



Budget & Finance Committee

Wednesday, June 16, 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 – Diann Axford, Ryan Sullivan, Brett Bowen, Dona Wishart, Mel Maier

APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the May 19, 2021 Budget and Finance Committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

NEW BUSINESS

A. Commission on Aging Presentation: Building Lease Agreement

Mr. Sullivan greets the Committee and provides goes over the proposed building lease for the COA operations. Mr. Sullivan reviews the current status of the project and notes that Signet is seeking the Board of Commissioners approval of the project next week with the lease to be proposed in July. Ms. Frisch requests specific language from Signet for the resolution of support. The Committee discusses the timing of the events and notes that two motions would be necessary. One motion to authorize Ms. Frisch to work Signet on a Resolution of Support for the next Board of Commissioners meeting and one motion to recommend the lease for the Board's approval contingent on Signet working through the County's attorney's comments on the lease.

Motion by Mr. Pallarito to authorize Rachel to work with Signet on the Resolution of Support for recommended approval at the next Board of Commissioner's meeting. Motion passed unanimously.

Motion by Mr. Glasser to recommend to the full Board for approval, the Signet lease, contingent on working through the County attorney's comments to the satisfaction of the County and as long as the proposed preliminary numbers do not change materially. Motion passed unanimously.

B. Budget Amendment: Security Upgrades at County Building, 2020 Project.

Ms. Maier explains the source of the funds as unspent 2020 budget dollars that were designated for county building security. Ms. Maier provides an overview of the project which includes a check-in kiosk at the front entrance. The Budget and Finance Committee reviews and discusses the project and budget amendment.

Motion by Mr. Pallarito to recommend to the full Board for approval the budget amendment for the county building security upgrades. Motion passed unanimously.

C. Budget Amendment: Prosecutor Temporary Wages

Ms. Maier notes that this budget amendment would reallocate \$4,500 from the regular hourly payroll line to the part-time payroll line to provide for a temporary part-time position. Due to staffing changes, the Prosecutor's office will need a temporary part-time position to assist with work. Mr. Liss notes that due to the timing of the request, Mr. Liss as the Chair of the Personal Committee, approved for this item to go directly to the Finance and Budget Committee. The Budget and Finance Committee reviews and discusses the proposed budget amendment.

Motion by Mr. Liss to recommend to the full Board for approval the budget amendment for the temporary part-time wages in the Prosecutor's department. Motion passed unanimously.

D. RFP 2021-12 Professional Services Contract for Cost Accounting

Ms. Maier notes that there were two bids received for RFP 2021-12. Based on the review of the bids and scoring, the bid recommendation is to MGT Consulting.

Motion by Mr. Pallarito to recommend to the full Board for approval of the award of RFP 2021-12 bid to MGT Consulting. Motion passed unanimously.

E. Budget Calendar 2022

Ms. Maier provides the 2022 budget calendar. The Committee reviews and discusses.

Motion by Mr. Glasser to recommend to the full Board for approval, the 2022 budget calendar. Motion passed unanimously.

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

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

H. Finance Department Update – No discussion

Mr. Liss adjourned the meeting at 11:30 a.m.