

Finance Committee

"Committee of the Whole"

Minutes January 5, 2015

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres, Christian Marcus, Bryan Smith & Bob Wilson
Members absent: None
Others: Deb Haydell, Janet Koch, Sherry Comben, Pete Garwood & Dave Reck. Sheryl Guy left at 10:35 a.m.; Jim Rossiter left at 10:30 a.m. and returned at 11:30 a.m.

1. The meeting was called to order at 10:10 a.m. by Laura Stanek.

2. Public Comment

None.

3. Claims and Accounts

Motion by Ed Boettcher, seconded by Christian Marcus to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$240,070.62.

Motion carried – unanimous.

4. Meadow Brook Medical Care Facility (MCF) Financial Update

David Schulz, Administrative Services Director of MCF, joined the meeting and provided the monthly report on the Status of Cash, Depreciation and Restricted Fund Accounts. He also provided MCF costs for the construction project. The date for all reports were November 30, 2014.

Mr. Schulz said he expected to have close to the final figures for the MCF construction project at the February meeting.

5. Administration Office Copier Lease Quotes

Pete Garwood, County Administrator, said the existing copier in the Administration Office, which is owned by the County, is becoming unreliable. Mr. Garwood said they'd asked for quotes and received two, which were detailed in the Finance Committee packets.

Laura Stanek asked what amount had been budgeted. Deb Haydell, County Accountant, said the cost would come from line item #172-941.000 Rent Equipment Lease. Mr. Garwood said the amount budgeted is approximately \$500 short, but indicated he would shift amounts from other line items to make up the difference.

Motion by Christian Marcus seconded by Bryan Smith to recommend the Board of Commissioners authorize the Chairman to sign a five-year lease agreement for a Xerox 7835 copier for the Administration Office. Motion carried – unanimous.

6. MDEQ Stream Gauging Agreement

Mr. Garwood said this is an annual cost and that the gauge helps keep an eye on the levels and flow rate of the Intermediate River. Data is transmitted from the gauge to the County's Operator of Dams. The gauge is not court ordered, but the level of the lake is court ordered.

Motion by Ed Boettcher, seconded by Christian Marcus, to recommend the Board of Commissioners approve the one (1) year agreement with the United States Geological Survey (USGS), the Department of Environmental Quality (DEQ) and County for a lake level gauge on the Upper Chain of Lakes (in Central Lake) at a cost of \$5,545.00 to be paid out of the 2015 budget from fund #220 Special Assessments – Dams, department 442, contractual services and the Chairman be authorized to sign agreement. Motion carried – unanimous.

7. Accountant's Financial Information

IRS 2015 New Mileage Rate

The new rate went up from \$0.56 per mile to \$0.575 per mile. Given that the price of gas had decreased substantially, the Committee chose not to make any changes to the mileage reimbursement.

2014 Year End Budget Amendments General Fund/Other Funds

Ms. Haydell said that for audit purposes, there can't be deficits in a cost center and that the proposed budget amendments will correct any deficits. Ms. Haydell said the General Fund's total increase was \$51,262.59 and the that total increase for Other Funds was \$881,000.63.

There was a discussion of the budget amendments for remonumentation line items 101000-278-741.000 and 101000-278-802.000. Karen Bary said she wouldn't like to approve budget amendments for 2014, especially regarding grants, without adjustments to the corresponding 2015 budgets.

There was a discussion regarding the budget amendment for line item 101000-601-849.000 Health-Substance Abuse when the appropriation for 2014 had been \$90,000. Ms. Stanek asked for a copy of the contract between the Northern Michigan Regional Entity and Antrim County before the Thursday, January 8 board meeting.

Motion by Bryan Smith, seconded by Mike Crawford to recommend that the Board of Commissioners allow the County Accountant to make the proposed budget amendments. Motion carried – unanimous.

8. Vehicle Bids

Janet Koch, Associate Planner, opened the vehicle bids for the 2005 GMC Savana and the 2006 Crown Victoria Interceptor.

Motion by Karen Bary, seconded by Robert Wilson, to recommend that the Board of Commissioners accept the high bids from Richard Powell of \$1,437.00 for the 2005 GMC Savana and \$661.00 for the 2006 Crown Victoria Interceptor. Motion carried – unanimous.

9. Recommendations From Other Committees

Ms. Stanek said there'd been a request to the Administration Committee for additional security at the courthouse. An additional part-time employee would be an additional annual cost of \$15,400.00 in wages; no benefits would be provided.

Jim Rossiter, County Prosecuting Attorney, said it was impossible to anticipate violence. He added that part time screening could be providing a false sense of security to staff.

Motion by Bryan Smith, seconded by Mike Crawford to recommend that the Board of Commissioners authorize the hiring of a part time officer for courthouse security at a cost not to exceed \$15,400.00 with an accompanying budget amendment to line item #101000-301-708.265 Wages P/T Courthouse Security. Motion carried – unanimous.

10. Various Matters as Appropriate

Ms. Stanek asked when the MCF owner requests for changes and change orders would be approved. An ad hoc committee for Buildings, Lands & Infrastructure will be appointed and meet before the next Board meeting. There was a discussion of the current committee structure. Ms. Bary asked that the Board consider meeting twice a month and eliminate the standing committees altogether.

Mr. Crawford recommended that, since the current committee structure had only been in place for two months, that no changes be made at this time.

Mr. Marcus asked for research into whether or not Antrim County has ever made a resolution regarding membership in ICLEI, the International Council for Local Environmental Initiatives. Mr. Rossiter said the courts have a membership in ICLE, the Institute of Continuing Legal Education.

Mr. Rossiter distributed documents to commissioners regarding a Freedom of Information Act request. He added that Bernie Blackmore, Gene Dawson, and Dave Howelman would also be receiving the request since their terms of office had coincided with the terms of the request. The newly installed commissioners did not receive the FOIA request.

The meeting was adjourned at 12:02 p.m.

Antrim County Project: 2005 GMC Savana Bid**Bid Opening: 1-5-15, Finance**

Bidding Company	Bid Amount						
Tom Sandeen	\$651.00						
Bay Ridge Motors, Inc	\$868.00						
James Swain	\$670.00						
Approved Motors	\$850.00						
Richard Powell	\$1,437.00						

Antrim County Project: 2006 Crown Victoria Interceptor Bid**Bid Opening: 1-5-15, Finance**

Bidding Company	Bid Amount						
Tom Sandeen	\$401.00						
Tom Strange	\$419.00						
Bay Ridge Motors	\$468.00						
Kevin Keiser	\$480.00						
James Swain	\$530.00						
Approved Motors	\$625.00						
Richard Powell	\$661.00						

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher - Alternate

Minutes February 9, 2015

Members: Laura Stanek, Ed Boettcher, Mike Crawford, Karen Bargy, Dave Heeres, Christian Marcus, Chuck Johnson, Bryan Smith, Bob Wilson

Members absent: None

Others: Sheryl Guy, Deb Haydell, Pete Garwood, Janet Koch, Dave Reck, Jim Gurr, Randy Bishop, Bill Bailey

1. The meeting was called to order at 9:05 a.m. by Laura Stanek.

2. Public Comment

Jim Gurr spoke in favor of the Economic Development Corporation's request to meet every month instead of once every quarter.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$369,068.36. Motion carried – unanimous.

4. Meadow Brook Medical Care Facility Financial Update – David Schulz

David Schulz, Meadow Brook's Administrative Services Director, reviewed the Status of Cash, Depreciation and Restricted Funds Accounts, which had been included in the Committee packets.

Mr. Schulz said he will keep the Commissioners updated on changes at the state level that pertain to Meadow Brook. Ms. Bargy asked if community members could get tours of the new facility; Mr. Schulz said people can call for an appointment or simply stop by.

5. Recommendations from Other Committees

Buildings, Lands & Infrastructure

Parks & Recreation Infrastructure Study

Pete Garwood, County Administrator, gave a brief summary of a proposal from Mark Stone, Operator of Dams, for a study of the Antrim County parks and recreation infrastructure.

Christian Marcus asked if Mr. Stone would bill the County for attending what will likely be numerous meetings. Mr. Garwood said that cost would be included in the \$7,500.00.

Karen Bargy asked about Mr. Stone's qualifications. Mr. Garwood noted that Mr. Stone had been active in the Antrim Creek Natural Area acquisition, had owned a local newspaper, and had saved the County hundreds of thousands of dollars by obtaining the FERC license in-house. Ms. Bargy asked if the Commissioners should be looking at the County as a whole instead of only the parks.

Ed Boettcher said the Parks and Recreation Advisory Board has been recommending a parks director for some time; that if the Commissioners continue to ignore an advisory board's

recommendations then perhaps the advisory board should be disbanded. Mr. Boettcher added that the cost to go out of house for a study such as this would be significantly higher.

Deb Haydell, County Accountant, said budget amendment should come from special projects and that since Mr. Stone is a County employee, Federal Insurance Contributions Act (FICA) costs would have to be added, and would be \$574.00.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend that the Board of Commissioners approve the cost of a study of the Antrim County parks & recreation infrastructure at \$7,500.00 plus \$574.00 for FICA costs, to be transferred from line item General Fund-Contingencies-Special Projects (Other), #101000-895-999, with a corresponding budget amendment to the dam operator's stipend, line item #101000-442-707.006.

Yes: Laura Stanek, Ed Boettcher, Mike Crawford, Karen Bargy, Christian Marcus, David Heeres, Bryan Smith, Chuck Johnson. No: Bob Wilson. Motion carried.

Courthouse VAV Box Controllers

Mr. Garwood described the situation regarding the VAV box controllers.

Motion by Ed Boettcher, seconded by Bryan Smith, to authorize an additional expenditure not to exceed \$1,619.00 (\$1,975.00 approved 1-8-15) to Havel to furnish and install two new Lon VAV box controllers and wall sensors in the 1905 Courthouse and install one owner-supplied VAV box controller to be paid from the 1905 General Fund budget, Building Maintenance 101000-264-932.000. Motion carried – unanimous.

EDC Request for Budget Amendment

Mr. Garwood told the Committee that the EDC currently meets quarterly, but they are requesting a budget amendment to meet monthly. He explained that the current amount in the line items for per diem and travel are not sufficient for twelve meetings a year. There are sufficient funds in contractual services, but moving those funds to per diem and travel requires a budget amendment.

The Committee reviewed a letter from Rick Diebold, a 22-year member of the EDC, and its former president (**see attached pgs. 1-2**), which specified why the EDC met quarterly.

Randy Bishop, Vice-President of the EDC, was recognized by the Chair and provided his thoughts on why the EDC should meet monthly.

Motion by Chuck Johnson, seconded by Christian Marcus, to support the EDC's request for a budget transfer of \$2,500.00 from the Contractual Services line item #101000-728-802.000 with \$1,700.00 to the Per Diem line item #101000-728-710.001 and \$800.00 to the Travel line item #101000-728-861.000.

Yes: Bryan Smith, Chuck Johnson, Christian Marcus, Mike Crawford, Ed Boettcher. No: Bob Wilson, Laura Stanek, Dave Heeres, Karen Bargy. Motion carried, 5 votes to 4 votes.

6. Accountant's Financial Information

January 2015 Revenue and Expenditure Report

Deb Haydell, County Accountant, reviewed the report presented to the Committee in their packets. She noted that, at this time, there is not a budget deficit for 2014. However, more adjustments and accruals will need to be made.

2015 2% Wage Increase Budget Amendments

At their December 11, 2014 meeting, the Board of Commissioners approved wage and salary increases for the General Bargaining Unit, the Probate Court Bargaining Unit, the non-union

employees, and part-time employees. Ms. Haydell recommended taking the 2% wage increases out of the special projects contingency account.

Motion by Karen Bargy, seconded by Ed Boettcher, to recommend that the Board of Commissioners approve an amendment to the 2015 General Fund budget by increasing the wage, salary and corresponding benefits line items in each departmental budget in the amount of \$63,282.31 from the contingencies cost center, special projects line item #101000-895-999. Motion carried – unanimous.

Motion by Karen Bargy, seconded by Christian Marcus, to recommend that the Board of Commissioners approve an amendment to the 2015 Other Funds budget by increasing the Construction Code Fund 249 by \$5,956.00, the Probate Grant Fund 286 by \$134.00, and the Airport Fund 581 by \$4,167.00, with a corresponding decrease to the fund balance in each of the funds. Motion carried – unanimous.

Commission on Aging (COA) 2015 Budget Amendment

Ms. Haydell noted an email from Judy Parliament, COA Director, regarding the 2014 approval of a new Meals on Wheels vehicle. The vehicle's purchase was approved on November 13, 2014, but when Ms. Parliament started to finalize the order on November 26, 2014, the purchase price had gone up by \$500.00.

Motion by Karen Bargy, seconded by Mike Crawford, to recommend that the Board of Commissioners authorize a budget amendment to transfer \$33,442.00 from line item #297000-000-641.010 Truck Fund Special Fundraiser to line item #297000-901-980.686 Capital Outlay for the purchase of a Meals on Wheels vehicle. Motion carried – unanimous.

New Special Revenue Fund for Tribal Grant

Ms. Haydell asked for permission to open a special revenue fund to manage the \$5,000.00 awarded by the Grand Traverse Band Tribal 2% Grant for the Special Olympics. Ms. Haydell added that a budget amendment would be necessary.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend that the Board of Commissioners allow the County Accountant to open a special revenue fund to accept the \$5,000.00 2% Grant from the Grand Traverse Band for the Special Olympics with the corresponding budget amendments, and that Antrim County will be the fiduciary for the grant. Motion carried – unanimous.

7. Various Matters as Appropriate

Committee – Department Reports

Mr. Garwood presented the memo regarding how departments should be reporting to their oversight committees (**see attached pg. 3**). Memo item #4 was discussed; Mr. Garwood suggested adding that if there are any questions regarding funding that the County Accountant should be consulted.

Regarding reports, Ms. Bargy noted that informational-type quarterly reports could be provided to the Health & Public Safety Committee from some departments.

Committee agreed that, in general, department heads need to appear in front of their oversight committees for an action item request. Mr. Boettcher said there may be exceptions; Mr. Garwood added if a department head cannot attend their oversight meeting, that he can often present a given action item to the oversight committee.

Ms. Stanek said that the County Administrator and the County Accountant should work together to make sure the budget is followed.

8. Closing Public Comment

Mr. Gurr thanked the Committee for their decision regarding the EDC.

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

January 28, 2015

TO The Antrim County Board of Commissioners
FROM: Rick Diebold, Chair of Antrim County EDC 1998 - 2014

This letter is written to thank the Antrim County Board of Commissioners for affording me the opportunity to serve as a member of the county's Economic Development Corporation (EDC) for the past 22 years.

I joined the EDC originally in 1993 replacing former Commissioner Jerrol Drenth. Over the three separate decades I served on the EDC the demographics, economics, and the fiber of communities across Antrim Co. have evolved. As my term of service draws to a close please allow me to briefly summarize some observations I've developed.

2015 Antrim County is a very different place than it was in the late 1990s. For example, from 2000-2010 our county's total population increased by roughly 500 residents, however during that time span, our working-age population decreased by more than 1,200 and we also have 650 fewer children living in the county. In the same time period our retired-age population has increased by more than 1,900. This significant demographic change has a wide ranging and far reaching impact on economics, governance, housing, agriculture, education, recreation, religion, and all facets of life for families and businesses within our county.

Unfortunately, in the late 2000's, our country, state and region suffered a severe economic downturn and Antrim County jobs in the manufacturing and construction sectors sharply declined during this time. The exodus of working age residents is attributable to this decline. Construction jobs are recently making a strong comeback; however, with our county's major shift in age demographics many of these skilled jobs remain unfilled.

In spite of this historic demographic shift the US Bureau of Labor Statistics reports that during this time Antrim county **added** more than 250 new jobs in the administrative services, real estate, and rental fields, more than 150 new jobs in the health care field, more than 140 new jobs in the professional & technical services field, more than 65 new jobs in the agriculture, forestry, transportation & warehousing field, and more than 50 new jobs in the entertainment & recreation field. These 650+ new jobs are impressive and we should be proud of them.

The successes in growing these new jobs are thanks in large part to the foresight of our County Commissioners who have long understood their role in economic development is not to micromanage but instead to set the course. The county's appointed EDC board has also understood their role is not to do the hands-on work of development but rather to be available to serve as the "tools" for economic development. This recognition of appropriate roles led to the County Commissioners and EDC Board deliberately collaborating and pooling resources with neighboring counties to regionally partner in economic and community development efforts through the Northern Lakes Economic Alliance (NLEA). The results of this venture prove there is strength in numbers and benefit to leveraging with our partners in the realm of regional economic development.

