



Budget & Finance Committee

Tuesday, September 13, 2016 at 1:30 p.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Glasser called the meeting to order at 1:34 p.m.

Roll call – Present: Ken Borton, Ken Glasser, Erma Backenstose, John Burt

Others present – Rachel Frisch, Diann Axford

Excused absence – Paul Beachnau

APPROVAL OF MINUTES

Motion by Mr. Borton to approve the minutes from the August 17, 2016 Budget and Finance Committee meeting. Seconded by Ms. Backenstose. Motion passed unanimously.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. Clerk – Marriage Fees

Ms. Frisch explained that Otsego County Clerk Suzy Defeyter contacted her regarding charging a fee for performing marriage ceremonies. Currently, no fee is charged. District Court employees can also perform the ceremonies, but they frequently pass them along to the Clerk. Ms. Defeyter has performed 15 so far in 2016. District Court charges \$10. Surrounding counties charge either \$25 or \$35. She recommends a \$25 marriage fee. Mr. Glasser voiced his disagreement and doesn't want to charge any fee.

Motion by Mr. Borton to charge \$25 for marriage fees. Seconded by Ms. Backenstose. Motion passed with three ayes: Mr. Borton, Ms. Backenstose, and Mr. Burt; and one nay: Mr. Glasser.

B. Treasurer – Chargeback of Foreclosed Taxes

Otsego County Treasurer Diann Axford informed the Committee of the large amount of money in the Tax Foreclosure Fund (Fund 617) due to the transfer in from the Delinquent Tax Fund (Fund 516). We are allowed to transfer an amount into the General Fund each year. The allowable amount is calculated as follows: Sale Proceeds – Delinquent Taxes – Other Expenses for the Properties = Net Amount to Transfer. Then, after three years it can be transferred to the General Fund.

However, Ms. Axford mentioned that since there is a significant balance, that expenses for the fund be taken from the Delinquent Tax Fund transfer portion and not the sale proceeds, until

further notice. So she suggests that we transfer to General Fund based on Sale Proceeds, not the Net figure.

Additionally, Ms. Axford recommended that we chargeback delinquent taxes to the taxing units (Townships, Schools, etc.) only in years of losses so as not to create a hardship for those entities. The State reimburses schools for their loss. Ms. Axford asked for the Committee's input, and the response was that it is the decision of Ms. Axford.

C. Overview of Purchasing and Accounts Payable Procedures

Motion by Mr. Borton to update the Purchasing and Accounts Payable procedures. Seconded by Ms. Backenstose. Motion passed unanimously. The Committee will inform the Board of Commissioners.

D. Financial Reports – August 2016

Ms. Frisch presented the August financial reports. The Committee analyzed and discussed them.

E. 2017 Budget Discussion

Ms. Frisch distributed the first draft of the 2017 General Fund budget. She explained the highlights of the budget, and changes from the current 2016 budget. The highlights and changes are summarized on the draft budget.

Mr. Glasser adjourned the meeting at 3:15 p.m.

The next Budget and Finance meeting will be changed to **Wednesday, September 21, 2016 at 1:30 p.m.**