

Commissioner Minutes of February 9, 2010

The Gladwin County Board of Commissioners met in Regular Session February 9, 2010. The meeting was called to order at 9:00 a.m. by Chairman Whittington. The Pledge of Allegiance was recited. Roll call found all Commissioners present.

Agenda – *no correction or additions.*

The **Regular minutes of January 26, 2010 and the Special Board minutes of January 21, 2010** were then considered. Commissioner Posey asked that there be a correction under her report to state that the meeting held at the Riverwalk was with EMCOG, not Frank Starkweather and Bob Moffitt. Motion by Commissioner Carl, supported by Commissioner Reid, to approve both minutes with the correction made. Ayes carried, motion passed.

The **cash balances** for the General Fund and the Judicial Management Fund were then read. *General Fund - \$160,411.85 231 Fund - \$57,240.40.*

The **semi-monthly Finance report totaling \$86,836.77** was then considered for payment. *Motion by Commissioner Rhode, supported by Commissioner Carl, to approve the bills for payment as presented. Ayes carried, motion passed.*

Public Comments – *none at this time.*

Chairman Whittington then congratulated Jim Cuddie, John Hansen, and Officer Bean for their "Officer of the Year" awards and Kathy Wilton for the award mentioned in this week's paper.

Correspondence from the Chairman:

- On a proposal received from Rebekah Townsend to allow for the re-opening of the Parks and Recreation Lodge for rentals. Discussion. Matter referred to the Building and Grounds committee.
- On correspondence received from Midland Area Community Foundation.
- That the Zoning annual report had been received.
- On a letter from the census department confirming that no County boundaries have been changed. Discussion. Motion by Commissioner Reid, supported by Commissioner Smith, to allow the Chairman to sign the letter confirming no boundary changes and return. Ayes carried, motion passed.
- That there were additional comments added to the minutes of the Department Head meeting submitted by Undersheriff Hartwell.
- Grant funds are on hold for an additional 2-6 months for the Communications Tower. Commissioner Reid stated that the County still has not received the deed for the tower located next to the golf course and that there needs to be follow up on the matter.
- On communications received by Region VII Area on Aging.

Frank Starkweather, EDC Director, then came before the Board with an update on activities and progress. Mr. Starkweather started with a CEDS update, briefing the Board on EMCOG projects and describing the process of funding those projects. Mr. Starkweather then reviewed with the Board the issue of "Bullets" that had just been sent out. Discussion. The EDC revolving loan account is looking to be expanded by \$99,500.00 through USDA. Discussion of electronic registration of all federal grants. Matter referred to County Affairs for their review.

Kathy Wilton came before the Board with information from Mid Michigan Community Action Agency. Mrs. Wilton reviewed the programs provided and the amount of stimulus funds allocated, and the increase of needs by individuals. Mrs. Wilton then spoke on the upcoming "Walk for Warmth" event that will be held at St. Paul's Episcopal Church in Gladwin on Saturday, February 27th, encouraging all to attend or participate. Mrs. Wilton then informed the Board that Endless Journey, partnered with MERIT Network, will be putting on a luncheon presentation on March 31st to discuss the "Internet Future" of Gladwin County. There will be a short presentation and plenty of time for questions and answers. Mrs. Wilton then noted that earlier this morning she presented a check from Crime stoppers for \$400.00 to Undersheriff Hartwell for the purchase of a set of "stop sticks". Discussion. The Board thanked Mrs. Wilton for her years of service and dedication she has given the many agencies she represents.

Committee Reports

Commissioner Smith reported:

- That her husband is on the mend and life is back to normal, thanking all those who continued to inquire and give support.
- On attending the Data committee meeting on February 2nd.
- On the Tobacco Township meeting on the 8th of February, noting they had questions on road openings for ORV's.
- That the Beaverton City Council meeting is tomorrow evening.

Commissioner Walters reported:

- On the Mental Health meeting in Mt. Pleasant on January 28th.
- On attending the February 2nd Fair Board meeting, noting that they are getting ready for the Rodeo.
- On attending the Gladwin Fire Dinner on the 6th of February, noting that it was well attended and Travis Povey received the "Fireman of the Year" award.
- On the February 8th Fair meeting.
- That his Township meetings are coming up.
- That the Gladwin 4-H Fish Dinner is this Friday. Cost per person is \$7.00/person and proceeds go to the scholarship fund.
- On the upcoming Farm Show held March 23rd at the Gladwin Arena.
- That the Fair will be July 11-17th this year.

Chairman Whittington noted that he had the opportunity to take a walk through the building last Friday, commenting that things are coming along well and offices are looking to be back in place by end of February. Discussion on the HVAC system and the need for a prevention process.

Commissioner Carl reported:

- That his Township meetings begin tonight.
- On attending the Data meeting on February 2nd.
- On the Personnel and Planning meetings attended on the 3rd.
- On attending the Finance meeting on the 5th.

