

# Finance Committee

*Bernie Blackmore*

*Jerroll Drenth, Chairman*

*Karen Barga*

**January 7, 2013  
Minutes**

Members present: Jerroll Drenth, Karen Barga  
Members absent: Bernie Blackmore  
Others present: Pete Garwood, Mike Crawford, Deb Haydell

**1. Meeting called to order at 9:05 a.m.**

**2. Public Comment:**

None

**3. Claims and Accounts**

**Motion by Karen Barga, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the claims and accounts in the amount of \$192,117.08  
Motion carried – unanimous.**

**4. Hydro Relicensing Project**

Mark Stone, Dam Operator, joined the meeting. Mr. Stone informed the Committee that under the pressure of a deadline he had to file for a waiver of a requirement of the Federal Energy Regulatory (FERC) relicensing process (letter attached).

**5. Circuit Court Imaging Project**

The Committee reviewed an email request from Grand Traverse County Information Technology (IT) department for payment of the balance of the Circuit Court Imaging Project.

**Motion by Karen Barga, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the final payment for the Circuit Court Imaging Project as submitted (\$10,034.53). Motion carried – unanimous.**

**6. Bendzinski & Company Proposal**

Mr. Garwood presented a proposal from Bendzinski & Company for a “Contract to Act as Dissemination Agent to the County of Antrim” (attached). Under the contract Bendzinski & Company will prepare and submit the required annual filings associated with the Meadow Brook Construction Project bond.

Charlie Koop, Prosecuting Attorney joined the meeting.

**Motion by Karen Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the contract with Bendzinski & Co. to act as dissemination agent to the County, and prepare and submit the annual filing for the Meadow Brook Construction Project bond at a cost of \$1,000 annually. Motion carried – unanimous.**

**7. Cummings Bridgeway Maintenance Agreement (Jail Generator)**

Dave Vitale, Maintenance Director, joined the meeting. The Committee reviewed the proposed maintenance agreement with Cummings Bridgeway for annual maintenance of the Jail/911/Sheriff Administration generator.

**Motion by Karen Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the “Planned Equipment Maintenance Agreement” with Cummings Bridgeway for 2013 at a cost of \$549.44.**

Sheryl Guy, County Clerk, joined the meeting.

**8. Prosecuting Attorney Compensation**

Mr. Koop requested the same increase in compensation given to the unrepresented. Mr. Koop would normally have gone to the Administration and County Services Committee with the request, but they do not meet this month.

**Motion by Karen Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners increase the compensation of the Prosecuting Attorney by 2.5% on the salary and three stipends and apply the increase on the salary and the stipends to the civil work stipend. Motion carried – unanimous.**

The above action will result in the following:

Salary	\$84,071.70	x 2.5% =	\$2,102.00
Civil Work (stipend)	\$17,912.18	x 2.5% =	\$ 448.00
Child Support (stipend)	\$ 6,400.00	x 2.5% =	\$ 160.00
FOIA Officer (stipend)	\$ 1,530.00	x 2.5% =	<u>\$ 38.00</u>
			\$2,748.00

$\$17,912.18 + \$2,748.00 = \$20,660.18$  (new civil work stipend)

**9. Recommendations from Committees**

Jail Boiler

Mr. Garwood informed the Committee the Building and Grounds Committee is recommending the Board of Commissioners approve replacing the jail boiler with two high efficiency Lochinvar boilers. The replacement was not budgeted for, and is due to the failure of the current boiler.

**Motion by Karen Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners approve taking the \$32,265.00 out of the Capital Projects Fund for replacement of the Jail boiler as recommended by the Building and Grounds Committee. The first 50% to come from the Capital Projects Fund. The majority or all of the second 50% to be paid for out of the Energy Savings Fund, with the balance from the Capital Projects Fund, if necessary. Motion carried – unanimous.**

## **10. Various Matters**

Chairman Jerroll Drenth brought up a letter from the Torch Lake Township Supervisor Alan Martel regarding the agreement between the County and the townships for services provided to the townships for assessing and tax administration services. Ms. Haydell will set up a meeting that will include herself, Mr. Martel, County Treasurer, Equalization Director, County Administrator and Civil Counsel.

### Airport Budget

John Strehl, Airport Manager, joined the meeting. Mr. Strehl informed the Committee the amount he requested for a capital improvement associated with the terminal construction project was not included in the 2013 budget, an amount of \$2,750. He believed it was an oversight.

**Motion by Karen Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners approve adding \$2,750 to the 2013 budget for airport construction related improvements. Motion carried – unanimous.**

### Transfers Between Funds

Deb Haydell, Accountant, brought to the Committee fund transfer recommendations for the 2012 budget.

**Motion by Karen Bargy, supported by Jerroll Drenth, to approve the following fund transfers:**

- **\$4,099.91 from fund #259 (911 Training) to fund #261 (911 Operations)**
- **\$1,246.12 from the General Fund – Prosecuting Attorney Cost Center #101000-267-806.000 (legal fees line item) to Other Funds - Prosecuting Attorney Legal Fees #217000-267-806.000**
- **\$1,661.25 from Other Funds – Dam Reserve Fund #142000 to Other Funds – Capital Projects, ER Hydro Dam Restoration Fund #482000**

### Budget Amendment 2013

Ms. Haydell explained that during the budget preparation the Elk Rapids Fishing Park fund was targeted for elimination. Action is necessary to complete the directive.

**Motion by Karen Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the elimination of Fund 464 (Elk Rapids Fishing Park). Motion carried – unanimous.**

The meeting was adjourned at 12:00 p.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

February 11, 2013  
Minutes

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Pete Garwood, Mike Crawford

## **1. Meeting called to order at 1:00 p.m.**

### **2. Public Comment:**

None

### **3. Alpine Electric Quotes**

Dean Pratt, Undersheriff, informed the Committee three towers for the simulcast (narrow banding) project need additional electrical work (quotes from Alpine Electric attached). The additional cost is \$3,049.00 for all three sites including permits.

Undersheriff Pratt informed the Committee there is one final payment left for the simulcast project of \$31,834.52. This is a part of the original contract and does not require action.

Both the additional cost and the final payment can be taken from Fund #261 fund balance.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve the proposals from Alpine Electric for additional electrical work at the three tower sites at a cost of \$3,049 including permits to be taken from the fund balance in Fund #261. Motion carried – unanimous.**

Undersheriff Pratt informed the Committee there may be the possibility of approximately \$15,000 additional expense. He will have more information at a future Committee meeting.

### **4. District Court Personnel**

Carol Stocking, Court Administrator, on behalf of Judge Haley requested an additional ½ time Probation Officer for the District Court for Antrim County. The request was also recommended for approval by the Health, Animal Control and Public Safety Committee.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve a ½ time Probation Officer for the District Court specifically for Antrim County through December 31, 2013 at a cost of \$30,355.**

**Yes – Bargy, Drenth No – Stanek**

## **5. Airport Vehicles**

John Strehl, Airport Manager, informed the Committee that now that the airport vehicle fleet has been reduced to one vehicle it has hampered the operation. Mr. Strehl requested the authority to purchase an old utility pickup truck. Peter Garwood, County Administrator, indicated the airport will be authorized to use the Building Department pickup assigned to the Parks Department until the parks are back in operation. No action was taken at this time.

## **6. Vehicle Request**

Dr. Dewey Benson explained that since he doesn't feel comfortable driving his rear wheel drive vehicle to go to call outs during the winter months that he must borrow the four wheel drive vehicle owned by his significant other. He requested the County approve allowing Dr. Benson to pay \$25 to his significant other for use of her four wheel drive vehicle during the winter months.

**Motion by Laura Stanek, supported by Karen Bargy, to approve a stipend of \$25 per call out for the Medical Examiner's use of a four wheel drive vehicle to be paid for out of the Medical Examiner's budget. Motion carried – unanimous.**

## **7. County Owned Vehicle Policy**

Mr. Garwood explained that the County Owned Vehicle Policy was attached simply so the Committee members have a final copy for reference.

## **8. 2013 Computer Replacement**

Valerie Craft, Information Technology Director, joined the meeting. Ms. Craft presented quotes for the purchase of 23 desk top computers and 3 laptop computers for various departments.

Ms. Craft used the low quote for each computer which resulted in a total cost of 20,419.43.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the purchase of 23 desk top and 3 laptop computers at a cost of \$20,419.43 (attached ). Motion carried – unanimous.**

Ms. Craft presented a quote from LIAA for an update to the County website (attached). The funds are in the 2013 budget earmarked for this purpose.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend approval of \$10,580 to update the County website by LIAA. Motion carried – unanimous.**

## **9. Antrim County Transportation (ACT) 2014 Budget**

Alan Meacham, ACT Director, presented a proposed 2014 budget for ACT. The fiscal year for ACT is October 1 to September 30, and Mr. Meacham is required to submit the proposed budget at this time.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend approval of the 2014 FY budget for ACT, and a resolution be approved. Motion carried – unanimous.**

## **10. National Association of Counties (NACO)**

Mike Crawford informed the Committee he has been requested by Michigan Association of Counties (MAC), as a MAC board member, to attend the NACO meeting in Washington, D.C. MAC will pay for the conference fee and the hotel room. Mr. Crawford requested the County pay for his flight to Washington, D.C. and back.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve air fare for Mike Crawford to attend the NACO Conference (amount to be determined by the Board of Commissioners meeting). Motion carried – unanimous.**

Mr. Crawford also informed the Committee there may be additional meal expenses for which the County will be responsible once he returns.

## **11. MACPAC**

Michigan Association of Counties Political Action Committee (MACPAC)  
Mr. Crawford informed the Committee that there has been a challenge by MAC to Antrim County to put \$450 into the MACPAC. The amount would have to be paid by the individual Commissioners and not the County.

## **12. Petoskey Stone Festival**

Mr. Crawford gave an update on progress toward this summer's Petoskey Stone Festival. The Petoskey Stone Festival Committee is asking the County to increase the amount appropriated from \$500 to \$1,000 this year.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners increase the appropriation to the Petoskey Stone Festival from \$500 to \$1,000. The additional funding to come from the Advertising Appropriation in the General Fund, 101000-966-956.005. Motion carried – unanimous.**

Deb Haydell, Accountant, informed the Committee that Christy Roman, ACD Director, has inquired whether the County would consider allowing Petoskey Stone Festival vendors to use a PayPal account. The Treasurer has a different credit card service specifically for governmental use. The Committee was comfortable with the use of the current service used by the Treasurer.

## **13. Fuel Purchases and Taxes**

Ms. Haydell requested permission to investigate the possibility of those using commercially owned gas stations for fueling County owned vehicles, having a fuel card or any other means by which the taxes would not be assessed. The Committee agreed.

## **14. Huntington Bond Agreement**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve an agreement to make Huntington National Bank the Municipal Bond Registrar, Transfer Agent and Paying Agent for the Meadow Brook Medical Care Facility construction project at a cost of \$250.00 per year, upon completion of the contract review process (cover letter attached). Motion carried – unanimous.**

**15. Meadow Brook Medical Care Facility (MCF)**

The Committee reviewed the MCF financial status report.

**16. Veteran’s Affairs Office Remodel (from Building and Grounds Committee)**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the quote from Eden Building Company for \$1,050 to move the door in the Veteran’s Affairs Office and up to \$200 for carpet in the doorway threshold.**

**Motion carried – unanimous.**

**17. Veteran Affairs Personnel Request (from Administration Committee)**

The Committee considered a request to find the funds for an increase in the hours worked per week for the Veteran’s Service Officer from 8 hours per week to 24 hours per week. The request was recommended for approval by both the Human Services Committee and the Administration and County Services Committee. No action was taken at this time.

**18. Fund Transfers – 2012 Budget**

Ms. Haydell, presented a request for line item transfers in the Prosecuting Attorney Legal Fees line item 101000-806.000 to Prosecuting Attorney Legal Fund #279000-000-699.101.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend a transfer \$1,000.00 from the Prosecuting Attorney Legal Fees line item #101000-267-806.000 to Prosecuting Attorney Legal Fund #217000-267-806.000 and a transfer of \$4,000.00 from Appropriation - Snowmobile Grant line item #101000-966-956.279 to Snowmobile Grant Fund #279000-000-699.101, both in the 2012 budget fiscal year. Motion carried – unanimous.**

**19. Budget Amendments**

2012 Delinquent Tax

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners accept the following budget amendment. The 2013 General Fund Delinquent Tax Account – Revenue be decreased by \$45,000.00**

**Motion carried – unanimous.**

Ms. Haydell informed the Committee the County received from the Michigan Municipal Risk Management Association (MMRMA) an excess distribution of \$217,694.

