

February 26, 2008

The Regular meeting of the Otsego County Board of Commissioners was held at the Chester Township Hall. The meeting was called to order at 7:00 p.m. by Chairman Glasser. Invocation by Commissioner Beachnau, followed by the Pledge of Allegiance led by County Clerk DeFeyter.

Roll call:

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

Excused: Bentz.

The Regular meeting minutes of February 14, 2008 with attachments were approved as amended. The minutes were amended to correct the meeting was adjourned at the call of the Chair.

Consent Agenda:

Motion to reclassify the Assistant County Park Manager position as pay grade 5 to be paid out of the Parks & Recreation Commission Fund (208). Motion carried via unanimous consent.

Motion to approve the Capital Asset Disposal Policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve 2008 Miscellaneous Budget amendments. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported on the work camp.

Joe Edwartowski from Charlton Township reported the Fire Department is holding a chili cook off on Saturday March 1, 2008.

Bill Giles presented to the Board a letter from the Michigan Economic Development Corporation regarding the Glawe Corporation Project(old Georgia Pacific property).

Correspondence:

Chairman Glasser received a letter from the Iron County Board regarding user fees; NEMCOG.

New Business:

Motion by Commissioner Johnson, to approve Warrant B2008-8 in the amount of \$142,593.67 with prepaids in the amount of \$77.63 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hyde, to approve Warrant B2008-9 in the amount of \$133,572.33 with prepaids in the amount of \$51,291.10 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to approve the Policy Manual as presented.

Motion by Commissioner Bates, to appoint _____ and _____ to the Zoning Board of Appeals for three year terms ending December 31, 2010. Motion amended by Commissioner Bates to appoint Philip Alexander and Christa M. Bono to the Zoning Board of Appeals for three year terms ending December 31, 2010. Ayes: Unanimous. Motion carried.

Public Comment:

Don Tober addresses the Board regarding the length of terms on the Zoning Board of Appeals; Alternative options for the jail.

Bob Harkness thanked the Board for having the meeting at Chester Township.

Board Remarks:

Commissioner Backenstose: Planning meeting.

Commissioner Olsen: Welcomed the Commissioners to Chester Township.

Commissioner Hyde: Airport.
Breakfast at the jail.

Chairman Glasser: Attended breakfast at the E-Free church.
Housing Commission.
Jail Citizens Committee meeting.
Thanked Chester Township for hosting the meeting.

Meeting adjourned at 7:40 p.m. at the call the Chair.

Kenneth R. Glasser Chairman

Susan I. DeFeyter, County Clerk



Capital Asset Disposal Policy

PURPOSE

The purpose of this policy is to provide a guide on how to dispose of County-owned capital assets.

POLICY

For purposes of this policy, capital assets are tangible and intangible assets that are used in operations and that have initial useful lives that extend beyond one year. They include land, structures and improvements, infrastructure, and equipment.

All County assets retaining substantial value are generally to be disposed of either through the Auction or via bid solicitation. Substantial value is defined as an estimated value, on the date of disposal, that is equal to or greater than 10% of the original purchase price.

Assets can be traded for usable assets which have an equal or greater value. Such trades must be made via agreement signed by the County Board Chairman, the County Board Vice-Chairman, or the County Administrator.

Capital Assets that have negligible value may be disposed of without going through the bidding or Auction process. For the purpose of this policy, negligible value is defined as anything less than 10% of the asset's original purchase price.

The County Board of Commissioners must approve the disposal all County Capital Assets.

All items are to be sold "as-is" with no warranty(ies), express, implied or otherwise.

The Board of Commissioners has the discretion to determine the deposit location for any profits obtained from the sale of capital assets.

The following County Bill Of Sale will be signed by the buyer prior to transfer of any County assets.

Adopted: _____, 2008



BILL OF SALE

FOR VALUE RECEIVED, OTSEGO COUNTY hereby sells and transfers unto

_____ of _____ (Buyer), and its
successors and assigns forever, the following described goods and chattels:

Seller warrants and represents that it has good title to said property, full authority to sell and transfer same and that said goods and chattels are being sold free and clear of all liens, encumbrances, liabilities and adverse claims, of every nature and description.

Seller disclaims any implied warranty of condition, merchantability or fitness for a particular purpose. Said goods being in their present condition "as is" and "where is."

Signed this _____ day of _____, 20 _____

In the presence of: _____ (Witness)

Otsego County (Seller)

By signing, the Buyer acknowledges the aforementioned provisions of this sale and transfer.

