

## Commissioner Minutes of May 14, 2013

*The Gladwin County Board of Commissioners met in Regular Session on Tuesday, May 14, 2013. The meeting was called to order at 9:00 a.m. by Chairman Reid. The Pledge of Allegiance was recited. Roll call found all Commissioners present, except Commissioner Walters who had been excused for work.*

*Motion by Commissioner Carl, supported by Commissioner Whittington, to approve the consent agenda as presented. Ayes carried, **motion passed.***

The **cash balances** were then read by Commissioner Whittington. *General Fund - \$2,611.93, which includes a \$655,000 advancement from Unallocated and \$250,000 from Gypsy Moth.*

**Public Comments** – *Tammy Greaves, daughter of Robert Greaves, spoke on the honor roll that her father worked on and the lack of the proper lighting for the flag that is on display. Discussion. A light will be furnished as required as soon as possible.*

The Board then discussed the **Dog Ordinance and the Kennel License Standards**. Commissioner Birgel stated that he has been involved on this project with many different groups without any issues. Commissioner Carl stated that he has had no issues reported from his townships. *Motion by Commissioner Carl, supported by Commissioner Birgel, to post both items for public hearing on May 28<sup>th</sup> at 8:50 a.m. Ayes carried, **motion passed.***

### **Commissioner Reports by District -**

#### **Commissioner Carl reported:**

- On the “mud bog issue” in Gladwin Township on Ridge and Nettleton, noting that he is working with Attorney Jacobson and the Zoning Department to correct the issues.
- That the DEQ is working on violations relating to no permits for the drains being dug.

#### **Commissioner Birgel reported:**

- On attending the Beaverton and Grout Township meetings.
- That he attended the Airport meeting.
- On the Region VII meeting.
- That there is still an opening for a Director and a Nurse Practitioner at the CMDHD.
- On the MSU meeting.
- That all feedback received on the dog ordinance has been positive.

**Lauren Essenmacher, Council on Aging**, came before the Board with their *annual report and their budget for 2013-14*. Discussion on services and changes to programs. *Motion by Commissioner Carl, supported by Commissioner Whittington, to approve the budget and accept the annual report as submitted. Ayes carried, **motion passed.***

**Commissioner Whittington reported:**

- The he attended the Bentley Township meeting last night.
- On the Grim and Bourret Township meetings that will begin this afternoon
- On attending many finance and budget meetings over the past couple of weeks.
- On the budget amendments that were drafted by the Financial Coordinator (see attached). Motion by Commissioner Whittington, supported by Commissioner Carl, to allow the Clerk to perform the budget amendments as provided. Ayes carried, motion passed.

***Finance Matters:***

1. The committee would like to remind all department heads that there is a **hiring freeze and that all hiring must go before the committee for authorization to hire**. The Financial Coordinator has recommended that any new hires that are not authorized, not be paid by the payroll department until they meet with the Finance committee. *Motion by Commissioner Whittington, supported by Commissioner Carl, to follow the recommendation of the Financial Coordinator. Ayes carried, motion passed.*
2. The appropriations between the **269 fund and the General fund should be corrected to read \$9000, not \$10,000**. *Motion by Commissioner Whittington, supported by Commissioner Birgel, to allow the Clerk and Treasurer to make the appropriate Budget Amendments to correct the appropriations. Ayes carried, motion passed.*
3. The **USDA grants** have been submitted for reimbursement. *Motion by Commissioner Whittington, supported by Commissioner Carl, to approve the 1.5% grant payment of \$1356.55 to Laura Maveal for her work. Ayes carried, motion passed.*
4. **Kristie Simrau, Probate Court, has requested to attend conference**. Total cost of lodging is \$220.18 and registration of \$100.00. Costs to come from 101-148-860.000 once approved. *Motion by Commissioner Whittington, supported by Commissioner Carl, to approve the training as outlined. Ayes carried, motion passed.*
5. It is the recommendation of the Financial Coordinator to **direct the Payroll department to not pay the new hire in FOC until there is a request for hire made to the Finance committee**. *Motion by Commissioner Whittington, supported by Commissioner Carl, to follow the guidance of the Financial Coordinator. Ayes carried, motion passed.*
6. The **Parks and Recreation equipment will be placed for sealed bid** with the following reserves: Tractor - \$3200.00, box cutter - \$200.00, blade - \$150.00, brush hog - \$200.00. *Motion by Commissioner Whittington, supported by Commissioner Carl, to allow for the equipment to be sold by sealed bid with the deadline to be May 24, 2013 at 4:00 p.m. Ayes carried, motion passed.*
7. A revenue line needs to be established for rent received from the Health Department. Line item **101-000-664.000 – Health Department Rent**. *Motion by Commissioner Whittington, supported by Commissioner Birgel, to create the line and move the current balance of "rent revenue" from the 369 fund to close the fund. Ayes carried, motion passed.*
8. It is the recommendation of the Financial Coordinator and Treasurer to **increase the parcel data maintenance amount from \$1.60 to \$2.10/parcel beginning with the 2<sup>nd</sup> quarter 2013 billing**. *Motion by Commissioner Whittington, supported by Commissioner Carl, to increase the parcel data maintenance fee as proposed. Ayes carried, motion passed.*
9. The Treasurer presented a contract with Gladwin Schools to **collect the summer taxes**. *Motion by Commissioner Whittington, supported by Commissioner Birgel, to allow the Treasurer to collect the summer taxes for Gladwin Schools. Ayes carried, motion passed.*

