

**FINANCE COMMITTEE**

Laura Stanek, Chairman

Larry Bargy

Jerroll Drenth

**Monday, January 7, 2008**

Present: Laura Stanek, Larry Bargy, Jerroll Drenth

Absent: None

Also present: Jack White, Laura Sexton

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

1. **It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the claims and accounts totaling \$136,229.07 be approved and paid. All voted yes.

Mark Randolph and Dee Smith of the Grass River Natural Area Inc. presented a Memorandum of Understanding between Antrim County and the Campaign for Grass River for additions, deletions, and/or corrections. This concerns the grant from the State Trust Fund for construction of the Grass River Interpretive Center. The grant will provide 1 /3 of the total cost for construction and the Grass River Inc. Campaign for Grass River will provide the remaining 2/3. There was discussion on the organization of record for accounting purposes. This will be the County. The Memorandum will be presented at the February Board meeting.

Peter Garwood reported that Alltel will give credit on the billings that were received before they had rendered any service or had provided cell phone. The phones will be available this week.

Peter Garwood explained the Industrial Park Market Study which will be performed in 2008, funding for which is provided in the Economic Development Corporation (\$15,000) 2008 budget. The \$15,000 was initially for grant match but is being changed to fund the market study.

Peter Garwood presented the proposed change for Windemuller — fiber and cable project.

Register of Deeds area	\$150.00 for addition of another drop to downstairs IDF
Fiber termination spots	\$ 54.00 per termination                      \$ 4,320.00
Remove old cable	\$4,900.00

2. **It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the Chairman be authorized to sign the above named change orders totaling \$9,370.00. All voted yes.

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Steve Groll of the Bellaire Computer Center presented the following requests for Capital Outlay, all of which are budgeted in the 2008 General Fund budget.

County Clerk's office	Printer	not to exceed \$600
Probate Court	6 Computers	not to exceed \$1,100 per
Abstract Office	3 computers	not to exceed \$ 1,300 per

3. **It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the above named Capital Outlay purchases be approved and acquired. All voted yes.

The Clerk reported that amounts for budgeted items listed as Capital Outlay which were not truly Capital Outlay such as software licenses and software programs would be transferred to the departmental budgets.

Terry Johnson requested purchase of a snowmobile and a portable radio as budgeted in the Snowmobile budget for 2008.

4. **It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the Sheriff purchase a snowmobile for not to exceed \$4,000 and a portable radio for not to exceed \$3,000 as budgeted for 2008. All voted yes.

The Sheriff also requested purchase of a "topper" for the Animal Control truck.

5. **It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the purchase of a Topper for the Animal Control truck at a cost not to exceed \$4,000 and a camera at a cost not to exceed \$200 as budgeted for 2008 be approved. All voted yes.

Sgt. Steve Bratschi explained the funding for 911 as revised by State Legislature Acts 164 and 165 of 2007. It was decided to request the Prosecutor to research the Public Acts and inform the Board of the best course of action. As action has to be taken by the Board of Commissioners by February 15 to implement the new funding mechanism, it was determined a special meeting may be needed.

Charles Koop requested reimbursement of education expenses for one of his employees. It was determined that only the expense of tuition would be paid and only after the course is completed with at least a grade of a "C" and only after presentation of a receipt for payment for the class.

The meeting adjourned at 11:15 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Jerrold Drenth

**Monday, February 10, 2008**

Present: Laura Stanek, Larry Bargy, Jerroll Drenth  
Absent: None  
Also present: Jack White, Danell Doucette (acting Clerk)

The meeting came to order at 9:00 a.m. in Room 120, 1<sup>st</sup> Floor of the County Building.

- 1. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the claims and accounts totaling \$306,674.03 be approved and paid. All voted yes.

Fred Trimble and Valerie Craft presented claims for expenditures for the voice/data management project as follows:

Common Sense Computing	Spam filtering services	\$ 59.00/month
Verizon	Hardware, software & technician fee for 911 Norstar phone system	4,050.00
Moon Electric	Double duplex outlet (1-ACT 1-Animal Shelt)	770.00
	Outlet for MDF & IDF in Co. Bldg.	1,810.00

- 2. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the payments to Common Sense Computing, Verizon, and Moon Electric as listed above be approved. All voted yes.

Sheridan Rhoads requested a Resolution from the Board supporting his budget for 2008/2009 which includes a General Fund appropriation of \$122,500 which is an increase of \$19,000.00 over 2007-2008.

- 3. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the appropriation to Antrim County Transportation be increased by \$19,000 for 2008/2009 to a total of \$122,500. All voted yes.

Al Luurtsema, Chairman of the Planning Commission requested that the per diem for Planning Commission members be increased and funds be budgeted for a recording secretary. The request was denied.

Dan Bean, former Undersheriff, requested he be paid out the remainder of his vacation time every two weeks instead of in a lump sum. The Committee referred to the action of January, 2008

in which the policy was established that all vacation and other leave time of terminated employees will be paid out in a lump sum on termination. Mr. Bean's request was denied.

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There was discussion on funding for Michael Meriwether, County Forester. The committee is waiting for further information.

Robert Englebrecht presented quotes for a workstation and printer from Hewlett Packard. He also presented quotes for a Fax machine which is not budgeted.

**4. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the Equalization Department purchase a workstation for \$1,686.23 and printer for \$629.98 from Hewlett Packard as budgeted for 2008. All voted yes.

**5. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners a fax machine be purchased for the Equalization Department for \$327.98 using budgeted funds left over after the purchase of the workstation and the printer mentioned in the previous motion. All voted yes.

