



## Budget & Finance Committee

Thursday January 22, 2015 at 3:30 p.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

Mr. Beachnau called the meeting to order at 3:30 p.m.

Roll call – Present: Paul Beachnau, Ken Borton, Lee Olsen, Erma Backenstose, John Burt

Others present – Sheriff Nowicki, Undersheriff Muladore, Brian Webber, Rachel Frisch

Absent (Excused) – Diann Axford

#### APPROVAL OF MINUTES

Motion by Mr. Borton to approve the minutes from the December 10, 2014 Budget and Finance Committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### A. Sheriff Deputy Position

Sheriff Nowicki discussed the need for an additional full-time deputy. The department is short-staffed and can no longer staff a 24-hour patrol. There is only 20 hours of coverage per day, and the majority of the time, only one officer is on duty at a time. In addition to those challenges, the department currently has 3 deputies on leave due to work related injuries. The Sheriff's overtime budget for 2014 was significantly higher than usual due to the remaining deputies covering extra shifts. The Committee recognized the difficulties operating a department that is so short staffed and also understood the financial impact of paying out the additional overtime wages.

Motion by Mr. Olsen to recommend to the full board adding in a full time deputy position to the Sheriff department at a cost of approximately \$56,000. Motion passed unanimously.

##### B. Groen Property Vandalism Repair - 2015 Budget Amendment

Mr. Burt informed the Committee that the cost to repair the Groen property due to the vandalism will be approximately \$8,000. Insurance will cover \$7,000. The remaining \$1,000 will have to be paid by the County until we can recoup the damages through restitution. The repairs will be paid out of the Groen Capital Projects Fund (fund 494).

Motion by Ms. Backenstose to recommend to the full board approving the Groen repairs for \$8,000, with \$7,000 to be covered by insurance. Motion passed unanimously.

**C. Snowmobile Grant – 2015 Budget Amendment**

Ms. Frisch explained to the Committee that the 2015 budget includes funding for the Sheriff department to purchase a snowmobile through the State Snowmobile Grant. However, the snowmobile was purchased in 2014, so we need to remove the funding to purchase it in the 2015 budget. This will reduce the 2015 snowmobile grant budget Refer to the December 2014 Committee minutes.

Motion by Ms. Backenstose to recommend to the full board approving the amendment to the snowmobile grant. Motion passed unanimously.

**D. Virtual Server Project – 2015 Budget Amendment**

Ms. Frisch explained that out of the total budget of \$37,413 for the virtual server project that was budgeted in 2014, only \$29,922 has been spent as of 12/31/14. The remaining \$7,491 needs to be pulled forward to the 2015 budget so the project can be completed. The project is being funded through the Equipment Fund (fund 266).

Motion by Ms. Backenstose to recommend to the full board approving a budget amendment in the Equipment Fund (fund 266) to pull the remaining virtual server project budget funding of \$7,491 into 2015. Motion passed unanimously.

**E. Community Center – 2015 Budget Amendment**

Mr. Burt explained that the Community Center has leaking and water damage issues. He recommends that we bring in a professional, John Ernst, to assess the damage and provide recommendations on how to proceed with repairs. The cost of the professional service will be approximately \$2,500, funds to come from the Capital Projects Fund (fund 499).

Motion by Ms. Backenstose to recommend to the full board approving the use of a professional to assess the extent of water damage at the Community Center building, in the amount of \$2,500, paid for out of the Capital Projects Fund (fund 499). Motion passed unanimously.

**F. 911 Fund Discussion**

The County's 911 Fund (fund 261) is funded by user charges on cell phones and land lines. This revenue has decreased substantially over the past 3 years. Mr. Burt updated the Committee on this issue so they are informed, and will look into avenues to address this matter.

**G. Directory**

Mr. Burt informed the Committee that the new County Directory is being done for 2015. The cost will be approximately \$700.

**H. 2014 Year-End Budget Amendments**

Ms. Frisch distributed and discussed the amendments.

**I. December 2014 Credit Card Statements**

Ms. Frisch distributed the statements, and the Committee reviewed them.

## **J. Finance Department Updates**

Ms. Frisch informed the Committee that the dates for the 2014 audit have been set for the weeks of April 13 and 20.

Mr. Beachnau adjourned the meeting at 4:38 p.m.