**20. General Fund Status Report**

The Committee reviewed a copy of the General Fund Status Report (attached).

**21. Other Funds**

The Committee requested the staff look into creating a “summary” Other Funds Status Report as opposed to a full blown multi-page Trial Balance for every fund.

**22. Grass River Natural Area (GRNA), Inc. Financial Report**

The Committee reviewed the year end GRNA, Inc. financial report (attached).

The meeting was adjourned at 4:30 p.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

March 11, 2013  
Minutes

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Pete Garwood, Mike Crawford, Deb Haydell, Sheryl Guy

## **1. Meeting called to order at 9:00 a.m.**

## **2. Public Comment:**

None

## **3. Claims and Accounts**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$185,723.37.  
Motion carried – unanimous.**

## **4. Airport**

Liability Report/Proposal

John Strehl, Airport Manager, joined the meeting and distributed a proposal for liability insurance for the Airport (attached)

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve the liability insurance proposal from NationAir Aviation Insurance at a cost of \$7,007 for the period covering March 15, 2013 to March 15, 2014.  
Motion carried – unanimous.**

Vehicle Request

Mr. Strehl reiterated that they need a second pickup truck at the airport. He again indicated it could be an older high mileage truck. However, it would not be needed at this time as he is currently able to use the Building Department pickup truck that was supposed to go to the Antrim Conservation District (ACD), as ACD decided not to use it. If the Building Department became busy and would need to use the truck, Mr. Strehl indicated he will be back to renew his request for an old pickup truck.

Capital Outlay Quotes

Mr. Strehl presented three quotes for the counter top replacement in the lobby of the airport.

- Nature's Edge \$2,698.80
- Cadillac Cut Stone \$3,155.00
- Granite & Quarts Countertops \$4,264.00

**Motion by Karen Bargy, supported by Laura Stanek, to accept the quote from Nature's Edge for the counter top in the lobby area of the airport, including installation, at a cost of \$2,698.80. Motion carried – unanimous.**

## **5. Sheriff Department Communication Towers**

Sheriff Dan Bean distributed a communication from Burt Thompson, Road Commission Manager, indicating it will cost \$800 per site (four sites) to plow the snow to each of the towers that are scheduled to be updated as a part of the simulcast project (part of the narrowbanding requirements). The Committee reasoned that due to the recent ice and snow melt, it should not cost \$800 per site.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve up to a maximum of \$2,500 to remove the snow for access to the four tower sites that are a part of the simulcast project to be paid out of the 911 Fund – fund balance. Motion carried – unanimous.**

Elk Rapids Tower

Sheriff Bean distributed a communication and estimate to make changes at the Elk Rapids water tower on which the 911 equipment resides. Elk Rapids is requiring changes in the way the County owned equipment is installed at a cost of \$2,791.25.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve payment of \$2,791.25 to be paid out of the 911 Fund – fund balance. Motion carried – unanimous.**

## **6. Secondary Roads**

Dean Pratt, Undersheriff, informed the Committee that during a “monitoring” visit by the State regarding the Secondary Road Patrol Grant program, a concern came up regarding compliance. There will not be any penalties for being out of compliance. The County will make the necessary changes to be in compliance this year.

Although it is unrelated to the compliance issue, the State recently notified the Sheriff Office the County will get \$10,940.00 less this year for the Secondary Roads program.

Budget Amendments

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners decrease the revenue in the 2013 Secondary Roads Budget (101000-000-545.000) received from the State of Michigan Secondary Road Grant from \$50,000 to \$39,060.00. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, in the 2013 fiscal year budget, to approve moving 100% of Sergeant Trish Pratt's wages and benefits from the General Fund 101000, department 334 to 301, and to approve moving 50% of Officer Mike Bingham's wages and benefits from General Fund 101000, department 334 to 301.**

**Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, to decrease the gas & oil line item #101000-334-865.000 in the Secondary Roads Budget from \$10,000 to \$0 and increase a newly created mileage line item #101000-334-xxx.000 to \$10,000. Motion carried – unanimous.**

General Ledger

**Motion by Laura Stanek, supported by Karen Bargy, to authorize journal entries in the 2013 General Ledger line items to move 100% of Trish Pratt’s wages and benefits from department 334 to 301, and move 50% of Michael Bingham’s wages and benefits from department 334 to 301. Motion carried – unanimous.**

## **7. 2012 Budget**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners rescind the budget amendments approved February 14, 2013 pertaining to the 2012 budget. Motion carried – unanimous.**

The February 14 budget amendment motions to be rescinded are as follows:

*“It was moved by Drenth, seconded by Stanek that the 2012 fiscal year General Fund Prosecuting Attorney legal fees #101-267-806 be increased by \$1,000 and the 2012 Prosecuting Attorney Legal Fund #217-267-806 be decreased by \$1,000; and that the 2012 fiscal year General Fund Appropriation Snowmobile Grant #101-966-956.279 be decreased by \$4,000 and that the 2012 Snowmobile Grant Fund #279-000-699.101 be increased by \$4,000.” Motion carried as follows: Yes – Drenth, Dawson, Bargy, Boettcher, Howelman, Crawford, Stanek, Blackmore, Marcus; No – None; Absent – None.*

*“It was moved by Drenth, seconded by Bargy the following budget amendment be accepted: The 2012 General Fund Delinquent Tax Account - Revenue be decreased by \$108,663.00.” Motion carried as follows: Yes – Drenth, Dawson, Bargy, Boettcher, Howelman, Crawford, Stanek, Blackmore, Marcus; No – None; Absent – None.*

## **8. BS&A Training**

Deb Haydell, County Accountant, requested funding for BS&A training for the general ledger and fixed assets. Ms. Haydell explained that \$800 for fixed asset training and \$2,400 for general ledger training was in the 2012 budget, but the year ended prior to the training taking place. The funding rolled back into the General Fund at the end of the fiscal year.

Fixed Asset Training

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve a 2013 budget amendment to add \$800 for BS&A training for fixed assets from Contingencies. Motion carried – unanimous.**

General Ledger Training

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve a 2013 budget amendment to add \$2,400 for BS&A general ledger training from Contingencies. Motion carried – unanimous.**

## **9. Meadow Brook Medical Care Facility (MCF) Monthly Financials**

David Schulz, Finance Director at the MCF, distributed a spreadsheet which illustrates the status of the restricted funds at the MCF (attached).

## **10. Commission on Aging (COA) Request**

Mike Neubecker, COA Director, was unable to attend the meeting today. On his behalf, Peter Garwood, County Administrator informed the Committee that although the County agreed to pay the cost of the health insurance benefits for the COA over the past few years, the County does not pay the payment the employee receives if they do not take the health insurance (annuity in lieu of health insurance). Currently, there are two employees at the COA that get the annuity in lieu of health insurance. Mr. Neubecker is requesting the Commissioners agree to pay the annuity out of the General Fund so that it doesn't get charged to the COA millage based funding.

It was the consensus of the Committee that Mr. Neubecker should bring it back at budget time.

## **11. Elk Rapids Pavilion**

Mr. Garwood informed the Committee that the Parks and Lands Committee have requested \$1,000.00 to hire an engineer to develop plans for a potential pavilion at the Elk Rapids Day Park. Joe Meyers, Associate Planner joined the meeting. The Committee took no action, but will refer the issue back to the Parks and Lands at the Board of Commissioners meeting.

## **12. Woody Debris Proposal**

The Committee reviewed the recommendation from the Public Works Committee and the proposal from Mark Stone, Operator of Dams to do a demonstration project in the mouth of the Grass River to improve the river for navigation using large woody debris (LWD).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve paying for a portion of the proposal to improve navigation in the Grass River by using LWD. The \$1,500 appropriation is to be taken from Fund #582 the Elk Rapids Hydro Utility System Fund. Motion carried – unanimous.**

## **13. Water Trail Proposal – Letter of Support**

Mr. Meyers explained the Grand Traverse Regional Land Conservancy (GTRLC) is seeking grant funding through the Coastal Management Program (CMP) for a proposed water trail (formal ingress and egress and signage for kayakers) in the Chain of Lakes. The request by the GTRLC, for a letter of support for the water trail proposal arrived after the Parks and Lands Committee meeting. However, Mr. Garwood wanted to get it reviewed and considered by a Committee prior to the Board of Commissioners meeting.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve sending a letter of support for the CMP Grant application by the GTRLC for the proposed water trail in the Chain of Lakes. Motion carried – unanimous.**

## **14. Remonumentation**

Mr. Garwood distributed the 2013 Remonumentation Grant Agreement to the Committee, and requested the Committee recommend approval to the full Board.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the Remonumentation Grant agreement with the State in the amount of \$35,632.00 and authorize Peter Garwood to sign as grant administrator.  
Motion carried – unanimous.**

The Committee discussed the issue of the vehicle policy, insurance and the Antrim Conservation District.

**15. Communications**

Mr. Garwood informed the Committee he has received a letter from the Federal Emergency Management Agency (FEMA) which indicates the “sequestration” will reduce State and Local grant funding levels (attached).

The meeting was adjourned at 11:55 a.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

April 8, 2013  
Minutes

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Pete Garwood, Mike Crawford, Deb Haydell, Sheryl Guy,  
Sherry Comben (first part of the meeting)

## **1. Meeting called to order at 9:00 a.m.**

## **2. Public Comment:**

None

## **3. Claims and Accounts**

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve the claims and accounts in the amount of \$228,873.94.  
Motion carried – unanimous.**

**\*minutes changed per the BOC meeting on 4-11-13 to read as follows:**

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve the claims and accounts in the amount of \$225,873.94.  
Motion carried – unanimous.**

## **4. Treasurer Office Equipment**

Sherry Comben, Treasurer, made a request for a new printer for her office. The request is unbudgeted. However, Ms. Comben informed the Committee with the past costs for repair and the projected costs to repair this time around (\$450), in her opinion, it makes more sense to replace the printer rather than repair it. Funding for the purchase could come from the Tax Payment Fund - Unrestricted Foreclosure Fees. She would take it out of the 1999-2000 fund first and then the 2001 for the balance.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the purchase of a new printer for the Treasurer up to \$1,000.00, out of the Tax Payment Fund - Unrestricted Foreclosure Fees, 1999-2000 fund first and then the 2001 fund for the balance. Motion carried – unanimous.**

## **5. Capital Outlay Request, Information Technology (IT) Department**

Valerie Craft, IT Director, joined the meeting and presented three quotes for two network storage/servers.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the budgeted capital outlay request for two network storage/servers (1 – Sheriff Dept., 1 – County Building) at a cost \$10,035.20. Motion carried – unanimous.**

## **6. Meadow Brook Medical Care Facility (MCF)**

David Schulz, Administrative Services Director at the MCF, joined the meeting and presented the Status of Cash, Depreciation and Restricted Funds Accounts for the facility.

Mr. Schulz informed the Committee the elevator in the newly constructed portion of the facility will not be inspected until early May which will likely push the opening date back a few days.

## **7. Parks and Lands Committee Recommendations**

Elk Rapids Day Park Pavilion

Eileen Wallick, Park Manager, joined the meeting. The Committee reviewed the recommendation from the Parks and Lands Committee to hire Environmental Architects (Ray Kendra) for the pre-design and schematic design phase of the work plan for the Elk Rapids Day Park Pavilion project at a cost of \$1,750.00. The Committee was concerned that the quote was too high and thought there were other designer/architect/engineer types out there that would do the same project at a lower cost.

**Motion by Karen Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners approve up to \$1,500 for an architect/designer/engineer that is capable of providing an evaluation of the site, and provide a cost estimate for construction of a pavilion at the Elk Rapids Day Park. Motion carried – unanimous.**

Barnes Park Water Heater

The Committee reviewed the three quotes for the replacement of the water heater for the 2003 bathhouse at Barnes Park.

