



Budget & Finance Committee

Wednesday April 15, 2009 – 9:30 a.m.
Room 212 – Otsego County Building
Gaylord, MI 49735

MINUTES

CALL TO ORDER

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

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

Others present: Diann Axford, Rachel Frisch, Maureen Derenzy

APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the March 18, 2009 budget and finance committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

A. Investment Policy

Mr. Burt presented a draft investment policy for the Committee to review. The Committee found two corrections that need to be made, and also would like to see some definitions inserted into the policy.

Motion by Mr. Glasser to postpone this issue until the May committee meeting, to have time to review the updated policy. Motion passed unanimously.

B. Motor Pool

Mr. Burt presented a position paper detailing his research into whether a motor pool concept of assigning and charging rates for vehicle or equipment usage would be feasible at the County. His conclusion is that it would not be feasible. The Committee concurred.

NEW BUSINESS

A. Vehicle Purchase

Mr. Burt informed the Committee that he received one bid to replace the Administration vehicle, from Wernig's. The existing vehicle is at a point that it is no longer cost effective to repair. The new vehicle is a Chevy Equinox, at a cost of \$21,600.

Motion by Ms. Backenstose to recommend to the full board to purchase the Administrator vehicle from Wernig's for \$21,600 with funds to come from the Equipment Fund (fund 266). Motion passed unanimously.

B. Court Costs

Mr. Burt informed the Committee that there will be additional costs for a pending trial, over and above typical trial costs. The additional costs include DNA testing, an accident analysis expert, and private investigator services. Estimated total is approximately \$3,650. Judge Janet Allen

intends to be as cost effective as possible but wanted Mr. Burt to communicate this issue to the Committee, as there may need to be a request for contingency dollars to help pay these costs. The Committee directed Mr. Burt to see whether the Court's budget could handle the cost, prior to using contingency funds.

C. GIS Software Purchase

Mr. Burt informed the Committee that his GIS software needed to be upgraded. The purchase price is \$1,500 plus shipping and handling, estimated at \$50.

Motion by Mr. Glasser to recommend to the full board purchasing GIS software in the amount of \$1,550, using funds from contingency. Motion passed unanimously.

D. Airport Kiosks

Mr. Burt informed the Committee of a project at the Airport to install kiosks and sell advertising space. The kiosks will be a 42" LCD TV with wall mounts, totaling \$1,900. Fuel prices would be posted at the kiosks. In addition, ad space would be sold for the kiosks. Several businesses have expressed an interest in advertising at the airport. The Airport budget does not have the funds to purchase the kiosks.

Motion by Mr. Glasser to recommend to the full board to loan the Airport Fund (fund 281) \$1,900 to purchase kiosks from the Equipment Fund (fund 266), to be repaid with revenues generated from advertising on the kiosks. Motion passed unanimously.

E. Airport Courtesy Car

Mr. Burt explained to the Committee that the Airport Director informed the Transportation and Airport Committee that there will be a need to have some type of courtesy car available to airplane passengers. With Island Air coming into the airport, there will be more traffic. Other area airports offer this service. The Committee asked Mr. Burt to look into the options of using the county bus system, local taxis, and existing county vehicles. There are also liability issues to address, which Mr. Burt is looking into.

F. Land Use Staffing

Mr. Burt presented a position paper addressing the staffing for Land Use Services in light of budget concerns. The paper detailed several options of how to deal with the budget shortfalls, with a recommendation of option #4. Option #4 consists of the following staffing changes:

- Eliminate current zoning enforcement officer
- Split building inspector position to be 3/5 building inspections, and 2/5 zoning enforcement
- Reduce building department clerk to 20 hour per week part time position

Option #4 has been reviewed and recommended for approval by the personnel committee. The total savings for the remainder of 2009 is approximately \$38,000.

Motion by Mr. Glasser to recommend to the full board to proceed with the Land Use Services staffing changes as noted above. Motion passed unanimously.

G. Animal Control Staffing

Mr. Burt explained that the Animal Control Director has requested the kennel assistant position become a full-time position. There is already enough dollars budgeted for this change. Mr. Burt stated he would like to review this issue once more with the Animal Control Director before proceeding.

Motion by Mr. Glasser to recommend to the full board to approve increasing the kennel assistant position to full-time, pending the Administrator's final review of the request. Motion passed unanimously.

H. Carpet Bids

Mr. Burt presented bids for new carpeting to replace existing tile and carpeting along the first floor main hallway and Multi-Purpose Room at the Alpine Center. Hickerson's had the lowest bid with \$15,063.75.

Motion by Mr. Bates to recommend to the full board to accept the low bid of \$15,063.75 from Hickersons for new carpeting in the multipurpose room and main entrance hallway of the Alpine Center. Funds to come from the Capital Projects Fund (fund 499). Motion passed unanimously.

I. March 2009 Financial Reports and Updates

Ms. Frisch presented the financial reports. She updated the Committee on the status of the audit, stating that audit fieldwork was complete and the audit reports will be forthcoming.

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