



## Budget & Finance Committee

Wednesday June 17, 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 - Rachel Frisch, Matt Barresi

#### APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the May 20, 2009 budget and finance committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

##### A. Court Case Expenses

Mr. Burt updated the Committee on the court case expenditures, as discussed in the May 20, 2009 meeting. Thus far, the courts have received 2 bills totaling \$2,800. Court Administrator Rudi Edel had told Mr. Burt that the court budget can cover these 2 bills but may need to request extra budget dollars next month.

#### NEW BUSINESS

##### A. Airport Request

Mr. Barresi explained to the Committee that the airport is struggling with cash flow problems. The main reasons cited were a long winter, the economic downturn, and a payment arrangement with the airplane fuel vendor that has resulted in an unfavorable cash flow situation. Mr. Barresi suggested several ideas to improve cash flow that he intends to implement as soon as possible. He requested a transfer of \$50,742.68.

Motion by Mr. Glasser to recommend to the full board transferring an amount not to exceed \$51,000 to the Airport Fund, to alleviate cash flow issues; funds to come from Contingency. Motion passed unanimously.

##### B. Sheriff Cameras

Ms. Frisch explained to the Committee that Undersheriff Nowicki had purchased 2 digital cameras in the amount of \$778 for both, and charged the expenditure to the Sheriff supplies line item. This expenditure was not originally planned for in the Sheriff's budget. He wanted to make the Committee aware that he will monitor the supplies line item, to make sure he is not short toward the end of the year.

### **C. Parks Dredging**

Mr. Burt mentioned that the County Parks Board is requesting to have various partners cost-share in the dredging of Otsego Lake. Other potential partners include Bagley Township, Otsego Lake Township, and the Otsego Lake Association. The Committee discussed the fact that they would like to see what other partners choose to participate before action is taken.

Motion by Mr. Glasser to postpone this issue until the August committee meeting. Motion passed unanimously.

### **D. Land Use Services – Scanning Proposal**

Ms. Frisch informed the Committee that a proposal from Graphic Sciences had been received, to scan approximately 20 file cabinets worth of documents at the Land Use Services Department, at a cost of \$25,357. She explained that the scanning project would save significant storage space, so the Land Use Services Department could more easily fit into the county building offices, and also that significant staff time would be saved since looking up permits, plans, etc would be much more efficient. Mr. Burt explained that a new server would also be necessary, bringing the total project cost up to approximately \$30,000.

Motion by Ms. Backenstose to recommend to the full board approving the Land Use Services document scanning proposal from Graphic Sciences plus the purchase of a new server, in an amount not to exceed \$30,000; funds to come from Contingency. Motion passed unanimously.

Mr. Burt then mentioned that Graphic Sciences had done a proposal to scan financial records, totaling \$2,500.

Motion by Mr. Glasser to recommend to the full board approving the Finance Department document scanning proposal from Graphic Sciences, in an amount not to exceed \$2,500; funds to come from Contingency. Motion passed unanimously.

### **E. Trash Pick-Up Service**

Ms. Frisch informed the Committee that the contract with Waste Management expires on 7/1/09. She will be sending out request for proposals to area vendors. Since it is not feasible for an out of town vendor to provide such services, she is requesting to waive the purchasing policy requirement to put an ad in the newspaper. The Committee directed Ms. Frisch to include vendors from neighboring counties when she sends out the request for proposal letters.

Motion by Mr. Bates to recommend to the full board waiving the purchasing policy requirement to advertise the request for proposal for trash removal services in the newspaper. Motion passed unanimously.

### **F. May 2009 Financial Reports and Updates**

Ms. Frisch distributed the reports and the Committee discussed them. She also reminded the Committee that the auditors would be presenting draft financial statements at the June 23, 2009 board meeting.

### **G. RFQ – Third Party Health Insurance Services**

Mr. Burt informed the Committee that the rfq had been sent out, and proposals are due back on July 10, 2009.

## **H. Sportsplex Liability Insurance**

Mr. Burt forwarded a request from Sportsplex Director Bill Michaels to see if the Committee and Board of Commissioners would approve an optional umbrella coverage amount of \$1,000,000 per occurrence, \$2,000,000 aggregate. These coverages are lower than those with the County's MMRMA policy.

The Committee felt that these coverages are acceptable if the Sportsplex Board is comfortable with those levels.

Mr. Beachnau adjourned the meeting at 10:47 AM.