Steve Groll of the Bellaire Computer Center presented quotes for the following computer purchases as budgeted for 2008:

Equalization	Power computer	\$ 2,300.00
MSU Extension	Standard computer	1,620.00
	Lap top	2,207.00
Emergency Services	Laptop	1,350.00
Coordinator/Planner	Power computer	2,320.00
Prosecutor (4)	Standard computers	7,960.00
Jail	Standard computer	1,350.00
Barnes Park	Standard computer	1,350.00

**6. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the above named computer items be purchased as budgeted for 2008. All voted yes.

Joe Meyer, Associate Planner, requested purchase of Capital Outlay for the Coordinator/Planner.

**7. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners a supply cabinet, conference table and bookcase be purchased for the Coordinator/Planner office at a cost not to exceed the budgeted \$1,492.00. All voted yes.

There was discussion on a training class for department supervisors.

**8. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of

Commissioners funding for Supervisor Training classes in the amount not to exceed \$7,000.00 be budgeted for 2008 from Contingencies. All voted yes.

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Sherry Comben, County Treasurer requested purchase of 2 office chairs as budgeted for 2008.

**9. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the County Treasurer purchase 2 office chairs for \$452.00 as budgeted for 2008. All voted yes.

Robert Massey, Building Official, requested purchase of 4 chairs as budgeted for 2008.

**10. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the Building Official purchase 4 chairs from Staples for \$756.00 as budgeted for 2008. All voted yes.

John Strehl, Airport Manager, requested purchase of a John Deere tractor as budgeted for 2008.

**11. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the Airport Manager purchase a John Deere Mower through MiDEAL (State of Michigan Purchasing Program) for \$10,498.64 as budgeted. All voted yes.

Terry Johnson, Sheriff, informed the OSSI need to come to install software for the new computer for 911 at a cost of \$5,400.00.

**12. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that \$5,400.00 be budgeted in Fund #262, 911 Wireless Fund, for installation of software for the new 911 CAD server. All voted yes.

Sheriff Johnson also informed that, when the old snowmobile was traded in for the new one, less trade-in value was obtained than first planned.

**13. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the difference in cost of the snowmobile of \$1,619.75 be paid from the Capital Outlay budgeted for radios. All voted yes.

**14. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners Diagnostic Equipment be purchased for the Jail Nurse at a cost not to exceed \$2,521.00 as budgeted for 2008. All voted yes.

The meeting adjourned at 12:50 p.m.

**FINANCE COMMITTEE**

Laura Stanek, Chairman

Larry Bargy

Jerrold Drenth

***MINUTES***

***Monday, March 10, 2008***

The meeting came to order at 9:00 a.m. in Room #120 of the Antrim County building.

Present: Laura Stanek, Larry Bargy, Jerroll Drenth

Absent: None

Also present: Laura Sexton.

**1. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the claims and accounts totaling \$ 255,692.18 be approved and recommended for payment. All voted yes.

It was moved by Drenth, seconded by Bargy the Finance Chairman sign a Memorandum of Understanding with Grass River Natural Area Inc for assurance of the construction project. All voted yes.

Carl Goeman, Emergency Services Coordinator, explained changes in grant specifications for Homeland Security Grants. Antrim has \$30,000 of the current grant and has committed to five projects as determined by the Local Planning Team. Grand Traverse County is the fiduciary agent. All purchase orders will originate in and expenses will be paid by Antrim County with reimbursement being sought from Grand Traverse County.

**2. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that \$30,000 be allocated to Fund #284, Emerg. Serv. – Reimb. Grant '08, for the current phase of the Homeland Security grant, reimbursement to be received from the fiduciary agent, Grand Traverse County. All voted yes.

**3. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the Sheriff buy an inflatable boat for \$6,000 as budgeted. All voted yes.

**4. It was moved by Bargy, seconded by Drenth,** it be recommended to the Board of Commissioners the Sheriff purchase the CAD server for 911 for \$6,500 as budgeted. All voted yes.

**5. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners a sign be purchased for Wetzel Lake at a cost of \$950.00 to be paid from the Wetzel Lake budget. All voted yes.

**6. It was moved by Bargy, seconded by Drenth,** it be recommended to the Board of Commissioners, the carpeting of an additional apartment at Meadowview (in addition to the 3 already approved) at a cost of \$1,518.08 be approved. All voted yes.

The meeting adjourned at 11:30 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Jerroll Drenth

**Monday, April 07, 2008**

The meeting convened at 9:00 a.m. in the 1<sup>st</sup> Floor Conference Room in the County Building.

Present: Laura Stanek, Larry Bargy, Jerroll Drenth

Absent: None

Also present: Jack White, Laura Sexton

**1. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the claims and accounts totaling \$274,378.23 be approved and paid. All voted yes.

Joe Meyers, Mike Meriwether, and Pete Garwood presented information about the proposed contract with the Antrim Conservation District for a Forestry program.

**2. It was moved by Bargy, seconded by Drenth,** it be recommended to the Board of Commissioners, the County enter into a contract with the Antrim Conservation District for forestry services at a cost not to exceed \$79,000 with the stipulation that the funding sources for the program not be included as a part of the contract language, and with the stipulation the contract language be reviewed by the county counsel. All voted yes.

Eileen Wallick presented the estimates on purchase of a leaf blower for the Parks.

It was moved by Drenth, seconded by Bargy the Parks purchase a leaf blower from Work 'n Play for not to exceed \$2,544.00 as budgeted for 2008. Motion carried all members present voting yes.

