

March 28, 2006

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 Beachnau. Invocation by Commissioner Bates, followed by the Pledge of Allegiance led by Commissioner Johnson.

Roll call:

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

Excused: Olsen, Glasser, Bentz.

The minutes of the Regular Meeting of March 14, 2006 were approved with corrections. The minutes were corrected to read the ROD Grant Fund budget amendment increased the revenue account 2560050-400001. Joseph Edwartowski is from Charlton Township.

The minutes of the Special Meeting of March 21, 2006 were approved as presented.

Administrator's report:

John Burt reported on the Airport director applications and interviews; public to pay via credit cards, to meet with the County Clerk and County Treasurer regarding this issue.

New Business:

Motion by Commissioner Johnson, to approve Warrant B2006-12 in the amount of \$174,219.68 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to approve Warrant B2006-13 in the amount of \$169,163.32 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Backenstose, to approve the Administrative Services Fund (645) Budget Amendment which is decreasing expense account 645E172-703010 Regular Salaried by \$1,000.00 and increasing expense account 645E172-930500 Travel by \$1,000.00. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bates, to approve the Delinquent Tax Fund (516) Budget Amendment by increasing revenue account 5160050-400001 Contribution from Fund Balance by \$38,569.53 and increasing expense account 516E941-999000 Transfer out by \$38,569.53. Ayes: Unanimous. Motion carried.

Motion by Commissioner Johnson, to approve the Legal Defense Fund (260) Budget Amendment which is increasing revenue line item 2600050-400001 Contribution from Fund Balance by \$75,000.00 and increasing expense account 260E130-801025 Professional/Legal by \$60,000.00 and increasing expense account 260E270-801020 Professional/Legal by \$15,000.00. Ayes: Unanimous. Motion carried.

The February 2006 financial reports were presented to the Board.

Motion by Commissioner Liss, to approve the revision to the County Credit Card policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Mike Tarbutton addressed the Board regarding the Parks and Recreation ballot language proposal.

Motion by Commissioner Backenstose, to approve OCR-06-13 authorizing the ballot language for a proposition to provide funds for operating all of the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission, for the August 8, 2006 Primary Election.

Roll Call Vote:

Ayes: Backenstose, Bates, Liss, Johnson, Hyde, Beachnau.

Nays: None.

Excused: Olsen, Glasser, Bentz.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Bates, to approve OCR-06-14 for the MDOT Airport Terminal Contract Amendment as presented. A motion to amend above motion by Bates to strike the *now therefore* in the last paragraph. Vote on amendment-Unanimous.

Roll Call Vote:

Ayes: Bates, Liss, Johnson, Hyde, Backenstose, Beachnau.

Nays: None.

Excused: Olsen, Glasser, Bentz.

Motion carried/Resolution adopted as amended. (see attached)

Motion by Commissioner Johnson, to extend the Oil and Gas lease with Weitzman Resources and Baumann Resources for three (3) months to August 4, 2006 under the same conditions of the current lease. Ayes: Unanimous. Motion carried.

Mike Tarbutton addressed the Board regarding the waterway commission grant.

Motion by Commissioner Liss, to authorize the Parks and Recreation Department to submit an application to the Waterways Grant Program up to an amount of \$193,012.00 for dredging, paving and boat launch improvements in and along Otsego Lake. Ayes: Unanimous. Motion carried.

Motion by Commissioner Backenstose, to approve the Fiscal year 2007 Budget Calendar as presented. Ayes: Unanimous. Motion carried. (see attached)

Public Comment:

Craig Ryan addressed the Board regarding the minimum wage bill.

Prosecutor Kyle Legel reported on electronic files.

Sheriff James McBride reported on the marine patrol match for this year.

Board Remarks:

Commissioner Johnson: Attended the MTA.
 Attended the executive committee meeting.
 Personal committee.

Commissioner Bates: Veterans affairs meeting.

Commissioner Hyde: Jail committee meeting.
 Pre-Construction meeting April 14, 2006 regarding the Airport.

Commissioner Backenstose: Inter-municipality meeting.
 Commented on the new airport.

Commissioner Beachnau: Executive committee meeting.

