

October 28, 2008

The Regular meeting of the Otsego County Board of Commissioners was held at the Dover Township Hall at 2985 Marquardt Road, Gaylord. The meeting was called to order at 7:00 p.m. by Chairman Glasser. Invocation by Chairman Glasser, followed by the Pledge of Allegiance led by Vice-Chairman Liss.

Roll call:

Present: Backenstose, Bates, Liss, Olsen, Glasser, Beachnau, Hyde.

Excused: Johnson, Bentz.

The Regular meeting minutes of October 14, 2008 with attachments were approved as corrected. The minutes were corrected to read invocation by Commissioner Bates.

Consent Agenda:

Motion to approve FY 2008 ROD Budget Amendment as presented. Motion approved via unanimous consent. (see attached)

Motion to approve FY 2008 Capital Project Budget Amendment as presented. Motion approved via unanimous consent. (see attached)

Motion to approve the Animal Control Budget Amendment as presented. Motion approved via unanimous consent. (see attached)

Motion to approve the application for appointment to the Planning Commission of Ken Borton term to expire December 31, 2010. Motion approved via unanimous consent.

Administrator's Report:

John Burt reported the property is prepared for the fallen heroes memorial; Alpine woodworking bids; Roof repair bids; Public hearing 11-24-08 at 7:00 p.m. for ideas for downtown County Building space.

Committee Reports:

Motion by Commissioner Bates, to approve the Work Camp Supervisor Position with a pay grade 6 on the Non-Union Salary Schedule to be paid out of the Work Camp Fund (205) Ayes: Unanimous. Motion carried. (see attached)

Elizabeth Haus reported on the Village of Vanderbilt.

New Business:

Motion by Commissioner Beachnau, to approve Warrant B2008-43 in the amount of \$136,734.62 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hyde, to approve Warrant B2008-44 in the amount of \$78,700.21 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Beachnau, to approve Resolution OCR 08-27 Opposing House Bill 6112 as presented.

Roll Call Vote:

Ayes: Backenstose, Bates, Beachnau, Liss, Olsen, Glasser, Hyde.

Nays: None.

Excused: Johnson, Bentz.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Backenstose, to ratify the tentative agreement with the Police Officers Association of Michigan. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to ratify the tentative agreement with the Michigan Association of Public Employees. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to approve the 2008 Winter Millage Report as presented. Ayes: Unanimous. Motion carried. (see attached)

Board Remarks:

Commissioner Bates: Addressed the pending motion regarding the bus fare motion that was referred back to committee.

Commissioner Olsen: Conservation District open house.  
Animal shelter.

Commissioner Hyde: Veterans meeting.

Commissioner Beachnau: Budget process.

Commissioner Liss: Met with Theron Higgins for busing in and around Vanderbilt.

Commissioner Glasser: Swearing in ceremony November 6<sup>th</sup> at 11:30 a.m. at the County Building.

Meeting adjourned at 7:43 p.m at the call of the Chair.

---

Kenneth R. Glasser, Chairman

---

Susan I. DeFeyter, County Clerk



**OTSEGO COUNTY  
BUDGET AMENDMENT**

FUND/DEPARTMENT: Register of Deeds

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type:  General  Special Revenue  Debt Service  Capital Project  Business-Type (Enterprise or Internal Svc)

REVENUE To purchase imaging software for ROD.

Account Number	Decrease	Increase
256.050 - 400.001 - From Fund	\$	\$ 7,650-
- - Balance	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
256.901 - 970.450 - Property Software	\$ 7,650-	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$	\$

Department Head Signature

Date

*[Signature]*  
Administrator's Signature

10/23/08  
Date

<b>Finance Department</b>	
Entered:	
By:	

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY  
BUDGET AMENDMENT**

FUND/DEPARTMENT: Capital Projects Fund

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type:  General     Special Revenue     Debt Service     Capital Project     Business-Type (Enterprise or Internal Svc)

REVENUE Exterior Bldg Repairs for County Bldg.

