

**2021 BUDGET WORK SESSION
MINUTES**

Members present: David Heeres, Karen Bargy, Ed Boettcher, Terry VanAlstine, Brenda Ricksgers, Dawn LaVanway, Jason Helwig, Christian Marcus.
 Members absent: Joshua Watrous
 Others: Brad Rizzo, Sheryl Guy, Peter Garwood, Jeremy Scott.

Vice-Chair Karen Bargy called the meeting to order at 9:10 a.m.

The Vice-Chair Bargy addressed the documents provided by the Finance Director, Brad Rizzo.

- General Fund Revised Summary
- Other Funds Summary
- Revised Departmental Budgets

The reports reflect the Budget position of 1.7 million deficit in proposed 2021 Revenues and Expenditures. Keep in mind that these reports do not include un-negotiated wages for 2021 as follows:

- General, Probate Unions and all Unrepresented/Elected and Part-time staff.
- The official 2021 Priority Health Insurance monthly premiums/rates are not available in writing from Dewey Insurance for Priority Health. County Administrator working to obtain rates.
- No other health insurance companies were approached to request quotes.

Discussion followed.

Options: Available for balancing the 2021 Budget are as follows:

- Cuts can be made to the General Fund budget
 - Across the Board percentage
 - Capital Outlay, Appropriations, etc.
- Transfers from Other fund balances
- 2019 Combined Fund Balance of all Funds (General/Other Funds) Audited 2019 Fund balance was \$14,751,199.00

Discussion followed.

Commissioner Bargy spoke to the Board on the process of reviewing the General Fund and each department within the General Fund beginning with the Board of Commissioners budget.

GENERAL FUND 101: REVIEW

101- Board of Commissioners

| | | |
|--------------------|---------------------------|--|
| 101-101-802 | Remove \$10,000.00 | Agenda software in Communications 101-216-805.015. |
| 101-101-855 | Remove \$1,320.00 | Zoom/Phone Communications 101-216-855. |
| \$11,320.00 | Total | |

GENERAL FUND 101: Continued.

Discussion followed. Regarding cuts across the board such as a percentage or line item example travel/conferences/training – No Action Taken.

131 - Circuit Court – No changes. (Same budget as 2019) Court Administrator unable to provide.

132 – Family Division – Circuit Court – No changes.

134 – Family Court – Detention Support Services – No changes.

136 – District Court – No changes.

148 – Probate Court – No changes.

9:25 a.m. Commissioner Marcus left meeting.

165 – Jury Commission – No changes.

172 – County Administrator No changes.

191 – Accounting – No changes.

212 – Budget – Accounting Services – No changes.

215 – County Clerk – No changes.

216 - Communications Board

101-216-805.015 Agenda Software **Reduce \$500.00**

228 – Computer – No changes.

233 – Purchasing – No changes.

250 – Tax Allocation Board - No changes.

253 – County Treasurer - No changes.

257 – Equalization – No changes.

261 – MSU Extension – No changes.

262 – Elections – No changes.

263 – Grove Street – Village water charges – **Finance Director** to verify - No changes.

264 – 1905 Courthouse – Village water charges – **Finance Director** to verify.

265 - County Building – Review and reduce Electric – **Finance Director** to verify.

267 – Prosecuting Attorney – No changes.

268 – Register of Deeds – No changes

269 – Microfilm – No changes.

270 – Human Resources – No changes.

271- Plat Board – No changes.

272 – Prosecuting Attorney Victims Rights 2006 - No changes.

273 – Prosecuting Attorney –Child Support/IVD 2006 – No changes.

275 – Drain Commissioner – No changes.

277 – Abstract – No changes.

278 – Survey & Remonumentation – No changes.

10:30 a.m. – County Treasurer Sherry Comben joined budget meeting.

301 - Sheriff – No changes. (Questions for Sheriff: History of open positions and staff off for medical)

331– Marine – No changes. (Questions for Sheriff: Rent space and Grant)

334 – Secondary Roads – No changes. (Questions for Sheriff: Roads serviced and Grant)

351 – Jail – No changes. (Questions for Sheriff: Prisoner Board)

352 – Zero Tolerance – No changes. (Questions for Sheriff: Testing revenue)

426 – Emergency Services – No changes.

GENERAL FUND – Continued.

430 – Animal Control – No changes. (Questions for Sheriff: Staffing/extended hours/number of radios)

10:30 a.m. - Under Sheriff Pratt joined the budget meeting.

