

March 13, 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 9:30 a.m. by Chairman Glasser. Invocation by Chairman Bates, followed by the Pledge of Allegiance led by Commissioner Hyde.

Roll call:

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

The Regular meeting minutes of February 27, 2007 with attachments were approved as presented.

The agenda was amended to add under new business item d) letter to MAC.

Consent Agenda:

Motion to approve snowmobile grant general fund (101) 2007 budget amendment as presented. Motion carried via unanimous consent. (see attached)

Motion to approve the Circuit/Trial Court general fund (101) 2007 budget amendment as presented. Motion carried via unanimous consent. (see attached)

Motion to adopt resolution OCR-07-13 motorcycle safety grant.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion to adopt resolution OCR-07-14 discharge of mortgage of Dominique A. Dompier.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by the budget and finance committee to approve various funds (101, 260, 266, 270, 499 and 516) 2007 budget amendments as presented. Motion carried via unanimous consent. (see attached)

Motion to approve the Treasurer General fund (101) 2007 budget amendment as presented.

Motion carried via unanimous consent. (see attached)

Motion by Animal Control to adopt county owned vehicle policy update. Motion carried via unanimous consent. (see attached)

Motion by Animal Control to adopt the animal control adoption policy. Motion carried via unanimous consent. (see attached)

Motion by Animal Control to adopt the animal control submission policy. Motion carried via unanimous consent. (see attached)

Administrator's report:

John Burt reported on the acceptance of credit cards for the animal control and library and then the county clerks and the register of deeds offices are next; video tour of the jail is on the website; March 28, 2007 at 5:30 p.m. is the next jail citizens committee meeting; 9-1-1 director resigned.

Motion by Commissioner Bates, that the appropriate corrections be made to the minutes of February 15, 2007 by adding the approval of the minutes of January 23, 2007. Ayes: Unanimous. Motion carried.

Commissioner Hyde reported on the Airport Committee meeting, the open house is set for June 21, 2007 from 5:00 p.m. to 8:00 p.m., the air fair is set for June 22nd and June 23rd.

Sheriff James McBride gave the Board his quarterly report.

Elizabeth Haus reported the Village has settlement night scheduled for Monday; forming a committee for the sewer.

New Business:

Motion by Commissioner Liss, to approve Warrant B2007-10 in the amount of \$106,794.12 with prepaids in the amount of \$6,928.99 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Backenstose, to approve Warrant B2007-11 in the amount of \$349,609.57 with prepaids in the amount of \$109,478.85 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bates, to approve Resolution OCR-07-15 honoring Richard Sumerix.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Beachnau, to borrow \$141,500 from the Public Improvement Fund to pay for repairs in the portion of the Alpine Center used by the Court system, with repayment coming from the Courthouse Restoration Fund at a 4% interest rate. Ayes: Unanimous. Motion carried.

Motion by Commissioner Beachnau, to send the letter pending clarification of Mr. Edel and review of legal council to MAC. Motion carried.

Board Remarks:

Commissioner Liss: Attended the Northern Michigan Community Correction Advisory Meeting.
Goodwill Transition House.

Commissioner Backenstose: Attended City Council meeting.
Attended 9-1-1 meeting.

Commissioner Olsen: Attended Charlton Township meeting.

Commissioner Hyde: Reported on the Airport.

Commissioner Bentz: Reported on the Health Department.

Commissioner Beachnau: Attended the big ticket festival meeting.

Commissioner Bates: Attended the City Council meeting.

Chairman Glasser: Attended the I-75 task force meeting.

