

Administration and County Services Committee

Laura Stanek

Ed Boettcher, Chairman

David Heeres

November 23, 2016

TO: **Administration and County Services Committee**
FROM: **Pete Garwood, County Administrator**
SUBJECT: **Meeting Agenda**

The Administration and County Services Committee meeting is scheduled for

Thursday, December 1, 2016 @ 9:00 a.m.
In Room 211, 2nd Floor, Antrim County Building,
203 E. Cayuga Street, Bellaire

Agenda items will include:

- 9:00 a.m. Public Comment
- 9:01 a.m. Probate Court Unrepresented Wages - Judge Hayes
- 9:15 a.m. 2017 Wages – Jim Rossiter
 - Prosecuting Attorney Unrepresented
 - Elected Officials
- 9:30 a.m. Park Manager and Pension Request – *attached pgs. 2-5*
- 9:45 a.m. Capital Asset Policy – Deb Haydell – *attached pgs. 6-9*
- 10:00 a.m. ACT Contract Ratification – *attached pgs. 10-11*
- 10:15 a.m. Committee Appointment Interest Notifications – *attached pg. 12*
- 10:30 a.m. 2016-17 MSU Extension MOA – *attached pgs. 13-20*
- 10:45 a.m. Investment Policy Review – Sherry Comben - *attached pgs. 21-25*
- 11:00 a.m. Various Matters as Appropriate
 - Workers Compensation – *attached pg. 26*
- 11:15 a.m. Public Comment

Please contact the Administration & Planning office if you have any questions or concerns. If you wish to attend this meeting and require special assistance, please contact the Administration Office by writing P.O. Box 187, Bellaire, MI 49615; email: countyadmin@antrimcounty.org; or via phone 231-533-6265.



Memorandum Administration Office

November 22, 2016

TO: Administration Committee

FR: Peter Garwood 
County Administrator

RE: Park Manager and Pension Request

Eileen Wallick, Park Manager is requesting the Board of Commissioners purchase additional years of service toward her pension from the Michigan Municipal Employee Retirement System (MERS). I have attached documents from 2001 and 2002 that show the County Board previously purchased time for Ms. Wallick (3 ½ years). Ms. Wallick is now fully invested and has been accruing service time ever since.

Ms. Wallick's position has been seasonal for her entire career with Antrim County. It started as a six month per year job as manager and has slowly increased to about 9 months per year. During the off season Ms. Wallick has been paid unemployment by Antrim County.

If the Board of Commissioners is interested in fulfilling Ms. Wallick's request, it would have to be decided how much time should be purchased and an actuarial study would have to be completed by MERS to determine how much it costs to purchase the chosen number of year.

Ms. Wallick does an excellent job maintaining our parks. However, I find myself with mixed feeling regarding this request as the Board in 2001 and 2002 previously considered this request and made a decision as to what they thought was fair. Although I do not have a recommendation regarding Ms. Wallick's request I told her that I would at least bring her request forward for discussion.

I have also attached an email from Ms. Wallick with information about her request. If you have any questions please do not hesitate to contact me.

Garwood, Peter

From: Wallick, Eileen
Sent: Wednesday, August 31, 2016 1:52 PM
To: Garwood, Peter; Koch, Janet
Cc: Verellen, Katie
Subject: retirement years paid by county
Attachments: Income Summary by Year Starting in 1969 2014.xlsx

Hi Pete,

I'm requesting the county consider vesting me with more retirement years. When Bob McLeod brought this up in 2000, the county had an actuary done and offered me 3 1/2 years in 2001 . I started working for the county in 1977 and became the manager of the park in 1981. In 1977 I got 5 months a year =1 year and 3 months. When I was the manager in 1981, I had more time in a year. 1981 to 1988 I had 8 years at 6 months a year = 4 years. In 1989 to 2001 is 12 years at 8 months = 8 years. The number of months worked is from the Income Summary by Year and I may have worked longer, MERS or the clerk could figure that out.

