

Antrim County Capital Improvement Committee

Minutes April 27, 2016

Members present: Ed Boettcher, Bill Bailey, Pete Garwood, Deb Haydell, Mike Hayes, Chuck Johnson, Bryan Smith
Members absent: Valerie Craft, Dave Vitale
Others present: Janet Koch

1. Call to Order

Chairman Ed Boettcher called the meeting to order at 9:00 a.m.

2. Public Comment

None.

3. Review of Minutes from July 1, 2015

Motion by Bill Bailey, seconded by Mike Hayes, to approve the minutes of July 1, 2015 as presented. Motion carried – unanimous.

4. Review of the 2016-2021 Capital Improvement Plan (CIP)

The CIPs from 2015-2020 and 2016-2021 were discussed (**see attached pgs. 3-8**). The projects approved in the 2016 budget were discussed.

5. Strategy for 2017-2022 CIP

The Committee discussed the 2016 taxable values for the County. The delinquent tax fund was discussed (**see attached pgs. 9-10**) as was the County's fund balance.

Janet Koch, Associate Planner, asked if the Committee would like to see any changes to the form for new projects. (**See attached pg. 11**) The Committee had none. Mr. Smith said he would like the department heads to receive feedback about the projects submitted in previous years. Ms. Koch said she would do so.

Mr. Bailey recommended that the Planning Commission make sure the bigger projects included in the CIP wouldn't be in conflict with County's Master Plan. The Committee agreed.

After a discussion of possible scoring methodologies (**see attached pgs. 12-13**), it was the consensus of the Committee to follow the same process for scheduling projects that was followed for the previous CIP.

The Committee discussed the current definition of capital improvement projects (**see attached pg. 14**). It was the consensus of the Committee that CIP projects including annual fees, should be a CIP project only for the first year; in subsequent years it should be an operating cost and not be included in the CIP.

There was a discussion of presenting the CIP to other Committees.

DRAFT

The Committee planned a timeline for completing the CIP. Ms. Koch said she would send out a notice to the department heads regarding projects; if they want to submit new projects, want to pull previously submitted projects, want to revise previously submitted projects, etc.

Upcoming CIP meetings were scheduled for:

- Tuesday, May 31 at 1:00 pm
- Wednesday, June 29 at 9:00 am

The expectation was that a draft CIP would be included as part of the June 29 agenda packet and, after minimal changes, would be submitted to the Finance Committee for review at their July 11 meeting.

Staff was directed to communicate the timeline regarding the CIP to the Planning Commission.

6. Public/Member Comment

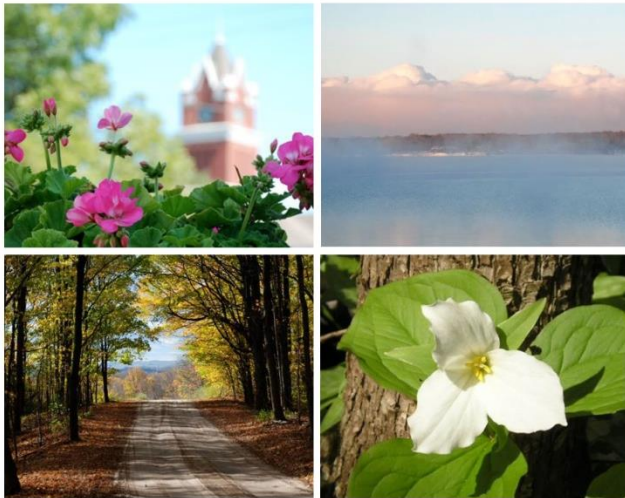
Mr. Hayes asked that any June correspondence regarding the CIP be passed on to him.

The meeting was adjourned at 10:22 a.m.

