

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, January 6, 2003**

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent: None

Also present: Jack White, Laura Sexton

The meeting came to order at 9:00 a.m. in the County Clerk's office.

It was moved by Bargy, seconded by McLeod that the claim for \$95.40 from the Register of Deeds for a photo sitting be rejected.

William Murphy, Emergency Services Director

The committee discussed the Emergency Services 2002 budget shortage of approximately \$1,000 with Mr. Murphy.

1. It was moved by McLeod, seconded by Bargy that it be recommended to the Board of Commissioners that the Emergency Services budgeted Capital Outlay for 2003 be reduced by \$1,000. All voted yes.

It was also decided that Mr. Murphy would meet with the Finance Committee in February, May, August, and November with a detailed accounting of his budget status to date.

Terry Johnson, Sheriff

Mr. Johnson requested purchase of three vehicles as budgeted for 2003. There was discussion of possible revenue cuts to Revenue Sharing.

2. It was moved by McLeod, seconded by Bargy that it be recommended to the Board that the Sheriff purchase one vehicle as budgeted in the General Fund for \$21,000 and one 4-wheel drive vehicle as budgeted in Secondary Roads for \$27,000. All voted yes.

3. It was moved by McLeod, seconded by Bargy that it be recommended the Sheriff purchase a snowmobile with accessories (to be reimbursed from a grant) for \$6,715. All voted yes. All voted yes.

4. It was moved by McLeod, seconded by Bargy that it be recommended the Sheriff purchase three dry suits for a total of \$3,617.40 as budgeted. All voted yes.

Sheriff Johnson informed that he is receiving donations specifically for Animal Control.

**5.** It was moved by McLeod, seconded by Bary that it be recommended that Fund #225 - Animal Control Donations - be established and the Sheriff have discretion to spend up to \$500; any anticipated purchases exceeding \$500 to be approved by the Finance Committee. All voted yes.

Charles Koop, Prosecuting Attorney

Mr. Koop informed the committee he has a damaged computer which will have to be repaired or replaced. He will know before the Board meeting on Thursday.

Mr. Koop requested a discontinued Sheriff car to transferred to his department for his use. He was referred to the Administration/County Services Committee for discussion of this as a compensation issue.

**6. The claims and accounts totaling \$91,084.51 were examined and recommended for payment.**

The meeting adjourned at 11:00 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, February 10, 2003**

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent: None

Also present: Laura Sexton

The meeting came to order at 9:00 a.m. in the County Clerk's office.

It was moved by Bargy, seconded by McLeod that the per diem for Howard Yamaguchi be approved. Motion carried, all voting yes.

It was moved by McLeod, seconded by Bargy that the expenses for refreshments for Emergency Services for the White Pine Stampede be rejected. Motion carried, all voting yes.

Stan Moore, MSU Extension Director, requested a purchase of two workstations.

**1. It was moved by McLeod, seconded by Bargy** that it be recommended to the Board of Commissioners MSU Extension purchase two work stations from Smart Office systems at a cost not to exceed \$7,160 as budgeted. Motion carried, all voting yes.

Theresa Kent, Abstractor, requested purchase of a printer and a desk.

**2. It was moved by McLeod, seconded by Bargy** that it be recommended to the Board of Commissioners the Abstract Department purchase a Lexmark Printer for not more than \$670.00 and a desk from National Business Furniture for not more than \$820.00, both items as budgeted. Motion carried, all voting yes.

Bob Englebrecht, Equalization Director, requested purchase of computer for GIS and a FAX machine.

**3. It was moved by McLeod, seconded by Bargy,** that it be recommended the Equalization Department purchase a computer from Gateway for no more that \$2,730.00 and a FAX machines from Matter of Fax for not more than \$460.00, both items as budgeted. Motion carried, all voting yes.

Bill Murphy presented current information on the financial status of his department and his activities. He was requested to carefully watch expenditures that are not reimbursed by the program.

Terry Johnson, Sheriff, requested purchase of a Network server for 911 and portable radios for Animal Control.

**4. It was moved by McLeod, seconded by Bargo,** that it be recommended the Sheriff purchase a Network Server for 911 from Tele-Rad Inc for not more than \$11,250 from Fund #262. Motion carried, all voting yes.

**5. It was moved by McLeod, seconded by Bargo,** that it be recommended to the Board of Commissioners that the Sheriff purchase portable radios for Animal Control for not more than \$1,325; 1,100 as budgeted and 225.00 to be transferred from Animal Control operating (cell phones) to Capital Outlay. Motion carried, all voting yes.

Terry Johnson also requested that Dr. Benson and Deputy David Kopkau be sent to class, Medicolegal Investigation of Death in Dearborn

**6. It was moved by McLeod, seconded by Bargo** that it be recommended Dr Benson and David Kopkau attend Medicolegal Investigation of Death class in Dearborn at a cost of \$425 per person plus lodging and that expense be paid from Special Projects in the General Fund. Motion carried, all voting yes.

Sheriff Johnson also requested employment of a part time court officer (max. 24 hours per week)

**7. It was moved by McLeod, seconded by Bargo** that it be recommended the Sheriff hire a temporary part time court office at a maximum of \$14.00 per hour with the stipulation that no court officer be used for District court civil matters. Motion carried, all voting yes.

