

February 15, 2007

The Regular meeting of the Otsego County Board of Commissioners was held in the Multi-Purpose Room of the J. Richard Yuill Alpine Center. The meeting was called to order at 9:32 a.m. by Chairman Glasser. Invocation by Commissioner Bates, followed by the Pledge of Allegiance led by Commissioner Bentz.

Roll call:

Present: Backenstose, Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde, Bentz.

The agenda was amended to add under the consent agenda item q) 9-1-1 Dispatch furniture agreement.

Commissioner Bates requests item b) number 2 the 9-1-1 Committee Bylaws be removed from the consent agenda and placed under new business as item b).

Consent Agenda:

The Airport Committee moves to approve the original Airport Terminal Sale agreement. Motion approved via unanimous. (see attached)

The 9-1-1 Committee moves to confirm Jon Deming as 9-1-1 Committee 2007 Chairman. Motion approved via unanimous consent.

OCR-07-05 Resolution discharging mortgage for Ora Malak.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

OCR-07-06 Resolution discharging mortgage for Noreen Clark.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

OCR-07-07 Resolution of Support for Calibration of Oil and Gas meters.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

The Parks and Recreation Committee moves to change the titles at the County Park from County Park Manager to County Park Head Ranger and Assistant County Park Manager to Assistant County Park Head Ranger. Motion approved via unanimous consent. (see attached)

Dr. Michael McNamara was reappointed as medical examiner for a term January 1, 2007 through December 31, 2010. Motion approved via unanimous consent.

The Animal Control Budget amendment (Fund 212) was approved via unanimous consent. (see attached)

The General Fund/Building Authority Budget amendment was approved via unanimous consent. (see attached)

The Board of Commissioners Budget amendment was approved via unanimous consent. (see attached)

The Veterans Affairs/Housing Budget amendment was approved via unanimous consent. (see attached)

The General Fund/Year End Budget amendment was approved via unanimous consent. (see attached)

The Board of Commissioners approved via unanimous consent the "Kudos Award Program" (see attached)

The Building Authority moves to approve the Sportsplex Title transfer. Motion approved via unanimous consent. (see attached)

USDA Lease renewal was approved via unanimous consent. (see attached)

The Budget and Finance Committee moves to approve the EMS operating agreement. Motion approved via unanimous consent. (see attached)

The 9-1-1 Committee moves to approve the 9-1-1 dispatch furniture agreement. Motion approved via unanimous consent. (see attached)

Administrator's report:

John Burt reported he should be receiving the Alpine study; Jail Committee meeting; Met with the domestic abuse survivors.

Commissioner Hyde reported on the Airport Committee; Airport Ribbon cutting ceremony on March 16th from 5:00 p.m. to 7:00 p.m.

Commissioner Bentz reported on the Board of Health.

Richard Edmonds reported a Master Plan meeting is scheduled for February 20, 2007.

Brian Webber reported on the Jail.

Diann Axford reported on the forfeiture properties.

Mary Sanders reported the Townships are working on their budgets.

Elizabeth Haus reported the Village is working on the budget.

Correspondence:

The Chairman received a letter from MAC indicating they received the resolution.

New Business:

Motion by Commissioner Olsen, to approve Warrant B2007-05 in the amount of \$143,530.71 with prepaids in the amount of \$8,179.73 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bates, to approve Warrant B2007-06 in the amount of \$179,144.31 with prepaids in the amount of \$85,705.00 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to approve Warrant B2007-07 in the amount of \$193,564.95 with prepaids in the amount of \$9,636.89 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bates, the 9-1-1 Committee bylaws version that states article 4, C 5 be approved. Ayes: Unanimous. (see attached)

Motion by Commissioner Backenstose, to appoint Terry Jans to the Department of Human Services Board to serve the remainder of June Jans term to October 31, 2009. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hyde, to appoint Dan Wagar to the Otsego County Zoning Board of Appeals for a three year term from January 1, 2007 through December 31, 2009.

Commissioner Bentz requests Richard Summerix be reappointed.

Vote on Commissioner Hyde's motion, Ayes: Backenstose, Bates, Beachnau, Liss, Johnson, Hyde. Nays: Glasser, Olsen, Bentz. Motion carried. Dan Wagar was appointed to the Otsego County Zoning Board of Appeals.

Motion by Commissioner Bentz, to appoint the following people to the Construction Board of Appeals for three year terms: Michael Colosimo from January 1, 2006 through December 31, 2008; Bill Touroo from January 1, 2006 through December 31, 2008; Paul Eckert from January 1, 2005 through December 31, 2007. Ayes: Unanimous. Motion carried.

Motion by Commissioner Beachnau, to approve OCR-07-08 Recognition for Marcia LaForest.
Roll Call Vote:
Ayes: Unanimous.
Nays: None.
Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Bates, to approve OCR-07-09 Recognition for Ralph Holewinski.
Roll Call Vote:
Ayes: Unanimous.
Nays: None.
Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Johnson, to approve OCR-07-10 Recognition of Chamber of
Commerce award winners.
Roll Call Vote:
Ayes: Unanimous.
Nays: None.
Motion carried/Resolution adopted. (see attached)

Board Remarks:

Commissioner Bates:	Requests a Resolution be done on behalf of Richard Summerix for his service.
Commissioner Liss:	POLC negotiations.
Commissioner Beachnau:	Attended MAC Conference.
Commissioner Johnson:	Attended MAC Conference.
Commissioner Hyde:	Attended MAC Conference
Commissioner Bentz:	Attended MAC Conference.
Commissioner Olsen:	Thanked the Chairman for writing the letter to the editor. Charlton Township meeting.
Commissioner Backenstose:	Attended MAC Conference. Attended Human Services meeting.
Commissioner Glasser:	Attended MAC Conference.

Meeting adjourned at 10:26 a.m. at the call of the Chair.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, County Clerk

OFFER TO PURCHASE BUILDING

1. Experimental Aircraft Association, chapter 1095, the undersigned, hereby offers and agrees to purchase the following building situated in the Township of Bagley, Otsego County, Michigan, described as follows:

The hangar (also known as the original terminal building) located on lot #1 addressed as:

1018 Aero Drive
Gaylord Regional Airport
Gaylord, MI 49735
Tax ID #018-615-000-001-00

Together with all improvements and appurtenances, including all lighting and plumbing fixtures, and to pay therefore the sum of \$2,500 dollars, subject to the existing building and use restrictions, easements, and zoning ordinances, if any upon the following conditions.

THE SALE TO BE CONSUMATED BY:

Delivery of the usual bill of sale conveying a marketable title. Payment of purchase money is to be made in cash or certified check.

