

FINANCE COMMITTEE

A meeting of the Emmet County Finance Committee was held on Monday, June 14, 2010 at 1:00 p.m. in the Controller's conference room.

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

Excused absence: None

Staff present: Cynthia Van Allen, Finance Director
Lyn Johnson, Controller
Elisa Seltzer, DPW Director
Al Enciso, Deputy Director, Equalization
Beth Ann Piehl, Communications Director
Kelley Atkins, Airport Director
Gary Appold, Information Technology Director
Brentt Michalek, Planning and Zoning Director
Martie Van Berlo, Construction Resources Director

Guests: Michele Stine, Register of Deeds
Diana Bailey, Administrator, Bay Bluffs
Mike Greer, Chief Financial Officer, Bay Bluffs

The Commissioners reviewed and approved the minutes of the May 10, 2010 meeting.

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

Commissioner Gregory made a motion that the Finance Committee recommend approval for payment of the June finance claims in the amount of \$2,309,765.09. Commissioner Shier seconded the motion. By voice vote the June finance claims were unanimously approved for recommendation to the full Board.

Commissioner Gregory moved and Commissioner Shier seconded a motion to approve payment by DPW of \$7,700.00 for 3,000 promotional tote bags. By unanimous voice vote this purchase will be recommended to the Board of Commissioners.

Commissioner Shier moved to approve purchase, from the Register of Deeds Automation Fund, of Fraud Guard software at a cost of \$8,000.00 which will notify registered Emmet County residents when there is activity recorded regarding their property. Commissioner Gregory seconded the motion. By unanimous voice vote this acquisition will be recommended to the Board of Commissioners.

Commissioner Shier moved to amend the Register of Deeds on-line subscription contract to include a three computer limit per subscription. Commissioner Gregory seconded the motion. By unanimous voice vote the contract amendment will be recommended to the Board.

Commissioner Shier made a motion to approve spending \$2,500.00 by the Register of Deeds for the final image upload. Commissioner Gregory seconded the motion. By unanimous voice vote this expenditure will be recommended to the Board of Commissioners.

Ms. Stine reported that Reiter Title Search has paid their bill in full and Petoskey Title Agency has paid \$1,000.00 on their bill.

Ms. Bailey and Mr. Greer presented the Bay Bluffs' 2009 audited financial statements to the Committee and discussed some of the challenges faced by the facility.

Commissioner Gregory made a motion to recommend that the Chairman of the Board sign a letter to National Government Services accepting financial responsibility for Bay Bluffs. This letter is required before the facility can bill Medicare for outpatient physical therapy services. Commissioner Shier seconded the motion. By unanimous voice vote this was approved for recommendation to the Board.

Commissioner Shier moved to authorize Equalization to purchase an un-budgeted printer to replace a twelve year old printer for a cost of \$1,849.00 plus shipping. Commissioner Gregory seconded the motion. By unanimous voice vote this purchase will be recommended to the Board.

Commissioner Shier moved to authorize Ms. Piehl to spend \$4,380.00 for each of two insertions of the County's newsletter into the Petoskey News Review's Saturday paper. The total cost, \$8,760, may be reduced by as much as \$600.00 if Ms. Piehl can trade space on the Pellston Regional Airport's advertising board for printing and distribution costs. Commissioner Gregory seconded the motion. By unanimous voice vote the project will be recommended to the Board for approval.

Ms. Piehl let the Committee know that the Airport offered 30 second advertising spots to local area businesses for free for one month and had approximately 30 requests for inclusion. She hopes that this will result in some of these businesses renting spots at \$150.00 per month.

Commissioner Shier moved to approve three remonumentation contracts for a total of \$22,100.00 with local surveyors. Commissioner Gregory seconded the motion. By unanimous voice vote the contract awards will be recommended to the Board.

Commissioner Gregory moved to approve recommendation for the Chairman to sign three amended State of Michigan contracts which will increase County reimbursement:

Community Corrections
Prosecuting Attorney IV-D
Friend of the Court IV-D

Commissioner Shier seconded the motion. By unanimous voice vote the Committee will recommended that these contract amendments be signed.

Commissioner Gregory recommended approval for the Chairman of the Board and the Clerk to sign Form L-4029 for the County's collection of 4.85 mills via the summer property tax bills. Commissioner Shier seconded the motion. By unanimous voice vote the Committee will make this recommendation to the Board.

Commissioner Shier made a motion to approve awarding the bid for replacing the boiler at 200 Division Street to Ballard's and Great Lakes Plumbing & Heating at a cost of \$229,900.00. The County's engineers, Aecom, recommended this award. Commissioner Gregory seconded the motion. By unanimous voice vote the Committee will recommend this expenditure to the Board.

Mr. Johnson let the Committee know that there is approximately \$25,000.00 in the Airport budget for professional services that will not be needed for current operations.

Commissioner Gregory moved to approve use by Mr. Atkins of an ARFF employee for clerical services at Pellston Regional Airport at \$10.00 per hour, not to exceed 15 hours per week nor \$4,200.00 for 2010. The money for this to come from the Airport's budgeted operations for the year. Commissioner Shier seconded the motion. By unanimous voice vote the Committee recommended this proposal to the Board.

Commissioner Gregory moved to authorize Ms. Abbott to continue using a temporary employee even when her employed staff returns from long term disability leave. The money to cover this expense to be moved from the excess at the Airport. Commissioner Shier seconded the motion. By unanimous voice vote the Committee will recommend this proposal to the Board.

Commissioner Gregory moved to authorize transfer of budgeted funds from the Airport to Finance to cover the termination costs of retired employee Kuebler and the temporary employee. Commissioner Shier seconded the motion. By unanimous voice vote the Committee will recommend this proposal to the Board.

Commissioner Shier moved to approve purchase of 600 "coins", 100 each of the six County facilities with logos, to use in attracting geo-caching gamers to the County's parks. The cost is \$5.00 per token or \$3,000.00. Commissioner Gregory seconded the motion. By unanimous voice vote the purchase will be recommended to the Board.

Commissioner Gregory moved to approve the purchase of a budgeted laptop for the Prosecuting Attorney's office. The cost at \$1,524.00 is less than the budgeted amount of \$1,800.00. Commissioner Shier seconded the motion. By unanimous voice vote the purchase will be recommended to the Board.

Commissioner Gregory made a motion to approve putting surplus County vehicles out for bid. Commissioner Shier seconded the motion. By unanimous voice vote this activity will be recommended to the Board.

Mr. Michalek and Mr. Van Berlo presented the Construction Resources 2009 report.

Mr. Michalek's request to change the Building Board of Appeals fee from \$250.00 to \$500.00 was discussed. The Committee requested research to determine if different fees can be charged for residential appeals vs. commercial appeals. If the answer is yes, the consensus was that they would recommend \$350.00 for a residential appeal and \$500.00 for a commercial appeal.

Commissioner Shier moved to institute a Temporary Certificate of Occupancy fee of \$100.00, \$50.00 to be refunded if the final certificate of occupancy is obtained within a proscribed time period. Commissioner Gregory seconded the motion. By unanimous vote this fee was approved for recommendation to the Board.

Commissioner Gregory moved to charge a \$50.00 subtrade plan review fee on all commercial projects and on residential projects in excess of 3,500 square feet. Commissioner Plasencia seconded the motion. By unanimous voice vote this fee was approved for recommendation to the Board.

Commissioner Shier moved to change the construction valuation fee to the January 2010 ICC rate which will raise the cost of the fee for a 2,000 square foot home by approximately \$27.00. Commissioner Gregory seconded the motion. By unanimous voice vote this fee was approved for recommendation to the Board.