

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Monday, January 10, 2005

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.

Stan Moore, MSU Extension Director, requested purchase of computer as budgeted for 2005.

1. It was moved by McLeod, seconded by Bargy that it be recommended to the Board of Commissioners the MSU Extension Office purchase 2 computers with accessories for \$2,139.99 as budgeted in the 2005 General Fund budget. All voted yes.

2. It was moved by McLeod, seconded by Bargy it be recommended to the Board the County Clerk be given conditional authority to purchase a laser printer for printing of payroll checks with the consent of the Chairman of the Finance Committee if the current printer quits. All voted yes.

Larry Bargy re-introduced the purchase of a car for the Sheriff Department over what was budgeted. John Strehl requested reinstatement of the summer intern in his budget. Both individuals were told that no changes were being made to the budget at this time.

Theresa Kent, Abstractor reported that the conversion of her computers to connect with the Register of Deeds won't be complete until material is ready for both offices.

3. The claims and accounts totaling \$60,713.07 were examined and recommended for payment.

The meeting adjourned at 10:30 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bary

Robert McLeod

Thursday, January 13, 2005

Present: Laura Stanek, Larry Bary, Robert McLeod
Absent: None
Also present: Margaret VanLooy

The special meeting came to order at 8:30 a.m. in the County Clerk's office.

Bob Massey, Construction Code Enforcement official appeared before the Board to discuss the temporary clerical employee in the office. The county may have control of this office by April 1, 2005. They will know more in March.

1. It was moved by McLeod and seconded by Bary that it be recommended to the Board of Commissioners the temporary clerical employee in the Construction Code Enforcement Department be continued through March 2005 and that the 2005 budget for that department be increased not to exceed \$3,000. All voted yes.

Further discussion followed regarding the status of the Construction Code Enforcement Department. There was concern by Board members as to how much money the County should spend before it is determined if the County or State would be operating the department. The next meeting with the State will be February 15, 2005.

Mr. Massey reported on the bids he had received for computers and software for the department. At this time he had received 3 bids. The matter was deferred until the February meeting.

2. A motion was made by McLeod and supported by Bary to recommend to the Board of Commissioners to approve the purchase of a Dell laptop computer for the Coordinator Planner office in the amount of \$2,541 as budgeted in the 2005 General Fund Budget. All voted yes.

The meeting adjourned at 9:00 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bary

Robert McLeod

February 7, 2005

Present: Laura Stanek, Larry Bary, Robert McLeod

Absent: None

Also present: Margaret VanLooy

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

Sheridan Rhoads of Antrim County Transportation presented information to the Board regarding FY99 Payback. The expenditures have been considerably more than the revenues. Discussion followed as to possible solutions such as raising fees, lay-offs, and Medicaid & Medicare re-payments for patients using the bus system to help reduce the 05 expenditures. He will return to the Finance next month with a proposal. Mr. Rhoads also mentioned that he will need a Resolution regarding Act No. 51 of the Public acts of 1951 for 2006.

Mark Randolph appeared before the Board to discuss property (.4 acre) on Clam Lake that the County could acquire for Grass River to restore back to wetlands for use by the Airport. The cost to the County would be \$3,100 but the land has been appraised at \$25,000.

1. It was moved by McLeod and seconded by Bary to recommend to the Board of Commissioners to approve the transfer of \$3,100 from the Airport Grant Match Fund to Fund #195 to pay Grass River to purchase property to mitigate wetlands loss. All voted yes.

Robert Peterson appeared before the Board with an update on the Village of Elk Rapids Westside DDA for the approval to spend township DDA funds for phase one of the proposal - preliminary drainage investigation in the amount of \$14,300. Discussion followed and Sherry Comben gave a report of recaptured funds. The County share of the funding is approximately 25%- 35%.

2. It was moved by McLeod and seconded by Stanek to recommend the Board approve payment of \$14,300 from DDA funds for Preliminary Drainage Investigation for improvements to Loomis Drive and Lake Street areas. All voted yes.

Charlie Koop advised the Board that he was considering the purchase of 2 new computers for the Prosecuting Attorney department. He will appear at the next Finance meeting after doing research on computers that will be compatible with the Windows 98 program.

Bob Englebrecht appeared before the Board with a request for purchase of a digital camera, printer and paper shredder. The digital camera (\$200) and the printer (\$800) to be paid from Capital Outlay funds. The paper shredder (\$1,275) would be paid from Homestead funds and would be used by the Equalization, County Treasurer and County Clerk offices. It would be

located in the mailroom on the first floor of the County Building.

3. It was moved by Bargy and seconded by McLeod to recommend the Board approve payment of \$1,000 from Capital Outlay (Equalization) for the purchase of a digital camera (\$200) and a printer (\$800) as budgeted in the 2005 General Fund budget.

4. It was moved by McLeod and seconded by Stanek that a paper shredder be purchased for the use of Equalization, County Treasurer and County Clerk for an amount of \$1,275 to be paid from Fund #255. All voted yes

Bob Englebrecht also discussed Summer Tax Collection with Board members. There was a concern of who should be paying the cost of billing, County, Township or both. It was decided that a review of this issue was needed. Bob Englebrecht and Laurie Stanek will meet and review the present billing procedure and also obtain input from the townships.