2. If this offer is accepted by the Seller and if title can be conveyed in the condition required hereunder, the Purchaser agrees to complete the sale within 30 days after delivery of the bill of sale.
3. All taxes and assessments, which have become a lien upon the land at the date of this agreement, shall be paid by the Seller. Current taxes, if any, shall be prorated and adjusted as of the date of closing in accordance with due date basis of the municipality or taxing unit in which the property is located. Interest, rents and electric bills shall be prorated and adjusted as of the date of closing.
4. The covenants herein shall bind and inure to the benefit of the executors, administrators, successors and assigns of the respective parties.
By the execution of this instrument the Purchaser acknowledges THAT HE HAS EXAMINED THE ABOVE DESCRIBED PREMISES and is satisfied with the physical condition of structures thereon and acknowledges the receipt of a copy of this offer.
5. Buyer agrees to replace roofing and paint building a color approved by the airport board within one year of date of sale or property reverts back to Otsego County. Buyer will maintain building to local zoning standard or better. Any additions or improvements will be done according to local building code.
6. Buyer agrees to pay lease fees for property that said building rests on in accordance with airport property lease rate. Buyer will pay personal property tax on building assessed by county tax authority after the date of sale.

7. PURCHASER: Experimental Aircraft Association, Chapter 1095
Signature & title: _____

Signature & title: _____

Date _____ Phone _____ Address _____

8. The foregoing offer is hereby accepted and the Seller agrees to sell said premises upon the terms stated. By execution of this instrument, the Seller acknowledges the receipt of a copy of this agreement.

IN THE PRESENCE OF:

_____ Seller

_____ Witness

_____ Seller

_____ Witness

Date _____ Phone _____ Address _____

PURCHASER'S RECEIPT OF OFFER

The purchaser hereby acknowledges the receipt of the Seller's signed acceptance of the foregoing offer to purchase:

_____ Date

_____ Purchaser

RESOLUTION NO. OCR 07-05
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
FEBRUARY 15, 2007

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 3229 Forest Rd Gaylord, Michigan 49735 and has a mortgage recorded in Liber 818, Pages 317-330, Loan Modifications in Liber 824, Pages 31-32 and Liber 821, Pages 97-98 in the name of Ora C. Malak, survivor of herself and her deceased husband, Ignace V. "Barney" Malak, whose death certificate is recorded in Liber 694, Page 486 and

WHEREAS, said Mortgage has been paid in full; now, therefore, be it

RESOLVED, that Otsego County hereby issue a DISCHARGE OF MORTGAGE to, Ora C. Malak, survivor of herself and her deceased husband, Ignace V. "Barney" Malak, whose death certificate is recorded in Liber 694, Page 486, and be it further

RESOLVED, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.

RESOLUTION NO. OCR 07-06
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
FEBRUARY 15, 2007

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 744 East Main Street, Vanderbilt, Michigan 49795 and has a mortgage recorded in Liber 885, Pages 377-390 Loan Modification in Liber 893, Pages 985-986 in the name Noreen Clark, survivor of herself and Arthur Clark, her deceased husband, whose Death Certificate is recorded in Liber 762, Page 249, and

WHEREAS, said Mortgage has been paid in full; now, therefore, be it

RESOLVED, that Otsego County hereby issue a DISCHARGE OF MORTGAGE to, name Noreen Clark, survivor of herself and Arthur Clark, her deceased husband, whose Death Certificate is recorded in Liber 762, Page 249, and be it further

RESOLVED, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.

RESOLUTION NO. OCR 07-07
RESOLUTION OF SUPPORT FOR
CALIBRATION/CERTIFICATION OF OIL AND GAS METERS
OTSEGO COUNTY BOARD OF COMMISSIONERS
FEBRUARY 15, 2007

WHEREAS, Michigan is a major contributor of the United State's gas and oil production; and

WHEREAS, Northeast Michigan has experienced significant production of gas and oil; and

WHEREAS, Private mineral owners as well as the State of Michigan receive significant monetary revenues from crude oil and natural gas production through royalties, severance taxes, surveillance fees; and

WHEREAS, Revenues to private mineral owners and the State of Michigan is based on the production value of the oil and gas, reported to the State by the industry; and

WHEREAS, Meters which track the volume of gas and oil production are not calibrated/certified by the State of Michigan; and

WHEREAS, The Michigan State Legislature passed PA 252 of 1998 to provide for the Department of Environmental Quality's regulatory functions; and

WHEREAS, The largest source of revenue into the Oil and Gas Regulatory Fund is the Surveillance Fee levied on the gross value of oil and gas produced; and

WHEREAS, The Surveillance Fee is capped at 1% and has historically been appropriated below the 1% cap, CY 2006 at 0.45%, CY 2007 at 0.65%; and

WHEREAS, Local governments in Northeast Michigan are concerned with the lack of oversight and calibration/certification of oil and gas meters, as the reported figures are the basis for private and State royalty, tax and fee payments; therefore, be it

RESOLVED, that the Otsego County Board of Commissioners hereby requests the State of Michigan to institute a calibration/certification program on all producing oil and gas wells in the State of Michigan; and be it further

RESOLVED, that the Legislature in the State of Michigan appropriate the funds for program implementation through the existing structure of the Oil and Gas Regulatory Fund; and be it further

RESOLVED, that Public Act 252 of 1988, be amended to decrease the required reserve to 5 million to enable appropriation of the full funds available; and be it further

RESOLVED, to have the County Clerk send this Resolution to the Michigan Association of Counties (MAC), Michigan Municipal League (MML), Michigan Township Association (MTA), Northern Michigan Association of Counties, Michigan Association of Regions (MAR), Northeast Michigan Council of Governments (NEMCOG) counties, and the Governor.

OTSEGO COUNTY

COUNTY PARK HEAD RANGER

General Summary

Under the supervision of the Parks and Recreation Director, oversees and participates in all aspects of campgrounds maintenance activities including mowing and trimming grass and performing other tasks to maintain the county campground. Trains and supervises seasonal workers on tasks related to maintaining and operating campground facilities. Installs and maintains campground and maintenance equipment. Enforces the rules and regulations established by the director.