Meeting adjourned at 10:31 a.m. at the call of the Chair.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, County Clerk



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Snowmobile Grant

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
101E333 703030 Part-time Hourly	\$	\$ 1,000.00 1,500.00
101E333 726000 Supplies	\$ 500.00	\$
101E333 726050 Repairs & Maintenance	\$ 500.00	\$
<i>101E333 - 940010 - Outside Contr. svcs.</i>	<i>\$ 500.00</i>	\$
- -	\$	\$
- -	\$	\$
Total	\$ 1,000.00 1,500	\$ 1,000.00 1,500

James R. McBride
Department Head Signature

2/28/07
Date

Jh Burt
Administrator's Signature

3/7/07
Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: 131

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)

EXPENDITURE

ACCOUNT NUMBER	INCREASE	DECREASE
101E131 - 703010	\$ 45,724	\$
101E131 - 703020	\$ 145,445	\$
101E131 - 703030	\$ 327,059	\$
101E131 - 703070	\$ 400	\$
101E131 - 704110	\$ 139,095	\$
101E131 - 704140	\$ 3,752	\$
101E131 - 704200	\$ 35,915	\$
101E131 - 704300	\$ 73,623	\$
101E131 - 704400	\$ 1,100	\$
101E131 - 704500	\$ 3,611	\$
101E131 - 704600	\$ 2,828	\$
101E131 - 704800	\$ 1,900	\$
101E131 - 726000	\$ 24,120	\$
101E131 - 726200	\$ 1,116	\$
101E131 - 801030	\$ 9,000	\$
101E131 - 801031	\$ 600	\$
101E131 - 920400	\$ 1,162	\$
101E131 - 920520	\$ 5,316	\$
101E131 - 930100	\$ 1,000	\$
101E131 - 930210	\$ 2,500	\$
TOTAL	\$ Continued	\$

 Department Head Signature

 Date 2/26/07

 Administrator's Signature

 Date 3/7/07

Finance Department
Entered:
By:

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT:131

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)

EXPENDITURE

ACCOUNT NUMBER	INCREASE	DECREASE
101E131 - 930450	\$ 14,300	\$
101E131 - 930500	\$ 4,000	\$
101E131 - 930600	\$ 1,200	\$
101E131 - 930830	\$ 2,000	\$
101E131 - 940010	\$ 3,166	\$
101E131 - 970450	\$ 9,860	\$
101E130 - 940010-JNET	\$	\$ 45,724
101E130 - 703020	\$	\$ 465,674
101E130 - 703030	\$	\$ 6,830
101E130 - 703070	\$	\$ 400
101E130 - 704110	\$	\$ 139,095
101E130 - 704140	\$	\$ 3,752
101E130 - 704200	\$	\$ 35,915
101E130 - 704300	\$	\$ 73,623
101E130 - 704400	\$	\$ 1,100
101E130 - 704500	\$	\$ 3,611
101E130 - 704600	\$	\$ 2,828
101E130 - 704800	\$	\$ 1,900
101E130 - 726000	\$	\$ 24,120
101E130 - 726200	\$	\$ 1,116
TOTAL	\$ Continued	\$

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**

FUND/DEPARTMENT:131

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)

EXPENDITURE

ACCOUNT NUMBER	INCREASE	DECREASE
101E130 - 801030	\$	\$ 9,000
101E130 - 801031	\$	\$ 600
101E130 - 920400	\$	\$ 1,162
101E130 - 920520	\$	\$ 5,316
101E130 - 930100	\$	\$ 1,000
101E130 - 930210	\$	\$ 2,500
101E130 - 930450	\$	\$ 14,300
101E130 - 930500	\$	\$ 4,000
101E130 - 930600	\$	\$ 1,200
101E130 - 930830	\$	\$ 2,000
101E130 - 940010	\$	\$ 3,166
101E130 - 970450	\$	\$ 9,860
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
TOTAL	\$ 859,792	\$ 859,792

_____	_____	Finance Department Entered: By:
Department Head Signature	Date	
_____	_____	
Administrator's Signature	Date	
_____	_____	_____
Board Approval Date (if necessary)	Budget Adjustment #	Posting Number

**RESOLUTION NO. OCR 07-13
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
MARCH 13, 2007**

SUBMISSION OF MOTORCYCLE SAFETY GRANT

WHEREAS, the Otsego County Board of Commissioners wishes to apply to the State of Michigan through the Department of Management and Budget, Motorcycle Safety Program Grant; and

WHEREAS, the Otsego County Board of Commissioners has chosen to submit a grant application for the purchase of two (2) TW200 Yamaha training motorcycles at \$3,311 each, grant total of \$6,622 in 2007; now, therefore, be it

RESOLVED, that Marlene K. Hopp, the Otsego County Grant Administrator, Rachel Frisch, Otsego County Finance Director and Tim McPherson, Program Coordinator be authorized to sign and submit grant documents.



