



Budget & Finance Committee

Wednesday, August 20, 2014 – 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 9:30 a.m.

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

Others present – Diann Axford, Suzy Defeyter, Dana Stubli, Rachel Frisch

Absent (Excused) –None

APPROVAL OF MINUTES

Motion by Ms. Backenstose to approve the minutes from the June 17, 2014 Budget and Finance Committee meeting. Motion passed unanimously.

NEW BUSINESS

A. Clerk Request – access to deed images

Ms. Defeyter and Ms. Stubli advised the Committee of an email received from Bagley Township Assessor Jason Woodcox, requesting that the Township not be charged the standard fee for Register of Deeds images. They explained the cost the County incurs to keep the images on the server, available for users. The County recoups some of the cost by charging user fees.

Motion by Mr. Olsen to deny the request from the Bagley Township Assessor to be exempt from the fees associated with Register of Deeds images. Motion passed unanimously.

B. Transportation (Airport) Committee Recommendation – additions to fee schedule

Mr. Burt updated the Committee on a recommendation from the Transportation Committee to add items to the fee schedule for renting airport property to outside organizations. There is a federal mandate requiring airports to charge rent if the event is not directly related to the airport or aviation. The Committee reviewed the language and would like to see the wording for Tier 3 changed to a negotiated cost, instead of the original proposed wording.

Motion by Mr. Borton to recommend to the full board adding the fees for airport property rental with the updated wording for Tier 3. Motion passed unanimously.

C. Equipment Fund Budget Amendment

Ms. Frisch presented a budget amendment for the Equipment Fund (fund 266), for the following purposes: a) carry forward the budget monies for a new patrol car for the Sheriff that was budgeted in 2013 but not purchased until January 2014; b) equipment purchases that were

denied by the Homeland Security Grant were paid for using Equipment Fund dollars; c) purchase of new laptops for the Sheriff Dept; d) purchase of a new restraint chair for the jail.

Motion by Mr. Olsen to recommend to the full board approving the Equipment Fund budget amendment (fund 266). Motion passed unanimously.

D. ORV and Secondary Road Patrol Budget Amendments

Ms. Frisch distributed a proposed budget amendment for ORV repairs, and a proposed amendment for secondary road patrol supplies.

Motion by Mr. Borton to recommend to the full board approving the ORV and secondary road patrol budget amendments. Motion passed unanimously.

E. Legislative Services Budget Amendment

Ms. Frisch distributed a proposed budget amendment to reflect the increase in NACO (National Association of Counties) dues.

Motion by Mr. Borton to recommend to the full board approving the legislative services budget amendment. Motion passed unanimously.

F. Audit Proposal Review and Selection of Audit Firm

Ms. Frisch distributed the proposals received from 4 accounting firms, along with a cost summary and summary description of each firm.

Motion by Mr. Olsen to recommend to the full board entering into a 4-year contract with Rehman to perform audit services for Otsego County, beginning with the 2014 audit. Motion passed unanimously.

G. June and July 2014 Financial Reports

Ms. Frisch distributed and discussed the reports.

H. June and July 2014 Credit Card Statements

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

I. Finance Department Updates

Ms. Frisch updated the Committee on the recent activities of the Finance Department, including scanning invoices into BSA, copy machine rotation, budget season, and the Homeland Security Grant reconciliation process.

J. Emerald Ash Borer

Mr. Burt notified the Committee that the Groen Trust Fund Board wants to use Northwest Hardwoods to remove and sell the timber from the trees affected by the Emerald Ash Borer on the Groen property. The Committee indicated that was fine, and they did not deem it necessary to obtain additional bids for that service.

Mr. Beachnau adjourned the meeting at 10:40 a.m.