Terry Johnson presented a request to purchase a camera from the Animal Control Capital Outlay.

It was moved by Drenth, seconded by Bargy the Sheriff purchase a camera for Animal Control for \$200.00 as budgeted for 2008. Motion carried all members present voting yes.

Sheriff Johnson also requested to purchase hand guns for department employees and requested a means of disposal which would generate revenue to purchase accessories for the guns.

**3. It was moved by Bargy, seconded by Drenth,** it be recommended to the Board of Commissioners the Sheriff purchase handguns for department employees (1/2 of the total needed – the remainder to be budgeted in 2009) at a cost not to exceed \$8,000 as budgeted for 2008, and a Fund be established to accommodate revenues received from the sale of the “old” handguns, and from which accessories (holsters, etc.) for the new guns would be purchased. All voted yes.

**4. It was moved by Bargy, seconded by Drenth,** it be recommended to the Board of Commissioners amount of \$425,770.00 which can be transferred from the Revenue Sharing Reserve Fund for county use be transferred to the Tax Payment Funds. All voted yes.

**5. It was moved by Drenth, seconded by Bargy,** it be recommended to the Board of Commissioners the Purchasing Policy be developed in phases, Phase I to be adopted as follows:

Purchasing Policy – Phase I

Effective October 1, 2008, all purchasing of office supplies and equipment and office-related supplies and equipment will be handled by the Purchasing Department and will be implemented with a purchase order. Purchases by individual departments will be eliminated. Record of purchases will be maintained with the goal of establishing bulk purchasing of “popular” items once or twice per year.

Effective January 1, 2009, any invoice received for office supplies and equipment and office-related supplies and equipment which does not include an Antrim County Purchase Order reference will not be paid.

All voted yes.

The meeting adjourned at 11:45 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Jerroll Drenth

**Monday, May 05, 2006**

The meeting convened in Room 120A at 9:00 a.m.

Present: Laura Stanek, Larry Bargy, Jerroll Drenth

Also present: Laura Sexton, Jack White

**1. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the Claims and Accounts totaling \$248,083.18 be approved and paid. All voted yes.

The following dates were set for 2009 budget meetings: Monday, August 18, 2008 – whole day; Monday, September 15, 2008 – half day; Tuesday, September 23, 2008 – half day if needed.

**2. It was moved by Stanek, seconded by Drenth** it be recommended to the Board of Commissioners the 2008 millage be set at 5.1353 for 2008 tax collection. All voted yes.

Carol Stocking, District Court Administrator, explained a budget adjustment to the District Court and Circuit Court budgets involving payments to court appointed attorneys.

**3. It was moved by Drenth, seconded by Bargy** to recommend to the Board of Commissioners the following adjustments be made to the Circuit Court and District Court budgets:

Circuit Court decrease expenditures by \$10,000

District Court increase expenditures ;by \$10,000

and, if the expenditures for this line item exceed \$10,000, additional adjustments be made throughout the year to conform to the actual expenditures. All voted yes.

Robert Massey, Building Official, informed that the State Building Codes had been updated and the department would need new code books (see attachment).

**4. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that new Building Code books be purchased from the supplies line item of the Construction Code Fund at a cost of \$1,655.21. All voted yes.

Carl Goeman, Emergency Services Coordinator, explained the means of obtaining Homeland Security Grant money for Region 7 and recommended that Antrim County volunteer to be the fiduciary for the 2007 Homeland Security Grant which starts July 1, 2007 and ends March 31, 2010 (see attachment).

**5. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners Antrim County apply to be the fiduciary agent for the 2007 Homeland Security Grant for Region 7 (July 1, 2007 – March 31, 2010). All voted yes.

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Peter Garwood, Coordinator/Planner, presented a bill from Topp Law for legal services on the Star Injection Well matter (see attachment). He explained that it had been suggested the County pay 70% for the legal fees with Star Township paying 20% and the Friends of the Jordan paying 10%. The bill totals \$16,136.80. The matter was tabled.

The computer room air conditioning bids were opened:

Temperature Control	\$11,985 + 1,895 (electric)	\$13,880
Arms & Cole	electric excluded	12,846
Climatron	includes electric & roof work	11,865
Northern Heating	no roof; electric included	10,950
ABI	includes electric & roof work	12,360

**6. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the bid from Climatron for \$11,865 for installation of air conditioning in the computer room be accepted. All voted yes.

Mr. Garwood presented the proposed agreement with Dale Snook for the installation of wireless communication equipment on Mr. Snook's hangar at the Airport. Two changes were suggested (see attachment).

**6. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners, the Chairman be authorized to sign the agreement with Dale Snook for the installation of wireless communication equipment on Mr. Snook's hangar at the Antrim County Airport contingent upon modifications being made to the agreement. All voted yes.

Mr. Garwood explained the lease agreement with Chain O' Lakes Internet which he will present at the Board Meeting.

Mr. Garwood presented the plans for a market study at the Antrim County Business Park in Mancelona Township. The Northern Lakes Economic Association is hiring Whitaker Associates with the arrangement that the County will cooperate in the contract.

**7. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the Chairman be authorized to sign the agreement with Whitaker Associates for \$14,500 for a market study. All voted yes.

Mark Randolph, Director of the Grass River Natural Area Inc, reported that the collections by GRNA Inc for the local match for the 2.1 million dollar grant request to the Michigan Natural Resources Trust Fund had not met expectations and was short by \$177,523 (see attachment). He requested financial assistance from the County for local match.

