



## Budget & Finance Committee

Wednesday, March 14, 2012 – 9:30 a.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

Mr. Olsen called the meeting to order at 9:30 AM

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

Others present – Marilyn Kaczanowski, Diann Axford, Rachel Frisch

#### APPROVAL OF MINUTES

Motion by Mr. Bates to approve the minutes from the February 15, 2012 budget and finance committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

A. None.

#### NEW BUSINESS

##### A. Friendship Housing Center Request

Ms. Kaczanowski, Executive Director of the Friendship Housing Center, explained the budget challenges at the Friendship Shelter and also described some new programs/initiatives that the staff are undertaking.

Motion by Mr. Burt to recommend to the full board entering into a contract for services with the Friendship Housing Center to provide housing to homeless Otsego County residents, for an amount of \$2,000. Funds to come from contingency. Motion passed unanimously.

##### B. Veterans Trust Computer Request

Mr. Burt communicated to the Committee that the Veterans Trust Board has requested that the County purchase a new computer for their use, so they can file their reports and reimbursement requests with the State electronically. The Equipment Fund (fund 266) already has sufficient dollars budgeted for computer purchases in 2012 to fund this request.

Motion by Mr. Beachnau to recommend to the full board purchasing a new computer system for the Veterans Trust Board, for a cost of \$1,600, out of the Equipment Fund (fund 266). Motion passed unanimously.

##### C. AT&T Building

At the Board of Commissioner's request, Mr. Burt has looked into potential uses for the AT&T building. He reported to the Committee that the agencies that he has contacted so far have all indicated that before they would consider using the building, they would like to see paving done and also have the driveway hook into the main road. Mr. Burt plans to engage C2AE to have cost

estimates put together. He will also look into having an estimate done to add in a 2<sup>nd</sup> bathroom, to make the building more user-friendly for potential renters.

He also will look into the steps necessary for the County to get rid of the subleasing arrangement for the land that we have with Global Tower.

#### **D. Recycling Committee Request**

Mr. Burt distributed proposed ballot language for the Committee to review, regarding a new recycling program in the County that will provide 24/7 access to recycling bins. Mr. Olsen noted that many Township officials have questions on the program. Mr. Burt will be attending the upcoming Township Association meeting and will address questions at that time.

Motion by Mr. Beachnau to postpone this issue until the April Budget and Finance Committee meeting, when we are able to fully address the questions and concerns of the Township officials regarding the recycling program. Motion passed unanimously.

#### **E. Groen Trust Fund Board Meeting**

Mr. Burt indicated that he and Mike Tarbutton will need to travel to Cincinnati, OH to meet with the Groen Trust Fund Board to present the budget. Travel costs will be paid out of the Groen Fund.

#### **F. Fund 495 Groen Capital Projects Fund**

Ms. Frisch informed the Committee that a new fund has been set up to account for capital projects at the Groen property.

#### **G. Fund 263 Pre-Disaster Mitigation Grant Fund**

Ms. Frisch informed the Committee of a new fund, to account for the Pre-Disaster Mitigation Grant. This is a 7-County regional grant for which Otsego County is the fiduciary for this grant cycle. The grant is administered through NEMCOG. The total program will cost \$114,250; the grant will cover \$85,575, and \$28,675 is the required local match. The local match will be attained through NEMCOG staff time allocation. She also stated that NEMCOG recently submitted its first invoice for payment, and it covers the 4<sup>th</sup> quarter 2011. Therefore, we will need to transfer funds to cover this invoice in 2011, until we get reimbursed from the State.

Motion by Mr. Beachnau to recommend to the full board transferring \$10,000 from the 911 Fund (fund 261) to cover the initial 2011 expenses of the Pre-Disaster Mitigation Grant, to be set up as a due to/due from loan to be repaid in full once we receive reimbursement. Motion passed unanimously.

#### **H. I-75 Task Force Request**

Mr. Burt reported that the I-75 Task Force met recently and concluded that in order to proceed with the downtown corridor project, Milbocker and McCoy Roads will have to be addressed first – and there is a significant cost gap with respect to those projects. The cost of the necessary improvements to Milbocker Road is estimated at \$1.5 million, and \$1.9 million for McCoy Road. Mr. Burt recommended that the Committee consider contributing toward the Milbocker project, as the County owns property along that road, on a pro-rata basis, based on the County's footage along the road. Mr. Burt calculated that amount to be \$50,000.

Motion by Mr. Beachnau to communicate to the I-75 Task Force that they first have to raise the rest of the necessary funds to improve both roads, and then the Committee will recommend to the full board contributing \$50,000 toward the improvements along Milbocker Road. Motion passed unanimously.

**I. Finance Department Updates**

Ms. Frisch reported that Prosecuting Attorney Legel's request from the February meeting regarding staff time allocation has been withdrawn.

She also reported that her intent is to finalize all 2011 figures and get information sent to the auditors on Friday. She is working with Ms. Axford to get everything wrapped up.

Mr. Olsen adjourned the meeting at 10:48 AM