



Budget & Finance Committee

Wednesday, August 21, 2019 at 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Glasser called the meeting to order at 9:31 a.m.

Roll call – Present: Ken Borton, Ken Glasser, Rob Pallarito, Paul Liss, Rachel Frisch

Others present – Mel Maier, Diann Axford, Chris Churches, Lisa Peacock

APPROVAL OF MINUTES

Motion by Mr. Glasser to approve the minutes from the July 17, 2019 Budget and Finance Committee meeting. Seconded by Mr. Borton. Motion passed unanimously.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

A. Northwest Michigan Health Department Presentation – Lisa Peacock, RN, MSN, WHNP-BC

Ms. Peacock, Health Officer, Health Department of Northwest Michigan (the “Dept.”), introduces herself to the committee and provides packets of information including the 2018 annual report for the Dept. Ms. Peacock provides an overview of the Dept. detailing that the Dept. provides services for the Counties of Antrim, Charlevoix, Emmet and Otsego, all of which provide annual appropriations and she is here today to explain how those appropriations are used. Ms. Peacock discusses several programs the Dept. provides for the community and discusses how the Dept. receives funding. Ms. Frisch provides a handout of county funding since 2011 and the Committee discusses.

Mr. Glasser thanks Ms. Peacock for her time and acknowledges her next presentation date for the full Board of Commissioners.

Ms. Peacock thanks the Committee and leaves.

B. Window Trim

Mr. Churches greets the Committee and presents Sidock’s original schematics for the County Courthouse Building restoration project. Mr. Churches notes that Sidock’s original plans did not account for the inclusion of adding trim to the windows. Mr. Churches notes that the trim cost per window would be \$300 and in total would be \$10,800 for all 36 windows. Mr. Churches notes that not all windows need to have the trim work done and that just the front or front and sides could be done. Ms. Frisch notes that the budgeted Work Camp roof could not be done this year for multiple reasons, so funds could be redirected from that project. Mr. Churches notes that there are 10 windows in the back of the building which would equate to \$3,000 less than the total cost of \$10,800.

Motion by Mr. Pallarito to recommend to the full Board, the addition of window trim to all windows for a total cost of \$10,800. No one seconds, motion fails.

Motion by Mr. Borton to recommend to the full Board, the addition of window trim to just the front and sides of the County Courthouse building, for a total cost of \$7,800. Seconded by Mr. Liss. Motion passed unanimously.

C. Royal Crest Land Study

Ms. Frisch reminds the Committee of discussions they've had to do a land study for the Royal Crest property location. She notes that this study would be paid for by the Tax Foreclosure fund which has ample funding to cover this expense and additionally, such an expense would be an appropriate use of those funds. Mr. Churches notes that of the proposals, Place + Main Advisors are the most cost effective option.

Motion by Mr. Pallarito to recommend to the full Board the Royal Crest Land Study by Place + Main Advisors in the amount of \$8,500. Seconded by Mr. Borton. Motion passed unanimously.

D. Byce Proposal

Mr. Glasser asks if there have been changes to the Byce Proposal since the Committee first reviewed in June. Ms. Frisch responds that there haven't been any changes to the proposal. Ms. Frisch notes that the study will provide different options with costing for a public safety complex. Ms. Frisch notes that the study would be paid for by the Delinquent Tax fund.

Motion by Mr. Pallarito to recommend to the full Board the contract with Byce and Associates Inc. for the study of an Otsego County Public Safety Complex. Seconded by Mr. Liss. Motion passed unanimously.

E. Pontresina Park Easement Agreement

Ms. Frisch notes that the County has been allowing Johnsons to use a small strip for parking of their bigger trucks. Ms. Frisch goes on to explain that Mr. Churches has worked with Haider Kazim, Attorney, CMDA, on drafting a legal uses easement agreement.

Motion by Mr. Liss to recommend to the full Board the Easement Agreement between Otsego County and Johnson Oil Company. Seconded by Mr. Pallarito. Motion passed unanimously.

F. Budget Amendments

Ms. Maier presents the first budget amendment to use \$5,000 of fund balance from the Soldiers' Relief fund for the purpose of assisting Veterans for the remainder of the 2019 fiscal year.

Motion by Mr. Liss to recommend to the full Board the budget amendment in the Soldiers' Relief Fund in the amount of \$5,000. Seconded by Mr. Pallarito. Motion passed unanimously.

Ms. Maier presents the second budget amendment to use \$2,401 from the MVAA funded regular hourly wages budget for the purpose of purchasing a computer and applicable accessories. Ms. Maier notes that Ms. Hopp received approval through MVAA to redirect those budget dollars for the purpose of a computer purchase and applicable accessories.

Motion by Mr. Liss to recommend to the full Board the budget amendment in the Veterans Affairs department in the amount of \$2,401. Seconded by Mr. Pallarito. Motion passed unanimously.

G. Financial Reports Reviewed & Discussed

H. Credit Card Statements Reviewed & Discussed

I. Finance Updates

- a. MERS Meeting: Ms. Frisch informs the Committee that she, Ms. Maier and Ms. Adam met with a MERS representative yesterday to discuss more long term plans for managing MERS.
- b. Library Update: Ms. Frisch notes that the Library project punch list work is almost complete.
- c. Public Safety Complex Millage: Ms. Frisch requests that the Committee think about the placement of a special millage in May 2020 or including the millage in August 2020 elections.

Mr. Glasser adjourned the meeting at 11:26 a.m.