

# Antrim County Capital Improvement Committee

## Minutes April 29, 2015

Members present: Ed Boettcher, Chuck Johnson, Bryan Smith, Bill Bailey, Pete Garwood, Mike Hayes, Dave Vitale

Members absent: Val Craft, Deb Haydell

Staff present: Janet Koch, John Strehl

### **1. Call to Order**

Chairman Ed Boettcher called the meeting to order at 9:00 a.m.

### **2. Public Comment**

None.

### **3. Review of Minutes from May 20, 2014**

There were no substantive changes to the minutes.

### **4. Review of 2015-2020 Capital Improvement Plan (CIP)**

Janet Koch, Associate Planner, gave a history of the Antrim County Capital Improvement Plan and how the 2015-2020 CIP had been created.

The Committee discussed the County's recent budgets, the fund balance, the delinquent tax fund, and pensions.

### **5. Strategy for the 2016-2021 CIP**

Mr. Boettcher asked the Committee their thoughts regarding an evaluation of County properties regarding the possible sale of isolated County-owned properties.

The Committee discussed different ranking methods for projects to be included in the 2016-2021 CIP. Mr. Boettcher said he would like to see the Appendix A Scoring Matrix as noted in the 2015-2020 CIP remain as part of the CIP and would like to see it used to rate projects in the future, but saw the need to use a simpler rating system for the 2016-2021 plan. The Committee discussed separating projects into various categories and having different rating systems.

Mr. Boettcher asked Committee members to communicate their thoughts on the rating system to Ms. Koch. The proposed rating sheet will be revised and provided before the next meeting; the individual project sheets will also be provided before the next meeting. This will allow the Committee to choose the projects for which they need more information from department heads.

### **6. Various Matters**

None.

### **7. Public/Member Comment**

The next meeting date was determined to be Wednesday, May 27 at 9:00 a.m.

The meeting was adjourned at 11:13 a.m.

# Antrim County Capital Improvement Committee

## Minutes May 27, 2015

Members present: Val Craft, Chuck Johnson, Bryan Smith, Bill Bailey, Pete Garwood, Mike Hayes  
Members absent: Ed Boettcher, Deb Haydell, Dave Vitale  
Staff present: Janet Koch

### **1. Call to Order**

In the absence of Chairman Ed Boettcher, the meeting was called to order by general consensus at 9:00 a.m.

### **2. Public Comment**

None.

### **3. Review of Minutes from April 27, 2015**

**Motion by Chuck Johnson, seconded by Bryan Smith, to approve the minutes of April 27, 2015 as presented. Motion carried – unanimous.**

### **4. Proposed Project Rating Sheets / Proposed Project Submittal Sheets**

The Committee reviewed the proposed rating sheets and considered the method by which projects should be rated.

The Committee discussed individual projects. More information on the boiler replacement project was suggested, such as future cost savings and the return on investment. Regarding the Barnes Park projects, Mike Hayes suggested that it would be most cost effective to schedule replacing and moving the electric pedestals and moving the electric underground in the same year.

After reviewing a number of law enforcement projects, the Committee asked that Sheriff Dan Bean and Sergeant Steve Bratschi be asked to appear at their next meeting to answer questions.

It was the Committee's consensus that the Administration Department should create a list of priority projects that are funded by the 911 millage and present it at the Committee meeting. Similarly, they asked the Administration Department to create a priority list of non-911 millage projects.

In addition, the Administration Department will obtain information on the 911 millage; the fund balance, how much revenue is generated each year from the millage, etc.

### **5. Various Matters**

The next meeting date was determined to be June 17, 2015 at 9:00 a.m. If Sheriff Bean and Sergeant Bratschi can't attend at that time, the date of June 24, 2015 at 9:00 a.m. was proposed.

### **6. Public/Member Comment**

None.

The meeting was adjourned at 11:05 a.m.

# Antrim County Capital Improvement Committee

## Minutes June 17, 2015

Members present: Ed Boettcher, Pete Garwood, Deb Haydell, Mike Hayes, Chuck Johnson, Bryan Smith, Dave Vitale  
Members absent: Bill Bailey, Valerie Craft  
Others present: Janet Koch, Sheriff Dan Bean, Undersheriff Dean Pratt, Sergeant Steve Bratschi

### **1. Call to Order**

Chairman Ed Boettcher called the meeting to order at 9:00 a.m.

### **2. Public Comment**

None.

