

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Barga

**Monday, February 06, 2012**

Present: Bernie Blackmore, Karen Barga  
Absent: Jerroll Drenth  
Also present: Laura Sexton

Bernie Blackmore, Vice Chairman, called the meeting to order at 9:00 a.m. in Room 211, 2nd Floor of the County Building.

The Vice Chairman called for Public Comment. There was none.

**1. It was moved by Barga, seconded by Blackmore** it be recommended to the Board of Commissioners the claims and accounts totaling \$437,766.51 be approved and paid. All voted yes.

Sheriff Dan Bean and Officer Todd Johnson requested the south entrance of the '05 Courthouse be opened for transportation of prisoners to court. The sheriff presented estimates. Northwest Lock and Technology Quest refused to give an estimate but did recommend EPS to do the work

**2. It was moved by Blackmore, seconded by Barga** it be recommended to the Board of Commissioners EPS be hired to put a security lock system on the South Door of the 1905 Courthouse that would be operated by card holders primarily for the entrance of prisoners to the Court Rooms: total cost being \$2,675.00. All voted yes.

**3. It was moved by Blackmore, seconded by Barga** it be recommended to the Board of Commissioners 2 defibrillators be purchased for the Sheriff Department from CPR Connection of Clarkston Michigan at a cost of \$2,865.16. All voted yes.

**4. It was moved by Barga, seconded by Blackmore** it be recommended to the Board of Commissioners that, to verify the status of the part time employee shared by the Abstract Department and the Equalization Department, the amount for part time employee in the Abstract Department be decreased by \$5,000 and the amount for part time employee in the Equalization Department be increased by \$12,405 (11,525 – wage; 882.00 – FICA). All voted yes.

John Strehl informed the Finance Committee that he would not need to purchase the water softener and sign which are budgeted in Airport Capital Outlay for 2012, total cost \$5,500, and the money could be turned back to the General Fund.

Mr. Strehl also announced there would be a Car Control Clinic at the Airport on April 27 & 28 which would be teaching students (with a parent) ways to avoid accidents and other stressful situation while driving. Mr. Koop will be preparing a contract.

**5.. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners that the ACT Resolution for 2013 funding with estimated federal funds at \$118,000, estimated state funds at \$267,500, estimated local funds at \$148,000, estimated farebox at \$167.900, and estimated other funds at \$37,000 be approved. All voted yes.

The recommendation from Human Services Committee to put a millage renewal for Commission on Aging on the ballot in 2012 was tabled until March.

The request from the Public Works Committee for a dollar amount target for how much the Soil Erosion Control budget needs to be cut for 2013 was sent back to the Public Works Committee.

Debra Haydell supplied the Committee with a complete vehicle list.

The meeting adjourned at 11:30 a.m.

**FINANCE COMMITTEE**

Jerroll Drenth, Chairman

Bernie Blackmore

Karen Bargy

***MINUTES***

***Monday, March 05, 2012***

The meeting came to order at 9:00 a.m. in Room #211 of the Antrim County Building.

Present: Jerroll Drenth, Bernie Blackmore, Karen Bargy

Absent: None

Also present: Laura Sexton, Laura Stanek, Peter Garwood, Deborah Haydell

**1. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the claims and accounts totaling \$ 166,386.13 be approved and paid. All voted yes.

Debbie Hershey, Grass River Natural Area Inc. Director, presented a check for \$13,500 as payment on the Hunt Club debt for 2012, 2013, 2014.

County Treasurer Sherry Comben presented three quotes on purchase of a printer.

**2. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners a printer be purchased by the County Treasurer for \$4,670.56 from EDS/State of Michigan as budgeted for 2012. All voted yes.

County Clerk gave an explanation of the Tax Allocation Board and their function in the County taxation process. The Tax Allocation Board will meet this year and discuss the Fixed Millage Ballot Proposal.

Ms. Sexton also discussed the 2013 budget progress with the committee. The letter on possible budget cuts for 2013 and the "final" budget status reports for 2011 have been distributed to the Department Heads. It was decided to maintain the same budget schedule for 2013 as was followed in previous years.

Laura Sexton (and Sherry Comben) requested a portion of the \$8,000 budgeted for 2012 for advertising for promotion at the County Clerk's Conference and County Treasurer's Conference which will be held this summer at Shanty Creek.

It was moved by Drenth, seconded by Blackmore that up to \$3,000 (\$1,500 each) be allocated from the Advertising budget to county promotional activities at the County Clerk's Conference and County Treasurer's Conference to be held at Shanty Creek in the summer of 2012. All voted yes.

County Accountant Deborah Haydell introduced the subject of charges to townships for computer services, how the amount for services should be determined, and which services should be determined as chargeable. It was agreed a committee should meet and work on defining the above mentioned charges and report back to the Finance Committee.

Chairman Drenth requested Deborah Haydell, Sherry Comben, Bob Englebrecht, and Peter Garwood as a committee to determine the computer services to be provided for and charged to local units. He requested the committee to include the Mancelona Township Treasurer and 2 other township treasurers and 2 township assessors as members of the committee.

It was moved by Blackmore, seconded by Bargy the appointment of a committee to study charges to local units for computer services be approved. All voted yes.

John Strehl informed the committee about prices for aviation fuel and requested direction for purchase. He was advised to continue to follow current guidelines.

The meeting adjourned at 11:30 a.m.

APPROVED CAPITAL OUTLAY AMOUNT \$4,700.00

Quotes provided by IT

Vendor

EDS/STATE OF MICHIGAN	HP LASERKJET 9050DN W/EXTENDED SERVICE AGREEMENT			\$ 4,670.56
CDW	HP LASERJET 9050DN	\$	3,586.26	
	EXTENDED SERVICE AGREEMENT	\$	1,715.52	\$ 5,301.78
GOVCONNECTION	HP LASERJET 9050DN	\$	3,825.46	
	EXTENDED SERVICE AGREEMENT	\$	1,875.99	
	SHIPPING	\$	143.64	\$ 5,845.09

C O U N T Y O F A N T R I M

GENERAL FUND

2012 BUDGET AS OF 10/13/11

E X P E N D I T U R E S

901 CAPITAL OUTLAY

CAP. OUT. - APPROP. OR UNDESIG	5,000.00	
EQUIPMENT - COUNTY CLERK	1,820.00	
CAP. OUT. - COMPUTER	15,000.00	
EQUIP. TREAS.	4,700.00	
EQUIP. EQUALIZATION	1,200.00	
EQUIPMENT - '05 COURTHOUSE	983.00	
EQUIPMENT COUNTY BUILDING	982.00	
EQUIP. PROS. ATTY.	2,000.00	
EQUIPMENT SHERIFF	88,600.00	
EQUIP. JAIL	9,317.00	
EQUIPMENT ANIMAL CONTROL	500.00	
EQUIP. MEDICAL EXAMINER	89.00	
EQUIP. - VETS COUNSELOR	800.00	
EQUIP. COORD/PLANNING	1,000.00	
EQUIPMENT PARKS	14,889.00	
TOTAL CAPITAL OUTLAY	-----	\$146,880.00

ENDING FUND BALANCE 12/31/12 \$ .00

T O T A L \$ .00



EDS/State of Michigan - EDS/SOMI

6/2/2012 8:47 AM

1 of 1

Job Number: 1501604.0

Bid By

Submitted Date: 02-MAR-12  
 Contact: Crifft, Valerie  
 Agency/Company: State of Michigan - Local  
 Phone: 231-533-3600  
 Fax: crifftv@antimmo.com  
 e-mail: crifftv@antimmo.com  
 Bid #: 1501604.0  
 WFT Quote#:

Jones III, Lewis

Job Manager:  
 Job Phone:  
 Job e-mail:

Description	Manufacturer	Part Number	Qty	Customer Unit Price	Extended Price	Unit List Price	TAT (Days)	SPA Number
HP LaserJet 9050dn - Printer - BW - duplex - lease - Tabloid Envs (905 x 457 mm) - 600 dpi x 600 dpi - up to 50 ppm - capacity: 1100 sheets - Parallel, 10/100Base-TX Electronic HP Care Pack - Extended service agreement - parts and labor -	HEWLETT PACKARD	2002241	1	\$4,670.56	\$4,670.56			

Subtotal: \$4,670.56  
 Shipping Charges: \$0.00  
 Grand Total: \$4,670.56

18 - Available to Ship

Call 800-777-8823, or email som\_quotes@eds.com with questions.  
 Quotes are valid for 30 days and are subject to change without notice.  
 3 - Prices quoted above do not include tax.  
 acknowledge Seller will charge sales tax, in addition to prices quoted, when applicable under law.  
 of this Quote, Buyer accepts liability for applicable taxes and agrees to  
 iler for such taxes charged.



800.808.4239

### Shopping Cart

Item	Quantity	Availability	Unit Price	Item Total
 <b>Electronic HP Care Pack extended service agreement - 3 years - on-site</b> MFG Part#: H7696E CDW Part#: 820878 UNSPSC: 81111812 Pricing Option Applied: GSA Schedule	1	<u>In Stock</u>	\$1,715.52	\$1,715.52
 <b>HP LaserJet 9050dn Printer</b> MFG Part#: Q3723A#ABA CDW Part#: 680835 UNSPSC: 43212105 Pricing Option Applied: National IPA Tech Solutions	1	<u>In Stock</u>	\$3,586.26	\$3,586.26

**Subtotal: \$5,301.78**

Tax and shipping will be calculated in checkout.

Lease Option (\$165.42 /month)

#### Recently Viewed Items

 HP Compaq LE1911 19" LCD Only <b>\$211.46</b>	 HP ProBook 6560b - 15.6" - Core i5 2410M - Windows 7 Pro 64-bit - 4 GB RAM Only <b>\$819.99</b>	 HP Compaq 6200 Pro - Core i3 2120 3.3 GHz Only <b>\$645.99</b>	 HP Compaq 6200 Pro - Core i5 2400 3.1 GHz Only <b>\$759.99</b>
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#### Items Related to Products in Your Cart

 Plantronics Audio 400 DSP - headset Only <b>\$44.88</b>	 HP 2000 Sheet media tray / feeder Only <b>\$1,122.18</b>	 Tripp Lite 25' Black Cat5e or Cat5 Snagless RJ45 UTP Patch Cable 25ft Only <b>\$6.97</b>	 IOGEAR 4-Port DVI KVMP Switch w/ Audio Only <b>\$189.52</b>
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Gov is all you need™

**Save Cart Confirm: 1537704253**

**Messages**

In order to complete your order for service product(s), our team may be required to contact you for additional information. Please note that this may require additional time to process the entire order.  
 Items weighing more than 150 pounds are generally delivered via shipping departments. Customers requesting lift gate or inside delivery assistance on these items are asked to notify us at the time of order. If you request delivery assistance, a minimum charge of \$150 will be assessed to cover added costs. Extremely large, bulky, or heavy shipments may result in additional charges.  
 Due to the weight and/or size of an item in your Cart, it may take additional time to ship your order. Please contact your Account Manager or Customer Service to confirm delivery date and estimated shipping charges.

Billing & Payment Information	Shipping Information	Additional Information
<b>Billing Address</b> Billing Address has not been configured for this cart. <a href="#">Edit Billing &amp; Payment Information</a>  <b>Payment Method</b> Payment Method has not been configured for this cart.	<b>Shipping Address</b> Shipping Address has not been configured for this cart. <a href="#">Edit Shipping Information</a>  <b>Cart Name:</b> 1537704253	<b>Description:</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Product Description	Availability	Qty	Unit Price	Total
HP LaserJet 9050dn Printer  Mfr: HP/Compaq Mfg. Part #: Q3723A#ABA	On Order <u>Est. Ship: Usually Ships in 3-5 days</u>	1	\$3,825.46	\$3,825.46
HP 3-Year 9x5 4 Hour Hardware Support for LaserJet 9040 9050  Mfr: HP/Compaq Mfg. Part #: U4844E	On Order <u>Est. Ship: Call for Availability</u>	1	\$1,875.99	\$1,875.99

<b>EDIT ORDER</b>	<b>Item Subtotal:</b> \$5,701.45 <b>Shipping &amp; Handling:</b> <input type="checkbox"/> Best Way - Heavyweight Ground - \$143.64 <b>Tax:</b> \$0.00 <b>Order Total:</b> \$5,845.09
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**Vendor Programs**

HP PurchasEdge:   **ADD**

March 1, 2012

## ***Fuel Replacement Cost***

<b>100LL</b>	<b><u>Cost</u></b>	<b><u>Profit %</u></b>	<b><u>Retail price</u></b>
11/11/11	\$ 4.5584	32%	\$ 5.99
3/1/12	\$ 4.8896	32%	\$6.45
<b>Jet-A</b>			
11/11/11	\$ 3.7934	50%	\$5.70
3/1/12	\$4.1453	50%	\$6.22

\*prices include all taxes

Jerroll Drenth, Chairman

FINANCE COMMITTEE  
Bernard Blackmore

Karen Bargy

Monday, April 09, 2012

The meeting convened at 9:00 a.m. in Room #211 in the County Building.

Present: Jerroll Drenth, Bernie Blackmore, Karen Bargy

Absent: None

Also present: Laura Stanek, Peter Garwood Deborah Haydell, Laurie Sexton

1. **It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the claims and accounts totaling \$321,556.32 be approved and paid. All voted yes.

Administrator Pete Garwood presented some recommendations from other Committees.

2. **It was moved by Blackmore, seconded by Bargy,** it be recommended to the Board of Commissioners that, on recommendation from the Health & Public Safety Committee a high band radio be purchased for the Medical Examiner for \$580.00. All voted yes

3. **It was moved by Blackmore, seconded by Bargy,** it be recommended to the Board of Commissioners that, on recommendation from the Health & Public Safety Committee, even though the sheriff officer who was going to posted to be Afghanistan is not going due to medical reasons, the training for his replacement be completed in anticipation of future needs for replacement officers. All voted yes.

Prosecutor Charles Koop requested additional money in the Gun Board budget due to an appeal from a disgruntled citizen.

4. **It was moved by Blackmore, seconded by Bargy,** it be recommended to the Board of Commissioners the expenditure budget of the Gun Board (General Fund) be increased by \$400. All voted yes.

I.T. Director Valerie Craft requested computer purchases for several departments.

5. **It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the following computers be purchased for various departments as budgeted; total cost not to exceed \$5,337.75

Prosecuting Attorney	2 Laptops	\$ 1,972.40
Construction Code	1 Laptop; 1 Computer	1,779.25
Administration/Planning	1 Computer	793.05
Veterans Affairs	1 Computer	793.05

All voted yes.

There was discussion on an update of all pages of the Antrim County website. Ms. Craft presented a proposal for complete update of the website with access changes. The cost will be \$10,580. The Committee decided to consider this at budget time.

Mr. Garwood continued with Committee recommendations.

**6. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that, at the recommendation of the Buildings and Grounds Committee, the emergency repairs to the Senior Center mechanical system including the replacement of a furnace (\$2,453.00) and purchase of 2 thermostats (\$300.00) be approved to be paid from Fund #470, Capital Projects Fund. All voted yes.

**7. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that, at the recommendation of the Buildings and Grounds Committee, a Zone Control Board be installed at the Senior Center by K&K Heating at a cost of \$595.00 and the tandem furnaces at the Senior Center be replaced with 2 RUUD furnaces by Niepoth Plumbing (contingent upon warranty assurances) at a cost of \$3,995 to be paid from Fund #470, Capital Projects Fund. (See B&G Committee minutes for bids on furnaces). All voted yes.

**8. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners that, at the recommendation of the Buildings and Grounds Committee, 6 VAV boxes be replaced at the County Building and the '05 Courthouse at a cost of \$7,021.00 to be paid from the building maintenance portion of each building's budget. All voted yes.

It was moved Blackmore, seconded by Bargy by an 11' x 12' fence be built in the evidence storage facility to provide additional security, expense to be paid from the County Buildings budget. All voted yes.

Sheriff Dan Bean presented requests for Sheriff Department purchases.

**9. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that 2 defibrillators be purchased from the budgeted Sheriff Capital Outlay at a cost of \$1,200 each. All voted yes.

**10. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners to contract for a 4-year lease of a vehicle for the Marine/Snowmobile program; lease payments to be \$502.00/month (\$300 will be reimbursed by the DNR); the vehicle to become the property of the County at the end of the lease. All voted yes.

Airport Manager John Strehl explained the Airport Improvement Program (AIP); a plan for which must be filed every ten years with the state. There is some money available for repair and remodeling of the roof, window, and bathrooms.

Parks Manager Eileen Wallick explained discrepancies in the bid amount for purchase of a new mower.

**11. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that \$173.00 be transferred from the Parks budget to Capital Outlay to cover the amount over budget on the mower purchase. All voted yes.

Mr. Garwood continued with the Committee recommendations.

**12. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that, at the recommendation of the Public Works Committee, CWS Architect be hired for \$105.00/hr (maximum – \$3,500) to prepare plans for bids for tuck pointing and other repairs at the Elk Rapids Hydro Dam Facility, expense to be paid from Fund #582, Elk Rapids Hydro Fund. All voted yes.

The County Clerk presented some items for consideration.

**13. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the 2012 Revenue budget for Fund #101, General Fund, for “from Revenue Sharing Reserve” be increased to \$461,972 and the 2012 Expenditure budget for Fund #285, Revenue Sharing Reserve Fund, for “to General Fund” be increased by the same amount. All voted yes.

**14. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners that, at the request of the Antrim Conservation District Director Christy Roman, the Antrim Conservation District be given permission to obtain assistance from the GIS staff in the Equalization Department and the Associate Planner and staff in the process of preparing the new Antrim County Plat Book. All voted yes.

The meeting adjourned at 1:10 p.m.

# **Health, Animal Control and Public Safety**

Brenda Ricksgers

Karen Bargy, Chairman

David Howelman

## **Minutes April 3, 2012**

Members present: Karen Bargy, Brenda Ricksgers, and David Howelman  
Members absent: None  
Others present: Pete Garwood, Laura Stanek, Carl Goeman

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

### **2. Public Comment**

None

### **3. Emergency Services**

Carl Goeman, Emergency Services Coordinator, informed the Committee the mobile generator has been repaired again (as a result of problems that surfaced during the March snow and ice storm). We have not yet received the invoice.

Mr. Goeman informed the Committee he will be booking four (4) rooms for the Homeland Security Conference in May. The cost will be reimbursed by the Homeland Security Grant.

### **4. 911 Update**

Steve Bratschi, Dispatch Sergeant and Deb Haydell, County Accountant, joined the meeting. Sergeant Bratschi gave a written (attached) and verbal report on the monthly activities of the 911 Dispatch Center.

Sergeant Bratschi reviewed the recommendations from the 911 Board minutes (attached) for placing a millage on the ballot in the upcoming election. Sergeant Bratschi and Ms. Haydell created spreadsheets and a capital outlay projection forecast to illustrate how the millage, if passed, would pan out in regards to income and expenditures (attached).

### **5. Medical Examiner Communications**

Dr. Dewey Benson, Medical Examiner, addressed the Committee on a request for a radio so he can be in touch with dispatch in case he was to get stuck while out on the job. The Committee reviewed a quote from TeleRad of \$580.00 for a high band radio that could be installed in Dr. Dewey's car.

**Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the Finance Committee and the Board of Commissioners approve the purchase of a high band radio to be installed in the car of the Medical Examiner to be paid from the Medical Examiner budget. Motion carried – unanimous.**

## 6. Sheriff Department Update

Sheriff Dan Bean gave a verbal and written (attached) report regarding the activities of the Sheriff Department for the past month.

Sheriff Bean requested authority to purchase two (2) defibrillators from budgeted funds. The Committee agreed this should be sent to the Finance Committee for approval.

Sheriff Bean indicated a deputy that had been previously called to duty with the National Guard will be honorably discharged soon. The employee that was hired to fill in for the deputy has almost completed the training required for a road patrol officer. If he doesn't complete the training before he is let go, and if we need him in the future, he will need to start the training all over again (a four month process). During the training the officer cannot act as an officer and must be with a trainer at all times. Sheriff Bean gave two scenarios in which he may need to fill a road patrol position within the next 6 months.

**Motion by Brenda Ricksgers, supported by Dave Howelman, to recommend the Finance Committee and the Board of Commissioners approve allowing the deputy in training (Mark McCool) to complete his training (about 4 weeks left) to be paid for out of the Sheriff Department's budget at a cost of approximately \$3,050.00. Motion carried – unanimous.**

Sheriff Bean requested approval for the installation of 11' x 12' fenced in area in the evidence room to be paid for out of his budget.

**Motion by Dave Howelman, supported by Brenda Ricksgers, to recommend the installation of an 11'x 12' fenced in area in the evidence storage room at a cost of \$984.00 from Apple Fence Company be approved. Motion carried – unanimous.**

## 7. Vehicle Inventory

The Committee reviewed the vehicle inventory compiled by Ms. Haydell.

The Committee directed the Administrator and the Accountant to develop an outline for a policy to manage the vehicle inventory.

Chair Bargy would like each committee to review the vehicles in the departments under their oversight and forecast the life cycle and review the conditions under which the departments have those vehicles.

Meeting adjourned at 3:26 p.m.

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**April 4, 2012  
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher (in late)  
Members absent: None.  
Others present: Pete Garwood

## **1. Meeting called to order at 8:30 a.m.**

### **2. Public Comment:**

None

### **3. Maintenance Department Update**

Dave Vitale, Maintenance Supervisor, gave an update on the activity in the Maintenance Department for the past month.

Mr. Vitale informed the Committee of an "emergency procurement condition" as defined by the Bid Policy. The heat exchanger on one of the furnaces in the Senior Center had rusted out causing it to operate in a dangerous manner. Additionally, two thermostats were not working at all (report attached).

**Motion by Mike Crawford, supported by Dave Howelman, to recommend approval of payment for the emergency repairs to the Senior Center mechanical system including the replacement of a furnace (\$2,453.00) and two thermostats (\$300.00).**

**Motion carried – unanimous.**

Mr. Vitale informed the Committee when K&K Heating was at the Senior Center to evaluate the problems with the emergency situation he had them look at the entire system.

As a result, Mr. Vitale informed the Committee the Zone Control Board at the Senior Center must be replaced. He has one quote of \$595.00 from K & K Heating and was looking for direction.

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the installation of the Zone Control Board at the Senior Center by K&K Heating at a cost of \$595.00. Motion carried – unanimous.**

The evaluation also revealed that one of the other furnaces had a bad heat exchanger (there are three furnaces). The second and third furnaces are attached together and work in tandem, resulting in a need to replace both. The Committee reviewed three quotes for replacement of the tandem furnaces.

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the quote from Niepoth Plumbing and Heating to replace the tandem furnaces with two RUUD furnaces at the Senior Center at a cost of \$3,995.00 . Motion carried – unanimous.**

Mr. Vitale informed the Committee he had discovered an oil leak from the transformer owned by Consumers Energy next to the shipping/receiving door on the backside of the County Building. He contacted Consumers Energy and they intend to replace the transformer. However, the new transformer will be larger than the current one and will need to be relocated where the dumpster is currently located. Consumers Energy has indicated the County will be responsible to pay for the underground installation of the electrical cable from the new transformer into the County Building. Mr. Vitale will try to get Consumers Energy to eat this cost, but can make no promises. He will also need to hire an electrician to do the parts of the job Consumers Energy will not do.

At the previous meeting the Committee had asked Mr. Vitale to get quotes from Havel Brothers for both replacing the currently inoperable VAV boxes (controls air flow into our office and other spaces) and for replacing all of the old VAV boxes (attached).

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve replacing the broken VAV boxes in the County Building and 1905 Courthouse (six total) at a cost of \$7,021.00. The rest of the VAV boxes will be addressed in a Capital Improvements Plan. Motion carried – unanimous.**

Mr. Vitale informed the Committee that in the jail drunk tank the plumbing for the sinks and toilets are almost impossible to service due to a lack of space behind the fixtures. He has requested quotes from two vendors to make the plumbing more accessible.

The parking lots are being swept, and the lawn is being dethatched. The sign designating the 1905 Courthouse as a historic building has been reconditioned. Many thanks to Dave Smith from Dave's Towing and the Village of Bellaire for their assistance.

#### **4. Evidence Room Fencing**

Peter Garwood, Administrator, informed the Committee the Sheriff would like to have an 11' x12' area fenced off in the evidence storage facility for additional security.

**Motion by Mike Crawford, supported by Dave Howelman, to approve the 11' x 12' fencing project in the evidence storage facility for submittal to the Finance Committee and the Board of Commissioners ( Apple Fencing \$984.00). Motion carried – unanimous.**

#### **5. Sidewalk Repairs**

Mr. Vitale and Mr. Garwood will assess the sidewalks and bring a recommendation back to the Committee for the next meeting.

# **Public Works Committee**

*Jerrold Drenth*

*Ed Boettcher, Chairman*

*Eugene Dawson*

## **Minutes**

**April 4, 2012**

Members present: Gene Dawson, Ed Boettcher, Jerroll Drenth

Members absent:

Others present: Pete Garwood

### **1. Meeting was called to order at 10:30 a.m.**

### **2. Public Comment**

None.

### **3. Drain Commissioner Update**

Mark Stone, Drain Commissioner, joined the meeting. The Committee and Mr. Stone discussed the process used for approval of the architect on the hydro dam project and the duties of the Drain Commissioner that are non-statutory. The Committee reviewed a quote from CWS Architects for drawings and specifications to do repairs on the Elk Rapids Hydro Dam facility.

**Motion by Jerroll Drenth, supported by Gene Dawson, to recommend the Board of Commissioners approve the quote from CWS Architect of up to \$3,500.00 at a \$105.00 per hour to draw up the plans for the tuck pointing and other repairs at the Elk Rapids Hydro Dam Facility. Motion carried – unanimous.**

Mr. Stone gave the Committee an update on the negotiations with the DNR and the Fish and Wildlife Service on the "Settlement Agreement" which is a requirement of the Federal Energy Regulatory Commission (FERC) relicensing process. Mr. Stone informed the Committee that FERC has indicated they want to discuss the issue of a soil core sample survey on the dam impoundment and basin.

Mr. Stone informed the Committee that he will need authority to hire an engineer to make sure the construction process for the proposed docks in the upper harbor in Elk Rapids do not adversely affect the dam impoundment (with extreme vibration from the pile driver, etc.).

**Motion by Gene Dawson, supported by Jerroll Drenth, to recommend the Board of Commissioners authorize the Drain Commissioner to hire an engineer (Jim Coughlin) to assist with approving construction process for the installation of the docks in the upper harbor at Elk Rapids as it effects the Elk Rapids Hydro Facility impoundment. Motion carried – unanimous.**

#### **4. Building Department Update**

Bob Massey, Building Official, joined the meeting and distributed a monthly report (attached). Mr. Massey presented a revised Mission Statement and Survey Instrument for the Building Department.

Mr. Massey presented a recommended amendment to the Rules and Procedures of the Construction Code Board of Appeals. The Committee reviewed the proposed amendments.

**Motion by Jerroll Drenth, supported by Gene Dawson, to forward the proposed amendment of the Construction Code Board of Appeals Rules and Procedures to legal counsel for review.  
Motion carried – unanimous.**

Mr. Massey informed the Committee the State of Michigan has sent a communication indicating the answers provided to the previous complaint by the Home Builders Association regarding the Building Department were appropriate and that the Department has been found to be in compliance with the Code.

#### **5. Soil Erosion Control (SEC) Update**

Heidi Schafer, SEC Officer, gave a monthly update on her activities in the past month (attached).

The meeting was adjourned at 12:00 noon.

# Parks and Lands Committee

*Brenda Ricksgers*

***Bernie Blackmore,  
Chairman***

*Gene Dawson*

## MINUTES

April 5, 2012

Members Present: Bernie Blackmore, Brenda Ricksgers, and Gene Dawson

Members Absent:

Staff Present: Joe Meyers, Linda Gallagher, Eileen Wallick, Mike Meriwether, Laura Stanek, Charlie Koop, Barbara Johnson, Sheri DeCamp, Jan Giononni, Susan Hoover, Sue Dionne, Chris Grobbel, Greg Reisig

### 1. Meeting called to order at 9:00 a.m.

### 2. Public Comment

### 3. Elk Rapids Day Park

Sherri DeCamp presented the ArtRapids proposal to put an art park in the Elk Rapids Day Park. Ms. DeCamp spoke on ArtRapids's plan to attract artists and sculptures to the potential art park. Charlie Koop spoke on the issue of selling art on public land and liability issues. Ms. DeCamp handed out a map of Elk Rapids Day Park and a potential participation form (attached).

**Motion by Brenda Ricksgers, supported by Gene Dawson to recommend the Board of Commissioners support the idea for an art park in the Elk Rapids Day Park and allow the Parks and Lands Committee and legal counsel to negotiate the details. Motion carried – unanimous.**

### 4. Friends of Dam Beach

Greg Reisig spoke on the history of the Dam Beach area. Chris Grobbel gave a presentation on the Friends of the Dam Beach request for the preservation of the property (attached).

Discussion ensued over the historical uses of the Elk Rapids Dam Beach.

Discussion ensued over the County placing an easement on County land when the counties position is to not place easements on their land.

Discussion ensued over the different protections that the Friends of the Dam Beach wanted to place on the property.

Discussion ensued over the roles and responsibilities of the Village of Elk Rapids and the County.

The Committee indicated that they will address this issue when the Friends of the Dam Beach make their presentation to the Board of Commissioner meeting at April 12, 2012 meeting.

## **5. Parks Update**

Eileen Wallick gave an update on the damage from the March snow storm and presented quotes from three companies (attached).

Ms. Wallick presented three bids for tree trimming. Ms. Wallick indicated that the low bid did not have a bucket truck so he did not know if he would be able to take care of all of the damage.

The Committee agreed that Ms. Wallick should have Top View Tree Service to take care of the damage and if the park runs short on budget to come back to the Committee.

Discussion ensued over the park mower and how the 2011 quote was off by \$172.52.

**Motion by Bernie Blackmore, supported by Brenda Ricksgers, to recommend the Finance Committee approve the addition to the park capital outlay.**

**Motion carried – unanimous.**

## **6. Forestry Update**

Mike Meriwether spoke on the Parks and Recreation Advisory Board and the Glacial Hills Pathway and Natural Area (attached).

Mr. Meriwether indicated that he wanted to write a plan for the property because he felt that the Forest Home Township plan was too generic. Mr. Meriwether indicated that he was not in favor of creating new trails on our County property because of the existing trail network. Mr. Meriwether indicated that he would like to have the property west of the 320 acre Kirkpatrick property as Glacial Hills Pathway and Natural area and the 320 acres will continue to be the Walter Kirkpatrick Forest.

Discussion ensued over the relationship between Forest Home Township and the County.

**Motion by Gene Dawson, supported by Brenda Ricksgers, to recommend the property be classified as forest land. Motion carried – unanimous.**

Mr. Meriwether spoke on the property classification.

Discussion ensued over adding the job duties to the document to help the Board of Commissioners understand what he does for the County.

Discussion ensued over getting a quote to survey the Willow Day Park. Mr. Meriwether was asked to get quotes for the survey.

The meeting was adjourned at 11:20 a.m.

**Computer/Laptop Replacement  
2012**

<u>Department</u>	<u>Replacement</u>	<u>CO Approved</u>
Prosecutor's Office	2 Laptops	\$ 2,000
Building Department	1 Laptop/1 Computer	\$ 1,800
Administration/Planning	1 Computer	\$ 800
Veterans Affairs	1 Computer	\$ 800

**Computer w/monitor Quotes:**

EDS (State of Michigan)	\$ 793.05
HP	\$1,083.00
Lenovo	\$1,257.99

**Laptop Quotes:**

HP	\$ 986.20
CDWG	\$1,007.52
EDS	\$1,057.40

<b><u>Prosecutor</u></b> \$ 1,972.40
---

<b><u>Building Dept</u></b> \$ 1,779.25
--

<b><u>Admin/Planning</u></b> \$ 793.05
---

<b><u>Veterans Affairs</u></b> \$ 793.05
---



April 3, 2013 10:36 AM

Page 1 of 1

Quote Number: 1917160.0

opened By

### EDS/State of Michigan -- EDS/SOMI

Submitted Date: 03-APR-12  
 Contact: Craig, Valerie  
 Agency/Company: State of Michigan - Local  
 Phone: 231-553-3600  
 Fax:  
 e-mail: craihv@antrimcounty.org  
 Bid #: 1517160.0  
 WWT Quota:

Jones III, Lewis  
 count Manager:  
 ct. Mgr. Phone:  
 ct. Mgr. e-mail:

Qty	Customer Unit Price	Extended Price	Unit List Price	*ATS (Days)	SPA Number
1	\$99.69	\$99.69			
3	\$1,057.40	\$3,172.20			
3	\$763.05	\$2,379.15			

Subtotal: \$5,651.04  
 Shipping Charges: \$0.00  
 Grand Total: \$5,651.04

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 online to <http://www.wwt.com/cis/containing.html> or call WWT today at (800) 432-7008  
 as quotes are valid for 30 days and are subject to change thereafter.  
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 / Seller for such taxes changed.

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Item	Unit cost	Quantity	Total price	
-Smart Buy- HP Compaq 6200 Pro Microtower Business PC - B2C77UT#ABA HP Compaq 6200 Microtower PC Genuine Windows® 7 Professional 64-bit N/A Intel® Standard Man 320W standard power supply Intel Core i5-2500 Processor (3.30GHz, 6M Cache) Intel® Q65 Express 4GB DDR3 SDRAM (1333MHz) non ECC (1x4GB) 250GB SATA 3.0 1st Hard Drive None N/A Integrated Intel® HD graphics HP SuperMulti DVD Writer Drive No Floppy Drive HP USB Standard Keyboard HP USB Optical Mouse Integrated High Definition Audio with Realtek ALC261 codec Integrated Intel 82579LM Gigabit Network Connection 3 years parts, labor and onsite service (3/3/3) standard warranty. Certain restrictions and exclusions apply. Microsoft® Office Starter: reduced-functionality Word and Excel® only, with advertising. No PowerPoint® or Outlook®. Buy Office 2010 to use the full featured software. Norton Internet Security 2011, Microsoft Windows Virtual PC - XP Mode, HP Power Assistant, Box.net Freemium 10gb storage Windows® 7 Professional System Recovery Included N/A	\$775.00	1	\$775.00	<a href="#">Remove &gt;&gt;</a> <a href="#">Reconfigure &gt;&gt;</a>
HP Promo Compaq LA2206xc	\$209.00	1	\$209.00	<a href="#">Remove &gt;&gt;</a>

Estimated Ship Date 4/10/2012<sup>3</sup>

21.5-inch Webcam LCD Monitor

[Update >>](#)

Estimated Ship Date  
4/10/2012<sup>3</sup>

4-year 9X5 next business day on-site coverage, desktop + monitor (electronic) (for 3-year warranty selection only)

p \$99.00

1

\$99.00

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Estimated Ship Date  
4/5/2012<sup>3</sup>

Subtotal: \$1,083.00<sup>1</sup>

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\$30.79<sup>2</sup>

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<sup>4</sup>Tax shown is an estimate - precise tax calculation will take place upon order processing.

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## Review summary & buy

Switch to guided view

1. System Components 2. Services & Software 3. Accessories 4. Review

### Description

#### ThinkCentre M71e Series - On-Site Warranty 3 Years Parts / 3 Year Labor

Language: English  
 Processor: Intel Core i5-2400 Processor (3.10GHz, 6MB Cache)  
 Operating system: Genuine Windows 7 Professional 64 - English  
 Windows XP Mode: XP Mode - English  
 Form factor: Tower 280W  
 Total memory: 4 GB PC3-10600 1333MHz DDR3 UDIMM  
 Video adapter: ATI HD5450 512M DVI+DP Full Height  
 Audio adapter: Integrated Audio  
 First hard drive: 250GB 7200rpm SATA  
 Optical device: DVD Recordable W7  
 Networking: Integrated Gigabit Ethernet  
 Keyboard: USB Fullsize - US English  
 Pointing device: PS2 3 Button Mouse  
 Speakers: Internal Speakers Tower  
 Publications pack: Publication English

#### Accessories and options:

ThinkVision LT2252p wide 22in LED Monitor

ADD TO CART

Add to wishlist Print Email

### YOUR SYSTEM SUMMARY

Price: \$1,481.99  
 Web price: \$1,257.99  
 You save: \$224.00  
**Total** \$1,257.99  
 Ships in more than 4 weeks\*\*

#### Recommended for you

- Lenovo Slim USB Portable DVD Burner  
From: \$79.99\*
- Lenovo Enhanced Multimedia Remote with backlit keyboard N5902  
From: \$79.99\*
- Lenovo speaker M0520 - Black  
From: \$29.99\*

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 Social Responsibility  
 Legal Information  
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 Product Registration  
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**ONLINE PRICE QUOTATION**

Quote Number: 7535600

Today's Date : 4/6/2012 12:51:21 PM

Created By: craftv@antrimcounty.org

Quote Name: 2012 Laptop Replacement

Quote Created Date : 4/6/2012 12:49:18 PM

Contract: MI - REMC (WSCA/NASPO) ( HP-WSCA-09 )

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
-Smart Buy- HP ProBook 6560b	Base	\$819.00	3	\$2,457.00
Notebook PC A7J96UT#ABA				
HP ProBook 6560b Notebook PC	A7J96UT#ABA	\$819.00		
TPR: Promotion pricing ends on 4/30/2012				

**Operating system**

Genuine Windows® 7 Professional 64-bit

**Software**

Microsoft® Office Starter: reduced-functionality Word and Excel® only, with advertising. No PowerPoint® or Outlook®. Buy Office 2010 to use the full featured software.