Thank you,
Eileen

ANTRIM COUNTY BOARD OF COMMISSIONERS

Thursday, April 12, 2001

WHEREAS, by adoption of the NACo program, all regulatory, operational, administrative and fiduciary responsibilities are hereby assumed by NACo on behalf of county; and

WHEREAS, by adoption of the NACo program, the County intends that the NACo Defined Compensation Plan Document shall amend and restate any prior plan documents and shall apply to all participating employees that may have anticipated in another program; and

WHEREAS, NACo, as Plan Administrator, agrees to hold harmless and indemnify the County, its appointed and elected officers and participating employees from any loss resulting from NACo or its Agents failure to perform its duties and services pursuant to the NACo program; and

WHEREAS, County agrees to hold harmless and indemnify NACo, and its appointed Agents from any loss resulting from the transfer of assets from their previous program to the NACo Program.

NOW, THEREFORE THE ANTRIM COUNTY BOARD OF COMMISSIONERS DOES HEREBY RESOLVE AS FOLLOWS:

The County governing body, meeting in regular scheduled session, this 12th day of April, 2001, hereby adopts the National Association of Counties Deferred Compensation Program and hereby establishes the County of Antrim Deferred Compensation Plan for the voluntary participation of all eligible County employees, elected officials and independent contractors.

The County Clerk is hereby authorized to execute for the County, individual participation agreements with each said employee requesting same, and to act as the "Administrator" of the Plan representing the County, and to execute such agreements and contracts as are necessary to implement the Program. It is implicitly understood that, other than the incidental expenses of collecting and disbursing of the employees' deferrals and other minor administrative matters, there is no cost to the County for the Program.

5. Antrim County contract with DMG/Maximus for a cost allocation plan.
6. Claims and Accounts totaling \$76,837.80.
7. Eileen Wallick, Park Manager, be covered under B-4 of the Municipal Employees Retirement System and Antrim County fund the previous years at an additional cost of \$4,041.
8. Adoption of Resolution on Community Corrections Board Appointments

RESOLUTION #13C-01

WHEREAS, the Legislation and Administration Committee met in regular session on February 16, 2001, and reviewed appointments for the Community Corrections Board; and,

13. The change in the Barnes Parks eviction rule that after a camper has been evicted for the second time in a season, the camper will not be allowed back in the Park for the remainder of the Park season be approved.

14. Removed from the Consent Agenda

15. The allocation of \$1,660 to extend Eileen Wallick's retirement benefits to the point where her hospitalization coverage started be approved.

16. The remainder of the Park Committee report for July 2, 2002.

Transportation Committee - Airport

17. The entire Transportation Committee (Airport) report for July 1, 2002.

Transportation Committee - ACT

18. The entire Transportation Committee (ACT) report for July 1, 2002.

Health and Public Safety Committee

19. Removed from the Consent Agenda.

20. The remainder of the Health and Public Safety Committee report for June 26, 2002.

Human Services Committee

21. Removed from the Consent Agenda

22. Increase of rent for Meadow View Apartment by 3% for the year starting January 1, 2003 be approved.

23. The remainder of the Human Services Committee report for July 2, 2002.



Memorandum Administration Office

November 22, 2016

TO: Administration Committee

FR: Peter Garwood 
County Administrator

RE: Capital Asset Policy

Attached you will find a draft copy of a Capital Asset Policy prepared by Deb Haydell, Finance Director. The document has been included for review only at this time. The document will also be shared with the department heads/elected officials. Once all have had a chance to review and comment, and appropriate changes are made, the draft policy will be presented with recommendation for adoption. If upon initial review you have any comments or suggestions please contact Ms. Haydell or me. Thank you.

**ANTRIM COUNTY
POLICY: CAPITAL ASSET
Adopted:**

PURPOSE

The purpose of this policy is to provide a guide on how to acquire, depreciate and dispose of County-Owned Capital Assets with a major understanding of the procedure for identifying, inventorying and recording capital assets.