Account Number	Decrease	Increase
499-050 - 400,001 - From Fund	\$	\$ 6,000-
- - Balance	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
499.901 - 976,300 - Property -	\$ 6,000-	\$
- - Improvements	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$	\$

Department Head Signature

Date

<b>Finance Department</b>
Entered:
By:

JA BA  
Administrator's Signature

10/22/08  
Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Animal Control

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

**Fund Type:**  General  Special Revenue  Debt Service  Capital Project  Business-Type (Enterprise or Internal Svc)

**REVENUE** Reflect staffing changes to Animal Control Dept.

Account Number	Decrease	Increase
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
212.430 - 703.060 - Part-time	\$ 1,803	\$
" - 704.800 - Sick leave	\$ 26	\$
- 704.200 - Payroll taxes	\$ 138	\$
- 704.600 - Wk Comp	\$ 35	\$
- 704.500 - Unemplmt.	\$ 18	\$
212.941 - 999.990 - Contrib. to	\$	\$ 2,020
<b>Total</b> fund bal.	\$ 2,020	\$ 2,020

*Annal Opperman*  
Department Head Signature

10-17-08  
Date

*J. But*  
Administrator's Signature

10-23-08  
Date

Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

# OTSEGO COUNTY

## WORK CAMP SUPERVISOR

### General Summary

Under the direction of the Sheriff, plans, directs, and manages the operations of the Otsego County Work Camp and supervises the staff assigned to the Work Camp. Responsible for ensuring that all security and operational policies are enforced and for the care, treatment, and security of work camp participants. Directs the intake and release process. Responsible for the administrative functions of the Work Camp including budget maintenance, purchasing, preparation of activity and statistical reports.

### Essential Functions

1. As supervisor of staff assigned to the work camp, oversees and participates in personnel management activities such as employment, training, assigning work, scheduling, review and evaluation of performance, and dealing with employee relations issues. Directs staff engaged in providing for the care, custody and security of work camp participants, performing a variety of activities relating to the safe and secure operations of the work camp, enforcing security regulations including the needs of the courts, processing the intake and release of work camp participants, and preparing and maintaining a variety of records and reports.
2. Has the ability to hire staff and immediately address employee disciplinary issues.
3. Responsible for maintaining the safety and security of the work camp.
4. Responsible for administrative functions of the work camp such as monitoring and gaining approval for expenditures, purchasing supplies and equipment, and related functions. Provides assistance to the Sheriff in developing the annual work camp budget.
5. Develops and enforces all work rules and regulations.
6. Manages operations of the work camp.
7. Ensures that food service and meals meet Department of Corrections' requirements.
8. Oversees all work camp programs such as school, counseling programs, and drug testing.

# OTSEGO COUNTY

9. Responsible for the development of all record keeping systems within the work camp and oversees the preparation and maintenance of all work camp participant records required by the Sheriff, the Department of Corrections, and the Court System.
10. Responds to work camp emergencies as necessary 24 hours a day, seven days a week.
11. Oversees the intake and release processes and maintenance of related records.
12. Develops positive relationships with work camp customers.

## Other Functions

1. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

## Employment Qualifications

**Education:** Equivalent of one to two years of level coursework in Correctional Administration, Criminal Justice or a closely related field.

**Experience:** Two years of progressive experience in a correctional facility or work camp including some supervisory or administrative experience.

**Other Requirements:** Certification by the Michigan Law Enforcement Officers Training Council desirable. Valid Michigan Driver's License.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

# OTSEGO COUNTY

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to subdue unruly work camp participants and break-up fights.
- Ability to walk throughout the work camp facility and conduct building checks.
- Ability to walk over uneven terrain at work sites.
- Ability to withstand long periods of standing and walking.
- Ability to bend, stoop, and kneel in order to search for contraband and perform other functions.
- Ability to enter and retrieve information from a computer.

## **Working Conditions:**

Works primarily in office conditions but may also go to work sites to supervise work crews as needed. May have:

- May work outside in varying weather conditions.
- Subject to work-related calls after normal hours.
- Exposure to work camp participants in various states of hygiene and emotional condition.
- Exposure to various diseases that may be carried by work camp participants.

