



## Budget & Finance Committee

Wednesday, March 18, 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

Others present - Mel Maier

#### APPROVAL OF MINUTES

Motion by Mr. Borton to approve the minutes from the February 19, 2020 Budget and Finance Committee meeting. Seconded by Mr. Pallarito. Motion passed unanimously.

#### UNFINISHED BUSINESS

#### NEW BUSINESS

##### A. Groen Preserve Equipment Bid Award

Ms. Frisch noted that bids were due last Friday for four pieces of equipment and the process went smoothly. Ms. Frisch noted that the equipment will be 100% funded by the Groen Foundation. The Parks & Rec Board has recommended the bids to be awarded as follows:

Lawn mower - \$13,070 – Ginop Sales  
Snow blower - \$4,148 – Ginop Sales  
Seeder - \$15,164 – Ginop Sales  
Cultivator - \$12,675 – Zaremba Equipment

Ms. Frisch noted the 5% variance did not change the rankings.

Motion by Mr. Pallarito to recommend to the full Board from the Parks & Rec Board to approve the Groen Preserve equipment purchases. Seconded by Mr. Borton. Motion passed unanimously.

##### B. Fireworks Funding Agreement

Ms. Frisch noted that the Otsego County's Park and Recreation with funding through the Otsego Lake Association (OLA) hosts an annual Independence Day fireworks show. Ms. Frisch noted that an agreement has been prepared to put in writing the agreement between the Parks and Rec and OLA. Ms. Frisch informed the Committee that this agreement was created by the Parks & Rec Board and reviewed by Mr. Kazim (attorney) and OLA.

Motion by Mr. Pallarito to recommend to the full Board from the Parks & Rec Board to approve the fireworks funding agreement. Seconded by Mr. Borton. Motion passed unanimously.

### **C. Bid 2020-02 Community Center Flooring**

Ms. Frisch presents the bid recommendation from Parks and Rec for the Community Center Gym floor to Kuhn Specialty Flooring in the amount of \$79,300. Ms. Frisch noted that the Parks & Rec Board did not recommend the low bidder due to not having extensive experience with gym flooring; however, the second lowest bidder has extensive experience with gym flooring and is less than \$1,200 in price difference. The Committee discussed the bids and recommends the second lowest bidder, Kuhn Specialty.

Motion by Mr. Borton to recommend to the full Board to award the Community Center flooring project to the second lowest bidder. Seconded by Mr. Liss. Motion passed unanimously.

### **D. Community Center Concrete**

Ms. Frisch noted that since the roads have been redone around the Community Center it highlighted the need to redo the cement. The Parks & Rec Board has recommended using available fund balance in the amount of \$3,670 to have North Central Excavating Inc. redo the cement.

Motion by Mr. Glasser to recommend to the full Board to approve the budget amendment in the amount of \$3,670, using fund balance for the Community Center concrete. Seconded by Mr. Pallarito. Motion passed unanimously.

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

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

### **F. Finance Department Updates –**

Ms. Frisch noted that with the impact of the coronavirus on everything, these times necessitate unusual or extraordinary actions with the following things to consider:

- a. Employee matters. All employees are required to report to work at this time, however the County will need to look toward the possibility of employees working from home and questions that will arise. Ms. Frisch presents a COVID-19 related leave document. Ms. Frisch notes that Ms. Frisch along with the County's Chairman, Mr. Borton, would be the individuals charged with authority for the COVID-19 leave policy. Ms. Frisch noted that the policy would be approved by the Board. Mr. Glasser notes that he wants to see in the policy a note that the policy will be ratified after the fact and another individual should be considered to make a group of 3 in charge of the policy. Mr. Glasser suggests the Board of Commissioner Chair, Vice Chair and Administrator be involved with implementing the policy. Ms. Frisch agrees that the policy will include language to note that all changes to these policies will be ratified after the fact at the next full Board of Commissioner meeting and this permission is temporary and being reviewed every 90 days.

Motion by Mr. Liss to recommend to the full Board to approve a COVID19 sick policy. Seconded by Mr. Glasser. Motion passed unanimously.

- b. State of Emergency. The Committee was asked if they want to adopt a State of Emergency at the local level. Ms. Frisch noted that this isn't a guarantee for federal funding. Mr. Glasser notes that this may incite fear and or suspicions from the Community. Mr. Borton asked if Mr. Deming has weighed in. Ms. Frisch responded that Mr. Deming is open to either option. Mr. Glasser notes that he doesn't think Otsego County would be left out of funding and that a State of Emergency is not necessary at this time. Ms. Frisch noted that the Committee does not want to do this at this time, and all agree to continue to evaluate.
- c. Board of Commissioner Meetings. Currently, there is no executive order to limit meeting to 10 people, but that could happen soon. MAC has analyzed the Open Meetings Act which can be done by teleconference, however research and preparation would need to be done to be in compliance. The Committee discusses that only certain Committee meetings could be suspended by Board action, however if the Board of Commissioner meetings are suspended, the Committee meetings will most likely follow. Ms. Frisch notes that if the Board of Commissioner meetings are suspended, then the Board of approval in the accounts payable policy will need to be amended for the interim. The Committee discusses the suspension of meetings.

Motion by Mr. Glasser to recommend to the full Board the approval to suspend Board meetings and select Committee meetings (Budget and Finance, Criminal Justice Coordinating and Personnel) for 30 days. Seconded by Mr. Pallarito. Motion passed unanimously.

- d. Accounts Payable Policy. The Committee discusses the Board's review and approval of the County warrants at the Board meetings. Due to suspending the Board of Commissioner meetings for 30 days, the Committee agrees that the updated accounts payable policy which provides for subsequent review and approval will need to be approved as well. The Committee discusses that the policy will be in effect for 30 days as well.

Motion by Mr. Pallarito to recommend to the full Board an update to the Accounts Payable policy for 30 days. Seconded by Mr. Liss. Motion passed unanimously.

- e. May 5<sup>th</sup>, Election. Ms. Frisch notes that Ms. Defeyter, County Clerk, has spoken with the State Election Committee and informed Ms. Frisch that the May 5<sup>th</sup> election will be mail in only. The State's recommendation is to withdraw and run the proposals on the August or November ballots. Ms. Frisch noted that this is also not a time to present taxpayers with a millage and time should be provided for people to recover. The Committee discusses and agrees that August would make more sense to run the Otsego County Justice Complex millage proposal. Ms. Frisch noted that the Committee and Board will need to rescind the original millage resolution and approve a new resolution for the August ballot.

Motion by Mr. Pallarito to recommend to the full Board to rescind the May 5<sup>th</sup> millage and place on the August ballot. Seconded by Mr. Borton. Motion passed unanimously.

- f. Special Meeting. Ms. Frisch noted that in order to cancel the Tuesday Board of Commissioner meeting and review and approve open Committee items, a special meeting would need to be held, which could be Thursday or Friday as long as there is an 18 hour window from notifying the Clerk and announcing. The Committee discusses and agrees that a special meeting will be held on Friday.

Motion by Mr. Glasser to have a special meeting on Friday March 20, 2020 at 9:30 a.m. in Room 100 and inform the Otsego Count Clerk. Seconded by Mr. Pallarito. Motion passed unanimously.

Mr. Glasser adjourned the meeting at 11:13 a.m.