



Budget & Finance Committee

Wednesday April 20, 2011 – 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

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

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

Others present – Rachel Frisch, Ken Borton

Absent (excused) – Lee Olsen

APPROVAL OF MINUTES

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

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Shared Court Costs

Mr. Burt informed the Committee that the savings from the staff reductions for 2011 at the courts should have been split with the Tri-County court system, and prorated to Crawford and Kalkaska counties. A total of \$13,178 is needed to prorate the costs. Mr. Burt indicated that Court Administrator Vicki Courterier has estimated that the courts can cover half, \$6,589, out of the court budget.

Motion by Ms. Backenstose to recommend to the full board to transfer \$6,589 from Contingency to fund the proration of tri-county court staffing adjustments. Motion passed unanimously.

B. Land Use Department Fees

Mr. Burt recommended adopting the fee structure as set by the International Code Council (ICC) for our building department fees. We are already using these fees, so nothing would change.

Motion by Mr. Bates to recommend to the full board to adopt the fee structure as set by the International Code Council. Motion passed unanimously.

C. MERS Fees

Ms. Frisch indicated MERS requires that we undergo a savings study before offering a MERS hybrid program to any new employee group. We are looking to add the Teamsters Bus group to the hybrid program. Cost of the study is \$1,306.

Motion by Ms. Backenstose to recommend to the full board to undergo the study and pay for it out of the MERS liability line item, replenished by the extra funds in the unemployment line item. Motion passed unanimously.

D. Former DNR Property

Mr. Burt reported that outside counsel has recommended that the County proceed with the barrel removal and testing, at a cost of \$7,000.

Motion by Ms. Backenstose to recommend to the full board to transfer \$7,000 from Contingency to the Capital Projects Fund (fund 499) for the removal and testing of the buried barrels at the former DNR property. Motion passed unanimously.

E. Alpine Center Repairs

Mr. Burt recommended replacing 7 sets of doors at the Alpine Center, as they are in disrepair, plus repairing the window treatment for the skylight, at a total approximate cost of \$20,000.

Motion by Ms. Backenstose to recommend to the full board to allocate \$20,000 to replace 7 sets of doors at the Alpine Center, and repair the window treatments for the skylight, to be paid for out of the Courthouse Restoration Fund (fund 497). Motion passed unanimously.

F. Cross Street Building

Mr. Burt recommended several repair and maintenance projects at the Cross Street building, which houses the Land Use Service and Equalization departments, including entryway repair, insulation, carpeting, window replacement, etc., for an estimated cost of \$75,000. He said that we are committed to using that building for County departments for at least another 5 years.

Motion by Ms. Backenstose to recommend to the full board allocating \$75,000 for Cross Street building repairs, to be paid for as follows: \$50,000 from the Capital Projects Fund (fund 499) – release \$50,000 of the designation for the AT&T building; \$6,250 from undesignated Capital Project Fund dollars; \$18,750 as a loan from the Public Improvement Fund (fund 245) to be repaid from the Land Use Services Fund (fund 249). Motion passed unanimously.

G. Asbestos Removal

Mr. Burt reported that the bids came back for asbestos removal at the 100 & 300 Livingston Blvd buildings. He recommends awarding the project to Rightway Remediation, who had the lowest bid of \$10,929.32. He would like an additional \$1,570.68 for remediation monitoring. Demolition of the buildings is estimated at \$25,000.

Motion by Ms. Backenstose to recommend to the full board transferring \$37,500 from Contingency to the Capital Projects Fund (fund 499) for asbestos removal and demolition of 100 & 300 Livingston Blvd. Motion passed unanimously.

H. MMRMA Letter and Update

Ms. Frisch reported that MMRMA had contacted the County and advised that our projected 2011 net asset distribution is estimated to be \$135,800, provided the County remains with MMRMA.

I. March 2011 Financial Reports

Ms. Frisch distributed March 2011 financial reports to the Committee.

Mr. Beachnau adjourned the meeting at 10:15 AM