SCOPE

This policy shall apply to any item acquired with an original cost in excess of \$5,000 and a useful life of greater than two years that is considered to be a capital asset per the definition "capital asset." Exceptions to this policy are the following: County-Owned Vehicle Policy, All County Policies concerning Land, IT Computer Disposal Policy and IT Disposal of Digital Data Storage Devices & Media.

DEFINITIONS

ACQUIRING PROCESS

It is essential that capital assets be recorded within the counties general ledger financial reports. The amount in the general ledger must be supported by detail subsidiary ledgers. Assets that are associated with a specific enterprise or internal services fund are recorded in the appropriate fund. The recording of capital assets makes it possible to provide for protective custody and to fix responsibility for proper use and custody of such assets. It also permits proper disclosure on financial statements. Valuation of capital assets is recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated fair market value at the date of their donation.

CAPITAL ASSETS

Term used by GASB to include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. A capital asset is an asset whose cost exceeds \$5,000 and useful life is greater than two years. Included in the cost of a capital asset are items such as labor and freight and any other costs associated in bringing the asset into full operation. NOTE: land and land improvements, vehicles and computers are listed in a separate policy. Normal repair and maintenance are not considered to be capital assets.

CAPITALIZATION COSTS

Capitalization costs include, not just the cost to purchase or construct an asset, but also any "ancillary charges necessary to place the asset into its intended location and condition for use." "Ancillary charges are shipping and labor cost to assemble the asset. Training to use the asset is NOT part of the ancillary charges; the focus is on the readiness of the capital asset itself, not the user.

CLASSIFICATIONS

Asset classification by major asset class must be provided on the face of the financial statements or in the financial notes. The following is a list of Antrim County major asset classes; Land, Buildings, Land Improvements, Machinery and Equipment, Furniture/Fixtures/Equipment and Vehicles.

DEPRECIATION PROCESS

GASB and GAAP guidelines will be followed for the straight-line depreciation method, county's historically practiced method, that will be used to spread the original cost of an asset over its estimated useful life.

DISPOSAL PROCESS

Disposal of an asset represents its physical removal from custody and/or accountability. Disposal is accomplished through one or more of the following means: auction, sale, salvage, trade in, lost, destroyed, or other means that are acceptable to the Board of Commissioners.

RETIREMENT PROCESS

Retirement is the point in time at which an asset is fully depreciated. A fully depreciated asset shall remain recorded in the financials reports and be tracked in inventory by the department until the time of disposal.

TAG NUMBER

Numbers will be assigned to assets and used as primary identification for all items entered into the capital asset reports.

TRANSFER PROCESS

When an item is transferred to another department, depreciation continues until its useful life expires.

USEFUL LIFE

An estimation of the expected economic life of an asset from the time it is placed into service until its retirement. Useful life will vary with each class of asset based on commonly accepted industry standards.

PROCEDURES

The Finance Director's office is responsible for maintaining the capital asset financial reports and department heads are responsible for custodianship and inventory of all capital assets assigned to their departments.

Acquisition of assets shall be initiated through the budget process, unless there is an emergency. However, even then all acquisitions shall follow the current Purchasing & Bid policy. The Finance Director will record all capital assets in the capital asset financial software with the following information through the BS&A Accounts Payable module merging into the BS&A Fixed Asset Module: date of acquisition, original cost, vendor, serial or model number where applicable, description, department and tag number.

Depreciation will be performed annually and if required the Finance Director will post journal entries to the General Ledger.

Three Methods are used to Move or Eliminate Capital Assets:

Prior to initiating any of these three methods **please consult by email or in written communication with the Finance Director.** The Finance Director will let you know of the depreciated financial status of the assets and the next steps in the process.

Internal Transfers: Provide the tag number to the Finance Director. If a tag number is not available a complete detailed description of the item is required. Also, list the department the asset will be transferred to for inventory purposes.

Disposals: This method is used when a department prefers to eliminate the inventory of an unused asset. This process will depend on the type of asset it is and if the asset has reached full depreciation.

Sale of Asset: This process is initiated with the assistance of the County Administrators office. Assets for sale can be listed for auction, with notice, in the newspaper and county website or through the county auction. Assets will stay in the originating department until proof of purchase is confirmed and pickup of asset is completed. Once sold, it must be reported to the Finance Director's office by email with all documentation of the sale. The tag number shall be removed from the asset by the originating department and given to the Finance Director. All proceeds from the sale of all County Assets will be returned to the General Fund or as sale of assets in Other Funds.

These three methods may require journal entries which shall be entered annually into the General Ledger by the Finance Director.

Year End Inventory: Each department will receive a listing of their Capital Assets at least once every two years. At this time the department head shall review the list and notify the Finance Director's office, by email or written correspondence, of any changes to the listing such as acquisitions, transfers, retirements or disposals.

Related Policies:

County-Owned Vehicle Policy

All County Policies concerning Land

IT Computer Disposal Policy

IT Disposal of Digital Data Storage Devices & Media

Purchasing and Bid Policy

Policies Rescinded Upon Adoption of this Policy:

Fixed Asset Policy



Memorandum Administration Office

November 22, 2016

TO: Administration Committee

FR: Peter Garwood 
County Administrator

RE: Antrim County Transportation Contract Ratification

A tentative agreement has been reached with the Antrim County Transportation Unit employees and a closed session is scheduled for the Administration Committee meeting to review the details of the tentative agreement.

I have included two recommended motions below, one for going into closed session and the second to recommend ratification of the tentative agreement pending ratification by the bargaining unit. The motion assumes that you agree with the tentative agreements.

Motion by _____, seconded by _____, to go into closed session to discuss the tentative collective bargaining agreement with the Antrim County Transportation Unit.

Motion by _____, seconded by _____, to recommend the Board of Commissioners ratify the tentative collective bargaining agreement with Teamsters Local 214 representing the Antrim County Transportation Unit employees.

* = currently serving

attendance = meetings attended/meetings held

Commission on Aging (4)

Sally Hannert* 9/10
 Jeanette Hayes* 7/10
 Phyllis Hoogerhyde
 Beverly McCamman* 8/10
 Chandra Morse
 Rick Teague* 10/10
 Michelle Valuet

Planning Commission (3)

Barbara Bradford * 9/9
 Jim Gurr * 9/9
 Michael Hayes * 7/9

Construction Code Appeals (3)

(1 Builder, 1 Electrical, 1 Engineer)
 Marshall Woody Wright (engineer) *

Road Commission (1)

Dieter Amos
 Jerome Dobrzelewsk* 71/72 (last 6 yrs.)
 Eric (Rick) Grody
 Michael Hayes
 Godfrey (Pete) Hoogerhyde
 Charles (Chuck) Johnson
 Steven Olds

E-911 Board (1 – citizen)

Michael Bertram
 Bonnie Craig
 Wendy Dawson * 8/9
 Chandra Morse

Solid Waste/Recycling (2)

Heather Butler * 4/4
 Mark Durance
 Mark Fowler
 Robert Ricksgers * 3/4

Economic Development Corp. (2)

Bonnie Robbins * 6/8
 Veronica Welter * 7/8

Veteran’s Affairs (3)

Timothy Comben
 Patrick Hanlon
 Stephen LaJoice
 William Moore
 David Nichols
 Thomas Sandeen
 Donald Seman
 Roger Simon * 7/7

Housing (3)

Michael Hayes * 3/3
 Janice Olach * 1/3
 Bonnie Robbins * 3/3

Northern Lakes Economic (2)