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**8. It was moved by Drenth, seconded by Stanek** it be recommended to the Board of Commissioners that \$177,523 be provided for local match for Grass River Natural Area grant request; money to be paid from Fund #161 (Grant Match Fund) and Fund #182 (Special Projects Reserve Fund) with the understanding that Grass River Natural Area Inc will attempt to reimburse half (\$88,762) to the County and also, with the understanding that further acquisition of land will be limited and considered carefully by the County, and that Resolution #32-07 of October 11, 2007 be amended in accordance with the above. All voted yes.

Eileen Wallick presented prices for purchase of a John Deere Gator (see attachment). The prices exceed the budget by \$1,000.

**9. It was moved by Drenth, seconded by Bargo** it be recommended to the Board of Commissioners the Parks Director purchase a John Deere Gator for \$8,630.40 from the current Capital Outlay budget for parks and the number of picnic tables being purchased from Capital Outlay be reduced by 4. All voted yes.

The Elk Rapids Day Park will open the 3<sup>rd</sup> week in May.

Joe Meyers, Associate Planner, requested a \$500 appropriation for the Petoskey Stone Festival.

It was moved by Drenth, seconded by Bargo that \$500 be transferred from the General Fund (Special Projects) to Fund #235, Petoskey Stone Festival Fund. All voted yes.

Mr. Meyers also offered an estimate of \$790.00 from Drenth Brothers to provide graveling and fill for pot holes in the entrance road to Antrim Creek (see attachment). Mr. Drenth, being an owner of Drenth Brothers declined discussion of or voting on the project.

It was moved by Bargo, seconded by Stanek that graveling for the entrance roads at Antrim Creek Natural Area be provided by Drenth Brothers at a cost of \$790.00. Yes – Stanek and Bargo. Mr. Drenth declined to vote.

John Strehl, Airport Manager, informed that he had been looking into leasing a new fuel truck from AV fuel which would cost \$7,000/year. He also negotiated with AV Fuel to purchase the fuel truck currently being used at the Airport for \$3,000.

**10. It was moved by Bargo, seconded by Drenth** it be recommended to the Board of Commissioners the Airport Manager purchase the fuel truck at the Airport from AV Fuel for \$3,000 to be paid from the current budget. All voted yes.

The meeting adjourned at 12: 50 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Jerroll Drenth

**Monday, June 9, 2008**

Present: Laura Stanek, Larry Bargy, Jerroll Drenth

Also present: Jack White, Laura Sexton

The meeting convened at 9:00 a.m. in Room 120A of the '78 County Building.

**1. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the claims and accounts totaling \$487,831.01 be approved and paid. All voted yes.

Sherry Comben, County Treasurer, joined the meeting.

Tom Zick, CPA, Antrim County auditor, explained the new audit procedure under which the County must prepare the Financial Report and hire an auditing firm to audit the report. He is willing to contract with the County Clerk and County Treasurer to do the Financial Report starting with 2008. He will present a contract in July. He also gave some recommendations about obtaining a new auditor.

The County Clerk and County Treasurer presented a draft Request for Proposal for Audit Services. (see attachment) Some corrections were made. The RFP calls for a three-year contract with the option of a one-year contract. The committee determined the RFP would go out in June with a deadline for submission to be August 1, 2008. Consideration of proposals by the Finance Committee and County Clerk and County Treasurer would take place in August with the final recommendation to the Board of Commissioners at the September meeting (September 11, 2008). Preliminary work on the 2008 audit would begin as soon as October 1, 2008

Jane Redfern presented a request for purchase of a computer by the Veterans Counselor which is budgeted for 2008 – total cost to be \$1,291.00.

It was moved by Bargy, seconded by Drenth the Veterans Counselor purchase a computer as budgeted for not more than \$1,291.00. All voted yes

Prosecuting Attorney Charles Koop requested to fill a clerical position which has been vacant since January.

**2. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the funds be released for the Prosecuting Attorney to fill a vacant clerical position in his office. All voted yes.

There was discussion on a contract with Securus which allows the jail inmates to make outgoing calls with the charge for the call to be paid by the recipient. It was decided to request the Sheriff to come to the July meeting to discuss this further.

There was discussion on the trade-in value of a snowmobile which was lowered because the dealer had to make repairs to the machine. It was decided to request the Sheriff to come to the July meeting to discuss this further.

The committee verified that the payments to Susan Topp, attorney on the Star Township injection well matter would be billed back at 20% to Star Township and 10% to the Friends of the Jordan.

**3. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the charges for retirement for three Commissioners that did not sign up for it at the time of employment be paid to the Municipal Employees Retirement System at a cost of \$8,073. All voted yes.

Bob Massey, Building Official, requested purchase of a laminator.

It was moved by Bargy, seconded by Drenth the Building Official purchase a laminator at a cost of not to exceed \$300 with shipping from the current budget. All voted yes.

Peter Garwood and Valerie Craft presented a final report on the Barnes Park Grant project which included an explanation of the \$1,076 deficit in the fund. There were several changes orders, the net value of which went over by \$1,076.

**4. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners that \$1,076 be transferred from Contingencies in the General Fund to the Barnes Park Grant fund and the Barnes Park Grand Fund be closed. All voted yes.

It was moved by Drenth, seconded by Bargy \$1,563 be allocated from the County Building budget for repair to the generator. All voted yes.

It was moved by Drenth, seconded by Bargy \$400 be paid to Jim Barnard from the Elk Rapids Park budget for a structural evaluation of the pavilion of the E.R. Park. All voted yes.

**5. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners \$1,200 be paid for replacement of carpet and vinyl in a Meadowview Apartment. All voted yes.

