



## Budget & Finance Committee

Wednesday March 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 9:32 AM

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

Others present – Diann Axford, Rachel Frisch, Randy Stults, Sheriff McBride, Undersheriff Nowicki, Kyle Legel

Excused – None

#### APPROVAL OF MINUTES

Motion by Mr. Bates to approve the minutes from the February 17, 2010 budget and finance committee meeting. Motion passed unanimously.

#### NEW BUSINESS

##### A. Prosecutor Department Wage Correction

Ms. Frisch informed the Committee that an error was discovered in Sara Schmidt's pay rate. Her annual step increase was missed since 2007. Preliminary calculations indicate that the wages owed to Sara, plus retirement and payroll taxes will amount to roughly \$10,000 - \$12,000.

Motion by Mr. Glasser to recommend to the full board transferring from contingency an amount sufficient to fund the payroll correction in the Prosecutor's department. Motion passed unanimously.

##### B. SANE Allocation

Motion by Ms. Backenstose to allocate an additional \$9,000 to SANE, making the total 2010 allocation \$10,000.

Sheriff McBride and Undersheriff Nowicki both stated that while SANE is a good organization, the county cannot afford an increased allocation, in light of the cuts made to the Sheriff's Department and other county departments over the past few years.

Mr. Glasser and Mr. Beachnau concurred, stating that balancing the 2010 budget was very difficult, and the county is not in a position to increase the allocation to SANE. Both also commented that SANE does a very good job and their reasoning for not supporting the increased allocation is due to budgetary reasons only.

Ms. Backenstose did not agree and stated that Otsego County should contribute its fair share to SANE.

Motion by Mr. Bates to amend Ms. Backenstose's motion to allocate an additional \$4,000 to SANE, making the total 2010 allocation \$5,000. Ayes: Bates and Backenstose; Nays: Beachnau, Glasser, Burt. Motion failed.

Vote on Ms. Backenstose's original motion to allocate an additional \$9,000 to SANE, making the total 2010 allocation \$10,000. Ayes: None; Nays: Unanimous. Motion failed.

### **C. 2009 Fund Balance – Airport and General Funds**

Ms. Frisch explained to the Committee that the Airport fund balance is currently a negative \$8,567, caused by the decreased number of flights in 2009. Ms. Frisch recommended a transfer of \$15,000 from the General Fund 2009 fund balance to the Airport Fund.

Motion by Mr. Burt to recommend to the full board transferring \$15,000 from the General Fund 2009 fund balance into the Airport Fund 2009 fund balance. Motion passed unanimously.

### **D. Mileage Reimbursement**

Mr. Burt explained to the Committee that the current policy for commissioner mileage reimbursement did not speak to mileage to and from the downtown county building. He would like direction as to how the policy should be updated.

Motion by Mr. Glasser to recommend to the full board amending the mileage reimbursement policy for the Board of Commissioners to include mileage to and from the downtown county building for regular board meetings. Motion passed unanimously.

### **E. AT&T Building**

Mr. Burt distributed a summary of estimated expenses that the county would incur upon assuming ownership of the AT&T building. The county also has the option of purchasing a used generator that is located at the building. Mr. Burt has researched the cost of used generators, and they typically sell for approximately \$10,000. A new one of this size would cost an estimated \$30,000.

Motion by Mr. Glasser to recommend to the full board purchasing the generator at the AT&T building for an amount not to exceed \$7,500; funds to come from the Capital Projects Fund (fund 499). Motion passed unanimously.

### **F. Court Remodel Request**

Mr. Burt explained to the Committee that the courts are looking at possible security upgrades at the Alpine Center. The courts are requesting to cut a door in the front hallway of the Alpine Center that will allow defendants to walk directly from the outside of the building into a holding room, instead of down a long hallway past a big crowd. The courts will need an additional \$3,500 for this project.

Motion by Mr. Glasser to recommend to the full board to approve a security remodeling project for the courts at the Alpine Center, not to exceed \$3,500; to be paid for with a loan from the Public Improvement Fund (fund 245) which will be subsequently repaid by the Courthouse Restoration Fund (fund 497). Motion passed unanimously.

## **G. Land Use Services Scanner**

A quote from Traverse Reproduction & Supply Co was distributed, for a Graphtec 36" wide scanner for \$7,495. The scanner would allow the Land Use Services department to scan their own documents and not have to outsource that service each year. The look-up software is already owned by the county.

Motion by Mr. Burt to recommend to the full board purchasing a scanner for the Land Use Services department in the amount of \$7,495, funds to come from the Equipment Fund (fund 266). Motion passed unanimously.

## **H. Prosecuting Attorney Scanning – Graphic Sciences**

Mr. Legel submitted a proposal from Graphic Sciences for scanning documents and an Aquarius document management system. He explained that this will be very useful for looking up documents while in the courtroom, and can potentially save staff time by increasing efficiency.

Motion by Mr. Burt to recommend to the full board purchasing a scanner and related software for the Prosecutor department in the amount of \$13,228, funds to come from the Equipment Fund (fund 266). Motion passed unanimously.

## **I. Cost Allocation Plan RFP**

Ms. Frisch notified the Committee that the cost allocation plan contract with Maximus has expired, and those services have been put out for bid. The proposals are due at the end of March and will be discussed at the April Committee meeting.

## **J. Building Department Loan from Delinquent Tax Fund**

Ms. Frisch reminded the Committee that the building department (Land Use Services Fund) still has an outstanding due to/due from loan from the Delinquent Tax Fund in the amount of \$21,645. She recommends paying down \$5,000 of that loan at this time and also evaluating whether another payment can be made during the summer.

Motion by Mr. Bates to recommend to the full board for the Land Use Services Fund (fund 249) to pay off \$5,000 of the outstanding loan from the Delinquent Tax Fund (fund 516). Motion passed unanimously.

## **K. Financial Reports – December 2009 and February 2010**

Ms. Frisch distributed the financial reports and gave a brief summary.

## **L. Marine Patrol Funding Request**

Sheriff McBride informed the Committee that he had submitted the 2010 Marine Patrol grant for \$12,000. We will be notified in early April of final grant award amounts.

Sheriff McBride also alerted the Committee to new information regarding the ORV (off-road vehicle) grant. It appears that the state has written the grant so that the dollars can be spent only on patrolling state trails and parks. If the county wants other roads and areas patrolled, it will have to be at the county's expense. The Committee asked Sheriff McBride to research this further

Motion by Mr. Glasser to table this topic until further information can be obtained. Motion passed unanimously.

**M. Friendship Shelter Funding Request**

Marilyn Kaczanowski, Director of the Friendship Shelter, had sent a letter to Mr. Burt requesting county funding.

The Committee directed Mr. Burt to invite Ms. Kaczanowski to the April Committee meeting.

**N. Long-Term Budgeting**

Mr. Bates expressed an interest in developing a more formal long-term budgeting process. (Mr. Beachnau had to excuse himself from the meeting as he had another commitment.) Ms. Frisch will revamp the existing long-term forecast spreadsheet for the April Committee meeting.

Mr. Glasser adjourned the meeting at 11:10 AM.