

Finance Committee

"Committee of the Whole"

Laura Stanek - Chairman

Ed Boettcher – Alternate

Minutes August 8, 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

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 \$213,021.00. Motion carried – unanimous.

4. Antrim Conservation District (ACD) Truck Request

Pete Garwood, County Administrator, said the ACD is requesting one of the two pickup trucks that the Building Department is no longer using. The County would continue to hold the vehicle title and to insure the vehicle. The Committee discussed the issue of personal use of County-owned vehicles.

Mr. Marcus noted that the truck in question was not designed for off-road use and that ACD use of the truck could lead to a large amount of maintenance. Mr. Garwood said ACD would be responsible for vehicle repairs. Ms. Bargy said Antrim County Transportation is working on tracking the maintenance of County-owned vehicles.

Mr. Garwood said in the past the Board had approved the County's holding the ACD vehicle titles and paying the vehicle insurance was a cost saving measure for ACD. He added that since the ACD will have millage revenues beginning in 2018, that the Finance Committee might consider the transfer of all County-owned vehicles that are used by ACD over to ACD in that year.

Motion by Ed Boettcher, seconded by Bryan Smith, to approve the transfer of a retired Building Department pickup truck to the Antrim Conservation District and that in using the County pickup truck, the Antrim Conservation District is subject to all Antrim County vehicle use policies. Motion carried – unanimous.

Ms. Bargy requested that the Health and Public Safety Committee address the personal use of Sheriff's Office vehicles at their next meeting.

5. Recommendations from Other Committees

Capital Improvement Plan (CIP) Committee

At the July 11 Finance Committee meeting, Ms. Bargy had requested that discussion of the document be moved to the Committee's next meeting.

Mr. Boettcher said the proposed Information Technology (IT) project for 2017 titled "Replace network switches" could be phased into multiple years. Valerie Craft, IT Director, distributed estimates from Netch (see attached pgs. 5-10), and told the Committee that network switches tie together the County's fiber, cable, phones, and computers.

Ms. Craft said there are 20 network switches. They are 10 years old and she can't obtain software updates for them any longer. There is a network switch on each floor; routers are used only for the phone system. She said replacing all the switches would cost \$100,000, but a first phase could be replacing the switches in the County Building (\$47,000) and the Sheriff's Office for (\$7,359). This would result in much faster transfer speeds. She would like to add the 1905 Courthouse to the first phase for an additional \$17,400.

Ms. Bargy asked if there were incompatibility issues if the switches were swapped out in phases; Ms. Craft said there was not, adding that Leelanau Professional Services would assist her with the work and that the old switches could be used as a backup.

Mr. Wilson asked if the Road Commission had made any improvements to the road to the Grass River Natural Area. Mr. Boettcher said there had been none.

Ms. Bargy noted that the CIP projects don't go through committee; adding that if a project was included in the CIP, that department heads assumed it would be budgeted. She asked if the Committee should be approving the proposed CIP projects one by one. Mr. Boettcher noted that the draft CIP included the following language: "Though projects included in the CIP do not have any guarantee of being funded, the document is a guide for the Board of Commissioners and the public it serves to plan for the County's future capital needs."

Deb Haydell, Finance Director, said she had assumed the Committee would, at that meeting, be reviewing each project as a potential part of the 2017 budget in capital outlay. It was the consensus of the Committee that Ms. Haydell should include the CIP projects in the capital outlay line items. The current process of drafting the CIP was discussed. Ms. Bargy suggested using clickers to rate the CIP projects.

Motion by Ed Boettcher, seconded by Bryan Smith, to recommend the Board of Commissioners approve the 2017-2022 Capital Improvement Plan with the change that the estimated network switch replacement cost be \$54,360 for 2017, \$25,000 for 2018 and \$25,000 for 2019. Yes votes – Laura Stanek, Mike Crawford, Ed Boettcher, Dave Heeres, Chuck Johnson, Christian Marcus, Bryan Smith, Bob Wilson; No votes – Karen Bargy. Motion carried.

Administration Committee

Mr. Garwood said the County's contracted Equalization Director and Assistant Equalization Director were working on correcting the department's database. To completely resolve the issues, they are recommending hiring outside assistance. This is necessary because a two year sales study is due at the State of Michigan in October.

Ms. Bargy said the previous contracted Equalization Director was responsible and she should be held accountable. Mr. Smith said that before anyone was blamed, the origin of the problems should be determined. The Committee further discussed the performance of the previous contracted Equalization Director.

