

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. Bargy 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 Bargy, 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. Bargy 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 Bargy. 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 Bargy, 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.