**RESOLUTION NO. OCR 08-27**  
**OPPOSING HOUSE BILL 6112**  
October 28, 2008

**WHEREAS**, House Bill 6112 has been introduced in the House; and

**WHEREAS**, House Bill 6112, if passed, will create a new act known as the Corrections Officers Compulsory Arbitration Act to provide binding arbitration procedure for the resolution of labor disputes; and

**WHEREAS**, this act would create a procedure that mirrors what is known as Act 312 compulsory arbitration which currently applies to police officers and firefighters, and not to corrections officers; and

**WHEREAS**, compulsory arbitration of labor disputes has proven to be a costly and time-consuming process by which a third party decides the terms and conditions of collective bargaining agreements instead of the parties themselves; and

**WHEREAS**, compulsory arbitration promotes an adversarial labor-management solution and discourages continued negotiations toward mutually obtained collective bargaining agreements; now, therefore be it

**RESOLVED**, that the Otsego County Board of Commissioners hereby goes on record in strong opposition of HB 6112; and be it further

**RESOLVED**, that copies of this resolution be forwarded to Governor Jennifer Granholm, Senator Tony Stamas, Representative Kevin Elsenheimer, and the Michigan Association of Counties.

# WINTER MILLAGE REPORT 2008

SCHOOL - TOWNSHIP - COUNTY

10/22/2008  
12:48 PM

TOWNSHIP	BAGLEY	CHARLTON	CHESTER	CHESTER	CORWITH	DOVER	DOVER	DOVER	ELMIRA	HAYES	LIVINGSTON	LIVINGSTON	OTS LK	OTS LK	GAYL
SCHOOL	GAYLORD	JOBURG	GAYLORD	JOBURG	VANDY	GAYLORD	JOBURG	VANDY	GAYLORD	GAYLORD	GAYLORD	VANDY	GAYLORD	CRAWF	GAYL
STATE EDUCATION TAX	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
SCHOOL															
OPERATING	9.0000	0.0000	9.0000	0.0000	0.0000	0.0000	0.0000	0.0000	9.0000	9.0000	9.0000	0.0000	9.0000	0.0000	9.0000
EXTRA VOTED	0.5689	0.0000	0.5689	0.0000	0.0000	0.5689	0.0000	0.0000	0.5689	0.5689	0.5689	0.0000	0.5689	0.0000	0.5689
DEBT	1.2000	0.0000	1.2000	0.0000	0.0000	1.2000	0.0000	0.0000	1.2000	1.2000	1.2000	0.0000	1.2000	0.0000	1.2000
INTERMEDIATE COLLEGE	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	0.0000	1.7473
ALLOCATED	0.0000	0.9542	0.9000	0.9000	0.9509	0.9200	0.9200	0.9200	0.8850	0.8888	0.9000	0.9000	0.8218	0.8218	0.0000
EXTRA VOTED															
FIRE		1.2000			2.0000	1.0000	1.0000	1.0000	1.0000						0.0000
STREETS															0.0000
COUNTY															
ALLOCATED	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
ANIMAL CONTROL	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000
COMMISSION ON AGING	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
COUNTY AMB	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000
COUNTY BUS	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500
COUNTY PARK	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625	0.0625
LIBRARY	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500
PARKS & RECREATION	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875
SPORTS/PLEX OPER	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500
M-TEC	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464
UNIV CENTER OF GAYLORD	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569
WINTER TOTAL	16.5195	7.9048	17.4195	6.6506	8.7015	18.4395	7.6706	7.6706	18.4045	17.4083	17.4195	6.6506	17.3413	4.8251	16.5195
NON-HOMESTEAD	16.5195	7.9048	17.4195	6.6506	8.7015	18.4395	7.6706	7.6706	18.4045	17.4083	17.4195	6.6506	17.3413	4.8251	16.5195
HOMESTEAD	7.5195	7.9048	8.4195	6.6506	8.7015	9.4395	7.6706	7.6706	9.4045	8.4083	8.4195	6.6506	8.3413	4.8251	7.5195