Motion by Ed Boettcher, seconded by Mike Crawford, to recommend the Board of Commissioners authorize the Finance Director to make the appropriate line item transfers from the employee wage account, Staff Technician and benefit line items to the contractual line item in the General Fund, Equalization Department #257.

Motion carried – unanimous.

Motion by Karen Bargy, seconded by Christian Marcus, authorizing the Administration Department to contact civil counsel regarding the contract between Antrim County and W.A.S, LLC. Motion carried – unanimous.

Ms. Stanek stated her concerns about the recent performance of the Equalization Dept. and the possibility of the State of Michigan taking over the department. She was also concerned about future work with outside contractors and said there should be a consideration of a strengthening of contracts. Ms. Haydell noted her concerns about reports submitted to the State of Michigan by the County with data provided by contractors.

6. Accountant's Financial Information

Revenue and Expenditure Report – July 31, 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 and included an email from Mark Haynes, Building Official (see attached pgs. 11-12).

Mr. Boettcher asked about line item 671 – Welfare. Ms. Haydell said those were appropriations to the Department of Health and Human Services and to the Child Care Fund. The Child Care Fund was a \$100,000 probate/family court grant and is a pass-through expense. She told the Committee that in the future those will be changed to appropriations.

Fund 581 – Airport – Expenditure Report/Request for budget amendment

Motion by Karen Bargy, seconded by Christian Marcus, to recommend the Board of Commissioners authorize the Finance Director to make a 2016 budget amendment for Fund 581 to increase the Employee Annuity Benefit account 581000-295-714-000 by \$5,000.00 and decrease the Funds Health insurance account 581000-000-716.000 by \$19,500.00. Motion carried – unanimous.

Motion by Ed Boettcher, seconded by Chuck Johnson, to recommend the Board of Commissioners authorize the Finance Director to make a 2016 budget amendment for Fund 249 to increase the Building Code, Contractual Services account 249000-371-802.000 by \$30,000.00 and decrease the Building Code, Inspector Wages account 249-000-371-704.000 by \$30,000.00. Motion carried – unanimous.

7. Various Matters

Mr. Garwood said he'd had a discussion with Eileen Wallick, Parks Manager, immediately before the meeting, and she was requesting additional wages for the Barnes Park seasonal park staff.

DRAFT

It was decided that the issue will be discussed at the Special Administration Committee meeting on Wednesday, August 10.

It was Ms. Bargy's opinion that a dollar an hour raise at this time wouldn't be effective. She added that Barnes Park was having problems with the spotted Mediterranean cockroach, an invasive species.

Motion by Karen Bargy to request quotes for a spraying program at Barnes Park.

It was the consensus of the Committee that it would be appropriate for the Administration Committee to discuss the spraying issue with Ms. Wallick at the special meeting on Wednesday.

8. Public Comment

None.

The meeting was adjourned at 10:35 a.m.



Antrim County
Cisco Quote

031563 Version 1
3/29/2016

Submitted by:

Max Wolfgang
616-871-1560 (office)
mwolfgang@presidio.com

Molly Murphy
616.871.1599 (office)
mollymurphy@netechcorp.com

Part Number	Description	Qty	Price	Ext. Price
County Building				
C3850-NM-4-10G=	Cisco Catalyst 3850 4 x 10GE Network Module	1	\$2,200.00	\$2,200.00
C3850-NM-4-1G=	Cisco Catalyst 3850 4 x 1GE Network Module	2	\$275.00	\$550.00
GLC-LH-SMD=	1000BASE-LX/LH SFP transceiver module, MMF/SMF, 1310nm, DOM	3	\$547.25	\$1,641.75
GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	2	\$275.00	\$550.00
SFP-10G-LR-S=	10GBASE-LR SFP Module, Enterprise-Class	2	\$1,045.00	\$2,090.00
WS-C2960X-48LPS-L	Catalyst 2960-X 48 GigE PoE 370W, 4 x 1G SFP, LAN Base	3	\$3,077.25	\$9,231.75
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	3	\$657.25	\$1,971.75
CAB-16AWG-AC	AC Power cord, 16AWG	3	\$0.00	\$0.00
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	3	\$0.00	\$0.00
WS-C3850-48U-E	Cisco Catalyst 3850 48 Port UPOE IP Services	3	\$12,100.00	\$36,300.00
CAB-SPWR-30CM	Catalyst 3750X and 3850 Stack Power Cable 30 CM	3	\$0.00	\$0.00
PWR-C1-1100WAC	1100W AC Config 1 Power Supply	3	\$0.00	\$0.00
S3850UK9-33SE	CAT3850 Universal k9 image	3	\$0.00	\$0.00
STACK-T1-50CM	50CM Type 1 Stacking Cable	3	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	6	\$0.00	\$0.00
NET-SNTP-WS3848UE	Netech Maintenance-24X7X4 Cisco Catalyst 3850	3	\$1,774.40	\$5,323.20
PWR-C1-1100WAC/2	1100W AC Config 1 Secondary Power Supply	3	\$825.00	\$2,475.00