Essential Functions

1. Supervises and participates in collecting, recording, and securing fees, from campground users and explains facilities and conditions of occupancy. Records daily receipts and attendance records.
2. Trains and supervises seasonal workers in a variety of ground maintenance activities at the county campground such as mowing lawns, trimming trees and bushes, filling holes, picking up debris, seeding grass, applying lawn chemicals, raking leaves, and installing, maintaining, and repairing campground equipment such as picnic tables, playground equipment and signs.
3. Trains seasonal and temporary workers on safety procedures.
4. Prioritizes and schedules campground maintenance repairs and improvements and assigns work to staff. Keeps the Director informed of activities through verbal reports.
5. Regularly inspects the campground and facilities in order to evaluate campgrounds operations and work performed.
6. Inspects and evaluates the physical condition of campground property and equipment for safety concerns, repair needs, and improvement projects. Responsible for ensuring a safe environment in the campground.
7. Keeps records of equipment and materials used and hours worked by employees. Maintains an inventory of materials, parts and supplies needed for equipment maintenance and repair, reordering as necessary.
8. Oversees the maintenance and repair of lawn care and snow removal equipment including changing oil, lubricating equipment, changing mower blades, and replacing lights.
9. Responds to complaints in the campground such as facilities out of order or other maintenance problems, and issues related to campground rules and regulations and emergency situations. Will be on call to respond to campground issues on a weekly basis.

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10. Assists the public with inquiries and concerns regarding campground operations and investigates and follows-up on complaints.
11. Winterizes campground facilities after they have closed for the season and prepares them for reopening in the spring. Performs building and equipment maintenance such as maintaining water and sewer lines and repairing picnic tables and other campground equipment.

Other Functions

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High school graduation or equivalent with additional coursework in business or campground management.

Experience: One year of campgrounds operations experience.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walks over uneven terrain to maintain lawns and grounds and perform maintenance tasks.

Squatting, stooping, kneeling to maintain and repair facilities and equipment.

Climbing ladders in order to paint walls and ceilings, prune trees, and reach areas needing repairs.

Climbing into trucks and onto other equipment.

Lifting ability to remove trash and debris, tree limbs and other items.

OTSEGO COUNTY

Ability to reach all areas of buildings and facilities in order to perform maintenance tasks.

Ability to operate, tree trimming equipment and mowers.

Ability to operate light trucks, tractors and riding mowers for extended periods of time.

Working Conditions:

Works outside in all types of weather conditions.

Exposure to equipment where risk exists of getting cut, bruised or scraped.

Exposure to environmental allergens.

Exposure to pesticides, herbicides and other chemicals.

Works in areas with loud noise [heavy equipment].

OTSEGO COUNTY

ASSISTANT COUNTY PARK HEAD RANGER

General Summary

Under the supervision of the Parks and Recreation Director and County Park Head Ranger, assists with oversight and participates in all aspects of campgrounds maintenance activities including mowing and trimming grass and performing other tasks to maintain the county campground. Assists with the training and supervision of seasonal workers on tasks related to maintaining and operating campground facilities. Assists with the installation and maintenance of campground and maintenance equipment. Enforces the rules and regulations established by the director and county park head ranger.

Essential Functions

1. Assists with the supervision and participates in collecting, recording, and securing fees, from campground users and explains facilities and conditions of occupancy. Records daily receipts and attendance records.
2. Assists with the supervision of seasonal workers in a variety of ground maintenance activities at the county campground such as mowing lawns, trimming trees and bushes, filling holes, picking up debris, seeding grass, applying lawn chemicals, raking leaves, and installing, maintaining, and repairing campground equipment such as picnic tables, playground equipment and signs.
3. Assists with the training of seasonal and temporary workers on safety procedures.
4. Regularly inspects the campground and facilities in order to evaluate campgrounds operations and work performed.
5. Inspects and evaluates the physical condition of campground property and equipment for safety concerns, repair needs, and improvement projects. Responsible for ensuring a safe environment in the campground.
6. Oversees the maintenance and repair of lawn care and snow removal equipment including changing oil, lubricating equipment, changing mower blades, and replacing lights.
7. Responds to complaints in the campground such as facilities out of order or other maintenance problems, and issues related to campground rules and regulations and emergency situations.
8. Assists the public with inquiries and concerns regarding campground operations and investigates and follows-up on complaints.

OTSEGO COUNTY

9. Participates in the winterization of campground facilities after they have closed for the season and prepares them for reopening in the spring. Performs building and equipment maintenance such as maintaining water and sewer lines and repairing picnic tables and other campground equipment.
10. Will be on call to respond to campground issues on a weekly basis.

Other Functions

11. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High school graduation or equivalent with additional coursework in business or campground management.

Experience: Previous campgrounds operations experience preferred.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walks over uneven terrain to maintain lawns and grounds and perform maintenance tasks.

Squatting, stooping, kneeling to maintain and repair facilities and equipment.

Climbing ladders in order to paint walls and ceilings, prune trees, and reach areas needing repairs.

Climbing into trucks and onto other equipment.

Lifting ability to remove trash and debris, tree limbs and other items.

OTSEGO COUNTY

Ability to reach all areas of buildings and facilities in order to perform maintenance tasks.

Ability to operate, tree trimming equipment and mowers.

Ability to operate light trucks, tractors and riding mowers for extended periods of time.

Working Conditions:

Works outside in all types of weather conditions.

Exposure to equipment where risk exists of getting cut, bruised or scraped.

Exposure to environmental allergens.

Exposure to pesticides, herbicides and other chemicals.

Works in areas with loud noise [heavy equipment].



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Animal Control

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

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

EXPENDITURE

Account Number	Increase	Decrease
212E901 970420 Vehicle Purchase	\$ 20,000.00	\$
212E941 999990 Contrib to Fund Bal	\$	\$ 20,000.00
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 20,000.00	\$ 20,000.00

Department Head Signature

1-31-07
 Date

Administrator's Signature

1-31-07
 Date

Finance Department
Entered:
By:

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General Fund/Building Authority Dept.

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

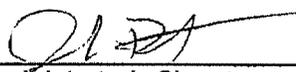
Account Number	Decrease	Increase
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number		Increase	Decrease
101E264 703040 Per Diems		\$ 70.00	\$
101E941 999000 Contingency		\$	\$ 70.00
- -		\$	\$
- -		\$	\$
- -		\$	\$
- -		\$	\$
Total		\$ 70.00	\$ 70.00

Department Head Signature _____

Date _____


Administrator's Signature _____

1/29/07
Date _____

Finance Department
Entered:
By:

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: 101E101 Board of 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

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

EXPENDITURE

Account Number	Increase	Decrease
101E101 704400 Education & Training	\$ 70.00	\$
101E101 726000 Supplies	\$	\$ 70.00
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 70.00	\$ 70.00

Rachel Frisch
Department Head Signature

1/24/07
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

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FUND/DEPARTMENT: 101E682 / Veterans Affairs & 232E690 / Housing

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

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

EXPENDITURE

Account Number	Increase	Decrease
101E682 - 703010 -Reg. Employee - Dept.	\$ 174	\$
101E682 - 704300 -Retirement Contribution	\$	\$ 174
232E690 - 703060 -Part-Time (Housing)	\$1,474	\$
101E682 - 703060 -Part-Time (Veterans)	\$	\$1,474
- -	\$	\$
- -	\$	\$
Total	\$1,648	\$1,648