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

**STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF STATE
AND
OTSEGO COUNTY SHERIFF'S OFFICE**

**GRANT AGREEMENT FOR FUNDS
TO PURCHASE TRAINING MOTORCYCLES**

This Grant Agreement (Agreement) between the Michigan Department of State ("Department") and Otsego County sheriff's Office ("Grantee") concerns the Grantee's receipt of state financial assistance to purchase new training motorcycles ("motorcycles"). This grant program uses 100% state funds, and is contingent upon the ability of the Department to obtain all required approvals, including, but not limited to, approval by the State Administrative Board for grant awards that exceed \$25,000.

1. General:

The Grantee agrees to comply with all directives, guidelines and policy statements issued by the Department concerning the Motorcycle Safety and Training Program.

The laws of the State of Michigan govern this State of Michigan grant.

2. Grant Period:

The grant period begins when this Agreement has been signed by both parties and expires on September 30, 2007. To receive reimbursement under this grant program, the Grantee must purchase and take delivery of the motorcycles before the end of the grant period.

3. Authorized Amounts:

The Grantee is awarded a grant in the amount of \$6,622.00. These funds may be used only to purchase 2 Yamaha TW200 training motorcycles at \$3,311.00

each from Steven's Cycles Sales, Inc., 1911 E. Airport Road, Midland, Michigan 48642 ("Vendor").

4. Purchase Process:

The grantee must sign this Agreement and return a copy of it with the original signature to the Department. The Grantee will be notified when the Department's representative signs the Agreement, and will be provided a copy of the Agreement with both signatures. After that notification, the Grantee may purchase the motorcycles authorized under this Agreement. If the Grantee wants to purchase motorcycles beyond those authorized under this Agreement, it may do so at its sole expense.

The Grantee is required to work with the Vendor to coordinate the purchase and delivery of the motorcycles, and the payment for them. All purchases funded under this Agreement must refer to the State of Michigan's contract with the Vendor (Contract Number 071B6200044). Any subsequent agreements between the Grantee and the Vendor must adhere to the terms of that contract. The Grantee is responsible for ordering and ensuring satisfactory delivery of the motorcycles and their performance.

5. Payment Process:

This grant program is for reimbursement only. Authorized funds will be paid directly to the Grantee. The Grantee must request reimbursement from the Department on the form prescribed by the Department (Attachment A). All reimbursement requests must be received by the Department by October 12, 2007. To qualify for reimbursement, the Grantee must include a copy of the invoice and proof of payment (e.g. a copy of a cleared check) for the motorcycle with the reimbursement request.

6. Ownership:

The Grantee will own all training motorcycles purchased with funds awarded under this Agreement as long as the Grantee is operating a state sponsored motorcycle training and education program. If the Grantee, for any reason, stops operating that program, it must notify the Department. That notification must be in writing and must be made within 30 days after the program operation stops. Upon that notification, the Department has sole discretion regarding the disposition of all state-funded motorcycles.

If any motorcycles purchased with funds awarded under this Agreement need to be salvaged, the Grantee must follow the guidelines established by the State Surplus Program. Information on this program can be found on the Michigan Department of Management and Budget's website at http://www.michigan.gov/doingbusiness/1,1607,7-146-6592_8531---,00.html

7. Reporting:

The Grantee will submit periodic narrative progress reports regarding the status of the state-funded motorcycles. The reports will be submitted to the Department at the same time, and in the same format, as other narrative progress reports required for motorcycle education and training grant funds.

8. Financial Records:

The Grantee must retain all books, accounts, reports, files and any other records relating to its performance under this Agreement for not less than 6 years after the grant period ends. Those materials must be produced for inspection and audit when required by the Department.

