

# Finance Committee

## "Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

### Minutes

March 7, 2016

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, Sheriff Dan Bean, Sherry Comben, Bill Hefferan

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

**2. Public Comment**

Phil Vandenberg, a member of the Elk Rapids Township Fire Department, expressed concern with the clarity of the current County-wide dispatch communication system and suggested that the Board of Commissioners consult with companies other than Tele-Rad for communications solutions.

**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 \$130,843.75. Motion carried – unanimous.**

**4. Recommendations from Other Committees**

Buildings, Lands & Infrastructure (BLI)

Chuck Johnson told the Committee that the easement would provide access to the property gifted to the County by the Prince estate and would be for forestry purposes only; it would not be a public easement. The Committee indicated that they would like the easement to allow access for the cutting of firewood.

**Motion by Chuck Johnson, seconded by Bryan Smith, to recommend the Board of Commissioners approve a not-to-exceed amount of \$4,000.00 for the purchase of a permanent forestry easement, to be paid from the Forestry Fund #230 with the appropriate budget amendment. Yes votes – Stanek, Crawford, Boettcher, Heeres, Johnson, Marcus, Smith, Wilson; No votes – Bargy. Motion carried.**

Administration & County Services

Deb Haydell, County Accountant, asked that the proposed motion be sent back to the Administration Committee for further discussion at their next meeting (**attached pg. 5**). The Committee was agreeable to the request.

**5. Accountant's Financial Information**

Revenue and Expenditure Report – February 29, 2016

Mr. Marcus said he appreciated the explanatory comments the County Accountant placed on the report.

## 6. Mancelona Simulcast Proposal

Jessica Spindler, Tele-Rad sales consultant, told the Committee that adding simulcast paging capability to the Mancelona tower would increase coverage to the Mancelona area and to other parts of Antrim County. Mark Kooyers of Tele-Rad said the simulcast system makes use of towers owned by the State of Michigan. The Rapid City, DeWard and Chestonia towers are State towers. The Mancelona tower is privately owned. The Orchard Hill and Atwood towers are not currently part of the simulcast system.

Mr. Kooyers said that the Federal Communications Commission (FCC) had mandated a move to narrowbanding no later than January 1, 2013 to free up frequencies for use. However, that reduced the signal's ability to penetrate buildings significantly. This was the reason for implementing simulcast systems. (Note: narrowbanding is not the same as 800 megahertz.) Mr. Kooyers said law enforcement have been on the State system, an 800 megahertz system, for a number of years. The County's simulcast system broadcasts dispatch information for fire and EMS services.

Mr. Kooyers said the DeWard tower was added to Tele-Rad's simulcast system to cover the Lakes of the North area. He displayed a County map that illustrated which tower provided signals, saying that the County's varying terrain makes the signal reach complicated. Mr. Kooyers said Tele-Rad has recommended adding the Orchard Hill tower to the simulcast system for a number of years.

Mr. Boettcher asked how adding Mancelona to the simulcast system would improve audio quality in Elk Rapids. Mr. Kooyers said it's due to the County's varied terrain. Pete Garwood, County Administrator, said comments had been made that the simulcast signal was "muddy," and asked if that would be improved by adding the Mancelona tower to the simulcast system. Mr. Kooyers said adding the tower will boost the signal to a number of areas in the County.

Mr. Wilson asked about adding a smaller repeater tower in the northeast part of the County; Mr. Kooyers said the FCC will not license a repeater off a repeater, which is what a small tower would be. This is due to interference issues.

Ms. Bargo asked what percentage of the County is currently covered by the simulcast system; Mr. Kooyers directed her attention to the coverage maps included in the agenda packets (**attached pgs. 6-7**). He said the map was generated on 90% reliability; green should supply coverage, yellow could potentially supply coverage, and the areas in red would not have coverage.

Regarding radios, Mr. Kooyers said if the emergency radios were tuned and programmed, the coverage map would prove true or conservative. He said Tele-Rad drive tests Antrim County to confirm their coverage using mid-tier commercial radios that cost approximately \$600.