Maureen K. Hopp
Department Head Signature

1/16/07
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

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FUND/DEPARTMENT: 232E690 / Housing

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

Account Number	Decrease	Increase
2320400 - 676010 -Reimburse (principal)	\$35,396	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$35,396	\$

EXPENDITURE

Account Number	Increase	Decrease
232E999 - 999000 -Transfer Out	\$35,396	\$
232E690 - 940000 -Inside Purchase Service	\$	\$633
232E690 - 703060 -Part-Time	\$ 218	\$
232E690 - 704140 -Life/Disability	\$ 175	\$
232E690 - 704200 -Soc. Sec. Contributions	\$ 71	\$
232E690 - 704800 -Sick pay buy out	\$ 169	\$
Total	\$36,029	\$633

Marlene (K) [Signature]
Department Head Signature

Date 1/16/07

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

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FUND/DEPARTMENT: 233E690 / Housing

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

Account Number	Decrease	Increase
2330050 - 69030 -Transfer In	\$	\$20,423
2330400 - 580000 -Contributions-Other	\$20,423	\$
- -	\$	\$
- -	\$	\$
Total	\$20,423	\$20,423

EXPENDITURE

Account Number	Increase	Decrease
233E999 -999000 - Transfer Out	\$11,170	\$
233E690 -940010 4HOME - Outside Contracted	\$	\$11,170
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$11,170	\$11,170

Marlene K. Hesp
Department Head Signature

1/16/07
Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

P 1 of 6

FUND/DEPARTMENT: General Fund - various depts.

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 correct accting for State Grants - Courts >

Account Number	Decrease	Increase
1010141 - 539000 - ^{4CRFC} State Grants	\$	\$ 100,000-
1010131 - 539000 - ^{CJDST} State Grants	\$	\$ 55,000
1010136 - 539000 - ^{DJDST} State Grants	\$	\$ 26,000
1010131 - 580131 - Contrib's from Ctys	\$	\$ 105,000
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101E141 - 940010 ^{4CRFC} Pmts to Ctys	\$ 100,000-	\$
101E131 - 940010 ^{CJDST} Circuit Std.	\$ 55,000	\$
101E136 - 940010 ^{DJDST} District Std.	\$ 26,000	\$
101E131 - 801020 - Pmts to Ctys	\$ 105,000	\$
-	\$	\$
-	\$	\$
Total	\$ 286,000	\$ 286,000

Rachel Irish
Department Head Signature

2/9/07
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

P. 2 of 6

FUND/DEPARTMENT: General Fund - Various depts

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 transfer Courts exps from Dept 130 → 131

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

EXPENDITURE

Account Number	Increase	Decrease
101E131 - 703010 - Salaried Dept	\$ 21,000-	\$
" - 703020 - " Reg.	\$ 48,000-	\$
" - 703030 - Hourly	\$ 65,000-	\$
" - " JAIBG Hourly	\$ 4,500-	\$
" - " OTECF Hourly	\$ 10,500-	\$
" - 703060 - Part-time	\$ 3,500-	\$
Total	\$	\$

Department Head Signature _____

Date _____

Administrator's Signature _____

Date _____

Finance Department	
Entered:	_____
By:	_____

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

P. 3 of 6

FUND/DEPARTMENT: General Fund - various depts.

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

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

EXPENDITURE

Account Number	Increase	Decrease
101E131 - 704110 - Hospitaliz.	\$ 45,000-	\$
" - 704140 - Life/Disab.	\$ 2,000-	\$
" - " - OCCE Life/Disab.	\$ 100-	\$
" - 704200 - FICA	\$ 9,000-	\$
" - " - JAIBG FICA	\$ 500-	\$
" - " - BRCCF FICA	\$ 900-	\$
Total	\$	\$

Department Head Signature _____

Date _____

Administrator's Signature _____

Date _____

Finance Department	
Entered:	_____
By:	_____

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

P. 4 of 6

FUND/DEPARTMENT: General Fund - Various depts.

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

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

EXPENDITURE

Account Number	Increase	Decrease
101E131 - 704300 - Retirement	\$ 20,000 -	\$
" - " - JAIB Retirement	\$ 700 -	\$
" - " - OTCCF Retirement	\$ 1,500 -	\$
" - 704700 - PILOT	\$ 400 -	\$
" - " - OTCCF PILOT	\$ 300 -	\$
" - 704800 - Sick pay	\$ 1,500 -	\$
Total	\$	\$

Department Head Signature _____

Date _____

Finance Department

Entered:

By:

Administrator's Signature _____

Date _____

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

P. 5 of 6

FUND/DEPARTMENT: General Fund - various depts.

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

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

EXPENDITURE

Account Number	Increase	Decrease
101E131-704800 - JATIBG Sick Pay	\$ 150-	\$
" - 726000 - Supplies	\$ 5,500-	\$
" - 726200 - Books	\$ 300-	\$
" - 801022 -	\$ 700-	\$
101E130-703010 - Salary-Dept Hd.	\$	\$ 31,600-
" - 703020 - Salary-Reg.	\$	\$ 209,450-
Total	\$ 241,050	\$ 241,050

Department Head Signature _____

Date _____

Administrator's Signature _____

Date _____

Finance Department
Entered:
By:

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



OTSEGO COUNTY
BUDGET AMENDMENT

P. 6 of 6

FUND/DEPARTMENT: General Fund - various depts.

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 < OTHER amendments >

Account Number	Decrease	Increase
1010166-476060 - Marriage Lic.	\$	\$ 500-
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101E166-940010 - Outside Contr. Svc	\$ 500-	\$
101E631 - " - "	\$ 9,800-	\$
101E804-726000 - Supplies	\$ 5,000-	\$
" - 920410 - Svc. Contr.	\$ 6,700-	\$
101E941-999000 - Contingency	\$	\$ 21,500-
-	\$	\$
Total	\$ 22,000-	\$ 22,000-

Rachel Frisch
Department Head Signature

2/9/07
Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

T.E.A.M.
(Together Employees Achieve Morale)

To: Otsego County Personnel Committee

From: T.E.A.M. Committee

Re: Kudos Program

Dear Personnel Committee:

In December 2006, an unofficial committee, T.E.A.M., was formed by Otsego County employees to address the issue of employee morale.