9. Indemnification:

The Grantee shall indemnify the Department and shall hold it and its officers, agents, and employees harmless against any and all liability, loss, and damages sustained by the recipient under this grant program.

10. Administration of Agreement:

The Grant Administrator for the Department is:

Ron Wilson
State Coordinator
Motorcycle Rider and Safety Education Program
Richard H. Austin Building, 3rd Floor
430 W. Allegan
Lansing, MI 48918

Telephone: (517) 335-6683
E-mail: WilsonRJ@Michigan.gov

All questions, comments, and correspondence regarding this grant must be submitted in writing to the Grant Administrator.

11. Special Certification and Signatures:

The person signing this Agreement on behalf of the Grantee certifies that he or she is authorized to do so and to bind the Grantee. Further, that person has personally reviewed this Agreement and agrees to its terms and conditions.

For the Grantee:

Name (print) Title (Print)

Signature

Date

For the State of Michigan, Department of State:

Joseph P. Pavona Chief Financial Officer
Name Title

Signature

Date

RESOLUTION NO. OCR 07-14
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
MARCH 13, 2007

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 472 Trillium Trail, Gaylord, Michigan 49735 and has a mortgage recorded in Liber 753, Pages 918-928 in the name of Dominique A. Dompier, a single woman and Cherie C. M. Dompier, a single woman, as joint tenants with full rights of survivorship and

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

RESOLVED, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Dominique A. Dompier, a single woman and Cherie C. M. Dompier, a single woman, as joint tenants with full rights of survivorship and be it further

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



**OTSEGO COUNTY
BUDGET AMENDMENT**

2006

FUND/DEPARTMENT: Various

P. 1 of 3

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
101E970 999000 Tsf to Equipment Fd	\$ 29,500	\$
101E962 999000 Tsf to Legal Dfs Fd	\$ 25,000	\$
101E972 999000 Tsf to Capital Proj Fd	\$ 500,000	\$
101E280 801030 Soil Conservation	\$ 500	\$
101E976 999000 Tsf to Delq Tx Fd	\$ 75,000	\$
101E851 930100 Insurance & Bonds	\$	\$ 320,000
Total (continued on next page)	\$	\$

Rachel Frisch
Department Head Signature

3/1/07
Date

Finance Department
Entered:
By:

[Signature]
Administrator's Signature

3-1-07
Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

2004

FUND/DEPARTMENT: Various

P.2 of 3

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
101E941 999000 Contingency	\$	\$ 9,000
101E130 703020 Trial Court Salary	\$	\$ 301,000
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 630,000	\$ 630,000

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**

2006
P. 3 of 3

FUND/DEPARTMENT: Various

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
2660050	699030	Tsf In Equip Fd	\$	\$ 29,500
2600050	699030	Tsf In Lgl Dfs Fd	\$	\$ 25,000
4990050	699030	Tsf In Captl Proj Fd	\$	\$ 500,000
5160050	699030	Tsf In Delq Tax Fd	\$	\$ 75,000
Total			\$	\$ 629,500

EXPENDITURE

Account Number			Increase	Decrease
266E901	970420	Vehicles	\$ 29,500	\$
260E270	801020	Professional Svcs	\$ 25,000	\$
499E901	970300	Building Improvs	\$ 500,000	\$
516E941	999000	Addition to Fund Bal	\$ 75,000	\$
			\$	\$
			\$	\$
Total			\$ 629,500	\$

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: Treasurer

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
101E253 - 703070 - Overtime	\$ 1,000 -	\$
101E253 - 930150 - Service Charge	\$	\$ 1,000 -
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Diann M. Ayford
Department Head Signature

3-6-07
Date

Oh Runt
Administrator's Signature

3/7/07
Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



County Owned Vehicle Policy

1. Purpose. The intent of this policy is to establish a procedure for employees of the County of Otsego who operate county owned vehicles.
2. Authority. Otsego County Board of Commissioners.
3. Application. This policy will apply to all employees, elected or appointed, who may operate vehicles owned by the County of Otsego.
4. General Policy.