Carol Stocking –District Court Administrator appeared before the Board to discuss the 2005-2006 Ct Appointed Attorney Contract, a District Court Sound System and District Court copier now being leased from Dunns. No Capital Outlay was requested from District Court . It was decided that Carol should obtain other bids as she only had one bid from Ascom North for the sound system. She should supply them to the County Clerk. The hearing impaired equipment would be approximately \$1,050 and could possibly be paid from their department. It was decided that no action would be taken at this time with the copier as the lease does not expire until October 2005.

5. It was moved by Stanek and seconded by Bargy to recommend to the Board of Commissioners to approve the 2005-2006 District Court Appointed Attorney Contract. All voted yes.

Janet Person presented information to the Board regarding Parks brochures. They have purchased 300 for \$110 from the Parks budget. The Household Hazard Waste Collection issue needs to be taken to the Committee of Public Works.

6. It was moved by McLeod and supported by Bargy to recommend the Board to approve payment of \$250 from the Public Access Book Fund #237 for the cost of printing 15 books. All voted yes.

7. It was moved by McLeod and seconded by Bargy to recommend to the Board of Commissioners to re-submit the Wetzel Lake Grant in the amount of \$50,200 with the County matching fund of \$6,050 from Grant Match Fund #161. All voted yes.

8. It was moved by McLeod and seconded by Bargy to recommend to the Board of Commissioners to resubmit the Antrim Creek Natural Area Grant for \$54,725 with the County matching fund of \$8,700 from Antrim Creek Fund 234. All voted yes.

Terry Johnson appeared before the Board requesting a part-time employee for the Animal

Control. This part-time employee would work 10 hours a week at a pay rate of \$10 per hour with no benefits. No department overtime would be necessary. He mentioned that volunteers were not always reliable to appear for work when needed.

9. It was moved by McLeod and seconded by Bargo to recommend the Board of Commissioners authorize adjustments for Animal Control -\$3,000 Overtime, \$500 Training and \$1,700 Donation for the hiring of Heather Wilson as part-time employee working 10 hours per week @ \$10 per hour. All voted yes.

Terry Johnson also advised the Board that he would be purchasing a State approved 4-wheel drive vehicle from Capital Outlay Funds (\$44,900). Discussion included problems with a shortage of officers for the courtrooms. This matter should be taken to the Public Safety committee.

Peter Garwood appeared before the Board regarding \$400 moving expenses for a new employee in the Coordinator Planner office.

10. It was moved by McLeod and seconded by Bargo that the Board of Commissioners authorize the advance payment of \$400 for moving expenses of Elizabeth St. Pierre be paid from Contingencies Fund. All voted yes.

11. It was moved by McLeod and seconded by Bargo that the Board of Commissioners approve increasing the mileage rate to \$0.38 per mile effective March 1, 2005. All voted yes.

12. The claims and accounts totaling \$63,186.38 were examined and recommended for payment.

The meeting was adjourned at 11:55 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

March 7, 2005

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent: None

Also present: Margaret VanLooy

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

Charlie Koop appeared before the Board to request payment of a \$500 bill to Mancelona Auto Body for the cost of storing a seized automobile from a drug case.

1. **It was moved by McLeod and seconded by Bargy** to recommend the Board of Commissioners approve payment of \$500 to Mancelona Auto Body for the cost of storing a "seized" automobile; cost to be paid from Pros Attny legal Fund #217. All voted yes.

Bob Massey appeared before the Board and advised that the Building Department would be officially back in full operation, effective April 1, 2005. He presented the following three (3) bids for computer software package and service: Accucomp Computers \$37,695, RDM Technologies 28,657.30 and Bellaire Computer \$28,450. Bob suggested approving the RDM Technologies bid. This is a system that could be added on to in the future.

2. **It was moved by McLeod and seconded by Bargy** to recommend that the Board of Commissioners authorize Bob Massey to accept the bid with RDM Technologies, not to exceed \$30,000 from Capital Outlay (Construction Code) as budgeted in the 2005 General Fund. All voted yes.

Peter Garwood discussed the Park's & Recreation Project- (LIAA) mapping and website maintenance. The quote to continue the work would be approximately \$2500.

3. **It was moved by Bargy and seconded by McLeod** to recommend the Board of Commissioners approve payment of the cost to continue the Parks & Recreation mapping and website project with LIAA not to exceed \$2500 from the Parks Account . All voted yes.

Peter Garwood requested the purchase of a HP Color Inkjet printer for his office at a cost of \$599. The Coordinator Planner office has been using the printer on the first floor which has been inconvenient.

4. **It was moved by McLeod and seconded by Bargy** to recommend the Board of Commissioners authorize payment of \$599 for the purchase of a HP Color Inkjet printer for the Coordinator Planner office. All voted yes.

Peter Garwood presented two (2) bills that were incurred from the pre-employment physical (\$180) and podiatrist exam (\$110) for new employee Betsy St. Pierre.

5. **It was moved by McLeod and seconded by Bargy** to recommend the Board of Commissioners approve payment of the two (2) medical bills totaling \$290 that resulted from the pre-employment physical and podiatrist exam for Betsy St. Pierre-Associate Planner. All voted yes.

Sheridan Rhoads appeared before the Board with a presentation regarding the shortfalls on the 2005-2006 ACT budget. The increase in fare rates, potential lay-offs, use of additional Department reserves and a possible millage were all aspects that were discussed. Mr. Rhoads will continue his research on other solutions and will keep the Board informed.

