



Budget & Finance Committee

Wednesday, July 17, 2013 – 10:00 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Bates called the meeting to order at 10:00 a.m.

Roll call – Present: Clark Bates, John Burt, Lee Olsen, Erma Backenstose

Excused – Ken Borton

APPROVAL OF MINUTES

Motion by Mr. Olsen to approve the minutes from the June 19, 2013 Budget and Finance Committee meeting. Motion passed unanimously.

NEW BUSINESS

A. Park Ranger Position

The Parks and Recreation Board made a recommendation to reclassify Ron Stahlbuck to Step 2, instead of Step 1, on his anniversary date of July 27. The cost for the rest of the year is \$214 to be paid out of the Groen Nature Preserve Budget, 209. Motion by Olsen to “recommend to the full Board of Commissioners to place Ron Stahlbuck on Step 2 on his anniversary date of July 27, along with the associated Budget Amendment in the amount of \$214 with funds to come from the Groen Fund, 209”. Motion passed unanimously.

B. 1322 Hayes Road Paving

Bids are due on July 22 for the Livingston Road Paving Project, along with a bid to pave 1322 Hayes Road, the Land Use Services office building. The projected cost for the parking lot is \$28,000, but the actual cost will not be known until bids are received next Monday. Work would begin on July 24. Motion by Olsen to “recommend to the full Board of Commissioners to approve a budget amendment in the amount of \$30,000 with \$15,000 from the Building Inspections Fund, fund 249, and \$15,000 from the General Fund Contingency Fund, 101-941”. Motion passed unanimously.

C. Jail Inmate Health Line Item

Burt reported that the Jail has gone over budget on the inmate health line item. Burt recommends the line item be increased by \$10,000. More funding will likely be needed later in the year. Motion by Olsen to “recommend a Budget Amendment of \$10,000 to increase the Jail inmate Health line item with \$7,500 to come from the General Fund Contingency Fund, 101-941, and \$2,500 from the Jail Part-Time/Temporary line item”. Motion passed unanimously.

D. Vehicle Damage

A bill from Wagar Motors was received in the amount of \$2,321 for damage incurred by a Wagar Motors vehicle as part of the Air Show. Motion by Olsen to “recommend a Budget Amendment in

the amount of \$2,321 from the General Fund Contingency Fund, 101-941, to pay for damage to the Wagar Motors vehicle". Motion passed unanimously.

E. Contractor Insurance

The Committee discussed whether requirements for contractor/vendor insurance in relation to the property maintenance and lawn care work associated with the foreclosure process. Doug Kassuba currently provides the services. He does not carry the insurance required by the Purchasing Policy. Diann Axford told the Committee she would look further at the issue and may have him sign a waiver similar to the participants in the Sheriff's Work Camp.

F. Millage Request Policy

Burt presented a draft Millage Request Policy that will require certain information be given by an outside agency requesting a new millage, along with requiring a public hearing prior to the Board of Commissioners voting on the request. Motion by Olsen to "recommend to the full Board of Commissioners to approve the Millage Request Policy". Motion passed unanimously. Burt will present the policy to the Board at their August 13 meeting.

G. June 2013 Budget Reports

Mr. Burt distributed and discussed the June reports.

Mr. Bates adjourned the meeting at 11:05 a.m.