Buyer



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Sheriff Civil Division

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

Civil Division - Correction of hrs + COLA

Account Number	Decrease	Increase
1010010 - 402000 - Prop txs.	\$	\$ 15,176
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101E302 - 703060 - Part-time	\$ 13,437	\$
" - 704200 - FICA	\$ 1,028	\$
- 704600 - Wk comp.	\$ 711	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 15,176	\$

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**

FUND/DEPARTMENT: Administration

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

Step increase - Administrator

Account Number	Decrease	Increase
6450050 - 400001 - From Fund	\$	\$ 5,049
- - - Balance	\$	\$
- - -	\$	\$
- - -	\$	\$
Total	\$	\$ 5,049

EXPENDITURE

Account Number	Increase	Decrease
645E172 - 703010 - Salary-Director	\$ 3,965	\$
" - 704140 - Life+Disab.	\$ 31	\$
" - 704200 - FICA	\$ 303	\$
" - 704300 - Retirement	\$ 731	\$
" - 704600 - Wk Comp	\$ 19	\$
- - -	\$	\$
Total	\$ 5,049	\$

Department Head Signature

Date

John Beard
Administrator's Signature

2/7/08
Date

Finance Department	
Entered:	
By:	

Board Approval Date (If necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY
BUDGET AMENDMENT

P. 1 of 3

FUND/DEPARTMENT: Plan/Zon + Bldg 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)

Zoning Officer to full-time

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101 ETD - 703030 - hourly	\$ 18,787	\$
" - 703040 - part-time	\$	\$ 10,020
" - 704110 - Hospitaliz.	\$ 7,649	\$
" - 704140 - Life + Disab.	\$ 491	\$
" - 704200 - FICA	\$ 645	\$
" - 704300 - Retirement	\$ 1,147	\$
Total	\$	\$

Department Head Signature

Date

Finance Department

Entered:

Administrator's Signature

Date

By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

P. 2 of 3

FUND/DEPARTMENT: _____

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
1010010 - 402000 - Prop. txs.	\$	\$ 18,980
-	\$	\$
2490060 - 451010 - Bldg Permits	\$	\$ 20,159
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101ED1 - 704500 - Unempl.	\$ 100	\$
" - 704600 - wk comp	\$ 181	\$
-	\$	\$
244E371 - 703060 - Part-time	\$	\$ 10,020
" - 703030 -	\$ 18,787	\$
" - 704110 - Hospitaliz.	\$ 7,647	\$
Total	\$	\$

Department Head Signature _____

Date _____

Administrator's Signature _____

Date _____

2/7/08

Finance Department	
Entered:	
By:	

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

P.30 of 3

FUND/DEPARTMENT: _____

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

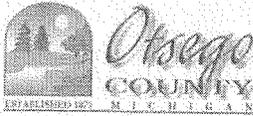
Account Number	Increase	Decrease
249E371- 704140 - Life + Disab.	\$ 476	\$
" - 704200 - FICA	\$ 646	\$
" - 704300 - Retirement	\$ 2,458	\$
" - 704600 - wk comp.	\$ 163	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

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. 1 of 4

FUND/DEPARTMENT: Equaliz. / Delq. tax

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

Homestead Audit Project Staffing

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

EXPENDITURE

Account Number	Increase	Decrease
249E371 - 703030 - hourly	\$	\$ 11,496
- 704800 - Sick leave	\$	\$ 619
- 704200 - FICA	\$	\$ 829
- 704600 - Wk Comp	\$	\$ 236
- 704300 - Retirement	\$	\$ 1,395
- 704110 - Hospitaliz.	\$	\$ 7,327
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. 2 of 4

FUND/DEPARTMENT: _____

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
2490260-451010 - Bldg Permits	\$ 22,302	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
249E371-704500 - Unemplmt	\$	\$ 400
-	\$	\$
516E253-703030 - hourly	\$ 12,272	\$
- 703050 - Longevity	\$ 225	\$
- 704110 - Hospitaliz.	\$ 7,284	\$
- 704140 - Life & Disab.	\$ 83	\$
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. 3 of 4

FUND/DEPARTMENT: _____

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
5160050 400001 - From Fund	\$	\$ 23,095
- - Balance	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
516253 - 704200 - PICA	\$ 889	\$
- 704300 - Retirement	\$ 1489	\$
- 704500 - Unempl.	\$ 200	\$
- 704600 - Wk comp	\$ 58	\$
- 704800 - Sick pay	\$ 595	\$
- -	\$	\$
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 4

FUND/DEPARTMENT: _____

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
1010257 - 642040 - Sales - Gen.	\$	\$ 992
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$ 992

EXPENDITURE

Account Number	Increase	Decrease
1010257 - 703030 - hourly	\$ 775	\$
- 704140 - Life + Disab.	\$ 6	\$
- 704200 - FICA	\$ 59	\$
- 704300 - Retirement	\$ 94	\$
- 704600 - WK COMP	\$ 16	\$
- 704800 - Sick Pay	\$ 42	\$
Total	\$ 992	\$

Department Head Signature _____

Date _____

Administrator's Signature _____

Date _____

Finance Department	
Entered:	_____
By:	_____

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____