With this collaborative, multi-county approach the employment rate in Antrim County has rebounded and in 2014 we enjoyed a strong, long-term high of nearly 93% employment (equal to the state average). Employment in the county today, however, looks very different than in the old industrial/factory model of the 1960's or '70's. In fact, currently in Antrim Co. more than 92% of employers run businesses employing fewer than 10 employees. While this large number of smaller "mom & pop" employers is different than it was 20 years ago it is now the norm across northern Michigan (Emmet Co. 91%, Charlevoix Co. 91%, Cheboygan Co. 92%). An often overlooked benefit to smaller employers is that should one decline there is not the catastrophic effect of a major factory closing. Recall the community shockwaves when Dura Corp. in Mancelona, Texas Instruments in Central Lake, Moreweld Steel in Ellsworth, and others have closed over the years.

Some long for the "good old days" of the factory model and lack knowledge of this commendable trend of job creation we've achieved in spite of drastic shifts in working age demographics, and incorrectly contend that economic growth in Antrim County is at a standstill or that it can be sparked by more hands-on involvement from county leaders. In other words an uniformed belief that taking development matters into our own hands can somehow land large plants and lucrative jobs with fancy benefit packages. The facts simply do not support this.

The Michigan Legislature created the Economic Development Corporation statute so EDCs like ours in Antrim County could serve as the "toolbox" to be used for economic development. It was not the legislature's intent for EDCs to be hands on developers themselves. In other words EDCs by legislative intent and design were created to act as the "tools" but not the "builders" of regional development. EDCs expressed powers (their "tools in the toolbox") under statute are to make loans, borrow money, issue bonds, enter leases, buy and sell property, etc.

Over the years some have sought appointment to county EDCs or Planning Commissions because they wanted to be hands-on "builders" of economic development. By and large these appointees are long on enthusiasm but fall short on any expertise in regional economic development. While appreciated, the good intentions of a butcher, a baker or a candlestick maker do not help with economic development. The stakes are too high and in fact, tinkering and meddling often hampers professionally coordinated efforts with high likelihood of success.

For many years the expertise for economic development in our region and in Antrim County has come from the Northern Lakes Economic Alliance (NLEA). The NLEA has a corps of highly trained and professional experts with the training, skills, experience, professional network, resources, and staff "horsepower" to do economic development in a coordinated, planned and professional way. The NLEA is overseen by a board of local directors with business savvy who are appointed by you, our County Board of Commissioners. The NLEA annually provides numerous trainings, support, and assistance for entrepreneurs and business developers as well as for current enterprises across Antrim County. The NLEA provides services to all of our Antrim county municipalities, businesses, investors, developers, and agencies in areas such as business counseling, grant writing, accessing private and public funders, loans, engineering, planning, project oversight, legal support, community development, leadership, and much more.

Many are not aware compared to our neighboring counties the Antrim County EDC is far more active. In fact, Charlevoix Co. and Otsego Co. do not currently, nor have they ever had county EDCs. Emmet County's EDC exists on paper only and does not regularly meet; they are simply on "standby" in case the legal tools outlined in statute are required for a project. Cheboygan once had an EDC, but have disbanded it, favoring instead the collaborative approach provided by the NLEA as its sole approach, as Charlevoix and Emmet counties do also.

Several years ago the Antrim County Commissioners and the Antrim EDC jointly decided it was in the county's best interest to scale back the EDCs schedule of meetings from monthly to just quarterly meetings. This was done to save the county 75% of that line item in the county budget knowing those funds would better serve the taxpayers by deferring them toward the county's commitment to it's regional partners through the NLEA; with benefit of many years of hindsight this was absolutely the correct decision. Since that time the NLEA has notably strengthened and grown and the Antrim County Commissioners may find it worthwhile now to consider the approach Emmet County has followed; that is, leaving the EDC intact on paper, but rather than hold regular meetings instead be on stand-by in case one of the tools specified in Michigan statute is needed. If this approach were followed it might be beneficial for the Commissioners to appoint small ad-hoc committees from within the EDC and elsewhere to address specific topics. For example: high speed internet, infrastructure, master plan, etc.

Occasionally a well intentioned, but uninformed recommendation pops-up to do just the opposite; the idea being to reduce involvement with the professionals in NLEA and instead put untrained EDC appointees in the role of micro-managing economic development. **This is a bad idea** and one that the EDC and County Commissioners have soundly and correctly rejected during all my years of service. The model we employ now with the County Board of Commissioners serving as "architect", the EDC serving as "toolbox" and the NLEA as the "builder" works ideally for us and the proof is in the trend of growing good jobs and solid even if smaller employers. I strongly encourage you to keep proper roles in mind and in place as you serve the citizens of Antrim County.

Thank you again for the opportunity to serve and many thanks to you for your service.

Respectfully,



Richard Diebold,
Ellsworth, MI



Memorandum Administration Office

January 21, 2015

TO: All Committees

FR: Peter Garwood
County Administrator

RE: New Committee and Department Head Process

We are entering the third round of Committee meetings prior to the Board of Commissioners regular monthly meeting. I think it has gone well. However, we continue to work on refining the process so that the Committees and ultimately the Board gets the best information possible prior to the actual meeting.

Below is #4 and #5 from a memorandum I sent to department heads both elected and appointed and others (dated October 24, 2014) as a way to provide guidance for what is expected in the way of preparation for any of the committees. I am seeking consensus on the directives in #4 and #5. If you all agree on what you would like to see in a submittal from those that are on each of the committee agendas, it will help to streamline the process. I have also included in *italics* additions to #4 that came from follow up discussions after the memorandum was distributed.

4. With any agenda item requiring committee action, submit a written summary to include an explanation of the agenda item and the desired action you would like taken from the committee. *If the request involves funding, the department head must indicate they have the funds and in which budget.* In addition, ALL handouts you intend to bring to committee must be submitted at this time, NOT the day of the meeting. Your written summary and handouts are to be submitted electronically to the Administration Office at verellank@antrimcounty.org and copy to schradert@antrimcounty.org.
5. If the agenda item does not require committee action, it is not necessary to submit a written report. However, it may be helpful to the committee if this information is included with the agenda packet.

Once we receive all the needed information (and there are no overt concerns with the issue), the Administration Office will draft a recommended motion for the issue.

If a department head does not have an action item, they do not have to appear at the committee meeting unless requested to do so.

Hopefully, this will result in a system in which you know what to expect regardless of which committee each of you sit on. I welcome your thoughts and concerns as we strive to make a better process for you as Commissioners, as well as the department heads and the administration staff.

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes March 9, 2015

Members: Laura Stanek, Karen Bargy, Mike Crawford, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson
Members absent: Ed Boettcher
Others: Pete Garwood, Sheryl Guy, Sherry Comben, Deb Haydell, Janet Koch, Leslie Meyers, Judy Parliament, Mike Allison, Bill Bailey, Randy Bishop, Donna Gundle-Krieg, Jim Gurr and others.

1. The meeting was called to order at 9:00 a.m. by Laura Stanek.

2. Public Comment

Donna Gundle-Krieg, Realtor, spoke about "Mancelona Matters," a grass roots movement and supported the appointment of Bill Bailey to the Economic Development Corporation (EDC).

Mike Allison also spoke in support of the appointment of Mr. Bailey. Jim Gurr spoke in favor of bringing industry to Antrim County. Randy Bishop, Vice-President of the EDC, also spoke in favor of Mr. Bailey's appointment to the EDC.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Laura Stanek, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$346,036.57.

Motion carried – unanimous.

4. Meadow Brook Medical Care Facility Financial Update

David Schulz, Meadow Brook's Administrative Services Director, reviewed the Status of Cash, Depreciation and Restricted Funds Accounts, which had been included in the Committee packets.

Karen Bargy asked about the heating system. Mr. Schulz said now that the construction project is complete, he is no longer aware of the daily progress of this issue. Pete Garwood, County Administrator, said that the issue is still being worked on by Christman, Hooker/DeJong, Johnson Controls, and other contractors. Bob Wilson expressed his dissatisfaction that the heating issue still isn't resolved.

Christian Marcus asked that documentation regarding the heating issue be presented to the Buildings, Lands & Infrastructure (BLI) Committee.

5. Commission on Aging (COA)

Copier Lease Quotes

Judy Parliament, COA Director, said she now had three quotes for new copiers. Ms. Bargy asked if a new copier had been budgeted for 2015; Ms. Parliament said it had not been. She said a 60 month lease would be \$290 per month; this would be a 36% savings as the new leased machine would replace the COA's current fax machine, printer, and copier.

Ms. Bargy said she would not support a motion that would give approval for a contract not reviewed and approved by civil counsel. Mr. Wilson said current procedures were tying the

department head's hands. The Committee discussed the current legal review and purchasing policies. Ms. Bargy said that sending a contract to civil counsel after approval loses the point of submitting it to civil counsel.

Motion by Bob Wilson, seconded by Christian Marcus, to authorize the Commission on Aging (COA) Advisory Board to approve the new copier/printer proposal presented to them by the COA Director at their March meeting and to recommend the Board of Commissioners authorize the Board Chairman to sign a lease agreement with the company approved by the COA Advisory Board upon review and approval of the lease agreement by Civil Counsel, with the lease expense to be paid from COA Fund #297 Business Operations. Yes votes - Laura Stanek, Mike Crawford, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson. No vote - Karen Bargy. Motion carried.

6. Referred from Health & Public Safety Committee

MIPPA – ADRC Agreement (Medicare Improvement for Patients and Providers Act – Aging and Disability Resource Center Agreement)

Motion by Karen Bargy, seconded by Bob Wilson, to recommend the Board of Commissioners authorize the acceptance of the fiscal year 2015 MIPPA ADRC – Beneficiary Outreach and Assistance Services Sub-Contract Agreement between Area Agency on Aging of Northwest Michigan and Antrim County COA. Motion carried – unanimous.

CDGB (Housing) Grant Agreement

Ms. Bargy said the grant agreement had been approved by Civil Counsel.

Motion by Karen Bargy, seconded by Christian Marcus, to recommend the Board of Commissioners authorize the Board Chairman to sign the Community Development Block Grant Agreement with the Michigan State Housing Development Authority for Grant #MSC-2014-0333-HO. Motion carried – unanimous.

HMEP Grant Agreement

Ms. Bargy said the biggest change in the grant was an increase in the amount awarded. Also, the grant match was slightly increased.

Motion by Karen Bargy, seconded by Christian Marcus, to recommend the Board of Commissioners authorize the Board Chairman to sign the 2014-2015 Hazardous Materials Emergency Preparedness (HMEP) Planning Program Grant Agreement upon review by Civil Council. Motion carried – unanimous.

7. Recommendations From Other Committees

Airport Snow Blower

Mr. Garwood said that the Road Commission's mechanic had looked at the snow blower and estimated that a total cost of parts would be \$5,717.30. Burt Thompson, Engineer-Manager of the Road Commission, said they would offer \$1,000.00 for the snow blower as is.

Motion by Christian Marcus, seconded by Karen Bargy, directed John Strehl, Airport Manager, to offer first rights of refusal for the snow blower to the Road Commission, then

to place the snow blower on the open market, in accordance with current equipment and furniture disposal policy, with all proceeds to be returned to the Airport enterprise fund. Motion carried – unanimous.

Forestry Property Donation

Ms. Bary asked if there had been any progress on getting an easement. Mr. Johnson said Mr. Meriwether had not mentioned that at the previous BLI meeting.

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend the Board of Commissioners authorize a budget amendment and expenditure from the Forestry Fund #230 not to exceed \$1,250.00 to Grobbel Environmental & Planning Associates for the purpose of a Phase 1 Environmental Site Assessment on the 20 acre parcel with tax ID 05-02-034-010-00. Yes votes - Laura Stanek, Mike Crawford, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson. No vote - Karen Bary. Motion carried.

County Building Generator Electrical Work

Mr. Garwood said this electrical work would connect the County Building's servers to the generator to ensure an uninterrupted power supply. The purchase of a new generator was discussed.

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend the Board of Commissioners approve the low quote from Advantage Electric to connect the computer network server room UPS to the County Building generator at a cost of \$5,900.00 with a warranty of one year and that budget amendments and transfers be approved from Capital Projects Fund #470 to the General Fund, Building and Grounds Capital Outlay #101000-901-980.265 in the amount of \$5,900.00. Yes votes - Laura Stanek, Mike Crawford, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith. No votes - Karen Bary, Bob Wilson. Motion carried.

8. Accountant's Financial Information

February 2015 Revenue and Expenditure Report

Deb Haydell, County Accountant, presented the report that had been included in the Committee packets. Ms. Bary asked if the full insurance amount for the Buildings and Grounds expenditure for VAV box replacement due to a lightning strike had been reimbursed. Ms. Haydell said it had been recorded in General Fund revenues.

9. Various Matters As Appropriate

Civil Counsel

Jim Rossiter, Prosecuting Attorney and Civil Counsel, distributed letters that contained his resignation as Civil Counsel.

The Chair called for a break in the meeting at 10:25 a.m. Mr. Crawford left the meeting at this time. The meeting was reconvened at 10:35 a.m.

MAWSA Contract

Ms. Bary presented a document regarding a reconsideration of the proposed contract between the County and MAWSA that was approved by the Board of Commissioners on February 12, 2015.

Policy Discussion

Ms. Bargy asked about a policy regarding the approval of contracts. Mr. Garwood said there is an existing Authority to Sign Contracts policy. He added that civil counsel has asked Mr. Garwood to review contracts before being sent to their office. Mr. Garwood said that isn't what the policy states and that adding his review on top of the counsel's review would add even more time to the length of time that takes a contract to get reviewed. Mr. Garwood said there is a checklist for department heads to follow when submitting contracts for review.

Ms. Stanek said the issue should be addressed at the full Board meeting on Thursday. She also thought that a Policy Review Committee should be established with Karen Bargy as its Chair.

Emergency Operations Center (EOC) Training

Mr. Garwood noted the upcoming EOC training and that a certificate of completion would be issued if desired.

Property Assessed Clean Energy (PACE) Program

Ms. Bargy asked if the PACE Program was something the Housing Department should be addressing. Mr. Garwood said it was for commercial properties, that it's a type of loan for energy savings. The County would act as fiduciary for a PACE program.

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

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes

April 6, 2015

Members: Laura Stanek, Karen Bargy, Mike Crawford, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson

Members absent: Ed Boettcher

Others: Pete Garwood, Deb Haydell, Janet Koch, Sue Reck, Sheryl Guy, Sherry Comben, Sheriff Dan Bean, Linda Gallagher, John Strehl, Polly Cairns

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

2. Public Comment

Pete Garwood, County Administrator, introduced Polly Cairns, the assessor who had recently been hired to complete the County's equalization reports. Ms. Bargy asked Ms. Cairns to provide some recommendations regarding the structure of the Equalization Department.

3. Claims and Accounts

Motion by Chuck Johnson, seconded by Karen Bargy, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$258,735.21.

Motion carried – unanimous.

4. Meadow Brook Medical Care Facility Financial Update

David Schulz, Meadow Brook's Administrative Services Director, reviewed the Status of Cash, Depreciation and Restricted Funds Accounts, which had been included in the Committee packets.

5. Civil Counsel Stipend

Mr. Garwood said there was a remaining budgeted amount of \$17,389.15 in the civil counsel stipend. He added that the line item for Board of Commissioners' legal fees began the year with \$30,000.00 budgeted.

Sherry Comben, County Treasurer, said her tax foreclosure matters could almost certainly wait until the new civil counsel was hired by the County. Ms. Bargy asked if the Prosecutor's office had provided a list of ongoing projects; Mr. Garwood said the Administration Office tracked almost all of the projects and that the Prosecutor's office had provided a few more that he hadn't been made aware of.

Ms. Stanek asked if the legal fees account could contain a line item for civil counsel. Deb Haydell, County Accountant, said that could be done and we can also look at tracking exactly which departments are using the services. Ms. Bargy asked if any leftover work from Mr. Rossiter could be billed to that fund.

Motion by Christian Marcus, seconded by Bob Wilson, to recommend the Board of Commissioners approve a budget amendment transfer of the remaining funds (\$17,389.15)

in the Prosecuting Attorney's civil counsel fees (101000-267-706.000) to the Board of Commissioners – Civil Counsel Fees (101000-101-806.101) Motion carried – unanimous.

6. Recycling Funding

Janet Koch, Associate Planner, gave a presentation on funding options for the recycling program. The Committee and Mr. Garwood discussed the options. It was agreed that Ms. Koch will create a one-page summary of the options and provide it to the Commissioners, who will present it to their townships. Ms. Cairn pointed out that the millage option would produce revenues that would increase with the Consumer Price Index, while a flat surcharge would not increase without a change in the township agreements.