Under Sheriff Pratt addressed the Board to answer the many questions regarding the various Sheriff budgets. He spoke of the vacant positions and staff off on medical leave. The Sheriff is in the process of promoting from within, one new hire and one position currently on hold. The Marine has no rental space and maintenance concerns addressed is split between grants Marine and Snowmobile. Secondary Road patrol is County Roads vs Michigan State Police he addressed the difference and Grant summary for wages and equipment. Prisoner board question for Todd Rawling but explained that testing revenue contracts pay per use.

The Board took a ten (10) minutes break and returned at 11:30 a.m.

Commissioner VanAlstine – did not return to work session.

Commissioner LaVanway and Boettcher returned later during the Work Session.

442 - Dam and Dams Operator – No changes.

601 - Health – No changes.

648 – Medical Examiner – No changes.

671 – Welfare – No changes.

101-671-956.292 Child Care missed in the account \$10,000.00 but reflects in the total.

673 – Aging – Not Reimbursed – No changes.

682 – Veterans Affairs – No changes.

694 – Housing Administration – No changes.

719 – Resource Recovery – No changes.

720 – Planning Commission – No changes.

728 – Economic Development Commission – No changes.

754 – Parks- Cedar River NA, Mohr NA, Murphy – No changes.

755 – Noteware, Wetzel Lake, Willow, Beal – (**Finance Director** to review may have doubled some expenses and submit corrected budget)

756 – Barnes Park – No changes.

757 – Elk Rapids Day park – No changes.

851 – Insurances & Bonds – No changes.

895 – Special Projects – No changes.

101-895-967.000 MERS Unfunded Liability as budgeted.

101-895-999.000 Contingencies as budgeted: Wages & Benefits 2021 unknown at this time.

901- Capital Outlay – No changes.

101-901-980.228 (IT Director: Replacement/new equipment)

902 – Capital Outlay – Computers – No changes.

GENERAL FUND – Continued.

966 – Appropriations

101-966-956.010 Antrim County Farm & Family Fair Board **Reduce by \$1,000.00**

CORRECTION BOC 9/17/2020

101-966-956.012 NLEA Discussion: Regional benefit and public services/County services.

101-966-956.223 GRNA **Reduce by \$15,605.00** = \$31,000.00 appropriation

101-966-956.223 GRNA Boardwalk \$75,000.00 (Earmark to be transferred from the General Fund to GRNA Fund) pending project.

101-966-956.235 Petoskey Stone Festival – Not included in account level but included in summary. **Reduce summary \$500.00**

101-966-956.238 Glacial Hills **Reduce by \$4,600.00** = \$5,400.00 appropriation.

101-966-956.269 Law Library - No appropriation request **Finance Director** to Contact Circuit Ct Administrator.

101-966-956.581 Antrim County Airport **\$297,340.00 from \$75,000.00 = \$222,340.00 increase**

Discussion followed. Finance Director and Commissioner Bary explained cash offset.

101-966-956.588 Antrim County Transportation appropriation was approved at the March 2020 meeting of the Board due to State deadline.

967- TRANSFER OUT:

101-967-956.272 Transfer out to K-9 Fund #272 **remove \$4,965.00** use Fund balance.

TECHNICAL DIFFICULTIES:

Several members experienced technical difficulties during the Work Session and were disconnected for a short period-of-time and had to log back into the Zoom meeting.

OTHER FUNDS: REVIEW

105000 – Self Insurance Reserve Revenues/Fund balance– No change.

129000 – Victim’s Rights Reserve Revenues/Fund balance– No change.

137000 – Capital Outlay Reserve Revenues/Fund balance – No change.

142000 – Dams Reserve Revenues/Fund balance – No change.

144000 - Gas & Oil Royalties Reserves/Fund balance – No change.

161000 – Grant Match Revenues/Fund balance – No change.

165000 - Antrim Conservation District Reserves/Fund balance – No change.

182000 – Special Projects Reserves/Fund balance/Expenditures – No change.

201000 – Road Commission Revenues/Fund balance/Expenditures – No change.

215000 – Friend of the Court Revenues/Fund balance/Expenditures – No change.

223000 – Grass River Natural Area Revenues/Fund balance/Expenditures – **Finance Director** to reduce and recalculate.

225000 – Animal Control Donations Revenues/Fund balance/Expenditures – No changes.

226000 – County-Wide Recycling Revenues/Fund balance/Expenditures – No change.