### **3. Review of Minutes from May 27, 2015**

**Motion by Pete Garwood, seconded by Chuck Johnson, to approve the minutes of May 27, 2015 as presented. Motion carried – unanimous.**

### **4. Review of Proposed Capital Improvement Plan (CIP) Plan**

The Committee discussed the definition of a Capital Improvement. Mr. Boettcher and Pete Garwood, County Administrator, who both had been part of the inaugural CIP Committee, agreed that technology projects that involve the purchase of new equipment will be considered a capital improvement for the initial purchase – if over \$10,000. Once the equipment is scheduled for replacement, it will be treated like all other computer related equipment and will no longer be classified as a capital improvement and will not be listed in the CIP.

Deb Haydell, County Accountant, provided information to the Committee regarding the 911 funds.

#### **Fund 261 – 911 Operating (attached pg. 3)**

The revenue for Fund 261 is from the 911 millage. For that fund, the 2013 audited fund balance was \$384,118. The 2014 projected fund balance is \$539,574. The 2014 total revenue for Fund 261 - 911 Operating was \$847,539. The 2015 budgeted expenses for Fund 261 are \$813,694.

#### **Fund 262 - 911 Wireless (attached pg. 4)**

The annual revenue for Fund 262 is approximately \$148,000. The 2013 audited balance for Fund 262 was \$220,980 and the projected 2014 fund balance is \$349,365. The 2015 expenditure budget for Fund 262 is \$198,546, all capital outlay.

Revenues for Fund 262 are statutory revenue from cell phone fees. These fees are received by the State of Michigan and distributed to the counties. Expenditures for this fund have restrictions.

Sergeant Steve Bratschi presented the capital outlay projects forecast for the 911 projects. There was a discussion of the projects listed in the forecast. It was noted that the current 911 millage will expire in 2017. Mr. Boettcher asked that Sergeant Bratschi prepare a 911 budget that shows a three to five year projection.

The Committee reviewed other projects submitted by the Sheriff's Office. Mr. Garwood asked about the necessity of an EKG machine. Sheriff Bean and Undersheriff Pratt said it would be less expensive to purchase a new EKG machine than to transport prisoners with health issues to an EKG machine for monitoring, which could be multiple times a day.

Mr. Boettcher asked about the dive team response trailer. Sheriff Bean and Undersheriff Pratt said the rivets are deteriorating and the trailer itself is starting to rust out. The trailer is used to haul the County's diving equipment to a scene; air tanks, generators, etc. It is used once a month for training and is called out 3-4 times per year. Providing the dive team is part of the mutual aid arrangements that the Sheriff's Office's has with other counties.

The remaining projects were discussed. Mr. Boettcher asked Mr. Garwood to discuss document storage needs with each of the department heads. Janet Koch, Associate Planner, said she could assist with that project. Mr. Boettcher asked that the cost of the microfilm/scanning project be increased to \$150,000 and that it be moved in its entirety to 2017. He also asked that a description of the project be included in the CIP's narrative as an important issue.

There was a discussion of the non-scheduled projects and how to handle them in the CIP.

The Committee's next meeting date will be July 1, 2015 at 9:00 a.m.

There was also a discussion regarding a CIP meeting in December. No meeting was scheduled.

**5. Various Matters**

None.

**6. Public/Member Comment**

None.

The meeting was adjourned at 11:30 a.m.

06/19/2015 REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY  
 PERIOD ENDING 12/31/2014  
 % Fiscal Year Completed: 100.00