- E.H. Niepoth and Sons \$4,975.00
- K&K Heating and Cooling, LLC \$5,350.00
- Northern Heating and Refrigeration \$4,594.00

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the low quote for the water heater at the Barnes Park Bathhouse from Northern Heating and Refrigeration at a cost of \$4,594.00.**

**Motion carried – unanimous.**

Backpack Blower

**Motion by Laura Stanek, supported by Karen Bargy, to approve the purchase of a backpack blower for Barnes Park from Herb's Lawn and Garden at a cost \$399.96.**

**Motion carried – unanimous.**

## **8. Health, Animal Control and Public Safety Committee Recommendations**

Homeland Security Grant Opportunity

Carl Goeman, Emergency Services Coordinator, joined the meeting and informed the Committee he was contacted by the State with the opportunity to request funding from the 2010 Homeland Security Grant that was originally scheduled to be taken from the 2011 Homeland Security Grant. Mr.

Goeman indicated there is a good chance the grant will pay for the entire cost, but a still a small chance the County may be required to pay a portion of the cost for the equipment.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve paying for the Alpha Numeric Paging equipment (\$10,305.00) on an upfront basis - out of the 911 operating fund (fund #261) to be fully or partially reimbursed by the 2010 Homeland Security Grant. Motion carried – unanimous.**

Sheriff Request – Squad Cars

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the purchase of two squad cars for the Sheriff Department (Budgeted). Motion carried – unanimous.**

### **9. Prosecutor Paperless Office Software/Equipment**

Charlie Koop, Prosecuting Attorney, joined the meeting. The Committee reviewed an updated proposal from General Code for an electronic document management system called Laserfiche Avante System (attached). The original proposal was submitted during the budget process and Mr. Koop discovered some of the hardware and training was not included. The inclusion of the missing items increased the cost from \$12,878.00 to \$18,229.00 (+\$5,351.00).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve a cost of \$18,229.00 for the purchase of General Code software and hardware for implementing Laserfiche Avante System (electronic document management) from General Code in the Prosecuting Attorney Office to be paid for from Fund #218 – Technology Transition Fund. Motion carried – unanimous.**

### **10. Water Festival**

Mike Crawford, Board of Commissioner Chairman, gave an overview of progress on the Chain of Lakes Water Festival. Mr. Crawford requested the County provide funding to advertise for a coordinator for the festival. The Committee was very supportive of the planned festival. After much discussion it was decided that paying to advertise for a coordinator (who would not be a County employee) seemed too much like a donation and it was determined the County's involvement would make more sense during a different part of the project.

### **11. Fuel Fleet Card Update**

Deb Haydell, Accountant, gave an update on the Fuel Fleet Card issue for the County vehicle fleet. Ms. Haydell indicated we can use the NJPA program through which we can purchase fuel for our vehicle fleet and equipment with a tax free fuel card. The Committee agreed it appeared to be a good program. Ms. Haydell will put the agreement through the appropriate review process and bring it to the next Committee meeting.

## **12. General Ledger Journal Entries**

Ms. Haydell informed the Committee that in order to meet the State's requirements for Secondary Road funding, various journal entries must be made (attached).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the following journal entries for October, November and December of the 2012 General Ledger (the State's first quarter):**

- **Move 100% of Sergeant Trish Pratt's wages and benefits from department 334 (Secondary Roads) to department 301 (Sheriff).**
- **Move 50% of Officer Mike Bingham's wages and benefits from department 334 (Secondary Roads) to department 301 (Sheriff).**
- **Move gas & oil expenditures of \$4,821.35 from 101000-334-865.000 to 101000-301-865.000.**
- **Record mileage for Secondary Roads in a new account for reimbursement from the State.**

**Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the following journal entries for January, February and March of the 2013 General Ledger:**

- **Move gas & oil expenditures of \$1,316.90 from 101000-334-865.000 to 101000-301-865.000.**
- **Record mileage for Secondary Roads in the new account for reimbursement from the State.**

**Motion carried – unanimous.**

Ms. Haydell requested the Committee make a correction to Fund #242 Energy Savings Fund as a recent transaction has left the fund in the red. However, a recommendation from the Building and Grounds Committee to the Board of Commissioners for the April 11 meeting will bring the fund back into the black. It was determined that no action was necessary.

## **13. Building and Grounds Committee Recommendations**

Awnings over Nifty Thrifty

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the quote from Advanced Awning, Upholstery and Canvas to re-cover the awnings at the Nifty Thrifty at a cost of \$1,982.80 from contingencies.**

**Motion carried – unanimous.**

Room 211 Light Switch

The Committee reviewed the recommendation from Buildings and Grounds to install a new 3-way light switch next to the new entrance door of Room 211. The Committee decided the light switch wasn't necessary. No action was taken.

1905 Courthouse Ice Melt System

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve replacement of the failed ice melt system on the northeast corner of the 1905 Courthouse at a cost of \$1,650.00 (Moon Electric) to be paid from the 1905 Courthouse Building Maintenance Fund. Motion carried – unanimous.**

#### Jail Key Control HVAC

The Buildings and Grounds Committee had reviewed three quotes for the replacement of the HVAC system that serves the Jail key control area, but requested additional information be submitted by the vendors. The Finance Committee reviewed the new information and considered the three quotes as follows:

- Northern Heating and Refrigeration \$5,207.00
- K & K Heating and Cooling, LLC \$6,320.00
- Temperature Control \$9,585.00

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the quote from Northern Heating and Refrigeration to replace the roof top HVAC system that serves the Jail key control area at a cost not to exceed \$5,207.00 (this is in the budget). Motion carried – unanimous.**

#### Parking Lot Light Pole

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve replacement of the damaged parking lot light pole at a cost of \$970.00 by Arndt Electric. Motion carried – unanimous.**

### **14. Performance Base Budget**

Karen Bargy gave a summary of a session she went to at the MAC conference on performance based budgeting.

### **15. Budget Process**

The Committee reviewed the draft Budget Administration Process document drafted by the Administrator and the Accountant. The Committee will address the issue at the next Committee meeting.

The meeting was adjourned at 12:30 p.m.

# Finance Committee

*Laura Stanek*

*Jerroll Drenth, Chairman*

*Karen Bargy*

**May 6, 2013  
Minutes**

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Pete Garwood, Deb Haydell, Mike Crawford

**1. Meeting called to order at 9:00 a.m.**

**2. Public Comment:**

None

**3. Claims and Accounts**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$252,208.52.  
Motion carried – unanimous.**

**4. Accounts Financial Information**

Deb Haydell, County Accountant, distributed a trial balance report for the period ending March 31, 2013, the budget status report as of April 30, 2013 and proposed budget amendments for worker's compensation (due to an increase in premium). The current budget includes the funds to cover the worker's compensation premium increases in the "fringe benefit cost center". However, because (a couple of years ago) a decision was made to charge for fringe benefits out of each department, it is recommended that the funding from the fringe benefit cost center be appropriately distributed to the departmental cost centers.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve a budget amendment to approve the General Fund Budget transfers from the fringe benefit cost center to each departmental cost center to cover the worker's compensation insurance increase in each department (attached). Motion carried – unanimous.**

Ms. Haydell presented a spreadsheet of General Fund "Revenue" budget amendments for various departments (attached).

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve the budget amendments resulting in revenue increases to a number of different cost centers in the General Fund Budget. Motion carried – unanimous.**

## **5. Budget Fund Transfers**

The Committee considered a memorandum from Peter Garwood, County Administrator, which addressed giving proper authority for budget amendments to the Chief Administrative Officer (Finance Committee). The Committee would like to address the issue for next year's budget.

Ms. Haydell informed the Committee that Fund #286000 has a negative balance. However, revenues (from the State) have not been received as of yet, but are expected. The Committee agreed a budget amendment is not necessary and that it makes sense to wait for reimbursement from the State.

## **6. Information Technology**

Fiber Vault Repair and Replacement

The Committee reviewed a quote from Thomas Communication Services, Inc. to replace the fiber optics vault cover adjacent to the Senior Center.

**Motion by Laura Stanek, supported by Karen Bargy, to approve the replacement of the fiber optics vault at a cost of \$2,085.00 by Thomas Communication Services, Inc., to be paid for out of Computer Cost Center #101000-228-802-231. Motion carried – unanimous.**

Firewall

Valerie Craft, County IT Director, presented a quote to replace the current obsolete firewall with a new firewall.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the purchase of a new firewall from Common Sense Computing at a cost of \$5,148.00, which includes the 1<sup>st</sup> year maintenance agreement and approximately \$3,000.00 annually after the first year. The requested equipment was approved for immediate purchase from Computer Cost Center, operating supplies #101000-228-741-000, as we are currently unprotected. Motion carried – unanimous.**

Prosecuting Attorney - Monitors

**Motion by Laura Stanek, supported by Karen Bargy, to approve the purchase of five (5) monitors for the Prosecuting Attorney Office at a cost of \$773.65 out of the Prosecuting Attorney capital outlay appropriation (#101000-901-980.267). Motion carried – unanimous.**

Ms. Craft informed the Committee the Administration and County Services Committee will be recommending a new agreement with Charter Cable for Internet service. The monthly cost will be lower than we currently pay.

## **7. Airport Gas and Oil Revenues**

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve transferring \$4,045.71 (2012 = \$2,285.01 and 2013 = \$1,760.70) from the Fund #144000 - Gas & Oil Royalties Reserve to the Fund #581000 - Airport Operating and make a transfer from the 2013 Airport Operating to the General Fund of \$4,045.71. Motion carried – unanimous.**

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve transferring the gas and oil revenues generated from the gas well on the Airport property into the Airport Operating Fund #581000 effective May 1, 2013 and into the foreseeable future. Furthermore, that the General Fund appropriation to Fund #581000 be reduced by an amount equal to the gas and oil revenue receipted into the Fund for each year into the future. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend to the Board of Commissioners that the County operating millage be set at 5.4 mills. Motion carried – unanimous.**

### **8. Fuel Cards**

Ms. Haydell informed the Committee that the Wright Express Fleet Fuel card contract had passed approval with the Legal Department and asked for permission to have the Board Chairman sign the Addendum to the Fuel Card Services Agreement.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve and authorize the Chairman to sign the Fleet Fuel Wright Express Fuel Card contract and that a policy be drafted for use of the cards by appropriate employees. Motion carried – unanimous.**

### **9. Bid Policy Review**

The Committee reviewed the current Bid Policy and did not see a problem with it, but agreed that the County should address the issue of a purchasing policy. The Committee directed the County Administrator and County Accountant to work on a purchasing policy.

### **10. Allocated Tax Levy**

Ms. Haydell informed the Committee there is a correction to the amount indicated as the 2013 property tax (revenue) estimate in a communication to her from Robert Englebrecht dated May 1, 2013. The communication indicates the estimated property tax revenues for 2013 will be \$9,113,934. The corrected amount is \$8,992,433.

### **11. Recommendations from the Public Works Committee**

The Solid Waste and Recycling Committee have requested approval to place signs on the road for the recycling centers.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the purchase and placement of eight green and white road signs indicating the locations of the recycling centers at a cost of \$1,200.00 to be paid out of the recycling fund budget - advertising line item, 226000-529-956-005. The sign would be placed as follows: Alba -1, Kewadin – 2, Ellsworth – 2, and Alden - 3. Motion carried – unanimous.**

Bellaire Dam

Jim Coughlin, Engineer, inspected the Bellaire Dam and created a report detailing areas of the Dam that need to be repaired. Mr. Coughlin's fee for the services is \$1,070.00.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve payment of \$1,070.00 to Jim Coughlin for the inspection and report on the Bellaire Dam, from the Dams Reserve Fund #142000. Motion carried – unanimous.**

**12. Recommendations from the Buildings and Grounds Committee**

Jail Key Control Roof Top HVAC

After the Board of Commissioners approved the bid from Northern Heating and Refrigeration for the replacement of the roof top HVAC unit that services the key control area of the jail, it was announced that Northern Heating and Refrigeration had been bought out by K & K Heating and Cooling. K & K had informed Mr. Garwood that they could not do the job for the price quoted by Northern Heating and Refrigeration (\$5,207.00), but lowered their own bid substantially (from \$6,320.00 to \$5,556.00). This resulted in an additional cost of \$349.00. Due to the impending summer, the project was treated as an emergency and has already been installed. According to County policy, the Committee and Board of Commissioners must approve the emergency project retrospectively.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve the change from Northern Heating and Refrigeration to K & K Heating and Cooling as the contractor for the replacement of the roof top HVAC unit that services the key control area of the jail at an additional cost of \$349.00 (from Capital Projects Fund #470000). Motion carried – unanimous.**

**13. Recommendations from the Administration and County Services Committee**

Tuition Reimbursement

The Committee considered the recommendation by the Administration and County Services Committee that the County enter into an agreement with Detective Ed Smith and the Union and approve the reimbursement of tuition for the upcoming semester (upon appropriate documentation).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the reimbursement for two classes for the next semester, which starts the end of May, at a cost not to exceed \$2,200 from the Sheriff Department budget – training line item 101000-301-712-000. Motion carried – unanimous.**

For future years the Sheriff is to include the tuition reimbursement projection in his annual budget request.

