



Budget & Finance Committee

Wednesday, May 18, 2016 at 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Glasser (in Mr. Beachnau's absence) called the meeting to order at 9:30 a.m.

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

Others present – Treasurer Diann Axford, Jail Administrator Brian Webber, Sheriff Matt Nowicki, Undersheriff Matt Muladore, Work Camp Supervisor Dan Phillips, Rachel Frisch

Excused – Paul Beachnau

APPROVAL OF MINUTES

Motion by Ms. Backenstose to approve the minutes from the April 20, 2016 Budget and Finance Committee meeting. Seconded by Mr. Borton. Motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Work Camp Position

Captain Webber informed the Committee that Sheriff Nowicki, Undersheriff Muladore, Work Camp Supervisor Phillips and he have analyzed the staffing at the Work Camp and feel that consolidating 2 of the 3 existing part-time positions into 1 full-time position would be beneficial. They indicated that more consistent staff overage was needed for the Work Camp to operate effectively and efficiently. They also indicated that they will continue to work closely with the courts to make sure the Work Camp is being utilized as much as possible during sentencing.

Ms. Frisch indicated that the budget for the Work Camp has seen a net income almost every year since its inception. Additionally, the General Fund allocation has been reduced over the years. Therefore, she feels that the budget can handle additional staffing costs, if any, resulting from the proposed change.

Mr. Burt explained that typically he doesn't support adding staff mid-year, outside of the budget cycle; however, in this instance he does see the need for the change.

Motion by Mr. Borton to recommend to the full Board consolidating 2 of the 3 part-time Work Camp positions into 1 full-time position (Fund 205). Seconded by Mr. Glasser. Motion passed unanimously.

B. Medical Examiner Vehicle Bids

Mr. Burt presented vehicle bids, which show that Gaylord Ford (with the 5% discount given to local businesses) is the cheapest bid. The vehicle cost is \$25,480, plus adding a cot and decals will bump up the total to \$30,000.

Mr. Burt reminded the Committee that EMS Director Jon Deming has recommended the Medical Examiner vehicle have a cab that is closed off from the cab area for safety purposes.

It was initially discussed that the old Medical Examiner vehicle be moved to the Bus System for the Meals on Wheels program; however, that vehicle will not work for that purpose, as it is not all-wheel drive. Mr. Burt will continue to look into a replacement vehicle for Meals on Wheels.

Motion by Ms. Backenstose to recommend to the full Board purchasing a vehicle from Gaylord Ford for the Medical Examiner along with a cot and decals for a total price of \$30,000. \$15,000 will be transferred from General Fund Contingency (Fund 101) and \$15,000 from the Delinquent Tax Fund (Fund 516) into the Equipment Fund (Fund 266) to fund the purchase. Seconded by Mr. Borton. Motion passed unanimously.

C. Library Update

Mr. Burt distributed information that was dropped off to him from Library Director Maureen Derenzy regarding the proposed library expansion project. He indicated that the Library Board has recommended moving forward with Option 3, a .475 mill for 5 years.

The Committee discussed the need to analyze the information further.

Mr. Burt also mentioned that Ms. Derenzy has contacted him and HR Director Trisha Adam to look into making changes to the library's MERS retirement plan.

Motion by Ms. Backenstose to postpone the discussion on the proposed library expansion project until the June 2016 Budget and Finance Committee meeting. Seconded by Mr. Burt. Motion passed unanimously.

D. Financial Reports – April 2016

Ms. Frisch distributed and discussed the reports with the Committee.

E. April 2016 Credit Card Statements

Ms. Frisch distributed the statements. The Committee reviewed and discussed them.

Mr. Glasser adjourned the meeting at 10:30 a.m.