Howard Yamaguchi, Associate Planner, and Marvin Rubingh joined the meeting. Mr Yamaguchi gave a description of the various options available for the paper/cardboard recycling project with Mr. Rubingh and Central Lake Township.

**8. It was moved by McLeod, seconded by Bargo** that it be recommended that the paper (no cardboard) recycling project with Mr. Rubingh be continued for two years at a cost of \$4,800 per year. Motion carried, all voting yes.

Mr. Yamaguchi also presented information about the well drilling bill for Barnes Park.

**9. It was moved by McLeod, seconded by Bargo** that it be recommended to the Board of Commissioners the invoice for drilling of a second well at Barnes Park totaling \$5,967.02 be paid and \$6,000 be transferred from Capital Outlay Reserve Fund to Barnes Park Reserve Fund for that purpose. Motion carried, all voting yes.

Patty Lowery, Housing Director, requested an appropriation of \$25,000 for local share to cover expenses of the Housing program. She indicated the county hadn't had to provide local share for five years.

**10. It was moved by McLeod, seconded by Bary** that it be recommended that \$25,000 be transferred from the Grant Match Reserve Fund to the Housing Cost Center of the General Fund to cover local share of the Housing Grant Projects. Motion carried, all voting yes.

Blair Coutant from Meadowbrook presented a yearly financial report for Meadowbrook for 2002. There was discussion on the establishment of a Contingency Fund and better cooperation for providing transportation for residents.

Charles Koop, Prosecuting Attorney, requested purchase of an overhead projector

**11. It was moved by McLeod, seconded by Bary** that it be recommended the Prosecuting Attorney purchase an overhead projector for not more than 43,900 as budgeted. Motion carried, all voting yes.

Mr. Koop also informed that he will be purchase a computer for \$1,600 that will be reimbursed by the state.

Patty Niepoth, Register of Deeds, requested purchase of three chairs.

**12. It was moved by McLeod, seconded by Bary** that it be recommended the Register of Deeds purchase three chairs at \$50 per chair as budgeted. Motion carried, all voting yes.

Ms. Niepoth also informed that the Technology Bill recently passed by the State Legislature would go into effect the end of March and the increase of fees would bring approximately \$60,000 into the Register of Deeds Technology Fund for 2003.

Connie Turner, Deputy County Treasurer requested purchase of three workstations.

**13. It was moved by McLeod, seconded by Bary** that it be recommended to the Board of Commissioners the County Treasurer purchase three workstations for not more than \$4,820 as budgeted. Motion carried, all voting yes.

**14. It was moved by McLeod, seconded by Bary** that it be recommended to the Board of Commissioners the claims and accounts totaling \$75,182.00 be approved and paid. Motion carried, all voting yes.

The meeting adjourned at 1:30 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, March 10, 2003**

The meeting came to order at 9:00 a.m. in the County Clerk's office.

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent None

Also present: Laura Sexton

1. The claims and accounts totaling \$49,957.25 were examined and recommended for payment.
2. There was discussion on the 2003 budget. It was decided that spending for 2003 would be confined to strictly items which can be included within the established budgets.
3. **It was moved by McLeod, seconded by Bargy** that the True Value Hardware invoice for \$237.95 for small heaters be charged against the Prosecuting Attorney budget. All voted yes.
4. **It was moved by McLeod, seconded by Bargy** that it be recommended to the Board of Commissioners the Sheriff purchase a car for approximately \$21,000 as budgeted. All voted yes.
5. **It was moved by McLeod, seconded by Bargy** that it be recommended the Sheriff purchase a laser printer for \$350.00 and fax machine for \$150.00 as budgeted. All voted yes.

The request from Interlochen for an appropriation was tabled.

6. **It was moved by Bargy, seconded by McLeod** that the County Auditor, Thomas Zick, be requested to examine Meadowbrook accounts during the regular county audit. All voted yes.
7. **It was moved by Bargy, seconded by McLeod** that it be recommended up to \$3,000 be expended from the Planning Commission budget for the development of township profiles to be used in visioning sessions to implement the Master Plan. All voted yes.

The meeting adjourned at 11:00 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, April 07, 2003**

The meeting came to order at 9:00 a.m. in the County Clerk's office.

Present: Laura Stanek, Larry Bargy.

Absent: Robert McLeod

Also present: Jack White, Laura Sexton.

The meeting convened at 9:00 a.m.

Terry Johnson, Sheriff, informed the committee about a \$12,000 donation for the Animal Shelter from a Charlevoix resident.

Sheriff Johnson also requested purchase of monitoring cameras for the Jail. The purchase would be made from Fund #267 - Jail Inmate Proceeds. The cost would be \$5,689.

**1.** It was moved by Bargy, seconded by Stanek that it be recommended to the Board of Commissioners monitoring cameras be purchased from MidState Security at a cost of \$5,689 to be paid from Fund #267, Jail Inmate Proceeds Fund. All voted yes.

Sheriff Johnson explained that the software for the Jail Reporting system would not longer operate on the DOS system and required that a new Windows based program be installed. He quotes of both \$135,000 and \$15,000. There will demonstrations of both systems on April 30.

Howard Yamaguchi, Associate Planner, requested that a grant be submitted to Coastal Zone Management Grant for construction of a Internet Web site to provide the public access to GIS data. The local share would be \$5,000 for a P.C. to be installed at the LIAA site.

