

Antrim County Capital Improvement Committee

Minutes April 1, 2014

Members present: Ed Boettcher, Dave Howelman, Laura Stanek, Pete Garwood, Deb Haydell, Dave Vitale, Valerie Craft, Jim Schnackenberg, and Mike Hayes

Members absent: None

Staff present: Janet Koch

1. Call to Order

Chairman Ed Boettcher called the meeting to order at 10:00 a.m.

2. Public Comment

None.

3. Review of Minutes from August 21, 2013

Mr. Boettcher said there needed to be a follow-up on the document imaging and document retention needs.

4. Various Matters

The Committee discussed the draft version of the CIP.

Deb Haydell, County Accountant and Janet Koch, Associate Planner, will determine which of the projects listed as unfunded on page 5 have actually been funded in the current fiscal year and update the CIP accordingly.

A number of potential projects that had been submitted in 2013 were not included in the project list. Koch was asked to include short descriptions of these projects under an "Unranked" category which will be on page 13.

The Committee agreed that the department heads should receive a copy of the draft CIP before the Committee meets again. This will give them the opportunity to reconsider any projects they submitted last year.

It was agreed that the department heads will also receive a revised version of the submittal form. Koch and Pete Garwood, County Administrator, will change the form to include more space for information on funding sources. The email to the department heads, to be crafted by Koch and Garwood, will ask which project costs could be spread over a number of years. The email will be sent out on or before Friday, April 4 and will include a request that the department heads respond with new and/or revised projects by Friday, April 18.

Koch will revise the CIP according to the information received from the department heads. The draft CIP will then be presented to each of the oversight committees. Comments and revisions from the oversight committees will be incorporated into the draft CIP and a revised draft will be reviewed by the Committee at their next meeting.

It was agreed that every year the project listing would need to be revisited and rankings determined.

5. Public/Member Comment

The next meeting was scheduled for Tuesday, May 20th at 10:00 a.m.

The meeting was adjourned at 11:10 a.m.

Antrim County Capital Improvement Committee

Minutes May 20, 2014

Members present: Ed Boettcher, Laura Stanek, Pete Garwood, Deb Haydell, Valerie Craft, and Mike Hayes
Members absent: Dave Howelman, Dave Vitale, and Jim Schnackenberg
Staff present: Janet Koch

1. Call to Order

Chairman Ed Boettcher called the meeting to order at 10:00 a.m.

2. Public Comment

None.

3. Review of Minutes from April 1, 2014

There were no changes to the minutes.

4. Various Matters

Janet Koch, Associate Planner, described how she'd created the current draft of the Capital Budget Summary, which is page 5 of the draft version of the Capital Improvement Plan (CIP). She said she'd numbered the projects in a consecutive order and added those numbers to the project sheets submitted by the department heads. She distributed the revised Capital Budget Summary and the numbered project sheets.

The revised version of the Capital Budget Summary had a subtotal for Law Enforcement Projects. Pete Garwood, County Administrator, said the items funded through 911 monies should be separated to make the budget projections easier. Valerie Craft, Information Technology Director, said that maintenance for onboard computers for law enforcement and emergency vehicles could require an additional Information Technology staff member. She also noted that an upgrade for the phone system could be spread out over seven years.

Mr. Boettcher said he'd like to have a design professional evaluate the County building and make recommendations for changes to the entire building regarding security issues, ADA compliance, and departmental needs.

County-wide microfilming/scanning and document imaging was discussed. Ms. Craft said the Prosecutor's Office is using Laserfiche software, which was provided by the vendor General Code.

Ms. Craft said she could contact a consultant who would evaluate the County's needs regarding imaging free of charge. Mike Hayes encouraged the idea of bringing in a consultant to talk to the department heads. Ms. Craft was asked to bring the consultant's recommendation to the Administration Committee.

Deb Haydell, County Accountant, asked about the Health Department building, whose ownership will revert to the County in 2021. She wondered if funds should be allocated for changes to that building.

Regarding the CIP's list of department heads, Mr. Hayes suggested that the names of the elected officials be noted in some way.

It was the consensus of the CIP Committee that the changes discussed in the meeting should be made to the CIP and that the CIP be sent to the Board of Commissioners for approval.

The Committee did not schedule another meeting.

5. Public/Member Comment

The meeting was adjourned at 11:45 a.m.