



Budget & Finance Committee

Wednesday July 20, 2011 – 9:30 a.m.
Room 212 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Olsen called the meeting to order at 9:30 AM

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

Others present – Rachel Frisch

Absent (excused) – Diann Axford

APPROVAL OF MINUTES

Motion by Mr. Bates to approve the minutes from the June 15, 2011 budget and finance committee meeting. Motion passed unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Animal Control Staff Reclassification Request

The Personnel Committee has recommended to reclassify the 2 animal control clerk I positions to clerk II. The total estimated annual cost is \$5,200. The cost for the remainder of 2011 is \$1,814. The animal control fund will fund the additional cost.

Motion by Mr. Bates to recommend to the full board reclassifying the 2 animal control clerk I positions to clerk II. Motion passed unanimously.

B. Marine Safety Grant Request

Ms. Frisch explained that the Marine Safety Grant is a federal grant we receive each year in the amount of \$5,000 - \$9,000. For 2011, the amount awarded to the County was cut back to \$3,750. Due to the hot summer and increased boating traffic, all of the grant dollars have already been spent on patrolling the lakes. The Sheriff is requesting that the County allocate an additional \$3,000 to the program to keep it running for the remainder of the summer.

Motion by Ms. Backenstose to recommend to the full board allocating \$3,000 from contingency to the Marine Safety Program. Motion passed unanimously.

C. Otsego County Fraud Policy Update

Ms. Frisch presented the fraud policy to the Committee which included some updated language. Mr. Beachnau would like to see additional language added in before it is adopted.

Motion by Mr. Beachnau to table this item until the August meeting. Motion passed unanimously.

D. Groen Property Travel Request

Mr. Burt explained that Mrs. Groen would like to meet with Mr. Burt and Mr. Tarbutton in person to discuss the Groen property. Mrs. Groen lives in Cincinnati, OH.

Motion by Mr. Beachnau to recommend to the full board transferring \$1,000 from contingency to the Administrator's travel budget for a trip to Cincinnati, OH to meet with Mrs. Groen. Motion passed unanimously.

E. Building Demolition

Mr. Burt explained to the Committee that the estimated cost to demolish the 100 and 300 Livingston Blvd buildings are greater than anticipated. 300 Livingston Blvd is in much worse shape than the other building.

Motion by Mr. Beachnau to move forward with getting bids to demolish 300 Livingston Blvd. Motion passed unanimously.

F. Jail Facilities

Mr. Burt explained that the jail currently has a very old toilet in the jail, and the Department of Corrections has strongly recommended that we update it. Mr. Webber, jail administrator, has ordered a commercial, stainless steel toilet which meets the requirements.

Motion by Ms. Backenstose to recommend to the full board transferring \$4,800 from contingency to the jail budget for the purchase and installation of a new toilet. Motion passed unanimously.

G. June 2011 Financial Reports

Ms. Frisch presented and discussed the reports.

H. Treetops Property Tax Update

Mr. Burt reported that Dover contacted him regarding property taxes owed by Treetops. Treetops has challenged the amount their parcels have been assessed and are looking to settle with the County on a total amount owed. The Township, along with County Treasurer and Equalization offices, are currently working on the figures. Mr. Burt will keep the Board updated.

I. Delinquent Taxes

Ms. Backenstose indicated that the delinquent tax payoff for M-TEC has not yet been paid via check. She asked Mr. Olsen to discuss this matter with Ms. Axford.

Mr. Olsen adjourned the meeting at 10:30 AM