**14. Budget Administration Process**

Mr. Garwood and Ms. Haydell reviewed with the Committee the budget process document they drafted. After making a couple of changes the Committee expressed satisfaction with the document.

The meeting was adjourned at 12:15 p.m.

# Finance Committee

*Laura Stanek*

*Jerroll Drenth, Chairman*

*Karen Bargy*

**June 10, 2013**  
**Minutes**

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Pete Garwood, Deb Haydell, Sheryl Guy

**1. Meeting called to order at 9:05 a.m.**

**2. Public Comment:**

None

**3. Claims and Accounts**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$251,357.38.  
Motion carried – unanimous.**

**4. Commission on Aging (COA)**

Mike Neubecker, COA Director joined the meeting. Mr. Neubecker requested permission to purchase a soon to be retired Antrim County Transportation (ACT) Bus for use by the COA. The bus is scheduled for replacement by ACT. Mr. Neubecker indicated the COA could use the bus for trips to Interlochen, Tigers games, trips to the casinos, etc. This would not be considered competition with the charter bus companies as the COA would only use it for their own clientele. It would also not be used to transport COA clientele to and from events/activities in Antrim County so it will not conflict with ACT bus service.

The Committee indicated they wanted to hear from the COA Advisory Board and the Transportation Committee before they recommend action. The issue will be on the next month's agenda.

**5. Area Agency on Aging (AAA) Funding Application**

Mr. Neubecker informed the Committee the AAA and the State Office of Services to the Aging have not left him enough time to complete the funding application in time to get approval from the Committee and meet their deadline for submittal.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners authorize the Board Chairman and the Finance Committee Chairman to approve the AAA Funding Application for signature by the Board Chairman.  
Motion carried – unanimous.**

## **6. Meadow Brook Medical Care Facility (MCF) Financial Update**

David Schulz, Administrative Services Director for the MCF, joined the meeting and presented the March and April, 2013 Status of Cash, Depreciation and Restricted Funds Account Report.

Mr. Garwood and Mr. Schulz gave an overview of the most current concerns facing the MCF construction project.

## **7. Lakes of the North Special Assessment**

Charlie Koop, Legal Counsel, informed the Committee the County has received a communication from Lakes of the North regarding their intention to establish a special assessment district that would include all properties in the Lakes of the North development. The County has received the communication because of the County-owned property in the development. The communication also indicates the County can participate in the vote on whether to establish a special assessment district by sending a “proxy” to vote on the issue.

The County owns two lots outright and 394 through tax foreclosure. The first question is whether the County is subject to the special assessment? The second question is whether the County is subject to the special assessment for the two lots only, or is the County on the hook for the 394 lots as well? The Committee decided to recommend separate action for the two lots owned outright from the 394 lots held by the County through tax foreclosure.

The cost of participating in the special assessment is \$200.00 for the first lot and \$1.00 for each additional lot.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners not participate in the proxy or the special assessment regarding any properties currently being held by the County due to the tax foreclosure process.**

**Motion carried – unanimous.**

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners not participate in the proxy for the two lots the County owns outright.**

**Motion carried – unanimous.**

## **8. Accounts – Financial Information**

Deb Haydell, County Accountant distributed a budget status report and the trial balance report for Fund #482, Capital Projects – Elk Rapids Dam/Hydro Restoration and Fund #582 Elk Rapids Hydro Utility System (attached). Ms. Haydell informed the Committee Tom Zick, Financial Consultant suggested the balance of \$1,338.75 in Fund #482 be transferred to Fund #582. Because the funding that was transferred to Fund #482 when the Elk Rapids Dam Repair project was getting underway came from the Dams Reserve Fund #142, the Committee indicated they wanted the balance to be transferred back into Fund #142.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve the transfer of \$1,338.75 from Fund #482 (Capital Project Elk Rapids Dam/Hydro Restoration) to Fund #142 (Dams Reserve Fund) and close Fund #482 for year ending 2012, as the project is complete. Motion carried – unanimous.**

Ms. Haydell gave an update on the audit process, and indicated it is on schedule.

The Committee discussed the budget and the budget process.

## **9. Recommendation from Other Committees**

Administration Committee Recommendation

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve that Ed Smith be eligible for reimbursement for the class entitled, Data Intelligence Competitive Theory at a cost of \$1,101.00 to be paid for from the Sheriff Department budget – training line item 101000-301-712-000. The reimbursement is to take place consistent with the tuition reimbursement agreement. Motion carried – unanimous.**

Parks and Lands Recommendation

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioner's approve \$500 from the Forestry Fund to treat selected Ash and Beach trees located on the County forestry parcel on the corner of Ritt Road and Derenzy Road. Motion carried – unanimous.**

Buildings and Grounds Recommendations

County Building Condenser Unit Repair

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve payment to Temperature Control, Inc. for the emergency repair to the condenser unit #2 on the County Building at a cost of \$4,808.69 to be paid from the Building Maintenance line item in the Building and Grounds Fund #101000-265-932.000. Motion carried – unanimous.**

Light Replacement Stairwells

The Committee reviewed the recommendation from the Buildings and Grounds Committee regarding installing new light fixtures in the stairwells of the County Building.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioner's approve the quote from Arndt Electric to install new wall mount light fixtures in the County Building stairwells at a cost of \$1,227.00, to be paid from the Building Maintenance line item in the Building and Grounds Fund #101000-265-932.000. Motion carried – unanimous.**

Septic Pumping

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve hiring Savage Septic Service (attached) to pump the septic tanks for the various County facilities and the Animal Shelter holding chamber (dog waste) at a cost not to exceed \$760.00, to be paid for out of the appropriate department budget for each facility. Motion carried – unanimous.**

## **10. Tax Exempt Municipal Bonds**

The Committee reviewed the information from the National Association of Counties regarding an effort by some legislators on the National level to cap or eliminate the deduction for Municipal Bond interest (attached).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's send a letter to the Federal Legislators from Michigan and the leadership in the United States Senate and the House of Representatives indicating Antrim County's support for Tax-Free Municipal Bonds. Motion carried – unanimous.**

The meeting was adjourned at 12:15 p.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

July 8, 2013  
Minutes

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Pete Garwood, Deb Haydell, Sheryl Guy, Sherry Comben (1<sup>st</sup> half)

## **1. Meeting called to order at 9:00 a.m.**

## **2. Public Comment:**

None

## **3. Claims and Accounts**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$313,441.95.  
Motion carried – unanimous.**

## **4. Emergency Services**

2011 Homeland Security Grant

Carl Goeman, Emergency Services Coordinator, joined the meeting. Mr. Goeman indicated the new rules of the State regarding the Homeland Security Grant require that the County pay for the projects approved for Antrim County in advance and submit for reimbursement to the State afterward (including an invoice and cancelled check). Mr. Goeman informed the Committee that Antrim County has been approved for three projects out of the 2011 Homeland Security Grant.

- Ancillary equipment for the MILO Range 3000, \$4,620.00
- Radios for the Courthouse Security officer and assistant at a cost of \$10,688.50. However, Mr. Goeman will try to get in on a discount that is offered with a small window for action, which could result in a savings of \$1,500 if order by deadline (would result in a cost of \$9,188.50).
- Forensic equipment for Sheriff Department \$27,353.88. Mr. Goeman will be back for approval of a training component to this part of the request in the future.

**Motion by Karen Bargy, supported by Laurie Stanek, to recommend the Board of Commissioners upfront the funds and approve the purchase of radios for the Courthouse security personnel, forensic equipment for the Sheriff Department, and ancillary equipment for the MILO Range 3000 at cost of \$41,162.38 to be paid for out of Contingencies and to be reimbursed by the State through the 2011 Homeland Security Grant.  
Motion carried – unanimous.**

## **5. Sheriff Department Capital Outlay Request**

Sheriff Dan Bean presented an invoice of \$1,130.00 for modification of the radio repeater on top of the File Storage/Evidence Storage Building and to reprogram the jail radios (attached). Additionally, Sergeant Bratschi brought to the Committee's attention a quote from Otec to move the jail repeater from the File Storage/Evidence Building to the Jail tower at a cost of \$970.00 (attached).

**Motion by Karen Bargy, supported by Laura Stanek, to approve both the invoice for \$1,130.00 and the quote of \$970.00 from Otec, for modification of the radio repeater on top of the File Storage/Evidence Storage Building, to reprogram the jail radios, and to move the repeater equipment to the Jail tower to be paid for out of Jail - Capital Outlay #101000-901-980.301. Motion carried – unanimous.**

## **6. Horse Bill**

Sheriff Bean presented a bill from Michigan Horse Welfare Coalition (MHMC) for care for the 18 horses seized from a farm in the Ellsworth area on May 10, 2013 and returned May 17, 2013.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve payment of \$2,481.25 to the MHWC to be paid out of the Animal Control Donation Fund #225. Motion carried – unanimous.**

## **7. 911 Dispatch Center**

Steve Bratschi, Dispatch Sergeant joined the meeting and presented a quote for an electronic security - key fob system for the two doors in the 911 Dispatch Center at a cost of \$2,495.00. He also presented a quote for a video surveillance system (dome camera) for the foyer of the 911 Dispatch Center at a cost of \$505.00.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve the quote for an electronic security - key fob system for the two doors in the 911 Dispatch Center a video surveillance system (dome camera) for the foyer of the 911 Dispatch Center at a total cost of \$3,000.00, to be paid out of the budgeted 911 Dispatch Equipment Fund # 261000-348-980.000. Motion carried – unanimous.**

## **8. Budget Status Report**

The Committee reviewed the Budget Status Report presented by Deb Haydell, County Accountant.

## **9. Update on the Allocated 2013 Summer Tax Bill**

Ms. Haydell, Accountant explained the Finance Committee minutes from May 6, 2013 were incorrect. Under item #10 the minutes read:

“Ms. Haydell informed the Committee there is a correction to the amount indicated as the 2013 property tax (revenue) estimate in a communication to her from Robert Englebrecht dated May 1, 2013. The communication indicates the estimated property tax revenues for 2013 will be \$9,113,934. The corrected amount is \$8,992,433.”

**Motion by Laura Stanek, supported by Karen Bargy, to amend the Finance Committee minutes of May 6, 2013 Item #10 Allocated Tax Levy by removing the last sentence which reads, “The corrected amount is \$8,992,433.” Motion carried – unanimous.**

#### **10. Recommendations from Other Committees**

Health, Animal Control and Public Safety Committee  
Polycom Video Arraignment Maintenance Agreement

Karen Bargy gave an overview of the situation with the two Video Arraignment systems, one in the Circuit Court and the other in the Probate Court. The Health, Animal Control and Public Safety Committee are recommending the County enter into a three year maintenance agreement for the equipment.

