

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

November 4, 2016

To: **Finance Committee**
From: **Pete Garwood, County Administrator**
Re: **Meeting Notice**

The Finance Committee will hold a special meeting on

Monday, November 7, 2016 at 9:00 a.m.

Board of Commissioner's Room, 2nd Floor, Antrim County Building, Bellaire

Agenda items will include:

- 9:00 a.m. Public Comment
- 9:01 a.m. Michigan Public Safety Communication System Presentation
- 9:45 a.m. Recommendations from other Committees
 - Health & Public Safety
 - 911 Dispatch Consoles - ***attached pg. 2***
 - Buildings, Lands & Infrastructure
 - Appraisal for property adjacent to Mohrmann Park – ***attached pg. 3***
 - Elk Rapids Day Park Trail Improvements – ***attached pg. 4-5***
 - Elk Rapids Hydro Dam Expenses – ***attached pg. 6***
 - Administration
 - Paging System – ***attached pg. 7***
- 10:45 a.m. Accountant's Financial Information – Deb Haydell
 - Revenue and Expenditure Report – 10/31/2016 – ***attached pgs. 8-10***
- 11:00 a.m. 2017 Appropriations – ***attached pgs. 11-18***
- 11:10 a.m. Ellsworth DDA – ***attached pg. 19-21***
- 11:15 a.m. Claims and Accounts
- 11:20 a.m. Various Matters
- 11:25 a.m. Public Comment

If you have any questions, concerns or are unable to attend this meeting, please contact the Administration and Planning Office. If you wish to attend this meeting and require special assistance, please contact the Administration and Planning Office by writing P.O. Box 187, Bellaire, MI 49615; by emailing: countyadmin@antrimcounty.org; or by calling 231-533-6265. Thank you.

Motion by Karen Bargy to recommend the Board of Commissioners authorize the purchase of the MCC 5500 computers replace, 4 Motorola computers, and advanced replacement contract to be include at a cost of \$15,200 with the maintenance contract. The motion died for lack of support.

Sheriff Bean said he would like the County to purchase the MCC 7500s, but understands the 911 Board's recommendations. He considers the mobile data terminals to be very important. Mr. Kooyers said once the County purchases the MCC 7500, the State will take the responsibility of upgrading the software; currently the County is responsible for upgrading the 5500's software. The MCC 7500 has a 10-year life cycle. He said the MPSCS could be asked to make a presentation regarding the MCC 7500 consoles.

Motion by Bob Wilson to recommend the Board of Commissioners to purchase the MCC 7500 consoles. The motion died for lack of support.

Motion by Christian Marcus, seconded Bob Wilson, to recommend the Finance Committee explore the purchase of the MCC 7500 consoles at an estimated cost of \$345,000 with the purchase of a service agreement estimated at \$14,000 annually, with additional information from the MPSCS regarding the 7500 consoles to be presented at the November 7 Finance Committee meeting with the 911 Board to be invited to the meeting. Motion carried - unanimous.

It was noted that Ms. Spindler will invite a representative of the MPSCS to the Finance meeting. Mr. Kooyers said the MPSCS will make a 45-minute presentation. Sheriff Bean said he will invite the 911 Board to the Finance meeting.

The Committee recessed at 10:55 a.m.

The Committee returned from recess at 11:00 a.m.

Mancelona Tower

It was noted that payment for the mic fees had been sent to the State of Michigan. Sergeant Gank said the lease for the new tower equipment will be forwarded to the Administration Office for review by civil counsel for a decision at the November BOC meeting. Mr. Kooyers noted some recommendations for the tower lease that he will communicate in writing to the Sheriff. Mr. Kooyers said they will soon be fighting cold weather when working on the tower and would like to get moving quickly on the project.

7. Grand Valley State University (GVSU) Affiliation Agreement for COA and Sheriff

Janet Koch, Associate Planner, said the agreements had been revised per civil counsel's review and sent to GVSU, who had not at that point responded.

Mr. Wilson asked about the Commission on Aging Board's recommendation regarding the agreements.

8. Veteran's Update

Debra Peters, Veterans Affairs Director, said she had made a presentation the previous day to the Bellaire Rotary about the Veterans Affairs Office. Also, the November 3 issue of the *Antrim Review* will contain pamphlets about the services of the office. She noted that the newspaper's circulation is 2,600.

Buildings, Lands & Infrastructure Committee

Ed Boettcher

Chuck Johnson, Chairman

Bryan Smith

Minutes November 1, 2016

Members: Chuck Johnson, Ed Boettcher, Bryan Smith
 Members absent: None
 Others: Pete Garwood, Mike Crawford, Janet Koch, Mike Bertram

1. The meeting was called to order at 9:00 a.m. by Chairman Chuck Johnson.

2. Public Comment

Mike Bertram spoke against revising the Nifty Thrifty lease.

3. Building Department Update

Mark Haynes, Building Official, had included a written update in the agenda packets. He noted that the September expenses had been higher primarily based on the fact that the month had had three pay periods. Pete Garwood, County Administrator, said he was working with Mr. Haynes regarding a method of contacting a property owner that was an entity and not an individual.

