



## Budget & Finance Committee

Wednesday February 17, 2010 – 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, John Burt, Clark Bates, Erma Backenstose, Ken Glasser

Others present – Diann Axford, Rachel Frisch, Randy Stults

Excused – None

#### APPROVAL OF MINUTES

Motion by Mr. Bates to approve the minutes from the January 20, 2010 budget and finance committee meeting. Motion passed unanimously.

#### NEW BUSINESS

##### A. MMRMA Retention Fund

Ms. Frisch informed the Committee that the MMRMA retention fund (Otsego County cash on hand at MMRMA) is below the parameters of what MMRMA considers an acceptable level. The balance as of 1/31/10 was \$48,927.48. MMRMA recommends the cash balance to be \$75,000 - \$100,000 for a county of our size. Per discussion with our MMRMA Regional Risk Manager, a \$25,000 payment is advised at this time.

Motion by Mr. Glasser to recommend to the full board to approve a payment of \$25,000 to the MMRMA retention fund, out of the 2009 budget. \$13,188 is available in the insurance and bonds line item; the remaining \$11,812 will come from the balance of 2009 contingency. Motion passed unanimously.

##### B. Planning and Zoning Funding

Mr. Burt distributed a zoning proposal for 2011 that includes various options for providing county-wide zoning. The 9 Townships in Otsego County have arrived at a figure of \$56,500 in total that they are willing to contribute to a county-wide zoning program. The proposal includes moving the Land Use Services Director's wages to 100% building department, adding in a full time planner position, eliminating the existing zoning inspector/enforcement officer position, contracting out commercial site plan reviews, charging a \$50 fee for each zoning inspection associated with a permit, and devoting 10 hours per week of existing staff time in Equalization for zoning clerical assistance.

Though Mr. Glasser stated he believed the plan was good, he expressed concern with adding in a new fee in the current economic climate. The Committee also expressed concern with the contract being for one year only and also it should build in a cost of living increase. The Committee asked Mr. Burt to discuss the idea of a 2-year contract with the Townships, that includes a cost of living increase in year 2.

Motion by Mr. Bates to recommend to the full board to approve a 2-year contract with the Townships for county-wide zoning services that includes a cost of living increase in year 2 of the contract. Motion passed with 4 ayes (Beachnau, Bates, Burt, Backenstose) and one nay (Glasser).

### **C. Court Budget Amendment**

Ms. Frisch distributed a 2010 budget amendment for the Child Care Fund (fund 292), to adjust for an additional \$1,300 to cover worker's comp insurance for the transporters.

Motion by Ms. Backenstose to recommend to the full board to approve a budget amendment of \$1,300 in the Child Care Fund. Motion passed unanimously.

### **D. Medical Examiner Training**

Ms. Frisch informed the Committee that Tom Pudvan (medical investigator for the county medical examiner) had contacted her regarding a ME training in St. Louis, MO. Dr. McNamara, Otsego County Medical Examiner, is recommending that his 3 medical investigators attend this training. The cost, including conference fees, lodging, meals, and travel, will cost approximately \$1,800 - \$2,000 per person. The Committee voiced its concerns regarding the cost of the training, after asking County staff to cut back on benefits and forgo cost of living increases.

Motion by Mr. Glasser to recommend to the full board to approve training, travel, meals, and lodging for the 3 medical examiners. Motion failed unanimously.

### **E. Homeland Security Program Consultant Contract**

Mr. Burt distributed a contract to hire a consultant to administer the Homeland Security Grant for Region 7, for which Otsego County is the fiduciary. The cost of the contract will be paid for by the grant.

Motion by Ms. Backenstose to recommend to the full board to approve the Homeland Security Program Consultant Contract. Motion passed unanimously.

### **F. Fee Schedule**

Mr. Burt presented the Committee with an updated fee schedule, which includes the following changes: addition of Clerk's fee of \$5 per name search and addition of the fees for the recycling program, as discussed in the January 20, 2010 budget and finance meeting.

Mr. Glasser expressed concern with adding in a new fee for the Clerk's Office in the current economic climate.

Motion by Bates to recommend to the full board to approve the new fees added to the Otsego County Fee Schedule. Motion passed with 4 ayes (Beachnau, Bates, Burt, Backenstose) and one nay (Glasser).

### **G. Recycling Agreements**

Mr. Burt presented the Committee with 4 agreements pertaining to the Recycling Program, as follows:

1. Agreement with Arrow Sanitation to lease the recycling bins and to haul away the recyclable materials. Motion by Mr. Glasser to recommend to the full board to approve the contract with Arrow Sanitation. Motion passed unanimously.
2. Agreement with Otsego Conservation District for advertising, education, and volunteer coordination. Motion by Ms. Backenstose to recommend to the full board to approve the contract with Otsego Conservation District. Motion passed unanimously.
3. Agreement with Crossroads Industries to house the bins at their location and provide a staff person during recycling hours on Saturdays. Motion by Mr. Glasser to recommend to the full board to approve the contract with Crossroads Industries. Motion passed unanimously.
4. Agreement with Emmet County to accept the recyclable material. Motion by Mr. Glasser to recommend to the full board to approve the contract with Emmet County. Motion passed unanimously.

#### **H. Budget Amendment – Various Departments**

Ms. Frisch presented a budget amendment to account for the changes in health insurance coverages effective 1/1/2010.

Motion by Ms. Backenstose to recommend to the full board to approve the budget amendment to reflect the changes in 2010 health insurance coverages. Motion passed unanimously.

#### **I. 2009 Year-End Updates**

Ms. Frisch updated the Committee on the 2009 budget. She provided preliminary estimations of the General Fund net income for the year, but final figures are not yet available.

Mr. Beachnau adjourned the meeting at 10:42 AM.