**2.** The Finance Committee noted that there is \$5,000 available in the Grant Match Fund but the Finance Committee has no recommendation.

Request from the Health Department for \$2,125 for tuberculosis services to migrant farm workers.

**3.** It was moved by Bargy, seconded by Stanek that it be recommended \$2,125 be paid from Special Projects for tuberculosis services to migrant farm workers. All voted yes.

There was discussion of Funds #464, Elk Rapids Fish Park Fund, #244, EDC Revolving Fund, and Fund #144, Gas & Oil Royalties Fund.

The meeting adjourned at 11:30.



FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Monday, May 05, 2003

The meeting convened in the County Clerk’s office at 9:00 a.m.

Present: Laura Stanek, Larry Bargy, Robert McLeod

Also present: Laura Sexton, Jack White

Burt Thompson requested that the Board of Commissioners pass a Resolution allowing them to bond for a new building.

1. It was moved by McLeod, seconded by Bargy that it be recommended to the Board of Commissioners that the Road Commission Resolution allowing them to bond for a new building be passed. (See Attached) All voted yes.

Terry Johnson, Sheriff requested funds for spay & neuter.

2. It was moved by McLeod, seconded by Bargy that it be recommended \$2,500 be transferred from Fund #225 - Animal Control Donations - to the spay and neuter account. All voted yes.

The Sheriff presented the 2003 budget for Fund #225 - Animal Control Donations as follows:

Revenue -	from donations	32,500
	from interest	300
		32,800
Expenditures -	supplies	7,843
	equipment, furniture	15,000
	communications	800
	spay & neuter	2,500
	special animal care	5,843
		31,986

Ending FB

814

3. It was moved by McLeod, seconded by Bargy that it be recommended the 2003 budget for Fund #225 be approved. All voted yes.

4. It was moved by McLeod, seconded by Bargy that it be recommended \$14,680 be transferred from Capital Outlay Reserve Fund to General (Capital Outlay - Sheriff) for purchase of FSG/LEMS software (7,650) with training (2,280), data conversion (1,500), and a cost per computer of \$325 (3,250). All voted yes.

5. It was moved by McLeod, seconded by Bargy that it be recommended a CAD mapping update be purchased for 911 from the 911 Wireless Fund for \$39,900 in order to be compliant with Phase II to receive wireless funds. All voted yes.

**6. It was moved** by McLeod, seconded by Bary that the General Fund budget (fringe benefits) be increased by \$1,760 to cover payments to Antrim County Transportation for the increase in payments in lieu of health insurance and that County Clerk be authorized to make any other adjustments to accommodate other entities that require reimbursement. All voted yes.

Patty Niepoth, Register of Deeds, presented the proposed 2003 budget for Fund #256, Register of Deeds Automation Fund as follows:

Revenue	from recording fees	48,000	
	from interest	400	48,400
Expenditures	supplies	9,000	
	equipment	39,000	48,000
Ending FB			400

**7. It was moved** by McLeod, seconded by Bary that it be recommended the proposed 2003 budget for Fund #256 be approved. All voted yes.

William Murphy presented information on his budget: \$1,000 will be reimbursed for various exercises. He also presented a list of various equipment and supplies and where they were located.

Howard Yamaguchi presented several items.

**8. It was moved** by McLeod, seconded by Bary that it be recommended a change order for an addition of a drain field around the Animal Shelter for an increase of \$4,000 be approved. All voted yes.

**9. It was moved** by Bary, seconded by McLeod that it be recommended to the Board of Commissioners \$25,00 be allocated from the Forestry Fund for replacement of the existing railroad bridge on the Jabara property (Cedar River area) and \$10,000 be allocated from the Forestry Fund to match the \$10,000 Tribal grant for the Cedar River area trail to the railroad bridge. All voted yes.

**10. It was moved** McLeod, seconded by Bary that expenditure of up to \$1,200 as budgeted from Capital Outlay for computer software for the Coordinator/Planner be approved. All voted yes.

There was discussion on the deficit in the Construction Code Enforcement Fund.

There was discussion of the Elk Rapids Park pavilion.

The meeting adjourned at 11:45 a.m.

## FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, June 9, 2003**

Present: Laura Stanek, Larry Bargy, Robert McLeod

Also present: Jack White, Laura Sexton

The meeting convened at 9:00 a.m. in the County Clerk's office.

Laura Sexton reported that the amounts budgeted for 2003 for rents and state revenue sharing exceed what will be received.

**1. It was moved by McLeod, seconded by Bargy** that it be recommended to the Board of Commissioners in the 2003 General Fund budget the revenue amount for rents be reduced by \$125,000 to \$150,000.00 and the revenue amount for state revenue sharing be reduced by \$132,056 to \$321,545 and \$257,056 be transferred from Tax Payment Funds to General Fund. All voted yes.

**2. It was moved by McLeod, seconded by Bargy** that it be recommended the position currently shared by the County Clerk's office and the Prosecuting Attorney's office become full time in the County Clerk's office and a clerk-typist position be created in the Prosecuting Attorney's office effectively immediately. All voted yes.

Dan Bean, Undersheriff, reported that due to the software recently purchased for the Sheriff, adjustments will have to be made to the hardware.