Commissioner Reid reported:

- On attending the Buckeye Township meeting on January 27th.
- That the County was awarded the Energy Efficiency Grant. There are four Counties that are part of the consortium at this time, which are in the process of developing an RFP to be published in the paper for the bid process. Commissioner Reid commented that the average savings to the County would be up to \$4481.00/year.
- On ORV updates, noting that each Township needs to contact the Road Commission before March 30th for changes to any road openings or closures. After changes are complete, the website will be updated and new maps will be printed.
- That the Hay Township hall remodel has been completed, stating that it looks great and the next Council of Local Government meeting will be held there.

The Board then took a short recess at 10:00 a.m.

Chairman Whittington called the meeting back to order at 10:10 a.m.

Commissioner Rhode reported:

- On attending the Health Department special Finance meeting on the 26th to discuss the revised budget.
- On the East Michigan Council of Local Government meeting in Ithaca on January 29th.
- On attending the City Council meeting on February 1st, noting plans for a Farmers Market site plan and building rustic cabins in the park were discussed.
- On the Central Michigan Health Finance meeting on February 2nd.
- On the Personnel meeting and discussion of the facilitator position. Attorney Stoker had reviewed that matter and drafted a resolution for the Board's consideration. Commissioner Reid stated that he reviewed through attachment A and wanted to know if this individual would be responsible to provide the Board with a budget update at the end of each month. Discussion of grant writing. Motion by Commissioner Rhode, supported by Commissioner Carl, to offer the position to the County Clerk through resolution. Roll call vote as follows:
Walters – yes, Carl – yes, Rhode – yes, Reid – yes, Posey – yes, Smith – yes,

Whittington – yes. 7 yes, 0 no. Ayes carried, resolution 2010-005 declared adopted.

- On attending the Finance meeting on February 5th.
- There will be an Emergency Food and Shelter fundraiser held at the Midland Center for the Arts this weekend.
- On attending the Eastern Michigan Council of Local Government meeting on the 8th. Commissioner Rhode then thanked Commissioner Reid for his many hours spent on the energy grant and all the help he gave.

Finance Matters

1. Undersheriff Hartwell has requested to purchase five (5) LifeLoc PBT's for the department. The older PBT's are no longer functioning properly and have been phased out by the State. Total cost of \$1,270.00 to be paid from 101-301-933.000 if approved. Motion by Commissioner Rhode, supported by Commissioner Walters, to approve the purchase as outlined. Ayes carried, motion passed.
2. Maintenance Supervisor, Rick Ghent, has requested to spend \$1,222.19 on a yearly supply of garbage bags for the County. The cost will be split accordingly between the budgets of Building & Grounds, Sheriff Department, and Animal Shelter. Mr. Ghent stated that this bulk purchase would save the County 50% of their costs for the year. Motion by Commissioner Rhode, supported by Commissioner Carl, to allow Mr. Ghent to make the purchase as requested. Ayes carried, motion passed.
3. Polly Gehrett, Equalization, has requested to be paid out for her 115.5 hours of accumulated vacation per her Unit #6 contract. Discussion. Motion by Commissioner Rhode, supported by Commissioner Reid, to approve the payment of the vacation hours as requested. Ayes carried, motion passed.

Chairman Whittington then stated that he would like County Affairs to research the Zoning issue with Grim Township, noting that they have not elected to participate in County Zoning, but still would have Zoning coverage without payment. Mr. Jacobson would like to meet with the committee to discuss options. Commissioner Reid voiced his concern with Townships opting out and the results to surrounding Townships. Discussion.

Commissioner Posey reported:

- On attending the Grout Township meeting, noting it was brief due to the Supervisor being absent.
- On the Beaverton Township meeting on February 8th.
- On Data matters discussed on February 2nd.

Data Matters

1. The committee met with Michigan Office Solutions to discuss options to address printing needs and potential costs savings to the County by having one company that will lease and maintain their equipment. MOS would like to come in to do a printegration study for the County free of cost. This study will be an evaluation of our needs, matching up need with the proper machine. They believe they can provide a substantial savings and are willing to buy out the leases from other companies we currently have leases.

The Data Committee would like to have the Chairman to sign the non-disclosure agreement with MOS for this study beginning March 15th-April 4th, 2010 to allow for proper notification to department heads. We would also like to recommend that CBI be contacted to allow the same study to be conducted during an alternate time period. These are the only two companies that are competitive for this area. Motion by Commissioner Posey, supported by Commissioner Carl, to allow the Chairman to sign the non-disclosure agreement upon presentation. Ayes carried, motion passed. Commissioner Reid reminded the Board about the importance to purchase EnergyStar equipment. Discussion of what this project entails.

2. The committee also met with Allied Information solutions and MGT of American, Inc. who has a plan that they believe will enhance revenue opportunities. This plan has a direct impact on GIS so we had Gina Conrad continue a conversation outside of our meeting and comeback to discuss her impressions on how they are planning to benefit the County. Discussion. Motion by Commissioner Posey, supported by Commissioner Smith, to recommend that the County not take part of Allied Information's services.
3. The committee met with Ray Hartwell on an idea he proposes regarding cell phones. The benefits to the County:
 1. No FOIA issues for cell phone use.
 2. User accepts personal responsibility
 3. No bills for Sue Walker & Laura B. to distribute.
 4. At&T is willing to waive a fee that is usually charged when changing the name/address to the employee.
 5. Employee will receive a stipend paid once a month towards their phone.
 6. Policy will be written to cover these changes.

