



Budget & Finance Committee

Wednesday, September 16, 2020 at 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

Due to the novel Coronavirus pandemic, this meeting was held remotely for the public in compliance with Governor Whitmer's Executive Order 2020-154 & 2020-160.

MINUTES

CALL TO ORDER

Mr. Glasser called the meeting to order at 9:30 a.m.

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

Others present – Diann Axford, Chris Churches, Mel Maier

APPROVAL OF MINUTES

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Royal Crest Bid Results

Mr. Churches discusses that 12 bids were received for the Royal Crest demolition RFP. The lowest bidder was Bolle Contracting at \$129,669, which is under budget. Mr. Churches noted that they have extensive experience in this type of work.

Motion by Mr. Liss to recommend to the full Board the acceptance of the contract proposal from Bolle Contracting in the amount of \$129,669 for the demolition of the Royal Crest. Seconded by Mr. Borton. Motion Carried.

Ms. Frisch notes that due to the property lines, a temporary easement will be on the consent agenda at the next Board meeting. Mr. Churches notes that the matter has been discussed with the property owners and they are willing to sign the temporary easement in support of the project.

B. Front Entrance Project

Mr. Churches explains that due to COVID and available grant funding to address COVID concerns, the County is able to move forward with a social distancing project. The project will move doors in the front area and allow for more entrance space. There will also be a secure window installed at the Treasurer's office. Mr. Churches notes that of the bids received, the low bidder is Griffith Builders Inc. in the amount of \$97,500. Ms. Frisch notes that this is one way that the County is trying to do meaningful management and projects to address COVID.

Motion by Mr. Liss to recommend to the full Board the contract with Griffith Builders Inc in the amount of \$97,500 for the Front Entrance project. Seconded by Mr. Pallarito. Motion Carried.

C. Friend of the Court BA – Computers from MEDI funding

Ms. Maier presents the budget amendment to use \$6,000 from the Friend of the Court (FOC) fund balance for computer purchases. Ms. Maier notes that the FOC is on a 5-year computer replacement schedule and had budgeted to purchase desktop computers this year, however due to changing work environments from COVID, FOC plans to use laptops.

Motion by Mr. Pallarito to recommend to the full Board for approval the budget amendment for the Friend of the Court computers. Seconded by Mr. Liss. Motion Carried.

D. Groen Budget Amendment – Tree Removal/Storm Damage

Ms. Maier presents the budget amendment to use \$25,000 from the Groen Preserve fund balance to cover the cost of tree removal from the storm damage. Ms. Maier notes that there were approximately 400 trees that had fallen from the storm. Ms. Frisch notes that the Parks Director, Tom Pratt, received several quotes, with the \$25,000 being significantly less than the other quotes.

Motion by Mr. Liss to recommend to the full Board for approval the budget amendment for the tree removal from the storm damage at the Groen Property. Seconded by Mr. Borton. Motion Carried.

E. Legal Expenses Budget Amendment

Ms. Maier presents the budget amendment to increase the General Fund appropriation to the Legal Expense fund in the amount of \$20,000. Ms. Frisch notes that there has been an increase in services from Howard and Haider due to various reasons.

Motion by Mr. Borton to recommend to the full Board for approval the budget amendment for the Legal Expenses appropriation from the General Fund. Seconded by Mr. Glasser. Motion Carried.

F. Airport Special Events Budget Amendment - Lights

Mr. Liss addresses the Committee noting that the Transportation Committee discussed in detail the plan to provide dedicated light to the Airplane display. There will also be larger flags purchased as well. Mr. Liss notes that the Transportation Committee has recommended for approval a budget amendment to use \$2,500 from the Airport's Special Events fund balance for the aforementioned items.

Motion by Mr. Liss to recommend to the full Board for approval the budget amendment for the airport lights and flags. Seconded by Mr. Pallarito. Motion Carried.

G. Recycling Millage Rate Reduction

Ms. Frisch discusses the L-4029, noting that it's important to review and understand the importance of this document. The L-4029 identifies the millages that the County has been approved to levy and the amounts that will be levied. Ms. Frisch reviews the expiration dates of millages for the next fiscal year. Ms. Frisch notes that the Recycling millage can be levied at .35 mills, however due to the contract cost, the millage can be levied at a reduced rate of .25 mills.

Motion by Mr. Pallarito to recommend to the full Board for approval the 2020 tax rate sheet. Seconded by Ms. Frisch. Motion Carried.

Motion by Mr. Borton to recommend to the full Board for approval the reduction of the recycling millage. Seconded by Mr. Glasser. Motion Carried.

H. Work Camp Fees

Ms. Frisch notes that the Work Camp continues to have challenges. Ms. Frisch notes that there have been staffing changes that involves shifting personnel time to the jail and reducing hours within Work Camp. Ms. Frisch notes that the Work Camp fees for home and business owners are being reviewed and will most likely increase.

I. EMS Cash Advance

Ms. Frisch discusses cash advances that had been made to EMS that are delinquent. Ms. Frisch provides a handout detailing a repayment plan from Jon Deming and Mary Sanders, which would allow for repayment by April 2021. Mr. Glasser notes that we need to examine our policy regarding penalties and interest for delinquent cash advances. The policy identifies a 4% interest fee for late payments.

Motion by Mr. Borton to approve the EMS repayment plan of the delinquent cash advances. Seconded by Ms. Frisch. Motion Carried.

Motion by Mr. Glasser to amend the repayment plan to include the 4% interest rate in keeping with County policy. Seconded by Mr. Pallarito. Motion Carried.

J. Financial Reports

The Committee reviewed, discussed and asked questions which were answered during the meeting.

K. Credit Card Statements

The Committee reviewed, discussed and asked questions which were answered during the meeting.

L. Finance Department Updates

- a. Ms. Maier discusses the status of COVID grant requests, noting that the State has confirmed that reviews are still in process.
- b. Ms. Frisch discusses foreclosed properties that require extensive demolition and debris removal.

- c. Ms. Frisch notes that there has been an appeal to the Sanitary Board which has not occurred in years. Ms. Frisch notes that there are a couple of seats to be filled, however there are individuals that may be interested.

Mr. Glasser adjourned the meeting at 10:39 a.m.