



Budget & Finance Committee

Wednesday, March 18, 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 9:30 a.m.

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

Others present – Diann Axford, Rachel Frisch

Absent (Excused) – Lee Olsen

APPROVAL OF MINUTES

Motion by Mr. Borton to approve the minutes from the January 21, 2015 Budget and Finance Committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. 2015 Budget Amendment – Parks and Rec Software

Mr. Burt discussed the need for updating the Parks manual recordkeeping /reservation system to a computerized one. Ms. Marchio, Parks and Recreation Director, investigated several different software packages. Based on her review, she has proposed that we move forward with Itinio. We had Empiric Solutions (the County's IT service provider) review the system from an IT standpoint – they reported that Itinio met the County's standards for information security. The Parks and Recreation Board approved the purchase of the software system for up to \$9,000, taking funds from the Parks and Recreation Fund (fund 208) fund balance.

Motion by Mr. Borton to recommend to the full board purchasing a computer program for recordkeeping and reservations at a cost of up to \$9,000, funds to come from the Parks and Recreation fund balance. Motion passed unanimously.

B. 2015 Budget Amendment – Groen Fund Amendments

Ms. Frisch presented two amendments for the Groen Funds, as follows:

- 1) Transfer \$2,000 of the monies collected from the tree trimming at the Groen property from the Groen Capital Projects Fund (fund 494) to the Groen Operating Fund (fund 209), to fund several different nature-based activities and events at the Groen property. The planned activities and events have been approved by the Groen Trust Fund Board, and were also reviewed by the Committee.

- 2) Amend the original 2015 Groen Operating Fund budget (fund 209) to reflect estimated additional expenses totaling \$1,880 that will be incurred in 2015. Amendment has been approved and will be funded by the Groen Trust Fund.

Motion by Ms. Backenstose to recommend to the full board approving the two amendments to the Groen Funds (funds 494 and 209). Motion passed unanimously.

C. January and February 2015 Credit Card Statements

Ms. Frisch explained to the Committee that we are reviewing both the January and February statements at this meeting, as the Committee didn't meet in February, due to a lack of agenda items. The Committee reviewed and discussed the statements.

D. 2014 Fund Reports – Health Care Fund and Public Improvement Fund

Ms. Frisch distributed and discussed with the Committee the Health Care Fund (fund 647) and Public Improvement Fund (fund 245) activity for 2014.

E. Finance Department Updates

Ms. Frisch notified the Committee that she has calculated an estimated 2014 net income for the General Fund of \$450,000. This is subject to adjustment and has not been audited. Mr. Burt explained to the Committee the need for funds to be set aside for several upcoming capital projects, including adding to the reserve for future boiler replacement at the Alpine Center, Community Center repairs, a Medical Examiner office space added onto the new addition to the EMS building, and other general property and building improvements. He recommends transferring \$250,000 from the 2014 General Fund net income to the Capital Projects Fund (fund 499).

Motion by Ms. Backenstose to recommend to the full board approving the transfer of \$250,000 from the 2014 General Fund net income into the Capital Projects Fund (fund 499), for projects as specified in the budget amendment. Motion passed unanimously.

F. January and February 2015 Financial Reports

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

Mr. Beachnau adjourned the meeting at 10:18 a.m.