**Energy Efficiency**

ENERGY STAR® qualified, EPEAT® Gold

**Processor**

Intel® Core™ i5-2450M Processor (2.5 GHz, 3 MB L3 Cache)

**Chipset**

Mobile Intel HM65 Express Chipset

**Display**

15.6-inch diagonal LED-backlit HD anti-glare (1366 x 768)

**Integrated camera**

720p HD Webcam

**Graphics**

Intel HD Graphics 3000

**Memory**

4 GB 1333 MHz DDR3 SDRAM (1D)

**Internal Storage**

500 GB 7200 rpm 2.5-inch hard drive

**Upgrade Bay**

DVD+/-RW SuperMulti DL Drive

**Pointing Device**

Touchpad with scroll zone

**Wireless LAN**

Broadcom 43224AGN 802.11a/b/g/n Wi-Fi Adapter

**HP Mobile Broadband**

No HP Mobile Broadband

**Bluetooth**

Bluetooth Not included

**Security**

TPM & Fingerprint

**Battery**

HP 6-Cell 55 WHr Li-Ion Battery

**Modem**

Modem not included

**Warranty**

1/1/0 Limited 1 year standard parts and labor warranty

**Note:**

**Additional accessories added from categories below will ship and invoice separately.**

9x5 Next-Business-Day On-Site Coverage, 3 Years - (1/1/0 upgrade)	<b>U4391E</b>	<b>\$167.20</b>	3	<b>\$501.60</b>
		\$167.20		

**Subtotal: \$2,958.60**

**Estimated Lease Cost: \$91.86**

The terms and conditions of the MI - REMC (WSCA/INASPO) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:  
<http://gem.compaq.com/gemstore/entry.asp?SiteID=11574>

\* The estimated lease cost is the monthly payment amount for a lease commencing on or before 5/6/2012 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

\* HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

\* This quotation may contain open market products which are sold in accordance with HP's Standard Terms and Conditions. HP makes no representation regarding the TAA status for open market products. Third party items that may be included in this quote are covered under the terms of the manufacturer warranty, not the HP warranty.

\* Please contact HP Public Sector Sales with any questions or for additional information:

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Fax:	800-825-2329	Returns:	800-888-3224

\* For detailed warranty information, please go to [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo). Sales taxes added where applicable. Freight is FOB Destination.



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Item	Quantity	Availability	Unit Price	Item Total
 <p><b>HP ProBook 6560b - 15.6" - Core i5 2410M - Windows 7 Pro 64-bit - 4 GB RAM</b>                      MFG Part#: XU053UT#ABA                      CDW Part#: 2333717                      UNSPSC: 43211503                      Pricing Option Applied: National IPA Technology Solutions</p>	1	<u>In Stock</u>	\$799.63	\$799.63
 <p><b>HP Care Pack Services Next Day OnSite Hardware Support - 3 Year</b>                      MFG Part#: U4391E                      CDW Part#: 556300                      UNSPSC: 81111812                      Pricing Option Applied: National IPA Technology Solutions</p>	1	<u>In Stock</u>	\$207.89	\$207.89

**Subtotal: \$1,007.52**

Tax and shipping will be calculated in checkout.

Lease Option (\$31.43 /month)

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--	--	--	---

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 <p>ViewSonic VA2231wm-LED - LED monitor - 22"                      Only \$142.63</p>	 <p>CDW 10' CAT5e or CAT5 RJ45 Patch Cable Blue                      Only \$3.99</p>	 <p>HP LCD Speaker Bar speaker                      Only \$19.94</p>	 <p>HP Desktop - Keyboard &amp; Mouse                      Only \$33.91</p>
--	---	--	--

This page was printed on 4/6/2012 8:03:36 AM.



April 3, 2015 10:38 AM

Page 1 of 1

Quote Number: 1517160.0

opened By

### EDS/State of Michigan -- EDS/SOMI

Submitted Date: 03-APR-12  
 Contact: Crat, Valerie  
 Agency/Company: State of Michigan - Local  
 Phone: 231-633-3600  
 Fax: crath@mtimcountymichigan.org  
 Bid #: 1517160.0  
 WMT Quote#:

Account Manager: Jones III, Lewis  
 ct. Mgr. Phone:  
 ct. Mgr. e-mail:

Qty	Customer Unit Price	Extended Price	Unit Price	ATS (Days)	SPA Number
1	\$99.69	\$99.69			
3	\$1,057.40	\$3,172.20			
3	\$783.05	\$2,379.15			

Subtotal: \$5,651.04  
 Shipping Charges: \$0.00  
 Grand Total: \$5,651.04

\* ATS - Available to Ship

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 on line to <http://www.wmt.com/cisotraining.html> or call WMT today at (800) 432-7008  
 as quotes are valid for 30 days and are subject to change thereafter.  
 XES - Prices quoted above do not include tax.  
 For acknowledgment of order, seller will charge sales tax, in addition to prices quoted, when applicable under law.  
 If applicable, buyer will accept liability for applicable taxes and agrees to  
 Seller for such taxes charges.

324 Munson Avenue  
Traverse City, MI 49686  
Phone: 231-929-3696  
Fax: 231-929-3771

**Date:** April 4, 2012

**Quote To:** Valerie Craft  
Information Technology Director  
Antrim County  
PO Box 187  
Bellaire, MI 49615

**Proposed Project:** Antrim County Website Update

**Proposed Dates:** 2012

---

The Land Information Access Association (LIAA) is a non-profit, Section 501(c)(3) corporation providing training and technical assistance to local governments and other non-profit organizations throughout the Midwest. We specialize in the development and application of geographic information system (GIS) databases, multimedia datasets and tools, and the creation of websites based on our Community Center™ software.

### **Introduction**

Antrim County's current website was created by the community with LIAA's assistance in 2004. LIAA has been working recently with Antrim County to replace its existing Windows 2000 web server with a Windows 2008 web server. As part of this process LIAA must reinstall the Antrim County website. During a phone conference with Antrim County in March 2012, LIAA staff proposed suggestions to bring the County's website up to current standards and give it a fresh look and feel. This proposal presents the tasks and costs to complete this work.

### **Proposal**

Updating a website after 8 years of service offers many opportunities to improve website content and function. For a website of this age, developing a new website is more efficient than trying to upgrade the current website. Databases, maps and other reusable information from the current website can be ported to the new website. However, all of the website pages will be re-created using an attractive new layout and new markup standards.

After this project is finished, LIAA will continue to be available for assistance and technical support on an as-needed basis using our standard hourly support rates.

The following outline provides a breakdown of project tasks. Associated costs are described in **Table 1** on page 4 of this document. We believe this estimate is reasonable and correct. We will invoice Antrim County on a monthly basis for only those hours worked and costs incurred. LIAA will not exceed the costs projected without seeking and receiving prior approval. If we can complete these tasks in less time than predicted, the costs will be less.

## **Project Tasks**

### ***Task 1 – Website Design***

LIAA's Graphic Designer and Technology Director will work with Antrim County representatives to create a new visual identity for the website. In addition, a new navigation scheme will be devised so that future website users will be able to find features more quickly and efficiently than they can now. The design will be submitted to the County as a PDF file for approval. This cost estimate assumes one round of comment, design changes and re-submittal.

### ***Task 2 – Website Programming***

Once the design is approved, LIAA's Technology Director will program the design into a new Community Center website. LIAA will ensure that all end user interfaces on the new website operate with all major browsers (e.g., Internet Explorer, Mozilla Firefox, and Webkit based browsers. Webkit browsers include Google Chrome, iOS-based mobile devices and Android-based mobile devices. This will resolve issues reported by Antrim County with the Property Search not functioning on mobile devices).

LIAA will create pages to fill out the navigation outline developed in Task 1, though the content for those pages will be provided by County Staff later. Once the programming and initial page development is complete, the website will be installed on Antrim County's web server at an accessible but publicly undisclosed address for staff to access and update.

### ***Task 3 – Meeting Manager Implementation***

LIAA's Information Specialist will set up a database for managing county meetings. LIAA will work with Antrim County to configure the database to include all boards, commissions, and necessary types of meetings. We will then add web pages that present recent and upcoming meetings for each board and commission, a search page to find archived meetings, and a management page to add meetings to the website. This system will automatically archive old meetings.

### ***Task 4 – Parks and Recreation Database***

LIAA's Information Specialist will transition the existing parks and recreation database and related web pages to an updated interface that will present the parks and recreation sites using Google maps, and update the site details page to display as a standard web page with its own sharable address (as opposed to a popup window). We will also add a reference map to the site detail page.

### ***Task 5 – Mobile Website (optional)***

LIAA will set up a separate website that supports mobile versions of the Property Search, the Meetings Search, and the Parks and Recreation Database.

### ***Task 6 – Training and Support***

Once the website is available for content development, LIAA's Technology Director will provide a webinar (one to two hours) for all interested County staff to explain new features and techniques for website editing. LIAA's staff will then be available to support County staff as they provide content for the new website.

### ***Task 7 – Website Publishing***

When the new website is deemed ready for public viewing by Antrim County staff, LIAA's Information Technology staff will work with Antrim County's Information Technology staff to publish the new website to the County's public domain, configure analytics for website use tracking, configure search tools, and any other tasks required to make the website fully functional.

---

If this proposal is acceptable, please return a signed original. Your signature will commit Antrim County to working with LIAA and paying for properly invoiced work as described above.

---

Antrim County

---

Date

**Table 1: Antrim County Website 2012**  
Estimated Project Costs

	Resources*						Totals	
	ED	TD	GS	IT	GA	AD	Hours	Cost
<b>Task 1: Website Design</b>	\$75.00	\$70.00	\$65.00	\$65.00	\$60.00	\$45.00		
		12			24		36	\$2,040.00
<b>Total for Task 1:</b>							<b>36</b>	<b>\$2,040.00</b>
<b>Task 2: Website Programming</b>								
		14		22			36	\$2,410.00
<b>Total for Task 2:</b>							<b>36</b>	<b>\$2,410.00</b>
<b>Task 3: Meeting Manager Implementation</b>								
				8			8	\$520.00
<b>Total for Task 3:</b>							<b>8</b>	<b>\$520.00</b>
<b>Task 4: Parks and Recreation Database</b>								
				24			24	\$1,560.00
<b>Total for Task 4:</b>							<b>24</b>	<b>\$1,560.00</b>
<b>Task 5: Mobile Website (optional)</b>								
		10		30			40	\$2,650.00
<b>Total for Task 5:</b>							<b>40</b>	<b>\$2,650.00</b>
<b>Task 6: Training and Support</b>								
		2		4			6	\$400.00
<b>Total for Task 6:</b>							<b>6</b>	<b>\$400.00</b>
<b>Task 7: Website Publishing</b>								
				6			6	\$390.00
<b>Total for Task 7:</b>							<b>6</b>	<b>\$390.00</b>
<b>Administration</b>								
Project Administration	2	4				4	10	\$610.00
<b>Total Admin:</b>							<b>10</b>	<b>\$610.00</b>
<b>Staff Cost Totals:</b>	<b>2</b>	<b>42</b>	<b>0</b>	<b>94</b>	<b>24</b>	<b>4</b>	<b>166</b>	<b>\$10,580.00</b>

\*Resource Key:

ED	Executive Director
TD	Technology Director
GS	GIS Specialist
IT	IT Specialist
GA	Graphic Artist
AD	Financial Administrator

<b>Total Costs:</b>	<b>\$10,580.00</b>
<b>Total Costs without Task 5:</b>	<b>\$7,930.00</b>

**FY 2012  
County Revenue Sharing Reserve Fund  
Allowable Spending Amounts**

Below is a listing of the amounts each county may spend from their Revenue Sharing Reserve Fund during the county's 2012 Fiscal Year. This amount shall be included in the county's Fiscal Year 2012 revenue. All amounts are preliminary.

The allowable spending amounts for Fiscal Year 2012 are calculated by growing the allowable spending amounts for Fiscal Year 2011 by the rate of inflation between the State's 2010 and 2011 Fiscal Years. The inflation rate is calculated using the U.S. Consumer Price Index (CPI-U). The inflation rate used for Fiscal Year 2012 is 2.5%.

<u>County Code</u>	<u>Name</u>	<u>Fiscal Year End Month</u>	<u>FY 12 Allowable Spending Amount</u>
01	ALCONA	12	\$229,157
02	ALGER	12	\$0
03	ALLEGAN	12	\$2,291,097
04	ALPENA	12	\$0
05	ANTRIM	12	— \$461,972 —
06	ARENAC	12	\$0
07	BARAGA	9	\$182,968
08	BARRY	12	\$1,162,988
09	BAY	12	\$0
10	BENZIE	9	\$325,754
11	BERRIEN	12	\$0
12	BRANCH	12	\$0
13	CALHOUN	12	\$0
14	CASS	12	\$0
15	CHARLEVOIX	12	\$550,130
16	CHEBOYGAN	12	\$537,285
17	CHIPPEWA	12	\$727,528
18	CLARE	9	\$0
19	CLINTON	12	\$1,290,199
20	CRAWFORD	9	\$306,486
21	DELTA	9	\$0
22	DICKINSON	12	\$566,526
23	EATON	9	\$2,257,702
24	EMMET	12	\$637,287
25	GENESEE	9	\$0
26	GLADWIN	12	\$0
27	GOGEBIC	12	\$0
28	GD TRAVERSE	12	\$1,634,966
29	GRATIOT	9	\$0
30	HILLSDALE	12	\$0
31	HOUGHTON	9	\$0
32	HURON	12	\$803,254
33	INGHAM	12	\$0
34	IONIA	12	\$0
35	IOSCO	12	\$544,027
36	IRON	12	\$266,231
37	ISABELLA	9	\$0
38	JACKSON	12	\$0
39	KALAMAZOO	12	\$0
40	KALKASKA	12	\$329,197
41	KENT	12	\$0
42	KEWEENAW	12	\$44,406
43	LAKE	12	\$234,795
44	LAPEER	12	\$0
45	LEELANAU	12	\$412,428
46	LENAWEE	12	\$0

**FY 2012  
County Revenue Sharing Reserve Fund  
Allowable Spending Amounts**

Below is a listing of the amounts each county may spend from their Revenue Sharing Reserve Fund during the county's 2012 Fiscal Year. This amount shall be included in the county's Fiscal Year 2012 revenue. All amounts are preliminary.

The allowable spending amounts for Fiscal Year 2012 are calculated by growing the allowable spending amounts for Fiscal Year 2011 by the rate of inflation between the State's 2010 and 2011 Fiscal Years. The inflation rate is calculated using the U.S. Consumer Price Index (CPI-U). The inflation rate used for Fiscal Year 2012 is 2.5%.

<u>County Code</u>	<u>Name</u>	<u>Fiscal Year End Month</u>	<u>FY 12 Allowable Spending Amount</u>
47	LIVINGSTON	12	\$3,072,730
48	LUCE	12	\$0
49	MACKINAC	12	\$236,014
50	MACOMB	12	\$16,729,166
51	MANISTEE	9	\$530,795
52	MARQUETTE	12	\$0
53	MASON	12	\$593,362
54	MECOSTA	12	\$861,787
55	MENOMINEE	9	\$538,640
56	MIDLAND	12	\$1,967,037
57	MISSAUKEE	12	\$288,762
58	MONROE	12	\$3,049,466
59	MONTCALM	9	\$0
60	MONTMORENCY	12	\$206,501
61	MUSKEGON	9	\$0
62	NEWAYGO	9	\$0
63	OAKLAND	9	\$25,073,870
64	OCEANA	12	\$531,092
65	OGEMAW	12	\$441,323
66	ONTONAGON	9	\$176,717
67	OSCEOLA	12	\$0
68	OSCODA	12	\$185,748
69	OTSEGO	12	\$469,865
70	OTTAWA	12	\$0
71	PRESQUE ISLE	12	\$298,308
72	ROSCOMMON	12	\$499,636
73	SAGINAW	9	\$0
74	ST CLAIR	12	\$3,699,755
75	ST JOSEPH	12	\$0
76	SANILAC	12	\$0
77	SCHOOLCRAFT	9	\$186,666
78	SHIAWASSEE	12	\$0
79	TUSCOLA	12	\$0
80	VAN BUREN	12	\$0
81	WASHTENAW	12	\$6,815,342
82	WAYNE	9	\$0
83	WEXFORD	12	\$662,131
	Totals		\$82,911,096

ANTRIM  
CONSERVATION DISTRICT



4820 Stover Road  
Bellaire, Michigan 49615  
231-533-8363

March 30, 2012

Dear Antrim County Finance Committee,

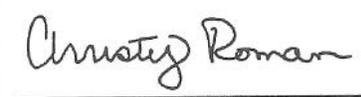
I am writing to inform you that the Antrim County 4H has offered the Conservation District the opportunity to take over the coordination of the Antrim County Plat Book. I believe this is a great opportunity for the Conservation District to connect with local business and new clients. In addition, this is another project that can help the District financially.

In the past Antrim County has provided support to 4H by allowing the Counties GIS Technician and the Associate Planner assist in working on the maps. I am writing to request the Finance Committee consider supporting a similar arrangement with the Conservation District.

Our board will make a decision on this at our April meeting, but I am writing you in advance so that if they decide to move forward we will already have your support. This is the year that plat book should be put together and we already behind schedule. This will allow me to begin the process as soon as possible.

I want to thank you for your consideration and for your constant support of the District. I truly appreciate all you do for us.

Sincerely,



Christy Roman  
Executive Director



Municipal Finance Department  
1 American Road, MD7500  
Dearborn, Michigan 48126

January 10, 2012

Signature Ford Lincoln Mercury  
Attn: Bill Campbell  
1960 E. Main  
Owosso, MI 48867  
Email: [bcampbell@signatureautogroup.com](mailto:bcampbell@signatureautogroup.com)

Re: Ford Credit Municipal Finance Program Quotation for **Antrim County, MI, Bid #71882**

Please review the following Ford Credit Municipal Finance quotation.

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	2012 Ford F-150 SuperCab 4x4 after \$1,000.00 Trade-Ins	\$21,850.00

All required documentation, municipality's first payment to Ford Credit, and the delivery of the vehicle(s) and/or equipment must take place by 04/30/2012. Otherwise, rates and payments are subject to change. The rates and payment factors are applicable for total amounts funded from \$10,000 - \$24,999.

<u>Total Amount Funded</u>	<u>Number of Payments</u>	<u>Payment Timing</u>	<u>APR</u>	<u>Payment Factor</u>	<u>Payment Amount</u>
\$22,275.00	4	Annual in Advance	6.60%	0.270789	\$6,031.82

Note: To calculate payment amount, multiply total amount funded by the payment factor.

**Financing is Subject To:**

- Municipality's most recent audited financial statement
- Mutually acceptable documentation
- Confirmation from the dealer of actual selling price.

**Ford Credit Municipal Finance Program**

- An underwriting fee of \$425 is required per transaction, not per unit. It can be paid at time of delivery or funded over the term (included above).
- There is no security deposit, no prepayment penalty, and no mileage penalty
- Non-recourse to the dealer. The same as a cash sale from the dealer to the municipal customer.
- At inception, the new equipment title/registration indicates the municipality as Registered Owner, and designates Ford Credit, 1 American Road-MD7500, Dearborn, MI 48126, as first lien holder.
- At term end, the municipality buys the equipment for \$1.
- The municipality, as owner of record, is eligible for Ford Governmental Price Concessions or other discounts, to reduce product cost

If you need additional information, please contact me at (800) 241-4199, option 1. Thank you for your interest in Ford Credit Municipal Finance Program.