It was agreed that the possibility of establishing a facility in Antrim County for processing recycled materials should be explored. Mr. Wilson asked for information on existing solid waste agreements between Antrim County and other counties in the area.

7. Referred from Health & Public Safety Committee

Laker Aviation, LLC Airport Land Lease

Ms. Bargy, Chair of the Health Public Safety Committee, updated the Committee on the Airport lease.

Motion by Karen Bargy, seconded by Bob Wilson, that the Board of Commissioners authorize the Chairman to sign the Antrim County Airport land lease agreement between the County of Antrim and Laker Aviation, LLC for the term of twenty (20) years commencing April 9, 2015 and expiring on December 31, 2035.

Motion carried – unanimous.

8. Recommendations from other Committees

Bellaire Dam Budget Amendments

Motion by Bryan Smith, seconded by Chuck Johnson, to recommend the Board of Commissioners approve payment of the \$3,660.00 invoice from Arndt Electric Service for the completion of repairs at the Bellaire Dam that were approved by the Board of Commissioners on September 11, 2014 and that a corresponding budget amendment be approved from the Dam Reserve Fund #142. Motion carried – unanimous.

DEQ Invoice Budget Amendment

Ms. Bargy asked about the increase in the budget. Mr. Garwood said Mark Stone, Operator of Dams, prepares that budget.

Motion by Chuck Johnson, supported by Mike Crawford, to recommend the Board of Commissioners approve a 2015 budget amendment increase of \$3,045.00 for Fund #220 Contractual Services for a total budget balance of \$5,545.00 (220000-442-802.00).

Motion carried – unanimous.

Remonumentation Grant Agreement

Mr. Garwood said this was an annual grant agreement. He added the grant award amount was unknown when the 2015 budget was submitted last year, therefore the budget was based on the previous year's numbers. The following budget amendments are based on the actual grant award.

Motion by Karen Bargy, seconded by Chuck Johnson to recommend the Board of Commissioners approve the 2015 Remonumentation Grant Contract with the State of Michigan, that the Grant Administrator Peter Garwood be authorized to sign the

agreement, which now includes the submission of latitude and longitude, and that the following 2015 budget amendments be approved:

- **101000-000-575.000:** Revenue be decreased by \$3,604 changing from \$50,133.00 to \$46,529.00
- **101000-278-725.000:** Training be decreased by \$600 changing from \$600.00 to \$0.00
- **101000-278-741.000:** Operating Supplies be increased by \$129 changing from \$2,000.00 to \$2,129.00
- **101000-278-802.000:** Contractual Services be increased by \$7,000 changing from \$37,400.00 to \$44,400.00

Motion carried – unanimous.

Energy Savings Fund

Mr. Garwood told the Committee that a grant previously by the Board of Commissioners a few years ago requires that 50% of all energy savings from the complete project be allocated to a special fund. Ms. Bargy asked if there were any projects currently being considered for fund; Mr. Garwood said there had been projects completed in 2014 that had depleted the fund substantially and that the fund was now rebuilding.

Motion by Chuck Johnson, seconded by Karen Bargy, to recommend the Board of Commissioners approve the transfer of \$1,074.89 from the 2015 General Fund Dept. #967, to the Energy Savings Fund #242 Revenue and to approve a budget amendment for the General Fund Dept. #967 expenditure. Motion carried – unanimous.

9. Accountant's Financial Information

March 2015 Revenue and Expenditure Report

Ms. Haydell said that by the May meeting she should be able to provide up-to-date 2014 year-end financials. She added that she would like to work through a Federal program, Experience Works, to hire the part time employee the Board has already approved. This will require a contract which will go through the new civil counsel.

10. Equalization Contract Budget Amendment

Ms. Haydell said that previously, when the County had contracted for outside Equalization services, the Board of Commissioners had moved funds inside the equalization department's budget, from the line item for department head salary to contractual services.

Motion by Mike Crawford, seconded by Christian Marcus to recommend that the Board of Commissioners transfer \$20,000.00 for the payment of services to Polly Cairns, W.A.S., LLC, from the Equalization Dept. - Salary Dept. Head (101000-257-702.000) to Equalization Dept. - Contractual Services (101000-257-802.000).

Motion carried – unanimous.

11. Closed Session

Motion by Mike Crawford, seconded by Bryan Smith to go into closed session for the consideration of an April 1, 2015, privileged and confidential attorney-client communication

which is material exempt from disclosure under the Freedom of Information Act. Pete Garwood and Janet Koch were asked to attend the closed session.

Motion carried – unanimous.

The Committee went into closed session at 10:55 a.m.

The Committee returned from closed session at 11:15 a.m.

12. Various Matters

Ms. Bargy said the tracking of equipment had been discussed at the last Health & Public Safety Committee meeting. Ms. Haydell said equipment purchases are noted in the accounting system as capital outlay. She added that she tracks inventory and that the inventory will be used in the system's fixed asset module. The policy for fixed assets that is being developed will include an inventory by department heads. Ms. Bargy asked if a department inventory will be done on an annual basis; Ms. Haydell said that is still under discussion.

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

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes

May 11, 2015

Members: Laura Stanek, Karen Bargy, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson

Members absent: Mike Crawford

Others: Pete Garwood, Deb Haydell, Janet Koch, Sheryl Guy

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

2. Public Comment

None.

3. Claims and Accounts

Motion by Chuck Johnson, seconded by Karen Bargy, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$303,972.93.

Motion carried – unanimous.

4. PACE Presentation

Kyle Peczynski, of Levin Energy Partners, spoke to the Committee about the Property Assessed Clean Energy financing program, known as PACE. Through this financing mechanism, money is loaned to owners of commercial and industrial buildings for the purpose of comprehensive energy upgrades from a financial institution. The subsequent loan repayments are routed through the property tax bill as special assessments. These special assessments run with the land.

The financing program was established in Michigan in 2010 through Public Act 270. The County would host the PACE district, but if a third party administrator is chosen, would pay nothing to initiate the program or for ongoing program administration. If Levin Energy Partners is selected as the third party administrator and facilitator for PACE projects, they would take a 2% fee on each completed project. Their policy is an open market model; they don't recommend one contractor over another.

Mr. Peczynski said approximately 12 counties and 5 cities currently participate in the PACE program. He added that a property owner in Bellaire is interested in PACE financing.

The first step to starting the program would be the approval of a resolution of intent by the Board of Commissioners. A public hearing would be required, followed by a vote by the Board of Commissioners.

5. Meadow Brook Financial Update

David Schulz, Meadow Brook's Administrative Services Director, reviewed the Status of Cash, Depreciation and Restricted Funds Accounts, which had been included in the Committee packets. Mr. Schulz noted that the transfer of \$703,312.50 from fund 512 was for the bond payment.

Mr. Schulz was asked about the heating issue, which is not completely resolved. The final pay application has not been presented.

6. Mancelona Area Water and Sewer Authority (MAWSA) Resolution

Pete Garwood, County Administrator, told the Committee that the resolution was for review only at the Committee meeting; that the resolution would be up for approval at the upcoming Board of Commissioner's meeting. Mr. Garwood said he and Deb Haydell, County Accountant, had a recommendation regarding the source of funding the \$250,000.00 contribution to MAWSA. The recommendation was to transfer the monies from the General Fund, Contingencies-Special Project to the General Fund, Appropriations.

Ms. Bargy said the contract had not gone through the proper committee procedure. The Committee discussed whether or not the contract should go to a committee for review. Mr. Wilson asked if the current MAWSA contract had been approved by civil counsel. Mr. Garwood said that it had.

Motion by Ed Boettcher, seconded by Bryan Smith, contingent upon approval by the Board of Commissioners of the Agreement for Water Facility Construction and Operation with MAWSA, it is recommended the Board pay the two hundred fifty thousand dollars (\$250,000.00) through a transfer of funds from the General Fund, Contingencies-Special. Yes votes – Johnson, Smith, Marcus, Heeres, Boettcher; No votes – Stanek, Wilson, Bargy Motion carried.

7. Sheriff Department Capital Outlay Fund Request

Undersheriff Dean Pratt asked the Committee to approve the budgeted purchase of two vehicles through MiDeal.

Motion by Christian Marcus, seconded by Chuck Johnson, to recommend that the Board of Commissioners approve the release of \$58,807.00 from Capital Outlay-Sheriff, GL#101000-901-980.301 for the purchase of two Dodge Chargers, one pursuit patrol vehicle and one detective vehicle. Motion carried – unanimous.

8. Capital Improvement Plan Funding

Mr. Garwood asked for an informal discussion regarding funding for capital improvements projects. He said one possible source was using the delinquent tax fund, which generates \$250,000 to \$300,000 per year. Using that amount of monies on an annual basis could be used without touching the balance.

Ms. Stanek said the amount of monies put into capital projects should be determined at budget time. Ms. Stanek asked for suggestions regarding the budgeting process. 2015 will be the first year that the Finance Committee, as a Committee of the Whole, will work through the budget.

9. Recommendations from Other Committees

Forestry Fund Request

At the Building, Lands & Infrastructure Committee meeting, Mike Meriwether, County Forester, had requested that the Committee approve the release of \$500.00 from the Forestry Fund to plant trees in the Cedar River Natural Area.

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend that the Board of Commissioners approve the \$500.00 purchase of trees for the Cedar River Natural Area, to be paid from the Forestry Fund #230 and that the corresponding budget amendment be made.

Motion carried – unanimous.

10. Accountant's Financial Information

April 2015 Revenue and Expenditure Report

The County Accountant presented the report and asked for questions.

Detention Support Services Fund Request

Motion by Karen Bargy, seconded by Christian Marcus, to recommend that the Board of Commissioners authorize the Detention Support Service fund amendment of an increase in revenue of \$4,131.00 to GL#101000-134-802.000.

Motion carried – unanimous.

Register of Deeds Year-End Adjustment

Ms. Haydell said the adjustment would not change the Register of Deeds budget or fund balances. The adjustment is required to correct postings to the appropriate accounts due to personnel changes in the department.

Motion by Karen Bargy, seconded by Bob Wilson, to recommend that the Board of Commissioners authorize the County Accountant to make the necessary adjustments to the Register of Deeds budgets by transferring \$29,953.78 from Other Wages GL#101000-268-705.000 to Wages, Deputy #2, GL#101000-268-704.000.

Motion carried – unanimous.

11. Various Matters

Budgeting

Mr. Boettcher spoke in favor of a three-year budget for the County. Ms. Bargy mentioned performance-based budgeting.

Department of Human Services Lease

In response to a question from Ms. Bargy, Mr. Garwood said that the State of Michigan Office of Management and Budget had indicated that they didn't think eliminating the custodial services would make much difference to the lease. The issue is still being worked on.

Peninsula Fiber Network (PFN)

Mr. Garwood told the Committee that PFN was not able to attend either the Finance Committee meeting or the upcoming Board meeting. A date will be scheduled for next month.

iPads

Mr. Garwood distributed a short survey to the Commissioners regarding their use of iPads, asking that they return the survey at the upcoming Board meeting.

Closed Session Minutes

Mr. Garwood distributed copies of the closed session minutes from the Finance Committee meeting of April 6, 2015 for the Committee's approval.

Motion by Ed Boettcher, seconded by Christian Marcus, to go into closed session to further discuss the privileged and confidential attorney-client opinion letter from the County's Civil Counsel discussed in the Closed Session on April 6, 2015, which addressed a potential conflict of interest for a County Commissioner regarding votes on the TCE plume issue, specifically regarding the contract between the County and MAWSA. Pete Garwood and Janet Koch were asked to attend the closed session. Motion carried – unanimous.

The Committee went into closed session at 10:25 a.m.

The Committee returned from closed session at 10:45 a.m.

Motion by Bryan Smith, seconded by Christian Marcus, to approve the closed session minutes of April 6, 2015 as presented. Motion carried – unanimous.

The Committee indicated that Civil Counsel should be consulted regarding the issue of confidential attorney-client communications.

The meeting was adjourned at 10:50 a.m.

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes June 8, 2015

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres,
Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson

Members absent: None

Others: Pete Garwood, Deb Haydell, Janet Koch, Sherry Comben, Sheryl Guy,
Sheriff Dan Bean

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

2. Public Comment

None.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$282,146.27.

Motion carried – unanimous.

4. Equalization

Pete Garwood, County Administrator, presented the formal copy of the 2015 Tax Rate Request to the Committee. He noted that all millages are at their maximum.

Motion by Ed Boettcher, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the 2015 Tax Rate Request (Form L-4029) setting the following millages: County Operating at 5.4000 mills, Commission on Aging at 0.4000 mill, Meadow Brook Medical Care Facility Operating and Renovations at 1.0000 mill, E-911 Operating at 0.5000 mill. Motion carried – unanimous.

5. Meadow Brook Financial Update

David Schulz, Meadow Brook's Administrative Services Director, was not able to appear at the meeting. The Status of Cash, Depreciation and Restricted Funds Accounts had been included in the Committee agenda packets.

6. Recycling Update

Ms. Stanek asked the other Commissioners if they'd heard back from the townships they represent regarding the various recycling funding options. Mike Crawford said his townships would prefer a surcharge over a millage. Ms. Stanek said her townships were of mixed opinions but overall they would prefer a surcharge rather than a millage. Karen Bargy said Milton Township would like to see the program continue to be funded through the County's general fund. She added that Milton Township would be against a millage.

Bob Wilson noted the existing Solid Waste Reciprocal Agreements and asked if the County was obligated to provide a recycling program.

Christian Marcus asked if establishing an Antrim County Materials Recycling Facility (MRF) was even a possibility. Ms. Stanek said that existing facilities had been built with grants or are private. Mr. Garwood said without steady revenue from tipping fees – which would require township approvals – that establishing a MRF would be difficult. Mike Crawford asked about the possibility of using Brownfield monies as a funding option. Mr. Garwood said he would look into that.

Janet Koch, Associate Planner, told the Committee that she'd attended one day of a three-day recycling conference in Kalamazoo. At the conference she'd talked to consultants who might be able to provide some answers regarding the County's questions.

Ms. Koch said she'll bring an answer from the State regarding the reciprocal agreements and estimates from consultants to the next meeting.

Ms. Stanek asked that the topic of recycling appear on the Committee's next agenda.

7. Budget Process

Deb Haydell, County Accountant, distributed a revised version of the draft budget administration process, which proposed a three member sub-committee of the Finance Committee to prepare the 2016 budget.

Ms. Bargo didn't think the oversight committees needed to be involved; that the budget could be worked through with the nine-member Finance Committee, a Committee of the Whole.

Ms. Haydell said the County's books won't be closed until July 1; that the department heads won't be able to start their budgeting process until that time, and that they need time to put their budgets together.

Mr. Garwood asked about department head presentations with regard to the budgeting process; Mr. Marcus said it should be done in oversight committees, and that their oversight chairs should present to the Finance Committee.

Chuck Johnson said being a part of the budgeting process would be very educational for the new commissioners. Mr. Crawford said he would like to try working through the budget with the full Finance Committee, but that the meeting would have to be run very tightly.

The Committee took a short break at 9:55 a.m.

8. Peninsula Fiber Network Presentation / Resolution

Tom Sumbler from Peninsula Fiber Network (PFN) gave a presentation regarding the deployment of a NextGen 911 Network. PFN is a telecommunications network services provider in northern Michigan, the Upper Peninsula, and northern Wisconsin.

Mr. Sumbler said the County's existing 911 system is considered a "legacy 911 call environment." The County's need for a new 911 system, known as Next Generation 911, or NextGen 911, is growing more critical since more residents are dropping their land lines in favor of mobile phones. The Legacy 911 system was set up for land lines. NextGen 911 provides a better method for locating the origin of a 911 call from a mobile phone.

Mr. Sumbler emphasized the PFN's NextGen 911 call handling system is redundant and built to the Federal Communications Commission requirements that a 911 network must be "redundant, resilient and reliable." Texting to 911 would be part of the NextGen 911 system.

PFN operates the physical fiber network, which is managed by PFN and its board. The application of the network, however, is managed by the County. A company by the name of INdigital would provide the system's software.

Mr. Sumbler expected that by the end of 2015, most of Michigan's counties north of Big Rapids will be in the PFN network. Overflow calls could easily be routed to other counties in the PFN network if agreements are signed. He added that it is PFN's goal to build their own fiber to provide service to the County, but that this will not be a cost to the County; it will be paid with funds from the state's technical pool. The County's costs will include necessary equipment upgrades. Mr. Sumbler said he has obtained half to two-thirds the cost of building fiber to the County; that when he has the remainder of that cost covered, that the build-out will occur. Mr. Garwood asked how Frontier Communications is different from what PFN can offer the County. Mr. Sumbler said Frontier isn't currently offering true NextGen service.

