



Budget & Finance Committee

Wednesday July 15, 2009 – 11:00 a.m.
Room 212 – Otsego County Building
Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Beachnau called the meeting to order at 11:00 AM

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

Others present - Rachel Frisch, Brian Webber

Absent – Diann Axford

APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the June 17, 2009 budget and finance committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

A. Court Case Expenses

Ms. Frisch notified the Committee that the court case expenditures, as discussed in the May and June meetings will also apply to the prosecutor's department. They will keep track of the court case expenditures separately, and revisit this issue later in the year.

NEW BUSINESS

A. Jail Budget – Payroll Line Items

Ms. Frisch handed out a detail budget report of the Jail activities through 6/30/09. She and Mr. Webber indicated that the part-time and overtime line items were already at 73% and 72% spent. The reason was the use of personal time, causing the part-time cook to have to fill in for the regular cook during the week, and also the C.O.s taking personal time early in the year, causing overtime to be high early in the year.

Mr. Webber indicated that since his staff uses up personal time early in the year, the \$12,396 budgeted for personal/sick pay buyout is not spent at the end of the year and is available to supplement the other line items. He and Ms. Frisch intend to monitor these line items and will report back to the Committee with a budget amendment when it becomes necessary.

B. Jail Washer/Dryer Purchase

Mr. Webber informed the Committee that he purchased a new washer and dryer for the jail, as the old set had broken down beyond repair. The total cost was \$1,154.34. He requests reimbursement from the Equipment Fund for the purchase, as he feels his jail budget cannot absorb this cost.

Motion by Ms. Backenstose to recommend to the full board to transfer \$1,154.34 from the Equipment Fund (fund 266) into the jail budget to reimburse the cost of the washer and dryer purchase. Motion passed unanimously.

C. Budget Amendment – Prosecutor Dept Hospitalization

Ms. Frisch explained that due to staffing changes in the Prosecutor's Department, there is an increase in the hospitalization cost for the year. An additional \$20,000 needs to be transferred into that budget line item.

Motion by Mr. Glasser to recommend to the full board to transfer \$20,000 out of the Health Care Fund (fund 647) to the Prosecutor's hospitalization line item. Motion passed unanimously.

D. Budget Amendment – Planning/Zoning Part Time

Ms. Frisch informed the Committee that a correcting budget amendment was necessary to properly reflect the wages of the former part-time zoning officer position in the general ledger.

Motion by Mr. Bates to recommend to the full board approving the correcting budget amendment for the Planning/Zoning department. Motion passed unanimously.

E. June 2009 Financial Reports and Updates

Ms. Frisch presented the June 2009 financial reports.

Ms. Backenstose inquired about the Gypsy Moth Fund (fund 241) and directed Mr. Burt and Ms. Frisch to look into the use of those funds or if it is advisable to refund those dollars back to the taxpayers.

F. Investment Report, March 2009

This item was tabled to the August meeting, due to Ms. Axford's absence.

G. Motorcycle Sale

Mr. Burt distributed a list of bids offered to purchase old motorcycles used in the Motorcycle Safety Program.

Motion by Mr. Glasser to recommend to the full board selling the old motorcycles used in the Motorcycle Safety Program to the individuals listed. Motion passed unanimously.

H. 3rd Party Health Insurance

Human Resources Director Trisha Adam received two responses to the RFQ to provide the county with 3rd party health insurance services: Lighthouse Insurance in Grand Rapids and Cadillac Insurance in Cadillac. Mr. Burt commented that Lighthouse currently has only one county as a client and would have to contract out many of the services. Cadillac has many counties as clients and has staffing that would meet all our needs.

Motion by Mr. Glasser to allow the Administrator to choose the best option for 3rd party health insurance services. Motion passed unanimously.

I. **Animal Control Architectural Services**

Mr. Burt informed the Committee that he had prepared an RFP for preliminary designs for a new animal control facility. He will not advertise in the newspaper, but will send the RFP to all 4 local architect firms. This is permissible according to the purchasing policy, as it is for professional services.

Mr. Beachnau adjourned the meeting at 12:15 PM.