Sincerely,

*Janet Doty*

Janet Doty  
Marketing Coordinator  
[jdoty@ford.com](mailto:jdoty@ford.com)

4 payments of 6031.82 = 24,127.28  
minus DNR Grant (#300 x 48 mos) 14,400.00

Total Needed \$ 9797.28  
after grant

Reg. and Super Cab F150 Page 2

**XL 502A Super Cab 6.5 Ft. Box**

<input type="checkbox"/>	Base Price X1C, 4x2 (3.7L 4V FFV V6 engine 6700 GVWR 1600 payload) 99M/446	\$17,356.00
<input type="checkbox"/>	Base Price X1C, 4x2 (3.0L 4V FFV V8 engine 7100 GVWR 1870 payload) 99F/446	\$18,156.00
<input type="checkbox"/>	Base Price X1C, 4x2 (3.5L V6 EcoBoost™ engine 7050 GVWR 1790 PAYLOAD) 99T/446	\$18,872.00
<input type="checkbox"/>	Base Price X1E, 4x4 (3.7L 4V FFV V6 engine 6900 GVWR 1510 payload) 99M/446	\$20,108.00
<input checked="" type="checkbox"/>	Base Price X1E, 4x4 (3.0L 4V FFV V8 engine 7350 GVWR 1830 payload) 99F/446	\$21,008.00
<input type="checkbox"/>	Base Price X1E, 4x4 (3.5L V6 EcoBoost™ engine 7200 GVWR 1660 PAYLOAD) 99T/446	\$21,862.00

**XL 502A Heavy Duty Payload Package (627), 8200 GVWR, 8 Ft. Box**

Package includes: High capacity 17" 7-lug steel wheels (64K), Heavy-Duty shock absorbers, Upgraded springs, radiator and auxiliary transmission oil cooler, 9.75" gear set, 3.73 limited-slip axle, Trailer Towing package (535), and LT245/75R17E BSW All-Terrain Tires

**Regular Cab Heavy Duty Payload Package**

<input type="checkbox"/>	Base Price F1C, 4x2 (5.0L 4V FFV V8 engine 8200 GVWR 3060 Payload) 99V/446	\$17,772.00
<input type="checkbox"/>	Base Price F1C, 4x2 (3.5L V6 EcoBoost™ engine 8200 GVWR 3060 PAYLOAD) 99T/446	\$18,864.00
<input type="checkbox"/>	Base Price F1E, 4x4 (5.0L 4V FFV V8 engine 8200 GVWR 2770 Payload) 99V/446	\$20,195.00
<input type="checkbox"/>	Base Price F1E, 4x4 (3.5L V6 EcoBoost™ engine 8200 GVWR 2790 PAYLOAD) 99T/446	\$21,287.00

**Super Cab Heavy Duty Payload Package**

<input type="checkbox"/>	Base Price X1C, 4x2 (5.0L 4V FFV V8 engine 8200 GVWR 2670 Payload) 99V/446	\$19,919.00
<input type="checkbox"/>	Base Price X1C, 4x2 (3.5L V6 EcoBoost™/engine 8200 GVWR 2670 PAYLOAD) 99T/446	\$20,211.00
<input type="checkbox"/>	Base Price X1E, 4x4 (5.0L 4V FFV V8 engine 8200 GVWR 2360 Payload) 99V/446	\$21,874.00
<input type="checkbox"/>	Base Price X1E, 4x4 (3.5L V6 EcoBoost™ engine 8200 GVWR 2380 PAYLOAD) 99T/446	\$22,966.00

**Available Options**

	Option Code	Price
<input checked="" type="checkbox"/> Cloth 40/20/40 Split Bench Seats		
<input type="checkbox"/> Cloth Bucket Seats w/Center Console & manual driver lumbar (NA w/4x4 with 3.7L V6 engine)	CS US	N/C 255.00
<input type="checkbox"/> LT245/75R17E BSW A/T (5), 4x2/4x4	T7E	259.00
<input type="checkbox"/> P255/65R17 OWL A/S (4) 4x2	T73	275.00
<input type="checkbox"/> P265/70R17 OWL A/T tires (4) 4x4	T7H	275.00
<input type="checkbox"/> 17" Machined Aluminum Wheels	64F	325.00
<input checked="" type="checkbox"/> Trailer Tow Package	535	320.00
<input type="checkbox"/> Trailer Towing Package with Integrated Trailer Brake Controller	535/67T	515.00
<input checked="" type="checkbox"/> Axle Limited Slip	XH9	342.00
<input checked="" type="checkbox"/> XL Décor Group (Chrome Front and Rear Bumpers, Cloth Front Seats, and Fog Lamps)		
<input type="checkbox"/> AM/FM Stereo/Clock/Single-CD	86D/595	215.00
<input type="checkbox"/> Speed Control	585	251.00
<input type="checkbox"/> XL Plus Package(AM/FM CD and Cruise Control)	52N	190.00
<input type="checkbox"/> XL Plus Package w/Communications Package(AM/FM CD, Cruise Control, SYNC & Add. Steering Wheel Audio Controls)	61X 66C	380.00 775.00
<input type="checkbox"/> Power Equipment Group, Power Locks/Windows, w/Keyless Entry, Power Mirrors, Reg. Cab Only		
<input checked="" type="checkbox"/> Power Equipment Group, Power Locks/Windows, w/Keyless Entry, Power Mirrors, SuperCab Only	85A	799.00
<input type="checkbox"/> Rear Window, Fixed Privacy Glass w/Defroster, Req. 57Q and Power Equip Group 85A(Reg Cab Only)	85A	965.00
<input type="checkbox"/> Rear Window, Fixed Privacy Glass w/Defroster, Req. 57Q and Power Equip Group 85A(Super Cab Only)	924/57Q/85A 924/57Q/85A	925.00 1090.00

Reg. and Super Cab F150 Page 2

**XL 502A Super Cab 6.5 Ft. Box**

<input type="checkbox"/>	<b>Base Price X1C, 4x2</b> (3.7L 4V FFV V6 engine 6700 GVWR 1600 payload) 99M/446	<b>\$17,356.00</b>
<input type="checkbox"/>	<b>Base Price X1C, 4x2</b> (5.0L 4V FFV V8 engine 7100 GVWR 1870 payload) 99E/446	<b>\$18,156.00</b>
<input type="checkbox"/>	<b>Base Price X1C, 4x2</b> (3.5L V6 EcoBoost™ engine 7050 GVWR 1790 PAYLOAD) 99T/446	<b>\$18,872.00</b>
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**XL 502A Heavy Duty Payload Package (627), 8200 GVWR, 8 Ft. Box**

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**Regular Cab Heavy Duty Payload Package**

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<input type="checkbox"/>	<b>Base Price F1C, 4x2</b> (3.5L V6 EcoBoost™ engine 8200 GVWR 3060 PAYLOAD) 99T/446	<b>\$18,864.00</b>
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<input type="checkbox"/>	<b>Base Price X1C, 4x2</b> (3.5L V6 EcoBoost™/engine 8200 GVWR 2670 PAYLOAD) 99T/446	<b>\$20,211.00</b>
<input type="checkbox"/>	<b>Base Price X1E, 4x4</b> (5.0L 4V FFV V8 engine 8200 GVWR 2360 Payload) 99V/446	<b>\$21,874.00</b>
<input type="checkbox"/>	<b>Base Price X1E, 4x4</b> (3.5L V6 EcoBoost™ engine 8200 GVWR 2380 PAYLOAD) 99T/446	<b>\$22,966.00</b>

**Available Options**

	<b><u>Option Code</u></b>	<b><u>Price</u></b>
<input checked="" type="checkbox"/> Cloth 40/20/40 Split Bench Seats	CS	N/C
<input type="checkbox"/> Cloth Bucket Seats w/Center Console & manual driver lumbar (NA w/4x4 with 3.7L V6 engine)	US	255.00
<input type="checkbox"/> LT245/75R17E BSW A/T (5), 4x2/4x4	T7E	259.00
<input type="checkbox"/> P255/65R17 OWL A/S (4) 4x2	T73	275.00
<input type="checkbox"/> P265/70R17 OWL A/T tires (4) 4x4	T7H	275.00
<input type="checkbox"/> 17" Machined Aluminum Wheels	64F	325.00
<input checked="" type="checkbox"/> Trailer Tow Package	535	320.00
<input type="checkbox"/> Trailer Towing Package with Integrated Trailer Brake Controller	535/67T	515.00
<input checked="" type="checkbox"/> Axle Limited Slip	XH9	342.00
<input checked="" type="checkbox"/> XL Décor Group (Chrome Front and Rear Bumpers, Cloth Front Seats, and Fog Lamps)	86D/595	215.00
<input type="checkbox"/> AM/FM Stereo/Clock/Single-CD	585	251.00
<input type="checkbox"/> Speed Control	52N	190.00
<input type="checkbox"/> XL Plus Package(AM/FM CD and Cruise Control)	61X	380.00
<input type="checkbox"/> XL Plus Package w/Communications Package(AM/FM CD, Cruise Control, SYNC & Add. Steering Wheel Audio Controls)	66C	775.00
<input type="checkbox"/> Power Equipment Group, Power Locks/Windows, w/Keyless Entry, Power Mirrors, Reg. Cab Only	85A	799.00
<input checked="" type="checkbox"/> Power Equipment Group, Power Locks/Windows, w/Keyless Entry, Power Mirrors, SuperCab Only	85A	965.00
<input type="checkbox"/> Rear Window, Fixed Privacy Glass w/Defroster, Req. 57Q and Power Equip Group 85A(Reg Cab Only)	924/57Q/85A	925.00
<input type="checkbox"/> Rear Window, Fixed Privacy Glass w/Defroster, Req. 57Q and Power Equip Group 85A(Super Cab Only)	924/57Q/85A	1090.00

Reg. and Super Cab F150 Page 3

<input type="checkbox"/>	Skid Plates 4x4 Only	413	135.00
<input type="checkbox"/>	Rear Window, Manual Sliding w/Privacy Glass N/A with Defroster	433/924	190.00
<input type="checkbox"/>	4" Black Tubular Running Boards	18E	275.00
<input type="checkbox"/>	Stowable Bed Extender	63E	165.00
<input type="checkbox"/>	Tailgate Step	63T	295.00
<input type="checkbox"/>	Pickup Box Access Steps (6.5' or 8' styleside box only)	63S	270.00
<input type="checkbox"/>	Daytime Running Lights	942	40.00
<input type="checkbox"/>	Engine Block Heater	41H	75.00
<input type="checkbox"/>	Front License Plate Holder	153	N/C
<input type="checkbox"/>	Color-Coordinated Carpet w/Carpeted Floor Mats	168	130.00
<input type="checkbox"/>	Rhino Spray in box liner	96W	400.00
<input type="checkbox"/>	Bed Liner - Plastic, Drop-in (NA w/ Cable Lock - 47S)	96P	175.00
<input type="checkbox"/>	Chrome Bug Shield	96H	90.00
<input type="checkbox"/>	Cargo Management Accessory Package (Includes Pickup Box Bed Divider, Front Header Bar with 2 tie-down cleats and Box Load Bars. Also includes Cargo Management System (req. 6.5' Styleside box; includes 4 tie-down cleats)	50C/68M	265.00
<input type="checkbox"/>	Cargo Management Accessory - Pickup Box Storage Bins (2)	68S/68M	350.00
<input type="checkbox"/>	Crew Chief (Telematics) by Microlise	47C	360.00
<input type="checkbox"/>	Cable Lock by Master Lock™ (Factory Invoiced Accessory; Replaces Cargo Tie Down Hooks; NA w/96P Bed Liner)	47S	100.00
<input type="checkbox"/>	Single Spot Lamp	ALT	350.00
<input type="checkbox"/>	Dual Spot Lights	ALT	700.00

TOTAL \$ 22,850

- 1000 trade in

21,850

+ 425 underwriter fee

\$ 22,275

Colors & Trim Availability:

Sterling Grey Metallic	(UJ)	Stone (Grey)(AE)	[ ]
Vermillion Red	(E4)		[ ]
Dark Blue Pearl Metallic	(DX)		[ ]
Tuxedo Black Metallic	(UH)		[ ]
Ingot Silver Metallic	(UX)		[ ]
Green Gem Metallic	(W6)		[ ]
Oxford White Clearcoat	(YZ)		[ ]
School Bus Yellow	(84S53)		[ ]
SPECIAL PAINT			
Special Paint Price			
Omaha Orange etc. Add \$425.00	[XX]	[ ]	[W3684E]

FINANCE COMMITTEE

Jerrold Drenth, Chairman

Bernard Blackmore

Karen Bargy

**Monday, May 07, 2012**

The meeting convened in Room 211 at 9:00 a.m.

Present: Jerrold Drenth, Bernard Blackmore, Karen Bargy

Absent: None

Also present: Peter Garwood, Laura Stanek, Laura Sexton, Deborah Haydell

**1. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the Claims and Accounts totaling \$327,516.67 be approved and paid. All voted yes.

COA Director Michael Neubecker brought prices on the purchase of a new computer and presented the wording for the August 7, 2012 Primary Election COA millage proposal.

**2. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners a computer be purchased from EDS-Michigan for the Commission on Aging at a cost of \$735.00. All voted yes.

**3. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the following wording for the Commission on Aging millage request proposal be adopted for the August 7, 2012 election.

Shall the limitation on the amount of ad valorem taxes which may be levied by the County of Antrim, Michigan, against all taxable property within Antrim County be four-tenths (4/10) of 1 mill which is a renewal of 2009 millage (\$0.40 on each \$1,000 of taxable valuation) for a period of four years, 2013, 2014, 2015, and 2016 inclusive, to provide operational funding for the Antrim County Commission on Aging? If approved and levied in its entirety, this millage would raise an estimated \$669, 656 for the County in 2013.

All voted yes.

**4. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the following computer supplies be purchase by the I.T. Department for \$14,517.38 as budgeted.

SAN (Storage Area Network)	\$ 9,720.00	
8 Hard Drives	3,439.76	
2 Server Adapters	1,108.14	
2 Direct Attach Cables	<u>249.48</u>	\$ 14,517.38

All voted yes.

5. **It was moved by Blackmore, seconded by Bargo** it be recommended to the Board of Commissioners that the Maintenance Director obtain additional quotes on the replacement of the existing manual operating valves in the drunk tank area with remote operated models at a cost of not to exceed \$2,770 with the results being approved to be paid from Contingencies. All voted yes.

Shari Rhodes from the Northern Lakes Economic Alliance and representative from the Mancelona Village explained the village's proposal for using the Commercial Redevelopment Act to facilitate improvement of properties in the Village including Derrer Oil and four properties to the east of Derrer Oil

6. **It was moved by Bargo, seconded by Blackmore** it be recommended to the Board of Commissioners that the Mancelona Village proposal for using the Commercial Redevelopment Act to facilitate improvement in the Village be supported. All voted yes.

It was moved by Blackmore, seconded by Bargo the Antrim Creek Natural Area Committee purchase 5000 brochures at a price not to exceed \$500.00. All voted yes.

7. **It was moved by Blackmore, seconded by Bargo** it be recommended to the Board of Commissioners the County Operating Millage for June, 2012 collection be set at 5.4 mills. . All voted yes.

There was discussion on pre-tax for health insurance deductions from employees' pay. Mr. Garwood was requested to obtain further information on this.

The meeting adjourned at 11:45 a.m.

**Computer Replacement  
Commission on Aging  
2012**

**Request to replace 1 computer for the Commission on Aging.**

**Computer w/monitor Quotes (see attachments):**

<b>EDS (State of Michigan contract)</b>	<b>\$ 793.05</b>
<b>HP</b>	<b>\$1,083.00</b>
<b>Lenovo</b>	<b>\$1,257.99</b>

**Amount requesting to be approved:** **\$ 793.05**



EDS/State of Michigan -- EDS/SOMI

April 9, 2013 10:36 AM

Page 1 of 1

Quote Number: 1817160.0

Prepared By:

Account Manager:  
Name: Jones III, Lewis  
Tel. Mgr.:  
Fax: Mgr.:  
E-mail: Mgr. e-mail:

Submitted Date: 03-APR-13  
Contact: Crifly, Valerie  
Agency/Company: State of Michigan - Local  
Phone: 231-533-3500  
Fax: crifly@ansincounty.org  
Bid #: 1817160.0  
WWT QuoteId:

Description	Manufacturer	Part Number	Qty.	Customer Unit Price	Extended Price	Unit List Price	TAXS (Only)	SFA Number
L55-E-series E-port Simple Port Replicator	DELL	2013X027	1	\$99.89	\$99.89			
Mobile Worker Notebook Latitude E6520 Intel Dual Core i5-2410M 3 MB cache Integrated video Integrated sound, Internal NIC 10/100/1000, 4GB Memory (2 modules), DVD-RW SATA Modular Drive Bay, 250GB SATA, 64 bit Windows 7, included, No mem	DELL	20178261	3	\$1,057.40	\$3,172.20			
Business Class Optiplex 390 Mini Tower (mini), Dual Core i5-2400 512MB AMD Radeon HD 6350 Video with Dual DVI Monitor Capability & includes the appropriate cable(s), Integrated Sound, Internal 10/100/1000, 8MB L2, USB Laser Mouse, USB K	DELL	20178264	3	\$793.05	\$2,379.15			

Subtotal: \$5,651.84  
Shipping Charges: \$0.00  
Grand Total: \$5,651.84

ATS - Available to Ship

Please call 800-777-8823, or email [quotes@eds.com](mailto:quotes@eds.com) with questions.  
Quotes are valid for 30 days and are subject to change thereafter.  
Prices quoted above do not include tax.  
Buyer acknowledges Seller will charge sales tax, in addition to prices quoted, when applicable under law.  
Buyer accepts liability for applicable taxes and agrees to Seller for such taxes charged.

United States-English

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Get full multimedia capabilities for your business experience  
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Works on surfaces where other optical mice don't: glossy surfaces, opaque glass, textured surfaces, wood and more!  
**only \$29.00!**

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Item	Unit cost	Quantity	Total price
-Smart Buy- HP Compaq 6200 Pro Microtower Business PC - B2C77UT#ABA HP Compaq 6200 Microtower PC Genuine Windows® 7 Professional 64-bit N/A Intel® Standard Man 320W standard power supply Intel Core i5-2500 Processor (3.30GHz, 6M Cache) Intel® Q65 Express 4GB DDR3 SDRAM (1333MHz) non ECC (1x4GB) 250GB SATA 3.0 1st Hard Drive None N/A Integrated Intel® HD graphics HP SuperMulti DVD Writer Drive No Floppy Drive HP USB Standard Keyboard HP USB Optical Mouse Integrated High Definition Audio with Realtek ALC261 codec Integrated Intel 82579LM Gigabit Network Connection 3 years parts, labor and onsite service (3/3/3) standard warranty. Certain restrictions and exclusions apply. Microsoft® Office Starter: reduced-functionality Word and Excel® only, with advertising. No PowerPoint® or Outlook®. Buy Office 2010 to use the full featured software. Norton Internet Security 2011, Microsoft Windows Virtual PC - XP Mode, HP Power Assistant, Box.net Freemium 10gb storage Windows® 7 Professional System Recovery Included N/A	\$775.00	1	\$775.00

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Estimated Ship Date  
4/10/2012<sup>3</sup>

HP Promo Compaq LA2206xc p \$209.00 1 \$209.00 [Remove >>](#)

21.5-inch Webcam LCD Monitor

[Update >>](#)Estimated Ship Date  
4/10/2012<sup>3</sup>

4-year 9X5 next business day on-site coverage, desktop + monitor (electronic) (for 3-year warranty selection only)

p \$99.00

1

\$99.00

[Remove >>](#)[Update >>](#)Estimated Ship Date  
4/5/2012<sup>3</sup>

Subtotal:

\$1,083.00<sup>1</sup>Business lease cost: (48 months) » [Apply online](#)\$30.79<sup>2</sup>[Estimate Tax & Shipping >>](#) I am buying through a HP Agent Partner.[Recalculate >>](#)[Save Cart >>](#)[Empty Cart >>](#)[Continue Shopping >>](#)[Checkout >>](#)

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<sup>4</sup> Tax shown is an estimate - precise tax calculation will take place upon order processing.

