



Budget & Finance Committee

Wednesday, February 19, 2020 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

Others present – Mel Maier

APPROVAL OF MINUTES

Motion by Mr. Liss to approve the minutes from the January 15, 2020 Budget and Finance Committee meeting. Seconded by Mr. Borton. Motion passed unanimously.

UNFINISHED BUSINESS

A. Accelerate Otsego Update

Ms. Frisch addresses the Committee noting that the Accelerate Otsego discussion pertaining to Otsego County participation had been tabled from the last meeting. Ms. Frisch goes on to say that she has been informed that the Economic Alliance has moved the event to the fall due to fewer applicants at this time. Ms. Frisch recommends moving a decision to a later date as well. Mr. Glasser notes that August would be a reasonable month to move the discussion/decision to.

Motion by Ms. Frisch to table the Accelerate Otsego discussion and decision to August. Seconded by Mr. Pallarito. Motion passed unanimously.

NEW BUSINESS

A. 2019 Year End Budget Amendment

Ms. Maier introduces the year end budget amendment for fiscal year 2019. The Committee reviews and discusses the adjustments, noting no use of contingency or fund balance to provide for expenses.

Motion by Mr. Borton to recommend to the full Board to approve the 2019-year end budget amendment. Seconded by Mr. Pallarito. Motion passed unanimously.

B. Airport Special Events Projects Budget Amendment

Ms. Maier introduces the budget amendment for the Airport Special Events fund. Ms. Maier notes that there are several special planned projects now planned for this year. The budget amendment would pull \$6,000 from available fund balance to cover the costs of the special projects. The Committee discusses the projects which includes removal of a wall at the Airport.

Motion by Mr. Borton to recommend to the full Board to approve the Airport Special Events Project budget amendment. Seconded by Mr. Pallarito. Motion passed unanimously.

C. Bond Counsel

Ms. Maier introduces a proposal of services to be provided by Clark Hill as bond counsel for the Otsego County Justice Complex project. Ms. Frisch notes that the County has had a longstanding relationship with Clark Hill and has been pleased with the professional services provided.

Motion by Mr. Pallarito to recommend to the full Board to approve using Clark Hill's professional services for bond counsel. Seconded by Mr. Glasser. Motion passed unanimously.

D. Bus Budget Fiscal Year 2021 OCR 20-06

Ms. Maier presents Bus budget resolution OCR 20-06. The resolution provides for the Otsego County Bus System to apply for State funding in the amount of \$509,103 under ACT 51 provisions. Ms. Maier informs the Committee that the resolution has been recommended by the Transportation Committee. Ms. Frisch notes that there was an update to the amount of the expenses in the resolution by \$3,000 subsequent to the Transportation Committee reviewing the resolution. Ms. Frisch noted that this was in favor of the Bus System. Ms. Frisch and the Committee discuss the change, noting that it is a small amount. The Committee ask Mr. Liss, as the Chair of the Transportation Committee, if he would be in favor of allowing the Budget and Finance Committee to proceed with the updated Resolution and if he would communicate it to the Transportation Committee. Mr. Liss responded that he is in favor of proceeding with the updated Resolution and would communicate the change to the Transportation Committee.

Motion by Mr. Pallarito to recommend to the full Board to approve OCR 20-06. Seconded by Mr. Liss. Motion passed unanimously.

E. Building & Grounds pickup truck and plow bid results

Ms. Frisch presents the Committee with the results of bid 2020-01 – Building and Grounds vehicle with a plow. Ms. Frisch noted that the County needs to replace the current vehicle and based on the County's contract with AARF, it is appropriate for the County to purchase their own vehicle. Ms. Frisch notes that the low bidder was Jim Wernig for a Chevrolet Silverado and plow. Mr. Glasser asked if anyone showed up to the bid opening. Ms. Frisch said they were no public attendees at the bid opening. Mr. Borton inquires if they're gas vehicles. Ms. Frisch notes that they're primarily gas with one diesel option. Mr. Glasser asks for confirmation of Jim Wernig as the low bidder with the County's local 5% variance policy. Ms. Frisch confirms that in keeping with the policy, Jim Wernig is the low bidder.

Motion by Mr. Borton to recommend to the full Board to award the bid to Jim Wernig. Seconded by Mr. Pallarito. Motion passed unanimously.

F. Financial Reports – The Committee reviewed, discussed and asked questions which were answered during the meeting.

G. Credit Card Statements - The Committee reviewed, discussed and asked questions which were answered during the meeting.

H. Finance Department Updates –

- a. Bus Audit: Ms. Maier notes that she expects the Bus audit to be wrapping up and has not heard any requests/comments from the auditors for a couple of weeks.
- b. County Audit: Ms. Maier notes that Anderson Tackman is scheduled for fieldwork on April 6th.

- c. Front Porch: Ms. Maier notes that the first Front Porch session, which is a networking/information sharing platform is scheduled for next Wednesday the 26th.

Mr. Glasser adjourned the meeting at 10:19 a.m.