Ms. Bargo asked about the biggest bang for the buck that would impact the entire County. Mr. Kooyers said improving fire/EMS paging coverage to the Mancelona area has been a high priority and is their #1 recommended action for improving the system. He added that the State is improving their connectivity method between their towers from the T-1 technology to a microwave technology; he said this will improve redundancy and reliability, but will not increase coverage.

Ms. Stanek asked what kind of problems would still exist after spending close to \$90,000. Mr. Kooyers said weather will always impact coverage and that the quality of radios will impact audio quality. He told the Committee that no single item will fix everything, that increasing coverage and improving audio quality will always be possible. A new tower at Orchard Hill was discussed.

Mr. Vandenberg asked about overlaps between transmitters and how that might degrade performance. Mr. Kooyers said Tele-Rad has done extensive drive tests through the County since Thanksgiving to make sure the system was working properly.

Sheriff Bean and Sergeant Mike Gank, 911 Dispatch Sergeant, distributed financial information regarding Funds #261 and #262 (**attached pgs. 8-9**). Sheriff Bean said the 911 Board would be presented with the budgetary numbers for adding simulcasting ability to the Mancelona tower at their meeting on Wednesday, March 9 at 1:00 pm. He added that the intent of the 911 millage was to pay for 911 technology.

Ms. Stanek said the issue will go to the next Health & Public Safety Committee meeting and, if there is a recommendation, will come back to the Finance Committee for approval to the Board of Commissioners.

## **7. Orthophotography**

Janet Koch, Associate Planner, said the County hadn't had new aerial orthophotography since 2005, adding that many departments were interested in a new flight, including 911, Equalization, the Building Department, and the Treasurer's Office. Township assessors also use the orthophotography. Ms. Stanek noted that the project had been approved by the Board of Commissioners on October 8, 2015.

**Motion by Ed Boettcher, seconded by Christian Marcus, to recommend the Board of Commissioners approve a not-to-exceed amount of \$13,000 for County-wide orthophotography to be collected in the spring of 2016 and to recommend the Board of Commissioners authorize the Board Chairman to sign the Michigan Statewide Authoritative Imagery and LiDAR Program (MiSAIL) Partner Agreement between the State of Michigan and Antrim County after review by civil counsel, with the funding approved at the October 8, 2015 Board of Commissioners meeting; the following budget amendments are required for the County Accountant and the required transfer for the County Treasurer; a general fund transfer in 101000-000-699.516 from tax payment fund #516000-000-999.101, expenditure to be posted to the general fund #101000-901-980.257.**

**Motion carried - unanimous.**

## **8. Recycling Funding**

Ms. Koch said writing a Request for Proposal (RFP) to split the bid into hauling and processing was a complex endeavor and said she felt the County would be better served by hiring an outside consultant to write the RFP. She had requested estimates from two consultants to write an RFP and had received a \$3,000 rough quote. Ms. Koch told the Committee that American Waste, the contractor for the County's recycling program, had indicated a willingness to negotiate the next contract. Mr. Marcus suggested a recycling program offered in a similar method to the township clean-up day programs.

Ms. Koch said she'd been told that American Waste continued to keep their drop-off bins in Grand Traverse County for no cost after their Board of Commissioners had ended that aspect of the County's recycling program. Ms. Koch had contacted Sarah Adams, Central Services Coordinator for Grand Traverse County, and been informed that their drop-off recycling sites had been eliminated in 2011 as a cost-savings measure. American Waste donated the cost of a single drop-off site that is not far from American Waste's recycling facility.

However, the Grand Traverse County Board of Commissioners had also approved Ordinance No. 17, which requires all waste haulers in their county to be licensed by the county. To obtain that license, it is necessary for haulers to provide, upon request by residential customers, "regularly scheduled curbside pickup services for yard waste and recyclable materials."

Staff was given direction to negotiate with American Waste for a renewal of the recycling contract. Mr. Boettcher said he was willing to participate in the negotiations.