Antrim County's 2015 Budget

What the CIP recommended

Antrim County
Capital Improvements Plan
2015 – 2020



Project

Jail: refinish shower stalls	\$40,000
Jail: purchase of Northpointe software	\$11,510
Sheriff: portable fingerprint system	\$18,490
911: 800 MHz LE radio replacement	\$60,000
911: answering system replacement	\$42,500
911: battery backup & power conditioner	\$30,000
911: new software to guide dispatchers	\$22,855
911: Motorola MCC 5500 replacement	\$30,000
Total	\$255,355

Antrim County's 2015 Budget



What the BOC budgeted

Project

Jail: refinish shower stalls	\$30,000
911: answering system replacement	\$170,000
District Court: document imaging	\$27,396
Grove St. Annex: new carpeting	\$15,000
Total	\$242,396

Antrim County's 2015 Budget

Antrim County
Capital Improvements Plan
2015 – 2020



Project			Fund Source
Jail: refinish shower stalls	\$ 40,000	\$ 30,000	General fund
Jail: purchase of Northpointe software	\$ 11,510	--	
Sheriff: portable fingerprint system	\$ 18,490	--	
911: 800 MHz LE Radio Replacement	\$ 60,000	--	
911: answering system replacement	\$ 42,500	\$170,000	Fund #262
911: battery backup & power conditioner	\$ 30,000	--	
911: new software to guide dispatchers	\$ 22,855	--	
911: Motorola MCC 5500 Replacement	\$ 30,000	--	
District Court – document imaging	Wasn't in CIP	\$ 27,396	General fund
Grove St. Annex – new carpeting	Wasn't in CIP	\$15,000	General fund
	\$ 255,355	\$242,396	

Antrim County's 2016 Budget

What the CIP recommended

Antrim County
Capital Improvements Plan
2016 – 2021



*Ensuring that the County
continues to meet the
capital needs of the community.*

Project

Boiler replacement	\$50,000
Grass River road improvements	\$50,000
Hydroelectric building renovations	\$160,000
Jail kitchen convection oven	\$14,000
Jail EKG machine	\$10,000
Orthophotography	\$15,000
Runway rehabilitation	\$57,350
Future non-scheduled projects	\$100,000
Total	\$456,350

Antrim County's 2016 Budget



What the BOC budgeted

Project

Boiler replacement	\$50,000
Hydroelectric building renovations	\$165,000
Jail EKG machine	\$10,000
Orthophotography	\$15,000
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Total	\$240,000

Antrim County's 2016 Budget

Antrim County
Capital Improvements Plan
2015 – 2020



Project			Fund Source
Boiler replacement	\$ 50,000	\$ 50,000	Delinquent tax fund
Grass River Road Improvements	\$ 50,000	--	
Hydroelectric Building Renovations	\$ 160,000	\$165,000	Elk Rapids Hydro fund
Jail Kitchen Convection Oven	\$ 14,000	--	
Jail EKG Machine	\$ 10,000	\$ 10,000	Delinquent tax fund
Orthophotography	\$ 15,000	\$ 15,000	Delinquent tax fund
Runway Rehabilitation	\$ 57,360	--	
Future non-scheduled projects	\$ 100,000	--	
	\$ 456,360	\$ 240,000	

Antrim County's 2017-2022 CIP Funding

- **Percent change in taxable value from 2015 to 2016 is an **increase** of 0.80%**
- **Possible methods of funding CIP projects:**
 - **Use the \$ from 2015 that have been absorbed into the fund balance.**
 - **Delinquent tax fund (see following).**

