



Budget & Finance Committee

Wednesday March 18, 2009 – 9:30 a.m.
Room 212 – Otsego County Building
Gaylord, MI 49735

MINUTES

CALL TO ORDER

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

Roll call – Present: Erma Backenstose, Ken Glasser, Clark Bates, John Burt

Others present: Trisha Adam, Rachel Frisch, Maureen Derenzy

UNFINISHED BUSINESS

A. 911 Truck Purchase/Public Improvement Loan Request

Mr. Burt presented a bid from Gaylord Ford for \$27,466.60 to purchase a Ford Expedition for the 911 Director. Gaylord Ford was the only bidder for the vehicle.

Motion by Mr. Bates to recommend to the full board purchasing a Ford Expedition from Gaylord Ford in the amount of \$27,466.60. Cost to be split equally between the Equipment Fund (fund 266) and a loan from the Public Improvement Fund (fund 245). The 911 Fund (fund 261) will pay the Public Improvement Fund loan over a 4-year period, at 4.5% interest. Motion passed unanimously.

B. BSA .Net Upgrade

Ms. Frisch presented the cost for the upgrade to a dot-net database for BSA. The total cost for software and training is \$39,835. The required hardware upgrades will cost \$22,070.08 (34 new computers are needed). Grand total cost is \$61,905.08, allocated as follows:

General Fund	\$37,850.28
Delinquent Tax Fund	\$13,540.80
Animal Control Fund	\$2,498.24
Homestead Audit Fd	\$1,524.56
Building Department	\$2,596.48
Airport	\$649.12
Register of Deeds	\$1,947.36
Courts	\$1,298.24

Motion by Mr. Bates to recommend to the full board purchasing the upgraded BSA software and required hardware totaling \$61,905.08. Cost to be split between the various funds as detailed above. General Fund portion to be funded from the Computer Software Fund (fund 402) \$17,594.94, Equipment Fund (fund 266) \$12,333.28, and Contingency \$7,922.06. Motion passed unanimously.

NEW BUSINESS

A. GASB 45 Actuarial

Ms. Adam and Ms. Frisch presented the results from the GASB 45 Actuarial Report. The report calculated the present value of future benefits for the County's retiree health care program.

Motion by Ms. Backenstose to recommend to the full board to accept the actuarial report. Motion passed unanimously.

B. Courthouse Restoration Fund

Mr. Burt informed the Committee that the cost to re-carpet the courtroom in the County Building totaled \$8,769. He recommended that the costs be repaid to the Capital Projects Fund (fund 499) from the Courthouse Restoration Fund (fund 497).

Motion by Ms. Backenstose to recommend to the full board to have the Courthouse Restoration Fund (fund 497) reimburse the Capital Projects Fund (fund 499) for the cost to re-carpet the courtroom in the County Building, in the amount of \$8,769. Motion passed unanimously.

C. December 2008 Update

Ms. Frisch presented the December 2008 financial report. The Committee discussed the need to move a portion of the General Fund 2008 net income into the Capital Projects Fund for the jail ventilation project. The remainder will be added to fund balance.

Motion by Ms. Backenstose to transfer \$225,000 out of the 2008 General Fund budget into the Capital Projects Fund (fund 499). Motion passed unanimously.

D. February 2009 Budget Reports and Discussion

Ms. Frisch presented the February 2009 reports.

E. Airport Electrical Line

Mr. Burt explained to the Committee that a new electrical line was needed for the new hangar at the airport. The approximate cost is \$10,000.

Motion by Mr. Bates to recommend to the full board transferring an amount not to exceed \$10,000 to the Airport Fund (fund 281) for a new electrical line. Funds to come from Contingency. Motion passed unanimously.

F. Tax Sharing Policy

Mr. Burt presented a proposed tax sharing policy to the Committee.

Motion by Ms. Backenstose to recommend to the full board adopting the tax sharing policy. Motion passed unanimously.

G. Motor Pool Fund

Mr. Bates inquired as to whether a motor pool fund would make sense for the County. He explained that the City of Gaylord uses a motor pool fund and charges a rate for equipment and vehicle usage. The dollars are accumulated in the motor pool fund to be used for future equipment or vehicle purchases.

Mr. Burt and Ms. Frisch will look into this issue.

H. Administrator Vehicle

Mr. Burt asked the Committee if they still felt it was appropriate to proceed with obtaining bids for a new administrator vehicle. The Committee feels the car purchased a few months ago will be used best as a pooled car for conference travel, an undercover car for the Sheriff department, etc. Additionally, the current administrator vehicle is in need of significant, costly repair. They would like Mr. Burt to proceed with a replacement administrator vehicle.

Mr. Glasser adjourned the meeting at 11:58 AM.