

February 22, 2011

The Regular meeting of the Otsego County Board of Commissioners was held in the County Building at 225 West Main Street, Room 100. The meeting was called to order at 9:30 a.m. by Vice-Chairman Paul Liss. Invocation by Commissioner Clark Bates, followed by the Pledge of Allegiance led by Commissioner Lee Olsen.

Roll Call:

Present: Clark Bates, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix
Doug Johnson, Ken Borton.

Excused: Paul Beachnau, Bruce Brown.

Motion by Commissioner Clark Bates, to approve the Regular minutes of February 8, 2011 with attachments as corrected. Ayes: Unanimous. Motion carried. The minutes were corrected to read on page 2 paragraph regarding the motion to adopt Ordinance 2011-01 Planning Commission Ordinance Commissioner Lee Olsen's motion was carried unanimously.

Consent Agenda:

Motion to approve the purchase of a crew cab 4WD truck from Jim Wernig Chevrolet at a cost of \$22,695 to be paid out of the building inspection (249) Fund. Ayes: Unanimous. (see attached)

Motion to approve 2010 Budget Amendments. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Volunteer Energy Services contract for the 225 W. Main Building, and to the contract for all other County facilities once the savings and service are verified as satisfactory for the 225 W. Main building. Ayes: Unanimous. Motion carried.

Commissioner Bruce Brown arrived at 9:40 a.m.

Commissioner Paul Beachnau arrived at 9:41 a.m.

Special Presentation:

Bill Carpenter addressed the MSU-E Memorandum of agreement.

Pete Amar reported on the 211 Services.

Department Head Report:

Theron Higgins updated the Board on the Bus System.

Commissioner Clark Bates complimented the Bus System.

Committee Reports:

Motion by Commissioner Lee Olsen, to approve the Sportsplex Proposed Fee Schedule with the Open Swim and Open Skate User Rates to take effect immediately, and the Hourly Rental Rates to take effect on June 1, 2011. Motion by Commissioner Lee Olsen to amend above motion to strike the hourly rate. Ayes: Unanimous. Vote on amended motion-Unanimous. Motion carried as amended.

Motion by Commissioner Lee Olsen, to approve a contribution of \$300 to Charlton Township to assist with the Johannesburg Veteran's Memorial fencing costs to be funded out of the Contingency Fund. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Lee Olsen, to approve an increase of \$5,000 to the Straits Area Narcotics Enforcement for a total contribution of \$10,000 to be funded out of the Contingency Fund. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, to adopt resolution OCR 11-05 approving the submittal of the Otsego County Bus System financial assistance to the Michigan Department of Transportation for fiscal year 2012.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Elizabeth Haus reported on the Village of Vanderbilt.

Correspondence:

Chairman Paul Beachnau announced positions available for the Zoning Board of Appeals; Annual budget for the child care; Copy of the final inspection of the Jail.

Unfinished Business:

Motion by Commissioner Doug Johnson, to amend the proposed amendment to Section 1.05 G by adding to the end of the proposed amendment the words "For item G, a majority vote shall be defined as being more than one-half of the votes cast". Ayes: Unanimous. Motion carried.

Motion by Commissioner Erma Backenstose, to amend Section 1.05 A by substituting the words "chairperson" for the word "officers" in the second sentence. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, to amend Section 1.05 H by substituting the words “a majority” for the word “2/3” in the first sentence and by capitalizing each instance of the phrase “Master Plan”. Ayes: Unanimous. Motion carried. Ordinance adopted as amended. (see attached)

New Business:

Motion by Commissioner Ken Borton, to approve the February 15, 2011 Warrant in the amount of \$151,772.08 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Richard Sumerix, to approve the February 22, 2011 Warrant in the amount of \$135,537.46 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Clark Bates, to appoint Paul Cafuk to the Veteran’s Affairs Committee with the term ending December 31, 2011 and to appoint Chuck Berlin to the Veteran’s Affairs Committee to a term ending December 31, 2014. Ayes: Unanimous. Motion carried.

Board Remarks:

Commissioner Doug Johnson: Parks and Recreation meeting.