Judy Martin and Blair Coutant presented the MeadowBrook 2004 Year End Report.

Sherry Comben appeared before the Board to request the purchase of two (2) Dell computers for a total of \$2180 from Capital Outlay.

6. **It was moved by McLeod and seconded by Bargy** to recommend the Board of Commissioners approve payment of \$2180 from Capital Outlay (County Treasurer) for the purchase two (2) Dell computers as budgeted in the 2005 General Fund. All voted yes.

Sherry Comben presented a bill for Internet service. She inquired of the Board as to which account this bill should be paid from. It was decided that each department would pay their portion based on email accounts.

7. **The claims and accounts totaling \$106,457.55 were examined and recommended for payment.**

The meeting was adjourned at 11:15 am.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Monday, April 11, 2005

The meeting came to order at 9:00 am. 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 am.

The County Clerk presented revised figures on the tax dollars available for the 2005 General Fund budget and the amount of "revenue sharing" for 2005 in the Revenue Sharing Reserve Fund.

It was moved by Bargy, seconded by Stanek it be recommended to the Board of Commissioners that the \$388,526 available for 2005 in the Revenue Sharing Reserve Fund (Fund #285) to transferred to the Capital Projects Fund (Fund #470). All voted yes.

It was moved by Bargy, seconded by Stanek it be recommended to the Board of Commissioners that the taxes revenue line item in the 2005 General Fund budget be increased by \$290,400. All voted yes.

Bob Englebrecht, Equalization Director, requested an update of the county aerial imagery maps at a total cost of \$28,050; \$10,000 to be provided from the Homeland Security Grant Fund, and \$18,050 from the GIS Implementation Fund.

It was moved by Bargy, seconded by Stanek it be recommended to the Board that there be an orthophotography upgrade to the county aerial imagery maps at a cost of \$28,050; work to be performed by Ayres & Associates, Inc. from Madison Wisconsin. All voted yes.

Peter Garwood, Coordinator/Planner, provided information on prices for a computer study (information technology study)

Peter Garwood, Coordinator/Planner, requested \$400 for training on operating fire extinguishers to be provided by Northern Fire & Safety. He and John Strehl were requested to obtain information from the local fire chief as to availability of training from local officials.

John Strehl, Airport Manager, requested reinstatement of the summer intern in the Airport budget.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Monday, May 09, 2005

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

1. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners the claims and accounts totaling \$92,317.28 be approved and paid. All voted yes.

The County Clerk presented some information on estimated tax collections for General Fund revenue for 2006 and 2007. She also reported that work has begun on the 2006 budget.

Jane Redfern and Steve Groll from the Bellaire Computer Center presented a proposal for provision of Information Technology Services to the County.

2. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners that all bills for internet access be paid from the Computer Cost Center in the General Fund and that funds budgeted for computer internet access in other departments be transferred to the Computer Cost Center. All voted yes.

Sherry Comben, County Treasurer presented a proposed contract for Summer School Tax Collection for the Mancelona Public School — Custer Township portion only. The amount would be \$3.19 per parcel.

3. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board the County Treasurer contract with Mancelona Public School for collection of Summer School Taxes in Custer Township only. All voted yes.

Sheridan Rhodes, ACT Director, proposed that Dial-a-Ride charge an additional \$.10 handling charge to other agencies purchasing gas at the Dial-a-Ride. There was also discussion on the budget shortfall for 2006 and possible solutions.

4. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners the handling charge to other agencies for purchasing fuel at Dial-a-Ride be raised from \$.10 to \$.20. All voted yes.

Eileen Wallick, Park Director, requested purchase of a computer for Barnes Park.

5. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board the Park Director purchase a computer for \$1,421.76; funds for purchase to be transferred from various line items in the Parks budget to the Capital Outlay budget. All voted yes.

6. It was moved by McLeod, seconded by Bargo it be recommended to the Board the bid from Elmer's for \$11,800 for paving the road at Barnes Park be accepted; paving to occur after the work on the log building is complete. All voted yes.

7. It was moved by Bargo, seconded by McLeod it be recommended to the Board that Lukas Hill be hired as Associate Planner at a salary of \$41,630/year. Yes – Bargo, McLeod; No – Stanek. Motion carried.

Mr. Garwood presented the following information items from other committees concerning expenditures:

1. Buildings and Grounds - an interview room would be constructed within the administration area of the Jail building to be paid for from the Capital Projects Fund.
2. Lands - \$3,500 will be expended from the Forestry Fund for improvements at the Cedar River Natural Area.

8. It was moved by McLeod, seconded by Bargo it be recommended to the Board that the Construction Code Enforcement Department hire an additional part time contractual building inspector. All voted yes.

The meeting adjourned at 12:30 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Monday, June 6, 2005

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.

Memos from Sherry Comben and Robert Englebrecht concerning billing the townships for computer services were reviewed by the committee members. Ms. Sexton was requested to get further information.

Budget meetings were set as follows:

August 26	9:00 a.m.	all day
September 2	12:30 p.m.	half day
September 9	9:00 a.m.	half day

1. It was moved by McLeod, seconded by Bargy it be recommended to the Board of Commissioners the claims and accounts totaling \$71,968.62 be approved and paid. All voted yes.

