

Administration and County Services Committee

David Heeres

Ed Boettcher, Chairman

Laura Stanek

**Minutes
November 3, 2016**

Members: Ed Boettcher, Dave Heeres, Laura Stanek
Members absent: None
Others: Pete Garwood, Janet Koch, Mike Boettcher, Deb Haydell, Sherry Comben, Valerie Craft, Theresa Kent

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

2. Public Comment

None.

3. Veterans Affairs Request

Pete Garwood, County Administrator, said the Veterans Affairs Director was requesting an increase in the hours of Clerk Typist Ms. Fleet from her current 12 hours per week to 20 hours per week for the remainder of 2016. He added that part of the reason for the request was due to the Department of Labor's new regulations regarding overtime, which are scheduled to go into effect December 1. The 2017 budget already provided funding for 20 hours per week of the Clerk Typist.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners increase the hours of the Clerk-Typist in the Veterans Affairs Office from 12 hours per week to 20 hours per week starting November 14, 2016.

Motion carried – unanimous.

The Committee and Mr. Garwood discussed whether or not there was a need for a budget amendment.

Veterans Affairs Committee

An email had been sent to the Committee members regarding a member of the Veterans Affairs Committee (see attached pgs. 6-9). Ms. Peters said she had requested that the Veterans Affairs Committee member contact her by October 31; to date that had not occurred.

Mr. Garwood said the Chair of the Board of Commissioners appoints members to the Veterans Affairs Committee and the Board confirms that appointment; removals from appointed seats can function in a similar manner.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Chairman of the Board of Commissioners remove Bob Youmans from the Antrim County Veterans Affairs Committee due to absenteeism. Motion carried – unanimous.

4. Paging System (see attached pgs. 10-13)

Mr. Garwood said he considered the purchase of a paging system for the County facilities important for security purposes. The purchase of the system, which included the ability to page a limited number of cell phones, came to a total cost of \$4,900.94 with a total annual support fee of \$1,100.94. Mr. Garwood said the proposed policy had been reviewed by the department heads.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Finance Committee authorize the purchase and installation of the paging software from General Fund, I.T. Department #101000-228-802.238 (Software Licensing) at a cost of \$4,900.94, and that the Board of Commissioners approve the proposed Telephone System Paging Use Policy. Motion carried – unanimous.

5. Fiber Resolution (see attached pg. 14)

Mr. Garwood said the resolution had originated with Networks Northwest. The resolution included no commitment; its intent was to show support for more broadband in the area.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve a resolution of Support for High Speed Fiber Internet Connectivity in Antrim County along with the entire Northwest region of the Lower Peninsula of Michigan. Motion carried – unanimous.

6. Salary & Wage Increases

Mr. Garwood said the proposed salary and wage increases did not include the Probate Court Unrepresented or the Elected Department Heads. Ms. Haydell, Finance Director, provided information to the Committee (**see attached pgs. 15-17**) regarding the financial impact to the County. The total for the proposed increases was \$30,552.35. Ms. Haydell added that the numbers reflected the Park Manager's increase but not the 20-year step increase for seasonal employees.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioner's approve a 2% increase in 2017 salaries and 2017 wages for the General Unrepresented, the Part-time/Seasonal employees, and the County Administrator, and that the corresponding budget amendments be made. Motion carried – unanimous.

Mr. Garwood said at their August meeting, the Committee had requested the addition of a 20-year step increase for Park employees in 2017. This would impact two seasonal employees. A comment was made that the Park employees do not receive benefits.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners approve a twenty-year step increase in the wage scale for the Park Attendants in the amount of \$16.42 per hour for the 2017 year. Motion carried – unanimous.

Mr. Garwood said in 2015 the Committee had indicated their intent to give parity wage increases to department heads whose wages were not comparable to their counterparts in the ten counties that are used for wage comparison purposes. Mr. Heeres asked if the information supplied by Ms. Haydell included those increases; Ms. Haydell said it did.

She noted that she had verified that the proposed motion was accurate to the 2015 intent of the Committee. It was noted that the wages being used for comparison were from the 2015 wage study.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioner's approve that parity increases be approved for 2017 salary and wage increases for the following department head positions; Parks Manager 3%, Maintenance Director 3%, Commission on Aging Director 3%, Veterans Affairs Director 4%, the Finance Director 5%, the Emergency Services Coordinator 6.5% and the IT Director 6.5%, and that these wage increases be calculated after the addition of the 2% approved for the General Unrepresented, and that the County Finance Officer be authorized to make the corresponding 2017 budget amendments from the General Fund- Special Projects – Contingencies 101-895-999.

Motion carried – unanimous.

Mr. Garwood said the upcoming change in the Department of Labor overtime rules would impact the Veterans Affairs Director, the Maintenance Director, the Operator of Dams, the Emergency Services Coordinator, Probate Court Administrative Assistant/Reporter, and the Associate Planner.