TAXABLE VALUE					DELINQUENT TAXES ROLLING 3 YEAR AVERAGE APPROACH TIMES 2								Reserved By Board
COUNTY BUDGET YEAR	TAX YEAR	COUNTY'S TAXABLE VALUE	CHANGE IN VALUE	TOTAL LEVY	AMOUNT RETURNED DELINQUENT	% of total Levy	COVERAGE BALANCE REQUIRED	ANNUAL CASH BALANCE 03/31	POSSIBLE AVAILABLE FUNDS				
	2006	1,593,925,601	6.85%	\$ 54,160,869									
2008	2007	1,699,165,644	6.60%	\$ 56,737,119	4.76%	\$ 3,636,803 *	6.71%	\$ 7,273,606	\$ 5,203,164	9/30/2007	(\$2,070,442)		
2009	2008	1,752,937,766	3.16%	\$ 57,627,368	1.57%	\$ 3,867,890 *	6.82%	\$ 7,427,668	\$ 5,527,670	3/31/2008	(\$1,899,998)		
2010	2009	1,804,907,683	2.96%	\$ 58,971,555	2.33%	\$ 4,178,679 *	7.25%	\$ 7,581,722	\$ 6,531,924	3/31/2009	(\$1,049,798)		
2011	2010	1,722,510,412	-4.57%	\$ 56,450,047	-4.28%	\$ 4,466,099 *	7.57%	\$ 7,788,915	\$ 6,195,611	3/31/2010	(\$1,593,305)		
2012	2011	1,677,554,061	-2.61%	\$ 55,370,341	-1.91%	\$ 3,788,021 *	6.71%	\$ 8,341,779	\$ 7,842,540	3/31/2011	(\$499,239)		
2013	2012	1,680,663,223	0.19%	\$ 56,047,248	1.22%	\$ 3,260,431 *	5.89%	\$ 8,288,533	\$ 8,518,701	3/31/2012	\$ 230,168		
2014	2013	1,700,925,006	1.21%	\$ 56,955,329	1.62%	\$ 3,145,601 *	5.61%	\$ 7,676,367	\$ 8,456,377	3/31/2013	\$ 780,010		
2015	2014	1,721,797,938	1.23%	\$ 58,476,761	2.67%	\$ 3,802,146 *	6.68%	\$ 6,796,035	\$ 9,349,004	3/31/2014	\$ 2,552,968		
2016	2015	1,746,154,450	5	1.41%	\$ 59,938,680	4	2.50%	\$ 2,940,244 *	5.03%	\$ 6,805,452	2 \$ 9,669,369 3/31/2015 \$ 2,863,917		
2017	2016	1,772,346,767	3	1.50%	\$ 61,437,147	4	2.50%	\$ 3,101,957	1	5.18%	\$ 6,591,994	2 \$ - 3/31/2016	
2018	2017	1,798,931,969	3	1.50%	\$ 62,973,076	4	2.50%	\$ 3,272,565	1	5.33%	\$ 6,562,898	2 \$ - 3/31/2017	
3=1.50% est increase			4=2.5% est increase			* Actual prior year delinquents							
5=2015 Equal report						1=5.5% increase		2=rolling average previous 3 year's delinquent tax, times coverage of 2					

Optional Method-Using Prior Years Interest plus Collection Fee

BUDGET YEAR	COLLECTED MULTIPLE YEARS COLLECTION FEE	COLLECTED MULTIPLE YEARS INTEREST	COLLECTED COMBINED TOTAL
2008	\$ 146,770.51	\$ 340,099.54	\$ 486,870.05
2009	\$ 145,207.00	\$ 347,221.75	\$ 492,428.75
2010	\$ 171,553.29	\$ 403,362.79	\$ 574,916.08
2011	\$ 153,933.70	\$ 412,167.03	\$ 566,100.73
2012	\$ 124,614.12	\$ 369,578.95	\$ 494,193.07
2013	\$ 132,534.59	\$ 374,825.06	\$ 507,359.65
2014	\$ 136,890.53	\$ 344,606.46	\$ 481,496.99

Antrim County

CIP Project Submittal

*For consideration in the
upcoming 2016-2021 Capital
Improvement Plan & in the
2016 budgeting process.*

Project Title Total estimated cost of project *(Please use a specific amount.)*

Department Contact name

Where is the money coming from? *(List all funding sources. Please be as specific as possible.)*

In which fiscal year(s) would you like funding to be allocated? *(Can be spread across multiple years.)*

2016	2017	2018	2019	2020
2021	2022	2023	2024	2025

Project description

Why is this project needed?

Are any future costs (such as annual fees) associated with this project? If so, please estimate.
Will there be any savings if the project is approved?