Sheridan Rhoads *
 Joe Short *



Memorandum Administration Office

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November 22, 2016

TO: Administration Committee

FR: Peter Garwood
County Administrator

RE: Michigan State University Extension (MSUE)

Please see attached documentation from Jennifer Berkey, MSUE District 3 Coordinator. Beginning this year MSUE is transitioning from a five (5) year agreement with an annual work plan, to an annual "Agreement for Extension Services" with each of the counties. Items that were previously in the annual work plan are now reflected in the proposed agreement. The more noteworthy differences that I noticed between the current agreement and the new agreement are as follows:

- The current agreement indicates all clerical staff will be county employees, while the proposed agreement indicates the clerical staff will be County employees or the County will provide funding for an MSUE employed clerical staff.
- While the proposed agreement indicates the County will provide, "Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator..." it also provides a firm statement that the County will provide, "2 FTE (full time equivalent) County employed clerical support staff".
- The current agreement states MSUE will provide, "Extension educators' salaries and benefits. At least one extension educator will be assigned to your County. The County may contract for additional extension educators at additional cost." The proposed agreement states MSUE will provide, "Extension Educators and program staff as needed to implement programs within the County, housed at the county office."
- The current agreement states, "A 4-H program coordinator will be assigned for at least .5 FTE to the County, with up to 3.0 FTE assigned based on the youth population of the County. The County may contract for additional FTE employees at additional cost." The proposed agreement states MSUE will provide, "A county 4-H program. 0.5 FTE 4-H Program Coordination."

At this time the agreement has been forwarded to civil counsel for review but his comments were not available in time to be attached to this packet.

If you are favorable to the new proposed agreement, the following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve the 2017 Agreement with MSUE for Extension Services as presented.

November 22, 2016

Pete Garwood
203 E. Cayuga Street
PO Box 187
Bellaire, MI 48615

Dear Pete,

Please find attached a copy of the Agreement for Extension Services provided by MSU to Antrim County for Fiscal Year 2017. This annual plan of work outlines the contributions by each partner, MSU Extension and Antrim County. This document reflects the costs for MSU Extension programs and services which was included in the annual county budgeting process that just concluded. Is there a specific committee or board meeting you would like me to present this at?

Please convey our deep gratitude for the continued partnership between Antrim County and MSU Extension. We appreciate the continued support to be able to provide education and resources to the residents of Antrim County. Feel free to contact me with any questions at (231) 922-4821.



Sincerely,

A handwritten signature in cursive script that reads "Jennifer Berkey".

Jennifer Berkey
District Coordinator
MSU Extension

District Office

520 W. Front St., Ste. A
Traverse City, MI 49684

231-929-4821
Fax: 231-947-6783
www.msue.msu.edu

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into this _____ day of _____, _____ by and between Antrim County, Michigan (“County”), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY (“MSU”) on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (“MSUE”).

WHEREAS the United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

WHEREAS MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

WHEREAS For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

WHEREAS It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

WHEREAS MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community & Economic Development, Natural Resources

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. **0.5** FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel (“Personnel”).

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Coordinator.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Coordinator that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

2 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at **\$0**.
5. Funding for additional 4-H program capacity **0 FTE**
6. Funding for additional paraprofessional(s) at **0 FTE**

7. Total Annual Assessment in the amount of **\$41,193.**

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Room 160 Justin S. Morrill Hall of Agriculture, 446 West Circle Drive, Michigan State University, East Lansing, MI 48824.

C. Staffing and Financial Summary

A. Base Assessment (includes 0.5 FTE 4-H Program Coordination) **\$41,193.**

ADDITIONAL PERSONNEL

B. 0 FTE Clerical Support Staff to be employed by MSU \$0.
 C. 0 FTE Educator (Program Area) \$0.
 D. 0 FTE Additional 4-H Program Coordination \$0.
 E. 0 FTE Additional paraprofessional staff \$0.

TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2017: \$41,193.

