



## Budget & Finance Committee

Tuesday, October 24, 2017 at 1:30 p.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

Mr. Beachnau called the meeting to order at 1:32 p.m.

Roll call – Present: Ken Borton, Rob Pallarito, Ken Glasser, Paul Beachnau, Rachel Frisch

Others present – Tim Hanley, Diann Axford, Vicki Courterier, Tracey Cruz, Susan Defeyter

#### APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the October 17, 2017 Budget and Finance Committee meeting. Seconded by Mr. Pallarito. Motion passed unanimously.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### A. Court Budget Report

Ms. Courterier and Ms. Cruz were present to answer any questions the committee had regarding the Courts budgets. A compensation study for court employees will be performed in 2018. Contracted services for the Circuit Court will increase due to the Tri-county agreement. Health insurance costs for the court remain steady.

##### B. Clerk Budget Report

Ms. Defeyter was present to answer any questions the committee had regarding the Clerk's budgets. Ms. Defeyter indicated that there were no major changes to the prior year budget. House Bill No. 4267 regarding the use of fund balance from the Register of Deeds Automation Fund 256 was discussed.

##### C. Special Revenue Funds 260-294

Ms. Frisch presented the budgets for special revenue funds 260 through 294. The following topics were discussed:

**Legal Defense Fund 260** – Allocating legal fees to proper funds.

**911 Service Fund 261** – Phone fee income, State contract

**Concealed Pistol Licensing Fund 263** – No new activity.

**LCL Corrections Officer Training Fund 264** – No new activity

**Library Fund 271** – Utility costs for expanded building,

**Social Welfare Fund 290** – No new activity

**Child Care Fund 292** – No new activity

**Soldiers' Relief Fund 293** – No new activity

**Veterans' Trust Fund 294** – No new activity

#### **D. Internal Service Funds**

Ms. Frisch presented budgets for the Building and Grounds, the Administrative Services, and the Health Care. Ms. Frisch explained that these funds provide service to all County departments.

#### **E. Debt Service Fund**

Ms. Frisch explained that the Debt Service fund collects money to pay the debt incurred by the County. The General Fund does not currently have any debt.

#### **F. Administrative Allocation**

Ms. Frisch presented a breakdown of the allocation of the Administrative Services.

#### **G. Credit Card Statements September 2017**

Mr. Hanley distributed the statements. The Committee reviewed and discussed them.

#### **H. Budget Amendment – Housing & Soldiers' Relief**

Mr. Hanley presented two budget amendments.

The first budget amendment is for Housing Committee. Mortgage payoffs in excess of budget are expected the remainder of the year.

Motion by Mr. Borton to recommend to the full board approving the budget amendment for the Housing Committee. Seconded by Mr. Pallarito. Motion passed unanimously.

The second budget amendment is for the Soldiers' Relief Fund. Additional expenses for Veterans need to be paid in 2017.

Motion by Mr. Glasser to recommend to the full board approving the budget amendment for the Soldiers' Relief Fund. Seconded by Mr. Pallarito. Motion passed unanimously.

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