**9. Department of Health and Human Services (DHHS) Lease Agreement**

Mr. Garwood said the DHHS lease proposal submitted by the County had been the only proposal received by the State of Michigan. It was being processed and he had not been told how long that processing would take. Mr. Garwood said the current lease extension expires at the end of March and recommended passing another extension.

**Motion by Ed Boettcher, seconded by Bryan Smith, to recommend the Board of Commissioners authorize the Chairman to sign a communication to the Department of Management Technology and Budget (DMTB) to continue lease agreement #10171 on a month-to-month basis with the Department of Human Services (DHHS) at the monthly base rate of \$6,512.06 plus any adjustments consistent with the Antrim County Cost Allocation Plan beginning April 1, 2016, through December 31, 2016, or until a new lease is approved by both parties or the State of Michigan elects to move the DHHS out of the County Building, whichever comes first. Motion carried – unanimous.**

**10. Various Matters**

Referring to the North Country Community Mental Health (CMH) memo in the Board of Commissioner (BOC) packets for the March meeting, Ms. Bargy said the Health & Public Safety Committee had asked for information on timelines which she hadn't yet received from Mr. Garwood. Mr. Garwood said he had spoken to Alexis Kaczynski, CMH Director, regarding the issue, and that information from that conversation had been provided in the BOC packets. Mr. Marcus said CMH feels that they are fulfilling their obligations to the County; Sheriff Bean said they have sufficient documentation to indicate differently.

Mr. Garwood told the Committee that Ms. Kaczynski had said a CMH case worker won't visit the Jail twice on a weekend for a single jail inmate unless the mental condition of that inmate has deteriorated significantly. It was noted that the County appropriation to CMH is \$145,000.

**11. Public Comment**

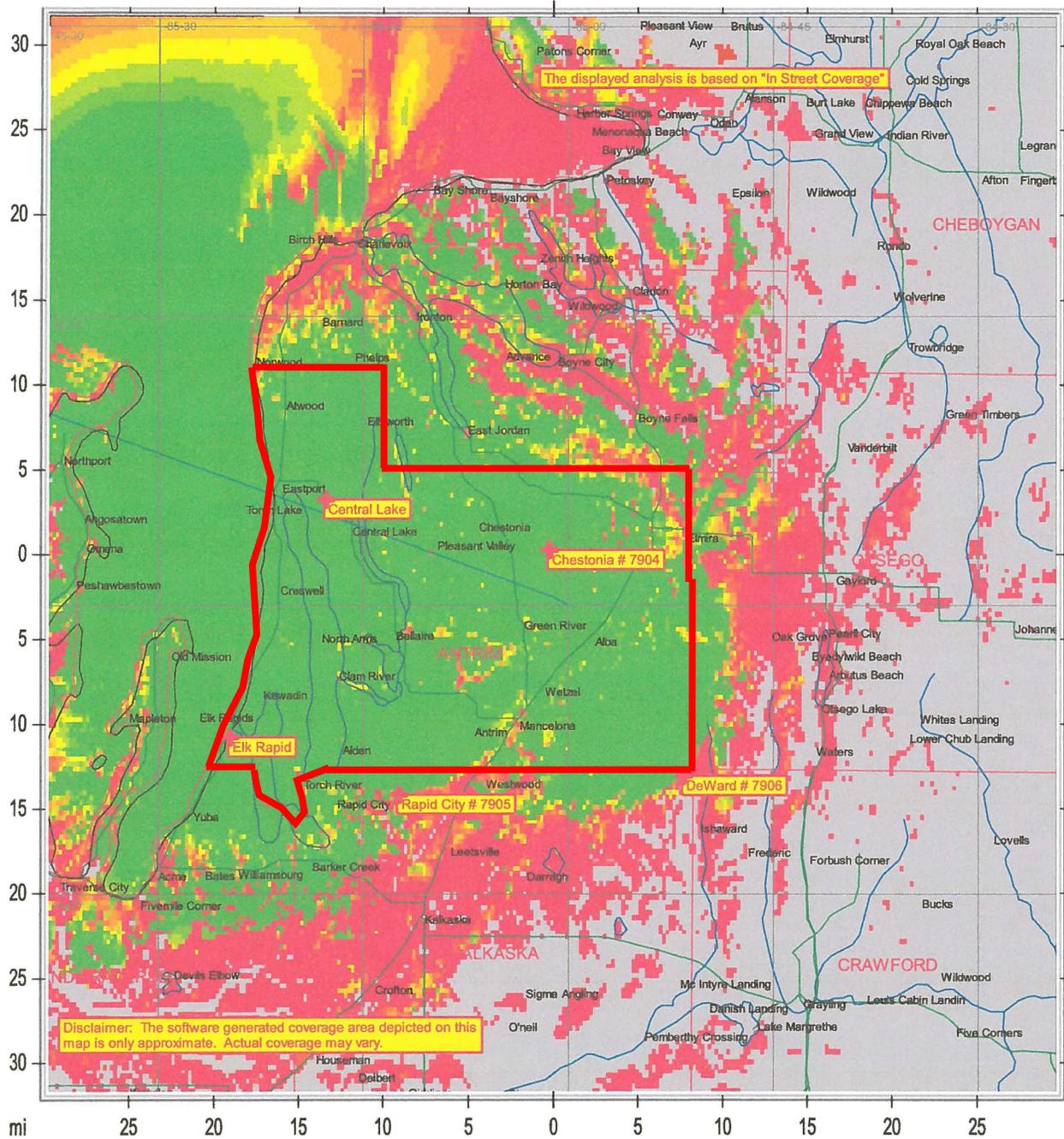
None.