Increasing the hours of the part time clerical staff in the Veterans Affairs Office was done to eliminate the overtime hours the Director is working. If the above recommended 2% salary increases for the Unrepresented were implemented, the Maintenance Director will be in compliance.

Although the Operator of Dams and the Emergency Services Coordinator would be required to track the number of hours worked, there was a very low chance the County would ever have to pay any overtime for either of these part-time salary positions. Mr. Garwood added that the Probate Court Administrative Assistant/Reporter has not worked any overtime hours in the past 2 years.

The 2017 budget for the Associate Planner included a line item for overtime, but increasing the salary by 1.8% would meet the lower threshold of the Department of Labor's requirement to be exempt from overtime pay and would alleviate the need to work with an overtime budget in mind.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners approve the increase to the Associate Planner salary by 1.8% (\$826.00) in addition to the 2% increase given to the General Unrepresented Employees for the year 2017, and that the Finance Officer be authorized to make the appropriate line item transfers in the General Fund, Planning Department budget #101-721. Motion carried – unanimous.

7. Various Matters as Appropriate

Sherry Comben, County Treasurer, had included a Quarterly Banking Report in the agenda packet. There were no questions regarding the report.

Bellaire Downtown Development Authority (DDA)

Mr. Garwood said he, Sherry Comben, and Ms. Koch had reviewed the proposed plan regarding statutory requirements and how the plan did and did not align with the County's Tax Sharing Policy. A letter communicating points raised during that review had been provided to the Village. Mr. Garwood said they had also met with the Village President, David Schulz, to discuss the letter.

Mr. Garwood said the Village of Bellaire had held a public hearing the previous evening regarding their DDA and Tax Increment Financing Plan. He told the Committee that the Village postponed a decision and would be requesting that the DDA make a number of changes to the plan. Mr. Garwood said if the Village approved a revised DDA/TIF Plan, a tax sharing agreement could be worked out over the next few months. Per the County's Tax Sharing Policy, the County had opted out of the DDA when the boundary was first defined. The approval of a Tax Sharing Policy would be required for the County to opt in.

Tax Abatement

Mr. Garwood said the Village was exploring the possibility of two types of tax abatements for a specific property, but that the Village had many concerns. The Commercial Rehabilitation Act, Public Act 210 of 2005, allows for tax abatement on real property for up to a 10-year period. This type of abatement is a freeze on property taxes for the period of the abatement. A property entering into property tax abatement under PA 210 would first need permission of the Village and then the County.

The other type of tax abatement being considered was the Personal Property Tax Relief in Distressed Communities, Public Act 328 of 1998. This type of abatement could be approved by the Village; the statute does not require the approval at the County level.

Ms. Comben said the Village would like to enter into discussions with the County regarding these types of abatements. It was noted that the County has allowed tax abatements in the past in Mancelona and Elk Rapids.

Commissioner Compensation

Mike Crawford said the financial compensation for the members of the Board of Commissioners had not changed in many years. He also noted that Antrim County had a large number of commissioners compared to the size of the population. Mr. Crawford suggested adding a life insurance policy that was tied to a commissioner's number of years of service to the County. Ms. Haydell said it would be difficult to determine a budgetary amount due to the number of unknown factors.

Michigan Employee Retirement System (MERS)

Mr. Crawford there was widespread unease about the stability of MERS. Mr. Garwood said the primary concern is that MERS was not meeting their projected investment targets. He added that a number of department heads are very concerned about any proposed changes to the County's retirement benefits.

It was noted that the past history of years of service at a specific multiplier could not be changed; the multiplier could only be changed moving forward.

Ms. Haydell said she and Mr. Garwood would be drafting a recommendation to the Finance Committee regarding the County's contribution to MERS. Mr. Garwood said he would like to get a MERS representative in front of the commissioners early in 2107 to answer questions about pensions. Mr. Garwood said he would be working to provide education regarding MERS before the end of the year. The Committee and Mr. Garwood discussed the MERS Annual Valuation. An email sent to commissioners was also discussed **(See attached pgs. 18-21).**

Ms. Haydell said the financial situations in Antrim County and Grand Traverse County is very different. Ms. Haydell suggested looking at the financial situation in Charlevoix County as it could be more comparable to Antrim County's.

Employee Handbook

Janet Koch, Associate Planner, told the Committee that progress was being made on the drafting of the employee handbook. A Table of Contents had been distributed to department heads for their input and the compilation of the many different sections had begun.

Strategic Planning Committee

Mr. Garwood said the ad hoc Strategic Planning Committee had been meeting regularly and was expecting to present recommendations at the December Board of Commissioner's meeting. It was requested that the meeting minutes be placed on the County website.

8. Public Comment

None.