County Building Subtotal: **\$62,333.45**

Courthouse				
GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	2	\$275.00	\$550.00
GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	1	\$275.00	\$275.00
GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	1	\$275.00	\$275.00
GLC-T=	1000BASE-T SFP	2	\$217.25	\$434.50
GLC-T=	1000BASE-T SFP	1	\$217.25	\$217.25
GLC-T=	1000BASE-T SFP	1	\$217.25	\$217.25

Part Number	Description	Qty	Price	Ext. Price
Courthouse				
SFP-10G-LR-S=	10GBASE-LR SFP Module, Enterprise-Class	1	\$1,045.00	\$1,045.00
WS-C2960X-24PS-L	Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$1,757.25	\$1,757.25
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	1	\$657.25	\$657.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	1	\$0.00	\$0.00
WS-C2960X-48LPD-L	Catalyst 2960-X 48 GigE PoE 370W, 2 x 10G SFP+ LAN Base	1	\$3,847.25	\$3,847.25
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	1	\$657.25	\$657.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	1	\$0.00	\$0.00
WS-C2960X-48LPS-L	Catalyst 2960-X 48 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$3,077.25	\$3,077.25
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	1	\$657.25	\$657.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	1	\$0.00	\$0.00
WS-C2960X-48LPS-L	Catalyst 2960-X 48 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$3,077.25	\$3,077.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
WS-C2960X-48LPS-L	Catalyst 2960-X 48 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$3,077.25	\$3,077.25
C2960X-STACK	Catalyst 2960-X FlexStack Plus Stacking Module	1	\$657.25	\$657.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
CAB-STK-E-0.5M	Cisco FlexStack 50cm stacking cable	1	\$0.00	\$0.00

Courthouse Subtotal: **\$20,479.25**

Sheriff-911				
GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	1	\$275.00	\$275.00
GLC-T=	1000BASE-T SFP	2	\$217.25	\$434.50
SFP-10G-LR-S=	10GBASE-LR SFP Module, Enterprise-Class	1	\$1,045.00	\$1,045.00
WS-C2960X-24PS-L	Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$1,757.25	\$1,757.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
WS-C2960X-48LPD-L	Catalyst 2960-X 48 GigE PoE 370W, 2 x 10G SFP+ LAN Base	1	\$3,847.25	\$3,847.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00

Sheriff-911 Subtotal: **\$7,359.00**

Part Number	Description	Qty	Price	Ext. Price
Jail				
GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	2	\$275.00	\$550.00
WS-C2960X-48LPS-L	Catalyst 2960-X 48 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$3,077.25	\$3,077.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
Jail Subtotal:				\$3,627.25

Annex				
GLC-SX-MMD=	1000BASE-SX SFP transceiver module, MMF, 850nm, DOM	1	\$275.00	\$275.00
WS-C2960X-48LPS-L	Catalyst 2960-X 48 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$3,077.25	\$3,077.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
Annex Subtotal:				\$3,352.25

Transportation				
GLC-LH-SMD=	1000BASE-LX/LH SFP transceiver module, MMF/SMF, 1310nm, DOM	1	\$547.25	\$547.25
WS-C2960X-24PS-L	Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$1,757.25	\$1,757.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
Transportation Subtotal:				\$2,304.50

Animal Control				
GLC-LH-SMD=	1000BASE-LX/LH SFP transceiver module, MMF/SMF, 1310nm, DOM	1	\$547.25	\$547.25
WS-C2960CX-8PC-L	Cisco Catalyst 2960-CX 8 Port PoE, LAN Base	1	\$739.75	\$739.75
CAB-TA-NA	North America AC Type A Power Cable	1	\$0.00	\$0.00
Animal Control Subtotal:				\$1,287.00