Commissioner Paul Liss: Union Contracts.

Commissioner Lee Olsen: Johannesburg Fire Department chili cook off.

Chairman Paul Beachnau: Recycling Committee Meeting Thursday.
Chamber awards banquet.

Meeting adjourned at 10:55 a.m. at the call of the Chair.

Paul M. Beachnau, Chairman

Susan I. DeFeyer, Otsego County Clerk



**OTSEGO COUNTY
BUDGET AMENDMENT**

2011

FUND/DEPARTMENT: Land Use Services

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 a new pickup truck for the Building Department

Account Number	Decrease	Increase
249.050 - 400.001 - Budgeted Use	\$	\$ 22,695 -
- of Fund Balance	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
249.901 - 970.420 - Property-vehicles	\$ 22,695 -	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

Rachel Frisch
Department Head Signature

2/16/11
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

01/27/2011

REVENUE AND EXPENDITURE REPORT FOR OTSEGO COUNTY
 PERIOD ENDING 12/31/2010

2010

GL NUMBER	DESCRIPTION	2010 AMENDED BUDGET	YTD BALANCE 12/31/2010	AVAILABLE BALANCE	PROPOSED AMENDMENT
Fund 101 - GENERAL FUND					
Dept 101-COMMISSIONERS					
101-101-704.110	HOSPITALIZATION	27,038.00	28,141.56	(1,103.56)	1,104.00
101-101-930.300	ADVERTISING	2,000.00	225.40	1,774.60	(1,104.00)
Total Dept 101-COMMISSIONERS					0.00
Dept 253-TREASURER					
101-253-703.030	REGULAR - HOURLY	14,371.00	14,298.02	72.98	(72.00)
101-253-703.070	OVERTIME	150.00	0.00	150.00	(150.00)
101-253-704.110	HOSPITALIZATION	13,456.00	14,190.98	(734.98)	735.00
101-253-704.200	SOCIAL SEC CONTRIBUTIONS	4,924.00	4,699.66	224.34	(224.00)
101-253-704.400	EDUCATION AND TRAINING	550.00	300.00	250.00	(250.00)
101-253-930.450	SHIPPING AND MAILING	2,165.00	2,000.00	165.00	(39.00)
Total Dept 253-TREASURER					0.00
Dept 257-EQUALIZATION					
101-257-704.110	HOSPITALIZATION	34,916.00	36,018.98	(1,102.98)	1,103.00
101-257-704.600	WORKERS COMPENSATION	3,055.00	1,782.25	1,272.75	(1,103.00)
Total Dept 257-EQUALIZATION					0.00
Dept 267-PROSECUTOR					
101-267-704.110	HOSPITALIZATION	41,312.00	46,901.00	(5,589.00)	5,589.00
101-267-704.300	RETIREMENT CONTRIBUTIONS	24,160.00	17,475.43	6,684.57	(5,389.00)
Total Dept 267-PROSECUTOR					0.00

GL NUMBER	DESCRIPTION	2010 AMENDED BUDGET	YTD BALANCE 12/31/2010	AVAILABLE BALANCE	PROPOSED AMENDMENT
Dept 351-JAIL					
101-351-704.110	HOSPITALIZATION	155,728.00	160,877.71	(5,149.71)	5,150.00
101-351-726.015	SUPPLIES - CLOTHING/BEDING	1,272.00	1,743.95	(471.95)	600.00
101-351-726.035	SUPPLIES - MEDICAL	42,736.00	42,851.40	(115.40)	200.00
101-351-930.210	TELEPHONE	4,900.00	5,950.09	(1,050.09)	1,500.00
Total Dept 351-JAIL					7,450.00
Dept 301-SHERIFF					
101-301-703.070	OVERTIME				7,438.00
Dept 648-MEDICAL EXAMINER					
101-648-930.920	AUTOPSIES	26,388.00	27,046.90	(658.90)	660.00
Dept 853-HEALTH CARE RETIREES					
101-853-940.110	HOSPITALIZATION/DENTAL	83,686.00	87,731.73	(4,045.73)	4,045.00
Dept 941-CONTINGENCY					
101-941-999.010					4,706.00
Fund 249 - BUILDING INSPECTION FUND					

