



## Budget & Finance Committee

Wednesday, March 17, 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 – Mel Maier

#### APPROVAL OF MINUTES

Motion by Mr. Pallarito to approve the minutes from the February 17, 2021 Budget and Finance Committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

#### NEW BUSINESS

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

Ms. Maier notes that due to additional Juvenile Case work from a part time employee, there is a need to increase the Child Care fund part time payroll budget. Ms. Maier notes that the recommended budget transfer is to pull available budget dollars from the regular hourly wage line into the part time line. Ms. Frisch notes that Vicki Courterier has done a lot of streamlining and found more ways to be efficient which has allowed for the available dollars to be transferred.

Motion by Mr. Glasser to recommend to the full Board for approval of the Child Care fund budget amendment. Motion passed unanimously.

##### B. Budget Amendment and Tsf: Bond Counsel Services

Ms. Maier notes that in order to pay for the approved bond counsel costs incurred for the Justice Complex, a budget amendment and transfer in the amount of \$250 is needed. The budget amendment would provide for a transfer from the Delinquent Tax fund to the Facilities Planning fund in the amount of \$250.

Motion by Mr. Pallarito to recommend to the full Board for approval of the Bond Counsel service budget amendment and transfer. Motion passed unanimously.

##### C. Budget Amendment and Tsf: Child Care Fund 2020

Ms. Maier notes that after considering all of the year end accruals and adjustments, the Child Care fund would need an amount transferred from the General Fund in the amount of \$30,000

to prevent a deficit in the fund balance. Ms. Frisch notes that over the year we have minimized the initial transfers and provided for a year end transfer if necessary.

Motion by Mr. Caverson to recommend to the full Board for approval of the Child Care fund budget amendment and transfer. Motion passed unanimously.

#### **D. Budget Amendment: 2020 Year End**

Ms. Maier notes that part of the year end process includes reviewing all budgeted line items and adjusting to prevent going over budget. The Committee reviews the proposed budget amendment, discusses and asks questions which were answered during the meeting.

Motion by Mr. Glasser to recommend to the full Board for approval of the 2020 budget amendment. Motion passed unanimously.

#### **E. Parks & Rec Grant Resolution**

Ms. Frisch notes that this is a DNR Grant to help with the campsite drainage issue. The grant would provide for \$75,000 and would require a County contribution of \$75,000 as well, which is available in the Park and Rec budget. Ms. Frisch notes that Tom Pratt has been working closely with Chris Churches on the grant. Mr. Glasser ask questions about materials and specific plans. The Committee reviews and discusses the grant resolution.

Motion by Mr. Pallarito to recommend to the full Board for approval of the Parks & Rec Grant Resolution. Motion passed unanimously.

#### **F. Conservation District Vehicle Disposal**

Ms. Frisch notes that the Conservation District has requested disposal of a 2000 F-150 vehicle. The Committee reviews the vehicle turn in form and discusses the matter.

Motion by Mr. Glasser to recommend to the full Board for approval of the disposal of the Conservation District vehicle. Motion passed unanimously.

**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. Frisch updates the Committee on a few items including the American Rescue Plan stimulus, an emergency repair in the amount of \$5,600 for the server room, expiration of the allowability of virtual public meetings and information related to the Justice Complex.

The Committee discusses the items and notes that with public meetings, those will be open to the public to attend and those will be evaluated in terms of capacity.

Mr. Liss adjourned the meeting at 10:25 a.m.