The meeting was adjourned at 11:25 a.m.

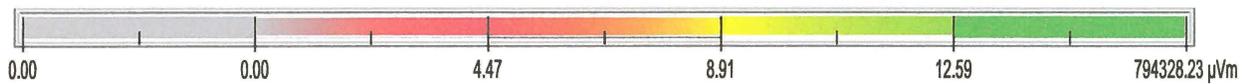
FINANCIAL INFORMATION FROM STANDING COMMITTEES

STANDING COMMITTEE	GL ACCT #	ACCOUNT DESCRIPTION	AMOUNT	BUDGETED Yes/No	COW MOTION REQ'D
<b>NOTES</b>		Fund/Dept/Account		No, enter fund source	
<b>HEALTH &amp; PUBLIC SAFETY</b>					
<b>BUILDING, LANDS &amp; INFRASTRUCTURE</b>					
#6 Forestry Purchase Easement	230000-	NO, if out of Forestry Fund-normal would be contractual serv			
<b>ADMINISTRATION &amp; COUNTY SERVICES</b>					
#6 County Accountant Salary	101000-191-704.00	Wages	?	Suggest tabling this motion till next Administration Meeting for the following reasons:	
		1. The timing that the information was presented to the Admin team did not allow me to reviewing the information presented.			
		2. Departments that report directly to FINANCE should have all numbers in detail to present for motion and budget amendments (if a budget amendment is required)			
		3. The Job Title which was part of the review with the job description will be discussed at the next Administration meeting so they can be recognized together			
<b>FINANCE, WAYS AND MEANS</b>					