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FUND ACCOUNT	DESCRIPTION	AUDITED END BALANCE 12/31/2013	PRE-AUDIT YTD BALANCE 12/31/2014	AMENDED BUDGET 2015
<b>Fund 261000 - E-911 OPERATING</b>				
<b>Revenues</b>				
261000 403.000	CURRENT TAX COUNTY	402,829.71	745,300.31	745,300.00
261000 407.000	DELINQUENT TAX COUNTY	29,670.97	53,188.13	29,000.00
261000 412.000	DDA RECAPTURE REIMBURSEMENT	208.37	0.00	
261000 417.000	PERSONAL PROP. TAX-COUNTY PORTION	21,713.59	42,565.03	42,500.00
261000 423.000	INDUSTRIAL FACILITIES TAX	218.36	358.65	350.00
261000 424.000	COMM FOREST RESR-CO PORTION	59.06	104.63	50.00
261000 424.010	COMMERCIAL FOREST STUMPAGE FEE	0.00	29.38	
261000 425.002	P.I.L.T.	148.40	3,153.55	
261000 464.000	911 TELEPHONE SURCHARGE	283,283.98	0.00	
261000 544.031	PASS THRU EQUIPMENT GRANT	11,505.00	0.00	
261000 606.070	LEIN REVENUE (DRUNK DRIVING CASEFLOW AST	1,000.00	1,000.00	1,000.00
261000 665.000	INTEREST EARNED INVEST & CDS	814.05	1,349.25	1,200.00
261000 689.003	WORKERS' COMP. DIVIDEND	643.99	467.67	
261000 698.001	UNREALIZED GAIN/LOSS	0.00	22.20	
<b>TOTAL Revenues</b>		<b>752,095.48</b>	<b>847,538.80</b>	<b>819,400.00</b>
<b>Expenditures</b>				
261000 705.001	WAGES - SERGEANTS	44,146.45	50,835.44	51,584.00
261000 705.002	WAGES-LEAD DISPATCH SUPERVISOR			40,310.00
261000 705.003	WAGES - DISPATCHERS	280,806.86	295,736.31	281,590.00
261000 709.000	OVERTIME AND HOLIDAY	30,019.19	34,098.86	34,000.00
261000 710.001	PER DIEM - REGULAR	280.00	210.00	750.00
261000 714.000	EMPLOYEE ANNUITY BENEFIT	3,969.14	4,377.50	5,000.00
261000 715.000	FICA - COUNTY SHARE	28,745.71	29,317.18	31,500.00
261000 716.000	HEALTH INSURANCE	118,013.22	107,059.01	139,100.00
261000 716.005	HEALTH - PRESCRIPTION REIMBURSEMENT	812.76	0.00	
261000 716.008	DELTA DENTAL INSURANCE	8,050.80	9,304.20	12,000.00
261000 718.000	RETIREMENT - COUNTY SHARE	46,123.37	50,338.77	61,060.00
261000 719.000	OTHER FINGE - AD&D ETC.	3,456.06	4,600.96	3,000.00
261000 721.000	PERSONAL LEAVE	2,762.75	3,808.78	5,000.00
261000 724.000	WORKERS' COMPENSATION	1,779.65	788.00	1,000.00
261000 725.000	TRAINING	3,991.33	2,248.03	4,000.00
261000 727.000	SUPPLIES - OFFICE	691.80	1,369.02	2,500.00
261000 741.000	OPERATING SUPPLIES	4,648.16	3,599.14	5,000.00
261000 742.000	UNIFORMS	1,165.39	754.45	2,000.00
261000 807.000	DUES & SUBSCRIPTIONS	2,501.00	2,521.00	2,500.00
261000 851.000	RADIO MAINTENANCE	0.00	639.00	15,000.00
261000 855.000	TELEPHONE	0.00	5,031.01	6,500.00
261000 861.000	TRAVEL	44.30	460.88	500.00
261000 921.000	ELECTRIC	252.62	770.22	1,000.00
261000 922.000	GAS	(235.47)	0.00	800.00
261000 933.001	EQUIPMENT MAINTENANCE	0.00	865.50	5,000.00
261000 933.002	EQUIP. MAINT. AGREEMENTS	0.00	64,295.84	74,000.00
261000 941.000	RENT EQUIP. LEASE	0.00	15,042.51	29,000.00
261000 980.000	EQUIPMENT-E911 OPERATING	36,288.00	4,011.25	
<b>TOTAL Expenditures</b>		<b>618,313.09</b>	<b>692,082.86</b>	<b>813,694.00</b>
<b>Fund 261000 - E-911 OPERATING:</b>				
<b>TOTAL REVENUES</b>		<b>752,095.48</b>	<b>847,538.80</b>	<b>819,400.00</b>
<b>TOTAL EXPENDITURES</b>		<b>618,313.09</b>	<b>692,082.86</b>	<b>813,694.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>133,782.39</b>	<b>155,455.94</b>	<b>5,706.00</b>
<b>BEG. FUND BALANCE</b>		<b>250,335.36</b>	<b>384,117.75</b>	<b>384,117.75</b>
<b>END FUND BALANCE</b>		<b>384,117.75</b>	<b>539,573.69</b>	<b>389,823.75</b>

06/19/2015

REVENUE AND EXPENDITURE REPORT FOR ANTRIM COUNTY  
 PERIOD ENDING 12/31/2014  
 % Fiscal Year Completed: 100.00