Mr. Sumbler said that to move ahead the County needs to adopt the proposed resolution and to sign a letter of agency which will allow PFN to make reroutes. The reroutes will take a number of months.

Ms. Bargy asked about the ultimate costs involved. She noted her concerns with unexpected costs even if the set-up costs are provided by the state's technical fund. Ms. Bargy also asked about the existing maintenance agreement with Frontier. Sergeant Steve Bratschi said it was valid through the end of 2015. Mike Gank, Lead Dispatch Supervisor, said the County would have to buy new Customer Premise Equipment, which is equipment owned by the County. Sergeant Bratschi said that was budgeted for 2015. Mr. Gank indicated the current equipment is no longer supported. Parts are increasingly hard to obtain.

Mr. Garwood asked if the \$16,000 annual cost mentioned in the agenda packet memo would be a replacement cost or an additional cost. Mr. Gank said it would be additional, but might be reduced with a collaborative effort between counties.

Ms. Koch asked if the proposed Smart911 project by Rave Mobile Safety would be compatible with the proposed new system. Mr. Gank said would be compatible with INdigital's system. Ms. Koch also asked if a mass community notification system was part of the NextGen system. Mr. Sumbler said it was not, but that it could be added.

Motion by Christian Marcus to postpone the motion until Thursday's board meeting. There was no second to the motion; the motion died for lack of support.

Ms. Bargy and Mr. Marcus said they would like to see PFN guarantee that fiber comes into Bellaire. Mr. Gank said fiber isn't necessary for the NextGen system. Ms. Bargy asked if fiber is more reliable; Mr. Gank said it can be, depending on the setup. Mr. Boettcher said that the NextGen system will use fiber throughout; it's just that they would have to use fiber from another vendor until their fiber is built out.

Mr. Garwood asked the IT Director, Valerie Craft, for her opinion. She said if PFN brings fiber in, it'll be for ESInet use only. She added that the County's contract with fiber from Charter Communications for internet access will provide the backup connectivity (the redundancy) to the system.

Motion by Ed Boettcher, seconded by Christian Marcus, to recommend the Board of Commissioners approve the attached resolution that would make Peninsula Fiber Network (PFN) the County's primary 911 service supplier. Motion carried – unanimous.

9. Goodwill Agreement

Ms. Bargy asked if the \$8000 was a budget item. Ms. Haydell said it was.

Motion by Bryan Smith, seconded by Chuck Johnson, to recommend the Board of Commissioners authorize the Board Chairman to sign the 2015 Agreement with Goodwill Industries of Northern Michigan, Inc. as the fiduciary for the Antrim County Community Collaborative (United Way of Northwest Michigan, Host Agency). Motion carried – unanimous.

10. Recommendations from Other Committees

Health & Public Safety Committee

Sheriff Department Capital Outlay Purchase

Motion by Christian Marcus, seconded by Karen Bargy, to recommend the Board of Commissioners approve the capital outlay purchase of \$40,000.00 for the purchase of a new animal control truck. Motion carried – unanimous.

Marine Boats Discussion

Sheriff Bean said the marine patrol has 6 boats, but that his oversight committee has asked him to stay at 5 boats. He said the cost to repair the 22' Zodiac 2001 float boat is \$9,560 to replace tubes. The estimated cost to repair the motor is \$18,017.00; a new motor from Captain's Choice would be \$13,336.02. Total cost to repair the boat with a new motor is \$22,896.02.

Sheriff Bean said his oversight committee had asked him to locate some funding for the repairs. He said the jet boat is not ideal for use by the marine patrol and is willing to sell it; the sale of the jet boat would help offset the Kodiak's repair costs. Sheriff Bean said trade-in value for the jet boat was \$5,990; retail value was \$7,990.

Sheriff Bean said there is no money in the marine patrol budget for the repairs; it is not a budgeted cost. He'd asked during the 2015 budget process, but it was denied at the committee level.

Sheriff Bean said that regardless of past obligations from state agencies, from a public safety perspective, that the marine patrol needs to be in place.

Bryan Smith said that through property taxes and tourism, the lakes are critical to the County's economy.

Mr. Garwood and Ms. Haydell said there was approximately \$9,000 unspent from two different capital outlay projects, the purchase of the police vehicles and the animal control vehicle.

Motion by Bryan Smith, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the repairs for the Zodiac boat, with the remaining necessary funds after the sale of the jet boat to be transferred from Capital Outlay-Sheriff #101000-901-980.301 and Capital Outlay-Animal Control #101000-901-980.430 after the purchase amounts of the police and animal control vehicles are finalized, and if there are still insufficient funds, then the remaining funding will come from Contingencies #101000-895-

999,000; also, that the funds received for the sale of the jet boat will be accounted for in Sale of Fixed Asset #101000-000-673,000. Motion carried – unanimous.

Buildings, Lands & Infrastructure Committee

Barnes Park Hand Pump

Motion by Chuck Johnson, seconded by Bryan Smith, to approve up to \$500.00 for the installation of a drain and additional cement work around the hand pump, to be paid from 101000-756-802,000 and to approve the purchase of two cabinets at a cost not to exceed \$500, payment from Operating Supplies, #10100-756-741,000. Motion carried – unanimous.

Grass River Natural Area (GRNA) Boardwalk

Ms. Haydell said fund #223, the GRNA Operations fund, states that fund is to be used for utilities and other projects; fund had \$45,000 at end of May 2015. If the Board approved the proposal, Ms. Haydell would like to create a line item for grounds maintenance.

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend the Board of Commissioners approve the expenditure of \$3,230.00 for demolition of 0.17 miles of boardwalk at the GRNA, and that an appropriate budget amendment from Fund #223 be initiated. Motion carried – unanimous.

Jail Shower

Motion by Chuck Johnson, seconded by Bryan Smith, to release the funds for an emergency repair by Temperature Control at the jail shower for up to \$3,300.00 from General Fund-Jail-Building Maintenance, #101000-351-932,000. Motion carried – unanimous.

11. Accountant's Financial Information

Ms. Haydell, in follow up to questions about the Airport's expenditure report that were raised in the most recent Health & Public Safety Committee meeting.

She said the \$6400 grant match figure was a result of a completed journal entry for a 2014 capital outlay. Regarding fringe benefits, she said that a budget amendment would not be required as the expenditure of budget used was 33.70% based on a May fiscal year completed of 49.59%.

Budget Amendment

Ms. Haydell said the County had received a reimbursement in 2014 from the Michigan Municipal Risk Management Authority to pay for the replacement of 82 VAV boxes, which control the air flow into each office of the County Building. The VAV boxes had been damaged in a lightning strike. The reimbursement from MMRMA was accounted for in the General Fund-101 in October 2014 and the VAV box replacement project was paid for in 2015.

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioners approve a motion for a budget amendment for the General Fund-101, Maintenance Dept-265, Account-932 for the Havel Bros invoice paid in 2-17-2015. Motion carried – unanimous.

Treasurer's Office Personnel

Ms. Haydell said there are adequate funds in the County Treasurer's budget to cover the costs of having an overlap in a Deputy II position between a new employee and the employee who will be retiring in July.

Motion by Mike Crawford, seconded by Dave Heeres, to recommend that the Board of Commissioners authorize the County Accountant to, if needed, transfer the necessary monies within the County Treasurer's budget line items to pay for the extra costs of the employee overlap, but also, if required, to authorize the County Accountant to transfer up to \$4,800.00 from Foreclosed Property Expenditures #516201-967-999.101 to the necessary wages and benefits line items. Yes – Laura Stanek, Mike Crawford, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson; No – Karen Bargy. Motion carried.

12. Closed Session Minutes

Mr. Garwood distributed copies of the closed session minutes from the Finance Committee meeting of May 11, 2015 for the Committee's approval.

Motion Ed Boettcher, seconded by Mike Crawford, to approve the closed session minutes of May 11, 2015 as presented. Motion carried – unanimous.

13. Various Matters as Appropriate

Sheryl Guy, County Clerk, spoke to the Committee about an issue of holiday pay for a part-time employee. Mr. Garwood informed the Committee of the pertinent contract language to the Committee. He added that his job description states that he administers the bargaining unit contracts.

Motion by Ed Boettcher, seconded by Bryan Smith, to support the County Administrator's decision regarding the interpretation of the contract.

Yes notes – Karen Bargy, Mike Crawford, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith; No votes – Laura Stanek, Bob Wilson.

Motion carried.

14. Public Comment

None.

The meeting was adjourned at 12:02 p.m.

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes July 6, 2015

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres,
Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson
Members absent: None
Others: Deb Haydell, Janet Koch, Sheryl Guy, Sherry Comben

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

2. Public Comment

Randy Bishop commented on the Administration Committee's recommendation to move a part time employee to a full time employee. He said Antrim County was the only county in Michigan that still has an Abstract Department. He asked the Commissioners to do their due diligence with the Administration Committee's recommendation.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$199,414.34.

Motion carried – unanimous.

4. Meadow Brook Financial Update

David Schulz, Meadow Brook's Administrative Services Director, had supplied information in the agenda packets but did not appear at the meeting.

5. Recommendations from Other Committees

Administration & County Services Committee

Mr. Boettcher said that Theresa Kent, Antrim County Abstractor, had requested that a permanent part time Clerk/Typist in the Clerk's Office be made a full time employee with benefits, with the employee's time being shared between the Clerk's Office and the Abstract Department. Mr. Boettcher said there was currently no method of determining where the extra hours of that employee should be applied.

Mr. Marcus asked if this was the position that had begun as temporary part time, then moved to permanent part time. Sheryl Guy, County Clerk, said that it was. She added that the Clerk's Office was currently down half an employee from 2012.

Deb Haydell, County Accountant, was asked for the changes in wages and benefits. Ms. Haydell said she hadn't received the request for that information until late Friday and hadn't had time to assemble the information. Theresa Kent, Abstractor, distributed financial information regarding wages and benefits for the remainder of 2015.

Ms. Stanek asked Ms. Haydell provide the 2016 wages and benefits information regarding the position change for the Thursday Board of Commissioner's meeting.

Ms. Stanek said that when the economy had a downturn, that many departments had reduced employees and had operated for years at an understaffed level. Now that the economy has improved, department heads and elected officials were making requests to return to the earlier staffing levels.

Mr. Marcus asked about any potential problems with union obligations. Ms. Guy said the Clerk's Office and the Abstract Department were both in the General Bargaining Unit. Ms. Stanek asked that Janet Koch, Associate Planner, contact the County's labor counsel regarding any potential union issues regarding a new full time employee working in more than one department.

Motion by Bob Wilson, seconded by Karen Bargy, to move the part time Clerk/Typist position in the Clerk's Office to full time with benefits.

There was a request by Christian Marcus to table the above motion.

The Committee discussed the future of the Abstract Department.

Ms. Bargy said the Board is sending mixed messages to department heads by not considering employment increases during budget time, yet adding employees at different times throughout the year.

6. Accountant's Financial Information

General Fund Budget Status Report

Deb Haydell, County Accountant, distributed a sheet of financial information from standing committees; she said there will be a budget amendment required at the Board of Commissioner's meeting on Thursday.

Experience Works Update

Ms. Haydell said she is currently reviewing resumes to hire a part time employee through the Experience Works program. When hired, the new employee will not be a County employee; payment will be made through the Federal grant. The grant documents state that the employee will be part time at 25 hours per week. Ms. Haydell said since her original request to the Board of Commissioner's had been for permission to hire a part time employee for 10 hours per week, the new employee might be available for 15 hours per week in another department.

Budget 2016 Information Discussion

Ms. Haydell said the 2016 budget discussions will begin at the August Finance Committee meeting with the General Fund. She indicated that it is likely to be a long meeting.

She said department heads have been notified that if they want to see their oversight committee, they've been asked to contact the Administration Department. The oversight committees will not be discussing line items; they will be informational only. Ms. Bargy questioned why the department heads were going to their oversight committees at all for budget discussions. Ms. Haydell said the department heads will be discussing their detailed budget concerns with her so that Ms. Haydell can present the individual department budgets to the Finance Committee.

Mr. Boettcher asked about using a multi-year budget process. Ms. Haydell said she thought a three-year budget was a good idea and would make many things simpler. Due to union contracts,

many items will not change or could be anticipated. With a three-year budget, Ms. Haydell felt the Committee would be focusing on changes to the budget. She said budget amendments would still be done on an annual basis.

Ms. Bargy said it was a concern for her that temporary employees had been hired but had stayed on permanently without Board approval. Mr. Boettcher said a three-year budget would address that issue.

Mr. Boettcher said the County budget needs to be more accurate. Ms. Bargy suggested performance-based budgeting. Mr. Boettcher said it had benefits, but that it would be costly. Ms. Haydell said a performance-based budget would take more time to assemble. Ms. Bargy said a performance-based budget would show how individuals spend their time and whether or not changes should be made. Mr. Marcus said tracking employee time in the different departments was micro-managing; that they needed to rely on the department heads to report to the Commissioners regarding their department's needs.

Ms. Haydell commended the department heads for their cooperation with the budgeting process.

7. American Loop Services Presentation

The meeting moved to Room 211 for the American Loop Services presentation at 10:35 a.m. Ms. Haydell remained in the Commissioner's Room during the presentation to provide information on the Finance Committee meeting's location to anyone who wished to attend that portion of the meeting.

Scott Peyton, American Loop Services, had set up a temporary induction loop system for demonstration purposes in Room 211. Mr. Peyton had provided a personal listening device that allowed the Committee to hear the sound of a voice spoken into a microphone and amplified through the loop and into the listening device.

Mr. Peyton said people who wear hearing aids with a programmable T-Coil can use the system without any additional equipment by switching the hearing aid to the T-Coil position. He added that it is possible to have a hearing aid with a T-Coil and not know it; he advised anyone with a hearing aid who had a question about T-Coils to talk to their audiologist.

The need for a public address (PA) system was discussed. Mr. Peyton said a PA system would provide more flexibility. The problem of microphones and rustling paper was also discussed. Mr. Peyton said individual microphones can be turned off when they're not being used. He added that new habits would need to be learned to use microphones properly.

The Committee meeting returned to the Commissioner's room at 10:55 a.m.

Ms. Bargy asked Mr. Peyton for a quote regarding the hearing loop set up as discussed during the meeting. Mr. Peyton said he could provide the numbers by noon on Tuesday. He said if the project was approved at the July 9 Board of Commissioner's meeting, the hearing loop could be installed the week of July 20.

Ms. Bargy asked about guarantees that the system will work as expected. Mr. Peyton said he would work on the system until the Commissioners were happy with the result. Ms. Bargy asked for reference letters. Mr. Peyton said he could provide names of past clients. He added that his LinkedIn page has a list of all his clients.

Mr. Wilson said the County courtrooms could also be in need of a similar system.

Motion by Dave Heeres, seconded by Christian Marcus, to obtain a hard quote for the hearing loop from American Loop Services that will enable a decision at the Thursday Board of Commissioners meeting. Motion carried – unanimous.

8. Recycling Program Update

At the previous Finance Committee meeting, Ms. Koch had been asked to find out if the County was obligated to provide a recycling system. In addition, she had been asked to obtain estimates from consultants regarding options for the County's recycling program. Pete Garwood, County Administrator, had said he would look into the possibility of using Brownfield funding to build a Materials Recycling Facility.

Ms. Koch said she had talked to three employees from the State of Michigan's Department of Environmental Quality (DEQ). They indicated that there is no statutory obligation to have a recycling program. However, the County's Solid Waste Management Plan, which was approved in 2000 by the Board of Commissioners, the townships, and the DEQ, has as one of its goals to "Maintain, support, and expand recycling programs and facilities to decrease the dependence on landfills for solid waste disposal." Ms. Koch added that the Solid Waste Plan can be amended.

Ms. Koch also told the Committee that Governor Snyder's goal is for Michigan to reach a 30% recycling rate within a few years. The state-wide rate is currently under 20%; however, Ms. Koch said the 2014 recycling rate for Antrim County is about 27%. She noted this indicates that recycling is important to the County residents.

If the Commissioners choose to modify the recycling program's funding structure to include a surcharge or millage, Ms. Koch said added value programs could be created such as the year-round collection of household hazardous waste and accepting drop-off materials such as mattresses, electronics, and latex paint.

The Committee reviewed the recycling proposals.

Ms. Bargy said many of the questions being raised by the Commissioners were answered in the Solid Waste Management Plan. Mr. Boettcher said new funding sources were limited to the surcharge of PA 69 or a millage and that the Board needs to decide if the funding source is going to change.