### Antrim County Simulcast Fire Paging System

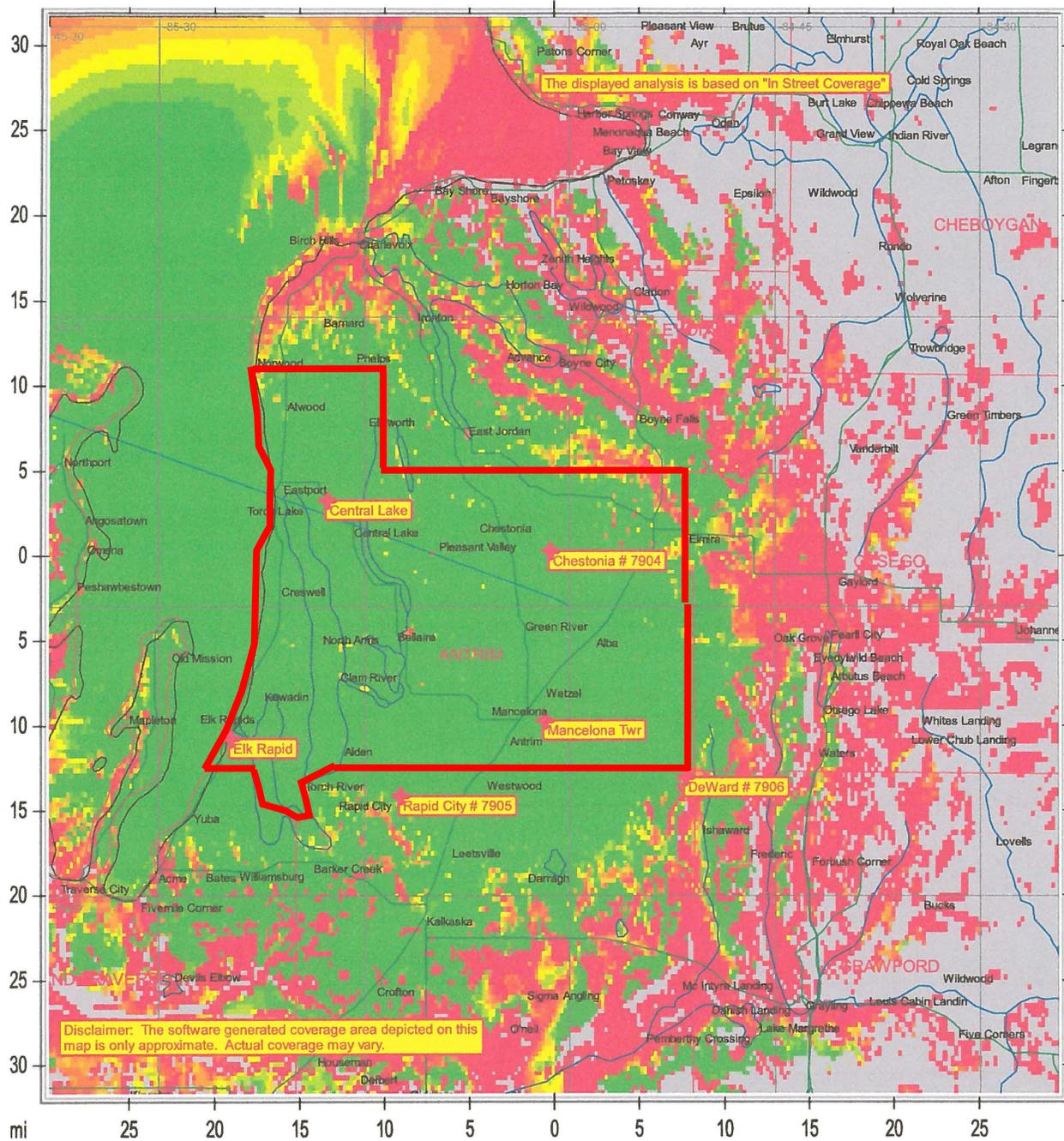


Combined Site - Paging Talk-Out - In Street Coverage

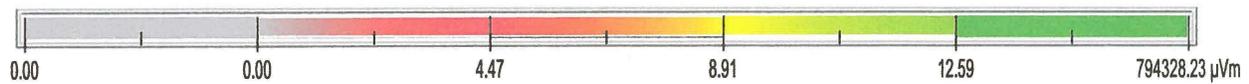


- National Borders
- County Borders
- State Borders
- Highways
- Railroads
- Water Features
- Lat/Lon Grid

### Antrim County Simulcast Fire Paging System With Mancelona



Combined Site - Paging Talk-Out - In Street Coverage



- National Borders
- County Borders
- State Borders
- Highways
- Railroads
- Water Features
- Lat/Lon Grid