249-371-704.110	HOSPITALIZATION	21,171.00	21,750.69	(579.69)	580.00
249-371-703.050	LONGEVITY	300.00	0.00	300.00	(300.00)
249-371-930.230	CELLULAR	1,300.00	795.33	504.67	(280.00)
					<u>0.00</u>

Fund 261-911 SERVICE FUND

261-427-704.110	HOSPITALIZATION	60,754.00	63,141.94	(2,371.94)	2,372.00
261-427-704.600	WORKERS COMPENSATION	9,971.00	797.91	9,173.09	(2,372.00)
					<u>0.00</u>



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: General Fund/Commissioners

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 Contribution to Charlton Township to assist with Johannesburg

Account Number	Decrease	Increase
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Veterans Memorial fencing costs.

EXPENDITURE

Account Number	Increase	Decrease
101-101 - 726.000 - Supplies/maint.	\$ 300 -	\$
101-941 - 999.000 - Contingency	\$	\$ 300 -
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Frisch

Department Head Signature

2/16/11

Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY
BUDGET AMENDMENT

2011

FUND/DEPARTMENT: SANE

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 increase 2011 allocation to SANE*

Account Number	Decrease	Increase
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
<i>101-306 930-660 - Membership</i>	<i>\$ 5,000</i>	\$
<i>101-941 - 999.000 - Contingency</i>	\$	<i>\$ 5,000</i>
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Frisch

Department Head Signature

2/16/11

Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OCR 11-05
INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2012
UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

Otsego County Board of Commissioners
February 22, 2011

WHEREAS, Pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for **OTSEGO COUNTY BUS SYSTEM (OTSEGO COUNTY)**, (hereby known as **THE APPLICANT**) established under Act 51, to provide a local transportation program for the state fiscal year of 2012 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for **THE APPLICANT** to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and (State Operating Assistance Program only)

WHEREAS, the performance indicators for this agency have been reviewed and approved by **THE APPLICANT**; and (State Operating Assistance Program only)

WHEREAS, **THE APPLICANT**, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$254,791.00, estimated state funds \$591,115.00, estimated local funds \$646,539.00, estimated farebox \$100,000.00, estimated other funds \$ 0.00 with total estimated expenses of \$1,592,445.00 , now, therefore, be it

RESOLVED, that **THE APPLICANT** hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51, and be it further

RESOLVED, that the Otsego County Board of Commissioners hereby appoints Theron D. Higgins as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation commission or department for its administration of Act 51 for 2011.

ORDINANCE NO. 2011-1

OTSEGO COUNTY PLANNING COMMISSION ORDINANCE OF 2011

Adopted: February 22, 2011

Effective: April 17, 2011

AN ORDINANCE TO CONFIRM THE ESTABLISHMENT UNDER THE MICHIGAN PLANNING ENABLING ACT, PUBLIC ACT 33 OF 2008, MCL 125.3801, *et seq.*, OF THE OTSEGO COUNTY PLANNING COMMISSION; PROVIDE FOR THE COMPOSITION OF THAT PLANNING COMMISSION; PROVIDE FOR THE POWERS, DUTIES AND LIMITATIONS OF THAT PLANNING COMMISSION; AND REPEAL ANY ORDINANCE OR PARTS OF ORDINANCE OR RESOLUTIONS IN CONFLICT WITH THIS ORDINANCE

THE COUNTY OF OTSEGO, MICHIGAN, HEREBY ORDAINS:

Section 1.01 Scope, Purpose and Intent

This ordinance is adopted pursuant to the authority granted to the Otsego County Board of Commissioners under the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, to establish a planning commission with the powers, duties and limitations provided by the Act and subject to the terms and conditions of this ordinance and any future amendments to this ordinance.

The purpose of this ordinance is to provide that the Otsego County Board of Commissioners shall hereby confirm the establishment under the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, of the Otsego County Planning Commission formerly established under the County Planning Act, Public Act 282 of 1945, MCL 125.101, *et seq.*, to establish the appointments, terms, and membership of the planning commission; to identify the officers and the minimum number of meetings per year of the planning commission; and to prescribe the authority, power and duties of the planning commission.