The meeting was adjourned at 10:28 a.m.

DATE: November 2, 2016

TO: Administration & County Services Committee

FROM: Deborah Peters, Veterans Affairs Director 

RE: Veterans Affairs Committee & Chronic Absenteeism

I write to you on behalf of the Antrim County Veterans Affairs Committee. The current members are Tom Brown, Roger Simon and Mike Hayes.

At the committee meeting held on July 12, 2016 the matter of chronic absenteeism of committee member Bob Youmans was discussed. It was agreed that Chairman, Casey Guthrie should speak to him regarding same. C. Guthrie spoke with B. Youmans on July 14th. B. Youmans told C. Guthrie that he was aware he missed a few meetings due to his work, he still wanted to remain on the committee and would try harder to attend meetings. C. Guthrie asked him to contact either Carol or myself to clarify his intentions. We never heard from him. The August meeting was cancelled. B. Youmans attended the September meeting where the minutes of July 12th regarding chronic absenteeism were read (copy attached).

B. Youmans was absent from the committee meeting held on October 12, 2016 after calling to say he might be late but he should make it. The Committee again discussed his unexcused absenteeism noting the necessity of a quorum in order to act on any business. The Committee agreed that a letter should be sent to B. Youmans asking him to renew his commitment to attend committee meetings or resign. A copy of the minutes is attached.

On October 19th I sent a letter (copy attached) to B. Youmans indicating a response deadline date of October 31st. To date, I have not heard from him. I spoke with the three committee members noted above via telephone informing them I did not receive a response from B. Youmans. All three members indicated that I should proceed in the direction of having B. Youmans removed from the committee.

Note: 3 out of 10 meeting dates were cancelled. 7 meetings were held and B. Youmans missed 5.

To that end, on behalf of the Veterans Affairs Committee, the following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners remove Bob Youmans from the Antrim County Veterans Affairs Committee due to unexcused chronic absenteeism.

Draft

Veterans' Affairs Committee <i>Casey Guthrie, Chairman</i>
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Minutes – July 12, 2016

Members present: Casey Guthrie, Mike Hayes, Roger Simon, Tom Brown

Members absent: Bob Youmans (unexcused)

Others present: Carol Johns, Tim Cary, Deborah Peters, Commissioner R. Wilson

1. **Meeting was called to order at 3:05 p.m.**
2. **Minutes from June 14, 2016 were read and approved**
3. **County Veterans' Report of Burial**
Five burial benefit applications were approved, totaling \$1500.00
4. **Soldiers and Sailors Relief Fund**
One request for financial assistance was approved, totaling \$198.61
One request for financial assistance was denied and one request was tabled pending additional information and documentation.
5. **Other Business**
One invoice for marker settings was approved in the amount of \$300

The matter of chronic absenteeism by committee members was discussed. D. Peters stated this problem has only occurred once in the past. That particular member chose to resign as his inconsistent work schedule kept him from attending meetings on a regular basis. It was the understanding of Pete Garwood that had the member not chosen to resign, the BOC would be tasked with revoking his position on the committee since the BOC appoints the committee members. It was agreed that as chairman, C. Guthrie would speak to the committee member.

D. Peters informed the committee that she will be on convalescent leave in August and that Carol is retiring with her last day being August 24th.

D. Peters passed out copies of the Veterans Affairs 2015 Annual Report to the committee members. Tom Brown had questions regarding the newly formed Vet2Vet group. He stated he will inform the AMVETS membership of the newly formed group.

Draft

Veterans' Affairs Committee

ROGER SIMON, CHAIRMAN

MINUTES – October 12, 2016

Members present: Michael Hayes, Roger Simon, Thomas Brown

Members absent: Bob Youmans (unexcused)

Others present: Robert Wilson, Deborah Peters, Denelle Fleet

1. **Meeting was called to order at 3:05 p.m.**

2. **Minutes from 9/13/2016 were read and approved**

3. **County Veterans Report of Burial**

One burial benefit request was approved in the amount of \$300.00

One burial benefit request was tabled for investigation due to lack of DD214

4. **Soldiers and Sailors Relief Fund**

Three requests for emergency assistance were approved totaling \$2,114.95

One request for emergency assistance was denied

5. **Other Business**

AMVETS Post 114 invoice for three marker settings was approved in the amount of \$300.00

The Committee reviewed the two interest notifications that were received to fill the vacancies on the Veterans Affairs Committee. D. Peters informed the Committee that the deadline for submission is 10/21/16.

The Committee discussed the unexcused absence of B. Youmans at this meeting and noted that it was his 4th or 5th absence. The Committee also noted the importance of having a quorum in order to act on any business. It was the general consensus of the Committee that office staff should send B. Youmans a letter regarding his excessive absenteeism and request that he either renew his commitment to attend Committee meetings or resign.