Judy Martin and Blair Coutant presented the current budget adjustments for 2005 to Meadowbrook budget.

The County Clerk requested purchase of a computer monitor from current 2005 budget.

2. It was moved by McLeod, seconded by Bargy the County Clerk purchase a computer monitor for approximately \$280.00 from 2005 budgeted funds. All voted yes.

Terry Johnson, Sheriff, requested purchase of jail keys and a computer as budgeted for 2005.

3. It was moved by McLeod, seconded by Bargy it be recommended to the Board of Commissioners the Sheriff purchase Jail keys for \$462.80 and a computer for the Jail for \$1,499.00 as budgeted in the 2005 General Fund budget. All voted yes.

4. It was moved by McLeod, seconded by Bargy it be recommended to the Board the batteries for the uninterrupted power supply be replaced for \$2,462 to be paid from the 911 Wireless Fund. All voted yes.

David Kopkau reported on the status of the Sheriff's vehicle fleet. He indicated a need for the following new vehicles: 4 patrol cars, 1 detective car, and 1 van. He indicated the current van could be used for trade-in for approximately \$3,000.

5. It was moved by Bargy, seconded by McLeod it be recommended to the Board the Sheriff purchase a patrol car and a van, total cost not to exceed \$43,000 and the 2005 General Fund budget be increased by that amount. Yes – Bargy, McLeod; No – Stanek. Motion carried.

Patti Lowery, Housing Director, requested an addition to the Housing portion of the General Fund of \$25,000. The matter was referred to the Human Services Committee.

Peter Garwood presented recommendations from various committees:

Public Works Committee: the appropriation to 2005 Soil Erosion and Sedimentation control be increased by \$6,500.
No action was taken.

Administration Committee: Wage scale for Assistant Prosecuting Attorney be adjusted due to a clerical error.

6. It was moved by McLeod, seconded by Bargy it be recommended the Assistant Prosecuting Attorney's wage scale be adjusted for the second and third year to \$45,836 and \$47,291 respectively (2005). All voted yes.

Buildings & Grnds Comm.: The size of the gas line to the Jail be increased at a cost of \$ 4,440.

7. It was moved by McLeod, seconded by Bargy it be recommended to the Board the Jail budget be increased by \$4,440, the cost of increasing the size of the natural gas line to the Jail. All voted yes.

Building & Grnds Comm.: \$5,500 for the Jail Space Study by Landmark Design.

8. It was moved by Bargy it be recommended to the Board a Jail Space Study be conducted by Landmark Design at a cost of \$5,500. Motion died for lack of support.

The meeting adjourned at 1:00 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bary

Robert McLeod

Monday, July 11, 2005

Present: Laura Stanek, Larry Bary, Robert McLeod

Also present: Laura Sexton

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

Peter Garwood presented requests for equipment purchase from his regular budget.

It was moved by McLeod, seconded by Bary the Coordinator/Planner purchase a digital camera for not more than \$349.00 from funds in the computer services line item. All voted yes.

It was moved by McLeod, seconded by Bary the Coordinator/Planner purchase a flat panel monitor for not more than \$350.00 from funds in the computer services line item. All voted yes.

Laura Sexton, County Clerk presented 2006 budget requests for several cost centers. She prioritized her Capital Outlay request as follows: 1) laser printer for clerk's office in '05 Courthouse, 2) flat panel monitor for computer in clerk's office in '05 Courthouse, 3) desk chair.

It was moved by McLeod, seconded by Bary the 2006 budget request from the County Clerk be recommended to the Finance Committee with Capital Outlay as amended. All voted yes.

It was moved by McLeod, seconded by Bary the 2006 budget requests for Jury Commission, Budget/Accounting Services, Communications, Computer, Purchasing, Elections, Surveying and Remonumentation, Insurance & Bonds, Fringe Benefits, and Special Projects Cost Centers be recommended to the Finance Committee as amended. All voted yes.

Robert Englebrecht presented requests for the 2006 budget for Equalization, GIS, and Capital Outlay.

It was moved by McLeod, seconded by Bary the Equalization and GIS budgets with Capital Outlay be recommended to the Finance Committee. All voted yes.

Patty Niepoth presented requests for the 2006 budgets for Register of Deeds, Microfilm, Plat Board, Register of Deed Automation Fund, and Capital Outlay. The line item for equipment maintenance was reduced to \$2,000.

It was moved by McLeod, seconded by Bargy the Register of Deeds and Microfilm budget requests be recommended to the Finance Committee All voted yes.

It was moved by McLeod, seconded by Bargy the Plat Board and Register of Deeds Automation Fund budget requests be recommended to the Finance Committee. All voted yes.

Charles Koop requested purchase of a copier for the 1905 Courthouse. There was discussion on a copier lease similar to that being used in the '78 building. The County Clerk will contact about a lease.

There was discussion on the agreement between the Register of Deeds and the Abstract Department regarding exclusive use by the Abstract Department of a computer containing the public information on deeds, etc. Mr. Koop reported the agreement was completed and ready for signatures.

There was discussion on the Board establishing a position on the matter of the continuation of prosecution of Arlen Turner after two jury trials resulting in a "hung" jury.

Peter Garwood reported on the county maps.