The T.E.A.M. committee has initiated a "Kudos Program", whereby employees (excluding department heads) can be nominated for a kudos by either a fellow employee or a member of the public. The nominations are to be submitted in a suggestion box. On a quarterly basis, we will announce the employee who receives the most kudos. This will be done at our quarterly employee appreciation luncheon. The employees who win the quarterly kudos award will then qualify for the annual kudos award. The T.E.A.M. committee would like to award the winner of the annual kudos award a "free" day off – meaning, a day off that would not count against the employee's vacation, personal, or comp time banks.

The T.E.A.M. committee would like to begin the Kudos Program as soon as possible, upon approval from the Otsego County Board of Commissioners.

Respectfully Submitted,

The T.E.A.M. Committee

LIMITED WARRANTY DEED

KNOW ALL PERSONS BY THESE PRESENTS that as of _____, 200_, for a valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the OTSEGO COUNTY BUILDING AUTHORITY (the "Authority"), a building authority organized and existing under and pursuant to Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, the address of which is 225 West Main, Room 107, Gaylord, Michigan, 49735, does hereby grant and convey to the COUNTY OF OTSEGO (the "County"), a County of the State of Michigan,, to the address of which is 225 West Main, Room 107, Gaylord, Michigan 49735, all of the Authority's right, title and interest in and to the land located in the, County of Otsego, State of Michigan, described on EXHIBIT A attached hereto and incorporated herein by reference, together with all the hereditaments and appurtenances thereunto belonging or in anyway pertaining thereto.

The Authority will warrant and defend the same against all lawful claims or demands whatsoever arising out of acts of the Authority.

This instrument is executed and delivered pursuant to the Full Faith and Credit General Obligation Lease Contract made as of October 1, 1994, by and between the Authority and the County, and the land hereby conveyed is subject to reconveyance to the County as provided therein.

This conveyance is exempt from the payment of transfer taxes, as provided in section 207.505H of the Michigan Compiled Laws.

IN WITNESS WHEREOF, the Authority has caused this instrument to be executed as of the date first above written.

WITNESSES:

John Burt
John Burt

Susan Premo
SUSAN PREMO

OTSEGO COUNTY BUILDING AUTHORITY

By Laverne G. Harden
Laverne G. Harden, Chairman

By Lester J. Howard
Lester J. Howard, Secretary

EXHIBIT A
to
Limited Warranty Deed

GRANTOR: Otsego County Building Authority

GRANTEE: County of Otsego, Michigan

LEGAL DESCRIPTION

Land in the Township of Bagley, County of Otsego, Michigan, described as follows:

PARCEL B

Part of the South $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of Section 9, Town 30 North, Range 3 West, being the part of the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ lying West of the Detroit and Mackinac Railroad; and also that part of the Southwest $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ lying East of FA I-75 Freeway except the plat of Maple Grove Estates No. 2, also except the North 250 feet thereof and being described as follows:

Beginning at the center $\frac{1}{8}$ corner of said Northwest $\frac{1}{4}$ of said Section 9 located South $81^{\circ}06'40''$ East 1319.43 feet along the North line of said Section 9, and South $00^{\circ}35'22''$ East 1321.21 feet along the North and South $\frac{1}{8}$ line of said Northwest $\frac{1}{4}$ of Section 9; and proceeding South $81^{\circ}09'13''$ East 727.47 feet along the East and West $\frac{1}{8}$ line of said Northwest $\frac{1}{4}$ of Section 9; thence South $03^{\circ}26'31''$ West 1308.07 feet along the West line of the Detroit & Mackinac Railroad; thence North $81^{\circ}14'18''$ West 633.66 feet along the east and west $\frac{1}{4}$ line of said Section 9 coincident with the North line of Maple Grove Estates, Liber 3 of Plats, Page 39; thence along the boundary of Maple Grove Estates No. 2, Liber 3 of Plats, page 97, as monumented, North $86^{\circ}34'12''$ West 124.27 feet, and North $03^{\circ}23'21''$ East 827.43 feet, and North $86^{\circ}33'51''$ West 133.00 feet, and North $03^{\circ}25'31''$ East 65.96 feet, and South $86^{\circ}36'15''$ East 133.05 feet, and North $03^{\circ}25'44''$ East 179.67 feet; thence South $81^{\circ}10'13''$ East 49.65 feet; thence North $00^{\circ}35'22''$ West 250.00 feet to the Point of Beginning.

**U.S. GOVERNMENT LEASE FOR REAL PROPERTY
(Short Form)**

1. LEASE NUMBER
57-5D21-7-07

PART I - SOLICITATION/DESCRIPTION OF REQUIREMENTS (To be completed by Government)

A. REQUIREMENTS

The Government of the United States of America is seeking to lease approximately 592 rentable square feet of office space located in Gaylord, MI for occupancy not later than 3/07 for a term of 3 years. Rentable space must yield 592 BOMA Usable square feet for use by Tenant for personnel, furnishing, and equipment. **INITIAL OFFERS ARE DUE ON OR BEFORE CLOSE OF BUSINESS January 12, 2007**

B. STANDARD CONDITIONS AND REQUIREMENTS

The following standard conditions and requirements shall apply to any premises offered for lease to the UNITED STATES OF AMERICA (hereinafter called the GOVERNMENT):

Space offered must be in a quality building of sound and substantial construction, either a new, modern building or one that has undergone restoration or rehabilitation for the intended use.

The Lessor shall provide a valid Occupancy Permit for the intended use of the Government and shall maintain and operate the building in conformance with all applicable current (as of the date of this solicitation) codes and ordinances. Below-grade space to be occupied by the Government and all areas in a building referred to as "hazardous areas" in National Fire Protection Association Standard 101, or any successor standard thereto, must be protected by an automatic sprinkler system or an equivalent level of safety. A minimum of two separate stairways shall be provided for each floor of Government occupancy. Scissor stairs will be counted as one stairway. If offered space is 3 or more stories above grade, additional egress and fire alarm requirements may apply.

The Building and the leased space shall be accessible to the handicapped in accordance with the Americans With Disabilities Act Accessibility Guidelines (36 CFR Part 36, App. A) and the Uniform Federal Accessibility Standards (41 CFR 101-19.6, App. A). Where standards conflict, the more stringent shall apply.

The leased space shall be free of all asbestos containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to Environmental Protection Agency guidance shall be implemented. The space shall be free of other hazardous materials according to applicable Federal, State, and local environmental regulations.

Services, utilities, and maintenance will be provided daily, extending from 7:00 a.m. to 6:00 p.m. except Saturday, Sunday, and Federal holidays. The Government shall have access to the leased space at all times, including the use of electrical services, toilets, lights, elevators, and Government office machines without additional payment.

The Lessor shall complete any necessary alterations within 60 days after receipt of approved layout drawings.