MEETING ADJOURNED AT 4:40

**ANTRIM COUNTY
DEPARTMENT OF VETERANS AFFAIRS**

PO Box 1049 Bellaire, MI 49615
(231) 533-8499 Fax (231) 533-8111



October 19, 2016

Robert Youmans
9446 W. Old State Rd.
Central Lake, MI 49622

RE: Veterans Affairs Committee

I write to you on behalf of the Antrim County Veterans Affairs Committee. Your sporadic meeting attendance was discussed at the committee meeting held October 12th. Our records indicate unexcused absences of February 9th, April 12th, June 14th, July 12th and October 12th, 2016. It was the general consensus of the committee members that in the event a committee member accumulates more than three unexcused absences in a calendar year they will be asked to resign. However, the Committee wishes to give you the benefit of the doubt and asks that you convey your intentions to this office. Please keep in mind that a quorum is necessary to make decisions on financial assistance applications. If you are able to fulfill your commitment to attend all future meetings the Committee will accept your commitment to do so in writing. If you cannot fulfill your commitment to the Committee, please sign the enclosed resignation and return to this office no later than October 31st.

Respectfully,

Deborah Peters, Director

Enclosure

TELEPHONE SYSTEM PAGING USE POLICY

Adopted:

PURPOSE

The purpose of the Telephone System Paging Use Policy is as a safety and security measure for the employees and visitors in the Antrim County facilities.

SCOPE

The Telephone System Paging Use Policy is to be followed by all who use the Antrim County phone system. This policy does not affect the Antrim County Road Commission or the Meadow Brook Medical Care Facility.

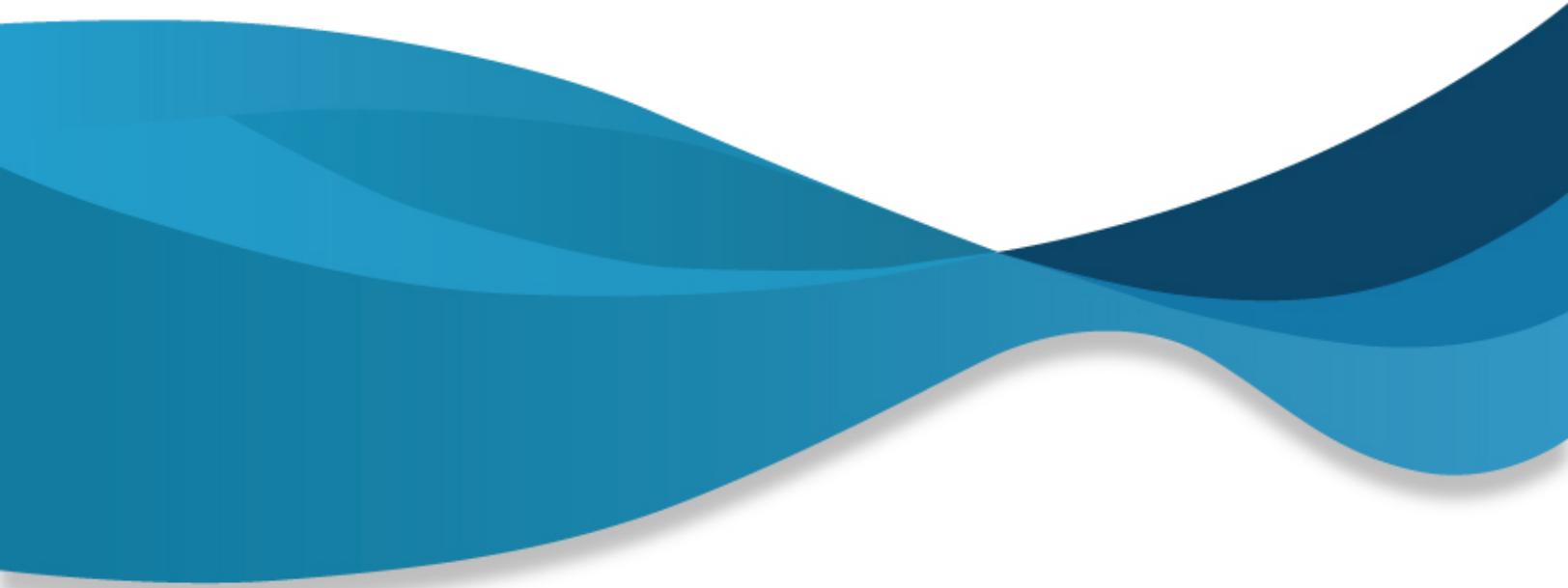
PROCEDURES

The Telephone Paging System will be used for general emergencies in the County facilities and other county related purposes, to quickly relay an emergency message to all occupants of the County facilities or to clear a building, or buildings.