Meeting adjourned at 10:25 a.m. at the call of the Chair.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, County Clerk



County Credit Card Account Management Program

County Board Approval:

- A. Background. Credit card accounts exist for the use in purchasing goods and services for the County.
- B. Otsego County Credit Card Account Management Policy.
 1. The County Administrator is designated as the County Credit Card Account Manager and Custodian.
 2. Upon the termination of employment of a County Credit Card Account Manager, all cards and account records will be turned over to the successor in that position or to the Board Chair in the event that there is no immediate successor in that position.
 3. Management of a County credit card account.
 - a. Credit card issuance and control: each card will be logged in and out by signature in a locally prepared custody log book or folder.
 - b. A County credit card may be used only by a County employee.
 - c. County credit cards may be used only for the purchase of goods and services in conjunction with official County business.
 - d. Specific limitations on County credit card accounts and credit card use:
 - 1.) County credit card accounts are normally to be utilized by County employees to pay for travel expenses (lodging, meals, transportation, etc.) in conjunction with official County business and travel.
 - 2.) County credit cards may be utilized to purchase goods and services in as much as the single line item purchase price of goods or services may not exceed \$500 without prior written approval of the County Administrator.
 - e. The following additional procedures and requirements apply:
 - 1.) Employees entrusted with County credit cards are responsible for protection and custody of the card and will immediately notify the account manager if the card is lost or stolen.
 - 2.) Not later than the first business day following the purchase of goods/services or the return from official travel, the user of the credit card will return the credit card to the account manager.

- 3.) At the same time the credit card is returned, an itemized Otsego County Credit Card Expense Voucher with original itemized receipts for all purchases attached is to be turned in to the account manager.
 - 4.) Attachment (1) is the Otsego County Credit Card Expense Voucher for use in documenting official County credit card expenditures.
- f. Upon receipt of the itemized voucher, the account manager will:
- 1.) Authenticate each expense listed on the voucher.
 - 2.) Verify that an original itemized receipt is included for each expense.
 - 3.) Determine the appropriate budget line item that the payment for each item on this voucher is to be charged to and so indicate in the space provided.
 - 4.) Reconcile and validate approved departmental vouchers against the monthly credit card account statement when received.
 - 5.) Forward the validated monthly credit card account statement (with budget line item delineated for each charge) and the associated and reconciled/validated departmental credit card expense vouchers for payment.
- g. Upon receipt of the validated monthly credit card account statement from appropriate departments, monthly credit card bills will be paid immediately so as to avoid interest payments necessitated by overdue account balances.
- h. The cognizant County oversight authority for credit card account management is the standing Finance Committee. Periodic review of individual and departmental management of these accounts will occur to ensure conformance with approved County policy.
- i. Disciplinary measures consistent with existing law will be taken in the event that County credit cards are used inappropriately or not in consonance with this policy.

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in the Multi-Purpose Room at the J. Richard Yuill Center, Gaylord, Michigan on the 28th day of March, 2006 at 9:30 a.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Commissioner _____.

RESOLUTION NO. OCR 06-13
**A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A
MILLAGE PROPOSITION TO PROVIDE FUNDS FOR OPERATING AND
MAINTAINING ALL OF THE PROGRAMS, PARKS AND FACILITIES
UNDER THE JURISDICTION OF THE OTSEGO COUNTY PARKS AND
RECREATION COMMISSION AND TO SUBMIT THE PROPOSITION TO
THE ELECTORATE AT THE AUGUST 8, 2006 PRIMARY ELECTION**

OTSEGO COUNTY BOARD OF COMMISSIONERS
March 28, 2006

Recitals

- A. The Otsego County Parks and Recreation Commission currently operates and maintains county parks and the Otsego County Community Center for the benefit of county residents and others visiting the county.
- B. The funds to operate and maintain the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission are currently provided by a millage previously approved by the county electors.
- C. The millage previously approved by the county electors to operate and maintain the county parks will expire following the levy in December 2010.
- D. The millage previously approved by the county electors to operate and maintain the Otsego County Community Center will expire following the levy in December 2006.
- E. The Otsego County Board of Commissioners desires to again obtain voter approval for the same millage amount (3/16 of a mill) to provide funds for operating and maintaining the Otsego County Community Center.
- F. The Otsego County Board of Commissioners, however, desires to expand the permitted uses of this same millage to include funds to operate and maintain all of the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission.
- G. If this millage proposal is approved by the county electorate, it is the intent of the Otsego County Board of Commissioners not to seek renewal of the millage to operate and maintain the county parks that will expire following the levy in December 2010.
- H. Because a county-wide primary election is scheduled on August 8, 2006, the Otsego County Board of Commissioners finds it appropriate to submit this millage proposition to the electorate at this primary election.

