



## Budget & Finance Committee

Wednesday, November 20, 2013 – 9:30 a.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

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

Roll call – Present: Paul Beachnau, Lee Olsen, Erma Backenstose, Ken Borton, John Burt

Others Present –

#### APPROVAL OF MINUTES

Motion by Olsen to approve the minutes from the October 16, 2013 Budget and Finance Committee meeting. Motion passed unanimously.

#### NEW BUSINESS

##### A. Animal Control Staff Requests

The Personnel Committee has recommended the addition of a full-time Assistant Animal Control Officer position (AACO), and a part-time Kennel Attendant Position. An existing Clerk Position would not be backfilled. The total cost for the changes for 2014 is \$14,732.83 (\$11,776.55 for the Kennel Attendant; \$2,956.28 for the AACO). The Assistant Animal Control Officer is needed to help handle complaints (e.g. barking, vicious animal, etc.). The Kennel Attendant Position is needed to help keep the cages of the cats and dogs cleaned. The Director has used Work Camp Staff but that has proven to be a challenge because of the necessity to regularly train new people and for petty theft). The positions would be fully funded from the Animal Control millage. Motion by Olsen to “recommend to the full Board of Commissioners the approval of the part-time (20 hours per week) Kennel Attendant Position and the Assistant Animal Control Officer for a total net budget cost in 2014 of approximately \$14,732.83 in 2014 to be paid from the Animal Control budget (fund 212). Motion carried unanimously.

##### B. Jail Budget Amendment

Burt discussed a budget amendment request from Captain Brian Webber. An agreement with POAM (Police Officers Association of Michigan) was reached to bring back a Corrections Officer following disciplinary action. During the employee’s absence, another employee was hired. Travis Hewitt will be leaving the County’s employment by the end of the year to take a position as the City Treasurer. Webber requests funds to avoid a temporary layoff for the newest Corrections Officer since a position will be opening up at the end of the year. Motion by Borton to “recommend to the full Board of Commissioners to approve the Jail Budget Amendment in the amount of \$7,290 with funds to come from the General Fund Contingency line item”. Motion carried unanimously.

##### C. Parks and Recreation Budget Amendment

The Parks and Recreation Commission requested a budget amendment from their fund balance to help get through the end of the year. Motion by Olsen to “recommend to the full Board of

Commissioners to approve the Parks and Recreation Budget Amendment in the amount of \$10,300". Motion carried unanimously.

**D. Union Agreements**

Burt presented tentative agreements with the Teamsters-Bus, Teamsters-Clerical, and POAM for the new contracts. In addition, an agreement was reached on a Closing and Settlement Agreement concerning the remaining four 9-1-1 Dispatchers.

**E. 2014 Budget & General Appropriations Act**

Motion by Olsen to "recommend to the full Board to adopt the 2014 Budget & General Appropriations Act". Motion carried unanimously.

**F. Medical Examiner Request**

The Committee discussed the request from the Medical Examiner for a pay increase for the M.E. position as well as the deputies. Burt reviewed M.E. budget information from other counties that he has collected, which shows Otsego County is near the average for the M.E. position compared to similar counties, and higher than others on the deputy M.E. positions. The Committee directed the Administrator to arrive at a set yearly amount for administrative duties for the Chief Deputy M.E., and to review the on-call fees, and to present to the full Board of Commissioners at the November 26 meeting.

**G. Credit Card Expenditures**

Burt reviewed the latest credit card statements.

**H. October Financial Reports**

Burt distributed and discussed the October reports.

**I. Budget Amendment Authority**

Burt will present the annual motion for authority for year-end budget amendments, to the full Board.

**J. Tree Tops Tax Issue**

The Budget & Finance Committee directed Burt to set up a meeting between the County and Treetops representatives to discuss outstanding taxes owed by Treetops.

Mr. Beachnau adjourned the meeting at 10:50 a.m.