate of development in the county, the number of additional zoning administration contracts added, the possible redistribution of current services provided, or the addition of

services for the planning department to administer. The following table provides various scenarios of planning department responsibilities, and the anticipated staffing needs to accommodate those scenarios. Because of the uncertainty of which scenario is most likely, the Planning Department requests that all requested positions be created. Having the ability to increase capacity as needed to provide high quality support and service timely to other county departments, jurisdictions, residents, businesses, and developers directly impacts the ability of the county to attract business, talent, and investment opportunities.

Scenarios	Additional Positions Requested	Duties	Comments/Probability
Scenario 1: Current responsibilities include: City of Manistee and current zoning administration (ZA) contracts, Soil Erosion permitting program	GIS/Planner/ Inspection officer	Mapping, addressing, planning and some ZA	Needed immediately/ 100% probability
Scenario 2: Current responsibilities w/o the City of Manistee ZA contract	No, additional positions needed. Zach would take on responsibilities that need to be filled by another staff member.	Zoning inspection & enf., soil erosion inspection & enf., HDC inspection, simple permits (decks) See above, and include staff support to the Recreation Commission	Additional staff position would allow staffing support to the Recreation Commission If the contract is terminated, no add'l staffing needed. Planning Dept. could provide staff support Co. Rec. Comm./ 50% probability
Scenario 3: Current responsibilities plus 2 add'l ZA contracts (Pleasanton and Filer twps.)	GIS/Planner/ Inspection Officer Planner/Zoning Admin.	See above Same as current Planner/ZA	80% probability
Scenario 4: Current responsibilities with no City ZA contract, but with more twp. ZA contracts	Planner/Zoning Admin.	See above	No GIS Planner needed as again Zach would be shifted over. 60% probability
Scenario 5: Same as Scenario 3 plus rate of development increases	GIS/Planner/ Inspection Officer 2 Planners/Zone Admins.	See above Planners to offer contracted services for Twp. Master Plans and zoning ordinances.	70% probability

Summary:

The Planning Department is requesting the creation of 3 new positions: GIS/Planner/Inspection Officer, and 2 Planner/Zoning Administrators.

Past Functions



- Recreation Plan
- Grant Writing and Management
- Writing the Master Plan
- Brownfield Committee or Staff
- Soil Erosion and Sedimentation
- Remonumentation
- Solid Waste Plan
- Writes plans/zoning amendments for other municipalities
- 911 Database
- Addressing
- GIS for the County
- Land Division



Some



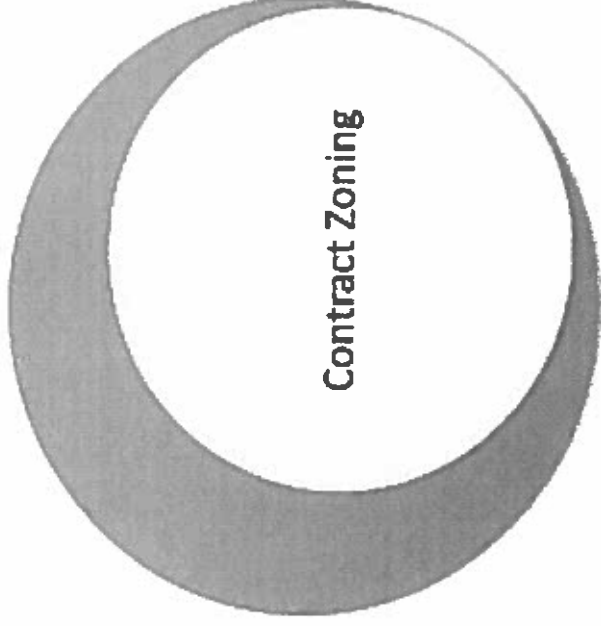
Rare for
Planning Dept.

Based on 2021 review of Emmet, Antrim, Mason, Manistee, and Leelanau Counties



Exhibit 1a: MSU Extension's review of how Manistee County Compares with other Planning Departments in the Region, prior to taking on Planning and Zoning Contracts. Colors indicate: Black means common, Red indicates that some take on these duties, and Green is rare for a Planning Department to take on those duties.

Current Functions



- Zoning Administration
- Recreation Plan
- Grant Writing and Management
- Writing the Master Plan
- Brownfield Committee
- Soil Erosion and Sedimentation
- Remonumentation
- Solid Waste Plan
- 911 Database
- Addressing
- GIS for the County
- Land Division

Exhibit 1b: MSU Extension's review of how Manistee County Compares with other Planning Departments in the Region in its current function. Black means common, Red indicates that some take on these duties, and Green is rare for a Planning Department to take on those duties.

*** Additional notes from MSU Extension's Presentation:

- Communities that have zoning administration have less of these other tasks.
- In Emmet County (where they have county wide zoning)– that department does not engage in land division, GIS, 911, Remonumentation, solid waste plans, or addressing.
- In Leelanau County– where they do not do zoning– they do not do Land Division, Recreation Plan, Soil Erosion, 911, and they share the GIS responsibility with Equalization.
- About half of the counties utilized a consultant to help with Plan writing.



- Important to note that MSU Extension did not ask about staffing or full-time equivalents— just which department does what tasks.
- In most Counties --Soil erosion is a drain commission function.
- Land division falls to equalization or the township assessor.
- Addressing goes to equalization.
- 911 Database updates are the job of emergency management.
- GIS is shared responsibility, there is a GIS department, or it falls within equalization.