4. Soil Erosion Control (SEC) Update

Heidi Shaffer, Soil Erosion Control Officer, had included an update with the agenda packets. The total of number of permits was on track to increase in 2016 from 2014 and 2015. She noted that the 2016 fee increases had brought in slightly more revenue. The Committee noted that cooperation from contractors regarding soil stabilization was as important, if not more important, than the revenue stream from permit fees.

Ms. Shaffer noted the departure of Dianna Robinson, the Conservation District's Office Manager and said that the ACD was planning to hire their AmeriCorps Protection Technician, Bethany Springsdorf, as the new office manager and to bring in a new AmeriCorps volunteer in 2017.

5. Forestry Update

Trust Fund Grant Application (property adjacent to Mohrmann Park)

Mike Meriwether, County Forester, said he'd been told by the Michigan Natural Resources trust fund staff that a grant can't be awarded for an amount that is above an appraised price; he said there was no current appraisal. Mr. Meriwether said there are two gas wells on the property. Janet Koch, Associate Planner, noted that the Board of Commissioners had approved funding the appraisal in late 2015.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend the Finance Committee find the funding for, and the Board of Commissioners approve, an appraisal for the East 1/2 of the Southwest fractional 1/4 of Section 31, Town 31 North, Range 7 West, with the intent that the appraisal be completed before the next Committee meeting. Motion carried – unanimous.

6. Parks Update

Eileen Wallick, Parks Manager, distributed a copy of the Barnes Park receipts to date for 2016 (see attached pg. 7).

Paving Improvements

Ms. Wallick discussed paving repairs at Barnes Park; it was the Committee's consensus that the project should wait until 2017.

Elk Rapids Day Park

A copy of a quote to repair the walkway had been faxed to the Administration Department and was distributed to the Committee (see attached pg. 8). Ms. Wallick said the total length of the asphalt was 400 feet and that the 9A material specified was Afton stone. Ms. Wallick and the Committee agreed that Afton stone was easier to maintain considering the type of traffic the park was now receiving.

Ms. Wallick said the existing budget for the Day Park had \$3,000 in contractual services, \$1,000 in building maintenance, and \$264.43 in equipment maintenance.

Motion by Ed Boettcher, seconded by Bryan Smith, that the Finance Committee find the funding for, and the Board of Commissioners approve, a not-to-exceed amount of \$8,150 for the quoted improvements at the Elk Rapids Day Park. Motion carried – unanimous.

Ms. Wallick said repairs to the plumbing in the bathhouse would be scheduled in 2017.

7. Operator of Dams Update

Mark Stone, Operator of Dams, said progress was being made on the renovations to the Elk Rapids Hydrodam. He had worked with Deb Haydell, Finance Director, regarding budget amendments for the first portions of the project, which would be completed in 2016. The funding would come from Fund 582, Elk Rapids Hydro Utility System, as described on page 7 of the Finance Committee minutes of September 12, 2016. Mr. Stone asked for a \$5,000 budget amendment that would cover the engineering costs and an analysis for lead and cadmium.

Mr. Stone also needed a budget amendment to cover a cost of \$328.02. This was 20% of the total cost for a dissolved oxygen analysis, which was required by the Michigan Department of Environmental Quality. This would also come from the Fund 582 fund balance.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend the Finance Committee approve a \$5,000 budget amendment for Fund 582, capital outlay, and a \$328.02 budget amendment for Fund 582, contractual services, for work at the Elk Rapids Hydrodam. Motion carried – unanimous.

8. Grass River Natural Area (GRNA) Update

Haley Breniser, Executive Director of GRNA, showed trail cam video from the Grass River featuring otters, a deer, and a bobcat. She reminded the Committee that hunting was allowed at GRNA except for an area near the nature center and many of the trails.

Ms. Breniser said GRNA had 80 volunteers in 2015 but have already had 150 volunteers in 2016; most is maintenance to infrastructure and field work. She expected that the number of visitors to GRNA would meet or exceed numbers from 2015.

PROPOSAL

6725 Birch Lake Road
Kewadin, MI 49648

231-264-1100
Fax 231-264-6452



EXISTING CONTRACT WITH: <u>Antrim County</u>		PHONE: <u>675-1168</u>	DATE: <u>10-7-16</u>
STREET		JOB NAME	
CITY, STATE & ZIP		JOB LOCATION: <u>Antrim County Day Park Ell Rapids</u>	
ARCHITECT	DATE OF PLANS	JOB PHONE	
		<u>att. Irene</u>	

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

1) Walkin path asphalt removal and place 9a spec 2" thick - \$2400⁰⁰

→ 100' x 8' x 2"

2) 300' x 8' x 2" removal and replace with 9a spec \$5000⁰⁰

100' x 8' x 2"

3) fill in pot holes and Rd way deviation bumps with 9a spec \$750⁰⁰

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR — COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF

_____ DOLLARS (\$_____).

PAYMENT TO BE MADE AS FOLLOWS:

upon invoicing at finish

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

AUTHORIZED SIGNATURE Carl W. Steuer

Note: This proposal may be withdrawn by us if not accepted in 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

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Ms. Breniser said GRNA had 80 volunteers in 2015 but have already had 150 volunteers in 2016; most is maintenance to infrastructure and field work. She expected that the number of visitors to GRNA would meet or exceed numbers from 2015.