**3. It was moved by Bargy, seconded by McLeod** that it be recommended supplies for adjustments to the computer hardware at the Sheriff Department be purchased for \$4,000 from Capital Outlay originally budgeted for a digital recorder. All voted yes.

Judy Martin and Blair Coutant from Meadowbrook Medical Care Facility gave an update on the 2002-2003 budget and also presented a three months experience report.

Tom Johnson from Northern Lakes Economic Alliance informed the committee he would be requesting an additional \$15,000 from the County for 2004.

Sherry Comben, County Treasurer, requested an increase in imprest cash due to the increased amount paid to jurors.

**4. It was moved by McLeod, seconded by Bargy** that it be recommended the County Treasurer's imprest cash be increased by \$1,000. All voted yes.

The County Clerk was requested to obtain the amounts paid to jurors by Grand Traverse County and Leelanau County.

Howard Yamaguchi explained that a 1998 study done for land use was inaccurate and needed to be re-worked at a cost of \$9,000.

**5. It was moved by McLeod, seconded by Bargo** that it be recommended to the Board of Commissioners the 1998 land use study for four Lake Michigan coast townships (Elk Rapids, Milton, Torch Lake, and Banks) be re-worked at a total cost of \$9,000; \$2,000 from the Master Plan Grant and \$7,000 from the Planning Commission contractual services line item. All voted yes.

Stan Moore, MSU Extension Director, explained that the reimbursement method for the 4-H assistant had changed which results in showing an expenditure in 2003 for 17 months rather than 12.

**6. It was moved by McLeod, seconded by Bargo** that it be recommended the 4-H Assistant line item in the MSU Extension 2003 budget be increased by \$7,400. All voted yes.

The County Clerk presented the fees paid to jurors by Grand Traverse County and Leelanau County. The matter was tabled until September or October.

**7. It was moved by McLeod, seconded by Bargo** that it be recommended the claims and accounts totaling \$66,365.78 be approved and paid. All voted yes.

Budget meetings were set for August 19 at 9:00 (all day), August 26 at 9:00 (all day) and September 2 at 1:00 p.m. (half day).

Tom Zick discussed the 2002 audit with the Committee.

The meeting adjourned at 1:00 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, July 7, 2003**

Present: Laura Stanek, Larry Bargy, Robert McLeod

Also present: Jack White, Laura Sexton

The meeting convened at 9:00 a.m. in the County Clerk's office.

Patty Niepoth presented the proposed budget for 2004 for the Register of Deeds, Microfilm, Plat Board, R of Deeds Automation Fund, and Capital Outlay.

1. It was moved by McLeod, seconded by Bargy that the Register of Deeds, Microfilm, Plat Board, Automation Fund, and Capital Outlay 2004 budget proposals be recommended with the following changes: Due and subscriptions be raised to \$500, Equipment maintenance be decreased by \$1,500 to \$4,000. All voted yes.

Sherry Comben, County Treasurer, presented 2004 budget proposals.

2. It was moved by McLeod, seconded by Bargy that the County Treasurer 2004 budget proposal including Capital Outlay be recommended. All voted yes.

The County Clerk presented the proposed budgets for 2004 for Board of Commissioners, Jury Commission, Elections, County Clerk, Communications, Purchasing, Computer, Building Authority, Insurance & Bonds, and Special Projects-Contingencies

3. It was moved by McLeod, seconded by Bargy that the 2004 budget proposals presented by the County Clerk be recommended with the following exceptions: wages (705) and computer be re-checked on the County Clerk's budget, line item for supervisor training be checked on the Communications budget, possibility of reduction of health insurance premiums be checked, and personal leave be increased to \$25,000 on fringe benefits budget. All voted yes.

Bob Englebrecht presented the 2004 budget request for Equalization and GIS Implementation.

4. It was moved by McLeod, seconded by Bargy that the 2004 proposed budgets for Equalization, Capital Outlay, and GIS Implementation Fund be recommended. All voted yes.

Mr Englebrecht also presented a proposal for a county property tax administration fee to a maximum of 5% to be applied to any tax levied under the General Property Tax Act.

5. It was moved by McLeod, seconded by Bary that the proposal for a county property tax administration fee to a maximum of 1% to be applied to any tax levied under the General Property Act be rejected. All voted yes.

**6. It was moved by McLeod**, seconded by Bary that it be recommended to the Board of Commissioner the Veterans Counselor purchase a computer and printer, total cost not to exceed \$1,300. All voted yes.

Dan Bean and Lou Basso informed about an overpayment from state for diverted felons. It will be paid back.

The meeting adjourned at 10:45 a.m.

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Laura Sexton, County Clerk

# ***FINANCE COMMITTEE***

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

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**Monday, August 11, 2002**

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent:

Also present: Jack White, Laura Sexton

The meeting came to order at 9:00 a.m. in the County Clerk's office.

Bill Shannon, John Ferguson, Herb Riley, and Bob Metric from Helena Township explained Helena Township's plan for establishing a DDA District in the Township comprised of the area around Alden, the area around Clam River Bridge (Helena only) and the area north of Crystal Springs Road. Their ultimate goal is to have a Tax Increment Financing District to finance various phases of the project. Mr. Ferguson will appear before the Board of Commissioners in September to further explain.

Janet Person and Julie Mathieson explained the proposal to have Household Hazardous Waste Collection Day in Antrim County and requested funding.