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FUND ACCOUNT	DESCRIPTION	AUDITED END BALANCE 12/31/2013	PRE-AUDIT YTD BALANCE 12/31/2014	AMENDED BUDGET 2015
<b>Fund 262000 - E-911 (WIRELESS)</b>				
<b>Revenues</b>				
262000 543.010	STATE - 911 - PER CAPITA	33,618.00	33,734.00	34,000.00
262000 543.020	STATE - 911 - EQUAL PAYMENT	113,178.00	113,577.00	114,000.00
262000 665.000	INTEREST EARNED INVEST & CDS	437.37	451.02	360.00
262000 689.000	INSURANCE & SECURITY BOND PREMIUMS	0.00	0.00	0.00
262000 698.001	UNREALIZED GAIN/LOSS	0.00	12.37	0.00
<b>TOTAL Revenues</b>		<b>147,233.37</b>	<b>147,774.39</b>	<b>148,360.00</b>
<b>Expenditures</b>				
262000 725.000	TRAINING	0.00	0.00	0.00
262000 802.000	CONTRACTUAL SERVICES	0.00	0.00	0.00
262000 805.000	COMPUTER SERVICES	0.00	0.00	0.00
262000 851.000	RADIO MAINTENANCE	289.00	0.00	0.00
262000 855.000	TELEPHONE	5,912.31	0.00	0.00
262000 921.000	ELECTRIC	238.51	0.00	0.00
262000 933.001	EQUIPMENT MAINTENANCE	3,538.85	0.00	0.00
262000 933.002	EQUIP. MAINT. AGREEMENTS	45,244.35	0.00	0.00
262000 941.000	RENT EQUIP. LEASE	16,372.00	0.00	0.00
262000 980.000	EQUIPMENT-E911 WIRELESS-OPERATIONS	110,373.58	19,389.25	0.00
262000 980.348	CAPITAL OUTLAY-911 WIRELESS	0.00	0.00	198,546.00
<b>TOTAL Expenditures</b>		<b>181,968.60</b>	<b>19,389.25</b>	<b>198,546.00</b>
<b>Fund 262000 - E-911 (WIRELESS):</b>				
<b>TOTAL REVENUES</b>		<b>147,233.37</b>	<b>147,774.39</b>	<b>148,360.00</b>
<b>TOTAL EXPENDITURES</b>		<b>181,968.60</b>	<b>19,389.25</b>	<b>198,546.00</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(34,735.23)</b>	<b>128,385.14</b>	<b>(50,186.00)</b>
<b>BEG. FUND BALANCE</b>		<b>255,715.26</b>	<b>220,980.03</b>	<b>220,980.03</b>
<b>END FUND BALANCE</b>		<b>220,980.03</b>	<b>349,365.17</b>	<b>170,794.03</b>

# Antrim County Capital Improvement Committee

## Minutes July 1, 2015

Members present: Ed Boettcher, Bill Bailey, Valerie Craft, Pete Garwood, Deb Haydell, Mike Hayes, Chuck Johnson, Bryan Smith  
Members absent: Dave Vitale  
Others present: Janet Koch

### **1. Call to Order**

Chairman Ed Boettcher called the meeting to order at 9:00 a.m.

### **2. Public Comment**

None.

### **3. Review of Minutes from June 17, 2015**

**Motion by Bryan Smith, seconded by Bill Bailey, to approve the minutes of June 17, 2015 as presented. Motion carried – unanimous.**

### **4. Review of Proposed Capital Improvement Plan (CIP) Plan**

Mike Hayes noted that on page 1, Mark Stone should also be noted as the Drain Commissioner, which is an elected position.

Janet Koch, Associate Planner, distributed copies of a document provided to her by Sherry Comben, County Treasurer, which detailed the amounts of the delinquent tax fund from 2008 through 2014 **(See attached pg. 3).**

The Committee discussed the Grass River Natural Area (GRNA) boardwalk and how to approach a plan for its funding.

Mr. Boettcher said he would like to see a more complete description of the document imaging project and how it would assist the County. Val Craft, IT Director, said she and Ms. Comben would be learning more about document imaging in the next few weeks. Ms. Koch will also be working on that project.

Bill Bailey suggested the early scheduling of any projects that save the County money or reduces risk to the County.

Deb Haydell, County Accountant, described two existing County funds regarding capital expenditures. Fund 137 – Capital Outlay Reserve, which is for unbudgeted expenses. Its revenue is interest from investments and transfers from the General Fund. Ms. Haydell also mentioned Fund 182 – Special Projects.

The Committee discussed proposing a dollar amount that the Board of Commissioners would earmark every year for unscheduled capital improvement projects. That amount would be transferred to the special projects fund #182. The amount would accumulate until there is enough to do a project or to use as a grant match if a grant was available.

Using a percentage of the delinquent tax fund along with a not to exceed dollar amount was suggested. Mr. Hayes suggested 20%, not to exceed \$200,000. The Committee's consensus was to propose the use of \$100,000 for the 2016 and 2017 and \$200,000 for 2018-2021. Ms. Koch was asked to revise the 2016-2021 CIP to reflect that consensus.