The Telephone Paging System may also be used to make announcements involving personal emergencies, defined as situations involving death, critical illness or serious injury. The Telephone Paging System shall not be used to make personal announcements.

Employees that use the Telephone Paging System for purposes other than those described in this policy may be disciplined.

PRESIDIO®

A decorative graphic consisting of several overlapping, wavy bands of blue in various shades, ranging from light to dark, creating a sense of movement and depth across the upper half of the page.

Antrim County SynApps Endpoint

013284 Version 1
10/7/2016

Submitted by:

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Part Number	Description	Qty	Price	Ext. Price
Products				
Announce-T1	SA-Announce T1 Per Endpoint License Fee	225	\$13.60	\$3,060.00
Announce-T1-PCS	1 year of Syn-Apps Maintenance: T1 Per Endpoint	225	\$2.72	\$612.00
Products Subtotal:				\$3,672.00

Optional Mobile Notification				*Optional
SA-Mobile	Rich Mobile Notification for Smart Devices (iOS/Android) - Yearly Fee	25	\$1.78	\$44.50
Optional Mobile Notification *Optional Amount:				\$44.50

Optional SMS Text				*Optional
Twilio-Notifier	Yearly Fee: Connects SA-Announce to Outbound TTS Service	1	\$444.44	\$444.44
Optional SMS Text *Optional Amount:				\$444.44

Services				
SERV-T&M Cisco	Time & Materials Professional Services	4	\$185.00	\$740.00
Services Subtotal:				\$740.00

SynApps Endpoint

Prepared by:

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Information:

Ref ID: 013284
Version: 1
Delivery Date: 10/07/2016
Expiration Date: 06/26/2015

Summary

Description	Amount
Products	\$3,672.00
Services	\$740.00

Total: \$4,412.00

*Options

Description	Amount
Optional Mobile Notification	\$44.50
Optional SMS Text	\$444.44

Resolution
Support for High Speed Fiber Internet Connectivity

Whereas high-speed fiber internet connectivity is crucial to attract and retain companies, ventures, and individuals that create high-value employment; and

Whereas the attraction, retention and expansion of such business ventures is critical to maintain future public funding for local government and education systems, as well as high quality healthcare services, family-sustaining wages, and quality of life; and

Whereas the competitive advantage in today's knowledge-based economy will go to the communities and regions that have high-speed fiber connectivity; and

Whereas the Governor's 21st Century Infrastructure Commission includes the deployment of high-speed internet connectivity across regional infrastructure providers; and

Whereas this type of infrastructure development is a crucial component of achieving many of the economic prosperity strategies detailed in the Framework for our Future regional prosperity plan;

Therefore be it resolved that Antrim County supports public and private efforts to advance the development of high-speed fiber internet connectivity throughout Antrim County and the Northwest Region of Michigan, and further authorizes its County Administrator to express formal support for specific fiber projects within both Antrim County and the Northwest Region consistent with this Resolution.

The above Resolution was adopted on November 10, 2016 at the regular meeting of the Antrim County Board of Commissioners.