All employees who are assigned County owned vehicles to carry out their duties as County employees shall leave all County owned vehicles at their normal employment site or office location. Any County employee who operates a County owned vehicle shall use the vehicle assigned to them for county business purposes only. The use of County owned vehicles for personal use is prohibited, and shall result in referral to the Attorney General or disciplinary action up to and including discharge.

Use of County-owned vehicles must be in compliance with all state and federal laws, local ordinances and applicable county policies.

Adoption of this policy supercedes previously adopted county-wide or departmental policies which may be in conflict with this policy.

Failure to follow this policy may result in revocation of an assigned vehicle, or in disciplinary action up to and including termination of employment.

5. Supervisory Responsibilities.

It shall be the responsibility of the County Administrator and Management Team members to:

- A. Promote the safe operation of county vehicles.
- B. Administer and enforce all state and federal laws, county and/or departmental policies and procedures regarding vehicle operation which may be applicable.

6. Employee Responsibilities.

- A. Safely operate county vehicles conforming to all state laws, local ordinances and county and/or departmental policies regarding the operation of a motor vehicle.

- B. Maintain a valid and properly classified operator's license and provide proof of such license as required by county and/or departmental administration.
- C. Advise an immediate supervisor immediately of the loss of a valid operator's license due to suspension, revocation or expiration.
- D. Employees assigned county-owned vehicles are to take proper care of the interior and exterior appearance and services of county-owned vehicles at the scheduled times and/or every 4,000 miles. Failure to do so may result in disciplinary action. Upholding the maintenance requirement is the responsibility of the Department Director.
- E. Promptly report any and all vehicle safety defects found during such inspections. These shall be reported to the immediate supervisor and the person responsible for vehicle maintenance and repair.
- F. Require that all occupants utilize safety belts.
- G. Employees shall operate county vehicles in a safe and courteous manner. Employees shall not exceed the speed limit unless in pursuit or emergency.
- H. Violations, citations, fines, and other actions taken by any police jurisdiction against any employee while driving a county vehicle shall be the responsibility of the employee and may be cause for disciplinary action by the county.
- I. Employees shall notify his/her department director of any points incurred on their driver's license for situations including, but not limited to, accidents, speeding tickets, driving under the influence, and driver's license suspensions or revocations.
- J. The use of tobacco in any form is prohibited in county-owned vehicles.
- K. Maintenance on county-owned vehicles will be performed by the Otsego County Bus System staff, unless the work can be performed at an equivalent or lesser cost, or if the timeliness of having the vehicle serviced by the Bus System would create a hardship for the department.
- L. The Department Director of each department shall turn into the Bus System Director the mileage of each county-owned vehicle each quarter. This will be on the first day of January, April, July, and October, no later than the 5th day in order to keep accurate records.
- M. All County vehicles will have an "official county vehicle" sticker placed on the vehicle, except for those vehicles that have an alternative sticker identifying their Department.

7. Prohibited Usage or Practices

- A. Allowing any non-county employees to operate a county vehicle.
- B. Operating the vehicle in contravention to applicable state laws, local ordinances or county and/or departmental policies or procedures.
- C. Using any assigned vehicle for any illegal purpose as defined by federal law, state law, county or local ordinance.
- D. No county vehicle shall be used for personal use, including commuting to and from the office, general recreation or vacations.

8. Exceptions

County employees may take home a department vehicle when they are scheduled to be “on-call” for County business, with the approval of their department head or elected official.

Other exceptions to this policy must be reviewed and approved by the Board of Commissioners.

9. Effective Date

The effective date of this policy is October 24, 2006.



Animal Control Adoption Policy

PURPOSE

The purpose of this policy is to set the circumstances under which animals may be reclaimed by the Animal Control Department and to adopt a form for any member of the public to sign prior to adopting animals from the Animal Control Department.

POLICY

Otsego County Animal Control reserves the right to demand the return of any animal adopted from our facility that we feel, under federal, state law or local law is being neglected, abused or otherwise not being cared for properly. This includes, but is not limited to, allowing dogs to run at large (off-leash and off-property), not obtaining a valid Michigan dog license and/or rabies vaccination within designated time frame, neglecting to have the animal spayed/neutered according to the animal control contract, and repeated nuisance complaints.

