



Budget & Finance Committee

Wednesday, September 17, 2014 – 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Borton called the meeting to order at 9:30 a.m. (Mr. Borton filled in as Committee Chair in the absence of Mr. Beachnau)

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

Others present – Diann Axford, Rachel Frisch

Absent (Excused) –Paul Beachnau

APPROVAL OF MINUTES

Motion by Mr. Olsen to approve the minutes from the August 20, 2014 Budget and Finance Committee meeting. Motion passed unanimously.

NEW BUSINESS

A. Bulletproof Vest Grant

Ms. Frisch informed the Committee that the Sheriff's Office has been awarded a grant to purchase new bulletproof vests. The grant will pay 50% of the cost, and the County must match the other 50%. The County's portion will be \$3,250.

Motion by Mr. Olsen to recommend to the full board transferring \$3,250 from contingency to the Sheriff Department, for the purpose of purchasing bulletproof vests, 50% funded by a federal grant, 50% funded by the County. Motion passed unanimously.

B. Courthouse Restoration Fund Budget Amendment

Ms. Frisch explained that she was notified by Vicki Courterier and Tracey Cruz from the Courts that the original estimate that was included in the Courthouse Restoration Fund (fund 497) 2014 budget for replacing the JAVS computer system in courtroom 102 is outdated and has gone up in price. The additional cost will be funded by using a portion of the residual fund balance of the Courthouse Restoration Fund.

Motion by Mr. Olsen to recommend to the full board approving the budget amendment for the Courthouse Restoration Fund, to accommodate the cost increase of the new JAVS system. Motion passed unanimously.

C. County Building Renovation Bids

Mr. Burt reported that two bids were received for the renovation project, which will convert the old City Police offices into locker rooms and office space for the Sheriff's Road Patrol and Civil

Division. Sunrise Construction had the low bid. Mr. Burt estimates the total project to cost \$78,000.

Motion by Mr. Olsen to recommend to the full board awarding the bid for renovating the old City Police offices for the Sheriff's Road Patrol and Civil Division to Sunrise Construction, for a total estimated cost of \$78,000. Funds to come from the Capital Projects Fund (fund 499). Motion passed unanimously.

D. Equipment Fund Budget Amendment

Ms. Frisch and Mr. Burt explained to the Committee that the cost of outfitting the new patrol vehicle for the Sheriff is more costly than outfitting the older, smaller vehicles. This includes the light bars, cages, decals, etc. An additional \$6,500 will be needed, using Equipment Fund (fund 266) dollars. The cost will be partially funded through the USDA grant.

Motion by Ms. Backenstose to recommend to the full board approving the additional cost of \$6,500 to outfit the Sheriff's new patrol vehicle, using Equipment Fund dollars (fund 266). Motion passed unanimously.

E. Commission on Aging Budget 9/30/15

Ms. Frisch distributed the proposed budget for the Commission on Aging's 9/30/15 fiscal year. The budget has been reviewed and approved by the Commission's Board.

Motion by Ms. Backenstose to recommend to the full board approving the Commission on Aging's 9/30/15 budget. Motion passed unanimously.

F. Bus Budget 9/30/15

Ms. Frisch distributed the proposed budget for the Otsego County Bus System's 9/30/15 fiscal year. The Transportation Committee reviews the Bus System's financial activity on a monthly basis. The State has approved this budget as well.

Motion by Mr. Borton to recommend to the full board approving the Otsego County Bus System's 9/30/15 budget. Motion passed unanimously.

G. August 2014 Financial Reports

Ms. Frisch distributed and discussed the reports.

H. August 2014 Credit Card Statements

The Committee reviewed the credit card statements from Administration, the Treasurer's Office, and the Sheriff's Office.

I. Finance Department Updates

Ms. Frisch updated the Committee on the budget process. She will send out another budget calendar to the Committee.

Mr. Borton adjourned the meeting at 10:29 a.m.