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### Review summary & buy

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1. System Components 2. Services & Software 3. Accessories 4. Review

#### Description

ThinkCentre M71e Series - On-Site Warranty 3 Years Parts / 3 Year Labor

- Language: English
- Processor: Intel Core i5-2400 Processor (3.10GHz, 6MB Cache)
- Operating system: Genuine Windows 7 Professional 64 - English
- Windows XP Mode: XP Mode - English
- Form factor: Tower 280W
- Total memory: 4 GB PC3-10600 1333MHz DDR3 UDIMM
- Video adapter: ATI HD5450 512M DVI+DP Full Height
- Audio adapter: Integrated Audio
- First hard drive: 250GB 7200rpm SATA
- Optical device: DVD Recordable W7
- Networking: Integrated Gigabit Ethernet
- Keyboard: USB Fullsize - US English
- Pointing device: PS2 3 Button Mouse
- Speakers: Internal Speakers Tower
- Publications pack: Publication English

#### Accessories and options:

ThinkVision LT2252p wide 22in LED Monitor

ADD TO CART

Add to wishlist Print Email

#### YOUR SYSTEM SUMMARY

Price:	\$1,481.99
Web price:	\$1,257.99
You save:	\$224.00
<b>Total</b>	<b>\$1,257.99</b>

Ships in more than 4 weeks\*\*

#### Recommended for you

- Lenovo Slim USB Portable DVD Burner From: **\$79.99\***
- Lenovo Enhanced Multimedia Remote with backlit keyboard N5802 From: **\$79.99\***
- Lenovo speaker M0520 - Black From: **\$29.99\***

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**OFFICE MEMORANDUM**

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**TO:** HUMAN SERVICES COMMITTEE / FINANCE COMMITTEE / ADMIN COMMITTEE / BOC  
**FROM:** MIKE NEUBECKER, COA DIRECTOR  
**SUBJECT:** REQUEST FOR MILLAGE RENEWAL

---

"Shall the limitation on the amount of ad valorem taxes which may be levied by the Country of Antrim, Michigan, against all taxable property within Antrim County be four-tenths (4/10) of 1 mill which is a renewal of 2009 millage (\$.40 on each \$1,000 of taxable valuation) for a period of four years, 2013, 2014, 2015, and 2016 inclusive, to provide operational funding for the Antrim County Commission on Aging? If approved and levied in its entirety, this millage would raise an estimated \$ 669,656 for the County in 2013."

**INFORMATION TECHNOLOGY  
CAPITAL OUTLAY PURCHASE  
REQUEST FOR APPROVAL 2012**

**Request to purchase a SAN (Storage Area Network) for the County network.  
Amount Approved during budget process = \$15,000**

**Quotes (see attachments):**

	<b><u>TOTAL</u></b>
<b>HP</b>	<b>\$ 9,720.00</b>
<b>Sehi</b>	<b>\$ 11,514.46</b>
<b>CDWG</b>	<b>\$ 11,957.80</b>

**Amount requesting to be approved = \$14,517.38**

<b>SAN</b>	<b>\$ 9,720.00</b>
<b>8 Hard Drives</b>	<b>\$ 3,439.76</b>
<b>2 Server Adapters</b>	<b>\$ 1,108.14</b>
<b>2 Direct Attach Cables</b>	<b>\$ 249.48</b>



## ONLINE PRICE QUOTATION

Quote Number: 7623302

Today's Date : 5/3/2012 3:19:28 PM

Created By: craftv@antrimcounty.org

Quote Name: Final - SAN

Quote Created Date : 5/3/2012 2:22:15 PM

Contract: MI - REMC (WSCA/NASPO) ( HP-WSCA-09 )

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

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Items/description	Part no	Unit price	Qty	Ext price
HP StorageWorks P2000 G3 10GbE iSCSI MSA Dual Controller SFF Array System AW597A	Base	\$9,720.00	1	\$9,720.00
HP Storage P2000 G3 10GbE iSCSI MSA Dual Controller SFF Array System Interface 10GbE iSCSI host interface Form factor 2.5 in. (drive) 2U (enclosure) Total drive count Up to 24 SAS / SATA SFF drives Capacity Up to 12TB of storage Expansion Expand w/ D2700 2.5-inch disk enclosure or P2000 3.5-inch disk enclosure	AW597A	\$9,720.00		
HP 600GB 6G Hot Plug 2.5 SAS Dual Port 10K rpm Enterprise Hard Drive	581286-B21	\$429.97	8	\$3,439.76

**Subtotal: \$13,159.76**

**Estimated Lease Cost: \$426.24**

The terms and conditions of the MI - REMC (WSCA/NASPO) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:  
<http://gem.compaq.com/gemstore/entry.asp?SiteID=11574>

\* The estimated lease cost is the monthly payment amount for a lease commencing on or before 6/2/2012 with a term of 36 months and a fair market value purchase option at the end of the lease term. This and other leasing and financing options are available through Hewlett-Packard Financial Service Company (HPFSC) or one of its affiliates to qualified education and state and local customers in the U.S. and subject to credit approval and execution of standard HPFSC documentation. Fees and other restrictions may apply. This is not a commitment to lease. Rates and payments are subject to change at any time without notice. Leasing and financing options for Federal governmental agencies (subject to a \$50,000 minimum) are available from Hewlett-Packard Company. For more information, call Hewlett-Packard Financial Services Company at 1-888-277-5942 and talk to a financial services representative who specializes in supporting government and education entities.

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- » Memory
- » Monitors
- » Motherboards

**HP StorageWorks P2000 G3 SAN Hard Drive Array**  
RAID Supported - 24 x Total Bays - Gigabit Ethernet - Network (RJ-45) - iSCSI - 2U

SKU: 1018082245  
Manufacturer: Hewlett-Packard  
Part number: AW597A  
REMC Number: 999999  
Retail Price: ~~\$42450.00~~  
Our Price: \$11514.48

BUY NOW

Add to WishList | Email a Friend



Hewlett Packard's StorageWorks 2000 Family of storage arrays features P2000 G3 MSA arrays with the latest 8Gb Fibre Channel, 6Gb SAS, and 10GbE iSCSI connected models, along with the MSA2000 G2 1GbE iSCSI model. The arrays are designed for entry-level customers and feature the latest in functionality and host-connect technology while offering excellent price/performance. They are ideal for companies with small budgets or limited IT expertise, and also larger companies with departmental or remote requirements. Each solution is designed to be easy to deploy, to be secure, along with low management costs, while driving rapid return on investment through efficient storage consolidation.

Enlarge Image

Basic Specs	Detailed Specs
» General Information	
Manufacturer	Hewlett-Packard
Manufacturer Part Number	AW597A
Manufacturer Website Address	www.hp.com
Brand Name	HP
Product Line	StorageWorks
Product Model	P2000 G3
Product Name	Storageworks P2000 G3 SAN Hard Drive Array
Product Type	SAN Hard Drive Array
» Storage	
Total Hard Drive Capacity Supported	74.50 TB
» Controllers	
RAID Supported	Yes
» Network & Communication	
Ethernet Technology	Gigabit Ethernet
» I/O Expansions	
Number of Total Expansion Bays	24
Number of 3.5" Bays	24
» Interfaces/Ports	
NAS Interface	Network (RJ-45)
SAN Interface	iSCSI
» Physical Characteristics	
Rack Height	2U
Height	3.5"
Width	17.6"

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Quote Information

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Quote #: 1B7WKD4

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Contact  
BJ Dieterich  
Phone: (866) 665-7137  
Fax: (312) 752-3951  
[E-Mail quote to BJ](#)

Status: Open  
Quote Date: 4/18/2012  
Contact: VALERIE CRAFT  
Description: 2012 SAN

Billed From Address

CDW Government Inc.  
230 N. Milwaukee Ave.

Vernon Hills, IL 60061

(800) 594-4239

Shipping Address

ANTRIM COUNTY IT DEPT.  
ATTN: VALERIE CRAFT  
203 E. CAYUGA, ROOM 203

BELLAIRE, MI 49615

Billing Address

COUNTY OF ANTRIM  
ATTN: ACCTS PAYABLE  
PO BOX 520  
BELLAIRE, MI 49615-0520

(231) 533-6353

Payment Method

Select payment method during checkout.

Shipping Method

FedEx Ground

Product	Contract	CDW	Mfg Part #	Qty	Price	Ext. Price
HP Dual Port Enterprise - hard drive - 600 GB - SAS-2	National Ipa Tech Solutions	2211871	581286-B21	8	\$834.45	\$6,675.60
HP StorageWorks Modular Smart Array P2000 G3 10GbE iSCSI MSA Dual Controls	Gsa Schedule	2221698	AW597A	1	\$11,957.80	\$11,957.80
<b>Sub-Total</b>						\$18,633.40
<b>Shipping:</b>						\$0.00
<b>Grand Total</b>						\$18,633.40

\*Tax may change if this quote is amended by your account manager.

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Quote Number: 7623268

Today's Date : 5/3/2012 3:20:49 PM

Created By: craftv@antrimcounty.org

Quote Name: SAN - NIC

Quote Created Date : 5/3/2012 2:14:28 PM

Contract: MI - REMC (WSCA/NASPO) ( HP-WSCA-09 )

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
HP NC550SFP Dual Port 10GbE Server Adapter	581201-B21	\$554.07	2	\$1,108.14

**Subtotal: \$1,108.14**

**Estimated Lease Cost: \$34.41**

The terms and conditions of the MI - REMC (WSCA/NASPO) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

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<http://gem.compaq.com/gemstore/entry.asp?SiteID=11574>

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\* Please contact HP Public Sector Sales with any questions or for additional information:

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State Local Govt:	888-202-4682	Federal Govt:	800-727-5472
Fax:	800-825-2329	Returns:	800-888-3224

\* For detailed warranty information, please go to [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo). Sales taxes added where applicable. Freight is FOB Destination.



## ONLINE PRICE QUOTATION

Quote Number: 7623270

Today's Date : 5/3/2012 3:20:32 PM

Created By: craftv@antrimcounty.org

Quote Name: SAN - DAC

Quote Created Date : 5/3/2012 2:15:10 PM

Contract: MI - REMC (WSCA/NASPO) ( HP-WSCA-09 )

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for 30 days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Use the File - Print option to print this form for your future reference.

Items/description	Part no	Unit price	Qty	Ext price
HP X242 10G SFP+ to SFP+ 1m Direct Attach Copper Cable	J9281B	\$124.74	2	\$249.48

**Subtotal: \$249.48**

The terms and conditions of the MI - REMC (WSCA/NASPO) will apply to any order placed as a result of this inquiry, no other terms or conditions shall apply.

To access the HP Public Sector Online Store where this quote was created, go to:  
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Fax:	800-825-2329	Returns:	800-888-3224

\* For detailed warranty information, please go to [www.hp.com/go/specificwarrantyinfo](http://www.hp.com/go/specificwarrantyinfo). Sales taxes added where applicable. Freight is FOB Destination.



**Motion by Mike Crawford, support by Ed Boettcher, to recommend the Finance Committee identify a funding source and the Board of Commissioners approve replacing the existing manual operated valves in the drunk tank area with remote operated models on back to back fixtures at a cost of \$2,770.00.**

**Motion carried – unanimous.**

Niepoth Plumbing and Heating will be installing the new furnaces in the Senior Center starting next week.

Sidewalks and Jail Driveway

Mr. Vitale and Mr. Garwood distributed a diagram that showed where concrete sidewalks need to be replaced on the County grounds. The Committee asked for Mr. Vitale to bring back quotes to replace the sidewalks and the Jail Driveway. The Administration Office will assist with the specifications.

#### **5. 911 Dispatch Air Handling Unit**

Sheriff Dan Bean and Undersheriff Dean Pratt joined the meeting and indicated that there have been complaints from the 911 Dispatch Center staff regarding the air quality in the Dispatch Center. Mr. Garwood will seek a company to conduct an air quality study in the Dispatch Center.

#### **6. Grass River Natural Area (GRNA) Entrance Road**

Mr. Garwood distributed an email from Burt Thompson, Road Commission Manager, from last fall in which he provided an estimate on the various options for upgrading the GRNA entrance road. The Committee asked Mr. Garwood to find out how many trees would have to be removed along the road in order to improve the road properly and how much would it increase the cost.

#### **7. Department Vehicle Assessment**

The Committee discussed the vehicle assessment questionnaire. Bob Massey was provided a questionnaire to complete for the Building Department vehicles. The Committee also discussed the vehicles that are currently owned by the County but used by the Antrim Conservation District (ACD).

#### **8. Meadow Brook Medical Care Facility (MCF) Construction Project**

Mr. Garwood gave an update on the MCF Construction Project. The bid deadline was adjusted from May 3, 2012 to May 8, 2012 and the bid opening will be May 9<sup>th</sup>. All the other dates on the timeline must be adjusted as well – this information will be forthcoming.

The meeting was adjourned at 10:20 a.m.

**Garwood, Peter**

**From:** Sheri Rhoads [sheri@northernlakes.net]  
**Sent:** Monday, April 02, 2012 11:44 AM  
**To:** Garwood, Peter  
**Subject:** Mancelona Commercial Rehab District  
**Attachments:** Derrer Oil\_PA210 Estimate\_31512.pdf; Vacant bldgs across from village hall 0411.jpg

Pete,  
Doug and Dennis Derrer purchased the two buildings across from the Mancelona Village Hall from the county for about \$2,500. They want to expand their gas station to include a car wash.

The Village wants the buildings torn down and to help Derrer by establishing a Commercial Rehabilitation District, freezing the taxable value of the property for up to 10 years and exempting the new investment. (PA 210)

They estimate that new construction will be \$325,000 (high side) and attached is a tax estimate by the MEDC showing a \$68,347 value of the tax abatement. This will help with their cash flow. They pay full taxes at the end of the abatement period.

The village wants to move quickly to establish the Commercial Rehab District (public hearing next week). The county has 28 days to opt out of the district. However, the village also wants to consider making that block area of the downtown a CRD so that others will have the incentive to rehab or rebuild.

*I will call after lunch to talk about it a little more.*

*Sheri*

*Sheri Rhoads  
Northern Lakes Economic Alliance  
PO Box 8  
Boyne City MI 49712  
p: 231-582-6482  
f: 231-582-3213  
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04/21/2011 10:02

## COMMERCIAL REDEVELOPMENT ACT

Public Act 255 of 1978 encourages the replacement, restoration and new construction of commercial property by abating the property taxes generated from new investment for a period up to 12 years. As defined, commercial property means land improvements whether completed or in the process of construction, the primary purpose and use of which is the operation of a commercial business enterprise, including office, engineering, research and development, warehousing parts distribution, retail sales, hotel or motel development, and other commercial facilities. Land and personal property are not eligible for abatement under this act.

### WHO IS ELIGIBLE?

"Local governmental unit" means a city or village.

### WHAT IS A REPLACEMENT, NEW AND RESTORED FACILITY?

"Replacement facility" means commercial property to be acquired, constructed, altered, or installed for the purpose of being substituted for obsolete commercial property. Property impaired due to changes in design, construction, technology, or improved production processes, or damage due to fire, natural disaster, or general neglect shall be considered obsolete. All other new commercial property is considered a "new facility." For purposes of granting the tax abatement, the replacement or new facility must meet all of the following conditions:

1. Is located on property that is zoned to allow for mixed use, including high-density residential.
2. Is located in a qualified downtown revitalization district as defined in section two of the Neighborhood Enterprise Zone Act (PA 147 of 1992). This requires either being located in a Downtown Development Authority (PA 197 of 1975), a Principal Shopping District or Business Improvement District (PA 120 of 1961) or an area that is zoned and primarily used for business as determined by the local government unit.
3. The city or village establishes and implements an expedited local permitting and inspection process in the Commercial Redevelopment District. In addition, by resolution provides for the walkable

non-motorized interconnections, including sidewalks and streetscapes throughout the Commercial Redevelopment District.

A "restored facility" means changes to obsolete commercial property as may be required to restore the property to an economically efficient condition. Restoration must result in improvements aggregating to more than 10 percent of the true cash value of the property at commencement of the restoration. Restoration includes major renovation including, but not limited to, the improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment, including heating, ventilation, and lighting, reducing multistory facilities to one or two stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes.

### WHAT IS THE PROCESS?

Before the Commercial Redevelopment Exemption Certificate (i.e. property tax abatement) can be granted for the Facility, the city or village, by resolution of its legislative body, must establish a Commercial Redevelopment District. The establishment of the district may be initiated by the local government unit or by owners of property comprising 75 percent of state equalized value of the property in the proposed district. At the time of the resolution's adoption, property within the district must meet one of the following:

1. Obsolete commercial property or cleared or vacant land and part of an existing developed commercial or industrial zone. The property must have been zoned commercial or industrial before June 21, 1975, and characterized by obsolete commercial property and a decline in commercial activity.
2. Land cleared as a result of fire damage, or cleared as blighted area under Blighted Area Rehabilitation Act (PA 344 of 1945).
3. Cleared or vacant land included in a redevelopment plan adopted by the Downtown Development Authority (PA 197 of 1975) or Principal Shopping District or a Business Improvement District (PA 120 of 1961).

## COMMERCIAL REDEVELOPMENT ACT *continued*

To establish the Commercial Redevelopment District, the city or village must first hold a hearing to establish a Commercial Rehabilitation District and determine in the resolution the district meets the requirements of the Act.

Once the district is established, the property owners may file an application with the local clerk for a Commercial Facilities Exemption Certificate. Applications are available from the Michigan Department of Treasury. Before acting on the application, the city or village shall hold a public hearing on the application and not more than 60 days after receipt of the application either approved or disapproved by resolution. The local clerk shall provide written notification of the application hearing to the assessor of the local unit of government and each taxing jurisdiction that levies ad valorem property taxes. If approved, the application and resolution must be sent to the State Tax Commission for filing purposes.

### COMMERCIAL FACILITIES EXEMPTION CERTIFICATE

The property owner must pay a Commercial Facilities Tax rather than the normal property tax. The certificate must be issued for a period of at least one year, but cannot exceed 12 years. Certificates initially issued for less than 12 years may be extended based upon factors placed in writing at the time the certificate is approved, but shall not exceed 12 years.

### DETERMINING COMMERCIAL FACILITIES TAX RATE

**For a restored facility:** The Commercial Facilities Tax freezes the taxable value of the building at its value prior to restoration, therefore exempting the new investment from local taxes for a period not to exceed 12 years. The school operating tax and the State Education Tax (SET) are also frozen. Land and personal property cannot be abated under this act.