**6. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the expenditure budget for Fund #218, Computer/Voice/Data Technology Transition Fund, for installation of additional servers for the 911 Center be increased by \$3,297.25 with an additional \$786.24 per year for the resulting increased cost of the 3-year Annual Maintenance Contract. All voted yes.

Mr. Garwood also informed that there was a need for a temporary employee at the Airport to fill in until a permanent replacement could be hired.

Joe Meyers presented a report of the financial results of the Petoskey Stone Festival.

The meeting adjourned at 11:45 a.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Jerroll Drenth

**Monday, July 7, 2007**

Present: Laura Stanek, Jerroll Drenth, Larry Bargy

Absent: None

Also present: Jack White, Laura Sexton

The meeting convened at 9:00 a.m. in Room 120A of the County Building.

**1. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the claims and accounts totaling \$ 451,726.69 be approved and paid. All voted yes.

The Chairman introduced information from the Municipal Employees Retirement System which indicated the County could make payments each month in excess of that which is required for payroll to accomplish Antrim's retirement funding at 100%. The matter was tabled for later consideration.

Laura Sexton, County Clerk, presented the 2009 budget requests for County Clerk, Jury Board, and Elections.

**2. It was moved by Bargy, seconded by Drenth** the 2009 budget requests for County Clerk, Jury Board, and Elections including the Capital Outlay request be referred as presented for later consideration by the Finance Committee. All voted yes.

Sheriff Terry Johnson enlightened about the Securus Company contract for funding of inmate's telephone calls. He was requested to find out how much the collect calls were per minute. He was also requested to check on the prepaid calling cards which are available through Securus.

Mr. Johnson also explained that the snowmobile trade-in of earlier this year resulted in a net loss of \$120 to the county.

Sherry Comben, County Treasurer, presented the 2009 budget requests for County Treasurer and Fund #255. She indicated she is looking at new tax collection computer programs. She also said she would be looking at obtaining deed information through obtaining a license providing access to the Register of Deeds program or by accessing on line information.

**3. It was moved by Bargy, seconded by Drenth** the 2009 budget requests for County Treasurer and Fund #255 including Capital Outlay be referred as presented for later consideration by the Finance Committee. All voted yes.

Ms. Comben also indicated Bellaire Village was looking into forming a DDA and would

like an ad-hoc committee from the Board of Commissioners.

Peter Garwood presented the up-coming Maximus contract for a cost allocation plan – 3 years at \$9,500 per year.

**4. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the Chairman be authorized to sign a 3-year contract with Maximum for cost allocation plan at \$9,500 per year. All voted yes.

Mr. Garwood informed that an extra UPS (battery back-up) had been purchased in conjunction with the computer networking project and is no longer needed. Mancelona School would like to purchase it.

**5.** It was moved by Bargy, seconded by Drenth the UPS (battery back-up) be sold to Mancelona School for \$760.00. All voted yes.

Robert Englebrecht, Director, presented the Equalization and GIS Fund budget requests for 2009.

Capital Outlay – the Equalization Department would like to access deed information directly on line. Benefit – the deeds are used for sales study – this would provide earlier access. There was discussion on the implementation of networking aiding this request.

**6.** It was moved by Drenth, seconded by Bargy the 2009 Equalization and GIS Implementation budgets including Capital Outlay be referred as presented for later consideration by the Finance Committee. All voted yes.

Fred Trimble of Trimble Consulting and Sheriff Terry Johnson reported on the failure of being able to connect the 911 dispatch to the new county campus-wide telephone system. It will be necessary to replace the voice recorder which is over 5 years old with a digital system. Mr. Trimble presented two quotes on the “solution” equipment. He will come back with further information at a later date.

Patty Niepoth, Register of Deeds, presented the Register of Deeds, Microfilm, Plat Board, and Register of Deeds Automation Fund 2009 budget requests. She also informed that information from the Register of Deeds office will be on line tentatively by September.

**7.** It was moved by Drenth, seconded by Bargy the Register of Deeds, Microfilm, Plat Board, and Register of Deeds Automation Fund 2009 budget requests including Capital Outlay be referred as presented for later consideration by the Finance Committee. All voted yes.

Eileen Wallick informed that the 4 picnic table frames had been ordered for \$216 each plus shipping and handling all totaling \$1,136.53.

8. It was moved by Bargy, seconded by Drenth the Park Director continue with the picnic table frame purchase and finishing of the tables. All voted yes.

The meeting adjourned at 12:30 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Jerroll Drenth

**Monday, August 11, 2008**

Present: Laura Stanek, Larry Bargy, Jerroll Drenth

Absent:

Also present: Jack White, Laura Sexton

The meeting came to order at 9:00 a.m. in Room 120A of the County Building.

**1. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the claims and accounts totaling \$339,204.49 be approved and paid. All voted yes.

Buildings & Grounds Committee recommendations to the Finance Committee: 1) an additional \$5,000 for the HVAC (air handling) system of the County Building and '05 Courthouse, 2) Probate Court Room remodeling.

**2. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that an additional \$5,000 be budgeted in Fund \$470 for payment to Havel Brothers for replacement of the out-dated HVAC (air handling) system of the County Building and '05 Courthouse. All voted yes.

The Probate Court Room remodeling was tabled until later.

Thomas Zick, CPA, presented a proposal for preparing the Antrim County Financial Report for 2008, 2009, 2010, cost to be up to and not to exceed \$8,000. If work results in a cost of less than \$8,000, a reduction would be made.

**3. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the proposal from Thomas Zick, CPA to prepare the Antrim County Financial Report for 2008, 2009, 2010 be accepted. All voted yes.

