



## Budget & Finance Committee

Wednesday, September 15, 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 – Patricia Osburn, Dona Wishart, Diann Axford, Mel Maier

#### APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the September 15, 2021 Budget and Finance Committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

#### NEW BUSINESS

##### A. Budget Amendment: Child Care Fund, Reallocate Hourly Wages to PT

Ms. Maier notes that the presented budget amendment is to reallocate full time wages to the part times wages budget within the Child Care fund to provide for the continuation of a juvenile caseworker. 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 reallocate the payroll wages in the amount of \$5,500. Motion passed unanimously.

##### B. Conservation District Well Pump Repair

Ms. Frisch addresses the Committee and notes that there was a necessary and urgent repair needed for the Conservation District well. Ms. Frisch notes that the capital projects fund could pay for this repair but as it wasn't a planned expense, it would need the Budget and Finance Committee approval. Mr. Liss questions the sales tax on the invoice and Ms. Osburn notes that the sales tax was not paid. The Budget and Finance Committee reviews and discusses the presented cost of repairing the well.

Motion by Mr. Pallarito to move forward with reimbursing the Conservation District for the cost of repairing the well in the amount of \$4,580.50. Motion passed unanimously.

Ms. Osburn notes that she will invoice the County and provide proof of the Conservation District's payment.

### **C. Bid 2021-11 County Copiers/Printers**

Ms. Maier discusses the bids for the copiers and printers. The Committee reviews the presented features and costs. Mr. Glasser makes a motion to enter into a 48-month FMV lease with Dunn's. The Committee discusses. Ms. Frisch and Ms. Maier note that the County typically enters into lease buyouts so that the machines are owned and can be used past the lease terms.

Motion by Mr. Glasser to recommend to the full Board for approval to enter into a contract with Dunn's for copiers/printers with terms of a 48-month lease buyout. Motion passed unanimously.

### **D. EMS Internal Loans Review**

The Committee reviews the current balances of the internal loans between EMS and the County and discuss. Mr. Liss asks for the amount of payment due for each loan. Ms. Maier notes this information will be provided.

### **E. Commission on Aging 2022 Budget**

Ms. Wishart presents the 2022 Commission on Aging budget and discusses significant changes with the Committee. The Committee discusses the budget and staffing levels with Ms. Wishart and reviews the presented budget.

Motion by Mr. Glasser to recommend to the full Board for approval, the Commission on Aging fiscal year 2022 budget. Motion passed unanimously.

### **F. Sheriff Department Vehicle**

Ms. Frisch discusses the opportunity to purchase another Sheriff vehicle. Ms. Frisch notes that there is another Tahoe available for purchase, however a RFP would need to be issued before any purchase could be made. Ms. Frisch asks for the Committee's consensus on issuing a RFP. The Committee unanimously agrees with issuing the RFP.

**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** – Ms. Maier notes that the fiscal year 2022 budget workshops are starting in October.

Mr. Liss adjourned the meeting at 10:51 a.m.