4. Paging System (see attached pgs. 10-13)

Mr. Garwood said he considered the purchase of a paging system for the County facilities important for security purposes. The purchase of the system, which included the ability to page a limited number of cell phones, came to a total cost of \$4,900.94 with a total annual support fee of \$1,100.94. Mr. Garwood said the proposed policy had been reviewed by the department heads.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Finance Committee authorize the purchase and installation of the paging software from General Fund, I.T. Department #101000-228-802.238 (Software Licensing) at a cost of \$4,900.94, and that the Board of Commissioners approve the proposed Telephone System Paging Use Policy. Motion carried – unanimous.

5. Fiber Resolution (see attached pg. 14)

Mr. Garwood said the resolution had originated with Networks Northwest. The resolution included no commitment; its intent was to show support for more broadband in the area.

Motion by Laura Stanek, seconded by Dave Heeres, to recommend the Board of Commissioners approve a resolution of Support for High Speed Fiber Internet Connectivity in Antrim County along with the entire Northwest region of the Lower Peninsula of Michigan. Motion carried – unanimous.

6. Salary & Wage Increases

Mr. Garwood said the proposed salary and wage increases did not include the Probate Court Unrepresented or the Elected Department Heads. Ms. Haydell, Finance Director, provided information to the Committee (see attached pgs. 15-17) regarding the financial impact to the County. The total for the proposed increases was \$30,552.35. Ms. Haydell added that the numbers reflected the Park Manager's increase but not the 20-year step increase for seasonal employees.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioner's approve a 2% increase in 2017 salaries and 2017 wages for the General Unrepresented, the Part-time/Seasonal employees, and the County Administrator, and that the corresponding budget amendments be made. Motion carried – unanimous.

Mr. Garwood said at their August meeting, the Committee had requested the addition of a 20-year step increase for Park employees in 2017. This would impact two seasonal employees. A comment was made that the Park employees do not receive benefits.

Motion by Dave Heeres, seconded by Laura Stanek, to recommend the Board of Commissioners approve a twenty-year step increase in the wage scale for the Park Attendants in the amount of \$16.42 per hour for the 2017 year. Motion carried – unanimous.

Mr. Garwood said in 2015 the Committee had indicated their intent to give parity wage increases to department heads whose wages were not comparable to their counterparts in the ten counties that are used for wage comparison purposes. Mr. Heeres asked if the information supplied by Ms. Haydell included those increases; Ms. Haydell said it did.