The proposals for the 2008, 2009, and 2010 All Funds Audit were opened. There are proposals from Rehman Robson of Traverse City, Abraham & Gaffney, P.C. of East Lansing, David E. Wilson, CPA of Interlochen, Smith & Klaczkiwicz, P.C. of Saginaw, Anderson, Tackman & Company, PLC of Kincheloe, and Harris Group of Traverse City.

The County Clerk was requested to invite the three companies, Smith & Klaczkiwicz, Anderson, Tackman & Company, and Harris Group which have the lowest cost for the proposal to present additional information and answer questions at the next Finance Committee meeting of September 8, 2008.

There was discussion on the contract with the village of Bellaire concerning the Airport tree trimming. The matter was tabled until later.

**4. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that, on recommendation from the Public Works Committee, Mark Stone, Drain Commissioner, be paid ½ day per diem for every three hours worked on the FERC re-licensing of the E.R. Hydro project, to be paid from Fund #582, Elk Rapids Hydro Utility System Fund. All voted yes.

Deborah Peters, Veterans' Counselor, requested that the appropriation to the Veterans Relief Fund from the General Fund be increased by \$15,000 for 2008.

**5. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the 2008 appropriation to the Veterans' Relief Fund be increased by \$15,000. All voted yes.

Bill Hefferan requested purchase of a large copier (used by all offices) for the '05 Courthouse to replace the one purchased in 1999 and presented proposals for lease from Xerox and Netlink Business Solutions.

**6. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that Xerox Copier Model 5050 be leased from Xerox for the '05 Courthouse for 60 months at \$208.41 per month, lease to include all supplies except paper and staples. All voted yes.

Mr. Hefferan also indicated that he could contact the State Court Administrator's Office to request resource assistance for planning for the set up of the Probate Court Room. The existing scheduled plan for the Probate Court Room was tabled.

Stan Moore, MSU Extension Director, requested a budget adjustment to his 2009 proposed budget. The 4-H agent will be receiving an increase in salary to \$ 24,915. the committee agreed to make that adjustment to his request.

Peter Garwood spoke of the contract with the Village of Bellaire for tree trimming. Mr. Koop was requested to assist in clarification of the matter. Mr. Koop indicated the contract for tree cutting and trimming is not with the Village of Bellaire – it is between Antrim County and the tree cutter. The contract with the Village of Bellaire states that the county has permission to cut and trim trees on Village right-of-way. The tree cutter had to leave because a private citizen with whom the county has an easement, would not allow the tree cutters on her property. Since the tree cutters will be coming back in the fall, the contract with the village should be extended beyond the designated time of "summer" to the end of 2008.

**7. It was moved by Drenth, seconded by Bargo** it be recommended to the Board of Commissioners Mr. Koop be requested to obtain an extension to the end of 2008 for the contract with the Village of Bellaire concerning permission to cut trees on village right-of-way and the Village of Bellaire be paid the \$5,000 designated in the contract. All voted yes.

The Human Services Committee recommends purchase of comprehensive project tracking software for the Housing Department.

**8. It was moved by Drenth, seconded by Bargo** it be recommended to the Board of Commissioners comprehensive tracking software be purchased for the Housing Department at a cost of not to exceed \$6,000. All voted yes.

The meeting adjourned at 1:20 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Jerroll Drenth

**Monday, September 08, 2008**

The meeting convened at 9:00 a.m. in Room 120A of the County Building.

Present: Laura Stanek, Jerroll Drenth

Absent: Larry Bargy

Also present: Laura Sexton, Jack White, Sherry Comben, Peter Garwood

**1. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioner the claims and accounts totaling \$224,923.82 be approved and paid. All voted yes.

William Hefferan requested clarification on the disposal of the DARE car. He was under the impression it would be designated for general county use. He was assured that it was the committee member's opinion that was the planned use.

Kenneth Talsman of Anderson, Tackman & Company explained some of the details of his company's bid on the 2008, 2009, 2010 audit.

Peter Garwood presented a request from the Parks Committee to increase the budget request from the Parks and Recreation Advisory Board from \$500 to \$1,000. The matter was tabled.

Thomas Smith and Robert Klaczkiwicz, of the firm of Smith & Klaczkiwicz, presented further information on their bid for the 2008, 2009, 2010 audit.

Ron Harris of the Harris Group expanded on the information in the Harris Group bid for the 2008, 2009, 2010 audit.

Steve Bratschi requested purchase of anti-static mats and dispatch console chairs as approved in his 2008 budget. 3 chairs would be obtained from Herman Miller for \$2,024.88 through the U.S. Communities contract.

It was moved by Drenth, seconded by Stanek the purchase of dispatch console chairs and anti-static mats be approved as budgeted. All voted yes.

Carl Goeman and Mike Hosh presented a plan for Antrim County to act as fiduciary for a Homeland Security Communications Grant for the 17 counties – primary purchase to be 800 MHz radios. The total grant would 1.3 million dollars. Each county or recipient would need to provide a 20% match. In conjunction with the Clerk and Treasurer, Mr. Goeman has set up a set of parameters for participating counties which include an up-front signed statement for providing the 20% match in advance. After discussion, the matter was tabled until October.

John Strehl presented a proposal for upgrading a patio area on the west side of the terminal building at the Airport. He has received some funds from sale of excess equipment and sale of 500 lbs. of copper wire which he intends to use for the upgrade. He has purchased the patio furniture at Lowes (half price). He needs replacement of the entrance doors on the west side which has been requested for the 2009 budget and he would like it done from the 2008 budget. The committee decided to continue through the budget process and, if approved, replace the doors in 2009.