**It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners \$10,000 be transferred from the Solid Waste Reserve Fund (Fund #118) to the General Fund (Resource Recovery Cost Center) for Household Hazardous Waste Collection Day. All voted yes.

Howard Yamaguchi explained the budget overage in the Resource Recovery Cost Center of the General Fund. The cost of recycling paper at the Central Lake site had increased from \$250 per month to \$400 per month.

**It was moved by McLeod, seconded by Bargy** it be recommended \$2,400 be transferred from the Solid Waste Reserve Fund (Fund #118) to the General Fund (Resource Recover Cost Center) to cover the 2003 budget overage as of June 30, 2003. All voted yes.

Jane Redfern and Steve Groll from the Bellaire Computer Center presented a proposal to convert the present computer connection between the county buildings and the Computer Center from twinax cable to Ethernet. The Computer Center would pay the cost of connecting the Jail to the Computer Center. (See attached)

**It was moved by McLeod, seconded by Bargy** it be recommended \$3,000 be transferred from Capital Outlay Reserve Fund (Fund #137) to the General Fund (Computer Cost Center) to cover the cost of converting the present computer connection between the county buildings and the Computer Center from twinax cable to Ethernet. All voted yes.

Carl Goeman, Emergency Services Director, talked about the 2003 budget overage in his department and explained that no action need be taken as the following factors would contribute to his budget ultimately not being “in the red”:

1. Reduction of cell phone cost
2. Reduction of health insurance cost as he is not taking the health insurance

Mr. Goeman also requested purchase of a new computer which would be paid for from the Supplemental Planning Grant.

**It was moved by Bargy, seconded by McLeod** it be recommended to the Board of Commissioners the Emergency Services Coordinator purchase a lap-top computer with a docking station for not more than \$2,000, cost to be paid from grant proceeds. All voted yes.

Terry Johnson, Sheriff, explained 2003 budget overages in the Sheriff Department and Secondary Roads. He assured the Committee that future expenditures would be less and the budgets would not finish “in the red”.

Mr. Johnson also informed that Michael Gank and Steven Bratschi would be attending map training in North Carolina.

**It was moved by McLeod, seconded by Bargy** it be recommended an animal wash tub be purchased for \$2,395 from the Animal Control Donations Fund (Fund #225). All voted yes.

Mr. Johnson presented the increase in the 2003 Sheriff, Secondary Roads, and Road Patrol budgets caused by settlement of the Union contracts.

General Fund			
Sheriff	52,946		
Secondary Roads	<u>5,799</u>	58,745	
Road Patrol Fund			24,632
E-911 Operating Fund		17,909	
TOTAL		\$ 101,286	

**It was moved by Bargy, seconded by McLeod** it be recommended to the Board of Commissioners \$52,946 and \$5,799 be transferred from Contingencies to Sheriff and Secondary Roads in the 2003 General Fund budget to cover the costs of wage increases and other changes made in the Union contracts. All voted yes.

The Sheriff presented revisions to his 2004 budget requests caused by settlement of the Union contracts. The matter was tabled until the budget meeting on August 19.

**It was moved by Bargy, seconded by McLeod** it be recommended the claims and accounts totaling \$60,294.24 be approved and paid. All voted yes.

The meeting adjourned at 12:25 p.m.

# FINANCE COMMITTEE

(Budget Session)

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

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**Tuesday, August 19, 2003**

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent:

Also present: Jack White, Laura Sexton

The meeting came to order at 9:00 a.m. in the County Clerk's office.

The purpose of the meeting was to review 2004 budget requests.

## GENERAL FUND

### #901 CAPITAL OUTLAY

Circuit Court	reduce	3,600	
Probate Court	reduce	1,000	
County Clerk	reduce	4,300	
Equalization	reduce	700	
Prosecuting Attorney	reduce	8,700	
Register of Deeds	reduce	8,875	
Abstract Dept.	reduce	1,950	
County Treasurer	reduce	6,100	
MSU Extension	reduce	4,704	
County Building	reduce	12,000	
Airport	reduce	8,917	
Sheriff	reduce	27,900	
Marine	reduce	8,000	
Jail	reduce	3,670	
Planner/Coordinator	reduce	5,500	
Emergency Services	reduce	4,000	
Parks	reduce	<u>350</u>	110,266

\*\*Prosecuting Attorney request for remodeling of his office area - \$12,412 - removed from General Fund - completion contingent upon the funds remaining in Fund #470 after the Animal Shelter project is completed.

\*\*Sheriff request for remodeling of evidence rooms and armory - removed from consideration

\*\*Emergency Services request for new roof - being completed in 2003.

### #966 APPROPRIATIONS

River restoration project	reduce	45,000	
Northern Lakes Economic	reduce	25,000	
Grass River	reduce	24,755	
Airport Grant	reduce	7,500	(grant match - from Reserve Fund)

ACT	reduce 15,000	
CZM grant	reduce 5,000	
Soil Erosion Admin.	reduce 10,000	
Park grant	reduce <u>34,635</u>	166,890
#213 Budget/Accounting		
Computer study	reduce 50,000	50,000
#757 Elk Rapids Park		
entire budget	reduce 10,518	10,518
(Transfer park to E.R. Village)		
#233 Purchasing		
Supervisor training study	reduce 6,000	6,000

1. (Motion amended - see Finance minutes of August 26, 3003.) **It was moved by Bargy, seconded by McLeod** it be recommended to the Board of Commissioners the per diem for all boards and commissions be reduced to \$25/half day and \$40/full day effective January 1, 2004. All voted yes.

reduce 20,000	20,000
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2. (Motion rescinded - Finance meeting of August 26, 2003) **It was moved by McLeod, seconded by Bargy** that it be recommended action on the reclassification of an employee in the Probate/Family Court be deferred. All voted yes.

