



Budget & Finance Committee

Wednesday January 20, 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

Others present – Diann Axford, Rachel Frisch

Excused – Ken Glasser

APPROVAL OF MINUTES

Motion by Mr. Bates to approve the minutes from the December 8, 2009 budget and finance committee meeting. Motion passed unanimously.

NEW BUSINESS

A. GIS Orthophotography

Mr. Burt informed the Committee that the GIS partners (City of Gaylord, Road Commission, 911, and Equalization) want to update the aerial orthophotos in the county. There are sufficient funds available in the GIS Fund for the project, due in part to the Website update coming in under budget. The Committee directed Mr. Burt to move forward with request for proposals for this project.

B. Court Conference Room Renovation

Mr. Burt explained to the Committee that the courts need more meeting space at the Alpine Center. They would like to put up divider walls to create more rooms. It would also be advisable to replace the carpeting in that area at the same time, as it is very old and worn. The total project cost is estimated at \$7,000. The funds would be borrowed from the Public Improvement Fund (fund 245), to be repaid with Courthouse Restoration dollars (fund 497).

Motion by Backenstose to recommend to the full board to approve renovating the conference room at the Alpine Center. The costs will be paid for initially out of the public improvement fund (fund 245), which will be repaid in full by the courthouse restoration fund (fund 497). Motion passed unanimously.

C. Building Department Scanning

Ms. Frisch informed the Committee that the scanning project with Graphic Sciences has come in way over budget, due to their under-estimation of the number of documents to be scanned. Graphic Sciences did not inform the county of any overages until after the fact. The Committee directed Mr. Burt to contact the company to negotiate the best deal, as the current cost, which exceeds the initial estimate by over \$10,000, is not acceptable to the Committee. Mr. Burt is to report back to the Committee with the results.

D. Recycling Pilot Program

Mr. Burt distributed a financial summary of the recycling pilot program, based on varying levels of participation and usage. The county will contract with the Conservation District to handle the operations of the program. The “worst case scenario” projection indicates that the county could potentially have a \$75,000 loss on the pilot program; however, that is considered very unlikely based on the level of interest according to the community recycling survey that was sent out several weeks ago. To get the program going, the county will need to advance the Fund \$25,000. The financial transactions relating to the recycling program will run through a recycling fund (fund 226), with the revenue source being recycling permit sales and the expenses being collection, hauling, deposit, and contractual expenses.

Motion by Backenstose to recommend to the full board to create a recycling fund (special revenue fund # 226) and advance \$25,000 into the fund to start up the recycling pilot program, pending approval from the recycling committee. Funds to come from general fund contingency. Motion passed unanimously.

E. Animal Control Building

Mr. Burt informed the Committee that the criminal justice coordinating committee is looking at the Northeast corner of the DNR property as the optimal location for the proposed animal shelter building. The preliminary estimates for the cost of the building came in at \$1.4 million. Approximately \$500,000 is currently set aside in the animal shelter building fund, and the remaining \$900,000 would be bonded. Mr. Burt plans to continue working with Butcher & Associates to do the actual costs for the building and will work with John Axe for the bonds.

F. Fee Schedule

Mr. Burt presented the Committee with a schedule that lists the fees charged by county departments.

Motion by Bates to recommend to the full board to adopt the Otsego County Fee Schedule. Motion passed unanimously.

G. Travel Policy

Mr. Burt presented the Committee with an updated travel policy. The Committee would like to see the allowed gratuity increased to 20% on meals, instead of 15%.

Motion by Bates to recommend to the full board to adopt the Otsego County Travel Policy, updated to allow up to 20% gratuity on meals. Motion passed unanimously.

H. Part-Time Animal Control Officer

Mr. Burt explained to the Committee that due to the bond payments that the animal control fund will have each year after the new shelter is built, there is a need to cut costs in other areas. He has been working with Animal Control Director Angel Oppermann, Human Resources Director Trisha Adam, and Ms. Frisch to determine the best way to make sure the animal control fund will be able to make the bond payments each year. In light of declining millage dollars as projected by county equalization, it was necessary to reevaluate the staffing at animal control. It has been deemed necessary to eliminate the full-time kennel assistant position, as those duties can be more easily absorbed by the remaining staff and potentially utilizing volunteers. However, Ms.

Oppermann has stated there is a need for an on-call, part-time irregular person who can assist with the after-hours work. This would help reduce overtime costs.

Motion by Backenstose to recommend to the full board to add a part-time irregular assistant animal control officer, with the funds to be transferred from savings in other payroll line items within the animal control fund (fund #212). Motion passed unanimously.

I. Transfer of Otsego County Bus Vans to Work Camp

The Bus System has two used vans that it is no longer using that would work well for the work camp. The existing work camp van is not able to be used anymore, as it is very old; it will be scrapped with any proceeds to be deposited into the work camp.

Motion by Backenstose to recommend to the full board transferring two used vans from the county bus system to the work camp for \$1 each. Motion passed unanimously.

J. Budget Amendments 2009 and 2010

Ms. Frisch presented the Committee with several budget amendments that relate to 2009 and 2010.

Motion by Bates to recommend to the full board approving the 2009 and 2010 budget amendments as presented. Motion passed unanimously.

K. Deferral Policy

Ms. Axford presented a proposed policy to use in the show cause hearings during the foreclosure process. She will email the policy to the full board for their consideration.

L. Land Use Time Study

Mr. Burt presented the Committee with a time study prepared by Land Use Services Director Joe Ferrigan. Mr. Ferrigan conducted the study to analyze the actual time spent on planning and zoning versus building department.

Motion by Bates to recommend to the full board re-allocating the wages of 3 land use services employees to reflect actual time spent according to a detailed time study conducted by the land use services director, and adjust the amounts billed to each township for 2010 planning and zoning services accordingly.

Mr. Beachnau adjourned the meeting at 11:00 AM.