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2017 the first day of the County budget year 2017 and shall terminate on the last day of such County budget year 2017. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Antrim County, 203 E. Cayuga Street, PO Box 187, MI 49615, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County’s employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.

- 4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
- 5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
- 6. **Indemnification:** Without waiving any claim of governmental immunity, each party will protect, defend and indemnify the other and its elected officials, agents, representatives, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including attorney fees, of whatsoever kind and nature, such as, but not limited to, those resulting from injury or death to any persons, including the other party's own employees, or from loss or damage to any property, including property owned or in the care, custody or control of the other party, arising out of the negligence or willful misconduct of the indemnifying party or its agents, representatives and employees, or any subcontractor or its agents, representatives and employees, in connection with this Agreement. The obligations of the parties will survive any termination of this Agreement or completion of parties' performance under this Agreement.
- 7. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

Antrim COUNTY

By: _____

By: _____

Daniel T. Evon, Director,
Contract & Grant Administration

Print name: _____

Its: _____

Its: _____

(title)

Date: _____

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Coordinator. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange	35.8.0.0 - 35.9.255.255
CIDR	35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)
 35.9.160.36 (1935,443) (authentication)
 35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)
 35.9.83.132 (all) (vpn.msu.edu)
 35.9.81.150 (zoom.msu.edu)
 35.9.121.189 and 190 (443) (SharePoint)
 35.8.200.57 (80 and 443) (SharePoint)
 35.9.121.221, 223, and 225 (443) (Exchange)
 35.8.200.56 (80 and 443) (Exchange)
 35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)
 35.8.201.200 (443 TCP) (Lync)
 35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)
 35.8.200.58 (80 and 443) (Lync)
 35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu – 35.8.201.199
 MSUE.anr.msu.edu – 35.8.201.199
 Events.anr.msu.edu – 35.8.200.220
 web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
 Expression Engine – 35.8.201.215

Web Hosting environment (other ANR websites) – 35.8.201.217
Master Gardener (External) – 128.120.155.54
Extension.org (External) – 152.46.27.147
Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.



Memorandum Administration Office

November 22, 2016

TO: Administration Committee

FR: Peter Garwood 
County Administrator

RE: Investment Policy

Attached you will find a copy of the current Investment Policy. Sherry Comben, Treasurer, is conducting her periodic review of the policy and is inviting your review and comments at this time. If the review bears no need for change the policy will continue unchanged. Please get your comments to Ms. Comben.

Memorandum

ANTRIM COUNTY TREASURER

SHERRY A COMBEN, TREASURER

To: Administration Committee
From: Sherry A Comben, Treasurer
Date: November 17, 2016
Re: Investment Policy Review

Asking for a review of the current Investment Policy before the New Year. I have no additions or changes that I would like to see.

ANTRIM COUNTY
INVESTMENT POLICY
To comply with PA 20 of 1943, as amended

It is the policy of Antrim County to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of Antrim County and comply with all state statutes governing the investment of public funds.

This investment policy applies to all financial assets of the County of Antrim. These assets are accounted for in the various funds of Antrim County and included the general, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by Antrim County.

The primary objectives, in priority order, of the County of Antrim's investment activities shall be:

Safety — Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification — The investments will be diversified by security type or individual financial institution or specific maturity.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment – The investment portfolio shall be designed with the objective to obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Authority to manage the investment program is derived from MCL 48.40 and Antrim County Board of Commissioners Resolution No 18 dated May 14, 1998. Management responsibility for the investment program is hereby delegated to the County Treasurer per MCL 48.40 who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements transaction except as provided under the terms of this policy and the procedures established by the County Treasurer. The County Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The County Treasurer is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:

1. Bonds, securities, and other obligations of the United States or an agency or an instrumentality of the United States.
2. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution. The financial institution must be:
 - a. A state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank or credit union
 - b. Whose deposits are insured by an agency of the United State government
 - c. That maintains a principal office located in the State of Michigan under the laws of this State of the United States
3. In commercial paper rated prime at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after the date of purchase.
4. Repurchase agreements consisting of instruments listed in subdivision (1).
5. Bankers' acceptances of United State banks.
6. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investments grade by not less than 1 standard rating service.
7. Mutual funds registered under the investment company act of 1940, , 15 U.S.C. 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by the public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following
 - a. The purchase of securities on a when-issued or delayed delivery basis.
 - b. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - c. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes
 - d. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
8. Obligations described above if purchased through an inter-local agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
9. Investment pools organized under the surplus funds investments pool act, 1982 PA 367, 129.111 to 129.118.
10. Investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150

Safekeeping and Custody – All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the County Treasurer may be on a cash basis or a delivery vs. payment basis as determined by the County Treasurer. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

Prudence – Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the

management of their own affairs, not for speculation, but for investment, considering the probable safety of their capita as well as the probable income to be derived.

Ethics and Conflicts of Interest- The Treasurer and employees of the Treasurer's Office, involved in investment activities, shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair (or create the appearance of an impairment on) their ability to make impartial investment decisions. These persons shall disclose to the County Board of Commissioners any material financial interests in financial institutions that conduct business with Antrim County, and they shall further disclose any large personal financial investment positions that could be related to the performance of the County's portfolio.

Amended 01/03/2013
Reviewed 12/23/2014 for 2015
Reviewed 12/1/2016 for 2017

Motion by Bob Wilson, seconded by Karen Bargy, to recommend the Board of Commissioners approve Mead and Hunt, Inc. as the firm selected to provide professional airport consulting services for the Antrim County Airport for five years.
Motion carried – unanimous.

5. Antrim County Transportation (ACT) Update

Financial Reports

Al Meacham, ACT Director, presented the following documents for the agenda packets: Revenue Schedule 2017 and 2017 Expense Schedule. Mr. Meacham noted that ACT's fiscal year, which coincides with the fiscal year for the State of Michigan, began on October 1.

Workers' Compensation was discussed. Mr. Garwood said the company that provided Workers' Compensation to the County would be changing. The County participates in the Michigan Association of Counties (MAC) group, the MCWCF (Michigan Counties Worker's Compensation Fund), which had recently gone out for proposals. He added that the County's costs should be trending down since expensive claims were aging out. Sheriff Dan Bean and Undersheriff Dean Pratt noted concerns about moving to a different carrier. Mr. Garwood advised a discussion with the Commissioners who serve on the MAC Committee that discussed the Workers' Compensation contract.

The Committee requested that Workers' Compensation be added to the Administration Committee's agenda. Mr. Garwood was asked to bring information about the new carrier to the Administration Committee meeting, e.g., length of the new contract, termination clause, and rates.

6. Sheriff Department Update

Animal Control Report

Sheriff Dan Bean had included the Animal Control Report in the agenda packets.

Jail Physician and Nurse Contracts

Sheriff Bean said there had been no changes to the contracts from the previous year, which had been reviewed at that time by civil counsel.

Motion by Bob Wilson, seconded by Christian Marcus, to recommend the Board of Commissioners authorize the Antrim County Sheriff to execute inmate health service contracts with David May, DO as correctional facility physician and Jennifer Held as correctional facility nurse from January 1, 2017 through December 31, 2017.

Motion carried – unanimous.

Tele-Rad Contract

Mr. Garwood noted that the proposed service contract was to maintain the Antrim County Sheriff Department's radio system. The agreement was similar to the previous version. One addition was a clause allowing the County to terminate the agreement if Tele-Rad failed to maintain the equipment according to the standards of the agreement for reasons that would be Tele-Rad's fault.

Mr. Garwood noted that the cost of the proposed contract was slightly higher than the previous year, but that the cost was budgeted. Sergeant Gank said the increase in cost was due to additional anticipated maintenance due to the aging of existing equipment.