There was discussion on reducing the mileage rate. The matter was tabled.

#216 Communications		
Postage	reduce 20,000	20,000

There was discussion on employment freeze - not filling any new vacancies. The matter was tabled.

#### GENERAL FUND

##### REVENUE

from Antrim Creek Fund	increase 40,000	
from Dams Reserve Fund	increase 200,000	(240,000)

##### EXPENDITURES

#851 Fringe benefits		
Health Insurance	reduce 80,000	
Dental	reduce <u>8,000</u>	88,000

#131 Circuit Court	reduce 7,200	
#132 Family Division	reduce 5,000	
#148 Probate Court	reduce 1,000	
#215 County Clerk	reduce 1,500	
#225 Equalization	reduce 1,000	
#229 Prosecuting Attorney	reduce 1,750	

#233 Purchasing	reduce	1,000	
#236 Register of Deeds	reduce	1,000	
#241 Abstract Dept.	reduce	3,100	
#253 County Treasurer	reduce	500	
#257 MSU Extension	reduce	1,100	
#267 Grove St. annex	reduce	600	
#295 Airport	reduce	1,300	
#301 Sheriff	reduce	3,000	
#331 Marine	reduce	1,000	
#351 Jail	reduce	9,600	
#400 Planner/Coordinator	reduce	3,100	
#401 Planning Comm.	reduce	2,400	
#403 Resource Recovery	reduce	20,500	
#441 Brd of Public Works	reduce	810	
#601 Health	reduce	5,000	
#752 Parks Commission	reduce	<u>11,900</u>	83,360

**3. It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners the Parks Committee make arrangements for a contract with Elk Rapids Village for management of the Elk Rapids Park and also look into raising fees at Eastport Park. All voted yes.

Terry Johnson explained the Dr/Nurse contract in the Jail budget.

It was decided to leave the amount paid to the Antrim Conservation District from the Forestry Fund remain at 75% of the timber sales.

**ANTRIM CREEK FUND**

**EXPENDITURES**

Architect	reduce	5,000
to General Fund	increase	40,000

**CONSTRUCTION CODE ENFORCEMENT FUND**

<b>EXPENDITURES</b>	reduce	17,030
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**ROAD PATROL - REVENUE SHARING FUND**

Make adjustments based on union contract.

**911 OPERATING FUND**

There is a #39,000 shortfall - recommended to send back to the Health and Public Safety Committee.

Can the rent for the towers be paid from the Wireless funds - the Clerk will check with the Sheriff.

The meeting adjourned at 3:45 p.m.



from Wireless funds.

The members read a letter from Prosecuting Attorney Koop explaining how expenditures can be cut in the Law Library Fund and informing he had already started procedures for cutting those expenditures.

The County Clerk was requested to find out if Charlevoix and Emmet Counties were increasing appropriations to Northern Lakes Economic Alliance.

The meeting adjourned at 11:00 a.m.

# *FINANCE COMMITTEE*

(Budget Session)

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

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**Monday, September 8, 2002**

The meeting convened at 9:00 a.m. in the County Clerk's office.

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent:

Also present: Laura Sexton, Jack White

Pete Garwood, Coordinator/Planner presented the Maximus contract for 2004 (based on 2002 figures); cost to be \$9,500.

**1. It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners the Chairman be authorized to sign the contract with Maximus; cost to be \$9,500 to be budgeted in 2004. All voted yes.

Tom Zick, County Auditor, spoke to the committee about his visit to Meadowbrook concerning expenditure of the millage dollars. He reported that he had talked to Eric Conway who does Meadowbrook cost analysis and to Judy Martin and Blair Coutant. He recommended that cash flow as well as income projections be considered in determining future deficits.

Judy Martin and Blair Coutant gave the six-month report for Meadowbrook.

The Clerk was requested to talk to the Charlevoix County Administrative Officer about the increase in appropriation to Northern Lakes Economic Alliance for 2004.

**2. It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners that the claims and accounts totaling \$72,571.15 be approved and paid. All voted yes.

The meeting adjourned at 12:00 Noon.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, October 6, 2003**

The meeting came to order at 1:00 p.m. in the County Clerk's office.

Present: Laura Stanek, Larry Bargy, Robert McLeod

Also present: Laura Sexton, Jack White

Janet Person, William White, William Austin, and Bob Ricksgers from the Antrim Conservation District made the following request: the \$25,000 in the Forestry Fund designated for Jabara Property be us used for ACD operation and \$20,000 to be paid to the county by ACD for Skaff property be retained by the ACD.

**1. It was moved by McLeod, seconded by Stanek** that the \$25,000 in the Forestry Fund designated for Jabara Property be transferred to an appropriation to Antrim Conservation District in the 2004 budget and the debt of \$20,000 owed to the county by the Antrim Conservation District for Skaff property purchase be canceled. **Yes - McLeod, Stanek; No - Bargy.**

The ACD also requested that the \$10,000 cut from the 2004 Soil Erosion Control appropriation be reinstated. They were informed that this request would be considered along with several others after the first of the year when the 2004 beginning fund balance has been established.