Mr. Crawford said his three townships would prefer a surcharge over a millage. Mr. Marcus said residents should have a chance to vote. Ms. Bargy said she would like to see the recycling program continue to be paid out of the general fund, but that it should be discussed at budget time, since only then will the Commissioners know what is affordable for the County.

Bryan Smith said that since the 2014 audit showed that revenues were \$700,000 more than expenditures, that the recycling program already seemed affordable. Mr. Marcus asked about combining the possibility of added value programs with the budgeting process and the possibility of a millage.

Ms. Haydell introduced the 2014 audit.

There was no action taken to hire a recycling consultant.

9. Capital Improvement Plan (CIP)

The proposed 2016-2021 CIP had been included in the Committee packets. Ms. Bargy noted that the previous CIP did not include funding recommendations. Ms. Bargy said she was troubled that the CIP Committee made a recommendation regarding the delinquent tax fund.

Mr. Boettcher said using the delinquent tax fund for CIP projects ensures that the projects will get done. If CIP projects are proposed to be funded out of the general fund, he said they can easily get cut.

The Committee discussed the use of the delinquent tax fund.

Motion by Christian Marcus, seconded by Ed Boettcher, to recommend that the Board of Commissioner's approve the 2016-2021 Capital Improvement Plan with the change of "Funding Sources" to "Proposed Funding Sources" in two places on page 6.

Motion carried – unanimous.

10. Various Matters as Appropriate

September meeting date

Ms. Koch reminded the Committee that due to the Labor Day holiday, the September meeting of the Finance Committee was scheduled for Tuesday, September 8. Ms. Haydell said she plans to have the "Other Funds" budgets available on that date for review.

11. Public Comment

Mr. Marcus mentioned a County-owned property that a party might be interested in. Mr. Crawford advised Mr. Marcus to discuss the issue with Mike Meriwether, County Forester. Ms. Comben said the Board of Commissioner's usually has a property appraisal performed before conveying it.

The meeting was adjourned at 12:15 p.m.

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes

August 10, 2015

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres,
Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson
Members absent: None
Others: Pete Garwood, Deb Haydell, Janet Koch, Sheryl Guy

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

2. Public Comment

None.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioner's approve the Claims and Accounts in the amount of \$330,291.71.

Motion carried – unanimous.

4. Recommendations from Other Committees

Administration & County Services Committee

Motion by Ed Boettcher, seconded by Dave Heeres, to recommend the Board of Commissioner's approve an additional two-month contract extension between Antrim County and W.A.S. LLC (Polly Cairns) for Equalization Director Services from August 28, 2015 through October 30, 2015 at \$6,666.67 per month, with a budget transfer from 101000-257-702.000 and into 10100-257-802.000. Motion carried – unanimous.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend the Board of Commissioner's approve a budget transfer from 101000-257-702.000 and into 10100-257-802.000 to cover the cost of the contract extension between Antrim County and W.A.S. LLC (Polly Cairns) for Equalization Director Services that was approved by the Board of Commissioners on July 9, 2015. Motion carried – unanimous.

Buildings, Lands & Infrastructure Committee

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend that the Elk Rapids Hydroelectric Dam Improvements Project for \$160,000 be included in the approved CIP (Capital Improvements Plan) and the 2016 Budget request.

After discussion, Mr. Johnson requested that the motion be withdrawn. The Committee agreed.

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend that the Board of Commissioners approve a Not to Exceed amount of \$1,500.00, paid from #230000-758-741.000 Forestry Fund – Operating Supplies, to determine whether or not a dock and shed and any other structures are located on the County-owned Grass River Natural Area parcel 05-04-006-039-10 or to the east of that on parcel 05-04-006-049-00. Motion carried – unanimous.

Motion by Chuck Johnson, seconded by Bryan Smith, approve the purchase and installation of aluminum mini blinds in copper color for the Circuit Court courtroom in the amount not to exceed \$752.00 to be paid from 101000-131-980.000 Circuit Court - Equipment. Motion carried – unanimous.

Motion by Chuck Johnson, seconded by Bryan Smith, to approve the purchase and installation of exterior doors from Allen Supply for the Commission on Aging in the amount of \$5,975.27, which includes up to \$165 for each of three small windows in the doors, to be paid from 297000-686-932.000 Building Maintenance. Motion carried – unanimous.

Health & Public Safety

Motion by Karen Bargy, seconded by Bob Wilson, to authorize the purchase of a temperature alert system for the Commission on Aging walk-in cooler and walk-in freezer from Moon Electric in the amount of \$1,060.58 to be paid from #297000-674-980.000. Motion carried – unanimous.

Mr. Marcus suggested contacting the county's insurance agent for a possible reduction in insurance rates due to the installation of the temperature alert system.

Airport Snow Blower

One bid had been received for the snow blower. Ms. Bargy said the Road Commission had the first right of refusal, but had passed on the opportunity.

Motion by Karen Bargy, seconded by Christian Marcus, to accept the \$5,500.00 bid for the airport's 1993 Snow-Go MP-3 Snow Blower from the South Haven Regional Airport Authority. Motion carried – unanimous.

5. Accountant's Financial Information

General Fund Budget Status Report July 2015

Deb Haydell, County Accountant, asked the Committee if they had any questions regarding the reports.

Bob Wilson asked about the Year to Date percentage of revenue. Ms. Haydell said the summer tax revenues hadn't been received at this point.

6. Various Matters as Appropriate

Meadow Brook Medical Care Facility (MCF)

Bob Wilson told the Committee that he was against MCF paying the cost of the liability insurance deductible. Ms. Haydell said MCF, as an enterprise fund of the county, pays their own expenses and would be obligated to repay the county for the deductible. She said MCF would be reimbursed through the State of Michigan from the auditor's cost report. Mr. Marcus noted that if Antrim County paid the deductible there would be no reimbursement.

The question of percentage of the reimbursement was raised by Mr. Wilson and Ms. Bargy. Ms. Stanek said it would be a reimbursement from the State. Mr. Wilson said he would like an appropriation for MCF's final cost for the deductible to be considered in the future.

Ms. Haydell was asked to learn the reimbursement percentages from the MCF liability insurance. She said she would get that information to the Committee via email by the end of the week.

Equalization Department

The Committee discussed the situation in the Equalization Department and options for both the immediate and the long-term future.

7. Proposed General Fund Budget 2016

Ms. Haydell distributed copies of the proposed 2016 General Fund budget and supporting materials. She told the Committee that the budgeted 2016 revenues were short \$1.4 million in revenue when compared to expenditures. She added, however, that \$490,739.00 of revenue sharing as determined by the State of Michigan was not shown in the proposed General Fund revenues. If the revenue sharing was transferred to the General Fund revenues, there would be a proposed budget deficit total of \$958,354.00 for 2016.

Motion by Ed Boettcher, seconded by Mike Crawford, to transfer \$490,739.00 to the General Fund revenues from Fund 285 – Revenue Sharing Reserve for the 2016 budget. Motion carried – unanimous.

Ms. Haydell brought the Committee's attention to a page titled "Audited Revenue (Budget-Actual) Variance." This page showed the variance between projected revenue and audited revenues for the years 2008 through 2014. In 2008, for example, the budgeted revenue was \$1,367,045 more than what was actually received. In contrast, in 2014 the budgeted revenue was \$680,321 less than what was received.

Motion by Karen Bargy, seconded by Chuck Johnson, to approve the revenues of \$12,464,864.00 for the 2016 budget. Motion carried – unanimous.

The Committee began to review the General Fund expenditures. Pete Garwood, County Administrator, said the line item for legal fees included all legal expenses for the general fund. He added that creating a line item for legal fees in the Construction Code fund had been discussed during the previous Buildings, Lands & Infrastructure Committee meeting.

Karen Bargy said the current 80/20 cap amount for health insurance was based on the State of Michigan's number of the previous year. She stated she didn't think that was fair to the employees and suggested moving the start of the benefit year earlier.

Mr. Garwood said the state legislature sets the 80/20 cap in October for the year that starts the following January. He said the County's insurance benefit year starts in October in order to get insurance rates at an earlier date than a January start date would provide. Mr. Garwood said he would bring information back to the Committee regarding the pros and cons of changing the County's health insurance benefit year to start earlier. He added that the dental insurance rates had stayed the same.

Mr. Garwood said the County had an advertising budget in the past. Antrim County maps, brochures, and a video had previously been a part of the County's efforts. Mr. Smith said the

intended audience of any advertising needed to be decided first; was target audience Antrim County residents, visitors, potential business owners. Ms. Stanek mentioned collaboration with chambers of commerce in the County.

Ms. Haydell said historically 101000-895-999.000 Special Projects: Contingencies had been used for increases in wages and benefits.

She added that she'd found three projects in previous minutes that had been directed to be part of the 2016 budget meetings:

- Digital imaging (orthophotography)
- Grass River Natural Area Road
- Elk Rapids Hydro Electric Dam Improvements

The three projects were also listed as 2016 projects in the 2016-2021 CIP.

Ms. Stanek directed the Committee to review the 101000 General Fund budgets and have their questions ready for the September 8, 2015 Finance Committee meeting.

8. Public Comment

None.

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

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes

September 8, 2015 – Amended 9/18/15

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson
Members absent: None
Others: Pete Garwood, Deb Haydell, Janet Koch, Sherry Comben, Sheryl Guy

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

2. Public Comment

None.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioner's approve the Claims and Accounts in the amount of \$242,064.82.

Motion carried – unanimous.

4. Sheriff's Department

Sheriff Dan Bean told the Committee there had been some significant medical expenses for a jail prisoner. He said he was working to have as many expenses as possible paid by Medicaid.

Ms. Bargy asked the Sheriff to give an update on the tower situation. Sheriff Bean said the Orchard Hill tower was recently hit by lightning; a temporary repair is in place. He added that discussions are underway regarding insurance reimbursements for the full repair.

5. Health Insurance Annual Enrollment Date

Pete Garwood, County Administrator, said Ms. Bargy had asked at the last Finance meeting about the pros and cons of changing the enrollment date. The health insurance caps due to Public Act 152 change at the beginning of a benefit year that starts after January 1; Antrim County's benefit year currently begins on October 1 of each year. A change would result in two health insurance premium increases, one on October 1 and another on the date of the newly chosen renewal date.

Mike Crawford said another reason for the October 1 date was to have the health insurance information in hand for union negotiations.

6. Recommendations from Other Committees

Buildings, Lands & Infrastructure

The question of asbestos at the site was raised. Dave Heeres said a contractor's license would be in jeopardy if asbestos was removed improperly. Mr. Boettcher recommended that the post-bid interview include a discussion of asbestos. He also recommended having notes of that meeting written up and signed by the attending parties.

Motion by Ed Boettcher, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the bid of \$19,455.00 for the demolition of the three structures and a dock at Grass River Natural Area from Matt's Underground to be paid from Fund 223 - Grounds Maintenance with the corresponding budget amendment, contingent upon a successful post-bid interview. Motion carried - unanimous.

Motion by Ed Boettcher, seconded by Christian Marcus, to recommend the Board of Commissioners release the remaining funds for the month end of September in the Meadow Brook Construction Fund 451 to the Meadow Brook Medical Care Facility and close Fund 451. Motion carried - unanimous.

Health & Public Safety

Ms. Bary said the Health & Public Safety Committee had recommended approval of the Airport Improvement Projects (AIP) and would like the Finance Committee to create a mechanism for funding the AIP. Bob Wilson suggested diverting revenues from the oil and gas leases at the airport to fund the airport. Christian Marcus asked how this could be done for all departments, not just the airport. Ms. Bary said the airport is unique due to the acceptance of federal grants.

Mr. Boettcher said this would fall in line with preparing a three-year budget. He suggested after the 2016 budget was completed, to move forward with the budget for two additional years. Mr. Wilson proposed a five-year budget.

Mr. Garwood said there are three funds that could be used to fund projects; the Grant Match Reserve (Fund 161), the Special Projects (Fund 182), and Capital Projects - County Buildings & Structures (Fund 470). Ms. Bary suggested putting \$25,000 per year into the grant match reserve fund for the purpose of the airport projects.

7. Accountant's Financial Information

General Fund Budget Status Report August 2015

Deb Haydell, County Accountant, asked the Committee if they had any questions regarding the report. The Committee had none.

Aluminum mini blinds

Motion by Bryan Smith, seconded by Ed Boettcher, to rescind the Finance Committee motion of August 10, 2015 regarding the aluminum mini blinds and to approve the purchase and installation of aluminum mini blinds in copper color for both the Circuit Court courtroom and the District Court in the amounts not to exceed \$376.00 to be paid from 101000-131-980.000 Circuit Court - Equipment and \$376.00 to be paid from 101000-136-980.000 District Court - Equipment.

Motion carried - unanimous.

Budget Amendments Request for Fund 351

Motion by Christian Marcus, seconded by Bob Wilson, to recommend that the Board of Commissioners approve a budget amendment to increase the revenues by \$188,312 through the line item titled "Transfer In from Meadow Brook Operating" #351000-000-699.512 for a total transfer amount of \$899,125 and a budget amendment to increase by \$188,312 the line item titled "Interest" #351000-671-992.000 for a total interest amount of \$399,125. Motion carried - unanimous.

Standard & Poor's Rating

Ms. Haydell had included a letter from Standard & Poor's Rating Services in the agenda packets. The letter said S&P had raised the County's credit rating from "AA-" to "AA." Ms. Stanek said to maintain that rating the County would have to continue the current budgeting practices.

8. Capital Improvement Plan Committee Recommendations

The Committee decided to work on this agenda item after the budgets had been discussed.

9. General Fund Budget

Ms. Haydell distributed an estimate of the budget increases that would result from wage increases of percentages from 1% through 4%. She also distributed a document of the dollar and percent changes between general fund departments from the 2015 amended budget and the 2016 requested budget. Mr. Garwood said the dollar amount of health benefits the County provides will be set on October 1, 2016 for any benefit year that starts after January 1, and that amount is currently unknown.

Mr. Boettcher asked about the impact of the changes in personal property tax. Sherry Comben, County Treasurer, said those changes will be reflected in the numbers received from the equalization department.

101000-101: Commissioners

This budget showed an increase of 17% which was primarily due to increases in legal fees and training. Ms. Bargy recommended a reduction in travel and conference of \$5000. It was the Committee's consensus to make the following reductions:

- 861.000 – Travel reduced from \$8,000 to \$5,000
- 862.000 – Conference/Convention reduced from \$9,000 to \$7,000

The Committee agreed it had been at least ten years since the commissioner wages had been raised; the Board of Commissioners can only raise wages during an election year. It was the Committee's understanding that the per diem could be changed at any time. Ms. Haydell said all advertising for hiring County employees is now being paid through the commissioner's budget.

101000-131: Circuit Court

Ms. Stanek said the circuit court has a standard 3% increase in their budget request. Ms. Bargy recommended reductions from Training - 725.000 through 981.000 - Books. The Committee directed Ms. Haydell to change the 2016 budgeted items for 727.000 through 981.000 to the 2015 amended budget amounts.

There were no budget changes to the following:

- 101000-132: Circuit Court - Family Division
- 101000-133: Circuit Court - Probation
- 101000-134: Family Court - Detention Support Services
- 101000-136: District Court
- 101000-141: Friend of the Court
- 101000-148: Probate Court
- 101000-165: Jury Commission

101000-172: County Administrator

Mr. Wilson asked about the amount left in the 2015 projected amount for travel. Mr. Garwood said he hadn't submitted a travel voucher recently, but that his budget was close to projected for the year to date.

9. General Fund Budget (continued)

101000-191: Accounting

Ms. Haydell said the 8% decrease in her 2016 budget was primarily due to not hiring a part time employee in 2015. She is working with the federal Experience Works grant program. She added that she would like the budget to give her the ability to hire for special projects and the audit.

101000-212: Budget - Accounting Services

Ms. Haydell said the 13% increase was due to performing the road commission's audit every other year. Ms. Bargy recommended decreasing the BS&A training by \$2000. Ms. Haydell said she wished to have training in the fixed asset module; Mr. Garwood said that training in the Human Resources module would be useful.

101000-215: County Clerk

The 9% increase was primarily benefits for the recently hired full time employee. There was also an increase in equipment. Ms. Bargy asked about the telephone line item, saying it appeared in different departments. Sheryl Guy, County Clerk, said it was being corrected with a journal entry.

10100-216: Communications

There was a reduction in postage primarily due to the efforts to go paperless, from a \$80,000 amended 2015 budget amount to a 2016 budget amount of \$65,000. Ms. Haydell indicated that she would show the township reimbursements for postage in this budget next year.

