

# Finance Committee

## "Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

### Minutes May 9, 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, 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 Commissioners approve the Claims and Accounts in the amount of \$122,163.02**

**Motion carried – unanimous.**

**4. Recommendations from Other Committees**

Health & Public Safety

Pete Garwood, County Administrator, said Deb Haydell, Finance Director, had looked into purchasing outboard motors from MiDeal, a purchasing program through the State of Michigan, she also looked into another purchasing program, NJPA, but nothing had been available.

**Motion by Karen Bargy, seconded by Bob Wilson, to recommend the Board of Commissioners waive the requirement for sealed bids and approve the purchase of two (2) Honda outboard motors for the 25-foot boat (M25) at a not to exceed amount of \$28,838.12, with \$25,000 budgeted and the additional \$3,838.12 to come from Special Projects – Contingencies #101000-895-999.000 and the purchase to be made from Captain's Choice Marine, LLC; funding to come from Capital Outlay GL#101000-901-980.331 with the corresponding budget amendments. Motion carried – unanimous.**

Buildings, Lands & Infrastructure Committee

Ms. Bargy asked if the proposed improvements to the Antrim Creek Natural Area (ACNA) were allowed for the ACNA fund balance. Pete Garwood said the ACNA endowment generated over \$6,000 per year and the fund balance was intended for improvements at ACNA. Ms. Bargy asked about future maintenance. Mr. Garwood said part of the project included relocating a culvert, which would reduce maintenance. He added, however, that there would always be maintenance costs with a boat launch.

**Motion by Chuck Johnson, seconded by Bryan Smith, to recommend the Board of Commissioners approve the bid from Schlict Excavation and Development for a total cost of \$30,380.00 for the purpose of boat launch improvements at the Antrim Creek Natural Area, with the appropriate budget amendment from the fund balance of Fund #234000, contingent upon the receipt of insurance requirements, with the project being awarded to Jordan Intercoastal if the Schlict Excavation and Development is unable to fulfill the contract requirements.**

**Motion carried – unanimous.**

**DRAFT**

**Motion by Chuck Johnson, seconded by Dave Heeres, to recommend the Board of Commissioners approve the construction and installation of a five-foot long log bench at Antrim Creek Natural Area that will meet the equivalent of the original 2000 specifications at a not-to-exceed price of \$2,200 with the appropriate budget amendment from the fund balance of Fund #234000. Yes votes; Stanek, Crawford, Boettcher, Heeres, Johnson, Marcus, Smith, Wilson; No votes – Bargy. Motion carried.**

Mr. Garwood said, as a result of previous Board action from the energy grant the County received a few years back, every year the County must calculate the energy savings and put 50% of those savings in a fund to be used for future energy savings measures. The Committee discussed how to have the budget reflect the transfer. Deb Haydell, Finance Director, said the energy savings wasn't a utility line item. Ms. Bargy asked if the grant requirements had an end date; Mr. Garwood said he would get that information back to the Committee. Ms. Haydell said the grant was established in 2010.

**Motion by Chuck Johnson, seconded by Bryan Smith, approve the transfer of \$4,616.92 from the 2016 General Fund Dept. #967, to the Energy Savings Fund #242 Revenue and to approve a budget amendment for the General Fund Dept. #967 expenditure and Fund #242 Revenue 699.101. Yes votes; Stanek, Crawford, Boettcher, Heeres, Johnson, Marcus, Smith, Wilson; No votes – Bargy. Motion carried.**

Administration & County Services

Mr. Boettcher explained that Al Meacham, Transportation Director, requested he be able to advertise for and hire a regular part time mechanic to work with the current head mechanic prior to his planned retirement, scheduled for no later than June 1, 2017. Mr. Boettcher said the total increase to the ACT budget for the proposal was \$11,910, which would be spread over two budget years. Mr. Marcus questioned the creation of a new position and how the proposal would affect the hiring process in other departments. Ms. Stanek and Al Meacham, ACT Director, said the new position would be temporary only. Mr. Garwood said the union contract's probationary period was six months. Mr. Meacham said he anticipated, in 2017, that ACT would move to one mechanic. Mr. Garwood said under the union contract, the County is allowed to establish the number of positions. MiOSHA requirements were discussed. Ms. Stanek said the intention was to hire a new mechanic to train under the existing mechanic; Mr. Meacham said the mechanic's position was important to the County.

Motion by Ed Boettcher, seconded by Dave Heeres, to recommend the Board of Commissioners approve advertising for a mechanic for ACT to start at the existing first step mechanic pay grade with the intention to promote the individual into the Mechanic position once the current employee in that position retires, and to authorize the Finance Director to transfer the necessary funding from the fund balance of Fund #588 to the wages and benefits line item in Fund #588 for the 2016 budget year.

Ms. Bargy asked that the word "intention," be struck from the motion and be replaced with "potential." Mr. Boettcher and Mr. Heeres agreed to the change.