2. SERVICES AND UTILITIES (To be provided by Lessor as part of rent)

<input checked="" type="checkbox"/> HEAT	<input checked="" type="checkbox"/> TRASH REMOVAL	<input type="checkbox"/> ELEVATOR SERVICE	<input checked="" type="checkbox"/> INITIAL & REPLACEMENT LAMPS, TUBES & BALLASTS	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> ELECTRICITY	<input checked="" type="checkbox"/> CHILLED DRINKING WATER	<input checked="" type="checkbox"/> WINDOW WASHING Frequency semi-annual	<input checked="" type="checkbox"/> PAINTING FREQUENCY Space 5 yrs.	(Specify below)
<input checked="" type="checkbox"/> POWER (Special Equip.)	<input checked="" type="checkbox"/> AIR CONDITIONING	<input checked="" type="checkbox"/> CARPET CLEANING Frequency annually	<input type="checkbox"/> PUBLIC AREAS 3 yrs	
<input checked="" type="checkbox"/> WATER (Hot & Cold)	<input checked="" type="checkbox"/> TOILET SUPPLIES			
<input checked="" type="checkbox"/> SNOW REMOVAL	<input checked="" type="checkbox"/> JANITORIAL SERV. & SUPP.			

3. OTHER REQUIREMENTS

Offerors should also include the following with their offers:

The estimated cost to prepare the space for occupancy by the Government and the offeror's proposed amortization rate for tenant alterations.

The USDA, Natural Resources Conservation Service lease is to expire 2/28/07 at present location.

Seeking landlord willing to provide a full service lease. The total square foot rate to include all utilities to be furnished. The square foot rate cannot exceed fair rental rate for location. Utility cost will be based upon a pro-rated formula that is included in the monthly rental payment.

NOTE: All offers are subject to the terms and conditions outlined above, and elsewhere in this solicitation, including the Government's General Clauses and Representations and Certifications.

4. BASIS OF AWARD

- THE ACCEPTABLE OFFER WITH THE LOWEST PRICE PER SQUARE FOOT, ACCORDING TO THE ANSI/BOMA Z65.1-1995 DEFINITION FOR BOMA USABLE OFFICE AREA, WHICH MEANS "THE AREA WHERE A TENANT NORMALLY HOUSES PERSONNEL AND/OR FURNITURE, FOR WHICH A MEASUREMENT IS TO BE COMPUTED."
- OFFER MOST ADVANTAGEOUS TO THE GOVERNMENT, WITH THE FOLLOWING EVALUATION FACTORS BEING
 - APPROXIMATELY EQUAL TO PRICE
 - SIGNIFICANTLY LESS IMPORTANT THAN PRICE
 - SIGNIFICANTLY MORE IMPORTANT THAN PRICE
 (Listed in descending order, unless stated otherwise):

PART II - OFFER (To be completed by Offeror/Owner)

A. LOCATION AND DESCRIPTION OF PREMISES OFFERED FOR LEASE BY GOVERNMENT

5. NAME AND ADDRESS OF BUILDING (Include ZIP Code) Alpine Center 800 Livingston Blvd. Gaylord, MI 49735	6. LOCATION(S) IN BUILDING	
	a. FLOOR(S) 1	b. ROOM NUMBER(S) Suite 4A
	c. RENTABLE SQ. FT. 562	d. TYPE <input checked="" type="checkbox"/> GENERAL OFFICE <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> WAREHOUSE

B. TERM

To have and to hold, for the term commencing on March 1, 2007 and continuing through February 28, 2010 inclusive. The Government may terminate this lease at any time on or after March 1, 2007, by giving at least 60 days notice in writing to the Lessor. No rental shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing.

C. RENTAL

Rent shall be payable in arrears and will be due on the first workday of each month. When the date for commencement of the lease falls after the 15th day of the month, the initial rental payment shall be due on the first workday of the second month following the commencement date. Rent for a period of less than a month shall be prorated.

7. AMOUNT OF ANNUAL RENT \$8432.04	9. MAKE CHECKS PAYABLE TO (Name and address) Otsego County 225 W. Main Street, Room 202 Gaylord, MI 49735
8. RATE PER MONTH \$702.67	

10a. NAME AND ADDRESS OF OWNER (Include ZIP code. If requested by the Government and the owner is a partnership or joint venture, list all General Partners, using a separate sheet, if necessary.)
Otsego County
225 W. Main Street, Room 202
Gaylord, MI 49735

10b. TELEPHONE NUMBER OF OWNER	11. TYPE OF INTEREST IN PROPERTY OF PERSON SIGNING <input type="checkbox"/> OWNER <input type="checkbox"/> AUTHORIZED AGENT <input type="checkbox"/> OTHER (Specify)	
12. NAME OF OWNER OR AUTHORIZED AGENT		13. TITLE OF PERSON SIGNING
14. SIGNATURE OF OWNER OR AUTHORIZED AGENT	15. DATE	16. OFFER REMAINS OPEN UNTIL 4:30 P.M. <i>(Date)</i>

PART III - AWARD (To be completed by Government)

Your offer is hereby accepted. This award consummates the lease which consists of the following documents: (a) this GSA Form 3626, (b) Representations and Certifications, (c) the Government's General Clauses, and (d) the following changes or additions made or agreed to by you:
Year 2 rental rate will be \$8,727.12 per year or \$727.26 per month
Year 3 rental rate will be \$9,032.64 per year or \$752.72 per month

THIS DOCUMENT IS NOT BINDING ON THE GOVERNMENT OF THE UNITED STATES OF AMERICA UNLESS SIGNED BELOW BY AUTHORIZED CONTRACTING OFFICER.

17a. NAME OF CONTRACTING OFFICER (Type or Print) Bonnie R. Kilgore	17b. SIGNATURE OF CONTRACTING OFFICER	17c. DATE
---	---------------------------------------	-----------

February 15, 2007

Addendum Number One to the Agreement for Operating and Maintaining Ambulance and Rescue Service for Otsego County between the Otsego County Ambulance Corps d.b.a. Otsego County EMS Rescue and the County of Otsego.

- A. Effective June 1, 2006, Otsego County EMS Rescue will assume the responsibility of obtaining insurance coverage for its operations and its employees, to be paid by Otsego County EMS Rescue.
- B. The County of Otsego agrees to continue to provide coverage on the Otsego County EMS Rescue vehicles. Such policy will have replacement value coverage for the ambulance and other vehicles in the fleet.

AGREED to this ____ of _____, 2007, at Gaylord, Michigan.