Map Scale: 1:611779 1" = 9.66 mi VLL Size: 63.41 x 59.42 mi

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY  
 PERIOD ENDING 02/29/2016  
 % Fiscal Year Completed: 16.39

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

BEFORE 2015 YEAR END ACCRUALS AND ADJUSTMENTS

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	ACTIVITY FOR MONTH 02/29/2016	YTD BALANCE 02/29/2016	AVAILABLE BALANCE	% BDGT USED
<b>Fund 261000 - E-911 OPERATING</b>							
<b>Revenues</b>							
261000-000-403.000	CURRENT TAX COUNTY	788,272.00	788,272.00	250,053.72	663,674.09	124,597.91	84.19
261000-000-407.000	DELINQUENT TAX COUNTY	45,000.00	45,000.00	0.00	(18.26)	45,018.26	(0.04)
261000-000-417.000	PERSONAL PROP. TAX-COUNTY PORTION	42,500.00	42,500.00	22,661.67	24,256.14	18,243.86	57.07
261000-000-423.000	INDUSTRIAL FACILITIES TAX	350.00	350.00	80.45	80.45	269.55	22.99
261000-000-424.000	COMM FOREST RESR-CO PORTION	50.00	50.00	5.24	12.86	37.14	25.72
261000-000-425.002	P.I.L.T.	2,000.00	2,000.00	1,036.70	1,036.70	963.30	51.84
261000-000-426.010	SUMMER TAX INTEREST	0.00	0.00	5.23	16.54	(16.54)	100.00
261000-000-606.070	LEIN REVENUE (DRUNK DRIVING CASEFLOW AST	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
261000-000-665.000	INTEREST EARNED INVEST & CDS	1,200.00	1,200.00	0.00	191.56	1,008.44	15.96
261000-000-698.001	UNREALIZED GAIN/LOSS	22.00	22.00	0.00	131.83	(109.83)	599.23
<b>TOTAL Revenues</b>		<b>880,394.00</b>	<b>880,394.00</b>	<b>273,843.01</b>	<b>689,381.91</b>	<b>191,012.09</b>	<b>78.30</b>
<b>Expenditures</b>							
261000-348-705.001	WAGES - SERGEANTS	51,584.00	51,584.00	3,980.00	6,162.39	45,421.61	11.95
261000-348-705.002	WAGES - LEAD DISPATCH SUPERVISOR	40,310.00	41,116.00	0.00	0.00	41,116.00	0.00
261000-348-705.003	WAGES - DISPATCHERS	281,590.00	287,222.00	17,671.41	27,147.53	260,074.47	9.45
261000-348-709.000	OVERTIME AND HOLIDAY	40,000.00	56,000.00	4,909.02	7,447.39	48,552.61	13.30
261000-348-710.001	PER DIEM - REGULAR	500.00	500.00	0.00	0.00	500.00	0.00
261000-348-714.000	EMPLOYEE ANNUITY BENEFIT	4,500.00	4,500.00	334.16	517.95	3,982.05	11.51
261000-348-715.000	FICA - COUNTY SHARE	31,670.00	33,427.00	2,059.06	3,507.05	29,919.95	10.49
261000-348-716.000	HEALTH INSURANCE	139,100.00	139,100.00	6,991.24	13,667.59	125,432.41	9.83
261000-348-716.008	DELTA DENTAL INSURANCE	12,000.00	12,000.00	589.38	1,178.76	10,821.24	9.82
261000-348-718.000	RETIREMENT - COUNTY SHARE	61,060.00	61,060.00	3,562.25	6,050.44	55,009.56	9.91
261000-348-719.000	OTHER FINGE - AD&D ETC.	4,323.00	4,323.00	273.98	583.28	3,739.72	13.49
261000-348-721.000	PERSONAL LEAVE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
261000-348-724.000	WORKERS' COMPENSATION	1,796.00	2,136.00	0.00	534.00	1,602.00	25.00
261000-348-725.000	TRAINING	4,000.00	4,000.00	986.81	1,101.81	2,898.19	27.55
261000-348-727.000	SUPPLIES - OFFICE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
261000-348-741.000	OPERATING SUPPLIES	5,000.00	5,000.00	0.00	144.49	4,855.51	2.89
261000-348-742.000	UNIFORMS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
261000-348-807.000	DUES & SUBSCRIPTIONS	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00
261000-348-851.000	RADIO MAINTENANCE	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
261000-348-855.000	TELEPHONE	6,600.00	6,600.00	50.98	938.77	5,661.23	14.22
261000-348-861.000	TRAVEL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
261000-348-921.000	ELECTRIC	800.00	800.00	57.44	117.56	682.44	14.70
261000-348-922.000	GAS	800.00	800.00	0.00	0.00	800.00	0.00
261000-348-933.001	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
261000-348-933.002	EQUIP. MAINT. AGREEMENTS	81,000.00	81,000.00	0.00	27,619.20	53,380.80	34.10
261000-348-941.000	RENT EQUIP. LEASE	23,000.00	23,000.00	750.07	3,142.09	19,857.91	13.66
261000-348-980.000	EQUIPMENT-E911 OPERATING	4,999.00	4,999.00	0.00	0.00	4,999.00	0.00
<b>TOTAL Expenditures</b>		<b>827,732.00</b>	<b>852,267.00</b>	<b>42,215.80</b>	<b>99,860.30</b>	<b>752,406.70</b>	<b>11.72</b>
<b>TOTAL REVENUES</b>		<b>880,394.00</b>	<b>880,394.00</b>	<b>273,843.01</b>	<b>689,381.91</b>	<b>191,012.09</b>	<b>78.30</b>
<b>TOTAL EXPENDITURES</b>		<b>827,732.00</b>	<b>852,267.00</b>	<b>42,215.80</b>	<b>99,860.30</b>	<b>752,406.70</b>	<b>11.72</b>
<b>NET OF REVENUES/EXPENDITURES - 2015</b>					<b>142,149.70</b>	<b>142,149.70</b>	
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>52,662.00</b>	<b>28,127.00</b>	<b>231,627.21</b>	<b>589,521.61</b>	<b>(561,394.61)</b>	<b>2,095.93</b>
<b>BEG. FUND BALANCE</b>		<b>539,573.69</b>	<b>539,573.69</b>		<b>539,573.69</b>		