There were no budget changes to the following:

- 101000-228: Computer
- 101000-233: Purchasing
- 101000-250: Tax Allocation Board
- 101000-253: County Treasurer

101000-257: Equalization

There was a 7% increase in the 2016 equalization budget from 2015, which was primarily due to increased wages and benefits. Mr. Wilson asked if there was a contract with employees who are receiving more training; Mr. Garwood said there was.

101000-261: MSU Extension

No changes were made to the MSU Extension budget.

101000-262: Elections

Mr. Marcus asked about the increased cost of ballots; Ms. Guy said 2016 would be a general election and more people are expected to vote.

101000-263: Grove Street Annex

Ms. Haydell said that in 2014, the electric and gas had been paid through the jail's budget. Ms. Bargy asked who prepared the budget; Ms. Haydell said she and Dave Vitale, Maintenance Director, worked on it.

101000-264: '05 Courthouse

No changes were made to the '05 Courthouse budget.

101000-265: Building & Grounds

Ms. Haydell said the 2016 budget contained a new line item for equipment to coincide with the new purchasing policy.

9. General Fund Budget (continued)

101000-267: Prosecuting Attorney

No changes were made to the Prosecutor's budget.

101000-268: Register of Deeds (ROD)

It was noted that none of the employees in the ROD get health insurance; they instead take the employee annuity benefit. The increase in requested 2016 part time wages was discussed. Ms. Haydell said it had been a data error and made the correction.

101000-269: Microfilm

Ms. Bargy asked Ms. Comben about the microfilming budget; Ms. Comben said Patty Niepoth, the Register of Deeds, prepares that budget. It was noted that the contractual services line item is the cost for underground storage. Ms. Bargy asked about office supplies. Ms. Comben said Ms. Niepoth would have that information.

The Committee made the following changes:

- 727.000 – Supplies - Office; reduced from \$2,000 to \$1,000
- 933.001 – Equipment maintenance; reduced from \$3,000 to \$1,000

There were no changes to the following budgets:

- 101000-271: Plat Board
- 101000-272: Prosecuting Attorney - Victims Rights
- 101000-273: Child Support
- 101000-275: Drain Commissioner
- 101000-277: Abstract
- 101000-278: Survey & Remonumentation

The Committee broke for lunch at 12:30 p.m.

The Committee returned from lunch at 1:30 p.m.

101000-301: Sheriff

No changes were made to the Sheriff's budget.

101000-331: Marine

Ms. Bargy cited the budgets and actual costs of the marine patrol for the last few years. It was the Committee's consensus to reduce the budget amounts to the amended 2015 budget amounts.

There were no changes to the following budgets:

- 101000-334: Secondary Roads
- 101000-351: Jail
- 101000-352: Zero Tolerance

101000-426: Emergency Services

Ms. Haydell said travel expenses were up due to the amount of training the new emergency services director has been taking, plus the new director has been using her personal vehicle for travel due to the condition of the County-owned emergency services vehicle.

101000-430: Animal Control

No changes were made to the Animal Control budget.

9. General Fund Budget (continued)

101000-442: Dams and Dams Operator

There was a discussion regarding the dams relicensing stipend for 2016. The Committee removed the \$7,500 stipend.

There were no changes to the following budgets:

- 101000-601: Health
- 101000-648: Medical Examiner

10100-671: Welfare

The welfare budget request was a 45% decrease from 2015. Ms. Haydell said this was due to a more than sufficient fund balance.

There were no changes to the following budgets:

- 101000-673: Aging
- 101000-682: Veteran's Affairs

101000-694: Housing - Administration

Ms. Bargy asked why computer software was shown in that budget and not in Fund 278. Ms. Haydell said Fund 278 is based on grant reimbursements from MSHDA; anything not reimbursable remains in 101000-694.

There were no changes to the following budgets:

- 101000-695: Housing Projects
- 101000-719: Resource Recovery

101000-720: Planning Commission

The requested budget showed a reduction of 14% from 2015. The Committee's consensus was to reduce the requested budget amounts for 2016 to the 2015 projected activity amounts.

101000-721: Planning/Coordinator

The training line item was reduced to \$750.

101000-728: Economic Development Corporation (EDC)

The Committee discussed the \$10,000 contractual services amount for a brownfield plan. Ms. Comben said there were some general tasks that needed to be completed to prepare the County for a brownfield development. After a show of hands, it was the Committee's consensus to remove the \$10,000 from contractual services. The Committee said they would consider allocating the \$10,000 if the EDC provided more details.

101000-752: Parks & Recreation Advisory Board

No changes were made to the Parks & Rec budget.

101000-754: Cedar River Natural Area, Mohrmann Park, Murphy Park

The budget decrease of 93% from 2015 was due to a one-time expense.

9. General Fund Budget (continued)

There were no changes made to the following budgets:

- 101000-755: Noteware's Landing, Wetzel & Willow Day Parks

- 101000-756: Barnes Park
- 101000-757: Elk Rapids
- 101000-851: Insurance & Bonds
- 101000-895: Special Projects - Other

Of the 59 budgets reviewed, the Committee made changes to 8.

Ms. Stanek said the Committee will begin working on capital outlay at the next Finance meeting, which will take place directly after the Board of Commissioner's meeting of Thursday, September 10.

Karen Bary asked what the Board is going to do to create a balanced budget. Mr. Crawford said combining the Abstract Department and the Register of Deeds could save a significant amount of money.

10. Truck Purchase

Mr. Garwood said the settlement from the insurance company for the animal control truck had been received. The truck was considered a total loss; it had been scheduled to be given to Barnes Park. Ms. Bary said there should be an identification of what cost of vehicle was necessary and appropriate and what the cost allocation should be. Mr. Wilson said if the Commissioners want the departments to be self-sufficient, the monies from the insurance settlement should stay in animal control. The Committee, Ms. Haydell, and Mr. Garwood discussed the issue further.

Motion by Karen Bary, seconded by Mike Crawford, that the County Administrator get more information regarding the needs for a new parks truck and to revisit the reallocation of the \$7,499.00.

Motion carried - unanimous.

11. Various Matters as Appropriate

Janet Koch, Associate Planner, told the Committee that a sculpture at the Elk Rapids Walk of Art had been damaged. The communication she'd received from Art Rapids indicated that though it wasn't possible to tell if the damage was a result of vandalism, a police report for insurance purposes had been made.

12. Public Comment

Ms. Comben suggested that the County Administrator be directed to research the issue of combining the Abstract Department and the Register of Deeds before the Board of Commissioners make any decision.

The meeting was adjourned at 3:10 p.m.

Finance Committee "Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Special Meeting Minutes September 10, 2015

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres,
Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson
Members absent: None
Others: Pete Garwood, Deb Haydell, Janet Koch, Sherry Comben, Sheryl Guy

1. The meeting was called to order at 1:35 p.m. by Chair Laura Stanek.

2. Public Comment

None.

3. 2016 Budget

Deb Haydell, County Accountant, said the Marine Patrol Department, Rent Building Space line item in 101000-331-940.000 reduced in the Finance meeting of September 8, 2015 could not be reduced to less than \$5,962 due to an existing Memorandum of Understanding regarding a rental space, instead of a reduction of \$9,910 it will now be a reduction of \$7,558 from the requested amount for the Marine Patrol Department Budget. Ms. Haydell also clarified the reductions made to the circuit court budget.

Capital Outlay

- 980.228 Computers: The Finance Committee eliminated \$16,000 which would have been transferred to Fund #218 (Tech Trans Fund) for an upgrade of the fiber connection between County buildings. If a Memorandum of Understanding between the County and the State of Michigan is signed, the State will take on the cost of upgrading the fiber.
- 980.301 Sheriff: The Committee discussed whether or not the purchase of two vehicles at a cost of \$35,000 each was necessary. Mr. Garwood contacted Tom Sandeen, the mechanic at Antrim County Transportation, regarding the condition of the two vehicles. Mr. Sandeen said they are 2006 vehicles approaching 200,000 miles and getting rusty. The Committee made no changes to the sheriff's capital outlay budget.
- 980.331 Marine: The Committee reduced the capital outlay request for two boat motors by \$5,000.
- 980.351 Jail: The Committee reduced the capital outlay request for a commercial convection oven to \$10,000.

Mr. Johnson left the meeting at 2:30 p.m.

- 980.426 Emergency Services: The Committee discussed whether or not the Emergency Services Director needed a new vehicle with towing capabilities. The Committee reduced the line item to \$15,000.

No changes were made to the following capital outlay requests:

- 980.430 Animal Control
- 980.756 Barnes Park

Ms. Haydell told the Committee that after the reductions, the total general fund 2016 budget deficit was shown as \$866,916.

Appropriations

No changes were made to the following appropriation requests:

- 956.001 Antrim Conservation District
- 956.007 Community Corrections
- 956.008 Antrim Conservation District - Forestry
- 956.010 Farm and Family Fair Board
- 956.011 Area Agency on Aging
- 956.012 Northern Lakes Economic Alliance
- 956.016 Networks Northwest
- 956.018 Conservation Resource Alliance

- 956.019 Watershed Center: The Committee reduced the appropriation request to the 2015 appropriation levels.
- 956.026 Collaborative Board Coordinator: No changes were made to the Collaborative Board request.
- 956.030 Traverse Area District Library: Ms. Bargo asked why the appropriation was so much higher than 2014 activity. Ms. Haydell said she would ask why.
- 956.223 Grass River Fund: Ms. Bargo asked if there was a signed agreement regarding the amount Grass River requested from the County each year.
- 956.226 Recycling Fund: No changes were made to the recycling appropriation.
- 956.235 Petoskey Stone Festival: Mike Crawford said this is the only money the County spends for county-wide marketing. There were suggestions to cut by \$500 and to eliminate the allocation altogether. It was the majority opinion of the Committee to cut the funding by \$500.

No changes were made to the following appropriation requests:

- 956.238 Glacial Hills
- 956.269 Law Library
- 956.279 Snowmobile Grant
- 956.297 Commission on Aging (COA)
- 956.402 Soil Erosion Control
- 956.581 Airport Operating Fund
- 956.588 Appropriation Act

The Committee noted that there was no 2016 appropriation for COA; Judy Parliament, COA Director, did not request one due to having enough monies in that fund balance. Ms. Haydell and the Committee commended Ms. Parliament for her efforts.

Mr. Marcus left the meeting at 3:30 p.m.

Barnes Park Vehicle

Mr. Garwood said he'd talked to Eileen Wallick, Parks Manager, about what kind of vehicle was needed.

Towing capabilities are not needed and there is an existing trailer. The vehicle that needs replacing has almost 300,000 miles. Mr. Garwood will gather more information.

Other Funds

No changes were made to the following funds:

- Fund 105 – Self-insured Reserve
- Fund 129 – Victims Rights Reserve
- Fund 137 – Capital Outlay Reserve
- Fund 142 – Dams Reserve
- Fund 144 – Gas & Oil Royalties Reserve
- Fund 161 – Grant Match Reserve
- Fund 165 – Antrim Conservation District Reserve
- Fund 182 – Special Projects Reserve
- Fund 215 – Friend of the Court

- Fund 218 – Technology Transition Fund: There was a reduction of \$16,000 due to the recent development that the fiber project’s cost would be covered by the State (already accounted for on page 1 of these minutes).

No changes were made to the following:

- Fund 220 – gauge in the operator of dams budgets
- Fund 223 – Grass River
- Fund 225 – Animal Control Donations
- Fund 226 – County-wide Recycling

- Fund 230 – Forestry: The Committee removed the \$15,000 request for a truck.

No changes were made to the following funds:

- Fund 234 – Antrim Creek Natural Area
- Fund 235 – Petoskey Stone Festival
- Fund 236 – Parks Fundraiser
- Fund 238 – Glacial Hills Grant
- Fund 240 – GIS Operations
- Fund 242 – Energy Savings
- Fund 249 – Construction Code Enforcement
- Fund 255 – Homestead Property Tax Exemption Audit
- Fund 256 – Register of Deeds Automation
- Fund 257 – Budget Stabilization
- Fund 259 – 911 Training
- Fund 261 – E-911 Operating

- Fund 262 – E-911 (Wireless): Mr. Boettcher said the 911 Board had recently voted to contribute \$5,000 to the cost of new orthophotography for the County. Ms. Bary recommended removing the \$215,180 multi-phase project from the budget and requesting a presentation regarding the project to the full Board of Commissioners. The Committee agreed.

No changes were made to the following funds:

- Fund 263 – Concealed Pistol Licensing
- Fund 264 – Local Corrections Officer’s Training
- Fund 265 – Drug Law Enforcement
- Fund 266 – O.R.V. Ordinance Training
- Fund 267 – Jail Inmate Proceeds

- Fund 268 – Michigan Justice Training
- Fund 269 – Law Library
- Fund 275 – Housing Program Income
- Fund 278 – Antrim County Housing CDBG Grant
- Fund 279 – Snowmobile Grant
- Fund 280 – Antrim County Breast Cancer/Grand Traverse Band Grant
- Fund 282 – Clean Lakes
- Fund 285 – Revenue Sharing Reserve
- Fund 286 – Probate Grant
- Fund 287 – Emergency Services LEPC Grant
- Fund 292 – Child Care
- Fund 293 – Veteran’s Relief
- Fund 294 – Veteran’s Trust

- Fund 297 – Commission on Aging: The Committee discussed the Nifty Thrifty revenues and expenditures for 2016. It was requested that Judy Parliament be contacted about the gap between the revenues and expenditures.

No changes were made to the following funds:

- Fund 298 – Meadow View Senior Housing
- Fund 351 – Meadow Brook Project Debt Retirement
- Fund 451 – Capital Projects - Meadow Brook Renovations Project

- Fund 468 – Grass River Center Construction: The Committee discussed moving these monies to another type of fund. Ms. Haydell suggested a 700-type fund; she will research the issue and bring a recommendation to a future meeting.

No changes were made to the following funds:

- Fund 470 – Capital Project County Buildings and Structures
- Fund 581 – Airport Operating
- Fund 582 – Elk Rapids Hydro Utility System

After the changes, the resulting 2016 budget deficit was \$864,916.

Mr. Wilson suggested increasing the budget by the amount the insurance cap is likely to be raised. Ms. Haydell said she could do that if numbers were provided.

Ms. Haydell said the general fund balance could be used to balance the budget. She reminded the Committee that the audited 2014 financial information showed that \$1.12 million of budgeted expenditures were not spent.

Motion by Laura Stanek, seconded by Bryan Smith, to balance the general fund 101000 by using \$864,916 from the general fund balance. Motion carried – unanimous.

4. Capital Improvement Plan (CIP) Committee Recommendations

The Committee chose to discuss the CIP at the next regular Finance meeting.

5. Various Matters as Appropriate

Mr. Crawford discussed the Equalization Department, and recommended naming Casey Guthrie as an Equalization Department Manager. Mr. Garwood said he is in contact with the department's employees regarding time out of the office. He added that he could bring additional recommendations to the Administration Committee. It was noted that a job description needed to be developed for the position; Mr. Garwood said he would do so.

Mr. Crawford asked about the available wood chips at the road commission site near Elk Rapids; Mr. Garwood said the chips were available to anyone for the asking, but that Kevin Bary has volunteered to take the chips as a service to the County.

6. Public Comment

None.

The meeting was adjourned at 5:38 p.m.

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes

October 5, 2015

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Chuck Johnson, Bryan Smith, Bob Wilson

Members absent: Dave Heeres, Christian Marcus

Others: Pete Garwood, Deb Haydell, Janet Koch, Sheryl Guy, Rick Teague

1. The meeting was called to order at 9:03 a.m. by Chair Laura Stanek.

2. Public Comment

Sally Hannert, a resident of Kearney Township and a member of the Commission on Aging (COA) Board, spoke on the County's funding of Nifty Thrifty, a resale store. She told the Committee that while she understood the benefits of having the store, she didn't believe that Nifty Thrifty fit into the COA's mission.

Grey Payne, a resident of Milton Township and president of the Torch Lake Protection Alliance, spoke on the importance of funding the marine patrol.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$197,029.54.

Motion carried – unanimous.

4. Commission on Aging (COA)

Judy Parliament, COA Director, addressed the question raised at a previous meeting regarding the expenditures of Nifty Thrifty as compared to the revenues. She said the 2015 budget had shown the actual costs of running the resale shop. As currently run, open five days a week with two employees, a 2016 loss of \$22,000 was estimated. She told the Committee that since she had not requested an appropriation from the County's 2016 General Fund that \$22,000 expense would be paid from the COA's millage revenues. Ms. Parliament said she would appreciate the Committee's input regarding the issue.

