



## Budget & Finance Committee

Wednesday, March 21, 2018 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 9:31 a.m.

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

Others present – Tim Hanley, Jim Mouch

#### APPROVAL OF MINUTES

Motion by Mr. Borton to approve the minutes from the February 21, 2018 Budget and Finance Committee meeting. Seconded by Mr. Pallarito. Motion passed unanimously.

#### UNFINISHED BUSINESS

##### Livingston Township Well

Ms. Frisch talked about the eight inch well that Livingston Township would like to donate to the County. The committee directed Ms. Frisch to have the County's attorney draw up the property transfer agreement.

Motion by Mr. Glasser to recommend to the full board the approval of accepting Livingston Township's gift of the eight inch well. Seconded by Mr. Borton. Motion passed unanimously.

#### NEW BUSINESS

##### A. Land Use Staffing Budget Amendment

Ms. Frisch indicated that there is a shortage of qualified inspectors in the State of Michigan. In order to assist the Land Use department she recommended hiring a full time inspector (instead of using contracted services) and a part-time clerical employee to assist at the front desk for the summer.

Motion by Mr. Borton to recommend to the full board the budget adjustment allowing the hiring of one additional full time inspector and one additional part-time employee for the Land Use Department. Seconded by Mr. Pallarito. Motion passed unanimously.

##### B. Camping Fees

Mr. Mouch presented the idea of eliminating the permit fee for camping. The camping permit currently costs \$65. The ordinance for camping will still be enforced.

Motion by Mr. Borton to recommend to the full board the approval of the elimination of the camping permit fees. Seconded by Mr. Pallarito. Motion passed unanimously.

Mr. Mouch indicated that he is doing a comparative study for deck and accessory structure permit fees to see how we compare to surrounding counties.

### **C. Bus Garage Lights**

Ms. Frisch presented two estimates for replacing the lights in the bus garage. Advance Electric's estimate was the lowest. A budget amendment was presented showing the total cost of the project of \$3,608. Consumers Energy has incentives that will cover \$2,202 of the project.

Motion by Mr. Pallarito to recommend to the full board the approval of a budget amendment to install the new lights in the bus garage. Seconded by Mr. Borton. Motion passed unanimously.

### **D. 2017 Year End Transfers**

Ms. Frisch recommended transferring 2017 funds as follows: A \$150,000 MERS transfer and a \$350,000 to capital projects fund; to address the long-term needs of the County.

Motion by Mr. Glasser to recommend to the full board the transferring of \$150,000 to extra MERS and \$350,000 to capital projects. Seconded by Mr. Borton. Motion passed unanimously.

### **E. Proposed Budget Amendments for 2017**

Mr. Hanley presented the proposed budget amendments for the 2017 year end. The total budget amendment would be \$10,000.

Motion by Mr. Pallarito to recommend to the full board the approval of the proposed 2017 budget amendments. Seconded by Mr. Borton. Motion Passed Unanimously.

### **F. Credit Card Statements**

Mr. Hanley distributed and the committee discussed the reports.

### **G. Register of Deeds Automation Budget Amendment**

Mr. Hanley presented a budget amendment for the Register of Deeds Automation.

Motion by Mr. Glasser to recommend to the full board the approval of the budget amendment for the Register of Deeds Automation. Seconded by Mr. Pallarito. Motion Passed unanimously.

### **H. Finance Department Update**

Mr. Hanley gave an update on the finance department. He indicated that the year end is still being worked on. The County audit has been scheduled for April 17<sup>th</sup> through April 27<sup>th</sup>. December statements and March Statements will be ready for the next meeting.

### **I. Animal Control Garage Bids**

Ms. Frisch indicated that only one bid to build the Animal Control's garage was received on time. The bid was substantially higher than anticipated.

Motion by Mr. Glasser to reject of all bids for the Animal Control garage. Seconded by Mr. Pallarito. Motion passed unanimously.

**J. Bus Draft Audit Report**

Ms. Frisch discussed the draft audited statements for the Bus. Ms. Frisch also indicated that the millage will be up for renewal this year.

Mr. Beachnau adjourned the meeting at 10:51 a.m.