25,000 maps	\$240.00/thousand	\$6,015.00
50,000 maps	\$203.17/thousand	\$10,158.00

The county would pay half the cost and the road commission would pay the other half.

1. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners that 50,000 county maps be printed at a cost to the county of \$5,079 and the 2005 General Fund expenditure budget be increased by this amount. All voted yes.

Sherry Comben presented requests for the 2005 budget for County Treasurer, Homestead Fund, and Capital Outlay. She prioritized her Capital Outlay as follows: 1) 2 computers, 2) work station, 3) copier. She indicated the shredder could be purchased from the Homestead Fund.

There was discussion on possible overtime for a maintenance employee for the Saturday of the '05 Courthouse birthday celebration. It was decided this could be handled in the existing budget.

Sherry Comben requested purchase of a table top copier from the 2005 budget of the Homestead Exemption Fund.

2. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board the County Treasurer purchase a table top copier from the Homestead Exemption Fund (Fund #255) at a cost not to exceed \$1,009. All voted yes.

Sherry Comben presented the 2006 budget requests for the County Treasurer and the Homestead Fund.

It was moved by McLeod, seconded by Bargy the County Treasurer, and Homestead Fund with Capital Outlay 2006 budget requests be recommended to the Finance Committee. All voted yes.

3. Sherry Comben presented proposed credit card policies. The matter will be presented to the Board of Commissioners for consideration at a later meeting.

4. Sherry Comben presented a proposed Tax Payment Fund policy. Consideration of this was deferred until later.

It was moved by McLeod, seconded by Bargy the Probate Court obtain seven flat screen computer monitors from the State Judicial Technology Improvement Funds from the State of Michigan. All voted yes.

Carol Stocking, District Court Administrator, updated on the District Court handling of fines and costs from village and township ordinance and reported the distribution of the funds would be changed as dictated by statute. Mr. Koop concurred.

It was suggested the Finance Committee inquire about how much is collected from defendants for court appointed attorney fees.

5. It was moved by Bargy, seconded by McLeod it be recommended to the Board of Commissioners the Claims and Accounts totaling \$119,951.85 be paid. All voted yes.

The meeting adjourned at 12:30 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

August 8, 2005

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

Present: Laura Stanek, Larry Bargy, Robert McLeod

Also Present: Jack White

It was moved by Bargy, seconded by Stanek it be recommended to the Board of Commissioners the claims and accounts totaling \$104,746.51 be approved and paid All voted yes.

County Treasurer, Sherry Comben, presented a resolution which would authorize the Antrim County Sheriff and Antrim County Treasurer to accept credit card payments and authorize the chairman of the Board of Commissioners to sign an agreement on behalf of the Board. This agreement will be with Government Payment Services Inc. (GPS). Please refer to the attached supporting information.

It was moved by McLeod and seconded by Bargy to recommend to the Board that the ACCEPTANCE OF FINANCIAL TRANSACTION DEVICES RESOLUTION AND THE POLICY & PROCEDURE FOR GOVERNMENT PAYMENT SERVICE INC. (GPS) TRANSACTIONS be approved. All voted yes.

Terry Johnson requested that the County discontinue its Lien Line service with Grand Traverse County and that the county have its own service with the 86th District Court. Set-up cost would be \$1,350.00 with an annual fee of \$300.00 Currently we are paying a monthly fee of \$300.00.

It was moved by McLeod and seconded by Bargy, it be recommended to the Board that the county have its own Lien Line access to the 86th District Court with a set-up cost of \$1,350.00 and annual fee of \$300.00; Funds to be transferred from Contingencies All voted yes.

Steve Bratschi appeared before the board stating that the Dispatch console is out-dated and the need for replacement should be addressed. The County InformationTechnology Service Provider (Bellaire Computer Center) was asked to look into this matter and report back to the Finance committee with recommendations.

Dan Bean, Undersheriff, explained the problems the Sheriff Department is having with the (FSG) software. These problems have been on-going for years The County Information Technology Service Provider (Bellaire Computer Center) was asked to look into this matter and report back to the Finance committee with any options for solving the problems.

Janet Person requested \$5,000.00 for the Soil Erosion Program in the 2005 budget year for the purpose of funding the part-time Soil Erosion Officer salary for Oct-Dec, 2005. (see attached information).

It was moved by Bargy and seconded by McLeod it be recommended to the Board that \$5,000.00 be appropriated to the Soil Erosion 2005 budget for the purpose of funding the salary of the part-time Soil Erosion Officer for Oct-Dec, 2005. All voted yes.

It was recommended by the Buildings and Grounds committee that the carpet bid for the Grove Street Annex Building be awarded to Kalkaska Floor Covering in the amount of \$1,821.62.

It was moved by McLeod and seconded by Bargy it be recommended to the Board to accept the carpet bid of \$1,821.62 from Kalkaska Floor Covering for carpeting the Grove Street Annex Building; to be paid from Fund #470 (Co Bidg & Structures). All voted yes.

Peter Garwood stated that the Maltby (Nifty Thrifty) Building repair bill is \$8,000.00 The original estimate was \$4,000 with an estimated \$2,800.00 additional for windows.

It was moved by McLeod and seconded by Bargy to recommend the Board pay the original \$4,000 allotted for building repairs at the Maltby (Nifty Thrifty) Building and to refer the matter back to the Building and Grounds committee for review and justification of the additional expense. All voted yes.