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY

PERIOD ENDING 10/31/2016
 % Fiscal Year Completed: **83.33**

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	ACTIVITY FOR MONTH 10/31/16	YTD BALANCE 10/31/2016	AVAILABLE BALANCE	% BDGT USEC
Fund 101000 - GENERAL							
Revenues							
TAX	TAXES	9,513,522.00	9,513,522.00	2,519,582.34	9,333,897.19	179,624.81	98.11
L&P	LICENSES & PERMITS	179,300.00	179,300.00	10,479.00	228,089.00	(48,789.00)	127.21
OA	OTHER AGENCIES	762,510.00	747,331.00	75,447.00	513,349.03	233,981.97	68.69
O	Unclassified	5,800.00	5,800.00	2,032.26	19,565.41	(13,765.41)	337.33
CS	CURRENT SERVICES	980,070.00	980,070.00	84,271.54	859,536.50	120,533.50	87.70
OS	OTHER SERVICES	1,023,662.00	1,098,662.00	11,679.80	1,108,790.33	(10,128.33)	100.92
TOTAL Revenues		12,464,864.00	12,524,685.00	2,703,491.94	12,063,227.46	461,457.54	96.32
Expenditures							
101	COMMISSIONERS	286,043.00	295,491.00	21,941.35	220,725.59	74,765.41	74.70
131	CIRCUIT COURT	395,146.00	395,146.00	5,836.78	243,241.56	151,904.44	61.56
132	FAMILY DIVISION - CIRCUIT COURT	522,681.00	528,912.00	35,532.76	368,558.25	160,353.75	69.68
133	CIRCUIT COURT PROBATION	3,000.00	3,000.00	145.67	1,462.37	1,537.63	48.75
134	FAMILY CRT - DETENTION SUPPORT SERVICES	12,000.00	12,000.00	1,607.68	11,839.25	160.75	98.66 <i>OK</i>
136	DISTRICT COURT	686,981.00	686,981.00	30.67	371,000.72	315,980.28	54.00
141	FRIEND OF THE COURT	89,434.00	89,434.00	0.00	35,710.00	53,724.00	39.93
148	PROBATE COURT	306,445.00	308,016.00	25,336.41	246,561.29	61,454.71	80.05
165	JURY COMMISSION	3,238.00	3,254.00	2.00	2,588.48	665.52	79.55
172	COUNTY ADMINISTRATOR	256,154.00	260,816.00	20,382.55	212,809.69	48,006.31	81.59
191	ACCOUNTING	71,244.00	82,308.70	5,459.13	61,604.42	20,704.28	74.85
212	BUDGET-ACCTNG SERV	93,600.00	93,600.00	0.00	42,975.94	50,624.06	45.91
215	COUNTY CLERK	360,061.00	364,092.00	28,599.32	302,281.68	61,810.32	83.02
216	COMMUNICATIONS	104,770.00	104,770.00	2,471.33	27,662.72	77,107.28	26.40
228	COMPUTER	198,577.00	204,031.00	11,568.51	140,770.73	63,260.27	68.99
233	PURCHASING	30,230.00	30,230.00	385.88	11,037.37	19,192.63	36.51
250	TAX ALLOCATION BOARD	377.00	377.00	0.00	110.04	266.96	29.19
253	COUNTY TREASURER	255,525.00	262,398.00	17,752.36	203,215.65	59,182.35	77.45
257	EQUALIZATION	269,250.00	289,560.07	39,544.83	223,139.30	66,420.77	77.06
261	MSU EXTENSION	161,611.00	164,512.00	20,021.22	142,209.73	22,302.27	86.44 <i>I</i>
262	ELECTIONS	100,811.00	100,811.00	239.75	51,419.44	49,391.56	51.01
263	GROVE ST. ANNEX	13,200.00	13,200.00	759.14	8,771.60	4,428.40	66.45
264	'05 COURTHOUSE	109,716.00	109,901.00	8,723.06	86,618.76	23,282.24	78.82
265	BUILDING & GROUNDS	499,634.00	515,026.00	36,517.94	372,678.01	142,347.99	72.36
267	PROSECUTING ATTORNEY	541,321.00	546,989.00	39,969.82	420,013.13	126,975.87	76.79
268	REGISTER OF DEEDS	196,450.00	215,500.00	15,085.73	154,937.01	60,562.99	71.90
269	MICROFILM 2006	9,750.00	9,750.00	0.00	325.99	9,424.01	3.34
271	PLAT BOARD	250.00	250.00	0.00	0.00	250.00	0.00
272	PROS. ATTY.-VICTIMS RIGHTS 2006	46,101.00	47,636.00	3,442.18	19,319.21	28,316.79	40.56
273	P.A. CHILD SUPPORT/IVD 2006	26,276.00	26,627.00	17.00	8,216.25	18,410.75	30.86
275	DRAIN COMMISSIONER	584.00	594.00	44.82	493.02	100.98	83.00
277	ABSTRACT	152,717.00	156,842.00	12,747.36	129,151.73	27,690.27	82.35
278	SURVEY & REMONUMENTATION	46,600.00	31,350.00	0.00	0.00	31,350.00	0.00
301	SHERIFF	3,235,211.00	3,278,657.00	246,489.99	2,502,279.19	776,377.81	76.32
331	MARINE	123,690.00	125,917.00	7,091.86	93,254.80	32,662.20	74.06
334	SECONDARY ROADS	50,210.00	53,023.00	3,899.55	38,028.68	14,994.32	71.72
351	JAIL	417,644.00	422,269.00	17,263.81	293,914.95	128,354.05	69.60
352	ZERO TOLERANCE	71,650.00	72,450.00	3,344.16	57,045.50	15,404.50	78.74
426	EMERGENCY SERVICES	70,663.00	73,802.00	4,629.10	57,431.67	16,370.33	77.82
430	ANIMAL CONTROL	190,307.00	191,061.00	13,676.97	146,228.76	44,832.24	76.54
442	DAMS AND DAMS OPERATOR	59,891.00	60,511.00	4,487.27	47,366.96	13,144.04	78.28
601	HEALTH	557,329.00	557,329.00	190.00	369,381.48	187,947.52	66.28
648	MEDICAL EXAMINER	23,850.00	23,850.00	2,018.46	18,209.43	5,640.57	76.35

