



Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

989-731-7520 • Fax 989-731-7529

NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, May 27, 2008 beginning at 9:30 a.m., in the Multi-Purpose Room of the J. Richard Yuill Alpine Center, Gaylord, Michigan 49735.

AGENDA

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Regular Minutes of May 13, 2008 w/attachments
6. Consent Agenda
 - A. Personnel Committee and Budget & Finance Committee Recommendations:
 1. Merit Increase
 2. Drug Court Probation Officer/Work Camp Corrections Officer position
 3. Prosecutor's Office Clerk I Reclassification
 - B. Budget & Finance Committee Recommendations
 1. 2008 Contingency/Land Use/Building Budget Amendment - Motion to Approve
 2. 2008 Court/Work Camp Budget Amendment - Motion to Approve
 3. 2008 Contingency/Community Projects Budget Amendment - Motion to Approve
 4. Purchasing Policy Amendment - Motion to Approve
7. Administrator's Report
8. Department Head Reports
9. City Liaison, Township & Village Representatives
10. Correspondence
11. Special Presentations
 1. Treasurer's Quarterly Report - Diann Axford
 2. April 2008 Financial Report - Rachel Frisch
12. New Business
 - A. Financials
 1. Warrant B2008-21
 2. Warrant B2008-22
 - B. OCR 08-17 District Court Reorganization Support
13. Public Comment
14. Board Remarks
15. Adjournment

May 13, 2008

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 Beachnau, followed by the Pledge of Allegiance led by Commissioner Hyde.

Roll call:

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

Excused: Bentz.

The Regular meeting minutes of April 22, 2008 with attachments were approved as corrected. The minutes were corrected to read, Chairman Glasser received a list of the oil and gas leases that are available from the State of Michigan.

Resolution OCR-08-15 Police Memorial Day Resolution was removed from the consent agenda and placed under new business as item E).

Consent Agenda:

The Planning Commission moves to appoint Frances Nowak to the Otsego County Planning Commission to serve the remainder of Patricia Harkness' term through December 31, 2008. Motion approved via unanimous consent.

Motion to approve the General Fund budget amendment 2008 as presented. Motion approved via unanimous consent. (see attached)

Administrator's Report:

John Burt reported on the jail cameras; County website bids are due May 16th; County Building; Carpet bids; Citizens jail committee meeting May 29, 2008.

Mary Sanders reminded the Board of the MTA meeting that is scheduled for May 20, 2008 at 6:00 p.m. at the Chester Township Hall.

Joe Edwartowski reported on the annual fireworks dinner dance that was held.

Correspondence:

Chairman Glasser received a letter from Rudi Edel regarding the County employee cleanup; Letter to purchase a photo of Ralph Holewinski to be placed at the Courthouse looking for donations; Letter from Kalkaska County requesting a resolution to be adopted regarding clean water.

New Business:

Motion by Commissioner Backenstose, to approve Resolution OCR-08-16 for the Otsego County Library Millage renewal.

Roll Call Vote:

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

Nays: None.

Excused: Bentz.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Hyde, to approve Warrant B2008-18 in the amount of \$455,950.62 with prepaids in the amount of \$7,339.09 as presented. Ayes: Unanimous. Excused: Bentz. Motion carried.

Motion by Commissioner Olsen, to approve Warrant B2008-19 in the amount of \$387,344.05 with prepaids in the amount of \$50,320.72 as presented. Ayes: Unanimous. Excused: Bentz. Motion carried.

Motion by Commissioner Liss, to approve Warrant B2008-20 in the amount of \$424,757.51 with prepaids in the amount of \$14,372.96 as presented. Ayes: Unanimous. Excused: Bentz. Motion carried.

Motion by Commissioner Johnson, to approve the Administrator's Contract as presented. Ayes: Unanimous. Excused: Bentz. Motion carried. (see attached)

Motion by Commissioner Bates, to approve the Otsego County Rules/Bylaws as presented. A motion to amend above motion by Bates, to strike the word "when" in section 17.2 of the bylaws. Vote on amendment-Unanimous, Vote on amended motion Unanimous. Excused: Bentz. Motion carried. (see attached)

Motion to approve Resolution OCR-08-15 Proclaiming National Police Week & Police Memorial Day.

Roll Call Vote:

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

Nays: None.

Excused: Bentz.

Motion carried/Resolution adopted. (see attached)

Public Comment:

Mary Jergenson reported a MBT impact Senate hearing is set for May 19, 2008 at the University Center from 11:00 a.m. to 2:00 p.m.

David Clink addressed the Board regarding the Alba injection well.