OTSEGO COUNTY EMS RESCUE COUNTY OF OTSEGO

Jon Deming
Director

John Burt
Administrator

Mary Sanders
Board Chairman

Ken Glasser
Board Chairman

MEMORANDUM OF UNDERSTANDING
between
the Department of Michigan State Police and
Otsego County, Michigan

I. Purpose

This Memorandum of Understanding is entered into the ____ day of _____, 2007, by and between Otsego County, hereinafter referred to as "County," and the Department of Michigan State Police, hereinafter referred to as "MSP." This agreement shall remain in effect until modified or terminated as provided for in Section IV of this document, and is entered into for the purpose of establishing and defining the rights and obligations of the above parties with regard to the purchase of Watson dispatch furniture and waiver of the October 1, 2006, Ground Lease payment.

II. Furniture Purchase

1. The County agrees to purchase Watson dispatch furniture in the amount of \$104, 869.00, as detailed in the January 5, 2007 proposal submitted to MSP by Motorola. This includes:
 - 5 Synergy 90* Center Lift Consoles with
 - 42" high fabric panels
 - Front and rear access to vented cavities
 - 42" deep system
 - 22" deep cavities for CPU storage
 - 5 Moto Storage Pedestals
 - 7 Fluorescent light with clamp
 - 5 Total Comfort Systems with heated foot rests
 - 5 CIE Risers
 - Installation
2. MSP agrees to the removal of the existing console furniture, installation of the electronic equipment that will occupy the furniture, and installation of static-resistant carpeting.

III. Waiver of Ground Lease

In consideration of the aforementioned furniture purchase, MSP agrees to waive the County's October 1, 2006, Ground Lease payment, State Lease #11031.

IV. Termination or Modification of Agreement

1. This agreement may be amended by mutual consent of both parties at any time. Amendments to this agreement shall be in writing and signed by both parties or their authorized representatives.
2. In the event either party should relocate its operations from this building for any reason, it is understood the County shall retain two (2) console positions, and MSP shall retain three (3) console positions.

V. Notice

Written communication regarding this agreement shall be sent to:

John M. Burt
County Administrator
Ostego County
225 W. Main Street, Room 203
Gaylord, Michigan 49735

Pamela Matelski
Communications Section Manager
Michigan Department of State Police
714 S. Harrison Road
East Lansing, Michigan 48823

VI. Execution

Otsego County

By: _____

Its: _____

Dated: _____

Department of Michigan State Police

By: *Pamela Matelski*
Pamela Matelski

Its: Communication Section Manager

Dated: 1/31/07

November 20, 2000 Draft

Revised 3/6/01

Revised 4/5/01

Revised 2/15/07

BY LAWS

OTSEGO COUNTY 911 COMMITTEE

Also known as the "Technical Advisory Committee"

ARTICLE I

NAME, PLANNING AND SERVICE AREA AND LEGAL BASIS

- A. Name – The name of the organization shall be the "Otsego County 911 Technical Advisory Committee" herein referred to as "911 Committee."
- B. Area – The planning and service area of the 911 Committee shall include the geographic area served by the Otsego County 911 Dispatch.
- C. Legal Basis – The 911 Committee is created by Otsego County Emergency Telephone Enabling Plan ("911 Plan").

ARTICLE II

DEFINITIONS

- A. "911 Dispatch" – An Agency, as defined herein shall be considered as the 911 Dispatch authorized to serve all the citizens of Otsego County with all emergency service dispatching.
- B. "Board of Commissioners" – A Policy Board, defined as the Otsego County Board of Commissioners, which shall have final authority to approve or disapprove all final recommendations and all decisions brought to them by the 911 Committee.
- C. "911 Committee" – An advisory Board, defined as the 911 Technical Advisory Committee, which will advise the Board of Commissioners on 911 Dispatch policies and procedures, and consult with and assist the Director regarding the day-to-day activities of the 911 Dispatch.
- D. "Director" – That employee of Otsego County, reporting directly to the County Administrator, charged by the Board of Commissioners with responsibility for the day-to-day operations of the 911 Dispatch and directing 911 Dispatch personnel.

E. "911 Plan" – The Plan, as amended from time to time, that established 911 Dispatch and is enacted by the Board of Commissioners under Michigan's Emergency Telephone Service Enabling Act.

ARTICLE III

PURPOSE AND FUNCTIONS

A. Purpose – The primary purpose of the 911 Committee shall be to advise the Board of Commissioners on 911 Dispatch policies and procedures and to consult with and assist the Director in the day-to-day operations of the 911 Dispatch.

B. Functions (include but are not limited to):

1. Advising on operational priorities, policies and procedures for system development, programming, operations, and financial statements and budget. The 911 Committee will review and provide comments to the Board of Commissioners concerning the 911 Dispatch Budget, prior to adoption by the Board.
2. Reviewing the Director's proposals of new equipment needs for recommendation to the Board of Commissioners. The 911 Committee will adopt a priority list for equipment in conjunction with the Director's preparation of the following year's 911 Department Budget.
3. Offering recommendations to the Board of Commissioners in the hiring process for the Director.
4. Performing all functions specified, described or delegated by the Board of Commissioners.
5. Each year, at the time it organizes its own committee structure, the Board of Commissioners shall specify the method and manner whereby the 911 Committee will communicate its recommendations and other concerns and requests to the Board of Commissioners. It is the intent of these By Laws that communications by the 911 Committee is primarily in writing and be made either directly to the Board of Commissioners or to a committee of the Board of Commissioners.

ARTICLE IV

REPRESENTATION AND MEETINGS

A. Membership – The 911 Committee shall consist of a minimum of eight (8) members and up to thirteen (13) members, depending on additional appointments by the Board of Commissioners. Except as otherwise noted below, members shall either serve by position, as long as they hold that position, or shall be appointed by the Board of Commissioners for (2) year terms.

The 911 Committee shall be composed of the following permanent voting members:

1. Commander, Michigan State Police Post #73, or designee
2. Sheriff, Otsego County, or designee
3. Representative of Gaylord City Council, or its alternate designee
4. Chief of Police, City of Gaylord, or designee
5. Representative of Fire Chiefs of the departments within the County or its designee
6. Chief, Otsego County EMS & Rescue or its designee
7. Director, Otsego County Emergency Service or designee
8. Representative, Otsego County Medical Control Authority or its designee
9. Representative of the Road Commission
10. Representative of the Township Association
11. Two Otsego County Board of Commissioners

B. Meeting – The 911 Committee may meet at least once every month and shall meet upon the call of its chairperson. Written notice of the time and place and proposed agenda of all 911 Committee meetings as well as materials to be reviewed shall be sent at least one week (7) days prior to the date of such meetings. Notwithstanding the above, the Board of Commissioners Chairperson or 911 Committee Chairperson may call a special meeting of the 911 Committee upon 18 hours advance notice. All meetings shall comply with the Open Meetings Act.