Ms. Parliament said Nifty Thrifty started out as a group of dedicated COA volunteers and eventually moved to having two employees. She said the COA Board has said if the Nifty Thrifty could be self-sustaining that they would approve its continuation. Rick Teague, COA Board President, said the intention had been to be a self-supporting operation.

Chuck Johnson asked if any non-profit group had been asked to take over the operation. Greg Payne, the incoming President of the Goodwill Board, said Bellaire is a potential future location, but that it's not slated as an expansion location in 2016. A 2017 expansion is a possibility. He added that the Goodwill Board didn't feel that the current location would work.

Bob Wilson said he believed that the elderly needed the clothing provided by Nifty Thrifty. Mr. Johnson said there are other locations in the County that provide similar services. Mr. Teague suggested that the Antrim County Board of Commissioners fund Nifty Thrifty until a viable alternative is found.

Julie Palka, employee of Nifty Thrifty, said that one of the Nifty Thrifty employees had in the past been paid from the General Fund. She said they have increased sales by \$3,700.00 over the last year. She said she would opt out of the County's health insurance if that would allow Nifty Thrifty to continue. The Committee thanked her for her generous offer.

It was the Committee's consensus to wait for a recommendation from the COA Board. The item will appear on the Finance Committee's November agenda.

5. Recycling Funding

The Committee reviewed the materials provided by the Administration Office. There was one minor correction. The Committee directed that the letter and materials be sent out to the townships.

6. Parks Truck Purchase

The Committee discussed what kind of truck was needed. Deb Haydell, County Accountant, described the sequence of events regarding the animal control vehicle.

Motion by Karen Bargy, seconded by Bryan Smith, that the Board of Commissioner's (BOC) approve a 2015 budget amendment in the General Fund of \$7,499 into 101000-901-980.756 Capital Outlay - Barnes Park for the purchase of a truck.

Motion carried – unanimous.

7. Grass River Natural Area (GRNA) Appropriation Reduction Plan

Per the Finance Committee's request at a previous meeting, the Committee packets had included a chart that showed appropriation goals from 2012 through 2016. Mr. Garwood said he had been told that the GRNA executive director at the time had not considered the goals realistic.

Mr. Wilson said he did not agree with supporting GRNA any longer. Ms. Bargy said there was a \$5,000 reduction in appropriation for the 2016 budget. She added that while she could support the 2016 budget, she fully expected the appropriation to drop drastically in the next few years.

Ms. Haydell said the 2014 appropriation had been \$50,150; the 2015 appropriation had been \$45,150, and that the 2016 appropriation request was \$40,150.

8. GRNA Demolition Update

Mr. Garwood told the Committee that Matt's Underground, the contractor hired for demolition of three structures on County property near the Grass River, had determined that while the trailer to be demolished did not have any asbestos, that asbestos and lead had been found in the log cabin. Abatement would be necessary; an estimate of the cost was not available due to the number of unknowns.

9. Storm Debris Clean-up Costs

Mr. Garwood said \$5,000 had been approved on an emergency basis for the costs of the drop-off site for debris from the August 2 storm, but that no funding source had been established. Ms. Haydell said the mileage charges of \$107.25 had been paid from the Emergency Services account. The Committee agreed that any future invoices from the Road Commission for the rental of a chipper/shredder should also be taken from the Emergency Services account. Ms. Haydell said depending on the dollar amounts involved, a budget amendment may be necessary.

10. Accountant's Financial Information

Budget Status Report – September 2015

The Committee had no questions for Ms. Haydell.

2015 Budget Amendments Requests

Motion by Karen Bargy, seconded by Bob Wilson, to recommend the Board of Commissioners approve a 2015 budget amendment of \$29,304.40 on general ledger 101000-901-980.351 for the expenditures to Advanced Satellite Communication, Inc. for the jail intercom and that the Board of Commissioners also approve a 2015 budget amendment of \$34,311.16 on general ledger 101000-000-582.004 for the revenue from an MMRMA grant to reimburse the County for the jail intercom. Motion carried – unanimous.

Ms. Haydell said the reason for the 111.01% budget used in Department 851 – Insurance and Bonds, was that Meadow Brook Medical Care Facility (MCF) and Meadow View (MV) Apartments pay their premium for liability insurance through MMRMA and it is posted as revenue to Antrim County in 101000-000-689.002. As a result of this, when the County receives a distribution of excess net asset deposit, the percentage of the premium paid by MCF and MV is distributed to them and posted in a County expenditure account.

Motion by Karen Bargy, seconded by Chuck Johnson, the Board of Commissioners approve the 2015 budget amendment to the general fund of \$63,562.29 to the 101000-851.912.003 Department – insurance and bonds for an insurance reimbursement. Motion carried – unanimous.

In response to a question from Mr. Wilson at a previous Committee meeting, Ms. Haydell said the increase for the employee portion of the health insurance premium due to the increase in the cap on October 1, 2016 would be approximately \$8,000; in the past, those increases were paid from contingency. Mr. Wilson asked that it not come from contingency, that it be put into the 2016 budget as a budget amendment to each department.

The Committee was informed if it was added to the budget now it would simply increase the difference between the expected revenues for 2016 and the expenditures, which would have to be funded by the fund balance. If it is funded when wage adjustments are made, which is after labor negotiations are concluded, it would be funded through contingencies by a Board motion and the budget (overall revenues to expenditures) would stay the same. No action was taken.

2016 Budget Resolution

Ms. Bargy asked about the items on page 10, that stated any increase in total receipts or total expenditures shall be approved in advance by the Board of Commissioners. Mr. Garwood said the Board of Commissioners passed a second budget-related resolution in January, which states that contracted expenses can be paid prior to the receipts. He added that he and Ms. Haydell agreed that next year both resolutions would be approved at the same time.

Motion by Mike Crawford, seconded by Bryan Smith, to recommend the Board of Commissioners approve the 2016 Antrim County General Fund and other funds budgets and millages through the General Appropriations Act Resolution. Yes votes – Laura Stanek, Mike Crawford, Karen Bary, Ed Boettcher, Chuck Johnson, Bryan Smith; No votes – Bob Wilson. Motion carried.

Traverse Area District Library 2016 Budget Appropriation

At a previous Committee meeting, Ms. Bary had asked about the requested increase in appropriation by the Traverse Area District Library. Ms. Haydell said the increase was due to an increase in program participation.

Countertops

The replacement of countertops in the County building had originally been planned for 2015, but would not be completed until 2016.

Motion by Chuck Johnson, seconded by Ed Boettcher, that the Board of Commissioners approve a 2016 budget amendment of \$10,000.00 for the general fund 101000-901-980.265 capital outlay. Motion carried – unanimous.

11. Capital Improvement Plan (CIP) Committee Recommendations

The Committee discussed the 8 CIP projects proposed for 2016 in the 2016-2021 CIP:

- Boiler Replacement \$50,000
- Grass River Road Improvements \$50,000
- Hydroelectric Building Renovations \$160,000
- Jail Kitchen Convection Oven \$14,000
- Jail EKG Machin \$10,000
- Orthophotography \$15,000
- Runway Rehabilitation \$57,360
- Future non-scheduled projects \$100,000

Ms. Stanek said the Grass River road improvements did not need to be approved since an August 13, 2015 Board of Commissioner’s motion regarding that expenditure failed to pass. Also withdrawn from the list of CIP projects was the runway rehabilitation, which had been delayed until 2017 and revised to approximately \$73,000. In addition, the jail kitchen convention oven had already been approved in the 2016 budget in the jail’s capital outlay.

Mr. Wilson spoke against cosmetic improvements for the Elk Rapids Hydroelectric Dam and asked about purpose of the Hydrodam Fund 142. Ms. Haydell said no expenditures had ever been made from that fund. Deb Haydell said the Hydrodam expenditures could also come from Fund 582, the Dam’s enterprise fund. Mr. Wilson said he’d like to see \$60,000 cut from the Dam improvements.

Ms. Bary requested that a presentation regarding the Dam’s improvements be made to the Finance Committee at their next meeting. Mr. Smith suggested that the meeting be held at the Dam. Ms. Stanek said since the funding is available in the two funds the decision regarding which improvements to fund did not have to be made today. It was the final consensus of the Committee that they would address the Dam improvements when the details came before the Committee.

The remaining projects were discussed:

- Boiler Replacement \$50,000
- Jail EKG Machine \$10,000
- Orthophotography \$15,000
- Future non-scheduled projects \$100,000

Mr. Boettcher said the Board of Commissioner's needed to start thinking about how they were going to afford some of the larger projects. He said he'd like to see a fund set aside for future projects. The Committee discussed use of the contingency fund and the delinquent tax fund. Ms. Haydell said Fund 470 Capital projects – County Buildings and Structures had a fund balance of \$282,709.00.

A motion was made by Laurie Stanek to recommend that the Board of Commissioners approve \$100,000 for capital improvements to be transferred from the delinquent tax fund. Ms. Stanek reported that the motion died.

A motion was made by Karen Bargy, seconded by Bob Wilson, to recommend that the Board of Commissioners fund the new boiler at \$50,000 from Fund 470 Capital Projects – County Buildings & Structures. The motion was discussed and there was no action.

By a show of hands, the Committee approved the funding of the following projects:

- Boiler Replacement \$50,000
- Jail EKG Machine \$10,000
- Orthophotography \$15,000

Motion by Mike Crawford, seconded by Bryan Smith, to recommend the Board of Commissioner's approve the funding of the boiler replacement, the jail EKG machine, and the orthophotography projects in 2016 for a total of \$75,000 through funding from the delinquent tax fund. Yes votes – Laura Stanek, Mike Crawford, Ed Boettcher, Chuck Johnson, Bryan Smith, ~~Bob Wilson~~; No votes – Karen Bargy, ~~Bob Wilson~~. Motion carried.

12. Recommendations from other Committees

Buildings, Lands & Infrastructure

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend that the Board of Commissioners approve the invoice from Ralph Hines for cleanup of the storm debris at the GRNA in the amount of \$1,400.00 to be paid for from the Forestry Fund #230000-285-934.223 as a budget amendment. Yes votes - Laura Stanek, Mike Crawford, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith; No votes – Karen Bargy, Bob Wilson. Motion carried.

Ms. Bargy requested that the motion be changed to state that the funds would come out of 223000-756.

Mr. Garwood told the Committee that Mike Meriwether, County Forester, had said he would try to sell as much of the fallen trees as possible. Mr. Garwood indicated that the funds currently budgeted in the grounds maintenance line item is earmarked for the demotion project.

Mr. Wilson asked about an insurance certificate from Mr. Hines. Mr. Garwood said he would talk to Hailey Breniser, GRNA Executive Director, about the insurance certificate. He said the work

was done on an emergency basis; that Ms. Breniser and Mr. Meriwether had consulted with Mr. Garwood.

13. Various Matters as Appropriate

2017-2022 CIP

Janet Koch, Associate Planner, asked what the Board of Commissioner's would like to see the CIP contain next year to make it as useful as possible. She was told that current format was reasonable and useful. Mr. Boettcher asked for Commissioner input for the next CIP. He said he wanted to address document imaging and building alterations.

Housing Department

Jonathan Scheel spoke to the Committee about communication changes at the Michigan State Housing Development Authority (MSHDA) that had been making it difficult to function as an effective department. He had recently been contacted by his contact person MSHDA who apologized and said the communication would improve.

Ms. Haydell spoke about issues of communication at the Department of Health and Human Services, two State of Michigan departments that had recently been combined into one. Ms. Bary asked what the Board of Commissioner's could do to assist. Ms. Haydell said she would let them know if she thought anything could be done. Ms. Bary suggested writing State representatives or to write a resolution. Mr. Garwood said the issues with MSHDA are a longer term problem.

A motion was made by Karen Bary to draft a letter to the State representatives regarding the County's concerns and difficulties during the transition in the Department of Health and Human Services (DHHS). Motion failed for a lack of support.

Ms. Stanek recommended waiting a couple of months to see if the situation improved before writing such a letter. Rick Teague, a member of the Antrim County DHHS, said he'd forward a letter to the DHHS director.

14. Public Comment

None.

The meeting was adjourned at 11:56 a.m.

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes

November 9, 2015

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson

Members absent: None

Others: Pete Garwood, Deb Haydell, Janet Koch, Sherry Comben
Sheriff Dan Bean, Sheryl Guy, Patty Niepoth left at the 10:25 a.m. break

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

2. Public Comment

Jean Burns, an Antrim County resident, spoke in favor of the continuation of the Nifty Thrifty store in Bellaire. Yolanda Ayala, a Kearney Township resident who volunteers at the food pantry, also encouraged the continuation of Nifty Thrifty to assist the people in need.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$420,999.82.

Motion carried – unanimous.

4. Commission on Aging (COA) – Nifty Thrifty

Judy Parliament, COA Director, said the COA Board had made a recommendation that the Board of Commissioners move the Nifty Thrifty budget to the County's general fund. Julie Palka, employee of Nifty Thrifty, said the store provides a needed service to many people. Ms. Palka said a petition to keep Nifty Thrifty open had over five hundred signatures. She stated, as she had at the previous Finance Committee meeting, that she would be willing to give up the health insurance benefit if that would allow Nifty Thrifty to continue. Dave Hill said the area churches could be approached regarding a voucher or gift certificate program.

Karen Bargy said Nifty Thrifty didn't fit with the COA's mission and she didn't believe the County should be subsidizing it, either. Chuck Johnson said if the County was going to support Nifty Thrifty in Bellaire, the County should support similar organizations in other communities of the County. He added that similar organizations in the County are self-supporting. Christian Marcus said the Nifty Thrifty building itself was a problem. Bob Wilson spoke in favor of keeping the building and the Nifty Thrifty program. Ed Boettcher said Nifty Thrifty needed to continue, but that it wasn't the role of County government to subsidize it. He spoke in favor of moving Nifty Thrifty to another organization. Pete Garwood, County Administrator, suggested that local churches be contacted in an effort to find another organization that would take over the Nifty Thrifty services.

The Committee allowed a second public comment period on the issue.

Mary Smith, an Antrim County resident, asked if it was true that Short's had approached the owner of the Nifty Thrifty building with the intent to purchase the building and put in a parking lot. She was told that was not true. Dave Hill asked if the County was considering selling the building. Mary Wilson, an Antrim County resident, spoke in favor of the continuation of Nifty Thrifty. Ms. Palka noted that the other area thrift stores and food pantries are non-governmental organizations that accept donations from churches and which could apply for grants. She said the County could apply for grants to help with improving the building.

The public comment period was closed.

Deb Haydell, County Accountant, said the Nifty Thrifty year-to-date sales revenues as of October 31 were \$34,993 and the year-to-date expenditures were \$51,037, which resulted in a \$16,045 deficit. Those numbers did not include a generous \$3,000 donation.

Mike Crawford said Antrim County had a history of unique partnerships. He recommended funding Nifty Thrifty until an alternative could be found. The Committee and Mr. Garwood discussed Ms. Palka's health insurance. Mr. Boettcher recommended that the Board of Commissioners set an end date for subsidizing Nifty Thrifty, and talk to other area organizations with the goal of transitioning the operations from the County.

Motion by Christian Marcus, seconded by Chuck Johnson, to stop funding the Nifty Thrifty organization effective January 1, 2016.

Ms. Bargy suggested changing the date to February 1. Mr. Marcus and Mr. Johnson accepted the amended part of the motion.

Mr. Marcus wanted to ensure the budgeted monies stayed inside the COA budget. Ms. Haydell said there was no building repair on the books except for the furnace repair. Mr. Marcus spoke in favor of emergency services providing clothing to victims of fire and other disasters.

Motion by Christian Marcus, seconded by Chuck Johnson, to recommend that the Board of Commissioners discontinue funding of the Nifty Thrifty organization effective February 1, 2016. Yes votes – Bargy, Johnson, Marcus; No votes – Boettcher, Crawford, Heeres, Smith, Wilson, Stanek. Motion failed.

Ms. Parliament asked the Committee if Nifty Thrifty could continue with County employees if community partners were found.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend that the Board of Commissioners announce that the County will continue to fund Nifty Thrifty until July 1, 2016 and to work with community to find an alternative.

The Committee discussed where the funding should come from during that time period. Mr. Boettcher recommended that it stay inside COA. Mr. Garwood noted that the COA Board had recommended that the funding be shifted to the general fund. Mr. Wilson asked that the date be changed to October 1, 2016. Mr. Boettcher and Mr. Smith agreed to that change.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend that the Board of Commissioners announce that the County will continue to fund Nifty Thrifty until October 1, 2016 and to work with the community to find an alternative.

