



## Budget & Finance Committee

Wednesday January 16, 2013 – 9:30 a.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

Mr. Bates called the meeting to order at 9:30 a.m.

Roll call – Present: Clark Bates, Lee Olsen, Ken Borton, Erma Backenstose

Others present –Diann Axford, Vicki Courterier, Jon Deming, Pam Miller, Theron Higgins, Bill Michaels, Trisha Adam, Rachel Frisch

Absent (Excused) – John Burt

Mr. Bates began the meeting with the Pledge of Allegiance.

#### APPROVAL OF MINUTES

Motion by Mr. Olsen to approve the minutes from the December 11, 2012 Budget and Finance Committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### A. Courthouse Restoration Fund

Ms. Courterier updated the Committee on the short and long-term plans for the Courthouse Restoration Fund (Fund 497).

The short-term plan for 2013 consists of replacing one of the three aging recording systems in the courtrooms. Her goal is to replace one per year until all three are replaced. The cost to replace one system is \$12,650. The other short-term goal for 2013 is to replace 3 office computers, for a cost of \$3,900. The total 2013 budget for the Courthouse Restoration Fund is \$16,550.

The long-term plan is to work toward adding a circuit courtroom onto the Alpine Center.

##### B. Ambulance Purchase

Mr. Deming explained to the Committee that he would like to purchase a second ambulance, exactly like the one recently purchased in late 2012, as it is time to rotate out another old ambulance, and the same company is still offering an excellent price for a demo model. His request is to borrow funds from the Public Improvement Fund (Fund 245) for the purchase.

Motion by Mr. Borton to recommend to the full board loaning \$119,073 to EMS for the purchase of an ambulance, from the Public Improvement Fund (Fund 245), for a 4-year term at 4% interest. Motion passed unanimously.

### **C. Bus System Cash Advance**

Mr. Higgins presented the Committee with a written cash advance request, as required by the County's Cash Advance Policy. Due to a lag in payments received from the State of Michigan as they perform their year-end reconciliation procedures, the Bus System is in a negative cash balance position as of December 31, 2012.

Motion by Ms. Backenstose to recommend to the full board advancing \$45,000 to the Bus system as a short-term loan, effective 12/31/12, to be repaid within 90 days, funds to come from the Delinquent Tax Fund (fund 516). Motion passed unanimously.

### **D. Sportsplex Rates**

Mr. Michaels presented a schedule of proposed rates for the Committee's consideration. He reported that the last rate increase was five years ago, and the new rates are still below average for the area.

Motion by Erma Backenstose to recommend to the full board approving the rate increases as proposed by the Sportsplex. Motion passed unanimously.

### **E. Prosecutor Staffing Request**

Ms. Adam updated the Committee on the request to reclassify the Child Support Specialist position.

Motion by Lee Olsen to recommend to the full board reclassifying the Child Support position in the Prosecutor's Office to a Clerk III position, with 100% of that position's time to be dedicated to child support activities. Reclassification effective on the date of the full board meeting, 1/22/13. Motion passed unanimously.

### **F. Medical Examiner Training**

Ms. Frisch reported that two medical examiners would like to attend training, at a total cost of \$1,500. The training will take place at Wayne State University.

Motion by Erma Backenstose to recommend to the full board approving the Medical Examiner training for two medical examiners for a total of \$1,500, funds to come from contingency. Motion passed unanimously.

### **G. Cross Street, Hayes Road Renovation Project**

Ms. Frisch informed the Committee that the bids have been received for the Cross Street and Hayes Road Renovation Projects, as follows:

Cross Street - \$166,895.50 – County will fund upfront; Mental Health will repay over a ten-year lease period.

Cross Street ERV system - \$15,000, County responsibility

Hayes Road - \$140,000 – County will fund through residual \$17,610 left in the cash reserved for the Hayes Road building in the Capital Projects Fund (Fund 499), with the remainder to be funded through potentially the Building Department Fund (Fund 249) and the Delinquent Tax Fund (Fund 516).

The Committee would like to discuss the projects further before making a final decision on the renovation projects.

#### H. Livingston Road Project

Ms. Frisch reported that the Livingston Road repair project is estimated to cost \$50,000, plus contingency and will be funded as follows:

Road Commission - \$25,000

Livingston Township - \$15,000 (contingent upon Gaylord Schools doing some extra work near Hayes Road)

Remaining \$10,000 – split between County, University Center, M-TEC, and Gaylord Schools. If the school participates, cost will be \$2,500 each; if not, \$3,333 each.

Motion by Lee Olsen to recommend to the full board contributing to the Livingston Road improvement project, up to \$5,000, with funds to come from contingency. Motion passed unanimously.

Mr. Bates adjourned the meeting at 11:23 a.m.