Julie Mathieson from the Solid Waste Council requested that the Solid Waste Coordinator position which was eliminated in the 2004 budget be reinstated. She was informed that this request would be considered along with several others after the first of the year when the 2004 beginning fund balance has been established.

Meadowbrook Representatives Judy Martin, Blair Coutant, Gerald Biehl, and accountant Eric Conway joined the meeting. Eric Conway presented a cash flow analysis for 2001-2007 for Meadowbrook.

There was discussion on the proposed millage for Meadowbrook. The Human Services Committee had recommended .69 mills. Patti Lowery, FIA Board Member indicated she favored a lower millage.

**2. It was moved by McLeod, seconded by Stanek** that it be recommended to the Board of Commissioners that .50 mills be set for Meadowbrook operating millage. **Yes - McLeod, Stanek; No - Bargy.**

Howard Yamaguchi, representing the Parks Committee, requested that the 2004 expenditure budget for the Elk Rapids Day Park be reinstated and the 2004 Wetzel Lake expense be reinstated in the 2004 budget. He was informed that these requests would be considered along with several others after the first of the year when the 2004 beginning fund balance has been established.

**3. It was moved by McLeod, seconded by Bargy** that it be recommended to the Board that \$1,000 be advanced from the General Fund to Fund to Fund #237, Public Access Book Fund, to finance publication of an updated Public Access Book. The \$1,000 will be returned to the General Fund out of proceeds from the sale of the books. **All voted yes.**

Terry Johnson, Sheriff, informed that he has \$4,728 left in Capital Outlay for 2003 and requested that a new computer server be purchased for \$4,225.

**4. It was moved by McLeod, seconded by Bargy** that it be recommended the Sheriff purchase a server for \$4,225. **All voted yes.**

The Sheriff also requested purchase of a desk and a utility box for the Jail from the Capital Outlay budget.

**5. It was moved by McLeod, seconded by Bargy** that it be recommended a desk and a utility box be purchased for the Jail for a total of \$1,750. **All voted yes.**

The Sheriff requested that purchase of a second car be reinstated in the 2004 budget. He was informed that his request would be considered along with several others after the first of the year when the 2004 beginning fund balance has been established.

The Sheriff informed the Committee that the state reimbursed 75% of Marine and Snowmobile grant expense if the expenditures were approved. The remaining 25% or more is paid by the County.

Peter Garwood presented a request from the Buildings and Grounds Committee that the outside panels and roof of the County Building be replaced and/or repaired.

**6. It was moved by McLeod, seconded by Bargy** that it be recommended that \$67,000 be budgeted in Fund #470, Capital Projects Fund, to repair and/or replacement of outside panels and roof of the County Building. **All voted yes.**

Patty Niepoth requested purchase of 2 work stations and a cabinet for condominium maps as budget in the 2003 Capital Outlay budget.

**7. It was moved by McLeod, seconded by Bargy** that it be recommended to the Board the Register of Deeds purchase 2 work stations and a cabinet for condominium maps for a total of \$4,100 as budgeted in the 2003 Capital Outlay budget. **All voted yes.**

**8. It was moved by McLeod, seconded by Bary** that it be recommended that a computer and printer be purchase for a total of \$2,260 by the County Clerk as budgeted in the 2004 Capital Outlay budget. **All voted yes.**

**9. It was moved by McLeod, seconded by Bary** it be recommended to the Board of Commissioners the operating millage be set at 5.1467 and the Commission on Aging millage be set at .3811. **All voted yes.**

**10. It was moved by McLeod, seconded by Bary** it be recommended to the Board of Commissioners the 2004 General Fund Budget Resolution and the 2004 budgets for Other Funds be accepted. **All voted yes.**

**11. It was moved by McLeod, seconded by Bary** it be recommended to the Board of Commissioners the claims and accounts totaling \$88,100.92 be approved and paid. **All voted yes.**

The meeting adjourned at 4:45 p.m.

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Laura Sexton, County Clerk

# ***FINANCE COMMITTEE***

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, November 10, 2003**

The meeting came to order at 9:00 a.m. in the County Clerk's office.

Present: Laura Stanek, Larry Bargy

Absent: Robert McLeod

Also present: Laura Sexton, Jack White

Sherry Comben, Antrim County Treasurer – presentation of Resolution concerning payment of bills being electronic transfer.

**1. It was moved by Bargy, seconded by Stanek** that it be recommended to the Board of Commissioners the Resolution concerning payment of bills by electronic transfer be approved. All voted yes.

**2. It was moved by Bargy, seconded by Stanek** the County Treasurer purchase two computers for \$1,266 each as budgeted in the 2003 General Fund budget. All voted yes.

Bill Kilgore – Xerox representative – proposal to lease copiers: cost per month to be less than the current cost of maintenance agreements on currently owned copiers.

**3. It was moved by Bargy, seconded by Stanek** it be recommended to the Board of Commissioners two copiers, one for the first floor and one for second floor, be leased from Xerox at \$357.47/mo. for one copier and \$427/mo for the other copier to be paid for from funds currently budgeted for maintenance agreements on currently owned copiers. All voted yes.