C. Voting:

1. Each member of the 911 Committee shall have (1) vote
2. No absentee ballots or proxies shall be permitted.
3. In the absence of the appointed member, his/her designee shall have (1) vote
4. A motion will carry upon the affirmative majority of those members present and voting
5. Meeting Quorum – A majority of the members shall constitute a quorum of the 911 Committee for all regular business

ARTICLE V

OFFICERS

A. Election – The 911 Committee shall have three (3) officers: A Chairperson, a Vice-Chairperson, and a Secretary. The Vice-Chairperson and Secretary will be elected by the members of the 911 Committee at the meeting to be held in February of each year. In the event of a vacancy that vacancy will be filled in the same manner at the next regularly scheduled meeting of the 911 Committee.

B. Term of Office – Officers shall serve for a period of one (1) year commencing with the monthly meeting of the 911 Committee to be held in February of each year for the purpose of electing and officially installing its officials to begin their term at that meeting.

C. Chairperson – The Chairperson of the 911 Committee shall be annually appointed by the Chairperson of the Board of Commissioners, after input from the 911 Committee, and shall preside at all meetings of the 911 Committee. This appointment shall take into consideration the recommendations of the 911 Committee. The Chairperson of the 911 Committee shall also sit on the Policies and Procedures Subcommittee, which is to assist the Board of Commissioners in reviewing the Director's performance. In this process, the Chairperson shall solicit the input of the other members of the 911 Committee. Should the Chairperson become unable to discharge the duties of his/her office, the Board of Commissioners Chairperson shall name a new 911 Committee Chairperson for the balance of the term and that member shall thereafter assume all powers and responsibilities of the office.

D. Vice-Chairperson – In the absence of the Chairperson, his/her duties shall be assumed by the Vice-Chairperson. Should the Vice-Chairperson become otherwise unable to discharge the duties of his/her office, the Committee shall elect a Vice-Chairperson at its next regular meeting, to serve for the remainder of the unexpired term.

E. Secretary – The Secretary is responsible for any duties that the 911 Committee Chairperson deems necessary.

ARTICLE VI

SUBCOMMITTEES

A. Policies and Procedures – The Chairperson of the 911 Committee, Commander of the State Police Post, Sheriff, Chief of Gaylord Police, Chief of the Ambulance Corps, Representative of the Fire Chiefs of the Departments within the County and Representative of the Otsego County Medical Control Authority shall compose the Policies and Procedures Subcommittee. This Subcommittee shall be responsible for providing recommendations to the 911 Committee on operational policies and procedures of the 911 Dispatch. The 911 Committee, in turn, is responsible for providing recommendations to the Board of Commissioners.

B. Special Subcommittees – Special Subcommittees will be formed as needed by the 911 Committee Chairperson or by election by a majority vote of the 911 Committee. Such subcommittees may have non-Committee members and shall report their findings or recommendations to the 911 Committee.

ARTICLE VII

PARLIAMENTARY PROCEDURE

A. The rules contained in “Roberts Rules of Order” shall govern the procedures of the 911 Committee. However, when these rules of procedures are inconsistent with the By Laws or any special rules of order of this committee, the By Laws or special rules of order shall prevail over “Roberts Rules of Order.”

B. Moreover, all 911 Committee Rules and these By Laws must be read consistently, where possible, with the Otsego County 911 Plan and Michigan law. Where there is a conflict, Michigan law, the Enabling Agreement and the Policy Board By Laws, in descending order, govern and the inconsistent provision of the 911 Committee rule or by-law shall be null and void and considered severed, leaving the remaining rules or By Laws in full force and effect.

ARTICLE VIII

DIRECTOR RESPONSIBILITIES

A. The Director will send written notice of time and place and proposed agenda of all future meetings, after Chairperson review, as well as materials to be reviewed at least one week (7) days prior to the date of the next scheduled meeting. The Director will include the most recent 911 Committee minutes with the written notice of meetings. The notice of meetings, agenda and minutes will also be sent to all Otsego County Fire Chiefs and Assistant Fire Chiefs. The Director will ensure that all meetings are posted in accordance with the Open Meetings Act. The Director will also send written notice in the event of meeting cancellations, after receiving consent from the Chairperson.

B. The Director will provide a written monthly report and a copy of the most recent budget report for the 911 Department to the 911 Committee. This report will be presented to the 911 Committee at their monthly meetings, or via email/mail in the event that the 911 Committee meeting is cancelled.

C. The Director will present the proposed 911 Department budget for the following year to the 911 Committee, prior to submission to the Board of Commissioners.

D. The 911 Committee will work with the Director to draft an annual plan that includes the priorities of the 911 Committee for, at a minimum, the next year.

E. The Director will send to all Fire Chiefs, Assistant Fire Chiefs and Station Managers a copy of the 911 Committee minutes and Director Report by email, fax or US mail.

F. The Director shall record the minutes of all meetings of the 911 Committee.

ARTICLE IX

AMENDMENTS

A. Amendments to these By Laws may be proposed by any 911 Committee member at any meeting. Amendments which a majority present at that meeting have agreed to consider shall then be submitted by mail to all members of the 911 Committee at least one week prior to the next regular or special meeting at which the changes are to be considered. At that meeting the proposed changes are to be read and included in the minutes and shall be read and voted on the following meeting. Approval of these By Laws and any amendments shall require the approval of a majority of members serving on the Board of Commissioners.

911 Committee

By _____ Date _____

Its Chairperson

Otsego County Board of Commissioners

By _____ Date _____

Its Chairperson

By Laws adopted: February 15, 2007

RESOLUTION NO. OCR 07-08
Resolution of Recognition for Marcia LaForest

OTSEGO COUNTY BOARD OF COMMISSIONERS
February 15, 2007

WHEREAS, Marcia LaForest has been an employee of the Otsego County Sheriff's Office for over 29 years having been hired on February 6, 1978 as a Deputy; and

WHEREAS, Marcia continues to serve as the Office Manager and confidential secretary for the Sheriff's Office; and

WHEREAS, Marcia previously obtained her Bachelors of Science degree in Criminal Justice; and

WHEREAS, Marcia was selected in 1990 to receive the Women Police of Michigan Certificate of Recognition for outstanding service in the criminal justice field; and

WHEREAS, Marcia LaForest has been recognized by the Sheriff's Office as the 2006 Otsego County Sheriff's Office Employee of the Year; now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners, hereby officially acknowledges the continued dedication and commitment that Marcia LaForest has shown to the Sheriff's Office and the citizens of Otsego County, and is proud to recognize her achievement as the 2006 Otsego County Sheriff's Office Employee of the Year.