



Budget & Finance Committee

Wednesday, December 7, 2011 – 1:30 p.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Olsen called the meeting to order at 1:30 PM

Roll call – Present: Lee Olsen, Paul Beachnau, Erma Backenstose, Clark Bates, John Burt

Others present – Diann Axford, Elaine Bunker, Rachel Frisch

APPROVAL OF MINUTES

Motion by Mr. Beachnau to approve the minutes from the November 8, 2011 budget and finance committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Fee Schedule

Mr. Burt informed the Committee that he had discussed reducing the medical examiner rates for travel time from \$65/hour to \$55/hour with ME Dr. McNamara and Deputy ME Tom Pudvan, who were agreeable to the change.

Motion by Ms. Backenstose to recommend to the full board reducing the fee for medical examiner travel time to \$55 per hour. Motion passed unanimously.

B. Pre-Disaster Mitigation Grant

Mr. Burt informed the Committee that Otsego County will take its turn as the fiduciary of a federal Pre-Disaster Mitigation Grant that will flow through NEMCOG, beginning in 2012. The county will most likely have to front the money for the grant expenditures and then get reimbursed on a quarterly basis. The 911 Fund (fund 261) will front the money as needed, accounted for with Due To/Due From loans that will be paid off quarterly as the grant reimbursements are received.

Motion by Mr. Bates to recommend to the full board to accept the role as fiduciary for the Pre-Disaster Mitigation Grant that will flow through NEMCOG and to set up a Due To/Due From loan as necessary from the 911 fund (fund 261) until the grant expenditures are reimbursed, which will be done on a quarterly basis. The 911 fund will be paid off in full when the grant dollars are received.

C. Future Planning

Ms. Backenstose wanted to discuss with the Committee the idea of putting a plan in place in the event that the county does get reimbursed tax dollars from the Bagley DDA, if it were to dissolve.

Mr. Burt stated that he has contacted the county's attorney to get a legal opinion on this issue. He recommended tabling this discussion until we hear back from the attorney.

D. Budget Percentage Calculations

Ms. Frisch had prepared a spreadsheet showing budget percentage calculations, as requested by Ms. Backenstose. Ms. Backenstose commented that she would like to see the information broken down by department. Ms. Frisch will distribute the updated spreadsheet at the January meeting.

E. 2011 Budget Amendments – Court

Ms. Frisch presented the Committee with three court budget amendments, to correct budget amounts for retirement that were calculated using the wrong MERS percentages. In all three instances, the court is able to stay within its own line items to transfer the budget dollars, and no contingency dollars are being requested.

Motion by Mr. Beachnau to recommend to the full board to approve the court budget amendments. Motion passed unanimously.

F. November 2011 Budget Reports

Ms. Frisch distributed the reports and discussed the budget, as we are approaching year end. She presented a budget amendment that will increase the retiree health care line item to cover an underestimation of the cost for 2011. She is proposing to use some of the savings from the liability insurance premium to cover the shortfall in the retiree health care line item.

Motion by Ms. Backenstose to recommend to the full board to approve the retiree health care budget amendment. Motion passes unanimously.

G. 2012 Meeting Dates and Times

Mr. Olsen set the 2012 meeting dates and times as the 3rd Wednesday of each month, at 9:30 a.m.

H. Air Show

Mr. Burt informed the Committee that the contract for the 2012 air show will provide the airplane acts for a cost of \$25,875.

I. Personnel Committee Recommendation

Mr. Burt informed the Committee that he had discussed with the Personnel Committee the idea of dropping his planning certification and would instead like to have his Rotary dues paid for by the county, as he attends those meetings and functions in a professional capacity, as county administrator. The Personnel Committee has approved this action and recommended it to the Finance Committee; however, Mr. Burt will get a written legal opinion before presenting it to the full board.

Motion by Mr. Beachnau to recommend to the full board to add language to the county administrator's job description that the county administrator will attend Rotary meetings on behalf of the county as part of the administrator's professional involvement in the community, and the Rotary dues will be paid for by the county, after a written opinion is received from the county's attorney. Motion passed unanimously.

Mr. Olsen adjourned the meeting at 2:22 PM