**Motion Bryan Smith, seconded Mike Hayes, to approve the 2016-2021 Capital Improvements Plan with the changes as discussed in the meeting, and to recommend that the Finance Committee also approve the Plan as presented to them. Motion carried – unanimous.**

Mr. Boettcher said he would like the Committee to meet in October or November to discuss the non-scheduled projects and to start planning their funding or to eliminate them from the CIP. He suggested writing a narrative for each of the non-scheduled projects. The two projects he would like to focus on first are the GRNA boardwalk and document imaging.

**5. Various Matters**

None.

**6. Public/Member Comment**

None.

The meeting was adjourned at 10:50 a.m.



TAXABLE VALUE					DELINQUENT TAXES ROLLING 3 YEAR AVERAGE APPROACH TIMES 2							Reserved By Board
COUNTY BUDGET YEAR	TAX YEAR	COUNTY'S TAXABLE VALUE	CHANGE IN VALUE	TOTAL LEVY	AMOUNT RETURNED DELINQUENT	% of total Levy	COVERAGE BALANCE REQUIRED	ANNUAL CASH BALANCE 03/31	POSSIBLE AVAILABLE FUNDS			
	2006	1,593,925,601	6.85%	\$ 54,160,869								
2008	2007	1,699,165,644	6.60%	\$ 56,737,119	4.76%	\$ 3,636,803 *	6.71%	\$ 7,273,606	\$ 5,203,164	9/30/2007	(\$2,070,442)	
2009	2008	1,752,937,766	3.16%	\$ 57,627,368	1.57%	\$ 3,867,890 *	6.82%	\$ 7,427,668	\$ 5,527,670	3/31/2008	(\$1,899,998)	
2010	2009	1,804,907,683	2.96%	\$ 58,971,555	2.33%	\$ 4,178,679 *	7.25%	\$ 7,581,722	\$ 6,531,924	3/31/2009	(\$1,049,798)	
2011	2010	1,722,510,412	-4.57%	\$ 56,450,047	-4.28%	\$ 4,466,099 *	7.57%	\$ 7,788,915	\$ 6,195,611	3/31/2010	(\$1,593,305)	
2012	2011	1,677,554,061	-2.61%	\$ 55,370,341	-1.91%	\$ 3,788,021 *	6.71%	\$ 8,341,779	\$ 7,842,540	3/31/2011	(\$499,239)	
2013	2012	1,680,663,223	0.19%	\$ 56,047,248	1.22%	\$ 3,260,431 *	5.89%	\$ 8,288,533	\$ 8,518,701	3/31/2012	\$ 230,168	
2014	2013	1,700,925,006	1.21%	\$ 56,955,329	1.62%	\$ 3,145,601 *	5.61%	\$ 7,676,367	\$ 8,456,377	3/31/2013	\$ 780,010	
2015	2014	1,721,797,938	1.23%	\$ 58,476,761	2.67%	\$ 3,802,146 *	6.68%	\$ 6,796,035	\$ 9,349,004	3/31/2014	\$ 2,552,968	
2016	2015	1,746,154,450	5 1.41%	\$ 59,938,680	4 2.50%	\$ 2,940,244 *	5.03%	\$ 6,805,452	2 \$ 9,669,369	3/31/2015	\$ 2,863,917	
2017	2016	1,772,346,767	3 1.50%	\$ 61,437,147	4 2.50%	\$ 3,101,957	1 5.18%	\$ 6,591,994	2 \$ -	3/31/2016		
2018	2017	1,798,931,969	3 1.50%	\$ 62,973,076	4 2.50%	\$ 3,272,565	1 5.33%	\$ 6,562,898	2 \$ -	3/31/2017		
3=1.50% est increase 5=2015 Equal report			4=2.5% est increase		* Actual prior year delinquents 1=5.5% increase 2=rolling average previous 3 year's delinquent tax, times coverage of 2							

## Optional Method-Using Prior Years Interest plus Collection Fee

BUDGET YEAR	COLLECTED MULTIPLE YEARS COLLECTION FEE	COLLECTED MULTIPLE YEARS INTEREST	COLLECTED COMBINED TOTAL
2008	\$ 146,770.51	\$ 340,099.54	\$ 486,870.05
2009	\$ 145,207.00	\$ 347,221.75	\$ 492,428.75
2010	\$ 171,553.29	\$ 403,362.79	\$ 574,916.08
2011	\$ 153,933.70	\$ 412,167.03	\$ 566,100.73
2012	\$ 124,614.12	\$ 369,578.95	\$ 494,193.07
2013	\$ 132,534.59	\$ 374,825.06	\$ 507,359.65
2014	\$ 136,890.53	\$ 344,606.46	\$ 481,496.99