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Fund 262000 - E-911 (WIRELESS)							
Revenues							
262000-000-543.010	STATE - 911 - PER CAPITA	34,000.00	34,000.00	0.00	8,357.00	25,643.00	24.58
262000-000-543.020	STATE - 911 - EQUAL PAYMENT	114,000.00	114,000.00	0.00	28,137.00	85,863.00	24.68
262000-000-665.000	INTEREST EARNED INVEST & CDS	500.00	500.00	0.00	87.90	412.10	17.58
262000-000-698.001	UNREALIZED GAIN/LOSS	12.00	12.00	0.00	83.21	(71.21)	693.42
TOTAL Revenues		148,512.00	148,512.00	0.00	36,665.11	111,846.89	24.69
Expenditures							
262000-901-980.348	CAPITAL OUTLAY-911 WIRELESS	79,000.00	79,000.00	0.00	155.93	78,844.07	0.20
TOTAL Expenditures		79,000.00	79,000.00	0.00	155.93	78,844.07	0.20
TOTAL REVENUES		148,512.00	148,512.00	0.00	36,665.11	111,846.89	24.69
TOTAL EXPENDITURES		79,000.00	79,000.00	0.00	155.93	78,844.07	0.20
NET OF REVENUES/EXPENDITURES - 2015					91,039.79	91,039.79	
NET OF REVENUES & EXPENDITURES		69,512.00	69,512.00	0.00	36,509.18	33,002.82	52.52
BEG. FUND BALANCE		349,365.17	349,365.17		349,365.17		
END FUND BALANCE		418,877.17	418,877.17		476,914.14		