**For a new or replacement facility:** The Commercial Facilities Tax provides a 50 percent reduction in the number of mills levied as ad valorem taxes, excluding only the State Education Tax (SET). Land and personal property cannot be abated under this act.

Within 60 days after the granting of a new Commercial Facilities Exemption Certificate, the State Treasurer may exempt 50 percent of the SET mills for a period not to exceed six years. The State Treasurer will not grant more than 25 of these SET exclusions each year.

### SUPPORTING STATUTES

PA 255 of 1978—Commercial Redevelopment Act

### CONTACT INFORMATION

For more information contact the MEDC Customer Assistance Center at 517.373.9808, or visit our website at [www.michiganadvantage.org](http://www.michiganadvantage.org).



## Northern Lakes ECONOMIC ALLIANCE

Helping Retain and Create Jobs in Antrim, Charlevoix, Cheboygan and Emmet Counties  
in Partnership with MSUE, MEDC, MI-sbTdc, NWMCOG and Char-Em ISD.

Prepared for Mancelona Village  
April 23, 2012

*To help the Village make informed decisions about establishing and using a Commercial Rehabilitation District (CRD), the Village should know that:*

### **Commercial Rehabilitation District (CRD)**

- A CRD is a tool to encourage commercial business to renovate buildings, create jobs and create new tax base.
- The Local Unit of Government (LUG) has the authority to establish a CRD in a downtown or business area involving a building or group of contiguous buildings of commercial property that is 15 years old or older, and vacant property which, within the immediately preceding 15 years, was commercial property.
- A CRD is not a zoning change.
- The County may override the CRD establishment and is allowed 28 days to respond after the CRD resolution is approved by the LUG and submitted to the County.
- The LUG can rescind CRD status if there are no commercial rehabilitation exemption certificates in force in the CRD.

### **Commercial Rehabilitation Tax Exemption**

- A business cannot apply for a tax exemption certificate unless the property is in a CRD. The LUG can establish a CRD or a business can request that the CRD be created.
- Land and personal property are not exempted. The school operating tax and the State Education Tax are still levied on the new investment.
- The LUG determines the length of the tax exemption, from one to ten years.
- The State Tax Commission has the final approval of a tax exemption application and has 60 days to approve and issue the exemption certificate.
- PA 210 of 2005 sunsets on December 31, 2015, but open tax exemptions continue until the exemption certificates expires.

*Commercial Rehabilitation Districts are a locally controlled tool that the legislature gave us to encourage downtown tax base growth and job creation. It is also an incentive tool to attract commercial businesses to the community.*



Helping Retain and Create Jobs in Antrim, Charlevoix, Cheboygan and Emmet Counties  
in Partnership with MSUE, MEDC, MI-sbTdc, NWMCOG and Char-Em ISD.

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**Commercial Rehabilitation Tax Exemption  
PA 210 of 2005**

***What is it?***

Public Act 210 of 2005 is a tool local units of governments use as an incentive to revitalize their commercial business districts. Businesses are encouraged to rehabilitate commercial property or build new (in some cases) on vacant lots in the downtown. The legislative body of the city, township or village in which the property is located grants the tax exemption.

A tax exemption moves new real property from the ad valorem tax roll to the commercial rehabilitation tax roll. The preconstruction taxable value of the buildings is frozen, and new investment is exempt from local taxes for up to ten years.

***Why would a local unit of government offer Commercial Rehabilitation Tax Exemptions?***

- A. To create economic benefit to the community by increasing commercial activity, creating employment, retaining employment and revitalizing the area.
- B. To provide for future tax revenue increases.
- C. To attract new commercial enterprises and to target the type of commercial business they want to attract.
- D. To compete for jobs with other states that have lower taxes, and to create new jobs in the commercial business district.
- E. Other factors may dictate where a business locates, but tax exemption is an incentive for a business to locate on blighted sites.
- F. The LUG can revoke the exemption certificate if it finds that the property rehab has not occurred within the time allocated in the approving resolution or if the exemption certificate holder has not proceeded in good faith.

***Win: Win***

- New tax base is created so that all taxing units are positively affected.
- The tax exemption helps the business with cash flow so that the expansion can occur.

NLEA 04/23/12

**Derrer Oil PA210 Estimate**

**PA 210 Estimate**

Land (Taxable Value):	\$	-
Building (Taxable Value):	\$	-
Planned Investment:	\$	325,000

<b>Estimated Savings with PA 210</b>	
Vs. No Incentive:	\$ 68,347

TOTAL Millage Rate:	55.8012
Local School Op & SET Mills*:	24.0000
Other Mills:	31.8012

\* These are the ONLY mills applied to the investment under PA 210:

Year	Frozen Taxable Value Building ONLY	ALL Taxable Values **			Estimated Taxes with PA 210				Estimated Taxes with No Incentives
		Land	Building	Improvements	Land Taxes	Frozen Taxes	PA 210 Tax	Total Tax	
1 2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 2013	\$ -	\$ -	\$ -	\$ 162,500	\$ -	\$ -	\$ 3,900	\$ 3,900	\$ 9,068
3 2014	\$ -	\$ -	\$ -	\$ 164,125	\$ -	\$ -	\$ 3,939	\$ 3,939	\$ 9,158
4 2015	\$ -	\$ -	\$ -	\$ 165,766	\$ -	\$ -	\$ 3,978	\$ 3,978	\$ 9,250
5 2016	\$ -	\$ -	\$ -	\$ 167,424	\$ -	\$ -	\$ 4,018	\$ 4,018	\$ 9,342
6 2017	\$ -	\$ -	\$ -	\$ 169,098	\$ -	\$ -	\$ 4,058	\$ 4,058	\$ 9,436
7 2018	\$ -	\$ -	\$ -	\$ 170,789	\$ -	\$ -	\$ 4,099	\$ 4,099	\$ 9,530
8 2019	\$ -	\$ -	\$ -	\$ 172,497	\$ -	\$ -	\$ 4,140	\$ 4,140	\$ 9,626
9 2020	\$ -	\$ -	\$ -	\$ 174,222	\$ -	\$ -	\$ 4,181	\$ 4,181	\$ 9,722
10 2021	\$ -	\$ -	\$ -	\$ 175,964	\$ -	\$ -	\$ 4,223	\$ 4,223	\$ 9,819
<b>Total:</b>					\$ -	\$ -	\$ 36,537	\$ 36,537	\$ 104,885

\*\* Values are increased a conservative 1% annually.

# Antrim Creek Natural Area

*Jerroll Drenth, Chairman*

Jacob Veenstra

Betty Hoffmann

Al Hurd

Carl Veenstra

May 2, 2012

Minutes

**Members Present:** Al Hurd, Jerroll Drenth, Carl Veenstra, Jake Veenstra, and Betty Hoffmann

**Members Absent:**

**Others Present:** Joe Meyers

## 1. Call to Order

The meeting was called to order at 7:00 p.m.

## 2. Public Comment

Discussion ensued over the road in the north entrance being a County road.

## 3. Review of Minutes

**Motion by Al Hurd, supported by Betty Hoffmann, to approve the April 11, 2012 minutes as presented. Motion carried – unanimous.**

## 4. Brochure

Discussion ensued over the brochure for the Natural Area. The Committee tweaked the wording to make it easier to read.

Discussion ensued over the quotes from the different places to get the brochure produced.

**Motion by Carl Veenstra, supported by Jake Veenstra, to recommend the Finance Committee approve Creative Characters to print 5,000 brochures for the Antrim Creek Natural Area at a cost not to exceed \$500. Motion carried – unanimous.**

## 5. Various Matters

The Committee discussed grading the roads at ACNA.

**Motion by Jake Veenstra, supported by Carl Veenstra, to approve the low bidder for the project as long as the references check out. Motion carried – unanimous.**

## 6. Public/Member Comment

Carl Veenstra spoke on the dead trees at Antrim Creek Natural Area.

Meeting adjourned at 8:13 pm.

Jerroll Drenth, Chairman

FINANCE COMMITTEE  
Bernard Blackmore

Karen Bargy

**Monday, June 11, 2012**

Present: Jerroll Drenth, Bernard Blackmore, Karen Bargy

Also present: Laurie Stanek, Laurie Sexton, Peter Garwood, Debra Haydell

The meeting convened at 9:00 a.m. in Room 211 of the County Building.

**1. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the claims and accounts totaling \$245,251.40 be approved and paid. All voted yes.

Sheriff Dan Bean gave a Courthouse Security update. He also explained the purchase of three automobiles. 2 old cars will be traded in at a value of \$500 each and an additional old car will be sold to Ellsworth Village for \$500.

**2. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners a Resolution of Support be given to the Village of Mancelona for the Commercial Rehabilitation District. All voted yes.

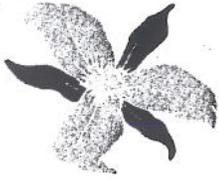
Eileen Wallick explained the problem with the well for the 1969 bathhouse.

**3. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the well for the 1969 bathhouse at Barnes Park be repaired, expense to be paid from the Building Maintenance line item. All voted yes.

The matter of the recommendation from the Building and Grounds Committee to replace sidewalks in the Court Square was tabled for more information.

Airport Manager John Strehl presented information on the grant to repair the terminal building. There will be a 5% county share of \$7,800 which will be budgeted in the Airport 2013 budget.

The meeting adjourned at 11:30 a.m.



## County of Antrim Administration Office

P.O. Box 187  
Bellaire, Michigan 49615

Phone: (231) 533-6265  
Fax: (231) 533-8111  
www.antrimcounty.org

Peter Garwood  
County Administrator

Joe Meyers  
Associate Planner

Tina Schrader  
Administrative Assistant

Katie Verellen  
Secretary

June 11, 2012

TO: Finance Committee

FR: Peter Garwood, County Administrator 

RE: Mancelona – Commercial Rehabilitation District

The Bellaire Land Company, LLC has plans to expand their convenience store/gas station and add a car wash in downtown Mancelona. In accordance with the Commercial Rehabilitation Act, Act 210 of 2005, the Bellaire Land Company, LLC has applied for, and the Village of Mancelona has expressed their desire to grant, a Commercial Rehabilitation District designation for the property on which the current convenience store/gas station is located and the adjoining lots to the east (5 lots all together). It appears the Village of Mancelona has followed the proper procedure as outlined under the statute.

The Commercial Rehabilitation Act allows the Village to grant the Bellaire land Company a tax abatement including the County's portion. The County must decide whether or not to participate.

The County approved a Tax Sharing Policy which defines economic growth as "...the creation, retention and expansion of jobs and income." The plan calls for the demolition of two blighted buildings, a \$325,000 investment, the creation of 2 jobs and the retention of 5 full-time jobs and one part-time job. The applicant has indicated without the abatement they would not be able to complete the expansion of the store but would only be able to complete the car wash facilities. The plan also indicates the tax abatement will be for the maximum allowable ten (10) year period. In addition to capturing County taxes the Village will participate in the tax capture with their own tax revenue.

Since the included properties are currently located in a Tax Increment Financing (TIF) District, and will be for the duration of the 10 years, the loss of revenue to the County will be negligible.

The expansion of a convenience store/gas station and the construction of a car wash might not be considered a traditional type of development for inclusion of a Commercial Rehabilitation District. Yet Section 2 (a) of the statute includes a provision for "...retail sales and other commercial activities." The statute also goes on to say, "...if the

commercial rehabilitation district is located in a downtown or business area or contains a qualified retail food establishment, as determined by the legislative body of the qualified local governmental unit, the district may be less than 3 acres in size.”

Although somewhat untraditional, it appears that the project meets the criteria set forth in the Tax Sharing Policy as well as the Commercial Rehabilitation Act. Additionally, the Mancelona Village Council approved the resolution to establish the Commercial Rehabilitation District by unanimous vote.

On a countywide perspective, a concern that should be considered is; does approving the County's participation in a tax abatement for this project set precedent for future requests in other communities across Antrim County? This is a question I believe we need to discuss at the Finance Committee meeting on June 11, 2012.

VILLAGE OF MANCELONA  
120 WEST STATE STREET  
P.O. BOX 648  
MANCELONA, MI 49659  
PHONE (231) 587-8331  
FAX (231) 587-5730

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May 30, 2012

Pete Garwood, Administrator  
Antrim County  
PO Box 187  
Bellaire MI 49615

Dear Mr. Garwood,

Enclosed with this letter is a copy of a "Resolution to Establish a Commercial Redevelopment District" that was approved by the Mancelona Village Council at a special meeting held on May 29, 2012. This Commercial Redevelopment District encompasses property owned by the Bellaire Land Company LLC, for property located 123, 127 and 129 West State Street, and vacant parcels #05-45-010-006-11 and #05-45-010-007-01, in Mancelona Village, Antrim County.

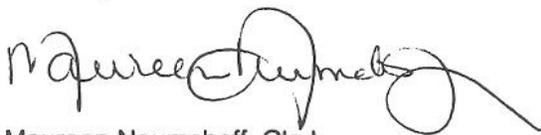
According to the Commercial Rehabilitation Act 210 of 2005, as amended, within 28 days of receiving this Resolution, the County may reject the establishment of this Commercial Redevelopment District by one of the following methods:

- If the county has an elected county executive, by written notification to the qualified local governmental unit (Mancelona Village).
- If the county does not have an elected county executive, by a resolution of the county board of commissioners provided to the qualified local governmental unit (Mancelona Village).

If the County does not act on this matter and notify Mancelona Village within 28 days of receiving this letter, the establishment of this Commercial Redevelopment District will stand.

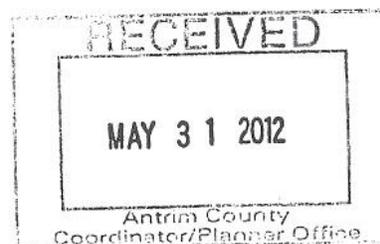
Please contact me if you have any questions regarding this letter.

Sincerely,



Maureen Naumcheff, Clerk  
Mancelona Village

Enc: Mancelona Village approving resolution  
Mancelona DDA supporting resolution



**RESOLUTION TO ESTABLISH A COMMERCIAL REHABILITATION DISTRICT**

Minutes of a special meeting of the Council of the Village of Mancelona, held on May 29, 2012, at the Village Hall, 120 West State Street at 6:30 pm.

PRESENT: Jabara, Borst, Calvin-Minch, Minch, Grody, Altrock

ABSENT: Mizgala

The following preamble and resolution were offered by \_\_\_Jabara\_\_\_\_\_, and supported by \_\_\_Calvin- Minch\_\_\_\_\_.

**Resolution 4 of 2012 Establishing Commercial Rehabilitation District for Bellaire Land Company, LLC**

WHEREAS, pursuant to PA 210 of 2005, the Mancelona Village Council has the authority to establish "Commercial Rehabilitation Districts" within the Village of Mancelona at request the of a commercial business enterprise; and

WHEREAS, Bellaire Land Company, LLC has filed a written request with the clerk of the Village of Mancelona requesting the establishment of the Commercial Rehabilitation District for an area in the vicinity of 123, 127, and 129 West State Street and parcels 05-45-010-006-11, 05-45-010-007-01 located in the Village of Mancelona hereinafter described; and

WHEREAS, the Council of the Village of Mancelona determined that the district meets the requirements set forth in sections 2(b) and 3 of PA 210 of 2005; and

WHEREAS, written notice has been given by certified mail to the county and all owners of real property located within the proposed district as required by section 3(3) of PA 210 of 2005; and

WHEREAS, on May 29, 2012 a public hearing was held and all residents and taxpayers of the Village of Mancelona were afforded an opportunity to be heard thereon; and

WHEREAS, the council deems it to be in the public interest of the Village of Mancelona to establish the Commercial Rehabilitation District as proposed;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Mancelona that the following described parcel(s) of land situated in the Village of Mancelona, Antrim County, and State of Michigan, to wit:

123 West State  
05-45-010-008-00  
Bellaire Land LLC  
W 1/2 OF LOT 7, BLK B PLAT OF MANCELONA

127 West State  
Parcel 05-45-010-009-00  
Bellaire Land LLC  
LOT 8, BLK B PLAT OF MANCELONA

129 West State  
Parcel 05-45-010-011-00  
BELLAIRE LAND  
LOTS 9 & 10, BLK B; PLAT OF MANCELONA

Parcel 05-45-010-006-11  
Bellaire Land LLC  
E  $\frac{3}{4}$  LOT 6, BLK B; PLAT OF MANCELONA

Parcel 05-45-010-007-01  
Bellaire Land LLC  
W  $\frac{1}{4}$  of LOT 6 & E  $\frac{1}{2}$  of LOT 7, BLK B; PLAT OF MANCELONA

be and here is established as a Commercial Rehabilitation District pursuant to the provisions of PA 210 of 2005 to be known as *129 West State Street Commercial Rehabilitation District*.

AYES: Jabara, Borst, Calvin-Minch, Grody, Minch, Altrock

NAYS: none

RESOLUTION DECLARED ADOPTED.

*I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the council of the Village of Mancelona, County of Antrim, Michigan at a special meeting held on May 29, 2012.*

  
Maureen Naumcheff, Clerk  
Mancelona Village

7011 1570 0001 7733 6052

U.S. Postal Service  
**CERTIFIED MAIL RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

RELAINE MI 49615

**POSTAGE PAID PERMIT NO. 100 BELLAIRE MI 49615**

Postage	\$ 06.45	0654
Certified Fee	\$2.95	03
Return Receipt Fee (Endorsement Required)	\$2.35	Postmark Here
Restricted Delivery Fee (Endorsement Required)	\$0.00	
<b>Total Postage &amp; Fees</b>	<b>\$ 05.75</b>	05/14/2012

Sent To Antrim County

Street, Apt. No.,  
or PO Box No.

City, State, ZIP+4

PS Form 3800, August 2008 See Reverse for Instructions

**COPY**

**MANCELONA**  
**STATE STREET**  
**BOX 648**  
**MANCELONA, MI 49659**  
**(313) 587-8331**  
**(313) 587-5730**

Pete Garwood, Administrator  
 Antrim County  
 PO Box 187  
 Bellaire MI 49615

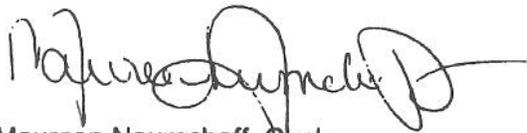
Notice of Public Hearing  
 Commercial Rehabilitation District  
 Mancelona

Mancelona Village will conduct a public hearing on the establishment of a Commercial Rehabilitation District as authorized by Public Act 210 of 2005, as amended.

The proposed property is listed on the tax rolls as parcels #05-45-010-008-00, #05-45-010-009-00 and #05-45-010-011-00, located at 123, 127 and 129 West State Street, Mancelona, Antrim County respectively, also vacant parcels #05-45-010-006-11 and #05-45-010-007-01 in Mancelona, Antrim County.

The hearing will be held at 6:30 p.m., Tuesday, May 29, 2012 at the Mancelona Village Hall, 120 West State St, Mancelona MI. The public, including any resident or taxpayer of Mancelona Village, may appear and be heard concerning this matter.