ESTIMATED INCREASES PRESENTED TO ADMINISTRATIN COMMITTEE ON 11-3-16						
GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2% INCREASE	TOTAL	OTHER INCREASE	TOTAL
ADMINISTRATORS OFFICE						
101000-172-702.000	SALARY - DEPT. HEAD	76,895.00	1537.9	78,432.90		
101000-172-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASST	43,722.00	874.44	44,596.44		
101000-172-706.000	OTHER WAGES	33,950.00	679	34,629.00		
101000-172-709.000	OVERTIME AND HOLIDAY	260.00	5.2	265.20		
101000-172-715.000	FICA - COUNTY SHARE	11,780.00	235.6	12,015.60		
101000-172-718.000	RETIREMENT - COUNTY SHARE	23,074.00	461.48	23,535.48		
101000-172-719.000	OTHER FINGE - AD&D ETC.	1,868.00	37.36	1,905.36		
101000-172-721.000	PERSONAL LEAVE	1,844.00	36.88	1,880.88		
101000-172-724.000	WORKERS' COMPENSATION	808.00	16.16	824.16		
GRAND TOTAL			3884.02			
FINANCE DIRECTOR						
					5%	
101000-191-704.000	WAGES - DEPUTY#2, 2ND SEC, 2ND ASST	51,166.52	1023.3304	52,189.85	2609.49	54,799.34
101000-191-708.000	WAGES - PART TIME	4,080.00	81.6	4,161.60	0.00	4,161.60
101000-191-715.000	FICA - COUNTY SHARE	4,742.39	94.8478	4,837.24	241.86	5,079.10
101000-191-718.000	RETIREMENT - COUNTY SHARE	9,782.00	195.64	9,977.64	498.88	10,476.52
101000-191-719.000	OTHER FINGE - AD&D ETC.	592.00	11.84	603.84	30.19	634.03
101000-191-721.000	PERSONAL LEAVE	1,725.00	34.5	1,759.50	87.98	1,847.48
101000-191-724.000	WORKERS' COMPENSATION	262.79	5.2558	268.05	13.40	281.45
GRAND TOTAL					3481.81	
IT						
					6.50%	
101000-228-702.000	SALARY - DEPT. HEAD	52,427.00	1048.54	53,475.54	3475.91	56,951.45
101000-228-706.000	OTHER WAGES	19,488.00	389.76	19,877.76	0.00	19,877.76
101000-228-715.000	FICA - COUNTY SHARE	5,174.00	103.48	5,277.48	343.04	5,620.52
101000-228-718.000	RETIREMENT - COUNTY SHARE	6,931.00	138.62	7,069.62	459.53	7,529.15
101000-228-719.000	OTHER FINGE - AD&D ETC.	612.00	12.24	624.24	40.58	664.82
101000-228-721.000	PERSONAL LEAVE	178.00	3.56	181.56	11.80	193.36
101000-228-724.000	WORKERS' COMPENSATION	332.00	6.64	338.64	22.01	360.65
GRAND TOTAL					4352.93	
MAINTENANCE DIRECTOR						
					3%	
101000-265-702.000	SALARY - DEPT. HEAD	46,946.00	938.92	47,884.92	1436.55	49,321.47
101000-265-715.000	FICA - COUNTY SHARE	16,721.00	334.42	17,055.42	511.66	17,567.08
101000-265-718.000	RETIREMENT - COUNTY SHARE	28,223.00	564.46	28,787.46	863.62	29,651.08
101000-265-719.000	OTHER FINGE - AD&D ETC.	2,260.00	45.2	2,305.20	69.16	2,374.36
101000-265-721.000	PERSONAL LEAVE	2,040.00	40.8	2,080.80	62.42	2,143.22
101000-265-724.000	WORKERS' COMPENSATION	16,124.00	322.48	16,446.48	493.39	16,939.87
GRAND TOTAL					3436.84	

ESTIMATED INCREASES PRESENTED TO ADMINISTRATIN COMMITTEE ON 11-3-16						
GL NUMBER	DESCRIPTION	2016 AMENDED BUDGET	2% INCREASE	TOTAL	OTHER INCREASE	TOTAL
ABSTRACT						
101000-277-702.000	SALARY - DEPT. HEAD	53,817.00	1076.34	54,893.34		
101000-277-715.000	FICA - COUNTY SHARE	7,675.00	153.5	7,828.50		
101000-277-718.000	RETIREMENT - COUNTY SHARE	13,097.00	261.94	13,358.94		
101000-277-719.000	OTHER FINGE - AD&D ETC.	1,251.00	25.02	1,276.02		
GRAND TOTAL			1516.8			
EMERGENCY SERVICES						
					6.50%	
101000-426-702.000	SALARY - DEPT. HEAD	28,400.00	568	28,968.00	1882.92	30,850.92
101000-426-715.000	FICA - COUNTY SHARE	2,173.00	43.46	2,216.46	144.07	2,360.53
101000-426-718.000	RETIREMENT - COUNTY SHARE	4,229.00	84.58	4,313.58	280.38	4,593.96
101000-426-719.000	OTHER FINGE - AD&D ETC.	400.00	8	408.00	26.52	434.52
101000-426-724.000	WORKERS' COMPENSATION	628.00	12.56	640.56	41.64	682.20
GRAND TOTAL					2375.59	
VETERANS AFFAIRS						
					4%	
101000-682-702.000	SALARY - DEPT. HEAD	33,570.00	671.40	34241.4	1369.66	35611.06
101000-682-708.000	WAGES - PART TIME	25,975.00	519.50	26494.5	0.00	26494.50
101000-682-710.001	PER DIEM - REGULAR	3,300.00	66.00	3366.0	134.64	3500.64
101000-682-715.000	FICA - COUNTY SHARE	4,555.00	91.10	4646.1	185.84	4831.94
101000-682-718.000	RETIREMENT - COUNTY SHARE	5,149.00	102.98	5252.0	210.08	5462.06
101000-682-719.000	OTHER FINGE - AD&D ETC.	431.00	8.62	439.6	17.58	457.20
101000-682-724.000	WORKERS' COMPENSATION	436.00	8.72	444.7	17.79	462.51
GRAND TOTAL					1935.63	
PARKS MANAGER ONLY						
					3%	
101000-756-702.000	SALARY - DEPT. HEAD	31,353.00	627.06	31980.06	1279.20	33259.26
101000-756-709.000	OVERTIME AND HOLIDAY	10,000.00	200.00	10200.00	408.00	10608.00
101000-756-715.000	FICA - COUNTY SHARE	10,175.00	203.50	10378.50	415.14	10793.64
101000-756-718.000	RETIREMENT - COUNTY SHARE	6,000.00	120.00	6120.00	244.80	6364.80
101000-756-719.000	OTHER FINGE - AD&D ETC.	86.00	1.72	87.72	3.51	91.23
101000-756-722.000	UNEMPLOYMENT	30,100.00	602.00	30702.00	1228.08	31930.08
101000-756-724.000	WORKERS' COMPENSATION	9,000.00	180.00	9180.00	367.20	9547.20
GRAND TOTAL					3945.96	
AIRPORT MANAGER ONLY						
581000-295-702.000	SALARY - DEPT. HEAD	58625.29	1172.51	59797.80		
581000-295-715.000	FICA COUNTY SHARE	4484.84	89.70	4574.54		
581000-295-718.000	RETIREMENT COUNTY SHARE	9380.05	187.60	9567.65		
581000-295-719.000	OTHER FINGE - AD&D ETC.	1500	30.00	1530.00		
581000-295-724.000	WORKERS' COMPENSATION	2345	46.90	2391.90		
GRAND TOTAL			1526.70			

