

# FINANCE COMMITTEE

A meeting of the Emmet County Finance Committee was held on May 12, 2009 at 1:00 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  
Gary Appold, Information Technology Director

Guests: Marilyn May, Treasurer

The Commissioners reviewed and approved the minutes of the April 13, 2009 meeting.

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

Commissioner Shier made a motion that the Finance Committee recommend approval for payment of the May finance claims in the amount of \$1,855,045.50. Commissioner Plasencia seconded the motion. By voice vote the May finance claims were unanimously approved for recommendation to the full Board.

Commissioner Plasencia moved and Commissioner Shier seconded a motion to recommend approval for the Chairman to sign a credit card agreement with JPMorgan Chase Bank. This switch from the Fifth Third Bank program will provide additional control, can be accessed online and has the potential to pay cash rewards. By unanimous voice vote this program will be recommended to the full Board.

Commissioner Shier moved and Commissioner Plasencia seconded a motion to recommend approval for the Chairman and Clerk to sign the County summer millage Form L-4029 for collection of 4.85 mills. By unanimous voice vote this recommendation will be made to the full Board.

Ms. May suggested to the Committee that the "Treasurer's Excess of Sale" of \$73,421.83 in Fund 624 and the "Excess Fees, \$1,826.00 and \$84,767.98, in Funds 623 and 624 respectively be moved to the General Fund. Commissioner Plasencia moved and Commissioner Shier seconded a motion to move \$160,015.81 from Funds 623 and 624 to the County's General Fund. By unanimous voice vote this action will be recommended to the Board.

Commissioner Shier moved and Commissioner Plasencia seconded the motion to distribute the \$160,015.81 as follows:

|                                       |             |
|---------------------------------------|-------------|
| Parks and Recreation Capital Fund 408 | \$50,000.00 |
| Housing Grant Fund 299                | 50,000.00   |
| Special Projects/Contingency Fund 298 | 60,015.81   |

By unanimous voice vote this recommendation will be made to the full Board.

Ms. May let the Committee know that delinquent tax Funds 623 and 624 will be closed out to another delinquent tax fund.

Also, the Treasurer let the Committee know that the County is going to self fund the payment of the 2008 delinquent taxes to the various taxing authorities. \$6,200,000.00 of Revenue Sharing Reserve Fund money will be used. This program saves the County the cost of the bonding process and the interest expense.

Mr. Appold appeared before the Committee to request purchase of the following equipment:

A replacement for the AS400 and the dot matrix printer, budgeted \$50,000.00:

|                   |                    |
|-------------------|--------------------|
| Cost of mainframe | \$41,679.00        |
| Printer           | 6,302.70           |
| Total             | <u>\$47,981.70</u> |

This expenditure should pay for itself in three years in savings of power, air conditioning and maintenance agreement costs.

Consolidation of the electronic door entry system, budgeted \$10,000.00:

|   |             |
|---|-------------|
| Quote from Mid-State                          | \$11,000.00 |
| Quote from Grand Traverse Mobil Communication | \$10,759.55 |

Mr. Appold recommends accepting the low bid.

Copiers for the Treasurer and Circuit Court, budgeted \$5,500.00:

Two Canon copiers from Hi-Tech at \$1,635.00 each or \$3,270.00

There will be no maintenance agreement for these machines

A copier with a stand for Finance, budgeted \$3,500.00:

A Canon copier and stand for \$1,735.00

Commissioner Plasencia moved and Commissioner Shier seconded the motion to approve \$63,746.25 of capital expenditures. By unanimous voice vote these purchases will be recommended to the Board.

The Committee reviewed a request from Ms. Stine for \$2,240.00 to be taken from the Register of Deeds Automation Fund to pay Tyler Technologies to write a program enhancement. Commissioner Shier moved and Commissioner Plasencia seconded the motion to recommend this expenditure to the Board.

The Committee recommended that the Register of Deeds request to add blinds to the vault area at a cost of \$1,568.20 be deferred to the 2010 budget.

Commissioner Plasencia moved and Commissioner Shier seconded the motion to add the following paragraphs to the 2009 Housing Council Guidelines as required by the Michigan State Housing Development Authority:

The County may, at its discretion, prevent a homeowner's property from going into tax foreclosure by electing to pay one year's property taxes. This amount will be added to the mortgage note and will be repaid at the time the mortgage is paid off. If the property goes into forfeiture again, the County may exercise the option to foreclose on the property. The County will only pay for delinquent taxes once.

If a homeowner allows their property insurance to lapse, the County may, at its discretion, elect to pay up to three months of creditor placed insurance to cover their interest in a property. If, after three months, the homeowner has not reinstated their property insurance, the County may exercise the option to start foreclosure proceedings. The amount of County paid premiums will be added to the mortgage note to be paid at the time the mortgage is paid off.

By unanimous voice vote these additions were approved for recommendation to the Board.

Commissioner Plasencia moved and Commissioner Shier seconded the motion to approve the amendment to the Housing Council mortgage document. By unanimous voice vote this amendment will be recommended to the Board.

Commissioner Shier moved and Commissioner Plasencia seconded a motion to accept the 2009 Community Development Block Grant Program Summary. The grant will be for \$200,000.00 for a two year period, 2009 and 2010. There is a maximum of \$35,000.00 per full rehabilitation and provision for emergency rehabilitation. By unanimous voice vote this Summary will be recommended to the Board.

Commissioner Plasencia moved and Commissioner Shier seconded a motion to authorize Mr. Johnson to sign the Byrne grant documentation which will provide 100 percent funding for the equipment necessary to implement the required printing of palms effective July 1, 2009. By unanimous voice vote this authorization will be recommended to the Board.

There was a brief discussion of the projected 2009 and recommended 2010 General Fund revenue and expenditures.

Ms. Van Allen presented the Parks and Recreation request for general capital purchases as follows:

|               | Budgeted          | Request           |
|---------------|-------------------|-------------------|
| Trash cans    | \$1,600.00        | \$2,000.00        |
| Buoys         | 1,200.00          | 900.00            |
| Picnic tables | 2,400.00          | 2,440.00          |
| Total         | <u>\$5,200.00</u> | <u>\$5,340.00</u> |

Commissioner Shier moved and Commissioner Plasencia seconded a motion to approve spending \$5,340.00 for Camp Petosega capital supplies. By unanimous voice vote the motion was approved for recommendation to the Board.

Mr. Johnson let the Committee know that requests from the Parks and Recreation Committee for 2009 building and grounds capital improvements were reviewed by the Building and Grounds Committee. The following projects were recommended for approval by Buildings and Grounds:

|   |             |
|---|-------------|
| Removal of existing concrete slabs, grading, excavating and back fill for the Jones' cabins foundations | \$10,000.00 |
| Redo the Headlands septic system  | 20,000.00   |
| Install a barrier free walk way at the Camp Petosega beach  | 4,700.00    |
| Signs for the Headlands and Cecil Bay   | 16,000.00   |
| Camp Petosega, foundation cement block work for the Jones' cabins                                       | 11,700.00   |
| Projects contingency  | 10,000.00   |
|   | _____       |
| Total   | \$72,400.00 |