



## Budget & Finance Committee

Tuesday, August, 15 2017 at 10:00 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 10:05 a.m.

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

Others present – Rachel Frisch, Diann Axford, Tim Cherwinski, Jon Deming

Absent – Ken Glasser

#### APPROVAL OF MINUTES

Motion by Mr. Borton to approve the minutes from the July 19, 2017 Budget and Finance Committee meeting. Seconded by Mr. Pallarito. Motion passed unanimously.

#### UNFINISHED BUSINESS

##### A. Credit Card Policy Review

Ms. Frisch presented the updated language for the credit card policy. Ms. Axford suggested some language to be added also. Ms. Frisch will add that language into the policy.

Motion by Mr. Pallarito to recommend to the full board approving the credit card policy language updates. Seconded by Mr. Borton. Motion passed unanimously.

#### NEW BUSINESS

##### A. EMS Cash Advance Request

Mr. Deming explained that due to rising costs and an increase in runs each year, EMS is experiencing cash flow and budget difficulties. The EMS board has requested a \$150,000 cash advance to cover payroll and payable expenses over the next 150 days. The Committee recognized the efforts made by Mr. Deming and his staff to maximize efficiency while providing excellent service. They also discussed the importance of the upcoming millage for EMS.

Motion by Mr. Borton to recommend to the full board approving the EMS \$150,000 cash advance. Funds to be loaned from the Delinquent Tax Fund (Fund 516). Seconded by Mr. Pallarito. Motion passed unanimously.

##### B. Deficit Elimination Plan - Bus

Ms. Frisch presented the Plan to the Committee. She reported that the County's auditors, Rehmann, assisted in the preparation of the Plan and concur that it should resolve the deficit within a 3-year period. The Plan has been reviewed and recommended by the Transportation Committee.

Motion by Mr. Pallarito to recommend to the full board approving the Resolution for the Bus System Deficit Elimination Plan. Seconded by Mr. Borton. Motion passed unanimously.

### **C. Airport Hangar Rental Fees**

Ms. Frisch reported that the Airport Director has requested that hangar rental fees be increased \$50 for all new renters (current renters would remain at the current rate). Hangar rental fees haven't been increased in 11 years. This issue has been reviewed and recommended by the Transportation Committee.

Motion by Mr. Borton to recommend to the full board updating the Otsego County Fee Schedule to include an increase in airport hangar rental fees by \$50. Seconded by Mr. Pallarito. Motion passed unanimously.

### **D. Animal Control**

#### **i. Overtime Budget Amendment**

Ms. FitzGerald, Animal Control Director, has indicated a need for additional over time dollars in her budget (Fund 212) for on-call hours.

Motion by Mr. Borton to recommend to the full board approving the Animal Control overtime budget amendment (Fund 212). Seconded by Mr. Pallarito. Motion passed unanimously.

#### **ii. Garage Budget Amendment**

The architect drawings for the proposed detached garage at the animal shelter have been received. The estimated cost is \$50,000. The RFP will be in the paper and distributed on Friday, August 18<sup>th</sup>. The cost of the garage will be paid from the Animal Control Fund Balance.

Motion by Mr. Pallarito to recommend to the full board approving the Animal Control garage budget amendment (Fund 212). Seconded by Mr. Borton. Motion passed unanimously.

### **E. Credit Card Statements – July 2017**

The Committee reviewed and discussed the statements.

### **F. Financial Reports**

The Committee reviewed and discussed the reports.

### **G. Other Updates**

PACE – Ms. Frisch discussed the wording revisions she is working on for the PACE program. She will have the County's attorney review the proposed changes.

Finance Director – Ms. Frisch reported that she has selected a Finance Director and will be making an offer later today.

Mr. Beachnau adjourned the meeting at 10:49 a.m.