ESTIMATED INCREASES PRESENTED TO ADMINISTRATIN COMMITTEE ON 11-3-16						
		2016	2%		OTHER	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	INCREASE	TOTAL	INCREASE	TOTAL
COA MANAGER ONLY					3%	
297000-686-702.000	SALARY - DEPT. HEAD	50589.56	1011.79	51601.35	2064.05	53665.41
297000-686-715.000	FICA COUNTY SHARE	3870.11	77.40	3947.51	157.90	4105.41
297000-686-718.000	RETIREMENT COUNTY SHARE	8094	161.88	8255.88	330.24	8586.12
297000-686-719.000	OTHER FINGE - AD&D ETC.	900	18.00	918.00	36.72	954.72
297000-686-724.000	WORKERS' COMPENSATION	750	15.00	765.00	30.60	795.60
GRAND TOTAL					2619.54	
CONSTRUCTION CODE MANAGER ONLY						
279000-371-702.000	SALARY - DEPT. HEAD	57562.68	1151.25	58713.93		
279000-371-715.000	FICA COUNTY SHARE	4403.55	88.07	4491.62		
279000-371-718.000	RETIREMENT COUNTY SHARE	9210.03	184.20	9394.23		
279000-371-719.000	OTHER FINGE - AD&D ETC.	1200	24.00	1224.00		
279000-371-724.000	WORKERS' COMPENSATION	1450	29.00	1479.00		
GRAND TOTAL			1476.53			
ESTIMATED BUDGET INCREASE IF ALL MOTIONS ARE APPROVED						30,552.35

From: [Garwood, Peter](#)
To: [Koch, Janet](#)
Cc: [Schrader, Tina](#)
Subject: FW: Antrim Co - AAV tables REF:0160976
Date: Friday, November 04, 2016 2:17:44 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Antrim Co. \(0502\) - Supplemental 2015 AAV Tables.pdf](#)

From: Garwood, Peter
Sent: Monday, September 19, 2016 3:35 PM
To: Haydell, Debra (haydelld@antrimcounty.org)
Cc: Schrader Tina (schradert@antrimcounty.org)
Subject: FW: Antrim Co - AAV tables REF:0160976

Deb,

Here's the numbers we requested from Tony. If you look at the attachment, for 2017, the difference in the contribution between assuming a 7.75% return and 5.75% is \$622,200 annually (\$1,000,488 compared to \$1,622,688), or \$51,850 more each month.

Pete

From: Sonia Tauqi [<mailto:stauqi@mersofmich.com>]
Sent: Monday, September 19, 2016 10:44 AM
To: Garwood, Peter
Cc: Tony Radjenovich
Subject: Antrim Co - AAV tables REF:0160976

Good morning Peter,

Attached are the sensitivity analysis, demographic data, and projection results of the County excluding division 04. Our actuaries noted for Table 4 on page 20 – the market value assets for the County excluding division 04 is simply the totals shown less the amounts shown for division 04:

Reported Assets (Market Value)

Table 4

Division	2015 Valuation		2014 Valuation	
	Employer and Retiree ¹	Employee ²	Employer and Retiree ¹	Employee ²
01 - General	\$ 9,166,193	\$ 76,664	\$ 9,602,436	\$ 76,169
04 - MCF	9,783,650	1,230,450	9,979,537	1,123,172
10 - Grnl Dial a Ride	731,796	3,807	762,915	3,782
20 - Sheriff Dept	7,136,932	16,859	7,249,031	16,750
HA - Shrrf & Grnl Dial aft 1/1/14	18,269	0	3,597	0
HB - General after 01/01/15	6,851	0		
Municipality Total	\$ 26,843,691	\$ 1,327,780	\$ 27,597,516	\$ 1,219,873
Combined Reserves	\$ 28,171,471		\$ 28,817,389	

¹ Reserve for Employer Contributions and Benefit Payments

² Reserve for Employee Contributions

The December 31, 2015 valuation assets are equal to 1.135382 times the reported market value of assets (compared to 1.059937 as of December 31, 2014). The derivation of valuation assets is described, and detailed calculations of valuation assets are shown, in the [Appendix](#).

