



## Budget & Finance Committee

Wednesday, November 20, 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 9:30 a.m.

Roll call – Present: Ken Borton, Ken Glasser, Rob Pallarito, Paul Liss, Rachel Frisch, Diann Axford, Mel Maier

#### APPROVAL OF MINUTES

Motion by Mr. Pallarito to approve the minutes from the November 12, 2019 Budget and Finance Committee meeting. Seconded by Mr. Borton. Motion passed unanimously.

#### UNFINISHED BUSINESS

A. None

#### NEW BUSINESS

##### A. Inspector Contract

Ms. Frisch discussed that Mr. Mouch notified her that the County is low for inspection rates compared to other counties, and is proposing a rate increase from \$50 to \$60. Mr. Glasser asked if this will be passed onto homeowners, Ms. Frisch stated yes, however there have been several fees eliminated to help offset the increase.

Motion by Mr. Liss to approve the increase in inspector contract rate from \$50 to \$60. Seconded by Mr. Glasser. Motion passed unanimously.

##### B. Budget Amendments:

###### a. MERS – fully closed.

Ms. Maier noted that as there is a closed Sheriff's division within MERS without any active employees, MERS requires a significant increase in funding to bring the division to fully funded.

Motion by Mr. Pallarito to recommend to the full Board to approve the MERS budget amendment in the amount of \$68,240. Seconded by Mr. Borton. Motion passed unanimously.

###### b. Airport Cash Flow

Ms. Maier noted that Airport has operated 2019 fiscal year with a reduced allocation transfer from the General Fund. However, as year-end approaches, the Airport will need an additional transfer to maintain consistent operations.

Motion by Mr. Pallarito to recommend to the full Board to approve the budget amendment to transfer \$15,000 from General Fund to the Airport Fund. Seconded by Mr. Liss. Motion passed unanimously.

**c. Admin Payroll Allocation**

Ms. Frisch notes that a budget amendment for Admin payroll allocation is recommended. Ms. Maier noted that the budget amendment would also correct a MERS rate within the Admin fund.

Motion by Mr. Borton to recommend to the full Board to approve the Admin payroll and MERS rate budget amendment.

**d. Longevity**

Ms. Maier introduces the 2019 longevity budget amendment.

Motion by Ms. Frisch to recommend to the full Board to approve the 2019 longevity payment budget amendment. Seconded by Mr. Borton. Motion passed unanimously.

**e. Brownfield Payoff**

Ms. Axford stated that the Otsego County Brownfield Redevelopment Authority has voted to request payoff of Loan#2009-1119, Project #431856-72 Otsego County – Elmer’s Gaylord Redevelopment. The payoff dollars would come from Tax Increment Funding revenue.

Motion by Mr. Pallarito to recommend to the full Board to approve the Brownfield payoff. Seconded by Ms. Frisch. Motion passed unanimously.

**f. Groen Operating**

Ms. Maier noted that the Groen Foundation has requested additional work to be completed within the Groen Preserve, resulting in a needed budget amendment of \$8,000. Ms. Maier noted that the budget amendment which would use fund balance, is 100% funded through the Groen Foundation.

Motion by Mr. Liss to recommend to the full Board to approve the Groen Operating budget amendment. Seconded by Mr. Glasser. Motion passed unanimously.

**C. FTA Procurement Policy**

Ms. Frisch introduces the Federal Transportation Procurement policy, noting that to remain eligible for Federal Transportation Authority funding, the OCBS is required to adopt and use the MDOT procurement policy when utilizing FTA funding. Ms. Frisch noted that this policy does not supersede the County’s existing procurement policy. Ms. Frisch continued that the policy will need to go the Transportation Committee next for a recommendation.

Motion by Mr. Liss to recommend to the Transportation Committee to approve the FTA Procurement Policy. Seconded by Mr. Pallarito. Motion passed unanimously.

**D. 2020 Appropriations Act**

Ms. Frisch drew the Committee’s attention to the added language regarding the State budget. Ms. Frisch noted that this language to be sent to MAC and MGFOA.

Motion by Mr. Borton recommend to the full board to approve the 2020 Appropriations Act. Seconded by Mr. Pallarito. Motion passed unanimously.

**E. Financial Reports** - Reviewed and Discussed

**F. Credit Card Statements** - Reviewed and Discussed

**G. Finance Department Updates**

Ms. Maier noted that the RFP for audit services will go out in the beginning of December.

Ms. Frisch discussed with the Committee that Johannesburg School is going on the May ballot for their sinking fund, which will correspond with the Public Safety Complex millage timeline.

Mr. Glasser noted that he has received positive feedback from individuals regarding the Public Safety Complex.

Mr. Glasser adjourned the meeting at 10:12 a.m.