PERIOD ENDING 10/31/2016

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Fund 101000 - GENERAL							
Expenditures							
671	WELFARE	120,587.00	120,587.00	3.00	116,435.98	4,151.02	96.56 OK
673	AGING - NOT REIMBURSED	3,609.00	3,609.00	0.00	2,228.06	1,380.94	61.74
682	VETERANS AFFAIRS	121,917.00	127,035.00	7,040.48	108,503.30	18,531.70	85.41 OK
694	HOUSING - ADMINISTRATION	2,750.00	2,750.00	11.00	383.44	2,366.56	13.94
719	RESOURCE RECOVERY	21,484.00	21,484.00	1.00	21,697.74	(213.74)	100.99 OK
720	PLANNING COMMISSION	6,015.00	6,015.00	159.43	3,869.13	2,145.87	64.32
721	PLANNING/COORDINATOR	66,984.00	68,459.00	4,751.50	54,827.34	13,631.66	80.09
728	ECONOMIC DEVELOPMENT COMM.	4,310.00	4,310.00	318.22	2,677.41	1,632.59	62.12
729	BROWNFIELD REDEV AUTHORITY	0.00	2,577.00	0.00	2,240.64	336.36	86.95 OK
752	PARKS & RECREATION ADVISORY BOARD	1,978.00	1,978.00	0.00	3.00	1,975.00	0.15
754	PARKS - CEDAR RIVER NA, MOHR NA, MURPHY	500.00	500.00	0.00	0.00	500.00	0.00
755	PARKS - NOTEWARE, WETZEL, WILLOW DAY	4,225.00	4,225.00	817.50	2,737.48	1,487.52	64.79
756	PARK	239,102.00	248,792.00	17,671.97	175,228.22	73,563.78	70.43
757	PARKS - ELK RAPIDS	16,227.00	16,376.00	1,740.01	12,219.87	4,156.13	74.62
851	INSURANCE & BONDS	388,000.00	388,000.00	0.00	376,237.00	11,763.00	96.97 OK
895	SPECIAL PROJECTS--OTHER	365,805.00	422,189.18	250,415.89	252,084.54	170,104.64	59.71
901	CAPITAL OUTLAY	198,698.00	246,681.27	43,998.00	202,813.75	43,867.52	82.22
902	CAPITAL OUTLAY-COMPUTERS	0.00	15,805.54	0.00	14,860.87	944.67	94.02 OK
966	APPROPRIATIONS	1,117,367.00	1,117,367.00	0.00	1,117,367.00	0.00	100.00 OK
967	TRANSFER OUT	0.00	15,000.00	0.00	0.00	15,000.00	0.00
TOTAL Expenditures		13,329,780.00	13,646,013.76	984,184.42	10,211,005.12	3,435,008.64	74.83
Fund 101000 - GENERAL:							
TOTAL REVENUES		12,464,864.00	12,524,685.00	2,703,491.94	12,063,227.46	461,457.54	96.32
TOTAL EXPENDITURES		13,329,780.00	13,646,013.76	984,184.42	10,211,005.12	3,435,008.64	74.83
NET OF REVENUES & EXPENDITURES		(864,916.00)	(1,121,328.76)	1,719,307.52	1,852,222.34	(2,973,551.10)	165.18
BEG. FUND BALANCE		8,704,833.84	8,704,833.84		8,704,833.84		
FUND BALANCE ADJUSTMENTS					68.00		
END FUND BALANCE		7,839,917.84	7,583,505.08		10,557,124.18		

The Departments that are over 83.33% Fiscal Year Completed Balance-and the reason:

OK-Information that was provided the previous months

- I. Dept 261 MSU Ratio Annuity Benefit
 -no action required - See attached

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Expenditures							
101000-261-703.000	WAGES - DEPUTY#1, OFF MGR, SEC, 1ST ASS	33,477.00	33,477.00	2,575.50	27,169.29	6,307.71	81.16
101000-261-705.000	OTHER WAGES	32,189.00	32,189.00	2,476.51	26,125.04	6,063.96	81.16
101000-261-714.002	1:1 RATIO ANNUITY BENEFIT	280.00	286.00	0.00	328.37	(42.37)	114.81
101000-261-715.000	FICA - COUNTY SHARE	5,023.00	5,146.00	362.41	3,873.78	1,272.22	75.28
101000-261-716.000	HEALTH INSURANCE	29,960.00	32,685.00	3,151.22	27,665.24	5,019.76	84.64
101000-261-716.008	DELTA DENTAL INSURANCE	2,880.00	2,927.00	229.30	2,424.76	502.24	82.84
101000-261-718.000	RETIREMENT - COUNTY SHARE	9,592.00	9,592.00	814.88	8,652.03	939.97	90.20
101000-261-719.000	OTHER FINGE - AD&D ETC.	875.00	875.00	79.27	734.83	140.17	83.98
101000-261-724.000	WORKERS' COMPENSATION	350.00	350.00	85.00	340.00	10.00	97.14
101000-261-727.000	SUPPLIES - OFFICE	2,000.00	2,000.00	31.34	1,354.04	645.96	67.70
101000-261-802.262	MSUE ASSESSMENT	40,785.00	40,785.00	10,196.25	40,785.00	0.00	100.00
101000-261-854.000	BOX RENT AND KEYS	100.00	100.00	0.00	70.00	30.00	70.00
101000-261-855.000	TELEPHONE	1,800.00	1,800.00	19.54	1,159.53	640.47	64.42
101000-261-861.000	TRAVEL	200.00	200.00	0.00	34.38	165.62	17.19
101000-261-901.000	PRINTING AND PUBLISHING	200.00	200.00	0.00	32.00	168.00	16.00
101000-261-933.855	MAINTENANCE - DEPT. TELEPHONES	400.00	400.00	0.00	0.00	400.00	0.00
101000-261-980.000	EQUIPMENT EXTENSION DEPT.	1,500.00	1,500.00	0.00	1,461.44	38.56	97.43
TOTAL Expenditures		161,611.00	164,512.00	20,021.22	142,209.73	22,302.27	86.44
Fund 101000 - GENERAL:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		161,611.00	164,512.00	20,021.22	142,209.73	22,302.27	86.44
NET OF REVENUES & EXPENDITURES		(161,611.00)	(164,512.00)	(20,021.22)	(142,209.73)	(22,302.27)	86.44