Additional comments



STEP FOUR

Project scoring

After the department heads identify and complete the project application forms for all capital improvements that will occur in the next six years, each member of the policy group receives one copy of every project application form submitted along with the appropriate amount of score sheets.

The three basic questions that should be answered when ranking projects are:

- Is the project legal?
- Is the project a high priority for the community?
- Is the project contained in the master plan or the parks and recreation plan?

Appendix B contains a sample of a more complex score sheet. The length and intensity of the score sheet is dependent on the capacity and goals of the community. Each member for the policy group will score and then rank the projects and submit the score sheets to the administrative team.



2014–2019 CAPITAL IMPROVEMENT NEEDS ASSESSMENT FORM				
Project name:		Project #:		
Department:		Total score:		
Rater name:	Score range	Rater score	Weight	Total points
1. Contributes to health, safety and welfare				
Eliminates a known hazard (accident history)				
Eliminates a potential hazard				
Materially contributes				
Minimally contributes				
No impact				
2. Project needed to comply with local, state or federal law				
Yes				
No				
3. Project conforms to adopted program, policy or plan				
Project is consistent with adopted city council policy or plan				
Project is consistent with administrative policy				
No policy/plan in place				
4. Project remediates an existing or projected deficiency				
Completely remedy problem				
Partially remedy problem				
No				
5. Will project upgrade facilities?				
Rehabilitates/upgrades existing facility				
Replaces existing facility				
New facility				
6. Contributes to long-term needs of community				
More than 30 years				
21–30 years				
11–20 years				
4–10 years				
3 years or less				
7. Service area of project				
Regional				
City-wide				
Several neighborhoods				
One neighborhood or less				
8. Department priority				
High				
Medium				
Low				
9. Project delivers level of service desired by community				
High				
Medium				
Low				

DEFINITION OF A CAPITAL PROJECT (from the 2016-2021 CIP)

Short version

A capital improvement project is an expenditure that:

- Is directed to the acquisition, creation, or improvement of capital assets
- Costs in excess of \$10,000
- Has an expected lifespan of more than three years

Longer version

A capital improvement project is the resulting acquisition of a nonrecurring expenditure of \$10,000 or greater for physical improvements, including costs for:

- Acquisition of existing buildings, land, or interests in land
- Construction of new buildings or other structures, including additions and major alterations
- Construction of streets and highways or utility lines
- Acquisition of equipment
- ***Not included in the County's definition of a capital improvement project is the replacement of vehicles and computers.***
- Landscaping
- Other similar expenditures
- Technology projects involving the purchase of new equipment will be considered a capital improvement for the initial purchase – if over \$10,000. Once the equipment is scheduled for replacement, it will be treated like all other computer related equipment and will no longer be classified as a capital improvement and will not be listed in the CIP.

Big Picture Definition

A capital improvement can mean changes, alterations, rearrangements or additions to existing facilities.

A capital improvement can also be new construction, acquisition or improvements to sites, buildings, or service systems.

Antrim County Capital Improvement Committee

Minutes May 31, 2016

Members: Ed Boettcher, Bill Bailey, Pete Garwood, Deb Haydell, Mike Hayes, Chuck Johnson, Bryan Smith, Dave Vitale
Members absent: Val Craft
Others: Janet Koch

1. The meeting was called to order at 1:00 p.m. by Chairman Ed Boettcher.

2. Public Comment

None.

3. Review of Minutes from April 27, 2016

Motion by Chuck Johnson, seconded by Bryan Smith, to approve the minutes of the April 27, 2016 as presented. Motion carried – unanimous.

4. County Infrastructure Discussion

The Capital Improvement Plan (CIP) Committee discussed the concern of many department heads for additional building security and safety. This concern was noted at the April 28 department head strategic planning session.

A relocation of the Veteran's Affairs Office was discussed; Mr. Vitale said the office had originally been on the first floor but had been moved to the second floor due to the need to expand. Mr. Garwood said it was his impression that the County Building had been designed to be able to sustain a third floor.