230000 – Forestry – Revenues/Fund balance/Expenditures – No changes.

232000 – Conservation District Revenues/Fund balance/Expenditures – No change.

233000 – Grass River Center Revenues/Fund balance/Expenditures – No change.

234000 – Antrim Creek Natural Area Revenues/Fund balance/Expenditures – No change.

235000 – Petoskey Stone Festival Revenues/Fund balance/Expenditures– No change.

OTHER FUNDS – Continued.

236000 – Park Fundraiser Revenues/Fund balance/Expenditures – transfer balance by end of year and close fund.

237000 – Transfer Station Land Lease Revenues/Fund balance/Expenditures – **Reduced by \$16,356.00** = \$5,000.00 Fund balance. Apply reduction of \$16,356.00 to Household Hazard Waste.

238000 – Glacial Hills Grant Fund – No activity since 2019 and No Fund balance.

240000 – GIS Operations – Revenues/Fund balance/Expenditures – No change.

242000 – Energy Savings Revenues/Fund balance/Expenditures – No change.

249000 – Construction Code Enforcement Revenues/Fund balance/Expenditures – No change.

255000 – Homestead Property Tax Exemption Audit Revenues/Fund balance/Expenditure – No change.

256000 – Register of Deeds Automation Revenues/Fund balance/Expenditures – No change.

258000 – Disaster Contingency Fund – Fund balance – No change.

259000 – 911 Training Revenues/Fund balance/Expenditures – No change.

260000 – Indigent Defense Fund Revenues/Fund balance/Expenditure – No change.

261000 – E-911 Operating Revenues/Fund balance/Expenditures – the hiring of one (1) additional dispatcher to reduce an estimated \$21,000.00 in overtime pay. ~~and funding source be their Fund #261 Fund balance.~~ **CORRECTION BOC 9/17/2020**

Remove funds requested for the hiring of an additional Dispatcher and return to Fund #261 Fund balance.

No action taken to add additional staffing during the budget process.

262000 – E-911 Wireless Revenues/Fund balance/Expenditures – **Finance Director** clarified that the \$27,000.00 requested increase is for professional fees.

263000 – Concealed Pistol Licensing Revenues/Fund balance/Expenditures – No change.

264000 – Local Corrections Officer's Training Revenues/Fund balance/Expenditures – No change.

266000 – O.R.V. Ordinance Training (2009 ORD) Revenues/Fund balance – No change.

267000 – Jail Inmate Proceeds Revenues/Fund balance/Expenditures – No change.

268000 – Michigan Justice Training Revenues/Fund balance/Expenditures – No change.

269000 – Law Library no 2021 budget figures – No changes. Use Fund balance as needed.

272000 – Canine K-9 Program Revenues/Fund balance/Expenditures – **Remove \$4,965.00 Transfer in** and use fund balance as needed.

275000 – Housing Program Income Revenues/Fund balance/Expenditures – No change.

278000 – A.C. Housing CDBG Grant Revenues/Fund balance/Expenditures – No change.

279000 – Snowmobile Grant Revenues/Fund balance/Expenditures – Use Fund balance.

280000 – AC Breast Cancer/G.T. Band Grant Revenues/Expenditures- County Fiduciary - No change.

282000 – Clean Lakes Fund balance – No change.

285000 – Revenue Sharing Reserve Fund balance – Close Fund and transfer out Fund balance **\$4,309.00.**

287000 – Emergency Services LEPC Grant Revenues/Fund balance/Expenditures – No change.

OTHER FUNDS – Continued.

