



Budget & Finance Committee

Wednesday March 16, 2011 – 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

Others present – Rachel Frisch, Diann Axford, Ken Borton, Suzy Defeyter

Absent (excused) – John Burt

APPROVAL OF MINUTES

Motion by Mr. Bates to approve the minutes from the February 16, 2011 budget and finance committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. County Telephone Directory

Ms. Frisch informed the Committee that printing the brochures would cost around \$700.

Motion by Mr. Beachnau to recommend to the full board to transfer an amount not to exceed \$750 from Contingency to pay for the new telephone directory brochures. Motion passed unanimously.

B. ROD Recording Fees

Ms. Defeyter explained to the Committee that oftentimes title companies will send the wrong amount of recording fees. The volume of refunds the Clerk's department has to process has become a hardship in terms of staff time.

Motion by Mr. Beachnau to recommend to the full board to amend the Otsego County Fee schedule to insert the following language in the Clerk/ROD fee schedule: Recording Fee Check Overages – County retains first \$10.00 of recording check overages. Recording check overages over \$10.00 result in document rejection, and to insert the following language into the Treasurer's fee schedule: Tax Payment Overages – County retains first \$10.00 of overpayment. Tax payment overages over \$10.00 result in a refund. Motion passed unanimously.

C. Animal Control Computer

Ms. Frisch indicated that the Animal Control department purchased a new software system for dog licensing. A new computer is required to handle the software.

Motion by Mr. Beachnau to recommend to the full board purchasing a new computer for the Animal Control Department, in the amount of \$1,400, funds to come from Animal Control fund balance. Motion passed unanimously.

D. DNR Property Drum Removal

Ms. Frisch reported that the Rotary Park Committee has recommended that the underground drums at the DNR property be removed and tested, at a cost of \$7,000 to be paid by the County. The Committee would like to obtain a legal opinion on who is responsible for these costs before we proceed.

Motion by Mr. Beachnau to recommend to the full board referring this matter to the county's outside counsel for a legal opinion before any action is taken at the DNR site. Motion passed unanimously.

E. Airport Equipment Repairs

Ms. Frisch explained to the Committee that the tractor and two snow removers are in need of repair.

Motion by Mr. Beachnau to recommend to the full board to transfer \$4,500 from the General Fund 2010 net income to the Airport Capital Projects Fund for equipment repairs. Motion passed unanimously.

F. Clerk Temporary Staffing

Ms. Frisch presented the costs of temporary staffing for a 12-week period in the Clerk's department.

Motion by Ms. Backenstose to recommend to the full board transferring \$4,500 from Contingency into the Clerk's Department to cover temporary staffing. Motion passed unanimously.

G. Budget Amendment – Health Insurance Coverage

Ms. Frisch reported that an employee in the Clerk's department is changing from a 2-person to a family coverage.

Motion by Mr. Beachnau to recommend to the full board transferring \$1,886 from the Health Care Fund into the Clerk's Department to fund the change in health insurance coverage. Motion passed unanimously.

H. 2010 Financial Reports

Ms. Frisch distributed the 4th quarter 2010 financial reports to the Committee.

I. January and February 2011 Financial Reports

Ms. Frisch distributed January and February 2011 financial reports to the Committee.

Mr. Olsen adjourned the meeting at 11:08 AM