Please let us know if you have any questions.

Thanks,

Sonia Tauqi, MPA

Benefit Plan Coordinator

Municipal Employees' Retirement System of Michigan

1134 Municipal Way

Lansing, MI 48917

Toll Free: 800.767.6377 x200

Local: 517.703.9030

Fax: 517.703.9707

stauqi@mersofmich.com



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DISCLAIMER:

Antrim Co (0502) – Supplemental AAV Tables Excluding Division 04

Sensitivity to Discount Rate

	Assumed Future Annual Smoothed Rate of Investment Return			
	Lower Future Annual Returns		Valuation Assumption	Higher Returns
	5.75%	6.75%	7.75%	8.75%
Accrued Liability	\$33,591,107	\$29,857,673	\$26,707,169	\$24,032,408
Valuation Assets	\$19,480,170	\$19,480,170	\$19,480,170	\$19,480,170
Unfunded Accrued Liability	\$14,110,937	\$10,377,503	\$7,226,999	\$4,552,238
Funded Ratio	58%	65%	73%	81%
Monthly Normal Cost	\$66,681	\$53,007	\$42,108	\$33,666
Monthly Amortization Payment	\$68,543	\$54,842	\$41,266	\$27,298
Total Employer Contribution	\$135,224	\$107,849	\$83,374	\$60,964

Participant Summary

Total of All Divisions Excluding Division 04	2015 Valuation		2014 Valuation		2015 Valuation		
	Number	Annual Payroll	Number	Annual Payroll	Average Age	Average Benefit Service	Average Eligibility Service
Active Employees	133	5,170,913	131	5,122,267	51.1	12.2	12.8
Vested Former Employees	29	278,327	26	253,002	48.4	10.0	14.4
Retirees and Beneficiaries	<u>102</u>	<u>1,127,532</u>	<u>97</u>	<u>1,063,262</u>	71.8		
Total Participants	264	6,576,772	254	6,438,531			

Antrim Co (0502) - Total of All Divisions Excluding Division 04					
Valuation Year Ending 12/31	Fiscal Year Beginning 1/1	Actuarial Accrued Liability	Valuation Assets	Funded Percentage	Computed Annual Employer Contribution
7.75% Assumed Interest Discount Rate and Future Annual Market Rate of Return					
WITH 5-YEAR PHASE-IN					
2015	2017	\$ 26,707,169	\$ 19,480,170	73%	\$ 894,360
2016	2018	28,068,214	20,013,414	71%	990,384
2017	2019	29,375,644	20,465,680	70%	1,094,376
2018	2020	30,624,339	20,850,262	68%	1,202,688
2019	2021	31,814,139	21,181,351	67%	1,317,408
2020	2022	32,938,702	22,095,020	67%	1,359,012
NO 5-YEAR PHASE-IN					
2015	2017	\$ 26,707,169	\$ 19,480,170	73%	\$ 1,000,488
2016	2018	28,068,214	20,013,414	71%	1,062,540
2017	2019	29,375,644	20,584,218	70%	1,133,172
2018	2020	30,624,339	21,052,405	69%	1,210,500
2019	2021	31,814,139	21,433,066	67%	1,296,228
2020	2022	32,938,702	22,373,176	68%	1,337,076
6.75% Assumed Interest Discount Rate and Future Annual Market Rate of Return					
NO 5-YEAR PHASE-IN					
2015	2017	\$ 29,857,673	\$ 19,480,170	65%	\$ 1,294,188
2016	2018	31,303,604	19,824,913	63%	1,358,076
2017	2019	32,688,604	20,519,496	63%	1,428,480
2018	2020	34,007,901	21,099,694	62%	1,506,372
2019	2021	35,261,434	21,575,255	61%	1,594,236
2020	2022	36,443,033	22,632,567	62%	1,640,388
5.75% Assumed Interest Discount Rate and Future Annual Market Rate of Return					
NO 5-YEAR PHASE-IN					
2015	2017	\$ 33,591,107	\$ 19,480,170	58%	\$ 1,622,688
2016	2018	35,131,713	19,636,382	56%	1,689,324
2017	2019	36,602,895	20,493,592	56%	1,759,512
2018	2020	38,000,377	21,222,843	56%	1,837,908
2019	2021	39,324,298	21,826,848	56%	1,927,560
2020	2022	40,568,764	22,931,831	57%	1,986,492