Memorandum Administration Office

November 3, 2016

TO: Finance Committee

FR: Peter Garwood
County Administrator

RE: 2017 Appropriations – Contracts for Services

Attached is page 1 of the contracts for services for the 2017 appropriations with the Antrim County Fair, Conservation Resource Alliance, Traverse Area District Library, The Watershed Center Grand Traverse Bay. Also attached are pages 1-2 of the 2017 fiduciary services agreement with Goodwill Industries of Northern Michigan, Inc. for the Antrim County Community Collaborative.

The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners authorize the Board Chairman to execute contracts for services for the 2017 appropriations with the Antrim County Fair, Conservation Resource Alliance, Traverse Area District Library, The Watershed Center Grand Traverse Bay and the 2017 fiduciary services agreement with Goodwill Industries of Northern Michigan, Inc. for the Antrim County Community Collaborative.

CONTRACT FOR SERVICES

This agreement is made effective January 1, 2017, between the **Antrim County Fair** (“ACF”), PO Box 427, Bellaire, MI, 49615; a nonprofit Michigan corporation, and the County of Antrim, (“COUNTY”), 203 E. Cayuga Street, PO Box 520, Bellaire, MI, 49615, and continues until December 31, 2017.

**SECTION I
OBLIGATIONS AND DUTIES
ANTRIM COUNTY FAIR**

The ACF shall organize and coordinate the annual Antrim County Fair in Bellaire.

**SECTION II
COUNTY’S OBLIGATIONS AND DUTIES**

The COUNTY shall pay to the ACF an annual fee in the amount of ten thousand dollars (\$10,000.00), or such other amount as determined by the COUNTY in its annual appropriations. At the sole determination of the COUNTY, the fee may be paid in two (2) equal installments, the first \$5,000 installment by January 18, 2017, and the second \$5,000 installment by July 20, 2017.

**SECTION III
TERM AND TERMINATION**

This contract shall terminate on December 31, 2017, with the option to renew upon terms satisfactory to both parties. Either party may terminate this agreement without cause by giving ninety (90) days written notice to the other party at the address first set-forth above.

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CONTRACT FOR SERVICES

This agreement is made as of January 1, 2017, between the Conservation Resource Alliance (“CRA” or “CONTRACTOR”), 10850 Traverse Highway, Suite 1180, Traverse City, MI 49684; a nonprofit Michigan corporation, and the County of Antrim, (“COUNTY”), 203 E. Cayuga Street, PO Box 520, Bellaire, MI 49615, and continues until December 31, 2017.

SECTION I OBLIGATIONS AND DUTIES CONSERVATION RESOURCE ALLIANCE

The CRA shall provide services related to land and water conservation.

SECTION II COUNTY’S OBLIGATIONS AND DUTIES

The COUNTY shall pay to the CRA an annual fee in the amount of one thousand dollars (\$1,000.00), or such other amount as determined by the COUNTY in its annual appropriations. At the sole determination of the COUNTY, the fee may be paid in two (2) equal installments: the first installment of \$500.00 by January 18, 2017, and the second installment of \$500.00 on July 20, 2017.

SECTION III TERM AND TERMINATION

This contract shall terminate on December 31, 2017, with the option to renew upon terms satisfactory to both parties. Either party may terminate this agreement without cause by giving ninety (90) days written notice to the other party at the address first set-forth above.

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CONTRACT FOR SERVICES

This agreement is made effective as of January 1, 2017, between the **Traverse Area District Library** ("LIBRARY" or "CONTRACTOR"), 610 Woodmere Avenue, Traverse City, MI 49686, a governmental unit, and the County of Antrim, ("COUNTY"), 203 E. Cayuga Street, PO Box 520, Bellaire, MI, 49615, and continues until December 31, 2017.

SECTION I OBLIGATIONS AND DUTIES TRAVERSE AREA DISTRICT LIBRARY

The LIBRARY shall provide library services to individuals in Antrim County who are certified as unable to read regular print due to a visual or physical handicap.

SECTION II COUNTY'S OBLIGATIONS AND DUTIES

The COUNTY shall pay to the LIBRARY an annual fee in the amount of four thousand one hundred sixteen dollars (\$3,120.00), or such other amount as determined by the COUNTY in its annual appropriations. At the sole determination of the COUNTY, the fee may be paid in two (2) equal installments: the first installment of \$1,560.00 by January 18, 2017, and the second installment of \$1,560.00 by July 20, 2017.

SECTION III TERM AND TERMINATION

This contract shall terminate on December 31, 2017, with the option to renew upon terms satisfactory to both parties. Either party may terminate this agreement without cause by giving ninety (90) days written notice to the other party at the address first set-forth above.