Board Remarks:

Commissioner Bates: Commented on the Committee of the whole meetings.

Commissioner Liss: National Police week.

Commissioner Beachnau: Attended the City-Council meeting.

Meeting adjourned at 11:10 a.m at the call of the Chair.

Kenneth R. Glasser Chairman

Susan I. DeFeyer, County Clerk



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: General Fund - Prosecutor + 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 To reflect insurance coverage changes

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

EXPENDITURE

Account Number	Increase	Decrease
101E267-704110 - Hospitalization	\$	\$ 15,300
101E253-704110 - " "	\$ 12,620	\$
- -	\$	\$
101E269-704700 - Pmts in lieu of ins.	\$ 2,000	\$
101E253-704700 - " "	\$	\$ 1,548
101E941-999000 - Contingency	\$ 2,228	\$
Total	\$ 16,848	\$ 16,848

Rachel Frisch
Department Head Signature

5-2-08
Date

J. M. B...
Administrator's Signature

5-2-08
Date

Finance Department	
Entered:	
By:	

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

RESOLUTION NO. OCR 08-16

A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A
MILLAGE PROPOSITION TO PROVIDE FUNDS FOR THE
OPERATION AND MAINTENANCE OF THE OTSEGO COUNTY LIBRARY
AND TO SUBMIT THE PROPOSITION TO THE ELECTORATE
IN THE PRIMARY ELECTION ON AUGUST 5, 2008

OTSEGO COUNTY BOARD OF COMMISSIONERS
May 13, 2008

WHEREAS, Otsego County currently operates and maintains a county library and employs individuals to carry out the functions of the county library for the benefit of county residents and others visiting the county; and

WHEREAS, the funds to operate and maintain the county library are currently provided by a millage of 0.40 mills previously approved by the county electors; and

WHEREAS, the millage previously approved by the county electors to operate and maintain the county library expires on December 1, 2008; and

WHEREAS, the Otsego County Board of Commissioners wishes to again obtain voter approval for the same millage amount (0.40 mills) to provide funds for operating and maintaining the county library; and

WHEREAS, the Otsego County Board of Commissioners wishes to submit this millage proposition to the county electors at the primary election to be held on August 5, 2008; now

THEREFORE BE IT RESOLVED, that 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 5, 2008 primary election.

BALLOT LANGUAGE

OTSEGO COUNTY

This proposal is a continuation of the previously approved millage and will permit the County to levy up to 40/100 of one mill (\$0.40 per \$1,000.00 of taxable valuation) to provide funds for the operation and maintenance of the county library.

Shall the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on the amount of taxes which may be imposed by the County of Otsego against real and tangible personal property in the County be increased by up to 40/100 of one mill (\$0.40 per \$1,000.00 of taxable valuation) on the taxable value of such property for a period of six (6) years, 2009 through 2014, inclusive, for the purpose of providing funds for the continued operation and maintenance of the Otsego County Library, and shall the Otsego County Board of Commissioners be authorized to levy such millage for this purpose? If approved and levied in its entirety, this millage would raise an estimated \$471,404.00 for Otsego County in 2009.

**EMPLOYMENT AGREEMENT
BETWEEN JOHN M. BURT AND THE COUNTY OF OTSEGO**

This agreement, made and entered into on this 13th day of May 2008, by and between the COUNTY OF OTSEGO, State of Michigan, a municipal corporation, hereinafter referred to as "EMPLOYER", as party of the first part, and JOHN M. BURT, hereafter referred to as "EMPLOYEE", as party of the second part, both of whom understand as follows:

WITNESSETH

WHEREAS, the EMPLOYER, desires to secure the services of said JOHN M. BURT as County Administrator of the County of Otsego; and WHEREAS, it is the desire of the Governing Board, hereinafter called "COMMISSION", to provide certain benefits, established conditions of employment and to set working conditions of said EMPLOYEE; and WHEREAS, it is the desire of the COMMISSION to (1) assure the EMPLOYEE'S morale and peace of mind with respect to future security, (2) act as a deterrent against malfeasance or dishonesty for personal gain on the part of the EMPLOYEE, and (3) provide a just means for terminating the Employee's service at such time as he may be unable to fully discharge his duties due to disability or when the Employer may otherwise desire to terminate the employee; and

WHEREAS, the EMPLOYEE desires to accept employment as the County Administrator for said County of Otsego.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1 – DUTIES

The Employer hereby agrees to employ said JOHN M. BURT as County Administrator to perform the functions and duties as specified in the attached Job Description, and to perform other legally permissible and proper duties and functions as the Commission shall, from time to time, assign.