Sincerely,



Maureen Naumcheff, Clerk  
 Mancelona Village

**Derrer Oil PA210 Estimate**

PA 210 Estimate

Land (Taxable Value):	\$ -
Building (Taxable Value):	\$ -
Planned Investment:	\$ 325,000

Estimated Savings with PA 210	\$ 68,347
Vs. No Incentive:	\$ -

TOTAL Millage Rate:	55.8012
Local School Op & SET Mills*:	24.0000
Other Mills:	31.8012

\* These are the ONLY mills applied to the investment under PA 210:

Year	Frozen Taxable Value		ALL Taxable Values **		Estimated Taxes with PA 210			Estimated Taxes with No Incentives
	Building ONLY	Land	Building	Improvements	Land Taxes	Frozen Taxes	PA 210 Tax	
1 2012	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 2013	\$ -	\$ -	\$ -	\$ 162,500	\$ -	\$ -	\$ 3,900	\$ 3,900
3 2014	\$ -	\$ -	\$ -	\$ 164,125	\$ -	\$ -	\$ 3,939	\$ 3,939
4 2015	\$ -	\$ -	\$ -	\$ 165,766	\$ -	\$ -	\$ 3,978	\$ 3,978
5 2016	\$ -	\$ -	\$ -	\$ 167,424	\$ -	\$ -	\$ 4,018	\$ 4,018
6 2017	\$ -	\$ -	\$ -	\$ 169,098	\$ -	\$ -	\$ 4,058	\$ 4,058
7 2018	\$ -	\$ -	\$ -	\$ 170,789	\$ -	\$ -	\$ 4,099	\$ 4,099
8 2019	\$ -	\$ -	\$ -	\$ 172,497	\$ -	\$ -	\$ 4,140	\$ 4,140
9 2020	\$ -	\$ -	\$ -	\$ 174,222	\$ -	\$ -	\$ 4,181	\$ 4,181
10 2021	\$ -	\$ -	\$ -	\$ 175,964	\$ -	\$ -	\$ 4,223	\$ 4,223
<b>Total:</b>					\$ -	\$ -	\$ 36,537	\$ 36,537
					\$ -	\$ -	\$ 104,885	\$ 104,885

\*\* Values are increased a conservative 1% annually.

**Derrero Oil PA210 Estimate (County Only)**

PA 210 Estimate

Planned Investment: \$ 325,000

County Mills: 6.8000



Year	Frozen Taxable Value Building ONLY		ALL Taxable Values **		County Portion of Taxes Forfeited
	Building ONLY	Land	Building	Improvements	
1 2012	\$ -	\$ -	\$ -	\$ -	\$ -
2 2013	\$ -	\$ -	\$ -	\$ 162,500	\$ 5,005
3 2014	\$ -	\$ -	\$ -	\$ 164,125	\$ 5,055
4 2015	\$ -	\$ -	\$ -	\$ 165,766	\$ 5,106
5 2016	\$ -	\$ -	\$ -	\$ 167,424	\$ 5,157
6 2017	\$ -	\$ -	\$ -	\$ 169,098	\$ 5,208
7 2018	\$ -	\$ -	\$ -	\$ 170,789	\$ 5,260
8 2019	\$ -	\$ -	\$ -	\$ 172,497	\$ 5,313
9 2020	\$ -	\$ -	\$ -	\$ 174,222	\$ 5,366
10 2021	\$ -	\$ -	\$ -	\$ 175,964	\$ 5,420
				<b>Total:</b>	<b>\$ 57,692</b>
					<b>\$ 10,352</b>

\*\* Values are increased a conservative 1% annually.

# Parks and Lands Committee

*Brenda Ricksgers*

***Bernie Blackmore,***  
***Chairman***

*Gene Dawson*

## MINUTES

June 7, 2012

Members Present: Bernie Blackmore, Brenda Ricksgers, and Gene Dawson

Members Absent:

Staff Present: Joe Meyers, Linda Gallagher, Eileen Wallick, and Mike Meriwether

### **1. Meeting called to order at 9:00 a.m.**

### **2. Public Comment**

Joe Meyers handed out a memo from Debbie Hershey, Grass River Natural Area Director (attached).

### **3. Art Rapids**

Charlie Koop spoke on the draft agreement with Art Rapids (attached). Mr. Koop recommended approval of the agreement and indicated that he would like to make some minor changes.

**Motion by Gene Dawson, supported by Brenda Ricksgers, to recommend the Board of Commissioners approve the agreement with Art Rapids pending legal counsel's final review. Motion carried – unanimous.**

### **4. Parks Update**

Eileen Wallick gave an update and spoke on how she needed to get the hot water heater in the 2003 bathhouse fixed. Ms. Wallick also spoke on the well issue at the 1969 bathhouse. She indicated that she received a quote for \$420 in parts and \$1,400 in labor.

 **Motion by Gene Dawson, supported by Brenda Ricksgers, to recommend the Finance Committee approve up to \$1,820 to replace the well in the 1969 bathhouse. Motion carried – unanimous.**

Ms. Wallick spoke on the Elk Rapids Day Park capital outlay.

Ms. Wallick also spoke on the Willow Day Park.

Linda Gallagher and Ms. Wallick spoke on the Petoskey Stone Festival.

### **5. Forestry/Parks and Recreation Update**

Mike Meriwether informed the Committee of events/issues happening on the forest lands (attached).

Mr. Meriwether indicated that people were dumping garbage on the Simpson Road property.

**Motion by Gene Dawson, supported by Brenda Ricksgers, to close the access points to the Simpson Road property because of misuse and spend up to \$1,500 out of the Forestry Fund to purchase and install gates. Motion carried – unanimous.**

Discussion ensued over the Glacial Hills property and the parking lot.

**Motion by Gene Dawson, supported by Brenda Ricksgers, to bid out a parking lot for the Glacial Hills Pathway and Natural Area. Bid specs to be created in the Administration Office. Motion carried – unanimous.**

Mr. Meriwether spoke on the timber cut for the Meadow Brook Medical Care Facility's water storage tanks.

Mr. Meriwether also spoke on the Alba Road and M-66 timber cut (attached).

**Motion by Brenda Ricksgers, supported by Gene Dawson, to recommend the Board of Commissioners bid out the Alba Road and M-66 timber cut. Motion carried - unanimous.**

Mr. Meriwether spoke on the role of the Parks and Recreation Advisory Board. The Committee asked the Administration and Planning Office to look into the history of the Advisory Board.

Discussion ensued over the potential Glacial Hills Pathway and Natural Area easement.

The Committee reviewed the foreclosed property map and saw nothing that the County should be interested in.

Discussion ensued over the shooting range issue at Glacial Hills Pathway and Natural Area.

#### **6. July Meeting Date**

Mr. Meyers informed the Committee that the next meeting is scheduled for July 5<sup>th</sup>, the day after the 4<sup>th</sup> of July holiday, and asked if it could be rescheduled. The Committee rescheduled the meeting for Friday June 29, 2012.

The Committee also decided to tour the Glacial Hills Pathway and Natural Area to look at the shooting range after their June 29, 2012 meeting.

The meeting was adjourned at 11:00 a.m.

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**June 6, 2012**

**Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher  
Members absent: None.  
Others present: Pete Garwood

**1. Meeting called to order at 8:30 a.m.**

**2. Public Comment:**

None

**3. Maintenance Update**

Consumers Energy Transformer

The new transformer for the County Building will be installed soon. The County will be responsible for running the wires from just outside the building into the building. The County will also be responsible to patch the trench that will be created by running wire from the new transformer location to the building through the parking lot.

Mr. Vitale requested we use Arndt Electric to do the wiring to, and in, the County Building.

Furnaces at the Commission on Aging (COA) are being installed today.

The air conditioning condensing coil fins have been cleaned on all units in the County facilities.

The Committee reviewed the cost per hour of the Maintenance crew.

Nifty Thrifty

Mr. Vitale informed the Committee the awning over the front door of the Nifty Thrifty is in need of replacement. Mr. Garwood indicated the mortar joints between the block on the building appears to be falling out. The members of the Committee will visit and evaluate the building between now and the next meeting. The issue will be on next month's agenda.

Mr. Vitale informed the Committee that the ash tree in front of the Courthouse needs to come down as it has been infected with the emerald ash bore. Mr. Vitale will assess if he and his crew can do the work and if not will get quotes to take it down.

Grove Street Annex Restroom Fans

The Committee reviewed two quotes to replace the restroom fans in both the men's and the women's restroom. Mr. Vitale indicated he was waiting for one or two more quotes to come in.

**Motion by Mike Crawford, supported by Ed Boettcher, to approve the replacement of the restroom fans in both the men's and the women's restroom at a cost not to exceed \$500. Motion carried – unanimous.**

#### Sidewalk Quotes

The Committee reviewed three quotes to replace parts of the sidewalks around the County grounds.



**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Finance Committee find the funding and the Board of Commissioners approve hiring David Robb to replace the substandard parts of the sidewalks around the County grounds along with the driveway approach to the jail garage at a cost of \$6,150 plus the cost of permits. Motion carried – unanimous.**

#### 4. Video Arraignment/Polycom System

Bill Hefferan, Probate Court Administrator and Mike Swayze, from the State Court Administrative Office, joined the meeting. Mr. Swayze apologized for the lack of communication regarding the project. He indicated that he usually visits each county before the projects get started, but when he visited Grand Traverse he was told that they would take care of communicating with Antrim County.

Mr. Swayze gave examples of how the equipment will save money for the County. The State purchased the equipment at a cost of \$35,000 and will give it to the County. The County will be responsible to maintain the equipment. He indicated it will not take any or much more band width than if you were to watch a YouTube video. Arraignments can be done while the defendant remains in jail. Arraignments can also be done for defendants that happened to be housed in a jail across the State without having to send officers to pick up the individual (and possibly have to transport him back). Mr. Swayze stressed that the system will save the County money.

Because the County will own the equipment a decision will have to be made as to whether or not to have a maintenance agreement on the equipment (about \$1,500 per year per each courtroom). It is covered under warranty for the first year.

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve acceptance of the video arraignment equipment from the State and authorize installation of the equipment. Motion carried – unanimous.**

#### 5. Antrim County Transportation (ACT) Sign Request

Al Meacham, ACT Director, informed the Committee that he was approached by a local business to place one of their signs advertising their location on County property at the ACT location. It was the consensus of the Committee that allowing private business signs on County property would not be a good precedent. No action was taken.



FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernie Blackmore

Karen Bargy

**Monday, July 09, 2012**

Present: Jerroll Drenth, Bernie Blackmore, Karen Bargy

Absent: None

Also present: Laurie Stanek, Laura Sexton, Peter Garwood, Debra Haydell

The meeting convened at 9:00 a.m. in Room 211 of the County Building.

**1. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the claims and accounts totaling \$ 294,612.88 be approved and paid. All voted yes.

Equalization Director Bob Englebrecht presented a request for purchase of a new printer which is budgeted for 2012 at \$1,200.

It was moved by Blackmore, seconded by Drenth the Equalization Director's request for purchase of a printer from Staples for \$799.99 as budgeted for 2012 be approved.

Bob Englebrecht was congratulated on his receiving a Level 4 designation. He indicated that reimbursement for tuition, mileage, etc. is included in his 2012 budget.

Prosecuting Attorney Charles Koop cited a court case which was started with Erin House as attorney. He can pay Ms. House with funds in the Victims Rights Fund.

Administrator Peter Garwood presented the bids for repair of various stretches of sidewalk on the Court Square.

**2. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the bid for sidewalk repair on the Court Square from Robb Construction for \$6,385 be accepted, expense to be paid from Fund #470, Capital Projects Fund. All voted yes.

**3. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the emergency repair/replacement of the hot water heater at the Senior Center by Niepoth & Sons Plumbing & Heating for \$4,975.00 be approved, expense to be paid from Fund #470, Capital Projects Fund All voted yes.

**4. It was moved by Blackmore, seconded by Bargy,** it be recommended to the Board of Commissioners that the Grass River Natural Area entrance road be upgraded by the Road Commission at a cost not to exceed \$9,000 to be paid from Fund #470, Capital Projects Fund, with a possible reimbursement from GRNA grant funds. All voted yes.

Mr. Garwood presented an explanation from Ray Kendra of CWS Architects as to why his bill for estimating costs for repair and refurbishing of the Elk Rapids Hydro Building is higher than anticipated.

**5. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners \$3,500 be paid to CWS Architects and Ray Kendra be requested to provide additional information on the reasons for the additional fee of \$1,492. All voted yes.

Eileen Wallick presented a 2012 budget for Willow Day Park

**6. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners that a budget of \$2,000 be established for the Cost Center of Willow Day Park within the General Fund and the remaining expense of \$1,450 be paid from Fund #470, Capital Projects Fund. All voted yes.

John Strehl informed that hangar owners have requested that trees adjacent to the hangars be removed. He presented estimates for the work.

**7. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the estimate for tree cutting at the Airport from Ralph Hines for \$4,500 be accepted contingent upon verification of Workers Compensation insurance and notification to Mike Meriwether about the project. All voted yes.

Debra Haydell presented a Proposal from BS&A Software for Data Conversion of Fixed Assets for \$1,200 and On-site Training for \$800.

**8. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners that \$2,000 be added to the budget of Cost Center #212, Budget/Accounting Services in the General Fund for Data Conversion of Fixed Assets and On-site Training. All voted yes.

The meeting adjourned at 11:45 p.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernie Blackmore

Karen Bargy

**Monday, August 6, 2012**

Present: Jerroll Drenth, Bernie Blackmore, Karen Bargy

Absent: None

Also present: Laurie Stanek, Laura Sexton, Peter Garwood, Deb Haydell

The meeting came to order at 9:00 a.m. in Room 211 of the County Building.

**1. It was moved by Blackmore, seconded by Bargy it** be recommended to the Board of Commissioners the claims and accounts totaling \$233,352.19 be approved and paid. All voted yes.

Equalization Director Robert Englebrecht presented the Equalization Department 2013 budget request. He indicated a correction on the part time wages – increase to \$19,076.

It was moved by Blackmore, seconded by Bargy the Equalization Department 2013 budget request be recommended to the Finance Committee as corrected. All voted yes.

Equalization Department 2013 request for Capital Outlay: computer and monitor for \$2,000 as recommended by the I.T. Department

It was moved by Blackmore, seconded by Bargy the Equalization Department 2013 budget request for Capital Outlay be recommended to the Finance Committee as presented. All voted yes.

Robert Englebrecht – GIS Operations 2013 budget request.

It was moved by Blackmore, seconded by Bargy the GIS Operations Fund 2013 budget request be recommended to the Finance Committee as presented. All voted yes.

County Treasurer Sherry Comben presented the County Treasurer 2013 budget request – no Capital Outlay

It was moved by Blackmore, seconded by Bargy the County Treasurer 2013 budget request be recommended to the Finance Committee as presented. All voted yes.

Sherry Comben – Fund #255 budget request

It was moved by Bargy, seconded by Blackmore the Fund #255 2013 budget request be recommended to the Finance Committee as presented. All voted yes.

Register of Deeds Patty Niepoth presented the Register of Deeds 2013 budget request.

It was moved by Blackmore, seconded by Bargy the Register of Deeds 2013 budget request be recommended to the Finance Committee as presented. Yes – Blackmore, Bargy, No - Drenth.

Patty Niepoth – Microfilm and Plat Board 2013 budget requests

It was moved by Blackmore, seconded by Bargy the Microfilm and Plat Board 2013 budget requests be recommended to the Finance Committee as presented. All voted yes.

Patty Niepoth – Fund #256, Register of Deeds Automation Fund

Ms. Niepoth was requested to bring the Register of Deeds Automation Fund budget request back to the September 10 meeting with all the detail included.

County Accountant Debra Haydell presented the County Accountant 2013 budget request.

It was moved by Blackmore, seconded by Bargy the County Accountant 2013 budget request be recommended to the Finance Committee as presented. All voted yes.

Ms. Haydell explained the revisions to the plan for billing township and villages for computer assessment and taxation services. All county expenses for implementation of these services have been compiled. There are two billing possibilities: by percentage of parcel count or by weight average. She was requested to get feedback from the townships at the next meeting.

It was moved by Blackmore, seconded by Bargy the decision on the manner of billing the townships for computer services be postponed until the townships meet with the Accountant and express their opinions on the subject. All voted yes.

County Clerk Laura Sexton presented the County Clerk 2013 budget request with Capital Outlay. Capital Outlay – 3 extra monitors for e-filing computers and replacement computer and printer for the Qualified Voter File computer.

It was moved by Blackmore, seconded by Bargy the County Clerk 2013 budget request be recommended to the Finance Committee as presented. All voted yes.

It was suggested the County Clerk confer extensively with Judge Power concerning the Capital Outlay purchase.

It was moved by Blackmore, seconded by Bargy the County Clerk Capital Outlay 2013 budget request be recommended to the Finance Committee as presented. All voted yes.

It was moved by Blackmore, seconded by Bargy the addition 2013 budget items presented by the County Administrator be recommended to the Finance Committee as presented. All voted yes.

There was discussion on the invoice explanation letter (ER Hydro project) from Ray Kendra of CWS Architects.

**2. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that the additional \$1,442 on the invoice from Architects CWS (Elk Rapids Hydro Project) be paid. All voted yes.

**3. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that \$2,800 (half of the total) be paid from the Glacial Hills Fund for lodging at Shanty Creek for members of the National Civilian Community Corps. who will be doing work on the trail system at the Glacial Hills Pathway and Natural Area. All voted yes.

**4. It was moved by Blackmore, seconded by Drenth** that on recommendation from the Human Services Committee it be recommended to the Board of Commissioners the hours of the part time person in the Veterans' Affairs office be reduced and Terry Fillmore be hired for \$13.00 per hour for 8 hours per week beginning August 13. 2 voted yes.

Peter Garwood presented a quote for \$1,030 for an air quality study at 911.

**5. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners that \$1,030 be spent on an Air Quality Study at 911. All voted yes.

Sheriff Dan Bean explained a Michigan Municipal Risk grant which would provide a metal detector for the Courthouse.

**6. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the Sheriff proceed with obtaining a grant from Michigan Municipal Risk for a metal detector for Courthouse security with an local match to come from the Grant Match Fund. All voted yes.

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

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Bargy

**Monday, September 10, 2012**

The meeting convened at 9:00 a.m. in Room 211 of the County Building.

Present: Bernie Blackmore, Karen Bargy

Absent: Jerroll Drenth

Also present: Laura Sexton, Laura Stanek, Peter Garwood, Debra Haydell

**1. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioner the claims and accounts totaling \$405,179.29 be approved and paid. All voted yes.

David Schultz – Meadowbrook MCF

Mr. Schultz informed that bids were being let for some of the furniture and fixture items that Meadowbrook would be paying for directly. The Bid notifications will be in this week’s paper. The bids are due on October 4 and the bid award will be October 16, 2012.

Patty Niepoth – Automation Fund 2013 budget request.

It was moved by Bargy, seconded by Blackmore the Automation Fund 2012 budget request be recommended to the Finance Committee as presented. All voted yes.

Ms. Niepoth also requested purchase of a scanner for microfilm.

It was moved by Bargy, seconded by Blackmore the scanner for microfilm for the Register of Deeds office be purchased from the Automation Fund in 2012. All voted yes.

Debra Haydell presented information on billing of townships for assessing and taxation computer materials.

