



Budget & Finance Committee

Wednesday, February 17, 2016 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 9:30 a.m.

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

Others present –Brian Webber, Rachel Frisch

Excused –Diann Axford

APPROVAL OF MINUTES

Motion by Mr. Borton to approve the amended minutes from the January 20, 2016 Budget and Finance Committee meeting. Seconded by Mr. Glasser. Motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Jail Medical Services

Mr. Webber presented the contract for Advanced Correctional Healthcare, Inc. to provide inmate health services to the Otsego County Jail. This topic was discussed at length during the December 9, 2015 Committee meeting (refer to those minutes for additional details), and we were waiting for the review and input from the County's legal counsel. Mr. Burt indicated that legal counsel has reviewed the contract.

Motion by Mr. Borton to recommend to the full Board to enter into a contract with Advanced Correctional Healthcare, Inc. to provide inmate health services. Seconded by Ms. Backenstose. Motion passed unanimously.

B. Sheriff Patrol Vehicle

Mr. Burt presented a bid for a new patrol vehicle totaling \$30,154.92 from Gaylord Ford. It was the only bid received. An additional \$12,000 is estimated for light bars, decals, etc. This expenditure has already been budgeted for \$42,000 in 2016 in the Equipment Fund (fund 266).

Motion by Ms. Backenstose to recommend to the full Board purchasing a new patrol vehicle from Gaylord Ford in the amount of \$30,154.92 with additional expenses for lights, decals, etc. estimated at \$12,000, to be paid for out of the Equipment Fund (fund 266). Seconded by Mr. Glasser. Motion passed unanimously.

C. Red Cross Lease

Mr. Burt notified the Committee that Red Cross has asked the County if their monthly rent could be reduced. The lease the previous Information Center building for \$12/square foot at 1,200 square feet, totaling \$14,400 per year. Utilities are paid by the County and were approximately \$3,300 for 2015. The Committee discussed several options and directed Mr. Burt to offer a reduction to \$700/month plus utilities paid by Red Cross, with the option to negotiate that amount.

D. Animal Control Building – additional principal payment 2015

Ms. Frisch explained to the Committee that each year, we analyze the net income of the Animal Control Fund (fund 212), to determine if we can make an additional principal payment on the outstanding building loan balance. It is an internal loan from the Public Improvement Fund (fund 245). Ms. Frisch recommends an additional payment of \$13,607.44 for 2015, which represents 4 months of principal. Both Mr. Burt and Ms. FitzGerald (Animal Control Director) concur with this recommendation.

Motion by Mr. Glasser to recommend to the full Board making an additional principal payment in 2015 in the amount of \$13,607.44 on the Animal Shelter building. Seconded by Mr. Borton. Motion passed unanimously.

E. Public Improvement Fund Report 2015

Ms. Frisch presented the reports and discussed them with the Committee.

F. 2015 Budget Amendments

Ms. Frisch distributed the final 2015 budget amendments. The Committee reviewed and discussed them.

Motion by Ms. Backenstose to recommend to the full Board approving the 2015 budget amendments. Seconded by Mr. Glasser. Motion passed unanimously.

G. 2016 Court Budget Amendment

Ms. Frisch presented a budget amendment for the courts to reflect the cost differences due to staffing changeover.

Motion by Mr. Borton to recommend to the full Board approving the 2016 court budget amendment. Seconded by Mr. Glasser. Motion passed unanimously.

H. Financial Reports – January 2016

Ms. Frisch distributed and discussed the reports with the Committee.

I. Plat Books

Mr. Burt presented a proposed contract from the Otsego Conservation District to pay the County's GIS/Mapping department \$16,725 to provide 500 plat books.

Mr. Burt presented a second contract with Mapping Solutions, the vendor that the GIS/Mapping department will use to prepare the books, at a cost of \$10,625 (plus Mr. Burt will add in 20 extra books for Commissioners, the Treasurer's Office, etc.).

Motion by Ms. Backenstose to recommend to the full Board to enter into a contract with the Otsego Conservation District to provide 500 plat books for \$16,725 and to enter into a contract with Mapping Solutions for \$10,625 to prepare the books, to be accounted for in the GIS/Mapping Fund (fund 618). Seconded by Mr. Glasser. Motion passed unanimously.

J. January 2016 Credit Card Statements

Ms. Frisch distributed the statements. The Committee reviewed and discussed them.

Mr. Beachnau adjourned the meeting at 10:23 a.m.