



## Budget & Finance Committee

Wednesday, August 18, 2021 at 9:30 a.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

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

Roll call – Present: Paul Liss, Ken Glasser, Rob Pallarito, Jason Caverson, Rachel Frisch

Others present – Sheriff Nowicki, Undersheriff Muladore, Captain Webber, Diann Axford, Mel Maier

\*Ms. Maier requests the addition of three items to the agenda: budget amendment for ROD PT Wages, vehicle disposal for two busses, and a resolution to support the match of ARPA funds through the State. Mr. Liss approves of the additions.

#### APPROVAL OF MINUTES

Motion by Mr. Pallarito to approve the minutes from the July 18, 2021 Budget and Finance Committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

#### NEW BUSINESS

##### A. Budget Amendment: Sheriff Department Repairs and Maintenance

Undersheriff Muladore addresses the group and discusses the details of the need for the \$8,000 budget amendment. Undersheriff Muladore notes that it is primarily maintenance on vehicles such as brakes. Ms. Maier notes where the funds would be pulled from. The Budget and Finance Committee reviews and discusses the presented budget amendment.

Motion by Mr. Pallarito to recommend to the full Board for approval, the budget amendment to increase the Sheriff's department repairs and maintenance budget by \$8,000. Motion passed unanimously.

##### B. Budget Amendment: Inmate Health Care

Captain Webber addresses the group and discusses the details of the need for the \$20,000 budget amendment. He notes that this is a required cost of the inmates held at the County. Ms. Maier notes that the funds would be pulled from contingency. The Budget and Finance Committee reviews and discusses the presented budget amendment.

Motion by Mr. Glasser to recommend to the full Board for approval the budget amendment to increase the inmate health care budget by \$20,000. Motion passed unanimously.

**C. Budget Amendment: 911 Fund**

Ms. Maier discusses the proposed budget amendment within the 911 fund. Ms. Maier notes that this budget amendment would increase the budget line for equipment. Ms. Frisch notes that all purchases are reviewed and approved prior to payment. The Budget and Finance Committee reviews and discusses the presented budget amendment.

Motion by Mr. Glasser to recommend to the full Board for approval of the budget amendment for the 911 Equipment in the amount of \$5,000. Motion passed unanimously.

**D. Budget Amendment: Friend of the Court MERS**

Ms. Maier discusses the details of the presented MERS budget amendment for the Friend of the Court divisions. Ms. Maier notes that the additional funds needed for the pension costs would be reallocated from other payroll lines. The Budget and Finance Committee reviews and discusses the presented budget amendment.

Motion by Mr. Glasser to recommend to the full Board for approval the budget amendment for the Friend of the Court MERS in the amount of \$17,500. Motion passed unanimously.

**E. Bus System Procurement Policy & Title VI FTA Policy**

Ms. Maier discusses the details of the procurement policy with the Committee. Ms. Frisch notes that this policy only applies to FTA funding. The Budget and Finance Committee reviews and discusses the presented policy.

Ms. Maier discusses the details of the FTA Title VI Policy, noting that the only updates are to change a reference number identified multiple times throughout the policy. The Budget and Finance Committee reviews and discusses the presented policy.

Motion by Mr. Pallarito to recommend to the full Board for approval, the FTA Procurement Policy. Motion passed unanimously.

Motion by Mr. Pallarito to recommend to the full Board for approval, the updated FTA Title VI Policy. Motion passed unanimously.

**F. Investment Review**

Ms. Axford provides an investment report of the County's current investments. The Budget and Finance Committee reviews and discusses the presented investment report.

**G. Financial Reports** – The Committee reviews and discusses the financial reports.

**H. Credit Card Statements** - The Committee reviews and discusses the credit card statements.

**I. Finance Department Update** – No discussion

**J. Budget Amendment: Register of Deeds Part Time Wages**

Ms. Maier discusses the details of the proposed budget amendment in the amount of \$3,840. Ms. Maier notes that this budget amendment will allow Andrew Haskel to come back on a limited part time basis to help with the backlog of work. The Budget and Finance Committee reviews and discusses the presented budget amendment.

Motion by Mr. Caverson to recommend to the full Board for approval, the budget amendment for ROD part-time wages in the amount of \$3,840. Motion passed unanimously.

**K. Vehicle Disposals: Two 2011 Busses**

Ms. Maier discusses the details of the two presented vehicle turn in forms. The presented forms propose scrapping two 2011 busses that have met their useful life. The Budget and Finance Committee reviews and discusses the presented vehicle turn in forms.

Motion by Mr. Glasser to recommend to the full Board for approval the scrapping of the two 2011 busses. Motion passed unanimously.

**L. Otsego County Resolution: Resolution Supporting American Rescue Plan State Match Program**

Ms. Maier discusses the details of the presented resolution provided by MAC. The proposed resolution would support MAC in working on a match program to earmark matching ARPA funds received by the State for local County ARPA funds.

Motion by Mr. Glasser to recommend to the full Board for approval, the Resolution Supporting American Rescue Plan State Match Program. Motion passed unanimously.

\*After the agenda items were completed and discussed, Mr. Glasser discussed two additional items. Mr. Glasser provides details of the ARPA funds and discusses an update on the Opioid case settlements.

Mr. Liss adjourned the meeting at 10:34 a.m.