Resolution

NOW, THEREFORE, THE OTSEGO COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES that:

1. The following proposition, the language of which is hereby approved by the Otsego County Board of Commissioners and certified to the Otsego County Clerk, shall be submitted to the electors of Otsego County for a vote at the August 8, 2006 primary election:

BALLOT LANGUAGE

OTSEGO COUNTY

This proposal permits the County to levy up to 3/16 of a mill (.1875) for operating and maintaining all of the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission.

Shall the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on the amount of ad valorem taxes which may be levied by the County of Otsego, State of Michigan, against taxable property in the County be increased by up to three-sixteenths (3/16) of a mill (\$.1875 per \$1,000 of taxable value) for a period of five (5) years, 2007 through 2011, inclusive, for the purpose of providing funds for operating and maintaining all of the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission, and shall the Otsego County Board of Commissioners be authorized to levy such millage for these purposes? If approved and levied in its entirety, this millage would raise an estimated \$216,879 for Otsego County in 2007.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES:

NO:

ABSTAIN:

THE RESOLUTION WAS DECLARED ADOPTED.

Paul M. Beachnau, Chairman

Susan J. DeFeyter, County Clerk

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in the Multi-Purpose Room at the J. Richard Yuill Center, Gaylord, Michigan on the 28th day of March, 2006 at 9:30 a.m.

PRESENT:

ABSENT:

The following preamble and resolution was offered by Commissioner Bates.

RESOLUTION NO. OCR 06-14
MDOT AIRPORT TERMINAL CONTRACT AMENDMENT

OTSEGO COUNTY BOARD OF COMMISSIONERS
March 28, 2006

WHEREAS, the Otsego County Board of Commissioners entered into a contract (No. 2005-0245) with the Michigan Department of Transportation (MDOT) on June 24, 2005 for various projects at the Otsego County Airport; and

WHEREAS, the cost of the project has increased by \$375,000.00 to a total amount of \$1,275,000.00; and

WHEREAS, since the signing of the contract the name of the airport has been changed to the Gaylord Regional Airport; and

WHEREAS, MDOT requires a contract amendment to reflect both the increase in project cost as well as the change of name for the airport.

NOW, THEREFORE, BE IT RESOLVED, that the Otsego County Board of Commissioners hereby approves said amendatory contract with MDOT; and

BE IT FURTHER RESOLVED, that the County Administrator is authorized to sign the amendatory contract on behalf of the Otsego County Board of Commissioners.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES:

NO:

ABSTAIN:

THE RESOLUTION WAS DECLARED ADOPTED.



FISCAL YEAR 2007 BUDGET CALENDAR

2006

- March 28 Board approve calendar
- July 14 Finance Director prepares budget packets for distribution to departments. Management Team members also asked to complete narratives, strategic plans and equipment inventory list using designated format.
- July 29 Departments submit completed budget requests, narratives and strategic plans to the Finance Director.
- August 1 - August 11 Administration staff conduct initial review of department budgets with department heads as necessary.
- September 1 Component Units Budgets Due to Finance Director
(Parks, Library, U Center, EMS, Road Commission, Cmsn on Aging, Bus, Sportsplex)
- September 5 Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
- September 12 Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
- September 19 Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
- September 26 Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
- October 3 Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
- October 6 Public Hearing notices published.
- October 24 Board holds Truth-in-Taxation hearing and Public Hearing on the Budget. Adopts General Appropriations Act resolution.

All Budget Work Sessions will be conducted in the Multipurpose Room of the Alpine Center, Gaylord, MI 49735. In compliance with the Americans with Disabilities Act, persons requiring assistance to fully participate in the meeting should contact the County Administrator's office 12 hours prior to the meeting.