**Motion by Laurie Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve a three year maintenance agreement for the Polycom Video Arraignment equipment at a cost of \$3,540.00 half to be paid for out of the Family Court budget, with a transfer of \$1,770.00 from the Legal Fees line item 101000-132-806.000 to the Equipment Maintenance line item 101000-132-933.000 and half to be paid for out of the Prosecuting Attorney budget 101000-267-000.000. Motion carried – unanimous.**

Buildings and Grounds Committee  
Havel Invoice – Jail Roof Top Unit

Havel had to be called in from Grand Rapids to integrate the roof top unit into the software package that controls the heating and cooling in all main campus facilities at a cost of \$1,266.25.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner’s approve the invoice from Havel for adjusting the software program to accept the Jail Roof Top Unit at \$1,266.25 to be paid for out of the Jail Building Maintenance line item # 101000-351-932.000. Motion carried – unanimous.**

Public Works Committee  
Mancelona Township – Recycling

The Public Works Committee recommended the Board of Commissioners approve paying 80% of the invoice presented by Mancelona Township for installation of a fence around the recycling bins in Mancelona.

The Committee had concerns about setting precedent by agreeing to pay for site improvements at one of the recycling sites. **The committee took no action, and referred the issue back to the Public Works Committee so they can bring the issue to the Board of Commissioners for action.**

#### **11. Meadow Brook Financial Update**

David Schulz, Administrative Services Director was unavailable. Mr. Garwood distributed the Meadow Brook Medical Care Facility Status of Cash, Depreciation and Restricted Funds Accounts.

## **12. Airport Natural Gas**

John Strehl, Airport Manager, joined the meeting. Mr. Strehl presented the estimate for switching the buildings at the airport from propane to natural gas. The cost exceeds the amount approved at the Board of Commissioners meeting on February 14, 2013 by \$452.00.

Mr. Strehl indicated he can get the full amount out of his budget.

**Motion by Karen Bargy, supported by Laura Stanek, to adjust the amount approved at the February 14, 2013 Board of Commissioners meeting of \$4,000.00 to \$4,452.00, the entire amount to be paid for out of the Airport Fund #851. Motion carried – unanimous.**

## **13. Audit Report**

Ms. Haydell presented the Finance Committee with the 2012 Antrim County Basic Financial Statements, audited by Anderson, Tackman & Company, PLC.

Ms. Haydell informed the Committee the Meadow Brook construction project debt was accounted for as \$0 on the County's books but instead the revenue and expenditures are accounted for on the Meadow Brook 2012 Basic Financial Statements audited by Plante Moran, PLLC.

Mr. Garwood informed the Committee he will be composing a letter to Plante Moran with the assistance of Anderson, Tackman and Ms. Haydell, informing them that in the future the revenue and expenditures for the Meadow Brook construction project will be accounted for on the County's Financial Statements.

## **14. Grass River Natural Area (GRNA) Budget**

The Committee reviewed the year to date budget submitted by Rich Hannan, GRNA Director. The Committee and Mr. Hannan had discussions about the format of the budget.

The meeting was adjourned at 12:05 p.m.

# Finance Committee

Laura Stanek

*Jerroll Drenth, Chairman*

*Karen Bargy*

**August 5, 2013  
Minutes**

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Joe Meyers, Deb Haydell, Sheryl Guy, Sherry Comben

## **1. Meeting called to order at 9:05 a.m.**

## **2. Public Comment:**

None

## **3. Claims and Accounts**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve the Claims and Accounts in the amount of \$317,207.41.  
Motion carried – unanimous.**

## **4. Treasurer**

Sherry Comben, Treasurer, presented quotes for a tabletop printer. Discussion ensued over the printer standardization.

**Motion by Karen Bargy, supported by Laura Stanek, to approve purchasing a copier out of the Tax Foreclosure Fund # 516201-254-807.002 at a cost not to exceed \$381.00.  
Motion carried – unanimous.**

## **5. Commission on Aging**

The Committee discussed the “annuity in lieu of” health insurance and how the County pays for the insurance for the COA (Commission on Aging) but the COA pays for the annuity.

The Committee decided that Mike Neubecker should address this during the 2014 budget process.

## **6. Meadow Brook Medical Care Facility (MCF) Financial Update**

David Schultz, Administrative Services Director for the MCF, joined the meeting and informed the Committee that there would be a dip in funding of \$600,000 in next month due to an issue with the State of Michigan, but all funds will be reinstated in August.

Mr. Schultz distributed an MCF financial update (attached).

Mr. Schultz indicated that he could present the 2014 budget to the Committee. The Committee indicated that he should present it at next month's meeting.

## **7. McNeil vs. Antrim County Gun Board**

Charlie Koop, Prosecuting Attorney, informed the Committee of the cost overages in the McNeil Vs. Antrim County Gun Board case. Mr. Koop indicated that the Court of Appeals has decided to hold the case in Grand Traverse County instead of Lansing, so we were required to spend \$3,000 more than expected. Mr. Koop also indicated that since Mr. McNeil has requested the Michigan Supreme Court hear his case, it is costing us an additional \$9,987.47. Mr. Koop indicated that he needs an additional \$12,000 in Fund 101000-428-802.000 to cover these costs.

Discussion ensued over the history of Mr. McNeil's case.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve transferring an additional \$12,000 from the contingencies account to the Gun Board Fund account # 101000-428-802.000 for the McNeil Vs. Antrim County Gun Board case. Motion carried – unanimous.**

Discussion ensued over cases that the Prosecutor's Office is currently working on.

## **8. Sheriff Department**

Dean Pratt, Todd Rawling, and Steve Bratschi presented quotes for the weight room for the County Jail. Mr. Rawling explained the need for the exercise room (attached) and indicated that the money would come out of the Inmate Commissary Fund.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve purchasing exercise equipment for the County Jail at a cost of \$7,727.00 to be paid from the Inmate Commissary Fund# 267000-351-980.000. Motion carried – unanimous.**

Discussion ensued over the capital outlay for the 911/Sheriff Department servers (attached).

Mr. Bratschi indicated that the total cost of the project for two servers would be \$14,185.49, the Microsoft Operating System and SQL licenses for \$6,887.40, and the migration of the server for \$9,850 for a total cost of \$30, 652.89 with \$15,100 coming from the Sheriff Department Capital Outlay and \$15,552.92 coming from the 911 Operating Fund.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioners approve of the Sheriff Department/911 Capital Outlay for a total cost of \$30,652.89. Motion carried – unanimous.**

## **9. Accounts Financial Information**

Deb Haydell, Accountant, submitted the Budget Status Report.

Discussion ensued over the Drain Commissioner mailing. Karen Bargy inquired about the funds coming out the Dam Reserve Fund and not the Drain Commissioner Fund. Ms. Haydell indicated that she would investigate. She also asked the Committee for permission to complete the line item transfers. The Committee informed her that she could, but to have a report available on what she transferred at their next meeting.

The Committee discussed the Veteran's Affairs and Appropriations Budgets.

Discussion ensued over the Law Library Budget. Ms. Haydell indicated that the past practice was to not give the fund their July appropriation if they did not need it and add additional funds as needed if they started to run low. The Committee requested that Ms. Haydell hold off on the appropriation and check with the Prosecutor's Office to see if they have any need for additional funds.

Ms. Haydell indicated to the Committee that the Snowmobile Grant has not come through yet and therefore the appropriation is over budget. Discussion ensued over the Snowmobile Grant appropriation.

The Committee requested Ms. Haydell look into the snowmobile grant appropriation and address at next month's meeting.

Discussion ensued over the Child Care Fund in which Ms. Haydell indicated they have not used their January appropriation similar to the Law Library Fund. The Committee decided to follow past practice and watch the funds and appropriate the additional funds if necessary.

Ms. Haydell spoke on a line item transfer for the Jail Training Fund. The Committee indicated that she could make the transfer of \$6500.00 from budget account # 264000-301-712.000 to budget account # 264000-362-712.000.

Jerroll Drenth questioned if the Board of Commissioner's needed the entire trial balance printed out.

Discussion ensued over the audit and budget.

## **10. Recommendations from other Committees**

Transportation Committee

Ms. Haydell indicated that the Airport accounts need to be cleaned up. The Committee agreed that the Accountant is to clean up the Airport accounts.

Ms. Bargy informed the Committee that the Airport Grant match for the parking lot project needs to be amended to add \$1,394.00 from Grant Match Fund.

**Motion by Karen Bargy, supported by Jerroll Drenth, to approve the bid for the parking lot and increase the grant match fund by \$1,394.00 to a total of \$10,844. Motion carried: Yes: Jerroll Drenth, Karen Bargy, No: Laura Stanek. Motion passed.**

Discussion ensued over the Airport and various grants that they receive.

Parks and Lands Committee

Joe Meyers informed the Committee of the Parks and Lands Committee recommendations.

Mr. Meyers informed the Committee of the Willow Day Park signage that was approved in 2012, however, it took the sign maker longer than expected to make the signs. He indicated that the signs have been placed at the Park and the invoice needs to be paid.

**Motion by Laura Stanek, supported by Karen Bargy, to approve payment of the signs at the Willow Day Park for a total cost of \$1080.00 to be paid out of the Willow Day Park Operating Supplies Budget account # 101000-755-741.766 and the Contractual Services account # 101000-755-802.766. Motion carried – unanimous.**

Mr. Meyers informed the Committee that the Parks and Lands Committee is requesting \$3,500 to complete the engineering work for the Elk Rapids Day Park Pavilion (attached).

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioner's approve \$3,500.00 to complete the engineering work on the Elk Rapids Day Park Pavilion. Motion Carried: Yea: Karen Bargy, Laura Stanek, No: Jerroll Drenth. Motion passed.**

Mr. Meyers presented a request from Barnes Park to order additional shirts due to massive sales (attached).

**Motion by Laura Stanek, supported by Karen Bargy, to restock enough clothing for the Barnes Park to get through the summer and budget for a restock for next year. Motion carried – unanimous.**

## **11. Update on Projects and Tasks**

Ms. Haydell updated the Committee on the fuel cards project and indicated the Sheriff Department should be getting their cards within the next week. She further specified that she is only looking at Public Safety and will add Parks after all of the “bugs” are worked out with the program.

Mr. Meyers informed the Committee of the progress on the printer standardization.

Mr. Meyers and Ms. Haydell indicated that the Purchasing Policy is proceeding and they will be getting together soon to discuss the Policy further.

Mr. Drenth spoke on budget issues at the Antrim Creek Natural Area.

The meeting was adjourned at 12:05 p.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

September 9, 2013  
Minutes

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Pete Garwood, Deb Haydell, Sheryl Guy, Sherry Comben

## **1. Meeting called to order at 9:00 a.m.**

## **2. Public Comment:**

None

## **3. Claims and Accounts**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the Claims and Accounts in the amount of \$298,336.80.  
Motion carried – unanimous.**

## **4. Equalization Department**

Bob Englebrecht, Equalization Director, joined the meeting and presented the budget request for the Equalization Department.

**Motion by Karen Bargy, supported by Laura Stanek, to approve the 2014 Equalization Department budget request for submittal to the Finance (Budget) Committee.  
Motion carried – unanimous.**

Equalization/GIS Fund

Fund #240 is used for the Geographical Information Systems (GIS) program revenues and expenditures by the Equalization Department. In the 2013 budget \$2,500 was mistakenly budgeted under the equipment maintenance agreement line item and should have been budgeted in the computer software & licensing line item.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve transferring \$2,500 from line item 240000-257-933.002 (equipment maintenance agreement) to line item 240000-257-805.015 (computer software & licensing) in the 2013 budget. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 proposed budget for the GIS/Equalization Fund #240000-257 request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

## **5. Register of Deeds**

Patty Niepoth, Register of Deeds, was unable to attend the meeting. The Committee reviewed the proposed 2014 ROD budget.

Amend the budget for 2013 line item 101000-268-705.000 2013 "Projected Activity" by changing it from \$27,223 to \$19,079.

**Motion by Karen Bargy, supported by Laura Stanek, to approve the 2014 ROD proposed budget changing line item 101000-268-705.000, "Other Wages" from \$29,083 to zero and reducing the benefits to reflect the lower cost in wages. Motion carried – unanimous.**

The Committee directed Deb Haydell, County Accountant, to review the benefit costs and make the appropriate changes.

### Microfilm

The Committee had many questions regarding the 2014 Microfilm Fund #269 budget proposal and decided to wait until the next meeting to address the fund when Ms. Niepoth can be present.