Terry Johnson, Sheriff – request for adjustments to 2004 budget; request for purchase for purchase of Pathfinder ProXr GPS/Beacon Field Kit for 911; request for purchase of sign for Animal Shelter.

**4. It was moved by Bargy, seconded by Stanek** that it be recommended \$14,148.00 be transferred from Contingencies to Sheriff in the 2004 General Fund budget to cover both increases and decreases in various line items. All voted yes.

**5. It was moved by Bargy, seconded by Stanek** it be recommended that a Pathfinder ProXR GPS Field Kit be purchased for 911 from “Wireless Funds” at a total cost of \$4,790. All voted yes.

**6. It was moved by Bargy, seconded by Stanek** it be recommended a sign be purchased for the Animal Shelter from ProImage Design of Rapid City for \$5,470 to be paid for from the Animal Donations Fund. All voted yes.

Howard Yamaguchi, Julie Mathieson – request that unused \$ from Household Hazardous Waste Day be transferred back to Solid Waste Reserve Fund.

**7. It was moved by Stanek, seconded by Bargo** it be recommended to the Board of Commissioners \$3,691.42, which is the unused portion of the funding for Household Hazardous Waste Day be transferred back to Solid Waste Reserve Fund. All voted yes.

There was discussion on reinstatement of the Solid Waste Coordinator position in the 2004 General Fund budget. There will be not decision made until it is determined what the beginning fund balance for 2004 will be.

There was discussion on contracting with Theresa Salveda for management of the Household Hazardous Waste Day. The matter was tabled until 2004.

Howard Yamaguchi - request for reinstatement of per diem for Parks and Recreation Commission in the 2004 General Fund budget. Peter Garwood also requested reinstatement of per diems for other Boards and Commissions. The matter was tabled.

Peter Garwood – presentation of the agreement with NETCOM for maintenance of the telephone system.

**8. It was moved by Stanek, seconded by Bargo** it be recommended the Chairman be authorized to sign the NETCOM maintenance agreement plan total cost for 2004 to be \$5,072.08. All voted yes.

Patty Niepoth, Register of Deeds – request to purchase work stations from 2003 budget; request to purchase other equipment from Technology Fund.

**9. It was moved by Bargo, seconded by Stanek** it be recommended to the Board of Commissioners the Register of Deeds purchase work stations from Excel Office Interiors for \$7,350 as budgeted in the 2003 budget. All voted yes.

**10. It was moved by Bargo, seconded by Stanek** it be recommended the Register of Deeds purchase an electric sealer for \$1,150 and a table top copier for \$1,500 from the Technology Fund, total cost not be exceed \$3,000. All voted yes.

The Register of Deeds reported that remodeling of the area adjacent to her office could be financed from the Technology Fund. She was requested to get an opinion from Prosecutor Koop.

There was discussion on purchase of scanning equipment for the Register of Deeds office. The matter was tabled.

Carl Goeman – request for purchase of a copier.

It was moved by Bargy, seconded by Stanek the Emergency Services Director purchase a copier from Kopy Sales, Inc for \$600.00 as budgeted in the 2003 General Fund budget. All voted yes.

Robert Englebrecht, Equalization Director – discussion on the tax exempt status of the Family Health Centers in Bellaire and Central Lake.

**11. It was moved by Bargy, seconded by Stanek** it be recommended the claims and accounts totaling \$78,518.21 be approved and paid. All voted yes.

The meeting adjourned at 1:45 p.m.

## ***FINANCE COMMITTEE***

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

**Monday, December 08, 2003**

The meeting came to order at 9:00 a.m. in the County Clerk's office

Present: Laura Stanek, Robert McLeod, Larry Bargy

Absent: None

Also present: Laura Sexton, Jack White

The County Clerk presented a letter from the District Court stating the cost for Jurors had not been budgeted in the 2003 or 2004 budget requests for District Court. The County Clerk indicated that an increase for the District Court for jury expense was in the December budget adjustments for the Board of Commissioners. The 2004 budget adjustment was tabled until later.

Dan McKinnon from the East Jordan Health Center explained the IRS non-profit status of that organization and indicated that they should remain exempt from property taxes. Discussion followed.

Jim Pascoe from the Area Seniors, Inc. supported the East Jordan Health Center premise and indicated that Area Seniors, Inc. could be in the same position.

Charles Koop, Prosecuting Attorney, requested purchase of a computer.

**1. It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners the Prosecuting Attorney purchase a computer for \$1,379 as budgeted in the 2003 budget. All voted yes.

Patti Lowery, Housing Director, presented a Housing grant request targeting the Mancelona area. The total grant is \$225,000 with addition leveraging of \$62,500.

**2. It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners, the Housing Director apply for a Home Grant from MISHDA for \$250,000. All voted yes.

Blair Coutant gave the quarterly financial report for Meadowbrook Medical Care Facility.

Patty Niepoth requested lease of scanning equipment to be paid from the Automation Fund. She was requested to verify coordination of this transition with the Abstractor. The matter was tabled until this was confirmed.

**3. It was moved by McLeod, seconded by Bargy** it be recommended the claims and accounts totaling \$158,130.23 be approved and paid. All voted yes.

The meeting adjourned at 12:10 p.m.