



## Budget & Finance Committee

Wednesday, December 10, 2014 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 1:30 p.m.

Roll call – Present: Paul Beachnau, Ken Borton, John Burt, Lee Olsen

Others present – Rachel Frisch, Melissa FitzGerald

Absent (Excused) – Erma Backenstose, Diann Axford

#### APPROVAL OF MINUTES

Motion by Mr. Borton to approve the minutes from the November 18, 2014 Budget and Finance Committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### A. Boiler Reserve – Capital Projects Fund

Mr. Burt discussed the need for a new boiler at the Alpine Center in the next few years. The cost will be approximately \$300,000 - \$390,000. It is advisable to consider setting aside funds for that purchase.

Motion by Mr. Olsen to recommend to the full board reserving \$50,000 of cash/fund balance in the Capital Projects Fund (fund 499) for the purchase of a new boiler system. Motion passed unanimously.

##### B. Debt Service Fund

Ms. Frisch explained that there were extra funds left in the Debt Service Fund (fund 569) that can be transferred out, since all County debt has been paid off (with the exception of the University Center and Road Commission debt, but that is funded through those agencies). There is \$165,006.78 left in there. Mr. Burt recommended transferring \$40,000 of the funds into the Airport Capital Projects Fund (fund 481), for upcoming expenditures.

Motion by Mr. Borton to recommend to the full board transferring \$40,000 from the Debt Service Fund (fund 569) into the Airport Capital Projects Fund (fund 481), and transferring the remaining \$125,006 into the General Fund (fund 101). Motion passed unanimously.

Motion by Mr. Borton to recommend to the full board reserving \$40,000 of cash/fund balance in the Airport Capital Projects Fund to set aside funds for Exhibit A of the Airport Long Range Plan. Motion passed unanimously.

### **C. Snowmobile Purchase**

Ms. Frisch informed the Committee that the snowmobile that will be purchased for the Sheriff Snowmobile Patrol program will be coming in December 2014. It was budgeted in 2015, so we need to do a budget amendment to reflect the transaction in the 2014 budget, and then remove it from 2015. The total purchase price of the snowmobile, with lights, decals, etc is \$14,499. \$10,325 will be funded by a state grant.

Motion by Mr. Borton to recommend to the full board approving the 2014 budget amendment for the purchase of a snowmobile for the Sheriff's Snowmobile Patrol program. Motion passed unanimously.

### **D. Animal Control Tractor Purchase**

Animal Control Director Ms. FitzGerald explained the need to get a new tractor with a snowblower attachment for the animal shelter. It is not in the building and grounds contract to provide service to the animal shelter building. She obtained bids from two vendors.

Motion by Mr. Olsen to recommend to the full board purchasing a tractor/snowblower with a cab attachment for the animal shelter for \$17,536. Funds to come from the Animal Control fund balance (fund 212). Motion passed unanimously.

### **E. Sportsplex Fee Schedule**

Motion by Mr. Olsen to recommend to the fully board approving the rate increase for the Sportsplex, for out-of-county people. Motion passed unanimously.

### **F. 2014 Year-End Budget Amendments**

Ms. Frisch presented three budget amendments, as follows:

\$250 for Probation/Parole

\$3,980 for Liability Insurance

Combined budget amendment for General Fund departments, presented on an excel spreadsheet

Motion by Mr. Borton to recommend to the full board approving the 2014 amendments. Motion passed unanimously.

### **G. Administrator Budget Authority**

Motion by Mr. Olsen to recommend to the full board granting permission to Administrator Burt to authorize 2014 year-end budget amendments up to \$10,000, with all such amendments requiring subsequent board approval. Motion passed unanimously.

### **H. November 2014 Financial Reports**

Ms. Frisch distributed and discussed the reports.

Mr. Beachnau adjourned the meeting at 2:30 p.m.