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CONTRACT FOR SERVICES

This agreement is made effective as of January 1, 2017, between the Grand Traverse Bay Watershed Initiative, Inc. d/b/a The Watershed Center Grand Traverse Bay ("CENTER" or "CONTRACTOR"), 13272 S. West Bay Shore Drive, Traverse City, MI 49684-5456, a Michigan nonprofit corporation, and the County of Antrim, ("COUNTY"), 203 E. Cayuga Street, PO Box 520, Bellaire, MI, 49615, and continues until December 31, 2017.

SECTION I OBLIGATIONS AND DUTIES WATERSHED CENTER GRAND TRAVERSE BAY

The CENTER shall provide Services related to land and watershed conservation.

SECTION II COUNTY'S OBLIGATIONS AND DUTIES

The COUNTY shall pay to the CENTER an annual fee in the amount of one thousand dollars (\$1,000.00), or such other amount as determined by the COUNTY in its annual appropriations. At the sole determination of the COUNTY, the fee may be paid in two (2) equal installments: the first installment of \$500.00 by January 18, 2017, and the second installment of \$500.00 by July 20, 2017.

SECTION III TERM AND TERMINATION

This contract shall terminate on December 31, 2017, with the option to renew upon terms satisfactory to both parties. Either party may terminate this agreement without cause by giving ninety (90) days written notice to the other party at the address first set-forth above.

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AGREEMENT FOR FIDUCIARY SERVICES

This Agreement for Fiduciary Services is made effective as of January 1, 2017, between **Goodwill Industries of Northern Michigan, Inc.** ("GOODWILL"), 2279 S. Airport Road West, Traverse City, Michigan 49684, a nonprofit Michigan corporation, and the **County of Antrim** ("COUNTY"), 203 E. Cayuga Street, PO Box 520, Bellaire, Michigan 49615.

R E C I T A L S

A. COUNTY desires to engage a fiduciary for its associate organization, Antrim County Community Collaborative ("ACCC"), for the specific purpose of distributing ACCC's funds to its Coordinator/Service Provider ("Coordinator").

B. GOODWILL agrees to act as fiduciary for the ACCC for the specific purpose of distribution of ACCC's funds to its Coordinator.

C. ACCC's Coordinator provides integration of services and resources for Antrim County residents. GOODWILL shall compensate Coordinator as an independent contractor on behalf of the ACCC. GOODWILL will serve as the ACCC's fiduciary for purposes of this transaction.

D. The ACCC's independent contractor relationship with its Coordinator is memorialized in the Memorandum of Understanding ("MOU"), which confirms the agreement between the Antrim County Community Collaborative and United Way of Northwest Michigan ("UWNWMI"), which is incorporated by reference into this Agreement (a copy is attached hereto).

E. GOODWILL shall not employ nor shall it have any authority, direction, or control over ACCC's Coordinator.

F. Coordinator shall be supervised by the ACCC and will report to the ACCC Board.

G. GOODWILL shall not be liable for any funding of the ACCC's Coordinator position or any other activities of the ACCC.

GOODWILL and COUNTY agree as follows:

1. Obligations and Duties of Fiduciary.

Goodwill shall provide the following services to COUNTY:

- a. To serve as fiduciary to COUNTY's associate organization, the ACCC, for the purpose of facilitating the ACCC's payment for independent contractor services to its Coordinator.
- b. GOODWILL shall pay Coordinator for services and costs upon receipt of Coordinator's monthly invoices, as approved by the ACCC Executive Committee.

- c. GOODWILL shall pay Coordinator for Coordinator's services through UWNWMI, as approved by the ACCC Executive Committee, from an UWNWMI/ACCC account held at GOODWILL. Upon receiving an invoice, payment shall be made in a timely manner not to exceed 60 days.

2. Obligations and Duties of COUNTY.

COUNTY shall provide the following obligations and duties to GOODWILL:

- a. COUNTY shall pay GOODWILL an annual fee in the amount of Eight Thousand Dollars (\$8,000) to be held by GOODWILL as its fiduciary for payment of services and costs to Coordinator upon receipt of monthly invoices for services and costs, as approved by the ACCC Chair and Treasurer. At the sole determination of the COUNTY, the fee may be paid in two (2) equal installments, the first \$4,000 installment by January 18, 2017 and the second \$4,000 installment by July 20, 2017.

3. Term. This Agreement shall terminate on December 31, 2017, subject to termination and notice provisions as set forth in section 4.

4. Termination and Notice. Either party may terminate this Agreement at any time and without any cause upon thirty (30) days' written notice to the other at the address set forth above.

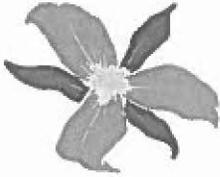
5. Indemnification. The parties agree that GOODWILL and its agents will in no way be deemed, nor hold themselves out to be, an employee, agent, or joint venture partner of the COUNTY for any purpose. GOODWILL shall hold the County harmless and will defend the County in any claim or cause of action arising from GOODWILL's failure to pay UWNWMI for its services on behalf of ACCC.