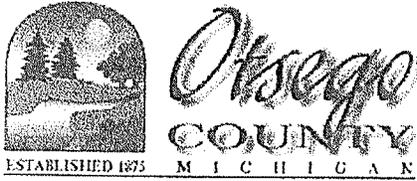
Any person requesting to adopt an animal from the Otsego County Animal Control Department is required to sign a form containing the following language:

Animal Control Adoption Policy

Otsego County Animal Control reserves the right to demand the return of any animal adopted from our facility that we feel, under federal, state law or local law is being neglected, abused or otherwise not being cared for properly. This includes, but is not limited to, allowing dogs to run at large (off-leash and off-property), not obtaining a valid Michigan dog license and/or rabies vaccination within designated time frame, neglecting to have the animal spayed/neutered according to the animal control contract, and repeated nuisance complaints.

By signing below, you and/or designated parties agree to the above and agree that you have been notified by the animal control staff, to the best of our knowledge, as to the history and behavior of the animal you are adopting. You also acknowledge that any animal can be unpredictable and you are taking responsibility for the animal while the animal is in your care and custody or while in the care and custody of a designated party.

Adoptee Signature _____



Animal Control Submission Policy

PURPOSE

The purpose of this policy is to set the procedures for animals to be submitted to the Otsego County Animal Control Department.

POLICY

For Animals Submitted by Owners

Unless otherwise approved by the director or his/her designee, animal control will accept all owner surrendered animals from in-county residents. The in-county resident must be the owner of the animal AND the animal must be free from any known illness and be non-aggressive, as determined by the director or his/her designee. If the animal is found to be aggressive and/or is found non-adoptable, the owner must pick up the animal within twenty-four hours of being notified.

If the shelter is over capacity, the animal control staff may ask the owner to hold onto the animal until room is available. The animal control staff will ask the owner to call back to check for vacancy. If the owner still wishes to surrender the animal after 7 calendar days from original contact, the owner will be allowed to do so regardless of capacity. At the discretion of the animal control staff, owners may be required to obtain a current rabies vaccine prior to submitting their animal. The animal must meet all of the guidelines in this policy for acceptance.

If the animal is spayed or neutered and has a valid rabies vaccine (dogs only), the animal control staff may refer the owner to local newspapers for placement of a classified ad. The animal control staff will ask for contact information including name, telephone and address of the person wishing to submit the animal.

If the shelter is over capacity as determined by the animal control staff, AND the owner is a non-county resident, it is at the discretion of the animal control staff to accept the animal for submission. The animal must meet all criteria for submission.

For Stray Animal Submissions

The animal control staff will accept all stray dogs and/or dogs running at large as defined by state and local ordinances, unless otherwise authorized by the director or his/her designee.

The animal control staff will accept all stray cats from in-county residents willing to pay appropriate fees.

The animal control staff will first refer out-of-county residents wishing to submit a stray to the law enforcement agency in which the animal was found. It is at the discretion of the animal control staff to accept stray animals from out-of-county.

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**RESOLUTION NO. OCR 07-15
HONORING RICHARD SUMERIX**

Otsego County Board of Commissioners
March 13, 2007

WHEREAS, Richard Sumerix has voluntarily served Otsego County as a member of the County Planning Commission and the County Zoning Board of Appeals for over 20 years; and

WHEREAS, the Otsego County Board of Commissioners appreciates the dedication and service that Richard has provided; and

WHEREAS, as a member of the Planning Commission and a member and past Chairman of the Zoning Board of Appeals he has helped to plan for and guide the County through its growth during the last decade; now, therefore, be it,

RESOLVED, that the Otsego County Board of Commissioners wishes to honor Richard for his outstanding service to the County and express their pride in his accomplishments; and be it further

RESOLVED, that the Otsego County Board of Commissioners wishes to thank Richard for his tireless commitment to the County and his leadership and dedication to ensure that the land use regulations adopted by the County were reasonable and based on common sense, with an eye toward making sure individual property rights were always addressed and protected.

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