



Budget & Finance Committee

Tuesday, June 16, 2015 at 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 1:30 p.m.

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

Others present –Diann Axford, Rachel Frisch, Carley Chrencik

APPROVAL OF MINUTES

Motion by Ms. Backenstose to approve the minutes from the May 20, 2015 Budget and Finance Committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Georgia Pacific

The Committee discussed the issue with Georgia-Pacific concerning the removal of the foundation at their property. In lieu of removing the foundation, G-P has offered 600 acres of property to the County, with 150 acres of that to be used for dewatering dredge material for Otsego Lake. They will also put up a barrier along Dickerson Road to screen the view. Beachnau directed Burt to negotiate a berm with trees as a natural buffer instead of a fence, and to ensure a reasonable amount of good quality trees are left on the property.

B. Tower Ground Lease Extension

Burt presented an amendment to the lease for the communications tower owned by GTP Towers to allow up to an additional 30 years, to 2061, on the lease. Their intent is to better market the tower to lease equipment space. The County will continue to receive \$589.96 per month with the addition of an escalator based on CPI for payments. The lease will also wrap in the lease with GTP that allows the County to use the land for their Land Use Building.

Motion by Borton to “recommend approval to the full Board for the Ground Lease Amendment with GTP Towers”. Motion carried unanimously.

C. Alpine Center Courtroom

Burt informed the Committee that he has been working with Tony Esson and Jon Ernst on the possibility of using the vacated DHS space at the Alpine Center on the fourth floor as a Circuit Courtroom. The first thing that needs to be done is to determine whether the column in the center

of the room can be moved and how much it would likely cost. The cost would be between \$5,000 and \$7,000 for the study.

Motion by Backenstose to “recommend approval of the study not to exceed \$7,000 with funds to come out of the Contingency Fund”. Motion carried unanimously.

D. Road Commission/Sales Tax Matter

Ms. Frisch updated the Committee on an issue with the state involving airport fuel sales tax. There is an ongoing issue with the State incorrectly believing that they were owed additional funds originally for 2012 and 2013. The State has since sent a letter absolving the County of owing additional funds for 2012, leaving 2013 in dispute. The State reduced a payment to the Road Commission by \$4,592 to pay for what they believed still owed. Ms. Frisch met with representatives of the State and believes the issue should soon be resolved. In the meantime she recommended paying the Road Commission for the amount withheld by the State. Moving forward, the State has a new online reporting system that they will be training County staff on how to use.

Motion by Borton to “recommend to the full Board to pay the Road Commission the \$4,592 that was withheld by the State with funds to come from the Delinquent Tax Fund”. Motion carried unanimously.

E. Budget Calendar

Ms. Frisch presented the FY 2016 Budget Calendar.

The Budget Calendar will be placed on the next Board agenda.

F. May Credit Card Statements

The Committee reviewed and discussed Admin credit card statement. The other statements were not yet available. They will be presented at the next meeting.

G. May Financial Reports

Ms. Frisch reviewed the May Financial Reports.

H. Juror Notification System

Judge Mertz and Suzy DeFeyter are interested in pursuing an electronic juror notification system through Courthouse Technologies and a partnership with Berrien County. The system would automate the process of notifying jurors saving staff time in the Clerk’s office as well as being more accurate and user friendly for the public. The cost is \$18,600 per year for the first year with costs decreasing slightly for postage as email addresses are acquired. There will also be savings in current postage costs as well as the Jury Board.

Motion by Borton to “recommend to the full Board to enter into a contract with Courthouse Technologies for the electronic juror notification system with funds to come from the Contingency Fund”. Motion carried unanimously.

I. Indigent Defense Contract

The Courts have recommended a renewal of the 3-year contract with Gary Gelow for the Indigent Defense Contract with a 1% per year price increase.

Motion by Borton to “recommend to the full Board to enter into a contract with Gary Gelow for Indigent Defense services as presented”. Motion carried unanimously.

J. Courthouse Doors

Burt informed the Committee that the approximate cost to replace doors at 5 entrances for the Courthouse would be \$25,000. There should be some savings in heating/cooling efficiencies since the current doors are drafty. The Committee directed Burt to obtain bids for the project.

K. Land Use Vestibule and Bathroom

Burt informed the Committee that Land Use Services would like to get a second bathroom since the single bathroom serves not only staff and the visiting public during the day, but also the Planning Commission members and attendees. A new vestibule is needed to better control the elements at the entrance. Burt will work with Tad Latuszek on cost estimates.

Mr. Beachnau adjourned the meeting at 2:16 p.m.