### Register of Deeds Automation Fund

Ms. Haydell will remove lines 256000-268-980.236, (Equipment) and 256000-268-980. (Equipment Deeds).

The Committee decided to wait until the next meeting to discuss the 2014 Register of Deeds Automation Fund #256.

## **6. Treasurer**

Sherry Comben, Treasurer, presented the 2014 budget request for the Treasurer Office.

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Treasurer budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Treasurer capital outlay request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

### Homestead Property Tax Exemption Audit, Fund #255

Fund #255 is a fund for the placement of penalties and interest that accrues on the Homestead Property Tax. Ms. Comben has proposed an expenditure out of Fund #255 for a large size shredder. The shredder will replace a similar unit that no longer works properly that is used by all departments.

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Fund #255 budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

## **7. Commissioner's Budget**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Commissioner's budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

## **8. Elections**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Elections budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

## **9. Jury Commission**

Sheryl Guy, County Clerk, informed the Committee that the County will experience a savings in the Jury Commission budget due to the implementation of technology.

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Jury Commission budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

## **10. Clerk**

Sheryl Guy, County Clerk, presented a number of budgets including the 2014 budget request for the Clerk Office.

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Clerk Office budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

## **11. Communications**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Communications budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

## **12. Tax Allocation Board**

Ms. Guy informed the Committee that the Tax Allocation Board in the past has met every four years. A new law has been passed that allows the Township the authority to request the Tax Allocation Board to meet annually.

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Tax Allocation Board budget request for submittal to the Finance (Budget) Committee.  
Motion carried – unanimous.**

Due to the change in the statute Mancelona Township has requested the Tax Allocation Board meet in 2013. However, no funds have been budgeted for 2013 as the Tax Allocation Board had only been meeting every four years.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioner's approve a budget amendment for 2013 to establish funds in the Tax Allocation Board Department out of Contingencies in the amount of \$347.00.  
Motion carried – unanimous.**

## **13. Gun Board**

**Motion by Karen Bargy, supported by Laura Stanek, to approve the 2014 Gun Board budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

#### **14. Insurance**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 Insurance and Bonds budget request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

#### **15. Clerk Office Capital Outlay**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the Clerk Office 2014 Capital Outlay request for submittal to the Finance (Budget) Committee. Motion carried – unanimous.**

#### **16. Meadow Brook Medical Care Facility (MCF)**

David Schulz, Administrative Services Director, joined the meeting and distributed a resolution from the DHS/Meadow Brook Governing Board requesting the County levy the full mill for the MCF construction and operations (attached).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve the levy of a full mill for the MCF construction and operations for 2014. Motion carried – unanimous.**

Mr. Schulz distributed a spreadsheet that illustrates the proposed 2014 budget for the MCF. Questions were expressed regarding how the millage dollars are represented in the budget. Mr. Schulz has a question to the MCF auditors regarding this question.

Mr. Schulz distributed a spreadsheet that illustrates the proposed 2014 budget for the Meadowview Apartments.

Mr. Schulz distributed the Status of Cash, Depreciation and Restricted Funds Accounts for the MCF.

#### **17. Commission on Aging (COA)**

Mike Neubecker, COA Director, joined the meeting. The Committee reviewed a revised budget that reflects the health insurance costs paid by the General Fund as a transfer in to the COA Budget. The budget was distributed as back up for the millage request of .4 mills (the full amount).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's hire Great Lakes Automatic Door, Inc. to install an ADA compliant automatic door opener at the Senior Center (cost \$1,750) out of Special Projects 101000-895 (quote attached). Motion carried – unanimous.**

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioner's approve the COA millage at .4 for the 2013 tax levy (2014 budget). Motion carried – unanimous.**

## **18. Antrim County Transportation (ACT) Bid Opening**

Al Meacham, ACT Director, joined the meeting. Jerroll Drenth opened six sealed bids for the three vehicles that will be retired by ACT. The bids are as follows:

<u>Bidder Name</u>	<u>Van #107</u>	<u>Van #108</u>	<u>Bus #402</u>
Roger Koski	\$3,783	\$1,575	\$2,573
Dan Duncan	\$2,516	\$2,560	
Joe Niepoth	\$2,500	\$1,000	
James Swain	\$2,060	\$1,260	\$2,600
Richard Powell	\$3,671	\$2,113	
Tom Sandeen	\$1,001.50	\$1,053.50	\$ 751

**Motion by Laura Stanek, supported by Karen Bargy, to award the bids to the highest bidder in each case: Van #107 - Roger Koski (\$3,783), Van #108 – Dan Duncan (\$2,560), and Bus #402 - James Swain (\$2,600). Motion carried – unanimous.**

## **19. Accounting Department**

Ms. Haydell presented the 2014 budget request for the Accounting Department.

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 the Accounting Department budget request for submittal to the Finance (Budget) Committee.**

**Motion carried – unanimous.**

**Motion by Karen Bargy, support by Laura Stanek, to approve the 2014 the Accounting Department capital outlay request for submittal to the Finance (Budget) Committee.**

**Motion carried - unanimous.**

## **20. 911 Issues**

Undersheriff Dean Pratt and Sergeant Steve Bratschi joined the meeting. Undersheriff Pratt distributed two invoices from TeleRad, Inc. Mr. Bratschi explained the invoice for \$63,669.06 was budgeted in 2012, but the project took longer than expected and the funds did not roll over into the 2013 budget.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner’s approve a budget adjustment in fund #262 911 Wireless fund of a total of \$110,374 for payment to Telerad of invoices of \$63,669.06, \$14, 870.00 (both attached), and a third invoice that has yet to be submitted of \$31,834.52. Motion carried – unanimous.**

## **21. RMS Server**

Sergeant Bratschi informed the Committee that funds that were thought to have been budgeted in capital outlay in 2013 for the RMS (Record Management System) Server were not budgeted; the purchase of which was approved by the Board of Commissioner's. He will be taking the concern to the next Finance Committee meeting.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve the purchase of two servers at a cost of \$29,894.23; paying \$20,000 from Fund #261 (911 Operating) "Equipment" line item and paying the remainder with a transfer of \$9,894.23 from Contingencies #101000-895-999.000 into the Sheriff Department Equipment Maintenance line item #101000-301-933.001. Motion carried – unanimous.**

Sergeant Bratschi presented a new maintenance contract with Frontier North, Inc. for the 911 equipment supplied by Frontier North, Inc. at a cost of \$2,805.11.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve an agreement with the Frontier North, Inc. at a cost of \$2,805.11 contingent on legal counsel review. Motion carried – unanimous.**

The Committee directed Sergeant Bratschi to read the agreement and bring up any concerns to legal counsel.

## **22. Tele-Rad, Inc. Agreement**

Sergeant Bratschi informed the Committee that the Public Safety Committee addressed the Maintenance Agreement for the Simulcast equipment on the towers.

## **23. 911 Millage**

Ms. Bargy gave an overview of the way the Public Safety Committee viewed the Millage request for 911 as it involves the 911 Implementation Fund and the 911 Wireless Fund.

It is the 911 Board's recommendation that the millage dollars go into the 911 Implementation Fund. The Committee discussed the 2014 millage levy for 911.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve levying the entire .5 mills for 911. Motion carried – unanimous.**

## **24. Jail**

Sergeant Todd Rawling informed the Committee the "reach in" cooler in the Jail kitchen is at the end of its life. Sergeant Rawlings distributed a packet regarding the cooler repair or replacement.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve replacing the reach in cooler in the Jail kitchen at a cost of \$2,678.66 out of the Capital Outlay Reserve Fund # 137000. Motion carried – unanimous.**

## **25. IT Server Request**

Valerie Craft, IT Director joined the meeting and presented a request, including quotes, for a replacement of one of the servers for the County computer network.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioner's approve the purchase of a new server at a cost of \$5,236.60 as budgeted. Motion carried – unanimous.**

## **26. From Parks and Lands Committee**

The Committee reviewed the recommendations from the Parks and Lands Committee.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve the Park Manager advertising Barnes Park in the Traverse the Magazine website at a cost of \$855.00, to be paid out of the Barnes Park budget. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve the replacement of the double speed bump by the office and one of the single bumps for \$725 at Barnes Park. Motion carried – unanimous.**

Recycling Fence – Mancelona

**The Committee was in agreement that the invoice from the Township of Mancelona for installation of a Fence around the Recycling center in Mancelona should not be paid by the County as it will set precedent.**

## **27. Accounting Services**

Ms. Haydell presented the 2014 budget request for the Accounting Services Department.

Ms. Haydell requested the County approve a budget amendment for 2013 Accounting Services budget to include \$6,200 to hire Deyo Stone to conduct an inventory and appraisal of all County assets (proposal attached).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve a budget amendment for General Fund Department #212 to add \$6,200 to hire Deyo Stone to conduct an inventory and appraisal of all County assets, to be taken from Contingencies. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 budget request for the Accounting Services Department for submittal to the Finance Committee. Motion carried – unanimous.**

## **28. Purchasing**

**Motion by Laura Stanek, supported by Karen Bargy, to approve the 2014 budget request for Purchasing, for submittal to the Finance Committee. Motion carried – unanimous.**

## **29. Accounts and Financial Information**

**Motion by Laura Stanek, supported by Karen Bargy, to make a journal entry correction removing benefits paid from Drain Commissioner, department #101000-275 and transferring them to Operator of Dams, department #101000-442. Motion carried – unanimous.**

## **30. Veteran's Affairs**

Ms. Haydell explained there is no problem with the Veteran's Affairs budget which is almost 74% used at the end of July. The fund has a high percent spent due to two transfers out to the Veteran's Relief Fund for Veteran's benefits. However, the operating portion of the fund is right on track for 7 months into the year.

## **31. Child Care Fund**

Ms. Haydell informed the Committee that Bill Hefferan, Court Administrator, requested that he be invited to the Finance Committee budget meetings when the Child Care Fund is being discussed and considered.

## **32. Snowmobile Fund**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve a transfer of \$29,285 from the 2013 Grant Match Fund #161 to the Snowmobile Fund #279, via the General Fund. Motion carried – unanimous.**

## **33. Secondary Roads**

The Committee was informed that action taken by them in the March 2013 meeting did not get acted on by the Board of Commissioner's. The Committee decided to resubmit the same recommendation from March, as follows:

**Motion by Laura Stanek, supported by Karen Bargy, in the 2013 fiscal year budget, to approve moving 100% of Sergeant Trish Pratt's wages and benefits from the General Fund 101000, department 334 to 301, and to approve moving 50% of Officer Mike Bingham's wages and benefits from General Fund 101000, department 334 to 301.**

**Motion carried – unanimous.**

## **34. Various Matters**

The Committee discussed a memorandum from Peter Garwood, County Administrator, dated May 6, 2013 regarding recommended changes in purchasing and other authorities. Mr. Garwood indicated the issues will be addressed once a purchasing policy is drafted.

**Motion by Laura Stanek, supported by Karen Bargy, to create a new Delinquent Tax Payment Fund #516213 for the 2013 Delinquent Taxes. Motion carried – unanimous.**

The Committee received the Budget Status Report as of August 31, 2013 (attached).

Recommendations from the Public Works Committee

Now that we know that the cost of the Bellaire Dam project will cost \$61,250.00, it is the request of the Public Works Committee the funds be transferred to Fund #442.

**Motion by Laura Stanek, supported by Karen Bargy, to transfer Funds from the Dams Reserve Fund #142 to the Dams and Dams Operator Contractual Service #101000-442 in the amount of \$61,250.00. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner’s pay for the emergency repair to the gear box on the Bellaire Dam (\$587) from the Dams Reserve Fund #442. Motion carried – unanimous.**

The meeting was adjourned at 2:35 p.m.

# Finance Committee

*Laura Stanek*

*Jerroll Drenth, Chairman*

*Karen Bargy*

**September 19, 2013  
Special Meeting Minutes**

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy  
Members absent:  
Others present: Pete Garwood

**1. Meeting called to order at 9:05 a.m.**

**2. Public Comment:**

None

**3. High Tea Tribal Grant**

**Motion by Laura Stanek, supported by Karen Bargy, to approve release of \$10,000 of the \$20,000 Tribal Grant to the High Tea for Breast Cancer organization.**

**Motion carried – unanimous.**

**4. Budget**

Chairman Jerroll Drenth outlined the budget situation for the year.