The office that houses Leslie Meyers, director of Emergency Services, is at the airport and is in need of extensive repairs. An alternative choice is to move the offices to a different location. Two possibilities are office space at Antrim County Transportation or the vacant offices at the Health Department.

Janet Koch, Associate Planner, noted that the agreement with the Health Department of Northwest Michigan indicates the Health Department Building in Bellaire, at 209 Portage Drive, will convert to County ownership on April 1, 2022, a little less than six years away.

Mr. Garwood said the Buildings, Lands & Infrastructure Committee had recommended that the Board of Commissioners indicate their intention to approve a 10-year lease for the Maltby Building if a 501(c)3 is created to continue the retail thrift store operation—or a similar use—that is currently being operated by Nifty Thrifty.

The Committee discussed the need for a new law enforcement center that included the Sheriff's Office, 911 Center and a new jail. Mr. Garwood said there are a number of counties in the State that do not have their jails adjacent to their courthouses. He added that the County had, in the past, obtained conceptual options for future jail configurations. The original part of the jail was built in the 1950s; the administrative addition was constructed in 2001/2002. Mr. Garwood said that, by State statute, a county jail has to be within the limits of the county seat.

It was the consensus of the Committee to ask the Administration Department to obtain quotes from design professionals to look into recommendations for the County Building regarding security, ADA compliance, and reorganization to align with departmental needs.

Projects from the 2016-2021 Capital Improvements Plan were discussed. Mr. Smith and Mr. Boettcher agreed that holding a special Buildings, Lands & Infrastructure Committee meeting at Barnes Park would be a worthwhile meeting.

Mr. Boettcher said he and Ms. Koch would work out a draft version of proposed CIP projects and bring the results to the next meeting.

5. Various Matters

Mr. Bailey commented about the recent bid for the Mancelona Area Water and Sewer Authority's water project.

6. Public Comment

None.

The meeting was adjourned at 2:55 p.m.

Antrim County Capital Improvement Committee

**Minutes
June 29, 2016**

Members: Ed Boettcher, Bill Bailey, Pete Garwood, Deb Haydell, Mike Hayes, Chuck Johnson, Bryan Smith
Members absent: Val Craft, Dave Vitale
Others: Janet Koch

1. The meeting was called to order at 9:00 a.m. by Chairman Ed Boettcher.

2. Public Comment

None.

3. Review of Minutes from May 31, 2016

Motion by Chuck Johnson, seconded by Bryan Smith, to approve the minutes of May 31, 2016 as presented. Motion carried – unanimous.

4. Capital Improvement Plan (CIP)

The Committee reviewed a first draft of the CIP. The inclusion of 911 projects was discussed. Mr. Boettcher said the 911 Board was currently working on a CIP for 911 projects, which have funding through a millage. If 911 capital improvement projects are available before completion of the CIP, they will be included.

The estimate for the electric pedestal/rewiring project at Barnes Park was revised to \$50,000. The Committee asked that the 2018-2023 CIP include an estimate for a new drain field at Barnes Park and have it moved from a non-scheduled project to a 2022 project. Mr. Hayes noted that the title of Project #35 should be revised from “All single phase changed to underground” to “Relocate all overhead wires to underground wires.”

In the 2019 column on the summary, the Committee added an estimate of \$100,000 for interior County building renovations. A project sheet will be created for this. During a discussion of the Land Use Atlas requested by the Planning Commission, it was requested that the townships be contacted to discover the depth of use of the atlas before the 2018 budgeting process begins.

The Committee asked that a short statement regarding using the general fund balance as a revenue source be added to the bottom of page 7.

Motion by Bryan Smith, seconded by Mike Hayes, to approve the 2017-2022 Capital Improvements Plan with the changes as discussed during the meeting, and to recommend that the Finance Committee also approve the Plan. Motion carried – unanimous.

5. Various Matters

None.

6. Public Comment

None.

The meeting was adjourned at 11:00 a.m.