The current contract with AT&T will be up this month. Current cost to the County is \$6,252.60. Proposed cost \$5,040. Savings: \$1,212. The committee will bring this matter back to the Board after discussing these options with the other department involved.

4. Discussion with IT Director regarding Mr. Pung's contract, and the purchase of a new voicemail computer. Motion by Commissioner Carl, supported by Commissioner Walters, to approve the purchase of the voicemail system for \$8,720.00 to be reimbursed through insurance. Ayes carried, motion passed. Motion by Commissioner Posey, supported by Commissioner Carl, to sign the annual maintenance contract with JP communications for \$7,000.00 with the inclusion of 1 visit per month at no charge. Ayes carried, motion passed. Commissioner Whittington voting no.
5. The committee would like to make a motion to allow our IT director to sell the large line printers that have been retired with the revenues from the sales to be put into the line created for future projects. Clerk Laura Brandon-Maveal stated that the proceeds from sale must be deposited to "sale of fixed assets", from there, if the Board wished to move the money to a project line they may. Discussion. Motion by Commissioner Posey, supported by Commissioner Smith, to allow for the sale of the two printers. Ayes carried, motion passed.

Public Comments – none at this time.

Motion by Commissioner Carl, supported by Commissioner Walters, to receive and file various reports and correspondence. Ayes carried, motion passed.

Motion by Commissioner Carl, supported by Commissioner Posey, to adjourn. Ayes carried, meeting adjourned at 10:45 a.m. until February 23, 2010, unless otherwise ordered.

Laura Brandon-Maveal, Clerk

Terry Whittington, Chairman

2010-005

RESOLUTION ASSIGNING THE COUNTY CLERK CERTAIN DUTIES AND REVISING THE COUNTY CLERK SALARY

WHEREAS, the County Board of Commissioners has authority to designate who will perform the County's budget preparation, accounting and general purchasing functions; and

WHEREAS, the County Clerk is qualified and willing to perform such functions; and

WHEREAS, some of the noted functions are of a nature that would be generally performed by a County Administrator and/or Controller; and

WHEREAS, the County Board of Commissioners believes that additional salary is justified in the Clerk's office position based on the assignment of these duties to the County Clerk; and

WHEREAS, the County Board of Commissioners believes that assigning these duties to the County Clerk would be the most cost effective and efficient way of performing these required functions.

NOW, THEREFORE, BE IT RESOLVED that the County Clerk is herein assigned the following duties and responsibilities:

1. Performing the statutory accounting functions for the County of Gladwin;
2. Performing budget preparation functions as outlined in MCL 141.434 of the Uniform Budgeting and Accounting Act; and
3. Performing centralized purchasing duties and responsibilities.

These assigned functions shall expressly include, but not be limited to, those duties listed in Attachment A to this Resolution.

BE IT FURTHER RESOLVED that the County Clerk is hereby designated as the County of Gladwin Fiscal Officer.

BE IT FURTHER RESOLVED that consistent with the assignment of these additional duties, the County Clerk's salary is hereby increased to the rate of Fifteen Thousand Dollars (\$ 15,000) per year commencing fiscal year 2010.

ATTACHMENT A

Budget Process

This will include General fund and Special fund budgets.

Budget Transfers

Monthly reporting to the Finance Committee on expense line shortages, and over revenues.
With preparation of all transfers to go before the Board.

Three-Year Projection

Preparation of 3-year budget projection per auditor recommendation. Focusing specifically on identifying future expenses for capital outlay, equipment, vehicles, and other large purchases. Revenue sources will also be researched and evaluated.

Centralized Purchasing

Collection of bi-monthly orders for entire county. Quill has offered 10% discount on all orders, and up to 30% discount on bulk orders over 10 dozen in quantity. Coordination of bulk discounts with vendor, compile supply orders, and disbursement of billings by department.

Grant Administration

Administer grants and oversee collection of grant revenue. Work closely with grantor to collect indirect costs, fringe, and any other over program costs that are billable within the Grant guidelines.

Grant Application

Research and apply for grants specific to the needs of the County. Including, but not limited to, courthouse preservation, revenues for services, and operational grants

GASB 34 Compliance

Preparation of financial reports necessary for the ^{ANNUAL}~~2004~~ audit under GASB34, and ensuring our software is compliant according to auditor specifications.

Financial Reporting

Dealing with any proposals, questions, or problems that need to be brought before the Finance Committee. Specifically, journal entries, purchases over \$500.00, and bids for review.

Financial Package Administration

Continue to audit use on all BS&A financial programs. Including setting up users, and establishing user security variables within each of the six programs.