Peter Garwood presented the committee with a quote from Northern Restoration & Waterproof System, Inc., of \$1,650.00- \$2,250.00 for repairs to the four faces of the "05" clock. He also stated that there will be more repair work necessary to both the clock and tower. The Board required him to compile information and bring the total project cost back to this committee. This should be done while the weather is still nice.

Committee discussed the Construction Code Enforcement transfers. In June it was still necessary to transfer \$20,000. We have exhausted the Self Insured Fund; Bob Massey is getting together sound numbers and will report to Public Works and Finance soon. (Memo attached from the County Clerk).

Charles Koop has been looking into the benefits of the County having a car rental policy. He feels this may be less expensive than paying individual mileage for training and/or conventions. Mr. Koop was asked to look further into the rental packages available and the Administration committee will address the use policy in September.

Mr. Koop inquired about Budget Policy. He would like the opportunity to make his own cuts (if necessary) when the 2006 budget is being prepared. Committee was in agreement that this would be helpful for all departments and will incorporate this in the budget process.

Tax payment fund policy was discussed. It was decided not to take any action at this time.

The meeting was adjourned at 12:00 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Friday, August 26, 2005

Present: Laura Stanek, Larry Bargy, Robert McLeod
Also present: Jack White, Laura Sexton
Absent: None

The meeting convened at 9:00 a.m. in the County Clerk's office for the purpose of examining the 2006 budget requests.

There was discussion on the Antrim Conservation District request for a water quality technician and the increase in the request for Soil Erosion Administration.

It was moved by McLeod, seconded by Bargy the request from Antrim Conservation District for funding for a water quality technician and the request for increased funding for Soil Erosion Administration be approved for inclusion in the proposed 2006 budget and, for 2007, the Public Works Committee be requested to research the feasibility of moving the Soil Erosion Administration and affiliating it with a department in the County Building and the Lands Committee be requested to research the feasibility of continuation of funding for the Water Quality Technician in the Antrim Conservation District. All voted yes.

It was moved by McLeod, seconded by Bargy, if funding is available, the following appropriations be included in the proposed 2006 General Fund budget: \$200,000 to Fund #161, Grant Match Reserve Fund; \$200,000 to Fund #105, Self Insured Reserve Fund; \$100,000 to Fund #470, Capital Projects Fund; and \$100,000 to Fund #137, Capital Outlay Reserve Fund. All voted yes.

Mark Randolph explained his request for funding of the Grass River Fund.

It was moved by McLeod, seconded by Bargy the appropriation from the General Fund to the Grass River Fund be increased by \$10,000 to \$46,000 in the proposed 2006 General Fund budget. All voted yes.

Dan Bean appeared to talk about the local match for the Snowmobile Grant. The matter was tabled until the September 2 meeting.

There was a question on the amount of \$3,500 budget for phone for the Circuit Court Probation office. Doug McCann, Probation Officer, will come back on September 2 with further information.

The County Clerk was requested to check on the reasons for the large increases in the health insurance line item for and the court appointed attorney line item for the District Court.

1. It was moved by McLeod, seconded by Bargy it be recommended to the Board of Commissioners, the mileage rate be increased to \$.40/mile effective October 1, 2005. All voted yes.

The meeting adjourned at 12:00 Noon.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Friday, September 2, 2005

Present: Laura Stanek, Larry Bargy, Robert McLeod
Also present: Jack White, Laura Sexton
Absent: None

The meeting convened at 12:30 p.m. in the County Clerk's office for the purpose of examining the 2006 budget requests.

Doug McCann appeared on behalf of Circuit Court probation and talked about the request for telephone expense in that budget. It was decided to let the request remain as is.

There was discussion on the revenue for the 911 operating budget. It was decided to address the matter in November.

Dan Bean, Undersheriff, explained that the Snowmobile grant consisted of up to 85% reimbursement by the state with the rest being county responsibility. The snowmobile purchase would be 100% reimbursed by the State. It was also noted that there will be approximately an \$8,000 beginning fund balance in the Snowmobile Fund (Fund #276). It was decided to leave the Snowmobile Grant Fund budget as is.

Janet Person explained the need for funds for the Water Quality Technician. The matter will be addressed again for the 2007 budget.

A letter from Third Level requested \$1,000 for a 2-1-1 System in the 2006 budget. Action was deferred until a later time.

There was discussion on the billing of the townships for computer database services.

The Chairman presented the following:

- 1) Sound system for the Commissioners Room - \$15,500
- 2) Renewal of virus software \$2,500

It was decided to add both of the above items to the 2006 General Fund budget request.

1. It was moved by McLeod, seconded by Bargy it be recommended to the Board of Commissioners Fund #221, Internet Access Project Fund, be closed, the amount remaining in the fund be transferred to the General Fund, and internet access expenses continue to be paid from the Computer Department in the General Fund. All voted yes.

Sherry Comben, County Treasurer, inquired about the Dog census as it would affect how many dog licenses she will buy. She was informed there would be not dog census in 2006.

There was further discussion with the County Treasurer and the Equalization Director on billing of the township for computer database services.

It was moved by McLeod, seconded by Bargy the County Clerk be requested to divide the 2004 revenue from the townships for computer services among the townships according to each township's percentage of the total county parcel count as a possible means to determine future township charges for computer database services; this information to be available at the September 6, 2005 Finance meeting. All voted yes.

