



Budget & Finance Committee

Tuesday, June 17, 2014 – 9:30 a.m.
Room 100 – 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: Ken Borton, John Burt, Lee Olsen, Paul Beachnau, Erma Backenstose

Others present – Diann Axford, Sheriff Nowicki, Undersheriff Muladore, Larry Edwards, Jack Thompson, Suzy DeFeyer, Dana Stubli, Justin Burchett, Sheila Simpson, Lisa McComb, Candi Edwards, Rachel Frisch

Absent (Excused) –None

APPROVAL OF MINUTES

Motion by Mr. Borton to approve the minutes from the May 21, 2014 Budget and Finance Committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

A. **SANE Request** – postponed to July meeting

NEW BUSINESS

A. **Streetscape Project**

Mr. Burt discussed a request submitted by the Renaissance Streetscape Capital Campaign Committee, asking the County to contribute \$75,000 toward the required \$450,000 local match required by the grant to fund the proposed streetscape project. The \$75,000 requested represents 1/6 of the total, which is in proportion with the County's frontage along the project corridor, which is 1/6 of the total street length that will be renovated. The project is in line with the County's efforts to improve the safety for individuals who are parking along the Courthouse property, providing a safer environment for those who are visiting the County's buildings. The local match must be raised by July 31, 2014.

Motion by Mr. Burt to recommend to the full board contributing \$75,000 from the Capital Projects Fund (fund 499) toward the local match for the Downtown Streetscape Project, with the money being returned to the County if the project does not move forward. Motion passed unanimously.

B. **Marine and ORV Grants**

Ms. Frisch explained to the Committee that the Marine Grant for 2014 has been cut back from \$4,000 to \$1,000. Undersheriff Muladore has cut back the staffing accordingly, to 16 hours per week.

Motion by Mr. Olsen to recommend to the full board transferring \$3,000 from General Fund contingency (fund 101) to the Marine Grant, to fund more patrol hours on the County's lakes. Motion passed unanimously.

Ms. Frisch indicated that the ORV Grant was approved at \$10,000 for 2014, slightly less than the budgeted \$11,000. The County was also granted \$6,199 to purchase an ORV. This will fund approximately ½ of a new ORV, including lights and decals.

Motion by Mr. Olsen to recommend to the full board transferring \$6,000 to the ORV Grant, from the Equipment Fund (fund 266), to purchase an ORV from Mega Power Sports, along with lighting and decals, for an estimated \$12,200. The remaining moneys to come from the ORV Grant.

C. Fee Schedule Updates

Ms. DeFeyter and Ms. Stubli proposed a new fee for additional documents that will now be available to the public online. An updated fee schedule was distributed.

Motion by Mr. Olsen to recommend to the full board approving the Clerk/ROD updates to the County fee schedule. Motion passed unanimously.

D. Homestead Audit Fund Software Purchase

Ms. Axford explained the need to update the existing software to the dot net database for the BSA PRE program, at a cost of \$4,280.

Motion by Mr. Borton to recommend to the full board approving the PRE software purchase, to be paid from the Homestead Audit Fund (fund 616). Motion passed unanimously.

E. 2015 Budget Calendar

Ms. Frisch distributed the proposed calendar.

Motion by Mr. Olsen to recommend to the full board approving the 2015 budget calendar. Motion passed unanimously.

F. Audit Services

The Committee directed Ms. Frisch to bid out audit services beginning with the 2014 audit.

G. GASB 61

Ms. Frisch updated the Committee on the upcoming GASB Statement Number 61, which will affect component unit reporting. The Committee directed Ms. Frisch to include this topic on the July agenda.

H. May 2014 Financial Reports

Ms. Frisch distributed and discussed the reports.

I. June 2014 Credit Card Statements

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

J. Finance Department Updates

Ms. Frisch updated the Committee on the comments and recommendations from the 2013 audit.

Mr. Beachnau adjourned the meeting at 10:57 a.m.