It was moved by Drenth, seconded by Stanek the purchase of patio furniture for the Airport terminal be approved. All voted yes.

Aaron Stevens from Abraham & Gaffney explained that company's bid for the 2008, 2009, 2010 audit.

David Vitale requested purchase of cable runs for the air handling system as budgeted for 2008. The cost would be \$625.00.

It was moved by Drenth, seconded by Stanek the request from David Vitale for purchase of cable runs for the air handling system be approved. All voted yes.

The committee accepted the request from Parks to increase the Parks & Recreation Advisory Board budget request for 2009 from \$500 to \$1,000.

There was discussion on the salary for the network engineer. The matter was tabled.

Bids for Audit

	Smith & Klaczkiewicz Saginaw		Anderson, Tackman & Co. Kincheloe		Harris Group CPA Traverse City	
	<u>Fee</u>	<u>hours</u>	<u>fee</u>	<u>hours</u>	<u>fee</u>	<u>hours</u>
2008	18,500	261	22,000	360	21,150	not given
2009	19,500	261	22,500	360	22,150	“
2010	20,500	261	23,000	360	23,150	“

**2. It was moved by Stanek, seconded by Drenth** it be recommended to the Board of Commissioners, the bid for the Antrim County audit (including the Single Audit if necessary) for 2008, 2009, 2010 be awarded to Anderson, Tackman & Co. All voted yes.

The meeting adjourned at 1:30 p.m.

## Finance Committee

Laura Stanek, Chairman

Larry Bargy

Jerrold Drenth

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**Monday, October 6, 2008**

The meeting came to order at 9:00 a.m. in Room 120A of the Antrim County Building.

Present: Laura Stanek, Larry Bargy, Jerrold Drenth

Also present: Jack White, Laura Sexton

**1. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners the claims and accounts totaling \$202,913.03 be approved and paid. All voted yes.

David Schultz and Marna Robertson from Meadowbrook requested setting the millage revenue for Meadowbrook at 0.60 mills.

**2. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that the 2009 millage for Meadowbrook Medical Care Facility be set at 0.60. All voted yes.

There was discussion on the proposed 2009 Construction Code Enforcement budget. The matter will be addressed in December.

**3. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners that the Budget Resolution for the 2009 General Fund budget and the proposed 2009 budgets for Other Funds be approved. All voted yes.

Mark Randolph from Grass River Natural Area Inc. presented detail on the Trust Fund Grant for acquisition of the Hunt Club property and some other smaller parcels. The grant was awarded in December of 2006. The Legislature appropriation for the grant was not immediately forthcoming, therefore the contract for the grant was not concluded until November, 2007. It was expected the closing for the properties would be June, 2008 but this did not occur. Because of this delay, it was determined the expenses over those to be reimbursed by the grant would be \$177,000. The Board of Commissioners voted to supply this amount of money with half of it to be reimbursed to the County by GRNA, Inc. In April and May of 2008, Mr. Randolph sent all the title work and appraisals to the Trust Fund grant staff in expectation of the June closing. It was later discovered the Trust Fund grant staff had set aside the submitted materials on a technicality – the materials had come from the GNRA, Inc rather than the county. The fact that the GRNA, Inc. had a contract with and was acting as agent for the County as had been in all previous grants was apparently irrelevant. When Mr. Randolph, after several conversations with Trust Fund staff, was finally made aware that this “set aside” had occurred and the reason for it, he requested Mr. Garwood to notify the Trust Fund grant staff that the County would like the grant work to progress and Mr. Garwood complied with a letter on

September 16, 2008. The title work and appraisals were again sent to the Trust Fund grant staff in September. Mr. Randolph is expecting a closing on three of the parcels within a month. The remaining parcels will close later. The State will reimburse the County 90% of the grant monies upon closing or sometime thereafter. The remaining 10% will be reimbursed after audit.

There was discussion on the County grant application for acquisition of lands for Grass River Natural Area in Sections 17 and 18 of Custer Township as approved by the Board of Commissioners in February, 2008. No response to the application has been received from the Trust Fund.

**4. It was moved by Bargy, seconded by Drenth** that, as clarification of the Commission on Aging funding in the General Fund for 2009, all health insurance expenses for Commission on Aging eligible employees will be paid from the General Fund, Cost Center #673. All voted yes.

Charles Koop explained a change in funding for the Domestic Violence Special Attorney Grant. The grant has been funding an Attorney position for Grand Traverse, Leelanau, and Antrim Counties for prosecution of Domestic Violence cases. This Attorney is a Deputy Attorney General. The grant has been discontinued. Mr. Koop proposed funding a portion of the expense for this attorney along with Grand Traverse and Leelanau Counties. The total expense is approximately \$75,000 but no determination has been received as to how much of this has to be funded locally. Mr. Koop also suggested he will apply for a 2% grant from the Tribe. He was requested to have the attorney give a report on the program to the Board of Commissioners at the December meeting.

It was moved by Bargy, seconded by Drenth that Mr. Koop be encouraged to pursue continued participation in the Domestic Violence Special Attorney program and look into all funding possibilities. All voted yes.

It was moved by Drenth, seconded by Bargy the cost of \$740.00 for an actuarial report determining the cost of funding E-1 for current retirees be approved.

**5. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that the cost of \$740.00 for an actuarial report determining the cost of funding E-1 (retirement increase) for Antrim County employees who retired after 1991 be approved. All voted yes.