FY 2021-22 IT Projects

1. High priority:
 - a. Replace network storage at Sheriff and Courthouse data centers. Approximate cost: \$100,000
 - b. Replace Court server A5/400. Approximate cost: \$65,000, we can lease to own over a four to five year period. This cost is shared with Benzie County. Estimated annual cost \$13,000
 - c. Replace outdated firewall appliances at Sheriff and Courthouse: approximate cost \$25,000
2. Strongly recommended:
 - a. Computer rotation, desktop replacement. 25 systems: approximate cost \$30,000
 - b. Fiber upgrade for courthouse building
 - i. Only East Annex \$12,000
 - ii. Entire building \$40,000

Capital Improvement Requests

Building & Grounds

Sheriff and Jail Buildings

1 Asphalt repairs to damaged area by pole barns	\$7,500
2 Jail Hallway drop in ceiling replacement	\$25,000
3 Upgrade existing build energy management software	\$3,000
4 Replace old t-12 lighting in C-Block to new LED lighting	\$10,000
5 Replace old 100 gal HW heater with more energy efficient	\$13,000
6 Replace old D-block cell lighting with new LED lighting	\$5,000
Furnish and Install new water shut off valves to cell block	
7 areas	\$5,000
Rework deputy bathroom and shower area, including new	
8 entrance door for safety protocols	\$10,000
	<u>\$78,500</u>

Courthouse

Replace damaged Courthouse HVAC management control	
1 system	\$15,000
2 Miscellaneous Contingency	\$10,000
	<u>\$103,500</u>

Total

Capital Equipment/Software Requests

Courts

1 AS 400 Server		\$75,000
	Manistee Cost	\$45,000
	Benzie Cost	\$35,000
2 Replace Jury Chairs	\$7,000	
Modification of Jury Box for Handicap accessibility	\$20,000	
	<u>Sub Total</u>	<u>\$72,000</u>

Planning

3 BS&A Building, Planning and Zoning Software extension	\$45,000	
4 Large Format Plotter/Scanner Combo	\$12,000	
	<u>Sub Total</u>	<u>\$57,000</u>
	<u>Total</u>	<u>\$129,000</u>

Manistee County - Contingency Worksheet for 20/21

Account GL#	Department	Beginning Balance FY 20/21	For	Amount Approved	Amount Spent	Vendor	Invoice #	Line Item Paid From	Ending Balance	Additions/ Subtractions FY 20/21	Year End Totals FY 20/21
216-000-390.001	COMMISSIONERS	3,685.88							3,685.88		3,685.88
216-000-390.002	COUNTY ADMINISTRATOI	6,306.42							6,306.42		6,306.42
216-000-390.003	CIRCUIT COURT	10,000.00							10,000.00		10,000.00
216-000-390.004	DISTRICT COURT	10,000.00							10,000.00		10,000.00
216-000-390.005	FRIEND OF THE COURT	10,000.00							10,000.00		10,000.00
216-000-390.006	PROBATE COURT	10,000.00							10,000.00		10,000.00
216-000-390.007	COUNTY CLERK	5,799.82							5,799.82		5,799.82
216-000-390.008	EQUALIZATION DEPARTM	10,000.00							10,000.00		10,000.00
216-000-390.009	PROSECUTING ATTORNEY	10,000.00							10,000.00		10,000.00
216-000-390.010	REGISTER OF DEEDS	4,915.63							4,915.63		4,915.63
216-000-390.011	COUNTY TREASURER	10,000.00							10,000.00		10,000.00
216-000-390.012	BUILDING & GROUNDS	10,000.00	Repairs on Building on 395 third Street	\$6,100.00	\$6,100.00	Carpenter's Son	PO# 3999	101-265-930.010	10,000.00	(\$6,100.00)	3,900.00
216-000-390.013	SHERIFF DEPARTMENT	198.24							198.24		198.24
216-000-390.014	EMERGENCY SERVICES	7,316.12							7,316.12		7,316.12
216-000-390.015	ANIMAL CONTROL	7,900.00							7,900.00		7,900.00
216-000-390.016	MEDICAL EXAMINER	5,000.00							5,000.00		5,000.00
216-000-390.017	VETERANS TRUST	10,000.00							10,000.00		10,000.00
216-000-390.018	MSU EXTENSION	5,163.43							5,163.43		5,163.43
216-000-390.019	PLANNING DEPARTMENT	10,000.00	ArcGIS License/(2) Pro Licenses	\$1,881.34	\$1,881.34	February Credit Card Statement		101-172-810.000	10,000.00	(\$1,881.34)	8,118.66
216-000-390.020	DRAIN COMMISSIONER	7,304.86							7,304.86		7,304.86
216-000-390.021	JAIL	4,369.17							4,369.17		4,369.17
216-000-390.022	JUVENILE SERVICES	10,000.00							10,000.00		10,000.00
216-000-390.023	DISTRICT COURT PROBAT	4,802.00							4,802.00		4,802.00
216-000-390.025	MANISTEE COUNTY CONI	116,452.25	Wage Study Fair Building	\$22,500.00	\$22,500.00				116,452.25	(\$22,500.00)	68,952.25
		289,213.82		30,481.34	30,481.34				289,213.82	(\$30,481.34)	233,732.48