Section 1.02 Establishment

The Otsego County Board of Commissioners hereby confirms the establishment under the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, of the Otsego County Planning Commission formerly established under the County Planning Act, Public Act 282 of 1945, MCL 125.101, *et seq.*, and shall be constituted in accordance with and shall have all the powers and duties set forth in the Act and this ordinance. The members of the existing planning commission shall, except for an ex officio member whose remaining term on the planning commission shall be limited to his or her term on the Otsego County Board of Commissioners, continue to serve as the members of the planning commission established by this ordinance for the remainder of their existing terms so long as they continue to meet all of the eligibility requirements for planning commission membership set forth within the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*

Section 1.03 Membership

- A. The Planning Commission shall consist of 11 members appointed by the Otsego County Board of Commissioners. In the event of a reduction of the number of appointed members, incumbent planning commissioners shall serve out their terms of office. To be qualified to be a member and remain a member of the Planning Commission, the individual shall meet the qualifications set out below:
1. Members of the Planning Commission shall be qualified electors of Otsego County except that one member may be a non-qualified elector.
 2. One member of the Otsego County Board of Commissioners shall be appointed to the Planning Commission as an ex officio member with full voting rights. An ex officio member's term on the Planning Commission shall coincide with his or her elected term of office on the Otsego County Board of Commissioners, or in the case of a chief elected official, with his or her term as chief elected official. Not more than 1/3 of the members of the Planning Commission may be ex officio members.
 3. Except as provided in paragraph 2 above, no other elected officer or employee of Otsego County is eligible to be a member of the Planning Commission.
 4. Members of the Planning Commission shall be representative of important segments of the community, such as the economic, governmental, educational, and social development of Otsego County, in accordance with the major interests as they exist in Otsego County, such as agriculture, natural resources, recreation, education, public health, government, transportation, industry and commerce. The membership shall also, to the extent possible, be representative of the entire geography of the county.
 5. The Otsego County Board of Commissioners shall make every reasonable effort to ensure that the membership of the Planning Commission includes a member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries.
- B. The Chairman of the Otsego County Board of Commissioners shall, with the approval by a majority vote of the Board members elected and serving, shall appoint all Planning Commission members, including the ex officio member. The Planning Commission members, other than an ex officio member, shall serve for terms of three (3) years each.
- C. A Planning Commission member shall hold office until his or her successor is appointed. Vacancies shall be filled for the unexpired term in the same

manner as the original appointment.

Section 1.04 Removal from Office

- A. The Otsego County Board of Commissioners may remove a member of the Planning Commission for misfeasance, malfeasance, or nonfeasance in office upon written charges prepared by or directed to be prepared by the board of commissioners and after a public hearing. Failure to disclose a potential conflict of interest shall be considered malfeasance in office. Repeated failure to attend Planning Commission meetings shall be considered nonfeasance in office.
- B. The secretary of the Planning Commission shall report any member who has missed three (3) regular meetings in a row to the Otsego County Board of Commissioners.

Section 1.05 Organization and Procedures

- A. The Planning Commission shall elect a chairperson and secretary from its members and fill other offices as it considers advisable. Ex officio members are not eligible to serve as chairperson. The term of each officer shall be one (1) year, with opportunity for reelection as specified in the Planning Commission Bylaws.
- B. The Planning Commission shall adopt bylaws for the transaction of its business, and shall keep a public record of its resolutions, transactions, findings, and determinations.
- C. The Planning Commission may appoint advisory committees whose members may not necessarily be members of the Planning Commission.
- D. The Planning Commission shall submit an annual written report concerning its operations and the status of planning activities, including recommendations regarding actions by the county board of commissioners related to planning and development, and a budget request for the Commission to the Otsego County Board of Commissioners.
- E. The Planning Commission shall meet at least four (4) times annually. Special meetings may be called as provided for in the Bylaws. All meetings of the Planning Commission shall be held in compliance with the Open Meetings Act, Public Act 267 of 1976, MCL 15.261 to 15.275. Public notice of the time, date, and place of a regular or special meeting shall be given in the manner required by this Act.
- F. A writing prepared, owned, used, in the possession of, or retained by the Planning Commission in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, Public Act 442 of 1976, MCL 15.231 to 15.246.