Eileen Wallick requested that construction of new basketball court at Barnes Park at an approximate cost of \$8,000 be added to the 2006 proposed General Fund budget.

It was moved by McLeod, seconded by Bargy \$8,000 for a basketball court at Barnes Park be added to the 2006 General Fund budget. All voted yes.

The County Treasurer provided the committee with a report on the Tax Payment Fund interest and collection fees.

The meeting adjourned at 2:55 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Tuesday, September 06, 2005

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

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent: None

Also present: Laura Sexton, Jack White

Dan Bean, Undersheriff, presented a request to replace software on the the Sheriff Department computers by using the AS 400 being currently used by the Courts in Traverse City. The total cost for October through December, 2005 would be approximately \$3,000. The total cost for 2006 for FSG charges and Grand Traverse County charges would be \$5,525 plus the \$3,050 already budgeted. A decision was deferred until the October meeting.

There was discussion on the OSSI computer upgrade already budgeted under Capital Outlay at \$55,500 for 2006. It was decided to transfer the amount to Capital Outlay Reserve.

1. It was moved by McLeod, seconded by Bargy it be recommended to the Board of Commissioners the billing to the townships for maintenance of the tax and assessment records database be changed as follows:

- a) Each township be billed a percentage of the total amount received in 2004 for maintenance of the database for tax and assessment records; the percentage for each township to be based on the township's portion of the total county parcel count.
- b) The County Treasurer bill the townships for any expenses relating to the preparation, printing, and mailing of tax bills and/or any other records prepared by that office.
- c) The County Clerk bill the townships on behalf of the Equalization Director for any preparation, printing, and mailing of any records including but not limited to assessment rolls, tax rolls, and change of assessment notices maintained by that department.

All voted yes.

2. It was moved by McLeod, seconded by Bargy it be recommended to the Board Fund #516205 be created for the purpose of receiving and expending the proceeds for 2005 delinquent taxes. All voted yes.

3. It was moved by McLeod, seconded by Bargy it be recommended to the Board of Commissioners, the 2005 millage be set as follows:

County operating	5.2866 mills
Commission on Aging	0.3916
Meadowbrook	0.7051

All voted yes.

There was discussion on reimbursing Arlen Turner for attorney expenses.

4. It was moved by Bargy, seconded by McLeod it be recommended to the Board of Commissioners Arlen Turner be reimbursed \$75,000 for attorney expenses for the recent criminal trials providing Arlen and Connie Turner sign a statement that they will not introduce or conduct any litigation against or involving Antrim County concerning any civil or criminal matters involving Mr. Turner, the Antrim County Construction Code Enforcement Department, and/or Antrim County. All voted yes.

5. It was moved by Bargy, seconded by McLeod it be recommended to the Board of Commissioners the claims and accounts totaling \$72,572.56 be approved and paid. All voted yes.

The meeting adjourned at 10:45 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Monday, October 10, 2005

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

Present: Laura Stanek, Larry Bargy, Robert McLeod

Absent: None

Also present: Laura Sexton, Jack White

There was discussion on the tardy filing of grant reports for Marine and Snowmobile grants.

1. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board of Commissioners that all accounting and funding requests for all county grants be maintained, prepared, and transmitted by the County Clerk and/or County Treasurer's offices and it be recommended that, at the discretion of the County Clerk and County Treasurer, the Department Head may be designated to transmit the department's grant funding request directly with all records of the request to be maintained in the County Clerk's office. All voted yes.

Dan Bean, Undersheriff, requested an increase in the vehicle gas & oil line item in the 2005 and 2006 Sheriff budgets due to the increasing prices of gasoline. He was directed to come back in 2006 with the 2006 budget increase request.

2. **It was moved by Bargy, seconded by McLeod** it be recommended to the Board the gas & oil line item of the 2005 Sheriff budget be increased by \$6,000. All voted yes.

Undersheriff Bean was also directed to bring the request to increase the natural gas line item and the TNT vehicle lease line items in the 2006 Sheriff budget in 2006.

Peter Garwood requested the computer line item and the printing and publishing line item in the 2006 budget be reinstated. He was directed to bring the request back in 2006.

Mr. Garwood also presented a request for payment from Petrie Construction for extra work at the Animal Shelter.

3. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board that \$4,283.25 be paid to Petrie Construction for extra work at the Animal Shelter and the Animal Shelter architect be billed for this increased expense.

Mr. Garwood reported that the Administration Committee was recommending a mileage increase to \$.485 per mile and a bid package was being prepared for needed work in the 1905 Courthouse clock tower.

Carol Stocking, District Court Administrator requested an increase in the court appointed attorney fee line item of the 2005 District Court budget.

4. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board the court appointed attorney line item of the District Court 2005 budget be increased by \$13,250 to \$68,250. All voted yes.

Thomas Zick presented a proposal for a three-year audit contract, 2005, 2006, & 2007, the increase to be \$500 for each year.

5. **It was moved by Bargy, seconded by McLeod** it be recommended to the Board of Commissioners Thomas Zick, CPA, be retained as auditor for the years, 2005, 2006, and 2007 at \$17,625 per year. All voted yes.

Carl Goeman, Emergency Services Director, requested gravel replacement for his parking lot.