Commission on Aging				
GLC-LH-SMD=	1000BASE-LX/LH SFP transceiver module, MMF/SMF, 1310nm, DOM	1	\$547.25	\$547.25
WS-C2960X-24PS-L	Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$1,757.25	\$1,757.25
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
Commission on Aging Subtotal:				\$2,304.50

Airport				
GLC-T=	1000BASE-T SFP	1	\$217.25	\$217.25
WS-C2960X-24PS-L	Catalyst 2960-X 24 GigE PoE 370W, 4 x 1G SFP, LAN Base	1	\$1,757.25	\$1,757.25

Part Number	Description	Qty	Price	Ext Price
Airport				
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
Airport Subtotal:				\$1,974.50
EOC				
GLC-T=	1000BASE-T SFP	1	\$217.25	\$217.25
WS-C2960CX-8PC-L	Cisco Catalyst 2960-CX 8 Port PoE, LAN Base	1	\$739.75	\$739.75
CAB-TA-NA	North America AC Type A Power Cable	1	\$0.00	\$0.00
EOC Subtotal:				\$957.00
Services				
SERV-Block	Block Time Services - 80 hours	1	\$12,000.00	\$12,000.00
Services Subtotal:				\$12,000.00

Cisco Quote

Prepared by:

Netech
Max Wolfgang
616-871-1560
Fax
mwolfgang@presidio.com

Inside Sales Rep
Molly Murphy
616.871.1599
mollymurphy@netechcorp.com

Prepared for:

Antrim County
203 E. Cayuga Street
Bellaire, MI 49615
Valerie Craft
craftv@antrimcounty.org
2315333600

Information:

Ref ID: 031563
Version: 1
Delivery Date: 03/29/2016
Expiration Date: 05/02/2016

Summary

Description	Amount
County Building	\$62,333.45
Courthouse	\$20,479.25
Sheriff-911	\$7,359.00
Jail	\$3,627.25
Annex	\$3,352.25
Transportation	\$2,304.50
Animal Control	\$1,287.00
Commission on Aging	\$2,304.50
Airport	\$1,974.50
EOC	\$957.00
Services	\$12,000.00

Total: **\$117,978.70**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Product will be invoiced when delivered.

Signature

Date

FINANCE COW - August 2016

STANDING COMMITTEE NOTES

GENERAL LEDGER ACCNT NUMBER

ACCOUNT DESCRIPTION
Fund/Dept/Account

BUDGETED
Yes/No

AMOUNT

No, enter fund source

COW MOTION REQD

HEALTH & PUBLIC SAFETY

BUILDING, LANDS & INFRASTRUCTURE

ADMINISTRATION & COUNTY SERVICES

Ceified Assessing Office Contract-A. Thompson
Budget transfer from acct to acct

101000-257-802.000
101000-257-704.000

GF, Equalization, Contractual Serv
GF, Equalization, Wages-Staff Tech

\$ 12,480.00 YES
\$ (12,480.00) YES

YES
YES

FINANCE, WAYS AND MEANS

Employee opted out of Health Ins. Receives in-Leiu annuity
Building Codes-Using contracted Plumber, did not hire yet

581000-295-714.000
581000 -295-716.000
249000-371-802.000
249000-371-704.000

Airport, Annuity Benefit
Airport, Health Insurance
Building Code,Contractual Serv
Building Code, Inspector Wages

\$5,000 NO, Fund 581
\$ (19,500.00) NO, Fund 581
\$ 30,000.00 NO, Fund 249
\$ (30,000.00) NO, Fund 249

YES
YES
YES
YES

Haydell, Debra

From: Haynes, Mark
Sent: Friday, August 05, 2016 1:03 PM
To: Haydell, Debra
Subject: contractual services line item

Hi Debra,

As we discussed in my office the line items 249000-371-802.000 contractual services (which we are paying our contract plumbing inspector out of) and 249000-371-704.004 wages-inspector (which is established for a full time plumbing inspector) needs some housekeeping. So I need you to move \$30,000.00 from 371-704.004 wages-inspector to 371-802.000 contractual services. This should carry us to the end of the year without any problems.

Sincerely,

Mark Haynes
Building Official
Mechanical Inspector
Plan Reviewer
Antrim County Bld. Dept.
Phone # 231-533-8373

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