**Motion by Laura Stanek, supported by Karen Bargy, to approve moving the expenditure for the Polycom System annual expenditure of \$1,770 in the Prosecuting Attorney Office in 2013 from the Equipment Maintenance to Contractual Services. Motion carried – unanimous.**

The Committee reviewed the budget and made cuts where appropriate.

The Committee set a date for another meeting of September 24, 2013.

The meeting was adjourned at 5:30 p.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

September 24, 2013  
Minutes

Members present: Jerroll Drenth, Laura Stanek  
Members absent: Karen Bargy  
Others present: Pete Garwood, Deb Haydell

## **1. Meeting called to order at 9:00 a.m.**

## **2. Public Comment:**

None

## **3. Horse Confiscation Issue**

Sheriff Dan Bean and Undersheriff Dean Pratt joined the meeting. Sheriff Bean informed the Committee the County continues to get billed from Jensen Animal Hospital from the costs associated with the Buzzell/Allen horse confiscation issue. Sheriff Bean and Undersheriff Pratt will investigate further. The Animal Control Donation Fund #225 will be used if it is determined that the County is responsible.

## **4. Microfilm**

Patty Niepoth, Register of Deeds, was unable to attend the meeting. In her absence, Sherry Comben, Treasurer, explained the reasons behind the line items in the Microfilm budget request, 101000-269.

The Committee added the Microfilm budget #101000-269 of \$11,750 to the overall 2014 budget.

## **5. Tax Payment Fund**

The Committee had a discussion with Ms. Comben regarding the Tax Payment Fund. Peter Garwood, County Administrator, distributed a sample Tax Payment Fund Policy from Barry County.

Sheriff Bean rejoined the meeting. He had had a discussion with Jim Rossiter, Prosecuting Attorney, regarding the Veterinary invoices associated with the Buzzell/Allen horse confiscation issue.

**Motion by Laura Stanek, supported by Jerroll Drenth, to pay the \$1,170.25 to the Jensen Animal Hospital out of the Animal Control Donation Fund as soon as possible.**

**Motion carried – unanimous.**

Sheriff Bean will initiate payment immediately.

## **6. Administration Committee Recommendation**

The Administration and County Services Committee recommended in their September 5, 2013 meeting, that two positions in the Jail be changed from Corrections Officers to Corporals. The Committee made the adjustment in the Sheriff Department 2014 budget #101000-301 by including \$7,743.20.

## **7. Phone System**

Valerie Craft, Information Technology (IT) Director, joined the meeting. Ms. Craft informed the Committee that the servers for the phone system are six years old and will no longer be supported. The Committee did an in-depth review of the quote from Netech. Ms. Craft has a meeting scheduled to find out what the implications are if the County replaces the servers but delays replacing the software and associated routers. If only the servers are replaced it will cost \$31,000.

The Committee decided to include the full \$61,000 expenditure in the 2014 Technology Transition Fund #218 budget.

## **8. Internet Service**

The Committee decided to not upgrade to a fiber optic connection at this time, but instructed Ms. Craft to monitor the internet use by the County departments.

## **9. Accounts Financial Information**

The Committee added \$102,680 to the Appropriations cost center, #966 for paying the health insurance premium for 2014 for the Commission on Aging (COA). The finds will eventually be transferred into the COA fund budget. In previous years the funds to pay the health insurance for the COA was budgeted for and paid out of Insurance and Bonds, cost center #851 in the General Fund.

Deb Haydell distributed a spreadsheet that illustrated an overall savings for health insurance of \$105,373 from the 2013 budget year.

The Committee decided that in order to balance the budget funding would have to be included from the following funds.

- The County's Revenue Sharing Fund #285, \$482,040
- The Oil & Gas Royalties Reserve Fund #144, \$400,000
- The Tax Payment Funds Combined Fund #516, \$700,000
- From the fund balance, \$38,568

### Other Funds

The Committee reviewed all Other Funds and made changes as appropriate.

Ms. Haydell indicated the appropriation from the General Fund to the Snowmobile Grant Fund should be decreased by \$3,000 as the capital outlay was reduced from \$15,000 to \$12,000 (removed snowmobile trailer from the request).

The meeting was adjourned at 1:30 p.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

October 7, 2013  
Minutes

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy

Members absent:

Others present: Pete Garwood, Deb Haydell, Sheryl Guy, Sherry Comben, Mike Crawford

## **1. Meeting called to order at 9:05 a.m.**

## **2. Public Comment:**

None

## **3. Claims and Accounts**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$240,278.61.**

**Motion carried – unanimous.**

## **4. Meadow Brook Medical Care Facility (MCF) Financial Update**

David Schulz, Administrative Services Director of the MCF, joined the meeting and presented the Status of Cash, Depreciation and Restricted Funds Accounts.

Mr. Schulz informed the Committee of the situation at the MCF regarding the temporary laundry set up that was discussed in the Building and Grounds Committee meeting on October 2<sup>nd</sup>.

## **5. Tax Allocation Board Recommendation**

The Committee reviewed a resolution and motion from the Tax Allocation Board, which recommends the Board of Commissioner's approve a similar resolution that would authorize Mancelona Township to shift the winter tax levy to the summer tax levy for tax bills less than \$100. The action has recently been allowed under Public Acts 184 and 185 of 2012, but requires County Board approval.

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve a resolution to accelerate the winter tax collection levy to the summer tax collection levy in Mancelona Township for property tax bills less than \$100.**

**Motion carried – unanimous.**

## **6. Budget Resolution**

The Committee reviewed a draft budget resolution. Jerroll Drenth, Chairman, reviewed the process used for balancing the budget. The Committee made changes to the draft resolution.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioner's approve the Budget Resolution with changes (attached).**

**Motion carried – unanimous.**

## **7. Sheriff Department**

Sheriff Dan Bean reported that a marine patrol boat motor sucked in a piece of wire and ruined the motor. Cost will be approximately \$4,000 to repair. The quote submitted by Sheriff Bean does not include labor. Sheriff Bean also presented a cost to replace the motor from BPR US, Inc.

The Committee requested the Sheriff get two more quotes and get a total figure from BPR US, Inc. including labor for repair of the motor.

## **8. Accountant's Financial Information**

Deb Haydell, County Accountant, presented the General Fund Budget Status Report. Ms. Haydell also indicated the need to monitor the revenues and expenditures in the Snowmobile Grant Fund #279 and the Probate Grant Fund #286, because of revenues that may or may not come in before the end of the year.

## **9. Courthouse/Prosecutor Office Copiers**

The leases are up for two copiers, one in the Prosecuting Attorney's Office and the other is the main, shared copier for the 1905 Courthouse. The Committee reviewed the comparison of the leasing arrangements from three different copier companies, prepared by the County Administrator Office (attached).

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioner's approve leasing a RICOH MP 301SPF for the Prosecuting Attorney's Office and a RICOH MP 5002SP as the main, shared copier for the 1905 Courthouse.**

**Motion carried – unanimous.**

## **10. Recommendations from Other Committees**

Health, Animal Control and Public Safety

2011-2012 Homeland Security Grant

The Health, Animal Control and Public Safety Committee has requested the Finance Committee find funding to allow upfront funding for items for which the County will be reimbursed by the Grant.

**Motion by Karen Bargy, supported by Laura Stanek, to recommend the Board of Commissioner's approve advancing funds for projects in which the funds will be refunded by the State through the 2011- 2012 Homeland Security Grant from Sheriff Department Equipment #101000-901-980.301, as follows:**

- **Forensic Training for Detective Smith \$5,597.01**
- **Forensic Equipment \$3,617.01**
- **Wiring the shelter in Elk Rapids to accept a generator hook up, \$5,000.00**

**Total \$14,214.02 and that a new line item in the General Fund Budget be established #101000-000-544.980 in order to separate and keep track of the funding.**

**Motion carried – unanimous.**

From Parks and Lands Committee

The Committee reviewed a request from Parks and Lands Committee to reimburse Forest Home Township for 60% of the cost of the camping and hotel fees for the Americorp workers that worked on the Glacial Hills Mountain Bike Trail this summer. Mike Crawford, Board of Commissioner Chairman, informed the Committee that the Village of Bellaire has been approached to consider forgiving some or all of the camping fees as the Americorp volunteers stayed at the Village owned Craven Park Campground.

The Committee decided to wait and see if the Village of Bellaire will be picking up all or a part of the camping fees.

Mr. Crawford informed the Committee that 1,266 residents in Antrim County benefited from the passing of Bill 4714 which extended Medicaid to additional residents in the State of Michigan.

## **11. Grass River Natural Area (GRNA)**

The Committee reviewed the financial report for the GRNA, Inc.

The meeting was adjourned at 12:30 p.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

November 12, 2013  
Minutes

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy (joined the meeting at 9:10 a.m.)  
Members absent:  
Others present: Pete Garwood, Deb Haydell, Sherry Comben, Mike Crawford

## **1. Meeting called to order at 9:00 a.m.**

## **2. Public Comment:**

None

## **3. Claims and Accounts**

**Motion by Laura Stanek, supported by Karen Bargy, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$331,035.36.  
Motion carried – unanimous.**

## **4. Meadow Brook Medical Care Facility (MCF) Financial Update**

Marna Robertson, Administrator and David Schulz, Administrative Services Director joined the meeting and presented the Status of Cash, Depreciation and Restricted Funds Accounts.

The Committee reviewed the status of the MCF construction project contingency fund.

## **5. Montney Isles, PLC Communication – Cedar River Development – Shanty Creek**

Sheri Comben, County Treasurer, explained she had received a letter from Montney Isles, PLC Attorneys and Counselors at Law on behalf of Trinidad Resort and Club, LLC (Shanty Creek). The County owns property in the Resort because of tax foreclosure. The letter was an attempt by Trinidad Resort to seek input from the landowners regarding the development of infrastructure in the development. If they were to proceed there would be a cost to each landowner in the development. The Committee agreed a response should be drafted and sent to the attorney firm indicating that because the County is a landowner due to tax foreclosure, we would have no interest in the proposal, and should not be subject to any development fees. The Committee wanted legal counsel to be involved in the drafting of the communication to make sure it is a legally sound response.

**Motion by Karen Bargy, seconded by Laura Stanek, to refer the issue to legal counsel to work with the Treasurer for a timely response indicating that, as the County is an unwilling owner of the properties, we would not be interested in the development proposal and should not be subject to the development fees. Motion carried – unanimous.**

## **6. Information Technology Request**

### Sheriff Department Capital Outlay

Valerie Craft, IT Director, presented three quotes for a new computer for the Sheriff Department and requested the funds be released for purchase from the vendor that provided the low quote.

**Motion by Laura Stanek, seconded by Karen Bargy, to accept the quote of \$683.16 from EDS to purchase a computer for the Sheriff Department. Motion carried – unanimous.**

### Sheriff Department Server

Ms. Craft informed the Committee that she has been notified by the software vendor that the previous server that was approved for the Sheriff Department will not work with their software. In order to get a server with the proper specifications, it will cost an additional \$1,752.87. This issue has been addressed through the emergency purchase policy as the server is used for 911 Dispatch, but the policy requires the purchase be approved after the fact.

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend the Board of Commissioner's approve adding \$1,752.87 to the Sheriff Department Capital Outlay from Contingencies as a budget amendment. Motion carried – unanimous.**

## **7. Vehicle Bids – 2001 and 2006 Crown Victoria's**

### 2001 Crown Victoria

The minimum bid for the 2001 Crown Victoria is \$450.00. The Committee received two bids, as follows:

Gary Hannah	\$316.00
Yosef Dabbagh	\$210.00

Since the minimum bid was not honored, the Committee requested the 2001 Crown Victoria be sold to the salvage yard.