6. **It was moved by McLeod, seconded by Bargy** the Emergency Services Director replace the gravel in the EOC parking lot to be paid for from the current 2005 Emergency Services budget. All voted yes.

Steve Groll and Dan Bean presented the plan for restructuring of the computer systems at the Sheriff Department.

7. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board that short term Option 2, Migrate to the iSeries version of LEMS using the Court's iSeries computer in Grand Traverse County, be adopted and the Sheriff Department 2005 budget be increased by \$1,646.82 for the current expense. All voted yes.

8. **It was moved by McLeod, seconded by Bargy** it be recommended to the Board that the 2005 Computer cost center of the General Fund be increased by \$5,060 for the Virtual Private Network between Antrim and Grand Traverse Counties to facilitate the removal of the leased line between Antrim and Grand Traverse Counties. All voted yes.

- 9. It was moved by Stanek, seconded by McLeod** it be recommended to the Board of Commissioners the September 8, 2005 motion (action deferred until October at the request of Commissioner Howelman) concerning the Turner attorney fees be withdrawn. All voted yes.

The meeting adjourned at 11:45 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Monday, November 7, 2005

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

Present: Laura Stanek, Jack White
Absent: Robert McLeod, Larry Bargy
Also present: Laura Sexton

There being two member of the committee absent, under the rules of the Board of Commissioners, Chairman Jack White acted as a member to complete a quorum.

1. **It was moved by White, seconded by Stanek** it be recommended to the Board of Commissioners the claims and accounts totaling \$102,686.45 be approved. All voted yes.

2. **It was moved by White, seconded by Stanek,** it be recommended to the Board the Meadowview amended 2006 budget (see attached) be approved. All voted yes.

Charles Koop, Prosecuting Attorney requested assignment of an old detective car or patrol car to his office for use by all offices as a travel car.

3. **It was moved by White, seconded by Stanek,** it be recommended to the Board the best one of the most recently disposed Sheriff cars be assigned to the Prosecuting Attorney to be used for travel by all departments. All voted yes.

Joe Meyers and Pete Garwood from the Coordinator/Planners Office requested the Master Plan line item in the Planning Commission budget be increased by \$10,000 to \$20,000.

4. **It was moved by White, seconded by Stanek,** it be recommended to the Board that line item #802 in the 2006 Planning Commission budget be increased by \$10,000 to \$20,000 for completion of the Master Plan. All voted yes.

5. **It was moved by White, seconded by Stanek** it be recommended to the Board of Commissioners the following unbudgeted Capital Outlay purchases by the Coordinator/Planner be approved and approximately \$1,015.00 be transferred from Coordinator/Planner and Planning Commission supplies to Capital Outlay in the 2005 General Fund budget.

Electric Binding System
Steno Chair for Coordinator/Planner office
Ann Chair for Planning Commission

All voted yes.

Sheridan Rhodes informed that he was going to buy a van at a total cost of \$27,408 — state to provide \$21,285. He was requested to pay the difference from ACT funds with the option of returning to request an increase in appropriation from the General Fund if needed.

The meeting adjourned at 11:00 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Robert McLeod

Monday, December 05, 2005

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

Present: Robert McLeod, Larry Bargy

Absent: Laura Stanek

Also present: Laura Sexton, Jack White

1. **It was moved by Bargy, seconded by McLeod** it be recommended to the Board of Commissioners the Claims and Accounts totaling \$111,143.57 be approved and paid. All voted yes.

There was a request from the Commission on Aging for an advance of \$20,000 from the General Fund to end the county's fiscal year.

2. **It was moved by Bargy, seconded by McLeod** it be recommended to the Board of Commissioners \$20,000 be transferred from the General Fund to Commission on Aging to be returned in February, 2006. All voted yes.

Peter Garwood requested changes to the Wetzel Lake and Cedar River N.A. budgets.

3. **It was moved by Bargy, seconded by McLeod** it be recommended to the Board of Commissioners the 2006 operating expenses for Wetzel Lake (\$5,000) and Cedar River Natural Area (\$1,000) be moved to the General Fund, the Wetzel Lake Fund revenue and expenditures budget be amended to reflect only the possible grant proceeds, and the Cedar River Natural Area Fund be closed. All voted yes.

4. **It was moved by Bargy, seconded by McLeod** it be recommended to the Board of Commissioners the following budget amendments be made in the 2006 Computer Cost Center of the General Fund:

	Increase	Decrease
Services — internet access		1,300
Website	1,300	
Information Technology Service	70,500	
Computer — Equalization		25,000
Computer — Treasurer		30,000
Computer — Clerk		10,000
Contractual Services		2,000
Computer — Jury Board		1,500
Computer — Elections		1,000
Computer — Abstract		500
Computer — Register of Deeds		500

All voted yes.

John Strehl presented information on the 2006 funding project. There is a possibility of a \$710,000 grant: \$400,000 from federal and \$310,000 from state. The local match requirement would be \$40,000.

5. It was moved by McLeod, seconded by Bargo it be recommended to the Board of Commissioners \$40,000 be budgeted in the Grant Match Fund (Fund #161) for Airport Grant match and that the remainder of \$1,706.86 in the Airport Grant Match Fund (Fund #195) be transferred to the Grant Match Fund (Fund #161). All voted yes.

The meeting adjourned at 10.00 p.m.