**6. It was moved by Bargy, seconded by Drenth** that the following budget transfers in the Sheriff Department budget be approved:  
\$10,000 from Vehicle Maintenance to Gas & Oil.  
\$5,000 from TNT Lease Vehicle to Gas & Oil  
All voted yes.

The meeting adjourned at 11:50 a.m.



FINANCE COMMITTEE		
Jerrold Drenth	Laura Stanek, Chairman	Larry Bargy

**Monday, November 10, 2008**

The meeting came to order at 9:00 a.m. in Room 120A of the County Building.

Present: Laura Stanek, Larry Bargy, Jerrold Drenth,

Absent: None

Also present: Laura Sexton, Jack White

- 1. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the claims and accounts totaling \$252,788.78 be approved. All voted yes.

Deborah Peters, Veterans Counselor, presented a request for an increase in funding for Veterans Counselor wages in 2008. She is working up to 6 additional hours per week.

- 2. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that \$2,500 be added to the Veterans Counselor wages in the 2008 General Fund budget to cover the "up to" 6 additional hours per week she works. All voted yes.

- 3. It was moved by Drenth, seconded by Bargy** that, on recommendation from the Buildings and Grounds Committee, new office identification signs in the County Building be purchased from Signs 4 Fun at a cost of \$2,461 to be paid from the County Building, building maintenance account. All voted yes.

Mark Randolph from the Grass River Natural Area Inc. gave further clarification on the "Hunt Club Grant" progress and the "Trout Farm" grant application.

- 4. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the computer services line item in the County Treasurer's 2009 budget be increased to \$22,500. All voted yes.

Dan Bean, Sheriff-elect, joined the meeting.

Charles Koop, Prosecuting Attorney, reported that the Circuit Judges had transferred responsibility for the Law Library to him and gave information on the Law Library and changes he would like to make in the contents of the library and the funding. The county could contract with Westlaw to provide Law Library information on line for \$1,053.60/month. There would also be purchase of hard

copy books of Court Rules, Michigan Statutes Annotated, etc. A large supply of old hard copy books will have to be boxed and stored.

- 5. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners that the Westlaw proposal for supplying on-line services to the Law Library at a cost of \$1,053.60 per month be accepted and the Chairman be authorized to sign. All voted yes.

Mr. Koop also made a request to have an investigator employed part time to work exclusively on Prosecuting Attorney investigations and related matters. He was asked to get further information and confer on the matter with the Sheriff-elect.

Mr. Koop offered information on the payment of the Susan Topp legal fees and indicated they should be made in a timely manner. It was decided to continue with present policy.

- 6. It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners the elevator at Meadowview Apartments be repaired at a cost of \$3,800. All voted yes.
- 7. It was moved by Drenth, seconded by Bargy** it be recommended to the Board of Commissioners two Meadowview Apartments be re-carpeted and re-tiled at a cost of \$3,057.91. All voted yes.

The meeting adjourned at approximately 12 Noon.

<b>FINANCE COMMITTEE</b>		
Jerrold Drenth	Laura Stanek, Chairman	Larry Bargy

**Monday, December 8, 2008**

The meeting came to order at 9:00 a.m. in Room 120A of the County Building.

Present: Laura Stanek and Jerrold Drenth

Absent: Larry Bargy

Also present: Laura Sexton, Jack White

1. **It was moved by Drenth, seconded by Stanek** it be recommended to the Board of Commissioners the Claims and Accounts totaling \$349,856.31 be approved and paid. All voted yes.

Mark Randolph of Grass River Natural Area Inc. informed that the closing on the Hunt Club and other parcels would take place at Riverside Title Tuesday, December 9, 2008.

There was discussion on the roof for the “barn” at Grass River

2. **It was moved by Drenth, seconded by Stanek** it be recommended to the Board of Commissioners the Grass River Fund expenditure budget for 2009 be increased by approximately \$14,000.00 for replacement of the roof on the Grass River Natural Area barn and related engineering costs. All voted yes.
3. **It was moved by Drenth, seconded by Stanek** it be recommended to the Board of Commissioners the wages of six part time employees in the Sheriff Department and Animal Control be increased by \$0.25 per hour effective January 1, 2009 and the 2009 General Fund budget be adjusted accordingly. All voted yes.

Peter Garwood joined the meeting with recommendations from the Administration Committee and the Buildings and Grounds Committee.

There was discussion on adjusting the 2009 Veterans Counselor budget to reflect an increase of 6 hours per week. The matter was referred back to the Administration Committee with a request to consider the merits of an hourly rate or salary.

4. **It was moved by Drenth, seconded by Stanek** it be recommended to the Board of Commissioners that, to protect the county’s underground cabling, an agreement be signed with Miss Dig, Inc. for a one time fee of \$290 for computer set up and \$17.71 per month thereafter; and an agreement be signed with Thomas Communications Services, Inc. for

marking and repair of fiber at the following rates: \$50.00/hr. straight time, \$75.00/hr overtime, \$100.00/hr double time and the 2009 General Fund budget be adjusted to reflect these changes. All voted yes.

5. **It was moved by Drenth, seconded by Stanek** it be recommended to the Board of Commissioners, that furniture be purchased for the remodeled Conference Room on the second floor of the County Building at a total cost of \$6,950. All voted yes.
  
6. **It was moved by Bargy, seconded by Drenth** it be recommended to the Board of Commissioners that a fan be purchased from Niepoth Plumbing for the cat room at the Animal Shelter at a cost of \$995.00 and \$995.00 be transferred from Contingencies to Animal Shelter in the 2009 General Fund budget. All voted yes.

The meeting adjourned at 11:00 a.m.