Yes votes – Boettcher, Crawford, Heeres, Johnson, Smith, Wilson, Stanek;

No votes – Barga, Marcus. Motion carried.

Ms. Stanek said the Committee should charge someone with finding alternatives for Nifty Thrifty. Ms. Parliament said she will do so. Mr. Boettcher said he would also be willing to help. Mr. Hill said other organizations will want to know what the County's intentions are regarding the Nifty Thrifty building. Ms. Stanek asked that the issue of the building be discussed at the upcoming Board meeting on November 12.

5. Sheriff Department

Jail Shower Renovation

Todd Rawling, Jail Sergeant, said the security in the Jail was greatly improved due to the new intercoms and video cameras. He said he'd had difficulty finding contractors willing to quote the jail shower project, but did have two. He asked the Committee to waive the request for proposal requirement.

Motion by Bob Wilson, seconded by Dave Heeres, to recommend the Board of Commissioners waive the sealed bid requirement (as allowed by the purchasing and bid policy) and allow the jail shower project to move forward without a formal request for bids or request for proposals. Motion carried – unanimous.

The Committee took a break at 10:25 a.m.

The Committee returned from break at 10:35 a.m.

6. Economic Development Corporation (EDC) Funding Request

Mr. Garwood said the EDC also serves as the Brownfield Redevelopment Authority (BRA). He told the Committee that the State of Michigan brownfield laws had changed and now required a brownfield plan for each individual project instead of one plan for the entire County. The EDC/BRA is asking for funds to update the BRA bylaws, policies, and procedures.

Ms. Barga stated her concerns about spending the monies to write a brownfield plan for a specific site. Mr. Garwood said establishing a land bank authority was not part of the funding request. Sherry Comben, County Treasurer and an EDC/BRA member, said the funding request was to do groundwork that would have to be done to accept a plan from a developer if one was presented.

Motion by Dave Heeres, seconded by Chuck Johnson, to recommend the Board of Commissioners approve a budget amendment for \$2,577 from the General Fund for the purposes of preparing the documents necessary for the Antrim County Brownfield Redevelopment Authority to properly consider a proposed brownfield project, and to also create the appropriate general fund cost center and line items.

Mr. Marcus asked that the word "the" in the motion that prefaced the word "documents be changed to "all." Mr. Heeres and Mr. Johnson agreed to the change.

Motion by Dave Heeres, seconded by Chuck Johnson, to recommend the Board of Commissioners approve a budget amendment for \$2,577 from the General Fund for the

purposes of preparing all documents necessary for the Antrim County Brownfield Redevelopment Authority to properly consider a proposed brownfield project, and to also create the appropriate general fund cost center and line items.

Motion carried – unanimous.

Motion by Laura Stanek, seconded by Ed Boettcher, to recommend the Board of Commissioners move the monies for the \$2,577 Brownfield Redevelopment Authority request from Contingencies #101000-895-999.000. Motion carried – unanimous.

7. Prince Property Tax Bill

Mr. Garwood said the property had been a gift, but that property taxes were due. Sherry Comben, County Treasurer, said the property will become tax exempt after December 31, 2015.

Motion by Ed Boettcher, seconded by Bob Wilson, to recommend the Board of Commissioners approve the payment of the property taxes for parcel #05-02-034-010-00 as follows; delinquent taxes in the amount of \$1,293.55, Summer 2015 taxes in the amount of \$303.27 and Winter 2015 taxes in the estimated amount of \$97.74, all to be paid from the Forestry Fund #230. Motion carried – unanimous.

8. Register of Deeds Xerox Lease Agreement

Mr. Garwood said the proposed lease will replace what is already in the Register of Deeds office. Mr. Wilson asked about transmissions from digital equipment.

Motion by Ed Boettcher, seconded by Karen Bargy, to recommend the Board of Commissioners authorize the Board Chairman to execute a five-year lease agreement for a Xerox 3615 printer for the Register of Deeds office. Motion carried – unanimous.

9. Vehicle Disposal

Motion by Karen Bargy, seconded by Ed Boettcher, to authorize the County Administrator to advertise the sale of the 1991 Chevrolet pick-up and 2006 Ford Taurus on GovDeals.com and if this method works well authorizes the County Administrator sell future vehicles through GovDeals.com. Motion carried – unanimous.

10. 2016 Appropriations

Mr. Marcus asked about the use of the word “fee” in the agreement with Goodwill and Antrim County Community Collaborative. Ms. Stanek said the appropriation amount covers Antrim County’s share of the Goodwill Industries is the fiduciary.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend the Board of Commissioners authorize the Board Chairman to execute contracts for services for the 2016 appropriations with the Antrim County Fair, Conservation Resource Alliance, Traverse Area District Library, The Watershed Center Grand Traverse Bay and the 2016 fiduciary services agreement with Goodwill Industries of Northern Michigan, Inc. for the Antrim County Community Collaborative. Motion carried – unanimous.

11. Grass River Natural Area (GRNA) Financial Report (for information purposes)

A financial report had been included in the agenda packets. Mr. Boettcher asked about the loss of \$8,402 in the YTD 2015 in the Other Support line item. It was noted that the report contained explanations regarding the losses.

12. Recommendations from other Committees

Buildings, Lands & Infrastructure

Motion by Chuck Johnson, seconded by Ed Boettcher, to recommend the Board of Commissioners approve the invoice of \$4,975.00 from Asbestos Demolition Services, Inc. for the removal and disposal of asbestos and lead at the log cabin off Brake Road to be paid from the Grass River fund #223000-756-934.000 with the corresponding budget amendment. Motion carried – unanimous.

Administration and County Services

Mr. Boettcher said the intent was to hire someone with experience and the necessary qualifications, but it was possible there wouldn't be any applicants who had the assessor's level II certification. Mr. Garwood said Polly Cairns, the contracted Equalization Director, was going to bring in someone at her own expense to perform some of the necessary work.

Ms. Comben said she felt the vacant position should be a Clerk I. Mr. Garwood said the current situation was requiring more effort from the Treasurer's Office. He added there is a high degree of liability regarding the work required of the Equalization Department.

Ms. Bary asked about the training cost to obtain Level II certification. Mr. Garwood estimated it would be approximately \$1,500.

**Motion by Ed Boettcher, seconded by Dave Heeres, to recommend the Board of Commissioners authorize a 2016 budget amendment to increase the "Other Wages" line item (#101000-257-705.000) and the associated benefits by \$1,893.00 in the Equalization Department budget and authorize the hiring process for a Clerk I position in said department, with the additional funds to be taken from the ending fund balance. Yes votes – Bary, Boettcher, Crawford, Heeres, Johnson, Marcus, Smith, Wilson
No votes – Stanek. Motion carried.**

13. Accountant's Financial Information

Budget Status Report – October 2015

Ms. Haydell said the available balance was comparable to the previous year at the same time.

Ms. Haydell had distributed a memo to the Committee, which stated she would like a consideration of the Board of Commissioner's motion at the October 8, 2015 meeting that would require annual performance reviews of the County Accountant and the County Administrator. She would like details in writing regarding the expectations of the Board for a performance review; adding that her job as County Accountant required complying with statutes, procedures, and policies of which the Commissioners might not be aware, including standards established by the Governmental Accounting Standards Board.

The Committee discussed the reviewing process. Mr. Marcus said he would like to see an annual report structure more than annual reviews. Mr. Boettcher said he felt an annual report was sufficient as long as it provided goal and timelines. Mr. Johnson and Mr. Smith said they didn't feel they had the expertise to review the accountant position.

14. Various Matters

Ms. Bary said the Antrim County Fair Board would be having a special meeting on November 19 to select officers.

15. Public Comment

None.

The meeting was adjourned at 11:41 a.m.

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes

December 7, 2015

Members: Laura Stanek, Mike Crawford, Karen Bargy, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson
Members absent: None
Others: Pete Garwood, Deb Haydell, Janet Koch, Sheryl Guy, Patty Niepoth, Sherry Comben

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

2. Public Comment

None.

3. Claims and Accounts

Motion by Karen Bargy, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the Claims and Accounts in the amount of \$181,875.97.

Motion carried – unanimous.

4. Recommendations from other Committees

Buildings, Lands & Infrastructure

Mike Meriwether, County Forester, described a property available for sale. He listed the conservation values to the County as including watershed protection, wildlife corridor protection, and providing more forest land and open space. The recreation values included hunting, hiking, snowmobiling, and an expansion of trails. Additionally, he said there would be a future timber value and that ownership of the 80 acres would increase the value of the County's contiguous holdings.

Mr. Meriwether said the mineral rights are owned by the previous property owner and would not come with the property. He told the Committee that the current property owner would not be allowed to retain the timber rights. Karen Bargy questioned the purchase of any properties given the state of the County's budget.

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend that the Board of Commissioners approve up to \$2,000.00 for the cost of an appraisal for parcel #05-05-031-002-01 to be paid from #230 Forestry Fund and to authorize the corresponding 2016 budget amendment. Yes votes – Chuck Johnson, Bryan Smith, Ed Boettcher, Mike Crawford, Dave Heeres, Christian Marcus, Bob Wilson; No votes – Karen Bargy, Laura Stanek.

Motion carried.

Motion by Chuck Johnson, seconded by Ed Boettcher, to recommend that the Board of Commissioners approve increasing the General Fund, County Building Capital Outlay line item by \$5,896.00 to \$15,896.00 and authorize the corresponding 2016 budget amendment with the funds to come from the General Fund. Yes votes – Chuck Johnson, Ed Boettcher, Mike Crawford, Dave Heeres, Christian Marcus, Bryan Smith, Bob Wilson; No votes – Karen Bargy, Laura Stanek. Motion carried.

Mr. Boettcher read the mission statement of the Glacial Hills Recreation Board to the Committee, approved at their November 30 meeting: "Preserving the natural resource values of Glacial Hills

while providing a premier public recreational area that significantly contributes to the health and prosperity of Antrim County.”

Ms. Bary said the Glacial Hills funds should be used for the entire property. Mike Crawford noted the following section 2009 Memorandum of Understanding between Antrim County and Grand Traverse Regional Land Conservancy, specifically the following section: “Establish a fund dedicated to stewardship of the Glacial Hills Pathway and Natural Area and contribute \$25,000 to said fund. Such funds shall be used to make initial necessary improvements for public access including parking areas, signage and trails. Alternatively, said funds could be used as local cash match for facility improvement grants, such as the MNRTF (Michigan Natural Resources Trust Fund) Development Grant program or long-term stewardship of the Natural Area.”

Motion by Chuck Johnson, seconded by Bryan Smith, to recommend that the Board of Commissioners approve the payment of \$8,500.00 from the Glacial Hills Fund #238 to the Glacial Hills Committee with the corresponding 2015 budget amendment.

Yes votes – Chuck Johnson, Bryan Smith, Ed Boettcher, Mike Crawford, Dave Heeres;

No votes – Karen Bary, Christian Marcus, Bob Wilson, Laura Stanek. Motion carried.

Mr. Marcus wanted to correct the December 1, 2015 Buildings, Lands & Infrastructure minutes that included a reference to a conversation he’d had with Mike Meriwether about a County-owned parcel near Lakes of the North. He said there had been no discussion of exclusivity regarding the property. Mr. Marcus added that a full proposal for the property would be brought before the Board of Commissioners.

Administration and County Services

Mr. Garwood said past practice had been to take the additional costs for increased salaries and wages from the budgeted contingency. Ms. Bary noted her concerns with awarding the 2% union-negotiated increase to unrepresented employees. Sherry Comben, County Treasurer, said the unrepresented had negotiated the 2% increase with the Administration Committee.

Motion by Ed Boettcher, seconded by Dave Heeres, to recommend that the Board of Commissioners approve a 2% increase in salaries in 2016 for the Probate Court Unrepresented employees with the corresponding budget amendment transfer from general fund - department special projects - account contingencies.

Yes votes – Ed Boettcher, Mike Crawford, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson, Laura Stanek; No votes – Karen Bary. Motion carried.

Pete Garwood, County Administrator, said the 2% salary and wage increase for all the unrepresented would be \$59,400. There would be a \$4,490 increase for FICA and an increase in pension amounts in the neighborhood of \$6,500.

Motion by Ed Boettcher, seconded by Dave Heeres, to recommend that the Board of Commissioners approve a 2% increase in salaries and wages in 2016 for the Prosecuting Attorney Unrepresented employees, the Elected Officials, the General Unrepresented employees, the Part-time/Seasonal employees, and the County Administrator, and that the corresponding budget amendment transfers be made from general fund - department special projects - account contingencies. Yes votes – Ed Boettcher, Dave Heeres, Mike Crawford, Chuck Johnson, Bryan Smith, Bob Wilson, Laura Stanek; No votes – Karen Bary, Christian Marcus. Motion carried.

Regarding the salaries of the IT Director, the Emergency Services Coordinator, and the Veterans Affairs Director, Mr. Boettcher said he would like the Finance Committee to consider the

December 2, 2015 memo from the County Administrator instead of the recommendations detailed in the Administration Committee meeting minutes.

Mr. Wilson said he didn't think this was the time to consider significant salary adjustments considering the state of the County's revenues. Ms. Bargo noted that the Emergency Services Coordinator position was originally funded through a grant. Mr. Marcus said he expected the future duties of the Emergency Services Coordinator to expand even though there would likely be no future grant awards. Mr. Heeres said the County has many quality employees and that to keep quality employees they needed to be paid accordingly.

The December 2 memo included a recommendation to give additional increases in order to get positions closer to parity with the average of their counterparts in other counties listed in the wage and salary survey. The increases were as follows:

- 10% to 14.99% behind 3% increase
- 15% to 19.9% behind 4% increase
- 20% to 24.9% behind 5% increase
- 25% and over 6.5% increase

Mr. Marcus recommended giving parity increases only to the IT Director and the Emergency Services Coordinator at this time; that the others should be addressed when the County is more fiscally stable. Mr. Garwood said the parity adjustments would cost the County a rough estimate of \$11,800.

Motion by Ed Boettcher, seconded by Laura Stanek, to recommend that the Board of Commissioners approve the following 2016 salary increases; Parks Manager 3%, Maintenance Director 3%, Commission on Aging Director 3%, Veterans Affairs Director 4%, the Emergency Services Coordinator 6.5%, and the IT Director 6.5%, these wage increases calculated after the addition of the 2% recommended for the General Unrepresented, and that the corresponding budget amendment transfers be made from General Fund - Department Special Projects - Account Contingencies.

Yes votes – Ed Boettcher, Mike Crawford, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Laura Stanek.

No votes – Karen Bargo, Bob Wilson.

Motion carried.

Motion by Ed Boettcher, seconded by Dave Heeres, to recommend that the Board of Commissioners approve a three-month extension of the fifty cents per hour wage increase for Casey Guthrie and also provide Julie Weston with the same fifty cent per hour increase to start January 12, 2016, per the recommendation of Equalization Director Polly Cairns, along with the corresponding budget amendment, with the increases to end April 12, 2016. and that the corresponding budget amendment transfers be made from General Fund - Department Special Projects - Account Contingencies.

Motion carried – unanimous.

The Committee discussed formal evaluations of department heads.

5. Accountant's Financial Information

Recommended Motions for Year End 2015

Motion by Laura Stanek, seconded by Chuck Johnson, to recommend the Board of Commissioners approve the County Accountant to make the necessary 2015 General Fund revenue budget amendments in various accounts to total to the amount of \$240,715.09, to approve the County Accountant to make the necessary 2015 General Fund expenditure budget amendments in various departments to total to the amount of \$83,714.08, and to approve the County Accountant to make the necessary 2015 Other Fund revenue and expenditure budget amendments. Motion carried.

Motion by Karen Bargy, seconded by Bryan Smith, to recommend the Board of Commissioners authorize the Chief Administrative Officer of the Budget to, after consultation with the Finance Chairman (or the Board Chairman in the absence of the Finance Chairman) and the County Administrator, make any necessary amendments to avoid negative fund balances for the General Fund and Other Funds at year end and present the results to the next Finance Committee meeting. Motion carried.

6. Various Matters

Mr. Garwood said the Finance Committee is often temporarily appointed to meet before the first January board meeting to deal with claims and accounts. It was the Committee's consensus that claims and accounts would be done at the Monday, January 4, 2016 organizational meeting of the Board of Commissioners.

Ms. Bargy asked Ms. Haydell to email the 2015 Year to Date revenues and expenditures to all the Commissioners. Ms. Bargy then asked Mr. Garwood about the status of the Department of Health & Human Services lease; Mr. Garwood said there had been no movement.

7. Public Comment

None.

The meeting was adjourned at 10:30 a.m.