### 2006 Crown Victoria

The minimum bid for the 2001 Crown Victoria is \$500. The Committee received four bids, as follows:

Yosef Dabbagh	\$ 668.00
Gary Hannah	\$1,160.00
Ben Hocking	\$1,050.00
Michael Tubacki	\$1,111.00

**Motion by Karen Bargy, seconded by Laura Stanek, to accept the bid from Gary Hannah for the 2006 Crown Victoria of \$1,160.00 and sell the 2001 to the auto salvage yard. Motion carried – unanimous.**

## **8. Vacuum Cleaner Quotes**

Dave Vitale, Maintenance Supervisor, joined the meeting and presented a quote for three (3) vacuum cleaners.

**Motion by Karen Bargy, seconded by Laura Stanek, to approve the purchase of three (3) vacuum cleaners from each of the cost centers associated with the three buildings; County Building #265, 1905 Courthouse #264, and Grove Street Annex #263.**

**Motion carried – unanimous.**

## **9. Glacial Hills Camping Fees**

The Glacial Hills Pathway and Natural Area Fund #238 has a fund balance of \$26,552.

**Motion by Laura Stanek, seconded by Karen Bargy, to pay the invoice from Forest Home Township from Fund #238 in the amount \$1,703. Motion carried – unanimous.**

Motion and support were withdrawn until more information can be acquired regarding how the camping fee dollar amounts were arrived at.

## **10. Accountants Financial Information (see attached)**

Park Fund Raiser

**Motion by Karen Bargy, seconded by Laura Stanek, to transfer funds from the General Fund Parks Operating Supplies (101000-756-741.000) to Park Fundraiser Fund #236000-756-741.000.**

**Motion carried – unanimous.**

Probate Court Grant

**Motion by Karen Bargy, seconded by Stanek**

**To recommend the Board of Commissioners transfer \$5,500 from General Fund Contingencies to Probate Grant Fund #286. Unanimous**

Snowmobile Grant

Dean Pratt, Undersheriff joined the meeting.

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend to the Board of Commissioner's approve a budget transfer from the General Fund Contingencies into the Snowmobile Fund # 279 of \$16,530.00. Motion carried – unanimous.**

Budget Status Report

The Committee reviewed the Budget Status Report of October 2013 with October 2012 for comparison.

Gun Board

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend to the Board of Commissioner's approve a budget transfer from the General Fund Contingencies into the Gun Board Fund #428 of \$4,474.17. Motion carried – unanimous.**

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend the Board of Commissioner's approve the signature by the Board Chair to the County-wide Cost Allocation Plan Certification form. Motion carried – unanimous.**

## **11. Accountant Capital Outlay**

**Motion by Karen Bargy, seconded by Laura Stanek, to approve the purchase request of a bookcase and a two drawer lateral file with panel attachment for the Accountant at a cost of \$946.75. Motion carried – unanimous.**

Ms. Haydell informed the Committee of mistakes in the posting of expenses to the wrong account in the Sheriff Department and their efforts to make corrections.

## **12. Recommendations from Other Committees**

Health, Animal Control and Public Safety

Undersheriff Dean Pratt joined the meeting. The Committee reviewed a request from the Health, Animal Control and Public Safety Committee to find funding for a repair to the lower end of a Marine Patrol boat motor at a cost of \$3,542.50.

Undersheriff Pratt informed the Committee if the repair were paid for in 2014, there would be funding in the Vehicle Maintenance line item in the Marine Patrol Budget.

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend the Board of Commissioner's approve paying for the repairs to the boat motor out of the Vehicle Maintenance line item #101000-331-864.000 in the 2014 Marine Patrol Budget.**

**Motion carried – unanimous.**

Buildings and Grounds Committee

The Committee reviewed action taken by the Buildings and Grounds Committee due to the lightning strike. Mr. Garwood informed the Committee that the plan is to submit the invoice for the work at the airport due to the lightning strike to the insurance company and pay the vendors from the proceeds (aside from the \$1,000 deductible). However, if the insurance payments are not forthcoming soon after submitted, the County may have to pay the vendors upfront and get reimbursement from the insurance company.

## **13. Projects and Tasks**

Mr. Garwood reported that no work has taken place on the purchasing policy.

The meeting was adjourned at 11:50 a.m.

# Finance Committee

Laura Stanek

Jerroll Drenth, Chairman

Karen Bargy

December 9, 2013

## Minutes

Members present: Jerroll Drenth, Laura Stanek, Karen Bargy (joined the meeting at 9:10 a.m.)

Members absent:

Others present: Pete Garwood, Deb Haydell, Ed Boettcher, Sheryl Guy (in late)

### **1. Meeting called to order at 9:05 a.m.**

### **2. Public Comment**

None.

### **3. Meadow Brook Medical Care Facility (MCF) Financial Update**

Dave Schulz, Administrative Services Director, joined the meeting and presented the Status of Cash, Depreciation and Restricted Funds Accounts.

Mr. Schulz also distributed the revised 2014 budget for the MCF (see attachment pages 1, 2).

### **4. Temporary Laundry**

Mr. Schulz and Peter Garwood, County Administrator, informed the Committee that the temporary laundry will be added to the total construction project once we know the actual cost (current estimate is approximately \$74,000). The MCF will add the required funds to the project to cover the cost once the cost is finalized).

### **5. Service Organization Contracts**

The County funds a number of service organizations at varying amounts. Beginning last year the County required each organization to sign a contract with the County in order to receive the funding. (See attachment pages 3-6).

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend the Board of Commissioner's authorize the Chairman to sign contracts for the following services organizations: Conservation Resource Alliance (\$1,000.00), Antrim County Community Collaborative (Goodwill) (\$8,000.00), Grand Traverse Watershed Center (\$1,000.00), Antrim County Fair (\$10,000.00), Traverse Area District Library (for services to the blind) (\$2,295.00).  
Motion carried – unanimous.**

### **6. Surcharge Refund Request**

Steve Bratschi, Dispatch Sergeant, explained that Charter Fiberlink MI-CCO, LLC has sent the County a request to pay back \$7,973.37 from the amount they sent the County for the last payment of the 911 surcharge on phone bills of County residents. Charter has indicated the overpayment was due to a mistake on their part.

The Committee advised Sergeant Bratschi more information is necessary before they make a recommendation to the Board of Commissioner's to make such a reimbursement. Sergeant Bratschi will make a request to Charter for additional information.

## **7. Simulcast Radio System**

Sergeant Bratschi distributed a written update on the Simulcast System installation. Testing of the system has taken place with very good results. Tele-Rad, the installation contractor, is requesting final payment.

**Motion by Karen Bargy, seconded by Laura Stanek, to recommend the Board of Commissioner's approve payment of the final invoice from Tele-Rad for the installation of the Simulcast System contingent on a favorable outcome of the Antrim County Emergency Services (ACES) meeting on December 18, 2013. Motion carried – unanimous.**

## **8. Accountant Financial Information**

Deb Haydell, County Accountant, distributed a packet of recommendations for budget amendments (attached).

## **9. General Fund Revenues**

The Committee reviewed recommendations. With an increase in revenues of \$685,481, and a decrease in revenues of \$551,271 there is a total increase of \$134,210 in General Fund revenues. (See attachment page 7)

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend the Board of Commissioner's approve the revenue amendments in the various departments of the 2013 General Fund budget which include an increase of \$685,481 and a decrease of \$551,271 resulting in a final increase of \$134,210. Motion carried – unanimous.**

## **10. General Fund Expenditures**

With an increase in expenditures of \$93,290 and a decrease in expenditures of \$298,664 there is a total decrease in expenditures of \$205,374 in General Fund expenditures. (See attachment pages 8, 9).

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend the Board of Commissioner's approve the expenditure amendments in various departments of the 2013 General Fund budget with an increase in expenditures of \$93,290 and a decrease in expenditures of \$298,664 which results in a total decrease in expenditures of \$205,374.00. Motion carried – unanimous.**

## **11. Commission on Aging (COA)**

(See attachment pages 10 – 15)

COA 2013 Budget

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend the Board of Commissioner's approve the attached 2013 Projected (Activity) as the 2013 amended COA budget which includes a transfer of \$40,000 into the COA budget line item #297000-000-669.101 from the General Fund Contingencies #101000-895-999.000 with the understanding it will be paid back to the General Fund Contingencies in the 2014 budget. Motion carried – unanimous.**

COA 2014 Budget

**Motion by Laura Stanek, seconded by Karen Bargy, to recommend the Board of Commissioner's approve the 2014 budget for the COA as the COA cannot operate without a budget, and that the budget is to be scrutinized by the COA Advisory Board and the Human Services Committee and a recommendation for any changes to be presented by the end of February, 2014. Motion carried – unanimous.**

## **12. Other Funds**

(See attachment pages 16 – 40)

The Committee reviewed the recommended budget amendments for the “Other Funds”. Ms. Haydell and Mr. Garwood explained that as the Fiscal Year nears the end, there may have to be amendments to budgets for the various funds that will require an amendment in order to keep from having a negative fund balance after all committee and Board of Commissioner meetings have taken place.

**Motion by Karen Bargy, seconded by Laura Stanek, to authorize the County Accountant to make any necessary amendments to avoid negative fund balances (in Other Funds and the General Fund) before the year end, after consultation with the County Administrator and the Chairman of the Finance Committee. Motion carried – unanimous.**

Discussion took place regarding the recommendation from Health, Animal Control and Public Safety to roll the carpet and console replacement project over from the 2013 to the 2014 budget in Fund #261, 911 Operating in the amount of \$101,300. However, Ms. Haydell informed the Committee that \$23,981 of the originally budgeted \$101,300 was spent on the recently installed servers in the 911 Dispatch Center.

The Committee directed the County Accountant to work with Sergeant Bratschi to revise the request for the project so that the amount that ends up in the budget is enough to complete the project and bring it back to a future meeting.

Karen Bargy left the meeting.

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner’s approve the recommended 2013 budget amendments for revenues and expenditures for the “Other Funds” (attached). Motion carried – unanimous.**

## **13. Mileage Adjustment**

Ms. Haydell informed the Committee the Federal Government (IRS) has changed their mileage reimbursement rate from 56.5 cents to 56 cents per mile (see attachment pages 41, 42).

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner’s approve changing the mileage reimbursement from 56.5 cents to 56 cents per mile beginning January 1, 2014. Motion carried – unanimous.**

## **14. Village of Bellaire Downtown Development Authority (DDA)**

Mr. Garwood advised the Committee that in accordance with the DDA Act 197 of 1975 and the County’s Tax Sharing Policy, once the Village has a public hearing on the proposal to create a DDA the County has 60 days to decide if they will participate or take action to exempt the County tax levy from capture by the DDA. According to the County’s Tax Sharing Policy, once the Board takes action for exemption, they can sit down with the Village and negotiate a Tax Sharing Agreement.

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner’s approve a resolution to exempt the Antrim County tax levy from capture by the Village of the Bellaire DDA. Motion carried – unanimous.**

**15. Stream Gauge Invoice**

(See attachment pages 43 - 46)

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's authorize the Chairman to sign the Joint Funding Agreement for the Intermediate River stream gauge and pay \$5,545.00 to the State of Michigan.**

**Motion carried – unanimous.**

**16. Hazardous Mitigation Emergency Preparedness (HMEP) Grant**

(See attachment page 47)

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's authorize the Local Emergency Planning Committee (LEPC) to apply for the HMEP Grant for fiscal year 2013-2014 (\$1,000). Motion carried – unanimous.**

**17. Recommendation from Building and Grounds**

The Buildings and Grounds Committee received one bid for the conversion of the two buildings at the County Airport from propane to natural gas. The bid was from Niepoth and Sons Plumbing and Heating and is as follows:

Airport SRE Building \$895.00 and the Maintenance Building \$1,695.00 if no new piping is necessary. If there is a need to increase the size of the piping, there will be an additional \$2,195.00 for each building. The Buildings and Grounds Committee was interested in receiving guidance from the Finance Committee on how to fund the project, if there turns out not to be enough in the Airport Fund. (See attachment page 48)

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's hire Niepoth & Sons Plumbing and Heating to convert the furnaces in the SRE Building and the Maintenance Building at the Airport from propane to natural gas and pay for it from the Airport Fund #581000 to the extent possible, and if more funding is needed it shall be transferred to the Airport Fund from General Fund Contingencies # 101000-895-999.000. The cost is not to exceed a total amount of \$6,980.00. Motion carried – unanimous.**

The meeting was adjourned at 12:25 p.m.