



## Budget & Finance Committee

Wednesday, October 23, 2019 at 9:30 a.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

Mr. Glasser called the meeting to order at 9:30 a.m.

Roll call – Present: Ken Borton, Ken Glasser, Rob Pallarito, Paul Liss, Rachel Frisch, Diann Axford

Others present – Mel Maier, Kyle Ryan-Parks & Recreation Director, Maureen Derenzy-Library Director, Jackie Skinner-Assistant Library Director, Jon Deming-Chief/EMC EMS

#### APPROVAL OF MINUTES

Motion by Mr. Pallarito to approve the minutes from the October 16, 2019 Budget and Finance Committee meeting. Seconded by Mr. Liss. Motion passed unanimously.

#### UNFINISHED BUSINESS

A. None

#### NEW BUSINESS

##### A. 2020 Budget Discussion

###### i. Parks & Groen Preserve

Mr. Ryan discussed an increase in revenue due to increased camping rate fees, which were approved earlier in the year by the Board of Commissioners. Mr. Ryan noted that the increase in camping fees is reflected in the increased budget for electricity used increasingly by campers. The capital outlay of \$100,000 for the Community Center gym floor was discussed by the Committee. Mr. Glasser asked about the local use percentage; Mr. Ryan responded an estimated 40/60 (40% local and 60% out of town).

The Groen Property – operations and staffing were discussed. It was noted that a new full time position has been approved by the Groen Foundation for the proposed 2020 budget. The Committee discussed the four planned capital projects (windmill repair, lean-to to protect antiques, museum ADA compliance updates and a pavilion/restroom). Ms. Frisch mentioned the Groen thinks \$7,000 is too much for the windmill repair, so if it can stay around \$5,000 then the Groen Foundation will most likely approve to move forward with the windmill repair.

###### ii. Library

Ms. Derenzy and Ms. Skinner discussed revenues, expenses and 2020 planned staffing with the committee.

**iii. EMS & 911 Fund**

Ms. Maier noted the majority of the budget is driven by the staffing. Mr. Deming noted that it is difficult to retain employees. He also discussed the operations of EMS and the distances traveled by the ambulances.

911 – The 911 budget was discussed; capital outlay for radios/pagers/service is built into the proposed 2020 budget. Mr. Deming discussed the that service contracts have decreased due to upgrading equipment.

**iv. Special Revenue Funds:**

Michigan Indigent Defense Fund 260 – Ms. Maier noted that this was discussed in the previous week's budget meeting and that the only change is to identify the General Fund appropriation as a transfer in and split out the multi-county administrative contract for MIDC.

Friend of the Court 215 – discussed a 2% COLA and decreased General Fund transfer.

Child Care 292 – Ms. Maier highlights significant changes to the proposed 2020 budget and the Committee discusses.

**v. Capital Projects Funds:**

Library Capital Projects Bond & Library Construction Millage 472/473 – Ms. Frisch notes that these funds are in place to collect the tax money and account for the construction costs. Notes that despite construction wrapping up, the taxes and bond will continue until the bond and levy are expired.

Court Restoration 497 – The Committee reviewed and discussed the revenues and expenses

**vi. Debt Service Fund 569**

Ms. Maier notes that this is used to make the University Center bond payments and Library bond payments.

**vii. Internal Service Funds**

1. Health Care 647 – The Committee reviewed and discussed the funding and expenses.
2. Building & Grounds 637 – The Committee reviewed and discussed the expenses within the Building & Grounds fund.
3. Administrative Service 645 – The Committee reviewed and discussed the staffing and expenses within the Administrative Service fund.

**B. Finance Department Updates**

1. Ms. Frisch notes the State budget cut has not impacted the component units as significantly as it has to the General Fund.
2. MERS – Calculations from MERS have been received to look into the unfunded liability more closely.

Mr. Glasser adjourned the meeting at 11:19 a.m.