

Administration and County Services Committee

David Heeres

Ed Boettcher, Chairman

Laura Stanek

Minutes – April 1, 2016

Members present: Ed Boettcher, Laura Stanek
Members absent: David Heeres
Others present: Pete Garwood, Sherry Comben, Sheryl Guy, Patty Niepoth, Casey Guthrie (left at 9:30 a.m.)

1. Meeting was called to order at 9:15 a.m. by Chairman Ed Boettcher.

2. Public Comment

None

3. Equalization Department Proposal

The Committee met with Cindy Reetz and Jamie Houserman and discussed their proposal for contracting the administration of the Equalization Department including managing the day to day issues, requirements and needs of the department including supervision of personnel and completing all requirements of the Equalization Director. Attached is a summary of the proposed arrangement and the financial impact. (See attached pgs. 2-5)

The Committee requested Peter Garwood, County Administrator, to work with the County Accountant to determine how the proposal would affect the Equalization Department budget and bring that to the regularly scheduled Administration Committee meeting on April 7, 2016.

4. Various Matters as Appropriate

None.

5. Public Comment

None.

Meeting adjourned at 11:00 a.m.

April 1, 2016

Equalization Department Reorganization

The following proposal for reorganizing the Equalization Department includes hiring a Level 4 Michigan Master Assessing Officer (MMAO) as the Equalization Director, and a Level 3 Michigan Advanced Assessing Officer (MAAO) as the Assistant Equalization Director. The two individuals come with a great deal of experience at the three levels of tax assessing and equalization - township, county and state.

The relationship with the two will be contractual. Cindy Reetz as a MMAO Level 4 would be the Equalization Director, and Jaime Houserman as a MAAO Level 3 would be the Assistant Equalization Director. Between the two of them there would be office or on the job presence a minimum of four (4) days per week.

Ms. Reetz and Ms. Houserman emphasized the staff training component of their proposal. Because they would be in the office four (4) days per week they would be available for training of staff.

The following two scenarios looks at what it means financially to the County to contract with Ms. Reetz and Ms. Houserman. I have also included the financial picture for the current arrangement for the department and what the cost would be if we simply continued what we were doing prior to September 2011.

The Equalization Department would be reorganized in one of two possible ways, as follows:

Proposed Changes for Equalization – Scenario 1

Equalization Director -	Cindy Reetz	
Assistant Equalization Director -	Jaime Houserman	
Appraiser/Clerk -	Casey Guthrie	
GIS Technician -	Julie Weston	
Clerk I or Clerk II (part-time) 28 hours per week	Vacant	
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Contracts with Equalization Director and Assistant Equalization Director		\$140,000
Appraiser/Clerk (\$20.86 per hour)*		\$ 69,155
GIS Tech (\$18.86 per hour)*		\$ 65,526
Clerk I part-time (\$17.03 w/FICA, no benefits)		<u>\$ 26,693</u>
Total		\$301,374

* All wages and benefits reported at the top of the wage scale and as if the employee is taking the greatest benefit coverage offered by the County.

April 1, 2016

Proposed Changes for Equalization – Scenario 2

In discussion with Ms. Houserman who is currently the Roscommon County Equalization Director (a position that she does not intend to resign) she indicated that Roscommon County contracted out their appraisals for \$13,500 annually. The following proposal would change Mr. Guthrie to an Equalization Technician, Clerk or whatever title we would settle on and contract out the required annual appraisals.

Equalization Director -	Cindy Reetz
Assistant Equalization Director -	Jaime Houserman
Equalization Technician -	Casey Guthrie
GIS Technician -	Julie Weston
Appraisals -	Contract it out

Contracts with Equalization Director and Assistant Equalization Director	\$140,000
Equalization Tech (\$20.86 per hour)*	\$ 69,155
GIS Tech (\$18.86 per hour)*	\$ 65,526
Appraiser Duties (contract out)	<u>\$ 15,000</u>
Total	\$289,681

* All wages and benefits reported at the top of the wage scale and as if the employee is taking the greatest benefit coverage offered by the County.

April 1, 2016

Current Equalization Situation

Equalization Director (contract – Polly Cairns)	\$ 80,000
Assistant Equalization Director (vacant)*	\$ 70,132
Appraiser (Casey Guthrie)*	\$ 69,155
GIS Technician (Julie Weston)*	\$ 65,526
Clerk I (part-time, 28 hours/week)	<u>\$ 26,693</u>
Total	\$311,506

* All wages and benefits reported at the top of the wage scale and as if the employee is taking the greatest benefit coverage offered by the County.

** Would be \$284,813 if do not hire a part-time Clerk I.

April 1, 2016

Equalization Department Staffing Situation prior to September 30, 2011

Reported in todays dollars

Equalization Director (Bob Englebrecht)*	\$ 97,192
Appraiser (Casey Guthrie)*	\$ 69,155
GIS Technician (Julie Weston)*	\$ 65,526
Administrative Asst. (Marilyn Prezkop)*	<u>\$ 70,751</u>
Total	\$302,624

* All wages and benefits reported at the top of the wage scale and as if the employee is taking the greatest benefit coverage offered by the County.