

## FINANCE COMMITTEE

A meeting of the Emmet County Finance Committee was held on February 16, 2009 at 3:00 p.m.

Commissioners present: Thomas Foltz, Chairman  
Daniel Plasencia  
Thomas Shier, Vice-chairman

Absent: None

Staff present: Cynthia Van Allen, Finance Director  
Lyn Johnson, Controller  
Brentt Michalek, Planning and Zoning Director  
Kathy Abbott, Civil Counsel

Guests: Sandy Planisek, Historic Commission

The Commissioners reviewed and approved the minutes of the January 12, 2009 meeting.

The Commissioners reviewed and approved for payment all committee and travel vouchers presented.

Commissioner Plasencia made a motion that the Finance Committee recommend approval for payment of the February finance claims in the amount of \$2,327,272.99. Commissioner Shier seconded the motion. By voice vote the February finance claims were unanimously approved for recommendation to the full Board.

Mr. Johnson let the Committee know that there was a fuel spill at Pellston Regional Airport. The dispensing valve on the fuel truck was frozen. An ARFF employee drove the truck to the sand barn to thaw. The dispensing safety equipment had been removed by a former Emmet county employee so when the pipe did thaw gas leaked from the truck. Mr. Johnson suggested a sharing of responsibility and cost—that is, ARFF will pay for the spilled fuel, \$5,700 and the County will pay for the clean up, \$4,328. Commissioner Plasencia moved that this agreement be recommended to the Board for implementation. Commissioner Shier seconded the motion. By unanimous voice vote the agreement will be recommended to the Board.

The Emmet County Road Commission (ECRC) has approached the Department of Public Works (DPW), Transfer Station, to request that the fees for taking tires be waived for them. The DPW is loathe to waive these fees since there is a cost to the County to recycle these items. The Finance Committee determined to support DPW's position.

Ms. Planisek provided the Committee with an update of the progress by Moran Iron Works in constructing the casing for the County's light at the lighthouse. She then distributed a document outlining operational

and capital requests by the Historical Commission totaling approximately \$28,000 to prepare the lighthouse for a May 30, 2009 relighting. This list includes \$14,000 for an archaeological study by Andrews Cultural Resources which is necessary before any excavations can begin. Commissioner Shier moved to approve the expenditures for a cost not to exceed \$28,000. Commissioner Plasencia seconded the motion. By unanimous voice vote the expenditures will be recommended to the Board for approval.

The ECRC has requested that Emmet County purchase the monuments/markers that mark roadway corners from remonumentation grant funds. The current annual cost to the Road Commission per Mr. Gutowski is approximately \$10,000. He believes that 100 - 150 monuments are distributed each year, the ECRC uses some, the County's remonumentation group uses some and others are distributed to surveyors as requested. Ms. Van Allen consulted with Mr. Oelke who is the County's remonumentation program representative and Ms. Abbott. Ms. Abbott and Mr. Oelke are in agreement that State law requires the Road Commission to replace monuments disturbed by road rehabilitation/construction. The consensus among staff was that the County will need to purchase monuments for use by the remonumentation program but will not purchase monuments for use by the ECRC or other surveyors. The Finance Committee concurred.

Ms. Van Allen distributed copies of a memorandum of agreement between Northwest Michigan Habitat for Humanity and Emmet County. This memorandum will allow the Housing Council to earmark \$10,000 of the \$100,000 2009 - 2010 Community Development Block Grant (CDBG) for use by a Habitat client for one home project. Commissioner Shier moved that the Committee recommend adoption of the agreement to the Board. Commissioner Plasencia seconded the motion. By unanimous voice vote the motion was recommended to the Board.

Ms. Van Allen reminded the Committee of the 5:45 p.m. public hearing on Thursday, February 19, 2009 regarding the 2009 - 2010 CDBG program.

The Board will be asked to approve four contracts totaling \$8,400 for surveying for the remonumentation program. Ms. Van Allen let the Committee know that the State has decreased the County's 2009 grant from \$28,658 to \$21,040.

The Committee agreed to continue the practice of providing Ms. Van Allen with signatures for a stamp so that the monthly travel and per diem vouchers can be stamped after approval rather than requiring the Committee to sign each document.

Mr. Foltz let Ms. Van Allen know that he wants to continue to receive the revenue status, the expenditure budget status and the finance claims and accounts reports monthly. Mr. Shier and Mr. Plasencia wish to receive the revenue and expenditure reports at the end of each quarter rather than monthly and do not wish to receive the finance claims report.

Ms. Van Allen let the Committee know that the State has amended the Prosecuting Attorney's IV-E contract and the Board will be asked to authorize Jim Linderman to sign the amendment. This amendment will result in a potential decrease in reimbursement but without it the County won't receive any payment.

Commissioner Plasencia moved to approve purchase by the Clerk of a printer for making pseudo ballots. This purchase was tentatively approved for \$4,300 when the 2009 general capital budget was completed. Commissioner Shier seconded the motion. By unanimous voice vote the purchase was recommended to the Board.

A contract with STS to write the specifications for a new boiler for the 200 Division Street building was deferred to the Building and Grounds Committee. It was felt that that Committee needed prioritized the

major projects enumerated in a report that is being distributed before any one project is selected for an engineering study.

Mr. Michalek presented the Construction Resources 2008 annual report. He recommended to the Committee that the 2009 fee schedule stay the same with the exception of an addition for a carport rate. He let the Commissioners know that he anticipates the 2009 retirement of at least one and possibly two inspectors. He and Mr. Johnson are reviewing the roster to see if replacements are necessary. The County is currently committed to having an inspector in all the specialities. There is a potential for cross training. The Construction Resource permit processor, Ms. Marshall, has accepted a position in the MSU Extension Department and will not be replaced. Her duties will be assumed by other staff.

There is a possibility that Charlevoix and Cheboygan Counties may wish to contract with Emmet County for plan review. This is a requirement for residences over 2,500 square feet and all commercial buildings. Mr. Michalek will probably recommend charging the counties at the state fee schedule rate.

The Michigan Department of Transportation (MDOT) access management plan study has been put on hold. There was a difference of opinion over contract wording. MDOT is not going to work on the problem at this time since they are contemplating an increase in activity due to the federal stimulus package.

Mr. Johnson directed Ms. Van Allen to move an amount from the Construction Resource budget to cover the addition expense of Ms. Marshall's wages and fringes to MSU and to move the balance of Ms. Marshall's 2009 budgeted costs to contingency.

Ms. Abbott presented the Committee with a brief overview of the lawsuit brought by the Petoskey schools related to the distribution of the money received from the Odawa's casino. She let them know that the judge in a previous week's hearing did not render an opinion and that talks with the schools attorneys are ongoing.