

FINANCE COMMITTEE

Monday, January 10, 2011

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

A temporary committee as appointed by Chairman Laura Stanek and composed of Laura Stanek and Jerroll Drenth met at 9:00 a.m. in Room 120 of the Antrim County Building.

Also present: Laura Sexton, Peter Garwood

1. It was moved by Stanek, seconded by Drenth it be recommended to the Board of Commissioners the claims and accounts totaling \$468,545.15 be approved and paid. All voted yes.

Marna Robertson and David Schultz from Meadowbrook MCF met with the committee about the progress of the Meadowbrook building project. They presented a report from Elzinga & Volkers concerning the maximization of use of Antrim County businesses and labor for the Meadowbrook building project.

Mr. Schultz also presented the Meadowbrook Medical Care Facility monthly and year-to-date report as of November, 2010

The meeting adjourned at 10:30 a.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Barga

Monday, February 07, 2011

Present: Jerroll Drenth, Bernard Blackmore, Karen Barga
Absent: None
Also present: Laura Stanek, Laura Sexton, Peter Garwood

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

1. It was moved by Blackmore, seconded by Barga it be recommended to the Board of Commissioners the claims and accounts totaling \$298,991.60 be approved and paid. All voted yes.

Marna Robertson, Meadowbrook Administrator, David Schultz, Meadowbrook Accountant, Bobby Bendzinski of Bendzinski and Co. and Paul Wyzgoski of Dickinson Wright, PLLC appeared concerning the Meadowbrook Construction and Renovation Project. There was discussion concerning completion of the bonding details. Mr. Bendzinski indicated that county officers be designated to approve and sign bonding documents.

2. It was moved by Blackmore, seconded by Barga it be recommended to the Board of Commissioners the County Clerk, the County Treasurer, the Coordinator/Planner, and the Meadowbrook Administrator be designated as County Officials acceptable to approve various bonding steps with specific designation as follows: 1) approval (or not) of reduction in bonding issue – Meadowbrook Administrator and one other of the above named County Officials, 2) approval of bonding issue interest rate and designated signatories – the County Treasurer with either the County Clerk or Coordinator/Planner as an additional signatory. All voted yes.

Sheriff Dan Bean requested purchase of two automobiles as provided in the 2011 General Fund budget. The basic purchase price of a Ford Crown Victoria is \$19,790 with an additional \$10,210 for accessories.

3. It was moved by Barga, seconded by Blackmore it be recommended to the Board of Commissioners that two Ford Crown Victoria automobiles be purchased for the Sheriff Department at a cost of \$30,000 each (total - \$60,000) as budgeted. All voted yes.

The Prosecuting Attorney reported that the Domestic Violence Grant for Erin House, Special Prosecuting Attorney expired October, 2010. He requested re-application for the grant as a local unit (possibility of Antrim, Leelanau, Benzie and maybe the G.T. Band) to continue the program with no cost to the local units.

4. It was moved by Blackmore, seconded by Barga it be recommended to the Board of Commissioners the Prosecuting Attorney be given authority to facilitate a Domestic Violence Grant application for a Domestic Violence Prosecutor to replace the Federal Grant which recently expired.. All voted yes.

It was moved by Blackmore, seconded by Bargy the Prosecuting Attorney purchase a desk chair for not to exceed \$500 as budgeted in the 2011 General Fund budget. All voted yes.

Prosecutor Koop presented his prior request again for brochures and training concerning battered spouses of Antrim County law enforcement officers.

5. It was moved by Blackmore, seconded by Drenth it be recommended to the Board of Commissioners that \$2,500 be transferred from Contingencies to the Prosecuting Attorney's budget for purchase of brochures and training concerning battered spouses of Antrim County Law Enforcement officers. All voted yes.

6. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners that funds be expended from Fund #290, Veterans Relief Fund, as follows: reimburse \$100 to AmVets for veterans' marker services, reimburse \$600.00 to Mortensen Funeral Home for veterans' marker services. All voted yes.

7. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners, the Resolution of Intent (see attachment) for the Dial-a-Ride 2012 fiscal year budget be approved. All voted yes.

8. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that the Chairman be authorized to sign FY 2012 Contract Clauses Certification for Antrim County Dial-a-Ride. All voted yes.

I.T. Director Valerie Craft presented a compilation of computer purchase requests from various departments all budgeted for 2011. (see attachment)

9. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that the computer purchases requests presented by the I.T. Director be approved as budgeted with the exception of the request from the Construction Code Enforcement Department which is not budgeted. All voted yes.

10. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that the computer purchase request for Construction Code Enforcement Department totaling \$1,277.18 be approved and \$1,277.18 be transferred from the General Fund (appropriations) to Fund #249, Construction Code Enforcement Fund. All voted yes.

Deb Hershey gave the Grass River Natural Area Development Plan for 2011. She was asked about Grass River wages increases and informed that the increases were "catch-up" to compare with similar county employees.

The County Clerk introduced several matters that were addressed as follows:

*Mandatory direct deposit of employee payroll checks: tabled indefinitely

*Microfilm Cost Center finances: County Clerk has started microfilming backlog of records; supplies will be purchased from the Microfilm Cost Center; no request for budget increase at this time Finance Committee approved.

*2011 possible Fund Balance: could be a positive gain; discussion; no action needed

*Unemployment: County Clerk provided a breakdown of 2010 expenditures for unemployment; she will investigate to see if switching from being a reimbursing employer to a contributing employer is financially feasible.

*County Commissioner District reapportionment: County Clerk gave a brief description of what the Apportionment Commission is required to do to reapportion the County Commissioner districts; she indicated the 2001 Apportionment Commission had requested purchase of a re-districting computer program for 2011; this request has changed to acquisition of an addition GIS license which could be used with current GIS program to facilitate re-districting and can be used for other activities after reapportionment is completed.

11. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners an additional GIS license be purchased for the Reapportionment Commission at a cost of \$1,500 to be paid from the Reapportionment Commission Cost Center in the 2011 General Fund budget. All voted yes.

Coordinator/Planner Peter Garwood informed that the Federal mileage rate has decreased to \$0.51 per mile.

12. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners, the Antrim County reimbursement for mileage be set at \$0.51 per mile to coincide with the Federal rate. All voted yes.

Peter Garwood reported the cost of work being done in the '05 Court House under the Lighting Project Federal Grant will exceed the amount allotted in the Grant by \$544.

13. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the overage cost of \$544.00 under the Lighting Project Federal Grant be paid from the '05 Courthouse Cost Center in the 2011 General Fund budget. All voted yes.

Peter Garwood presented the Alternative Proposal for Court Security which involves utilizing Sheriff Department staff rather than employing an outside firm. No recommendation was made.

14. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the Chairman be authorized to sign the Memorandum of Agreement between the Antrim County Board of Commissioners and Michigan State University concerning the Antrim County Community Collaborative Board which will receive an \$8,000 appropriation as budgeted in the 2011 General Fund budget. All voted yes.

Peter Garwood presented two items from the Veterans' Affairs office for consideration. The matters were tabled.

Laura Stanek, Board Chairman, informed that she would be appointing an Ad Hoc committee to act as oversight on both the Grass River Building Project and the Meadowbrook Construction/Renovation Project.

The meeting adjourned at 2:45 p.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Bargy

MINUTES

Monday, March 07, 2011

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

Present: Jerroll Drenth, Bernard Blackmore, Karen Bargy

Absent:

Also present: Laura Stanek, Laura Sexton

1. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the claims and accounts totaling \$ 232,186.36 be approved and paid. All voted yes.

The Parks & Lands Committee made a recommendation concerning the Glacial Hills Pathway and Natural Area.

2. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that \$3,000 be designated in Fund #230, Forestry Fund, for terracing at the Glacial Hills Pathway and Natural Area. All voted yes.

Charles Koop requested that his Capital Outlay request be held over until April.

Re: Glacial Hills Pathway and Natural Area land acquisition. Peter Garwood informed that at the time of acquisition, title insurance had been purchased based on an appraisal of \$371,800. It was later determined the appraisal was \$402,000 (fair market value). The Trust Fund will be withholding reimbursement until Title Insurance based on the appraisal of \$402,000 is obtained. The cost of the title insurance for increase in coverage is \$121.30.

3. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that Traverse Area Title Service, Inc be paid \$121.30 for title insurance due to an increase in appraisal of the Glacial Hills Pathway and Natural Area property. All voted yes.

After discussion, it was decided to postpone payment of the invoice from the architect on the Grass River Interpretive Center building project.

It was moved by Blackmore, seconded by Bargy the fee for the Plan Review for the Grass River Interpretive Center building project of \$281.00 be paid before March 8, 2011. All voted yes.

Patty Niepoth, Register of Deeds, informed that she would be having BMI Company scan all the records so they would be accessible on computer. The cost is \$15,000 and will be paid from the Register of Deeds Technology Fund.

Charles Koop presented information on a home whose owners had received grant monies for rehabilitation from the CBDG Housing Grant. The home is currently under danger of being lost due to non-payment of real estate taxes. The county, which holds the first mortgage, would lose all interest in the property.

4. It was moved by Blackmore, seconded by Drenth it be recommended to the Board of Commissioners the 2008 taxes on the aforementioned property be paid pending investigation and report by the County Attorney Charles Koop. All voted yes.

The meeting adjourned at 11:45 a.m.

FINANCE COMMITTEE

Jerroll Drenth

Bernard Blackmore

Karen Bargo

Monday, April 11, 2011

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

Present: Jerroll Drenth, Bernard Blackmore, Karen Bargo

Absent: None

Also present: Laura Stanek, Laura Sexton, Peter Garwood

The Chairman requested Public Comment. There was none.

1. It was moved by Bargo, seconded by Blackmore it be recommended to the Board of Commissioners the claims and accounts totaling \$176,783.23 be approved and paid. All voted yes.

Circuit Court Judge Philip Rodgers presented information on the purchase and implementation of an e-filing system for the Circuit Court. The filings for Civil Division and Family Division matters will generate revenue through e-filing fees. Filings can be made 24/7 and the public would have 24/7 access. If a filer did not have computer access or didn't feel comfortable with e-filing, paper filings could be made with the Clerk who will scan the filings and e-file them. The initial cost to Antrim County would be \$27,476.50 and an additional yearly amount of \$5,665.83 for maintenance. The chosen vendor is Image Soft.

Antrim I.T. Director Valerie Craft and Consultant Fred Trimble were also present. There was indication that the Antrim computer set-up did not have the capacity to accommodate the Circuit Court request (band not broad enough, inadequate amount of fiber, inadequate amount of storage). There was discussion on broadening the capacity to accommodate other future paperless requests as well as the Circuit Court.

Ms. Craft and Mr. Trimble were requested to research what would be needed to accommodate the Circuit Court request as well as other future needs and the cost of same. Judge Rodgers indicated he would also like to attend any future meetings.

Bobby Bendzinski of Bendzinski and Co., David Schultz from Meadowbrook, and County Treasurer Sherry Comben joined the meeting. Mr. Bendzinski presented the bond resolution for the April 14, 2011 Board of Commissioners meeting. The construction bid opening will be April 15. Mr. Bendzinski went through the Resolution and explained the various components. The construction cost is estimated at up to \$15,000,000 with the possibility of Meadowbrook contributing an additional \$3,200,000.

2. It was moved by Blackmore, seconded by Bargo, it be recommended to the Board of Commissioners that the Meadowbrook Bond Resolution be adopted. All voted yes

Peter Garwood presented the options for the Maximum contract.

