



Budget & Finance Committee

Wednesday, April 21, 2021 at 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735
-A Zoom option was offered as well-

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 – Diann Axford, Missy Fitzgerald, Tom Pratt, Mel Maier

APPROVAL OF MINUTES

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

UNFINISHED BUSINESS

NEW BUSINESS

A. Animal Control Cold Storage Building

Ms. Frisch discusses the Animal Control Cold Storage Building plans that C2AE prepared. Ms. Frisch notes that this building has been in the works for years. Ms. Fitzgerald describes the proposed building and notes that it is essentially a pole building for storage. The Committee discusses the details of the proposed building including the flooring to be used. The Committee discusses the timeline of putting out the bid and the needed budget amendment for the project. Ms. Fitzgerald notes that she will get the RFP issued soon.

B. Bid Award: Groen Preserve Pavilion/Restroom Building

Mr. Pratt discusses the plans for the Pavilion/Restroom and site work project at the Groen Nature Preserve. Mr. Pratt notes that the lowest bid came in at \$427,600. Mr. Pratt reviews the details of the bid with the Committee and requests that the low bidder, Green Construction is recommended for approval. Ms. Frisch notes that as this has not yet been reviewed by the Parks and Rec Committee, the recommendation will need to go to them next and then the full Board.

Motion by Mr. Glasser to recommend to the Parks and Rec Commission for approval and recommendation, the bid award to Green Construction Group LLC. Motion passed unanimously.

C. Bid Award & Public Hearing: Sheriff Vehicle

Ms. Maier discusses the Sheriff Vehicle bid and the grant funding that is funding the vehicle. Ms. Frisch notes that the lowest bid came from Berger Chevrolet for a 2021 Chevy Tahoe in the amount of \$38,944. Ms. Frisch notes that in order to fulfill the grant requirements a public

hearing will need to be held at the Board of Commissioners meeting as well. The Committee discusses the bid and the grant.

Motion by Mr. Pallarito to recommend to the full Board for approval of the bid award to Berger Chevrolet for a 2021 Chevy Tahoe in the amount of \$38,944. Motion passed unanimously.

D. Vehicle Disposals

The Committee reviews the 4 proposed bus vehicle disposal forms. Mr. Liss asks about the status of older Sheriff Department vehicles. Ms. Frisch notes that those are being evaluated. The Committee discusses the disposals.

Motion by Mr. Liss to recommend to the full Board for approval the disposal of the four busses. Motion passed unanimously.

E. Contract Amendment for Kirtland Insurance

Ms. Maier reviews the proposed Kirtland contract amendment which would allow for the County to continue to deduct insurance for the half of the building owned by Otsego County but operated by Kirtland Community College. Ms. Frisch notes that Kirtland was unable to obtain insurance due to not owning that half of the building. The Committee reviews and discusses the contract amendment.

Motion by Mr. Caverson to recommend to the full Board for approval the Kirtland insurance contract amendment. Motion passed unanimously.

F. Hangar Project Change Order & Budget Amendment

Ms. Frisch notes that updated utility costs for the approved Hangar Project have been provided and will require a budget amendment of \$5,500. The Committee reviews and discusses the project and the amendment.

Motion by Mr. Pallarito to recommend to the full Board for approval of the budget amendment and Hangar Project increase of \$5,500. Motion passed unanimously.

G. Budget Amendment: Aerials

Ms. Maier notes that Mr. Reetz, Equalization Director, worked with the State and communicated that if the County were to have the aerials done one year earlier, it would cost approximately 50% less than having them done in the following year. Ms. Maier noted that Mr. Reetz had already discussed this with all relevant parties (Road Commission, the City, and the County) and all were supportive of moving forward with the aerials. The Committee reviewed and discussed the aerials project and budget amendment.

Motion by Mr. Glasser to recommend to the full Board for approval of the budget amendment and aerials in the amount of \$21,800. Motion passed unanimously.

H. Budget Amendment: Microsoft Exchange

Ms. Maier notes that the proposed budget amendment in the amount \$20,000 will allow for the County's Microsoft Exchange to be updated for all departments and will strengthen IT security. Ms. Frisch notes that she has been working closely with Doug Kassuba to strengthen the County's IT security.

Motion by Mr. Pallarito to recommend to the full Board for approval of the budget amendment for Microsoft Exchange updates in the amount of \$20,000. Motion passed unanimously.

- I. **Financial Reports** – The Committee reviews and discusses the financial reports.
- J. **Credit Card Statements** - The Committee reviews and discusses the credit card statements.
- K. **Finance Department Update**

Ms. Maier discusses the Bus's 9/30/20 audit report. Ms. Maier notes that the bus does not have deficit in the 9/30/20 financials due to several factors. Ms. Maier notes that the MDOT CARES Act funding, a reduction in the pension liability and the increase in the millage all helped pull the Bus System from the red. Ms. Maier also notes that there were no findings or issues reported in the audit. The Committee discusses the results.

Ms. Maier notes the State is still working on finalizing grant awards for the Public Safety and Public Health Payroll grant. Ms. Maier provides information on updated numbers for the applicable departments.

Mr. Liss adjourned the meeting at 10:35 a.m.