Bid opening – 1998 Ford Expedition and 1988 Dodge Dakota

Ford Expedition –	Mike Haydell	\$600.00
	Gary Hanna	526.00
Dodge Dakota	No Bids	

**2. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the Ford Expedition be sold to the high bidder, Mike Haydell. All voted yes.

Bob Massey explained his request to convert to BS&A software for the Construction Code Enforcement Department.

**3. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the Construction Code Enforcement computer needs be converted to the BS&A program at a cost of \$19,990 for Applications, \$16,990 for Data Conversions, \$1,300 for Implementation and Project Management, and \$5,200 for Software Setup and Training, the total being \$43,480 with an additional amount of \$4,000 for service and support, and the money for purchase be transferred from the Tax Payment Funds.. All voted yes.

Sheriff Dan Bean presented an additional request for the 2013 budget: Jail Repeater (analog) at a cost of \$3,288.00 – vender Otec.

It was moved by Bargy, seconded by Blackmore the Jail repeater for \$3,288.00 be added to the Sheriff 2013 budget request. All voted yes.

It was moved by Bargy, seconded by Blackmore the 2012 budget request for a Records Management Server for the Sheriff Department be cancelled and added as a budget request for 2013. All voted yes.

**4. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the funds be released for a vacant road deputy position in the Sheriff Department. All voted yes.

**5. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that \$6,700 be expended from Fund #238 for rental of a machine and construction of a kiosk and a gate for the Glacial Hills Pathway and Natural Area. All voted yes.

The matter of purchasing the Coke machine at Barnes Park was tabled for more information.

**6. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that the County help financially with maintenance of White Birch Lane at a cost of \$765 but, for any future road maintenance, an agreement with the other involved parties be established. All voted yes.

Eileen Wallick requested that items be added to the 2013 Capital Outlay budget request for Barnes Park and Elk Rapids Park. (See attachment).

Laura Sexton requested that policies and standards be established for purchase of copiers. The matter will be recommended to the Administration Committee.

Finance Committee minutes for September 10, 2012

page three

Finance Committee 2013 budget consideration dates:

Monday, September 17      9 a.m.

Monday, October 1         9 a.m.

The meeting adjourned at 12:30 p.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Bargy

**Monday, October 8, 2012**

The meeting came to order at 9:00 a.m. in Room 211 of the Antrim County Building.

Present: Jerroll Drenth, Bernard Blackmore, Karen Bargy

Also present: Laurie Stanek, Laura Sexton, Peter Garwood, Deborah Haydell

**1. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the claims and accounts totaling \$218,092.90 be approved and paid. All voted yes.

David Schultz from Meadowbrook reported on progress of the construction project and the current financial position.

The Chairman carefully opened the bids for the abandoned houses (MSHDA Housing program). See attached. All bids have the required \$100 deposit.

**2. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners the bid of \$4,900 from Frank and Flora Malak for the house at 6846 Pineview Drive be accepted. All voted yes.

**3. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the bid of \$17,500 from Melvin Kitchen for the house on 215 E Hinman Street in Mancelona be accepted. All voted yes.

Bernie Blackmore excused himself from the discussion and voting as one of the bidders for the house at 109 Leonard Road is his brother.

**4. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the bid of \$3,676 from Ben Blackmore for the house at 109 Leonard Road be accepted. Yes – Bargy, Drenth; Abstain – Blackmore.

**5. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the Township Agreement for bill for computer services be approved for three (3) years. All voted yes.

The Housing appropriation for 2013 was tabled until a later meeting.

The Clerk verified the Capital Outlay for Parks for 2013.

**6. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners that the 2013 Budget Resolution (see attachment) be approved. All voted yes.

Deb Haydell requested tuition reimbursement as her probation period is ended and she earned an "A" in the classes.

**7. It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners that Deborah Haydell be reimbursed \$3,475 for tuition for accounting related classes. All voted yes.

There was clarification on the 2012 Capital Outlay request for Emergency Services as 1 laptop.

It was determined that if, in the final version of the 2013 proposed General Fund budget, the expenditures exceeds the revenue the difference would be entered in the budget as a Transfer In from Fund #257, Budget Stabilization Fund.

**8. It was moved by Bargy, seconded by Blackmore** it be recommended to the Board of Commissioners that BS&A convert selected accounts to general ledger numbers that coincide with required year-end reporting to the State of Michigan and that BS&A provide two days of training on the general ledger module related to constructing year-end reports all at a cost of \$3,200. All voted yes.

The meeting adjourned at 11:45 a.m.

# Finance Committee

*Bernie Blackmore*

*Jerroll Drenth, Chairman*

*Karen Bargy*

**November 5, 2012  
Minutes**

Members present: Jerroll Drenth, Bernie Blackmore, Karen Bargy  
Members absent: None.  
Others present: Pete Garwood, Laura Stanek, Deb Haydell

## **1. Meeting called to order at 9:05 a.m.**

### **2. Public Comment:**

None

### **3. Claims and Accounts**

The Committee reviewed all claims and accounts.

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve and pay the past month's claims and accounts totaling \$289,559.95.**

**Motion carried – unanimous.**

### **4. Barnes Park**

Eileen Wallick, Park Manager, joined the meeting with a proposal to purchase a Coke machine for the Barnes Park Campground. Previously, the County rented a Coke machine. The purchase of the vending machine requires the County to approve an agreement.

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve the purchase of the Coke vending machine for \$400 and the contract be approved for signature by the Board Chairwoman (attached).**

**Motion carried – unanimous.**

### **5. Capital Improvements**

Dave Vitale, Maintenance Supervisor, joined the meeting. The Committee reviewed a recommendation from the Building and Grounds Committee for capital projects for 2013. The Committee asked for the Building and Grounds Committee to prioritize and get current estimates for the projected costs.

### **6. Sheriff Department**

Jail Repeater

Sheriff Dan Bean and Undersheriff Dean Pratt joined the meeting. Sheriff Bean explained that the project to install the jail repeater may not be completed in the 2012 budget year. Therefore, he requested if it cannot be completed in 2012, the funds be budgeted for 2013, in an amount necessary to complete the project.

**Motion by Bernie Blackmore , supported by Karen Bargy, to recommend the Board of Commissioners approve that any funds budgeted for the Jail Repeater project not used in 2012 are moved to the 2013 budget, if needed. Motion carried – unanimous.**

Part-Time Marine Wage/Zero Tolerance Wage

The Zero Tolerance staff had been paid out of the Marine Patrol budget in 2012 by mistake. A journal entry has been made to correct the problem. However, Sheriff Bean had used the numbers in 2012 expenditures to forecast the 2013 budget. Sheriff Bean requested that \$8,000 be transferred from the Marine Patrol cost center to the Zero Tolerance cost center in the General Fund.

**Motion by Karen Bargy, supported by Bernie Blackmore, to amend the 2013 General Fund Budget by transferring \$8,000 for wages from Marine Patrol cost center to the Zero Tolerance cost center for wages. Motion carried – unanimous.**

Sheriff Bean informed the Committee the Zero Tolerance grant has been reduced from \$8,000 to \$6,350 for 2012 and for 2013 the grant will pay \$677. Sheriff Bean will come back with a proposal to address the funding shortage.

#### **7. District Court Indigent Defense**

Carol Stocking, District Court Administrator, joined the meeting. Ms. Stocking indicated the Indigent Defense Contract was bid out and the Court is recommending the contract go to Ross Hickman and Barry Cole at \$295 per case (communication attached).

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve the Indigent Defense Contract with Ross Hickman and Barry Cole at \$295 per case. Unanimous**

#### **8. Meadow Brook Medical Care Facility (MCF) Financials**

Dave Schulz, Finance Director, joined the meeting and distributed the Status of Cash, Depreciation and Restricted Funds Accounts as of September 30, 2012.

#### **9. National Joint Powers Alliance (NJPA) Agreement**

Deb Haydell, Accountant, informed the Committee that she was made aware of the NJPA which is a public agency that solicits purchasing contracts for every day office and other supplies on a national basis in order to obtain reduced prices. As a local unit of government, Antrim County can become a member and take advantage of their pricing.

Legal Counsel is currently reviewing the required agreement. The issue will be on the December agenda.

**10. BS&A Construction Code – Field Inspection Module**

Peter Garwood, Administrator, explained the field inspection module of the BS&A construction code software package was inadvertently left out of the BS&A construction code software approved for purchase at the last Board of Commissioners meeting.

**Motion by Karen Bargy, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the purchase of BS&A software for the field inspection module at a cost of \$3,100 and an annual service fee of \$1,000. Motion carried – unanimous.**

**11. Prosecuting Attorney**

Charlie Koop, Prosecuting Attorney, joined the meeting. Mr. Koop informed the Committee that charges have been filed against him in a case where an individual has been denied a gun permit by the Gun Board. Mr. Koop feels it is not proper for him to represent himself and is asking for permission to hire independent counsel.

**Motion by Karen Bargy, supported by Bernie Blackmore, to transfer \$5,000 from Contingencies to the Gun Board Fund for legal counsel. Motion carried – unanimous.**

**12. Other Funds – 2013 Budget**

Fund #217, Prosecuting Attorney Legal Fees

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners amend Fund #217 Prosecuting Attorney Legal Fund, by removing the legal fees of \$1,000 budgeted for 2013 (which will put the fund budget back in the black). Motion carried – unanimous.**

The Committee discussed a number of issues, requested some changes and had questions regarding the “other funds”. Answers to questions will be sought, and changes will be made prior to presenting the 2013 other funds for adoption by the full Board of Commissioners.

The meeting was adjourned at 12:55 p.m.

# Finance Committee

*Bernie Blackmore*

*Jerroll Drenth, Chairman*

*Karen Bargy*

**December 10, 2012  
Minutes**

Members present: Jerroll Drenth, Bernie Blackmore, Karen Bargy  
Members absent: None.  
Others present: Pete Garwood, Deb Haydell

**1. Meeting called to order at 9:00 a.m.**

**2. Public Comment:**

None

**3. Claims and Accounts**

**Motion by Karen Bargy, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the November claims and accounts in the amount of \$280,842.51.  
Motion carried – unanimous.**

**4. Meadow Brook Financial Status**

Dave Schulz, Finance Director for Meadow Brook Medical Care Facility (MCF) joined the meeting and presented a spreadsheet illustrating the financial position of the MCF.

**5. Meadowview Apartments**

A spreadsheet for the Meadowview Apartments was distributed by Deb Haydell, County Accountant. The spreadsheet showed that there will be a net loss of \$6,377 by the end of the year. Mr. Schulz and Ms. Haydell will meet and bring a proposal to the Board of Commissioners meeting on December 13, 2012.

**6. Current Homeland Security Grants, 2010, 2011, and 2012**

Ms. Haydell distributed a document addressing new policy from the State of Michigan for how the administration for the Homeland Security Grant will be handled in the future.

The only grant the new policy may not apply to is the 2010 Homeland Security Grant. The County has one project in the 2010 grant cycle, the Range 3000 (firearm simulator). For this project, the County may have to pay the invoice and submit it for reimbursement. More information to come.

## **7. National Joint Powers Alliance (NJPA) Membership Agreement**

Ms. Haydell presented an agreement with the NJPA for the County to become a “member”. Membership will give the County another avenue for the purchase of supplies and equipment at a discount. There is no membership fee. The agreement has been approved through the contract review process.

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve the Chairwoman signing the NJPA membership agreement.  
Motion carried – unanimous.**

## **8. Medical Legal Death Investigation Training Course**

Dr. Dewey Benson, Medical Examiner, presented a request for the County to pay for Ron Mortensen to go to Medicolegal Death Investigator training (\$1,905).

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve amending the 2013 Medical Examiners budget by \$2,000 (increase) and approve paying to send Ron Mortensen to Medicolegal Death Investigator training.  
Motion carried – unanimous.**

## **9. Commission on Aging (COA)**

Mike Neubecker, Director and Rick Teague, Chairman of the COA Committee, joined the meeting. Mr. Neubecker presented a request for a \$25,000 appropriation to the COA budget as a temporary loan until it can be returned to the County when the millage dollars come in after January 1, 2013.

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners provide an appropriation of \$25,000 out of contingencies as a temporary loan to the COA budget until it can be returned to the County when the millage dollars come in after January 1, 2013. The pay back is to be due by February 1, 2013. Motion carried – unanimous.**

## **10. Probate Court**

Bill Hefferan, Probate Court Administrator, joined the meeting and requested a line item transfer in Family Division/Circuit Court budget (request attached).

**Motion by Bernie Blackmore, supported by Karen Bargy, to approve a transfer of \$798.00 from line item 101-000-132-806.000 legal fees to 101-000-132-806.005 in the 2012 Family Division/Circuit Court budget. Motion carried – unanimous.**

**Motion by Karen Bargy, supported by Bernie Blackmore, to authorize the Clerk and the Chair to sign the Lawyer-Guardian Ad Litem Contract for Child Welfare Cases (attached).  
Motion carried – unanimous.**

The contract has been through the appropriate contract review process.

## **11. Law Library Contract**

Charlie Koop, Prosecuting Attorney, presented a proposal with a contract to purchase an on-line service for law books for the 2013 year at a cost of \$1,427.40 per month and an annual fee of \$3,775 for hard cover books (attached).

**Motion by Karen Bargy, supported by Bernie Blackmore, to recommend the Board of Commissioners approve a contract for the purchase of an on line service for law books for the 2013 year at a cost of \$1,427.40 per month and an annual fee of \$3,775 for hard cover books. Unanimous**

Mr. Koop indicated his printer/fax/copier is not working. Mr. Koop will get with Valerie Craft, IT Director for replacement.

## **12. Antrim County Safe Driver Program Policy Amendment**

Mr. Garwood informed the Committee the County-Owned Vehicle Policy (of which the Finance Committee is the oversight) refers to the Safe Driver Program Policy. The attached amendments includes a reference to the County-Owned Vehicle Policy in the Safe Driver Program Policy, so that when an employee is reviewing either of the policies they will know they may need to refer to the other to get the full picture.

The amended version also includes a change in reference from the Coordinator/Planner Office to the Administration Office.

**Motion by Karen Bargy, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the amendments to the Antrim County Safe Driver Program Policy. Motion carried – unanimous.**

## **13. Training – BS&A**

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve the BS&A training proposal (attached) for \$4,500 from the Tax Payment Fund. Motion carried – unanimous.**

## **14. Circuit Court Room Podium**

No action taken. The Committee asked that a different solution be considered; as there was concern that a podium on wheels could be moved from over top of the electrical outlet too easily, exposing a trip hazard.

## **15. Parks and Lands Committee Recommendation**

Eileen Wallick, Park Manager, joined the meeting and requested the Committee approve an expenditure of \$855 to advertise in My-North Vacation Guide (a supplement to Traverse the magazine) to be paid for out of the Barnes Park budget as recommended by the Parks and Lands Committee ( attached).

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve an expenditure of \$855 to advertise in My-North Vacation Guide to be paid for out of the Barnes Park budget as recommended by the Parks and Lands Committee. Motion carried – unanimous.**

#### **16. Outdoor Signs**

Mr. Garwood informed the Committee that Carl Beal from Pleasant Valley Signs has been working on repair and fabrication of the new outdoor signs for the County grounds. He is not sure he will be able to get the signs completed in the fiscal year 2012. Mr. Garwood requested the Board of Commissioners approve carrying over any balance in the budgeted amount of \$7,025.00 to the 2013 fiscal year.

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve carrying over any balance in the amount budgeted of \$7,025.00 for outdoor signs in the 2012 fiscal year budget to the 2013 fiscal year budget. Motion carried – unanimous.**

#### **17. Service Organization Contracts**

During the 2013 budget preparation, it was determined there should be an agreement with all non-county organizations to which the County provides an appropriation. The Committee directed the appropriation is not to be made until there is an agreement with each of the organizations. Mr. Garwood presented draft agreements with the following organizations utilizing the new template drafted by legal counsel (attached):

- Fair Board
- The Watershed Center
- Conservation Resources Alliance
- The Traverse Area District Library

**Motion by Bernie Blackmore, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the service organization contracts with the Fair Board, The Watershed Center, Conservation Resources Alliance, and The Traverse Area District Library. Motion carried – unanimous.**

#### **18. 2012 Budget Amendments**

The Committee reviewed the list of budget adjustments prepared by Laurie Sexton, County Clerk, and reformatted by Ms. Haydell utilizing the BS&A system.

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve the 2012 budget adjustments as presented. Motion carried – unanimous.**

## **19. 2013 General Fund Budget**

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve an amendment to the 2013 General Fund to include an annual service fee to BS&A of \$31,180 from the Budget Stabilization Fund #257.**

**Motion carried – unanimous.**

## **20. Other Funds - 2013**

The Committee reviewed document entitled: “2013 Budget Summary Report” which includes changes and clarifications proposed by the Finance Committee in the previous meeting (attached).

Snow Mobile Fund #279

Approve a transfer of \$29,285 from 2013 Grant Match Fund #161 to the 2013 Snowmobile Fund #279, via the 2013 General Fund.

Capital Projects Fund #470

The Committee reviewed the recommendation from the Building and Grounds Committee regarding future capital improvement recommendations.

Approve budgeting \$10,000 of the 2013 Capital Projects Fund for replacement of the four ton roof top HVAC Unit on the Jail (department #470-351).

The Committee recommended the Buildings and Grounds Committee consider including the remaining projects on their list in the Capital Improvements Plan (CIP) that a County CIP Committee will be appointed to work on in the coming year.

Airport Grant Match

The Committee indicated it was their intention to include in “Other Funds” an increase in the 2013 Airport Operating fund budget by a fund transfer from the Grant Match Fund #161 to the Airport Operating Fund #581 via the General Fund in the amount of \$1,250 for the County’s portion of the parking lot repaving project in 2013.

**Motion by Karen Bargy, supported by Bernie Blackmore, to recommend the Board of Commissioners approve the 2013 “Other Funds” with all changes noted above. Motion carried – unanimous.**

## **21. 2012 Budget Transfers**

The Committee reviewed a communication from Laurie Sexton, County Clerk – Chief Administrative Officer regarding a recommendation for a budget transfer in the Prosecuting Attorney’s General Fund budget to the Prosecuting Attorney Legal Fund, #217 (attached).

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve a transfer of \$1,191.55 from the Prosecuting Attorney Cost Center (witnesses line item) in the General Fund to the Prosecuting Attorney Legal Fees Fund #217.**

**Motion by Bernie Blackmore, supported by Karen Bargy, to amend the Finance Committee minutes from November 5, 2012 to reflect the following change:**

**12. Other Funds – 2013 Budget**

Fund #217, Prosecuting Attorney Legal Fees

**Motion by Bernie Blackmore, supported by Karen Bargy, to recommend the Board of Commissioners approve Fund #217 Prosecuting Attorney Legal Fund, by removing the legal fees of \$1,000 budgeted for 2013 (which will put the fund budget back in the black).  
Motion carried – unanimous.**

**Motion carried – unanimous.**

**22. Budget Administration**

The Committee discussed how the budget process will work in the future. Mr. Garwood and Ms. Haydell will put a draft process together and will have it ready by the end of March, 2013 for Committee review.

The meeting was adjourned at 1:45 p.m.