1 year	\$ 9,500
2 year	8,500/yr
3 year	8,500/yr

3. It was moved by Blackmore, seconded by Bargy, it be recommended to the Board of Commissioners that the 2-year agreement with Maximus for \$8,500 per year be approved. All voted yes.

It was moved by Blackmore, seconded by Drenth that \$345.00 be paid for advertisement with Michigan Maps Online and it be noted that Michigan Maps Online is owned by the County Drain Commissioner Mark Stone. All voted yes.

4. It was moved by Bargy, seconded by Drenth, it is recommended to the Board of Commissioners the billing from CWS Architects for work on the Grass River project totaling \$6,013.82 be paid. All voted yes.

Prosecuting Attorney Charles Koop requested purchase of 4 chairs at a cost of \$269.00 each. He indicated he could use 5 chairs but would accept 4. The cost is budgeted for 2011.

5. It was moved by Blackmore, seconded by Bargy it is recommended to the Board of Commissioners the Prosecuting Attorney purchase 5 chairs at a cost of \$269.00 as budgeted for 2011. All voted yes.

Mr. Koop also requested that an outside firm be hired to handle the mortgage foreclosures for the Housing Department. He has a conflict of interest. He presented the following estimates:

Trott & Trott, Southfield	\$2,500 maximum
Brandt, Fisher, Alward, and Pezetti, Traverse City	2,500 maximum

6. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that Brandt, Fisher, Alward and Pezetti be hired to handle Housing foreclosures at a maximum cost of \$2,500. All voted yes.

Sheriff Dan Bean requested purchase of binoculars.

7. It was moved by Bargy, seconded by Blackmore that it be recommended to the Board of Commissioners that four sets of binoculars be purchased for the Marine Department at a total cost of \$1,404 as budgeted for 2011. All voted yes.

Sheriff Dan Bean also mentioned the price of gas going up and he may be returning at a later date for a budget adjustment.

8. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the Chairman be authorized to sign an agreement with Standard & Poors for a bond rating, total cost to be \$13,000. All voted yes.

Peter Garwood informed that the bid opening with the Ad Hoc Committee would be April 15, 2011 with a recommendation to the Board of Commissioners on April 21.

Deb Hershey, Director of Grass River Natural Area Inc. distributed the quarterly report, and reported on current activities at GRNA. She also presented the County with a check for \$4,500, a partial payment on the debt of \$88,762 (reference Board of Commissioners minutes of May 8, 2008) for purchase of property in Section 25 of Forest Home Township and properties adjacent to GRNA in Kearney and/or Custer Townships.

The meeting adjourned at 12:45 p.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Bargy

Monday, May 09, 2011

The meeting convened in the Commissioners' Room at 9:00 a.m.

Present: Jerroll Drenth, Bernard Blackmore, Karen Bargy

Absent: None

Also present: Laurie Stanek, Laurie Sexton, Peter Garwood

1. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners the Claims and Accounts totaling \$174,816.31 be approved and paid. All voted yes.

Prosecutor Charles Koop requested that his Assistant Prosecutor James Rossiter attend a Prosecuting Attorney training in Charleston, South Carolina. Mr. Rossiter will pay the \$1,000 tuition himself. The estimated cost to the county for travel and lodging will not exceed \$2,500 which can come from the Prosecuting Attorney budget.

It was moved by Blackmore, seconded by Bargy the travel and lodging for James Rossiter's training in South Carolina be paid from the Prosecuting Attorney 2011 budget at a cost not to exceed \$2,500. All voted yes

Airport Manager John Strehl gave an update on Airport activities. The bid for taxiway rehabilitation from Payne & Dolan Inc. was accepted at \$231,432.48. The work will be paid for from a federal and state grant with the county share being \$7,033. The county share is budgeted in Fund #161, Grant Match Reserve Fund.

Mr. Strehl is expecting at \$340,000 grant for T-hangers. The County share would be approximately \$8,000.

Roof repairs are needed on the FBO Building. A membrane roof is being considered. The roof and other areas will be painted. It is recommended the Sherwin Williams be specified for the paint. Sherwin Williams will send someone to the worksite 3 times during the project.

Mr. Strehl and Attorney David Reck informed the committee that, since the Emergency Services Building and the Marine Storage Building which are located on Airport property are not part of Airport functions, a lease agreement should be written between Antrim County (Emergency Services Bldg. and Marine Storage Bldg.) and Antrim County (Airport) with rent being included in the agreement. Also the gas and oil revenue which is currently being receipted into Fund #581, Airport Operating Fund, and transferred immediately to Fund #144, Gas and Oil Reserve Fund, should be left in the Airport Fund. It was opined that these revenues could be offset by a reduction in the General Fund appropriation to the Airport Fund.

2. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the Airport property gas & oil revenue be receipted in Fund #581, Airport Operating Fund, effective with the next monthly payment and remain there and the General Fund appropriation to the Airport Fund be reduced by an estimated amount based on the 2011 first five months gas and oil revenue from Airport property. All voted yes.

Sheriff Dan Bean presented proposals for tazer purchases for the Jail and Animal Control

3. It was moved by Blackmore, seconded by Bargo it be recommended to the Board of Commissioners the Sheriff purchase 5 tazers for Jail personnel at a cost of \$4,135.00 and 1 tazer for Animal Control staff for \$827.00 as budgeted for 2011. All voted yes.

Coordinator Peter Garwood reported on the Meadowbrook construction bid opening and the resulting delay in the bond sale.

Fred Trimble and Valerie Craft reported on the progress on implementing the Circuit Court e-filing project. The band width which is current 2 mgs can be increased to 3 mgs at a cost of \$144.99 per month. (Current cost is \$129.99 per month). The cost of the 3-county Circuit Court conversion to e-filing for Antrim County will be \$27,476.50 with an annual maintenance cost of \$5,665.83. Ms. Craft was asked to contact Carol Stocking, D.C. Administrator, about the District Court plans to convert to e-filing.

The BS&A proposal for Financial Management Systems was presented and discussed.

It was reported the County can transfer \$7,477 more that budgeted from Fund #285, Revenue Sharing Reserve Fund according to state guidelines.

4. It was moved by Blackmore, seconded by Bargo it be recommended to the Board of Commissioners that the additional \$7,477 available to be transferred from Fund #285, Revenue Sharing Reserve Fund, be transferred to the General Fund. All voted yes.

5. It was moved by Blackmore, seconded by Bargo it be recommended to the Board of Commissioners the allocated millage for 2011 be set at 5.4 mills. All voted yes.

6. It was moved by Drenth, seconded by Bargo it be recommended to the Board of Commissioners the bid from Crawford Construction for \$1,861.02 (excluding permits) for converting space at the Antrim County Transportation Building for use by the Medical Examiner and the bid from Arndt Electric for \$382.00 for electrical work for the same project; total project expense not exceed \$3,000 (includes Crawford bid, Arndt bid and a computer/telephone drop) be accepted and the expenses be paid from Fund #470, Capital Projects Fund. All voted yes.

7. It was moved by Drenth, seconded by Bargo it be recommended to the Board of Commissioners, the bid for from E.H. Niepoth Plumbing for \$2,750 for replacement of the septic field at Antrim County Transportation be accepted with expenses being paid from Fund #470, Capital Projects Fund. All voted yes.

The meeting adjourned at 11:55 a.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Bargy

Monday, June 6, 2011

Present: Jerroll Drenth, Bernard Blackmore, Karen Bargy

Also present: Laurie Stanek, Laurie Sexton, Peter Garwood

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

1. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners the claims and accounts totaling \$420,631.32 be approved and paid. All voted yes.

Teri Quinn, Circuit Court; Val Craft and Fred Trimble, Antrim County IT Department; Dean Bott, Grand Traverse County Finance Director.

Teri Quinn of the 13th Circuit Court presented further information on the court's proposed imaging implementation. Some revenue will be acquired as the attorneys have to pay to e-file documents. Antrim County will go active when the Antrim I. T. personnel determine the system is ready.

Carol Stocking, District Court, Val Craft and Fred Trimble, Antrim County IT Department

86th District Court imaging project: approval was given by Grand Traverse in 2010. Antrim and Leelanau were not approached. Cost to Antrim County: \$21,865.73 + \$4,641.43 for yearly maintenance. Both Circuit and District Courts chose ImageSoft as vendor. Fred Trimble informed that Antrim County is inhibited by inadequacy in available band width. He suggested one court could be done – maybe two courts – but this would slow down the whole county. He also informed that he could not predict with any accuracy: only a trial would reveal any defects in the plan. Dean Bott informed that Antrim cost of \$21,866 could be spread over a five-year period or could make entire payment upfront. Ms. Stocking indicated the District Court would not be charging any fees to offset costs of imaging.

The matter of Circuit Court and District Court imaging was held over until next month.

Sherry Comben, County Treasurer, and Laura Sexton, County Clerk - BS&A Financial Software

Cost for the BS&A Financial software would be \$157,655.00. Val Craft indicated that required new hardware would cost approximately \$14,650. There was discussion on time of implementation. It was determined it would take approximately three months for conversion from the current system to BS&A. The conversion cost is not available. It will not be determined until the commitment to the software is made.

Sheriff Dan Bean and Sergeant Steve Bratschi

Sergeant Bratschi presented quotes for the 911 core server replacement which is budgeted

at \$2,500.

2. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the quote from Hewlett Packard for a CORE Server replacement for 911 Dispatch be accepted at the cost of \$1,830.92. All voted yes.

3. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners a ProQA Software Supervisor Module be purchased from Priority Dispatch for 911 Dispatch at a cost of \$1,164.00. All voted yes.

There was discussion on the purchase of an air conditioner for 911 Dispatch. Sergeant Bratschi presented 6 quotes from 3 companies. Sergeant Bratschi was requested to work with Peter Garwood on obtaining sealed bids to be in compliance with the bid policy.

Sheriff Bean presented three quotes on purchase of a slicer for the Jail kitchen.

4. It was moved by Blackmore, seconded by Stanek it be recommended to the Board of Commissioner that a food slicer be purchased for the Jail kitchen from Central Restaurant for \$1,589.00 as budgeted. All voted yes.

It was moved by Bargy, seconded by Blackmore that Eileen Wallick, Parks Director, purchase a new deck for the Park riding mower at her discretion. All voted yes.

John Strehl, Airport Director presented bids on painting and roofing the maintenance building at the Airport which is not budgeted.

5. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the bid policy be waived and the quote from Great Lakes Roofing for a Dura Last roof replacement on the Maintenance Hangar Building at the Airport at a cost of \$14,800; the bid from Pro Select for painting the outside walls of the Fixed Base Operation hangar at the Airport at a cost of \$6,750.00; and the bid from Garage Door Services to replace the door at the Fixed Base Operation hangar at the Airport at a cost of \$1,234.00 all be approved. All voted yes.

6. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the BS&A Financial Software be purchased for \$157,655 and resulting needed hardware be purchased for \$ 14,650, all funds for these purchases to come from the Tax Payment Funds. All voted yes.

7. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that Fund 242, Energy Savings Fund be established with revenue coming from the savings accumulated due to the conversion of lighting in county buildings . All voted yes.

It was moved by Blackmore, seconded by Bargy the Coordinator/Planner purchase a chair from Interphase Office Interiors for \$415.51 as budgeted. All voted yes.

8. It was moved by Drenth, seconded by Bargy it be recommended to the Board of Commissioners the following expenses for the Grass River Center Project be approved and paid.

Hallmark Construction	\$ 27,978.57
Landtech Site staking	600.00
CWS Architects	9,691.00
Traverse Reproduction & Supply	688.58

All voted yes.

9. It was moved by Blackmore, seconded by Bargy, on recommendation of the Parks and Lands Committee, it be recommended to the Board of Commissioners the survey of county land in Section 8 of Kearney Township adjacent to Ritt Road, cost not to exceed \$2,200, be approved. All voted yes.

10. It was moved by Blackmore, seconded by Bargy, on recommendation of the Parks and Lands Committee, it be recommended to the Board of Commissioners that, for property in Lakes of the North, Lot 13 of Plat of Northern Heights. No. (05-13-250-013-00), which is subject to tax foreclosure, the County exercise first right of refusal as this property would provide access to a County-owned, land-locked, 40-acre parcel in Section 26 of Star Township. All voted yes.

The meeting adjourned at 12:55 p.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Bargy

Monday, July 11, 2011

Present: Jerroll Drenth, Bernard Blackmore, Karen Bargy

Also present: Laurie Stanek, Laurie Sexton, Danell Doucette, Peter Garwood

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

1. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners the claims and accounts totaling \$373,726.22 be approved and paid. All voted yes.

Robert Englebrecht presented the 2012 budget request for Equalization Department.
805.257 – computer services – cut from \$32,000 in 2011 to \$16,000 for 2012 805.015 –
Equalization portion of BS&A computer services

861 - increase needed in travel

712 - training is primarily for R. Englebrecht – Level 4

A smaller portion of the training is for field appraiser Casey Guthrie

Capital Outlay – a printer for 11 x 17 maps \$1,200

needs to have the capability to print larger maps

printer recommended by I.T. director

855 - phone reduced to \$ 500 from last year

It was moved by Blackmore, seconded by Bargy to recommend the 2012 proposed Equalization Department budget to the Finance Committee as presented. All voted yes.

G.I.S. Operations Fund (#240)

633.05 Revenue increase for GIS copies

712. Training increase in training – purchase additional license for redistricting – transferred license to Mike Gank in the Sheriff Dept. for road establishment use – will need training.

933.02 Maintenance agreements – more licenses – need more maintenance

It was moved by Blackmore, seconded by Bargy the 2012 budget request for Fund #240, G.I.S. Operations Fund be recommended to the Finance Committee as presented. All voted yes.

Patty Niepoth presented 2012 proposed budgets for Microfilm, Register of Deeds, and Register of Deeds Technology Fund.

Microfilm – same as for 2011

727 – need for supplies will increase as Clerk is now microfilming.

Register of Deeds – practically the same as 2011
The only difference is the new employee will get step increases
708 – delete entire \$500
941 - copy machine lease

The Register was asked to fill in the amounts for 2011 estimated expenses and provide revenue figures for Fund #256, Register of Deeds Technology fund.

It was moved by Blackmore, seconded by Bargy the Microfilm, Register of Deeds, and Register of Deeds Technology Fund 2012 proposed budgets be recommended to the Finance Committee as amended. All voted yes.

Sherry Comben presented the 2012 proposed budget for County Treasurer

County Treasurer
802 – eliminate \$2,000 – will be in Microfilm budget
805.254 – Bellaire Computer Center expense
901.001 – forms and printer cartridges for printing tax bills
Capital Outlay – printer for tax rolls & bills

It was moved by Blackmore, seconded by Bargy the County Treasurer 2012 proposed budget be recommended to the Finance Committee as amended. All voted yes.

Valerie Craft, I.T. Director, requested purchase of necessary hardware for the BS&A accounting program transition - \$14,330.98.

It was moved by Bargy, seconded by Blackmore, that \$14,330.98 be approved for purchase of necessary hardware for BS&A accounting program transition as approved by the Board of Commissioners at the June meeting. All voted yes.

Ms. Craft also requested purchase of a web server for \$3,926.02 as budgeted for 2011.

2. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that a web server be purchased for \$3,926.02 as budgeted for 2011. All voted yes.

Ms. Craft and Mr. Trimble reported that Charter has made available an increased coax-based band width to 50 x 5 with 5 static IP's. the charge would be \$205 per month. Currently the County is paying \$129.99 for 16 x 2.

3. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners, the county contract with Charter for use of an increased coax-based band width (increased to 50 x 5) with 5 static IP's at a cost of \$205 per month. All voted yes.

Dan Bean presented an opportunity to purchase a boat for Marine: 35-ft Donzi, two 275 hp motors. Total price - \$50,000 – can be paid over 2 years – includes trailer. It would need to be manned with 2 - 3 persons. There would be considerable savings on fuel. The matter was not considered.

County Clerk Laura Sexton presented the 2012 proposed budget for County Clerk.

It was moved by Blackmore, seconded by Bargy the 2012 proposed budget for the County Clerk with Capital Outlay be recommended to the Finance Committee as presented. All voted yes.

The County Clerk presented the 2012 proposed budgeted for Board of Commissioners, Jury Commission, Budget/Accounting Services, Communications, Purchasing, Tax Allocation Board, Elections, Plat Board, Survey & Remonumentation, Gun Board, Fringe Benefits, Special Projects – Other, Health, and Insurance & Bonds.

It was moved by Blackmore, seconded by Bargy the 2012 proposed budgets of the afore named cost centers be recommended to the Finance Committee as presented. All voted yes.

There was discussion on the 2011 Audit and Financial Report. The matter was tabled.

4. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners the mileage rate be raised from \$0.51/mi to \$0.55/mi effective July 1, 2011. All voted yes.

There was discussion on travel to trainings in out-of-state locations.

The meeting adjourned at 1:35 p.m.

FINANCE COMMITTEE

Laura Stanek, Chairman

Larry Bargy

Jerroll Drenth

Monday, August 08, 2011

Present: Jerroll Drenth, Bernie Blackmore, Karen Bargy

Absent: None

Also present: Laura Stanek, Laura Sexton, Peter Garwood

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

1. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the claims and accounts totaling \$ 317,738.75 be approved and paid. All voted yes.

2. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the proposal presented by Thomas Zick, CPA to prepare the 2011 Financial Report (in 2012) for \$9,000 and to assist in preparing the 2012 Financial Report (in 2013) for \$5,000 depending on the involvement of the County Accountant be accepted. All voted yes.

3. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that the invoice from CWS Architects for \$6,075 for work on the Grass River Center project be approved and paid. All voted yes...

4. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that up to \$13,000 be budgeted for the remainder of 2011 for the County Accountant position. All voted yes.

Eileen Wallick from the Parks Department requested replacement of the signs at Mohrmann Natural Area and Murphy Park and recommended a proposal from Karl Beal for \$1,500 per sign.

5. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners two 2-sided signs be purchased from Karl Beal for Mohrmann Natural Area and Murphy Park for \$1,500 per sign. All voted yes.

The next regular Finance Committee meeting will be Tuesday, September 6, 2011 (moved because of Labor Day).

Budget meetings will be Wednesday, August 17, 2011 (half day) and Wednesday, September 14, 2011 (half day).

Marna Robertson and David Schultz from Meadowbrook added information on millage collection and division of the resulting millage dollars between operations and debt retirement.

Peter Garwood presented a recommendation from Parks & Lands Committee for \$2,000 for appraisal on property in Banks Township for use as a boat launch.

6. It was moved by Drenth, seconded by Bargy it be recommended to the Board of Commissioners that up to \$6,500 be allocated for the following services by RF Systems from Mattawan, Michigan: evaluation of the TeleRad proposal including evaluation of simulcast talkout coverage to mobiles, portables, and pagers, talkback coverage from mobiles and portables, and microwave link reliability used for site connectivity if used, and a report generated stating the findings. Motion carried: Yes – Bargy, Blackmore; No - Drenth.

The meeting adjourned at 12:30 p.m.

FINANCE COMMITTEE

Jerrold Drenth, Chairman

Bernie Blackmore

Karen Bargy

Tuesday, September 06, 2011

Present: Jerrold Drenth, Bernie Blackmore, Karen Bargy

Absent: None

Also present: Laura Stanek, Laura Sexton, Peter Garwood

Chairman Jerrold Drenth called the meeting to order at 9:00 a.m. in Room 120 of the Antrim County Building

1. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the claims and accounts totaling \$ 214,822.42 be approved and paid. All voted yes.

Marna Robertson and David Schultz from Meadowbrook brought a recommendation from the Human Services Board for Meadowbrook millage. They also indicated the amount for bond payment interest for 2011 would be transferred from Meadowbrook funds to County funds as soon as possible.

Ms. Robertson and Mr. Schultz requested that, if deemed possible, Meadowbrook MCF be considered as a part of the County of Antrim, a local governmental unit, for purposes of implementing Senate Bill 7 concerning health insurance. They also indicated they would want to exercise the option in Senate Bill 7 of opting out as it would allow more employee disposable income to remain in the county.

2. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the millage for Meadowbrook for 2011-2012 be 1.00 mill. All voted yes.

Peter Garwood presented figures on figuring insurance costs for Senate Bill 7 under the three options for local government, 1) hard caps, 2) 80%-20%, 3) opt out.

Pete Garwood also presented the results of the survey of those employees enrolled in the Harford deferred compensation program which concerned switching to Rob Joyce (Edward Jones in Bellaire) as agent for the Harford. The matter was referred to the Administration Committee.

Peter Garwood also presented the recommendation from the Parks and Lands Committee concerning cutting of trees.

3. **It was moved by Blackmore, seconded by Bargy** it be recommended to the Board of Commissioners the expenses for tree cutting at Schuss Beach, Mohrmann Park, and the Airport be paid from the Forestry Fund and the Building and Grounds Committee establish the trees to be removed at the Airport. All voted yes.

Public Safety Committee Chairman, Karen Bargy gave the committee the Emergency Services Director's capital outlay request for the 2012 General Fund Budget.

The County Clerk requested to talk with the Sheriff and/or Undersheriff about revenue from use of the forensics computer.

The Chairman indicated the Joe Meyers travel expense should be added to the claims and accounts as presented.

2012 Budget Matters

The Chairman updated Bernie Blackmore on the portions of the budget discussion at the August 17 meeting that he missed.

Because the part time employee in the County Treasurer's office will be taking a different job in the county, the County Treasurer's 2012 budget request will be reduced as follows:

Account #708 – part time wages – **reduce by \$17,320 to -0-**
#715 – FICA – **reduce by \$1,325.00 to \$10,944.**

The committee will meet again on September 14 for further consideration of the 2012 budget.

Commission Chairman Laura Stanek suggested that, due to the reorganization of the MSU Extension and the distinct separation of the 4-H and the Antrim County Fair, a member of the Board of Commissioners be appointed to the Fair Board.

The meeting adjourned at 11:55 a.m.

Jerroll Drenth, Chairman

FINANCE COMMITTEE

Bernie Blackmore

Karen Bargy

BUDGET MEETING (2012)

Present: Jerroll Drenth, Bernie Blackmore, Karen Bargy

Absent: None

Also present: Laura Sexton, Laura Stanek, Peter Garwood

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

Valerie Craft and Sherry Comben presented the need for furniture, equipment, and supplies for the newly created position of County Accountant. Ms. Craft offered a quote for a computer and printer.

1. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners an HP computer and printer be purchased for the County Accountant at a cost not to exceed \$1,100.00 and additional furniture and supplies be purchased for that office, total cost (with computer and printer) not to exceed \$2,500. All voted yes.

2012 proposed Budget Matters

Sheriff Dan Bean and Undersheriff Dean Pratt inquired about the status of the 2012 budget request for computers for Animal Control. The computers have been eliminated from the budget request. The matter was tabled.

The Sheriff also inquired about in-car cameras for patrol cars. This will be addressed at a later time.

Discussion on a vehicle for Emergency Services. The matter was referred back to the Health & Public Safety Committee for a specific vehicle request.

Chairman Drenth informed that the anticipated shortfall in the 2012 proposed General Fund budget is \$457,439 and suggested it be taken partially from Fund #257, Budget Stabilization Fund and partially from the anticipated Fund Balance. Discussion followed.

Laura Sexton informed that the Road Commission representative had indicated the supply of county maps is low. The cost for new maps would come from the Appropriations Cost Center in the General Fund (Advertising account). The reverse side of the map (pictures and information) needs updating which is the responsibility of the county. The Road Commission is responsible for updating the map. It was decided to proceed with plans for new maps in 2012.

Board Chairman Stanek suggested that, since the connection between MSU Extension/4-H has decreased over the years and will become even less with the MSU reorganization, the County Board should have a representative on the Antrim County Fair Board.

There was discussion on the Circuit Court imaging project.

It was moved by Blackmore, seconded by Bargy that the anticipated shortfall in the proposed 2012 General Fund budget of approximately \$457,500 be covered by the estimated Beginning Fund Balance. All voted yes.

The following 2012 proposed Other Funds budgets were examined:

Fund #223 – Grass River – O.K. as submitted

Fund #226 – County-wide Recycling – O.K. as submitted

Fund #249 – Construction Code Enforcement

There were questions on the Capital Outlay request. Mr. Massey will be requested to attend the next Finance Committee meeting.

Fund #261 - E-911 Operating Fund

Remove \$175,000 from account #699.101, from General Fund.

Fund #262 – 911 Wireless Fund - O.K. as submitted

Fund #279 – Snowmobile Grant Fund - O.K. as submitted

The meeting adjourned at 12:15 p.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernie Blackmore

Karen Bargy

Monday, October 10, 2011

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

Present: Jerroll Drenth, Bernie Blackmore, Karen Bargy

Also present: Laura Stanek, Laura Sexton, Peter Garwood, Debra Haydell

Debra Haydell was introduced as the newly employed County Accountant.

1. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners the claims and accounts totaling \$293,398.39 be approved and paid. All voted yes.

2. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the Commission on Aging millage be set at 0.40. All voted yes.

3. It was moved by Drenth, seconded by Bargy it be recommended to the Board of Commissioners the 2012 Budget Resolution be adopted. All voted yes

Airport Manager John Strehl informed that he would be purchasing a large amount of aircraft fuel for sale to airport users, the cost for which would exceed the amount budgeted. A budget adjustment will occur when the amount over budget is determined.

Mr. Strehl also informed that a committee has been formed to interview for an airport consultant. The committee consists of Transportation Chairman Gene Dawson, John Strehl, Steven Cassens (retired Traverse City Airport Director), and Mark Dontje (retired State Aeronautics Project Manager).

4. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that per diem and mileage be paid to Steven Cassens and Mark Dontje for their work on the Airport Consultant Interview Committee . All voted yes.

Mr. Strehl also informed the committee that the Porsche Club of America would be meeting in the area in June of 2013. They have requested to use the Antrim County Airport for some activities involving Porsche automobiles and will pay all expenses connected with the activities.

Sheriff Dan Bean requested repair of a boat motor. DeWitt Marina did not give an estimate. Torch River Marina estimated repair costs of \$3,527.11.

5. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the boat motor be repaired at a cost of \$3,527.11; funds to come from Contingencies. All voted yes.

Air conditioning replacement at Sheriff dispatch will not take place until 2012. Sheriff Bean requested that the amount budgeted for air conditioner replacement be removed from the 2011 911 Operating budget and placed in the 2012 911 Operating budget. He was requested to look into grant possibilities and also energy savings opportunities with the utility company.

6. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the amount budgeted for a 911 Airport Conditioner be removed from the 2011 budget and be placed in the 2012 budget.. All voted yes.

Parks Director Eileen Wallick requested purchase of a new printer/copier/fax. There is money in the Parks budget.

It was moved by Blackmore, seconded by Bargy the Parks Director purchase a new printer/copier/ fax. All voted yes.

Ms. Wallick requested purchase of a display case for miscellaneous souvenir clothing sold at Barnes Park. There is money in the budget.

It was moved by Blackmore, seconded by Bargy the Parks Director purchase a display case for \$250 for clothing sold at Barnes Park to be paid for from Fund #236, Parks Fundraiser Fund. All voted yes.

It was moved by Bargy, seconded by Blackmore the cost of carpeting areas in the County Building and '05 Courthouse be increased by \$515.00 to \$40,515 provided the bid Northern Floor & Tile Service Inc. is accepted. All voted yes.

The meeting adjourned at 11:45 a.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Barga

Monday, November 07, 2011

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

Present: Jerroll Drenth, Bernie Blackmore, Karen Barga

Absent: None

Also present: Laura Sexton, Laurie Stanek, Peter Garwood, Debra Haydell

1. It was moved by Barga, seconded by Blackmore it be recommended to the Board of Commissioners the claims and accounts totaling \$285,934.10 be approved. All voted yes.

Prosecutor Charles Koop explained that when the funding for the position of Domestic Abuse Special Prosecutor was eliminated, the Antrim County Special Prosecutor, Erin House, had 2 incomplete cases. She completed the cases within the next month. The cost for completion of the 2 cases is \$1,472.50. This can be paid by transferring budgeted funds from various accounts in the Prosecuting Attorney’s 2011 budget. The Prosecutor and County Clerk will finalize these transfers and make the required payment.

Prosecutor Koop also explained that the combining of the Victims Rights and Child Support positions (both of which are partially funded from grants) resulting in the elimination of other expenses should compensate for hiring the Domestic Abuse Prosecutor on a part time basis. The position would be shared with Leelanau County (3 days in Antrim, 2 days in Leelanau). The cost to Antrim County would be approximately \$48,000. Mr. Koop will work with Accountant Debra Haydell to determine what funds would be available and if the position changes will result in a budget expenses equitable with what is currently being utilized.

Sergeant Steve Bratschi from 911 requested purchase of headphones for the dispatchers as budgeted.

2. It was moved by Barga, seconded by Blackmore it be recommended to the Board of Commissioners that headphones be purchased for the 911 Dispatchers at a cost not to exceed \$1,831.00 All voted yes.

Administrator Peter Garwood presented a recommendation from the Buildings and Grounds Committee to pay the invoices for emergency repairs as follows:

Bridgeway	County Building generator repair	\$ 1,190.78
Temperature Control	HVAC system finishing	1,220.46

3. It was moved by Blackmore, seconded by Barga it be recommended to the Board of Commissioners the above referenced emergency repair invoices be paid. All voted yes.

Administrator Garwood also indicated that the county should contract with Mitchell & Associates for a survey of the E.R. Dam in regard to FERC requirements.

4. It was moved by Bargy, seconded by Blackmore it be recommended to the Board of Commissioners Mitchell & Associates complete a survey to comply with FERC relicensing requirements at a cost of approximately \$2,500. All voted yes.

Administrator Garwood also presented a recommendation from the Administration Committee that the hours of the Veterans' Counselor be increased from 30 hours per week to 32 hours per week.

5. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners the Veterans' Counselor hours be increased from 30 hours per week to 32 hours per week which would increase the 2011 budget by \$210 and the 2012 budget by \$1,560. All voted yes.

6. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that Fund #118, Solid Waste Reserve Fund, be eliminated and the balance of \$4.00 be transferred to the General Fund. All voted yes.

7. It was moved by Drenth, seconded by Bargy it be recommended to the Board of Commissioners that the proposed 2012 budgets of the Other Funds as presented to the Board at the October meeting be adopted. All voted yes.

It was moved by Bargy, seconded by Blackmore the request from the County Accountant for payment of expense to take a work related college course be referred to the Administration Committee.

The meeting adjourned at 11:50 a.m.

FINANCE COMMITTEE

Jerroll Drenth, Chairman

Bernard Blackmore

Karen Barga

Monday, December 05, 2011

The meeting came to order at 9:00 a.m. in Room 211 of the Antrim County Building

Present: Jerroll Drenth, Bernie Blackmore, Karen Barga

Absent: None

Also present: Laura Sexton, Peter Garwood, Laura Stanek, Debra Haydell

1. It was moved by Drenth, seconded by Stanek it be recommended to the Board of Commissioners the Claims and Accounts totaling \$215,180.82 be approved and paid. All voted yes.

Valerie Craft of the I.T. Department with Fred Trimble explained the upgrade of band width from 16 x 2 to 50 x 5 to accommodate more internet activity. This would double the upload speed. There would be a one-time cost for installation of \$99.00. The monthly cost would increase from \$129.99/month to \$209.99/month. There was discussion on options such as fiber.

2. It was moved by Blackmore, seconded by Barga it be recommended to the Board of Commissioners the band width for internet connection be expanded from 16 x 2 to 50 x 5 at a cost of \$99.00 for installation and \$209.99/month for service. All voted yes.

Peter Garwood presented a topic covered by the Administration & Co. Service Committee concerning a vacant position in the Equalization Department.

3. It was moved by Blackmore, seconded by Barga it be recommended to the Board of Commissioners the position in the Equalization Department continue to be temporary part time with 100% of her allowable time in January, February, March to be spent in the Equalization Department. All voted yes.

Peter Garwood presented a recommendation from the Administration Committee concerning a part time employee at the Nifty Thrifty.

4. It was moved by Barga, seconded by Blackmore it be recommended to the Board of Commissioners that Mary Schafer be hired by the Commission on Aging for work at the Nifty Thrifty on a part time basis as long as funds are available and the program is self-supporting.. All voted yes.

5. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that a total of \$3,200.00 be paid for tuition for classes for Debra Haydell, the Accountant, on condition the payment be made after her probation period has expired, she pass the courses, and she is continuing to work for the county two years after the probation period is over. All voted yes. All voted yes.

6. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners that the Jail health line item be increased by \$15,000 to \$35,000 due to unexpected medical expenses by prisoners. All voted yes.

Terri Quinn, Circuit Court Administrator, Jerry Cole, Regional representative of the State Court Administrator's office, and Steve Gillisie from Image Soft. Ms. Quinn gave an update on the progress of the e-filing/document imaging project now being utilized by the 13th Circuit Court.

7. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners Antrim County participate in the e-filing/document imaging project of the 13th Circuit Court at an initial cost of \$27,476.50 with a yearly service fee of \$5,665.83. All voted yes.

8. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners, our agreement with Deyo Stone for maintaining records of Antrim County's fixed assets be terminated and, for 2012, the fixed assets be recorded and maintained through the BS&A computer program. All voted yes

Charles Koop requested purchase of shelving for the Law Library.

8. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners, that up to \$1,200 be allotted to the purchase of shelving for the Law Library books provided the current bookshelves cannot be used for that purpose. All voted yes.

9. It was moved by Blackmore, seconded by Bargy it be recommended to the Board of Commissioners, the 2012 Victim's Rights and Child Support budgets within in the General Fund (affiliated with the Prosecuting Attorney's office) be amended to reflect a full time person in the Victims Rights position and a part time position in the Child Support position. All voted yes.

Joe Meyers updated on the Recycling program.

10. It was moved by Blackmore, seconded by Bargo it be recommended to the Board of Commissioners the Chairman sign the Certification by Responsible County Official for the County-Wide Cost Allocation Plan prepared by Maximus, Inc. All voted yes.

The meeting adjourned at approximately 1:00 p.m.