- 292000 – Child Care Revenues/Fund balance/Expenditures – No change.
- 293000 – Veterans Relief Revenue/Fund balance/Expenditures – No change.
- 297000 – Commission on Aging Revenues/Fund balance/Expenditures. Aging – Respite decrease 49% and November tax revenue begins to come in.
- 298000 – Meadowview Senior Housing Revenues/Fund balance/Expenditures – No change.
- 351000 – Meadow Brook Project Debt Retirement Revenues/Fund balance/Expenditures – No change.
- 468000 – Grass River Center Construction No Revenue/Expenditures or Fund balance.
- 470000 – Capital Project – County Buildings & Structures – Revenues/Fund balance/Expenditures – No change.
- 512000 – Meadowbrook MCF – Fund balance
- 516000 - Tax Payment Funds-Combined Fund balance
- 516091 – 1991 TPF Fund balance.
- 516201 – 2001 TPF Fund balance.
- 516202 – 2002 TPF Fund balance.
- 516203 – 2003 TPF Fund balance.
- 516204 – 2004 TPF Fund balance.
- 516205 – 2005 TPF Fund balance.
- 516206 – 2006 TPF Fund balance.
- 516207 – 2007 TPF Fund balance.
- 516208 – 2008 TPF Fund balance.
- 516209 – 2009 TPF Fund balance.
- 516210 – 2010 TPF Fund balance.
- 516211 – 2011 TPF Fund balance.
- 516212 – 2012 TPF Fund balance.
- 516213 – 2013 TPF Fund balance.
- 516214 – 2014 TPF Fund balance.
- 516216 – 2016 TPF Fund balance.
- 516217 – 2017 TPF Fund balance.
- 581000 – Airport Operating Revenues/Fund balance/Expenditures – No change.
- 582000 – Elk Rapids Hydro Utility System Revenues/Fund balance/Expenditures – No change.
- 588000 – Antrim County Transportation Revenues/Fund balance.
- 716000 – Meadowbrook Angell Endowment Trust Fund balance.
- 717000 – Meadowbrook Wise Memorial Trust Fund balance.
- 718000 – Meadowbrook Ferstle Fund No activity.
- 721000 – Library – Use Fund balance as needed.
- 780000 – Meadowbrook Funded Depreciation Revenues/Fund balance/Expenditures.
- 781000 – Meadowbrook Restricted Funds/Fund balance.

911 EMERGENCY RADIOS:

List of how many radios Antrim County owns and list of where radios are located and/or designated.

Discussion followed. Funding the deficit – review all Funds that are not restricted and have a healthy fund balance. General Fund, Fund balance, Stabilization Fund/Gas & Oil Fund/Tax Payment Funds, etc.

STATUS PRIOR TO TODAYS CHANGES:

| | | |
|--------------------------------------|-----------------|------------------|
| 2021 PROPOSED GENERAL FUND REVENUE: | \$13,726,072.00 | |
| 2021 PROPOSED GENERAL FUND EXPENSES: | \$15,442,068.00 | (\$1,715,996.00) |
| 2021 OTHER FUND PROJECTED REVENUE: | \$ 5,939,665.00 | |
| 2021 OTHER FUND PROJECTED EXPENSES: | \$ 6,145,862.00 | |

Discussion followed.

Finance Director addressed the request made for a three (3) year analysis that will provide a picture of past and present budget proposal requests by Departments. He reported that the Departments budgeting appears to be on target for 2021 budgets and that he has observed while employed by the County that budget requests by departments past and present do not appear to be excessive. Some departments spend their full budget and some do not. The General Funds budgeted that have not been spent roll back into the General Fund, Fund balance. Past audits of the County historically have proven that the General Fund, Fund balances projected always come back better than estimated after audit and that the revenues historically are higher than projected as well. Example: Audited 2019 Revenue was up \$860,871.00 over the projected 2019 Revenue used for budgeting purposes. That a three (3) year analysis of departments budgeting and spending history could be a more realistic approach. The County has a comfortable fund balance with approximately one (1) year of expenditures on hand. He will Review budgets as follows: 2019 Actual, 2020 Year-to-date and 2020 current Budget and will email reports.

Commissioner Bargy asked the Board to continue to review 2021 budget and return to the next work session with proposals and/or suggestions for the Board to balance the 2021 Antrim County General Fund. If no recommendations to cut General Fund Operating Budgets such as the (Departments, Capital Outlay, Appropriations, etc.) the Board will then act on balancing the proposed 2021 Budget with Fund balance transfers equal to deficit.

Commissioner Bargy the Board will continue to review the General Fund changes from this meeting.

OPTIONS:

- General Fund, Fund balance
- Other Funds, Fund Balance transfers
- General Fund Operating Budget – Department cuts
- Both transfers and cuts

Moved by LaVanway, seconded by Boettcher, that the Work Session minutes dated August 18, 2020 be approved as written. Roll call as follows: Yes – Heeres, Bargy, Boettcher, Ricksgers, LaVanway, Helwig; No – None; Absent – Watrous, VanAlstine, Marcus.

PUBLIC COMMENT:

There was no public comment.

The next Work Session schedule for Thursday, August 27 at 9:00 a.m. via Zoom.

The Work Session adjourned at 3:16 p.m.

Vice-Chair, Karen Bargy

County Clerk, Sheryl Guy