- G. A majority of the Planning Commission shall constitute a quorum for the transaction of ordinary business. All questions which shall arise at the meetings shall be determined by a majority vote. For item G, a majority vote shall be defined as being more than one-half of the votes cast.
- H. The affirmative vote of majority of the total number of members of the Planning Commission, regardless if vacancies or absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any Master Plan or amendment to a Master Plan.

Section 1.06 Duties and Powers

- A. The Planning Commission shall make and approve a master plan as a guide for development within Otsego County and shall adopt same in accordance with the requirements of Section 31 through 51 of the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*
- B. Other duties as set forth in Public Act 33 of 2008, being the Michigan Planning Enabling Act, MCL 125.3801 *et seq.*; and Public Act 110 of 2006, being the Michigan Zoning Enabling Act, MCL 125.3101 *et seq.*
- C. The Planning Commission shall annually prepare a capital improvements program of public structures and improvements. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the Planning Commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of Otsego County for all types of public structures and improvements. The Planning Commission shall have the authority to request each agency or department of Otsego County with authority for public structures or improvements, to furnish the commission with lists, plans, and estimates of time and cost of those public structures and improvements.

Section 1.07 Liaisons

The Planning Commission, in its Bylaws, may name "liaisons" to the Commission. The purpose of liaisons is to provide certain county and quasi-county officials the ability to participate in discussion with the Planning Commission in addition to speaking in public participation, and nothing else. At a minimum liaisons shall include:

1. Otsego County Administrator.
2. Otsego County Attorneys and Corporate Counsel.
3. Planning Department staff, agents, and consultants.
4. Chairman of the Otsego County Board of Commissioners.

Section 1.08 Compensation

Members of the Planning Commission may be compensated for their services as provided by the Otsego County Board of Commissioners. The Planning Commission may adopt bylaws relative to compensation and expenses of its members and employees for travel when engaged in the performance of activities authorized by the county board of commissioners, including, but not limited to, attendance at conferences, workshops, educational and training programs, and meetings.

Section 1.09 Approval, Ratification, and Reconfirmation

All official actions taken by all Otsego County Planning Commissions preceding the Planning Commission created by this Ordinance are hereby approved, ratified and reconfirmed. Any project, review, or process taking place at the effective date of this Ordinance shall continue with the Planning Commission created by this Ordinance, subject to the requirements of this Ordinance, and shall be deemed a continuation of any previous Otsego County Planning Commission. This Ordinance shall be in full force and effect from and after its adoption and publication.

Section 1.10 Repeal of Inconsistent Ordinances or Resolutions

Any prior ordinances or resolutions addressing the same subject matter as this Ordinance are hereby repealed. The resolution or ordinance establishing the Otsego County Planning Commission under the County Planning Act, Public Act 282 of 1945, is hereby repealed.

Section 1.11 Amendment to the Michigan Planning Enabling Act

Any amendments made to the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, shall hereby be declared to automatically control the activities and function of the Planning Commission.

Section 1.12 Severability

If any part of this Ordinance shall be determined to be unenforceable by a court of competent jurisdiction, that part shall be deemed to be severed and removed from the body of this Ordinance, and the rest shall remain in full force and effect.

Section 1.13 Effective Date

This Ordinance shall be effective on the day when notice of its adoption is published in a newspaper of general circulation in Otsego County.

Adoption of the Ordinance was moved by _____
and supported by _____.

YEAS:

NAYS:

ORDINANCE DECLARED ADOPTED ON FEBRUARY 22, 2011.

Paul M. Beachnau
Its: Chairman, Otsego County Board of
Commissioners

STATE OF MICHIGAN)
) ss.
COUNTY OF OTSEGO)

The undersigned, being the Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of the Ordinance duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 22nd day of February, 2011, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the minutes of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk