



Budget & Finance Committee

Tuesday, October 4, 2016 at 1:30 p.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Glasser called the meeting to order at 1:30 p.m.

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

Others present – Rachel Frisch, Diann Axford, Sportsplex Director Bill Michaels, Sportsplex Board Member Gary Mattson

Excused Absence – Paul Beachnau

APPROVAL OF MINUTES

Motion by Ms. Backenstose to approve the minutes from the September 27, 2016 Budget and Finance Committee meeting. Seconded by Mr. Borton. Motion passed unanimously.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. Credit Card Statements

The September 2016 statements were reviewed and discussed by the Committee.

B. Budget Discussion

a. General Fund updates

Increase in part-time staff hours from 20 to 24 hours per week were added in for the Equalization clerk. Personal property tax and health care figures will be updated for next time.

b. Sportsplex 2017 Proposed Budget

Mr. Michaels and Mr. Mattson presented the proposed 2017 budget for the Sportsplex. The following topics were discussed: The Community Foundation Grant was given to the Sportsplex for the skate park to pay for cement work. It is now owned by the Sportsplex and insured by the City of Gaylord. Four-Star Nutrition is currently in the Sportsplex and will share profits. The Sportsplex is looking into replacing sidewalks in 2017 with an approximate cost of \$16,000. Mr. Michaels will forward his 5 year capital project plan to Administration.

c. Special Revenue Fund updates

Ms. Frisch distributed the special revenue fund budgets for funds 212-257. The following topics were discussed:

Animal Control Fund 212 – property tax income, a description of staffing levels, and fund balance levels (which will be monitored to make sure the accumulated dollars do not get too high).

Friend of the Court Fund 215 – transfer in from General Fund to support FOC activities, federal and state grants, and the improvements seen in cash flow due to the payments from the State being paid to us timely.

Recycling Fund 226 – property tax income, the success of the recycling program, and services provided by Emmet County and the Otsego Conservation District.

Brownfield Redevelopment Authority Fund 243 – personal property tax reimbursement and debt service payments. We will be getting a new amortization schedule after the additional principal payment made in 2016. Debt obligation remains with Elmers, even though a portion of the property has been sold. Potential new Brownfield project for 2017: the old Purchases Sales building will be torn down and a Holiday Inn Express will take its place. There will be old asbestos pipes to clean up, which qualifies it as a Brownfield project. This project will only have real taxes and no personal property tax. Project total is estimated at \$330,000.

Public Improvement Fund 245 – interest income and the importance of keeping this fund intact in order to be able to internally finance capital projects and equipment purchases (always to be repaid to the fund).

Building Inspection Fund 249 – look into potentially reducing certain fees due to an accumulation of fund balance. The building will be getting the roof redone in 2016, and also a carport built to protect the County vehicles from the weather.

Register of Deeds Automation Fund 256 – a portion of filing fees are legally required to be set aside in this fund and can only be spent on ROD technology.

Budget Stabilization Fund 257 – this fund has dollars set aside to assist with the County's cash flow needs each year. The fund is maxed out, and nothing more can be added to it.

C. ROD fee schedule

Mr. Burt explained that a local title company complained when the Clerk's office refused to issue a refund. They refused based on the existing fee schedule, which specifies that certain refunds under a specific dollar amount will not be refunded by the County. Upon further review, this is not in accordance with State statute. Therefore, the fee schedule needs to be revised and the refund made. Ms. Axford indicated that the Treasurer's office has similar wording for their payments. She will also look into the matter. Mr. Burt will work with both Ms. Defeyter and Ms. Axford on this matter.

Mr. Glasser adjourned the meeting at 3:06 p.m.