



## Budget & Finance Committee

Wednesday, January 21, 2020 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 –Henry Mason, Brian Webber, Mel Maier

#### APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the December 9, 2020 Budget and Finance Committee meeting. Seconded by Mr. Pallarito. Motion passed unanimously.

#### UNFINISHED BUSINESS

##### A. Planning/Zoning Fees

Motion by Mr. Glasser to postpone the Planning/Zoning fees discussion until February. Seconded by Mr. Pallarito. Motion passed unanimously.

#### NEW BUSINESS

##### A. Otsego County Justice Complex Millage

Ms. Frisch discusses that our plan has been updated to reflect construction cost increases and adjustments to the footprint of the building. Adjustments include a 5% reduction to the office side footprint of the building, jail will not be affected.

Ms. Frisch passes out a summary of costs for the justice complex, and discusses the costs. Ms. Frisch reviews in detail with the Committee, the original proposal and the revised proposal from the prior year. Ms. Frisch reminds the Committee that Byce was requested to reduce the costs of the original proposal to help reduce the millage. Ms. Frisch notes that interest rates have been reduced since last year and the project is still feasible with the 1.95 mill proposal. Mr. Glasser notes he appreciates the conservative approach and that it is important to plan for the unforeseen future circumstances. Mr. Glasser asks Captain Webber his expectation of the operations once the new building goes up. Captain Webber says he expects the jail population to spike due to the open warrants. Captain Webber notes they have been implementing jail reform but there is still a need for the additional beds.

Motion by Mr. Pallarito to recommend to the full Board for approval, the Otsego County Justice Complex Millage as presented to be held on the May 4<sup>th</sup>, 2021 ballot. Seconded by Mr. Caverson. Motion passed unanimously.

**B. Bid 2021-02: Parks and Rec Pick-Up Truck**

Ms. Maier presents the bid summary and notes that the Parks and Rec Commission has recommended for review and approval from the Budget and Finance Committee, the bid to be awarded to Jim Wernig for a 2021 Chevrolet Silverado.

Motion by Mr. Glasser to recommend to the full Board for approval, the award of bid 2021-02 to Jim Wernig for a 2021 Chevrolet Silverado. Seconded by Ms. Frisch. Motion passed unanimously.

**C. Bid 2021-03: Parks and Rec Polaris Ranger**

Ms. Maier presents the bid summary and notes that the Parks and Rec Commission has recommended for review and approval from the Budget and Finance Committee, the bid to be awarded to Leaders RPM for two 2021 Polaris Rangers.

Motion by Mr. Pallarito to recommend to the full Board for approval the award of the bid to Leaders RPM for two 2021 Polaris Rangers. Motion passed unanimously.

**D. Budget Amendment: Airport Hangar MDOT Payment**

Ms. Maier presents the budget amendment and notes that the County has been reserving funds within the Airport Capital Projects funds for the Hangar project which is now ready to start. Ms. Maier notes that this budget amendment allows those reserved funds to be used as intended.

Motion by Mr. Pallarito to recommend to the full Board for approval, the Airport budget amendment for the Hangar MDOT payment. Motion passed unanimously.

**E. Budget Amendment: Jail**

Ms. Maier presents the budget amendment to reallocate budget dollars from the School Resource Officer department to the Jail department. Ms. Maier notes that this would cover the end of year remaining expenses within the Jail department and would utilize budget dollars from the School Resource Officer department that were not used.

Motion by Mr. Glasser to recommend to the full Board for approval, the Jail and School Resource Officer department budget amendment. Motion passed unanimously.

**F. Budget Amendment & Discussion: Work Camp**

Ms. Frisch discusses with the Committee the impact that COVID had on the Work Camp operations during 2020. The Committee discusses the significant direct financial impact of COVID and the efforts and actions done to minimize the impact. Ms. Maier notes that currently at the end of the 2020 fiscal year, a transfer of \$7,500 would be need to make the Work Camp whole. The Committee discusses the proposed budget amendment and transfer and agree that it makes sense to appropriate \$7,500 to the Work Camp at year end.

Motion by Mr. Pallarito to recommend to the full Board for approval, the Work Camp budget amendment and transfer. Motion passed unanimously.

Ms. Frisch notes that part of the Work Camp staff was reduced to part time due to the decreased Work Camp activity during the initial onset of COVID. However, Ms. Frisch notes that with activity picking back up, staff hours are needed to continue the Work Camp services to fulfill the demand. Ms. Frisch proposes moving the Work Camp staff back to full time. The Committee discusses and agrees to the proposal.

Motion by Ms. Frisch to recommend to the full Board for approval, to make work camp staff full time effective February 1, 2021. Motion passed unanimously.

**G. Financial Reports** – Ms. Maier provides a verbal update.

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

**I. Finance Department Update** – Ms. Maier provides a verbal update on the Finance Department's January activities.

Mr. Liss adjourned the meeting at 10:28 a.m.