6. Binding Effect. This Agreement will be binding upon and inure to the benefit of GOODWILL and the COUNTY and their respective legal representatives.

7. Waiver. No provision of this Agreement will be deemed waived and no breach excused, unless such waiver or consent is in writing and signed by the party claimed to have waived or consented. Any consent by any party or waiver of, a breach of the other party, whether express or implied, will not constitute consent to, waiver of, or excuse for any different or subsequent breach.

8. Invalid Provisions. If any provision of this Agreement is held to be invalid by a court of competent jurisdiction, it will be considered to be deleted and the remainder of the Agreement will not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement will be considered to be terminated as of the date on which the provision was declared invalid.

9. Section Titles. The titles of the sections set forth in this Agreement are inserted for convenience only and will be disregarded when construing or interpreting any of the provisions of this Agreement.



Memorandum Administration Office

November 3, 2016

TO: Finance Committee

FR: Peter Garwood
County Administrator

RE: Ellsworth Downtown Development Authority (DDA)

Attached is a resolution to exempt Antrim County tax levy from capture by the Village of Ellsworth DDA. There is some question as to whether or not the Village of Ellsworth will be able to continue with the current process or have to start the process over, due to the fact they did not provide notice to Antrim County in accordance with the statute. As a precautionary measure, I am recommending the Finance Committee approve the following motion to recommend the Board of Commissioners adopt the attached resolution to exempt Antrim County tax levy from capture by the Ellsworth DDA.

The following motion is presented for your consideration:

Motion by _____, seconded by _____, to recommend the Board of Commissioners approve the attached resolution to exempt Antrim County tax levy from capture by the Village of Ellsworth DDA.

RESOLUTION #

in accordance with Act 197, Public Acts of Michigan 1975, as amended,

**A Resolution to Exempt Antrim County Tax Levy from
Capture by the Village of Ellsworth
Downtown Development Authority (DDA)**

WHEREAS, the Village of Ellsworth has sent the County of Antrim notice of a public hearing held on August 8, 2016 to consider adoption by the Village Council of an ordinance to create a DDA, and

WHEREAS, Act 197, Public Acts of Michigan 1975, as amended, requires the notice be sent, by certified mail not less than 20 days before the public hearing, to the governing body of each taxing jurisdiction levying taxes that would be subject to tax capture if the authority is established and a tax increment financing plan is approved, and

WHEREAS, as an affected taxing jurisdiction, Antrim County received a notice of the public hearing on September 21, 2016 by regular first class mail and a second notice of the public hearing on October 13, 2016 by certified mail, neither of which appear to have met the statutory requirements, and

WHEREAS, if it is determined that the Village of Ellsworth is free to continue the current process to create a DDA, the adoption of a DDA will enable the capture of County tax revenue, and

WHEREAS, on October 8, 2009 the Antrim County Board of Commissioners approved a Tax Sharing Policy which provides conditions under which Antrim County may participate in a tax sharing agreement with the local unit of government considering the establishment of a DDA, and

WHEREAS, the tax sharing agreement discussion is to begin after the County takes the appropriate action to exempt the County tax levy from capture by the local unit of government with the intention that if and when an agreement can be reached the County will allow some tax capture under specific conditions, and

NOW, THEREFORE, BE IT RESOLVED, the Antrim County Board of Commissioners hereby exempts the Antrim County tax levy from capture by the proposed Village of Ellsworth DDA.

Carla Kamerer, Trustee

Lynn Spearing, Trustee

Keith Stewart, Trustee

Gregg McCallum, Trustee

Scott Sowers, Trustee

VILLAGE OF ELLSWORTH
6520 CENTER ST.
P.O. BOX 265
ELLSWORTH, MICHIGAN 49729
villageofellsworth.com

Hugh Campbell, President

Ron Boss, Pres. Pro Tem

Marzie Potter, Treasurer

Marlene Drenth, Clerk

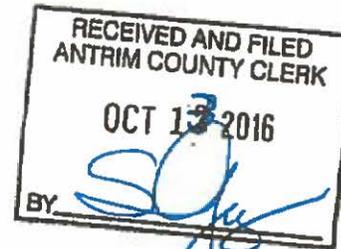
Phone (231) 588-7411

office@villageofellsworth.com

Fax (231) 588-2079

October 11, 2016

Mike Crawford, Chairman
ANTRIM COUNTY BOARD OF COMMISSIONERS
203 E. Cayuga St.
Bellaire, MI 49615



Re: Village of Ellsworth DDA

Dear Mr. Crawford;

The Village of Ellsworth held a public hearing to establish a downtown development authority pursuant to Public Act 197 of 1975, as amended. The purpose of establishing a DDA is to reverse the decline in property values, vacancies, and deteriorated buildings. We have watched the progress that DDA's have made in East Jordan and Central Lake and have determined it is an appropriate course of action of our community as well.

If the Board of Commissioners has any concerns about the Village of Ellsworth establishing a DDA please feel free to contact me within 65 days of receipt of this letter.

Regards,


Hugh E. Campbell
Village President



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