



## Budget & Finance Committee

Wednesday, February 15, 2012 – 9:30 a.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

Mr. Olsen called the meeting to order at 9:30 AM

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

Others present – Undersheriff Nowicki, Jeff Ratcliffe, LouAnn Olsen, Jack Thompson, Matt Barresi, Diann Axford, Rachel Frisch

Excused – Clark Bates

#### APPROVAL OF MINUTES

Motion by Ms. Backenstose to approve the minutes from the January 18, 2012 budget and finance committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

A. None.

#### NEW BUSINESS

##### A. Downtown Corridor Request

Mr. Thompson is spearheading a movement to improve downtown Gaylord by addressing the traffic flow on Main Street. Local architectural firm C2AE produced a rendition of what downtown would look like with the following proposed changes: increase the width of parking spots, widen sidewalks, landscaping along the sidewalks, decrease the lanes to three and widen them, put a safety island in the middle of a portion of Main Street. The purpose would be to promote safety by slowing traffic, encouraging big trucks to use alternative routes, and increasing the pedestrian walking area. To move forward, a conceptual design study would need to be done, at an estimated cost of \$20,000 - \$30,000. Mr. Thompson asked the Committee if the County would be willing to contribute to the cost of the conceptual design.

Mr. Ratcliffe explained that after the study is done, we would look to four funding sources for the actual project: CDBG, MDOT enhancement funds, MDOT northern region funds, and local funds. He also stated that the project has been presented to MDOT, and they have expressed support. Improvements would be done to Milbocker and McCoy Roads to make them ready for commercial traffic before the downtown corridor project would begin.

Motion by Mr. Beachnau to recommend to the full board contributing \$5,000 to the Otsego County Economic Alliance for the purpose of cost-sharing for the conceptual study for the streetscape project, funds to come from contingency. Motion passed unanimously.

## **B. Ballot Language**

Mr. Burt distributed language for the three millage proposals (EMS, Animal Control, Bus) for the Committee's review. They have also been sent to the County's attorney for review.

## **C. Airport Funding 2011**

Ms. Frisch presented preliminary financial statements for the Airport (fund 281). Due to a sharp downturn in airplane traffic at the airport caused by the current economy, the airport sustained a net loss in 2011 and will need a transfer to avoid a negative unreserved fund balance.

Motion by Ms. Backenstose to transfer \$20,000 from 2011 contingency into the Airport Fund (fund 281). Motion passed unanimously.

## **D. Child Support Specialist Classification**

The Personnel Committee has recommended a reclassification of Robin Ellis to be 100% child support specialist (currently she is 80% css and 20% general prosecutor duties), and to increase her hourly wage from \$14.74 to \$15.11. Ms. Frisch will check with Sara Schmidt, Office Manager for the Prosecutor's Office, to make sure that will meet the cooperative reimbursement (title IV) grant requirements.

Motion by Mr. Burt to recommend to the full board reclassifying Robin Ellis' hours to 100% child support specialist but to leave her hourly wage the same. Motion passed unanimously.

## **E. Finance Department Updates and Reports**

Ms. Frisch reported that the 2011 audit is scheduled to begin on Monday, April 16, 2012.

She distributed 2011 financial reports for the Public Improvement Fund (fund 245).

## **F. December 2011 Preliminary Budget Reports (updated, not final)**

Ms. Frisch distributed and discussed the reports with the Committee.

## **G. 4-Wheel Drive Vehicle – Sheriff Dept – USDA Grant**

Mr. Burt informed the Committee that the Sheriff's Department currently has two 4-wheel drive vehicles, one that is a 2001 model with 165,000 miles on it, and the 2008 Expedition that the Sheriff drives. Undersheriff Nowicki feels that it is advisable to have two 4-wheel drive vehicles for the staff and would like the Committee to consider replacing a patrol car with a new 4-wheel drive vehicle and keep the old 2001 model for the Civil Division. Mr. Burt noted that we were offered a \$5,500 grant from the USDA to put toward the vehicle. We need to let the USDA know by next week if we are interested in moving forward. In conjunction with the replacement, Mr. Burt mentioned that overall, the number of vehicles in the Sheriff's Department was getting too high, and we will look to reduce that over time (referring to the regular police cars).

Motion by Mr. Beachnau to recommend to the full board to direct Mr. Burt to pursue the \$5,500 USDA grant to be put toward the purchase of a 4-wheel drive vehicle for the Sheriff Department. Motion passed unanimously.

#### **H. Parks and Recreation Request**

The Parks and Rec Board would like to increase the day pass fee to \$4 for out-of-county visitors and remain at \$3 for county residents.

Motion by Ms. Backenstose to recommend to the full board to approve fee of \$4 for a day pass to the County Park for out-of-county visitors. Motion passed unanimously.

Mr. Olsen adjourned the meeting at 10:30 AM