**Motion by Ed Boettcher, seconded by Dave Heeres, to recommend the Board of Commissioners approve advertising for a regular part-time mechanic for ACT to start at the existing first step mechanic pay grade with the potential to promote the individual into the Mechanic position once the current employee in that position retires, and to authorize the Finance Director to transfer the necessary funding from the fund balance of Fund #588 to the wages line item in Fund #588 for the 2016 budget year. Yes votes; Stanek, Crawford, Bargy, Boettcher, Heeres, Johnson, Smith, Wilson; No votes – Marcus. Motion carried.**

Mr. Marcus asked that the motion be amended to add all the qualifications and certifications of the employee to the job description. Ms. Bargy asked about union concerns. Mr. Garwood said the union requirement was to post an open position within that bargaining unit; there is no requirement to publicly advertise.

Mr. Boettcher said the County's computer use policy didn't allow the connection of personally-owned computers to the County's network of servers. The purchase of an additional laptop computer would allow the newly hired Assistant Equalization Director remote access; the newly hired Equalization Director was already working with a County-owned computer.

**Motion by Ed Boettcher, seconded by Dave Heeres, to recommend the Board of Commissioners authorize the Finance Director to make a 2016 budget amendment transfer for the purchase of a laptop computer with a reduction in Capital Outlay-Computer #101000-901-980.228 by \$1,018.01 and an increase in Capital Outlay-Computer-Equalization #101000-902-980.257 by \$1,018.01. Motion carried.**

## **5. Accountant's Financial Information**

### Revenue and Expenditure Report – April 30, 2016

Ms. Haydell had included the report in the agenda packets. Ms. Haydell also distributed a document that detailed the monetary actions of the Committees (**see attached pg. 4**). Ms. Haydell said the department that was slightly over the fiscal year percentage, 101000-215, was due to dates of invoices, adding that there would budget transfers to make within that account.

### Fund Balance Policy

Mr. Boettcher asked how the Board could learn about the varying revenues such as Worker's Compensation. Ms. Haydell said it was not a generally accepted accounting practice to post revenues that could not be anticipated accurately. Ms. Stanek said Antrim County was, on a financial basis, doing well.

Mr. Boettcher suggested the creation of a multi-year budget. He said the Board of Commissioners would approve a budget every year; every year beyond the current year would be a projection. Ms. Stanek said with the upcoming change of personnel in the Board of Commissioners, that she did not recommend pursuing that. Ms. Bargy said the unexpected revenues were too variable to consider a multi-year budget.

Ms. Haydell said at the beginning of the budgeting process, revenues would not match expenditures. She said the County's budget was balanced by transferring from other funds or utilizing the general fund's fund balance. Ms. Haydell also said a two-year budget would save time. It was also her opinion that a two-year budget would be beneficial to department heads for planning purposes.

## **6. Various Matters**

### Department of Health & Human Services Lease

Mr. Garwood said the lease proposal had been sent to the State of Michigan on May 6; it was due on May 9. He said he would update the Board as information became available.

### Elk Rapids Day Park

It was asked that staff inform the Board of Commissioners when the Day Park was opened for the year.

## **7. Public Comment**

None.

The meeting was adjourned at 10:23 a.m.

FINANCE COW - MAY 2016					
STANDING COMMITTEE	GENERAL LEDGER	ACCOUNT		BUDGETED	COW
NOTES	ACCNT NUMBER	DESCRIPTION	AMOUNT	Yes/No	MOTION REQD
		Fund/Dept/Account		No, enter fund source	
<b>HEALTH &amp; PUBLIC SAFETY</b>					
Page 3- Two Honda Boat Motors NTE \$28,838.12 (\$25K was apprvd & Budgeted) need \$3838.12 ***Sheriff Request to waive sealed bid policy. Waiver process is in Purchasing Policy Page 8 #3 ***Contacted MI Deal and NJPA for bids- they do not offer boat motors in their contracts.	101000-901-980.331	GF, Capital Outlay, Equip, Marine	\$28,838.12	YES to \$25K need BA \$3838.12 ---Special Projects - Contingency	YES
<b>BUILDING, LANDS &amp; INFRASTRUCTURE</b>					
Page 3 - Antrim Creek boat launch improvement	234000-901-980.756	Antrim Creek, Capital Outlay, Equip, Parks	\$ 30,380.00	NO-Need \$30,380 Budget Amendment-Fund 234 Fund Balance	YES
Page 3 - Antrim Creek Construct & Install 5' log bench	234000-756-980.000	Antrim Creek, Capital Outlay, Equip, Parks	\$ 2,200.00	NO-BA \$2200.00- Fund 234 Fund Balance	YES
Page 3 - Transfer \$4616.92 from General Fund to Fund 242	101000-967-956.242	GF, Trfr Out, to Energy Fund 242	\$ 4,616.92	NO-BA \$4616.92-BA for 1010000-967-956.242 and 242000-000-699.101	YES
	242000-000-699.101	Energy Fund, Revenue, Transfer IN from GF			
<b>ADMINISTRATION &amp; COUNTY SERVICES</b>					
Page 1- ACT advertise to hire mechanic	588000-296-901.000	ACT, Dial A Ride, Printing and Publishing	?		
Page 2 - Equalization Dept Laptop Computer	101000-257-980.000	GF, Equalization, Equipment	?	NO, BA when amount is projected-Per Administrator, IT has \$ available in	YES
	101000-901-980.228	GF, Capital Outlay, Computer- Balance Available \$8680.76	?	GF, Capital Outlay, Computer. Balance as of 5/7/16 = \$8680.76	
<b>FINANCE, WAYS AND MEANS</b>					