



## Budget & Finance Committee

Wednesday, July 21, 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 – Missy Fitzgerald, Tim Cherwinski, Tom Pratt, Jim Escamilla – Byce & Associates, Mel Maier

\*Ms. Maier requests the addition of three items to the agenda: MVAA Grant Application, budget amendment for the jail survey, and the budget amendment for the Groen Preserve tiller. Mr. Liss approves of the additions.

#### APPROVAL OF MINUTES

Mr. Glasser corrects a typo in the minutes, which the Committee agrees with.

Motion by Mr. Glasser to approve the minutes from the June 16, 2021 Budget and Finance Committee meeting. Motion passed unanimously.

#### UNFINISHED BUSINESS

Ms. Maier requests that the planning/zoning fees, originally discussed in December, be tabled until further notice. The Committee acknowledges and agrees.

#### NEW BUSINESS

##### A. OCCOA Agreement & Master Lease Updates

The Budget and Finance Committee reviews and discusses the lease agreement and the Otsego County and Commission on Aging Operating Agreement.

Motion by Mr. Glasser to recommend to the full Board for approval, the updated, amended, and restated operating OCCOA operating agreement. Motion passed unanimously.

Motion by Mr. Glasser to recommend to the full Board for approval, the Signet lease contingent on no significant changes to the final lease document and to authorize Rachel to work Signet through the final copy and to ensure there are no significant changes to the numbers. Motion passed unanimously.

##### B. Jail Millage Proposal

Ms. Frisch discusses the proposed ballot language and the updated millage language. Ms. Frisch notes that the public has spoken and only wants a jail. Ms. Frisch reviews the debt service schedule with the Committee and notes that millage is now 1.15 mills for 20 years.

The Committee reviews the proposed plans for the jail including size, cost, and beds.

Motion by Mr. Glasser to recommend to the full Board for approval the millage for the jail and jail operations in the amount of up to 1.15 mills for 20 years. Motion passed unanimously.

#### **C. Bids 2021-13 to 2021-17 Sell Used County Vehicles**

Mr. Cherwinski discusses the different vehicles and the assessed minimum bids. Mr. Cherwinski notes that none of the bids met the minimum bid set in the bid documents. The Budget and Finance Committee reviews the bids and compares them to scrap value. As none of the bids met the minimum threshold, the Committee agrees to scrap all vehicles as presented. Ms. Frisch notes in the future we could probably remove the minimum bid value in bid documents.

Motion by Mr. Pallarito to recommend to the full Board for approval scrapping of the vehicles in bids 2021-13 to 2021-17. Motion passed unanimously.

#### **D. Budget Amendment: Animal Control Staffing**

Ms. Fitzgerald discusses the request to move the current part time Kennel Attendant from 24 hours a week to 30 hours a week. Ms. Fitzgerald details the workload of the Animal Control Department and how this increase in hours would assist the department. Ms. Fitzgerald then discusses the request for an average of 5 hours a week for the remainder of the year for a part-time irregular vet tech. Ms. Fitzgerald notes that having an irregular vet-tech available helps due to the wait time at vet clinics. The Budget and Finance Committee reviews and discusses the budget amendment.

Motion by Mr. Pallarito to recommend to the full Board for approval the budget amendment for the Animal Control staffing. Motion passed unanimously.

#### **E. Budget Amendment: Parks and Rec Lot Purchase**

Mr. Pratt discusses the recommendation from the Parks Committee to purchase a lot that has become available near the campgrounds. An appraisal was done and came in at \$10,800. Mr. Pratt noted that the owner of the lot has agreed to this price for the lot. The Budget and Finance Committee reviews and discusses the budget amendment.

Motion by Mr. Pallarito to recommend to the full Board for approval, the Parks and Rec lot purchase budget amendment. Motion passed unanimously.

#### **F. Budget Amendment: CP Sinking Fund, Annual Transfer**

Ms. Maier notes that this is an annual transfer that takes 5% of the prior year's General Fund net income and transfers it to the Capital Projects Sinking Fund. The transfer amount of the 2020 audited net income would be \$42,784. Ms. Maier notes that this fund was implemented to provide an avenue for creating a fund designated for proactive capital project repairs and maintenance. The Committee reviews and discusses the amendment and transfer.

Motion by Mr. Glasser to recommend to the full Board for approval, the General Fund and CP Sinking Fund budget amendment and transfer 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** – No discussion

**J. MVAA Fiscal Year 2022 Grant**

Ms. Maier notes that the MVAA grant has increased by approximately \$14,000. The proposed grant application would continue to use the grant towards payroll and increase the Veteran's Services Officer's hours by 6.5 hour per week and allocate more of the Veteran's Clerk hours to the grant. The remainder of the grant would be used towards equipment and furniture. The Budget and Finance Committee reviewed and discussed the grant application.

Motion by Caverson to recommend to the full Board for approval, the MVAA 2022 grant application. Motion passed unanimously.

**K. Budget Amendment and Appropriation: Facility Planning Fund**

Ms. Maier notes that this budget amendment and appropriation in the total amount of \$384 would cover the cost of the survey costs for the jail. The Budget and Finance Committee reviews and discusses the budget amendment and appropriation.

Motion by Mr. Glasser to recommend to the full Board for approval the budget amendment and appropriation for the Facility Planning Fund. Motion passed unanimously.

**L. Budget Amendment: Groen Tiller Purchase**

Ms. Maier notes that this budget amendment in the amount of \$6,665 would pull unspent dollars from 2020 into the 2021 budget. Ms. Maier notes that the intended purchase could not be completed until 2021, so the expense and purchase need to be recognized in the 2021 budget. The Budget and Finance Committee reviews and discusses the budget amendment.

Motion by Mr. Pallarito to recommend to the full Board for approval, the Groen Tiller Budget Amendment. Motion passed unanimously.

Mr. Liss adjourned the meeting at 11:16 a.m.