*Commissioner Carl then made motion to install or repair a light on the memorial wall's flag and that it is maintained so that the County doesn't have further issues. Motion supported by Commissioner Birgel. Ayes carried, motion passed.*

**Commissioner Reid reported:**

- On the change of employees within District Court and Friend of the Court, noting that the Courts and the Board need to work together on hiring and employee issues.
- That he has met with Neil and Commissioner Whittington on recommendations made by the Department Heads, noting that he is not comfortable with the EDC and Airport appropriation adjustments. The Treasurer will work on sending out letters to the Township and Cities for their contributions to see what the Board will have to offset.
- The committee will be checking on options to get out of the MOS contract for copiers.
- Paul Graveline has shown interest in being appointed to NMSAS to replace Jim Primeau. Motion by Commissioner Carl, supported by Commissioner Birgel, to appoint Mr. Graveline. Ayes carried, motion passed.
- The Finance Committee will be meeting with Department Heads one more time on May 23<sup>rd</sup> to discuss any additional revenue enhancements or expense reductions.
- The DEQ report has just been received. He will review the documents and share with the Board at the next meeting.
- On attending the Tobacco Township meeting last night, noting they filed a lawsuit against Boyce Hydro.

Commissioner Whittington made comment that many Department Heads have been helpful in budget meetings, noting all ideas need to “be on the table” before the meeting on May 28<sup>th</sup>, or the Board will have to rely on Neil to create a plan.

**Public Comments** – *Mike Greer, District Court Magistrate, spoke on the staffing needs and the Board’s decision in not paying the Friend of the Court employee. Mr. Greer questioned when he will be able to replace the probation clerk and the full time deputy clerk in his office.*

*John Jakovac, Billings Township resident, approached the Board on a drainage issue in his yard and the lack of assistance he has received from the Road Commission. Discussion. Commissioner Whittington commented that he will work with him on this issue after the meeting.*

Commissioner Reid stated that he believes the Financial Coordinator, Commissioner Whittington and himself have been working hard on the budget with the Department Heads and that they would like the same working relationship with the Courts.

*Motion by Commissioner Carl, supported by Commissioner Whittington, to receive and file various correspondence and reports. Ayes carried, **motion passed.***

*Motion by Commissioner Carl, supported by Commissioner Reid, to adjourn. Ayes carried, **motion passed.** Meeting adjourned at 9:57 a.m., until May 28, 2013 at 8:50 a.m., unless otherwise ordered.*

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Laura Brandon-Maveal  
County Clerk

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Josh Reid  
Chairman

# MEMORANDUM

**To:** Gladwin County Board of Commissioners  
**From:** Neil Hammerbacher, Financial Coordinator  
**Date:** May 2, 2013  
**Re:** Proposed General Fund Budget Amendments  
**Cc:** County Clerk and Treasurer

I recommend the following amendments to the 2013 General Fund budget:

Account Number	Account Description	Debit	Credit	Cumulative Effect
<b>Budget Amendment #1: Establish Health Department Rent</b>				
101-000-664.000	Health Dept. Rent		83,977	83,977
<b>Budget Amendment #2: Additional Revenue Identified by Sheriff's Office</b>				
101-000-607.301	Notary Services		150	
101-000-608.301	Back Ground Services		100	
101-000-623.004	Bond Service		350	
101-000-624.003	Fingerprinting		2,500	
101-000-642.000	Visitation Fees		1,000	
101-000-643.000	Cigarette Sales		20,000	
101-000-645.000	Phone Card Sales		13,000	121,077
<b>Budget Amendment #3: Additional Revenue and Cost Reductions Identified by Clerk's Office</b>				
101-000-601.002	Attorney Fees		14,000	
101-000-485.215	Concealed Weapons		7,500	
101-000-624.002	CCW Fingerprint Fee		3,000	
101-215-703.001	Supplemental Hours		7,500	153,077
<b>Budget Amendment #4: Additional Revenue from Cost Allocation</b>				
101-000-627.000	Indirect Costs		25,637	178,714
<b>Budget Amendment #5: Cost Reduction for Kitchen Staff</b>				
101-355-807.000	Inmate Meals		20,000	198,714
<b>Budget Amendment #6: Increase in Equalization Revenue</b>				
101-000-620.225	Copies and Fees		2,000	200,714
<b>Budget Amendment #7: Decrease in Construction Cost Fringe Benefits</b>				
101-371-720.000	Fringe Benefits		7,000	207,714
<b>Budget Amendment #8: Additional Revenue and Cost Reductions in Animal Control</b>				
101-000-480.000	Dog Licenses		30,000	
101-430-727.000	Supplies		3,800	
101-430-860.000	Travel		150	
101-430-932.000	Vehicle Maintenance		1,200	
101-430-704.000	Wages - Assistant		1,600	244,464

Account Number	Account Description	Debit	Credit	Cumulative Effect
Budget Amendment #9: Circuit Court Reduction in Costs				244,464
101-141-705.001	Mediation Enforcement Officer		3,000	247,464
Budget Amendment #10: Cost of Financial Coordinator Position				
101-212-703.000	Salary	11,000		
101-212-720.000	Fringe Benefits	900		
101-212-727.000	Supplies	250		235,314
Budget Amendment #11: Cost of Re-establishing Equalization Department				
101-225-703.000	Director Salary	5,000		
101-225-704.000	Wages of Data Clerk	28,600		
101-225-720.000	Fringe Benefits	42,800		
101-225-727.000	Supplies and Printing	700		
101-225-727.001	Computer Support and Licenses	800		
101-225-860.000	Travel and Training	3,600		153,814