SECTION 2 – TERMS

- A. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the Commission to terminate the services of the Employee at any time, subject to the provisions set forth in Section 3, Paragraph A of this Agreement. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the rights of the Employee to resign at any time from his position with the Employer, subject only to the provision set forth in Section 3, Paragraph B of this agreement.
- B. This Agreement shall remain in force for a period, commencing on May 13, 2008, and terminating on May 13, 2011.
- C. In the event written notice is given by either party to this Agreement to the other, within one hundred and eighty (180) days prior to the termination date as hereinabove provided, this Agreement shall be extended on the same term and conditions as hereinafter provided for an additional three (3) years.

Said Agreement shall continue thereafter for three-year periods, unless either party hereto gives one hundred and eighty (180) days written notice to the other party that the party does not wish to extend this Agreement for an additional three (3) year term. In the event, this Agreement is not renewed; the Employer shall have no obligation to pay the severance sum designated in Section 3, Paragraph A.

SECTION 3 – TERMINATION AND SEVERANCE PAY

- A. The Commission may, at its discretion, terminate said Employee from his duties as Administrator. Such action shall require a vote of at least five (5) Commissioners of a Nine (9) Commission Board, and become effective the date said Commission specifies. In the event the Employee is terminated by the Commission prior to the expiration date of this Agreement and during such time that the Employee is capable of performing his duties under this Agreement, then in that event the Employer agrees to pay the Employee his then monthly salary for six (6) consecutive months from the date his duties were terminated. In the event the Employee is terminated because of his conviction of a felony or any illegal act involving personal gain to himself, then in that event, the Employer shall have no obligation to pay the severance sum designated in this paragraph.
- B. In the event said Employee voluntarily resigns his position with the Employer before the expiration of this Agreement, the Employer shall have no obligation to pay the severance sum designated in Paragraph A above. The Employee agrees to give the Employer six (6) weeks notice in advance should the Employee voluntarily terminate his employment, unless both parties agree otherwise.
- C. After such termination, all rights, duties, or obligations of both parties shall cease, and during such period the Employee shall not be required to perform any duties for the County of Otsego, unless mutually agreed upon by both parties.

SECTION 4 – DISABILITY

- A. In the event of a single period of prolonged inability to perform his duties due to the result of sickness or an injury work related or otherwise, the Employee will be eligible for short term and long term disability insurance in accordance with Otsego County Policy for non work related illness or injury or worker's compensation insurance for work related injury or illness. If the illness or injury is work related, the Employee will be eligible to receive the difference in pay between his worker's compensation insurance payment and his regular pay for a period not to exceed three (3) months. This provision will be reviewed by the Commission and mutually agreed upon by both parties.
- B. If the Employee is permanently disabled or is otherwise unable to perform his duties because of an extremely long-term sickness, injury or mental incapacity (other than work related), then the Employer shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 3, Paragraph A. However, any termination according to the

hereinabove, shall be discussed and agreed upon with the Employee before such action is taken.

- C. Under such termination, the Employee will be compensated for any accrued vacation, personal time, and any other accrued benefits.

SECTION 5 – SALARY AND BENEFITS

- A. In consideration for these services as County Administrator, the Employer agrees to pay the Step 3 rate through December 31, 2008 and then move to Step 4 on the Non-Union Salary Progression Schedule as of January 1, 2009 and Step 5 as of January 1, 2010, payable in equal installments at the same time as other county employees are paid.
- B. The Employer agrees to provide the Employee with a County Vehicle for business use. The Employee agrees to abide by the Otsego County Vehicle Policy in effect during the term of this agreement.
- C. In addition, the Employer agrees to increase said base salary and any other benefits of the Employee in such amounts and to such extent as the Commission may determine that is desirable to do so, and agree that such compensation shall not be less than what is afforded to other county exempt employees.
- D. The Employer agrees to increase the Employee's base salary on his anniversary date in accordance with county scale. In addition, the Employer agrees to increase the base salary of the Employee as provided in Paragraph C during the term of this Agreement.

SECTION 6 – VACATION

- A. The Employee shall be entitled to the compensation of vacation time of twenty (20) days per year, and be increased in accordance with the standard vacation schedule for Otsego County when service anniversaries are reached. However, the Employee can only have up to their base vacation accrued in their vacation bank at any one time and he may not use more than what is currently in his vacation bank.

SECTION 7 – HEALTH AND LIFE INSURANCE

- A. The Employer agrees to provide for the Employee and his dependents, the same full family coverage with regards to Life, AD&D, Hospitalization/Medical, and Vision, and any other coverage offered to the exempt county employees for the life of this agreement.

SECTION 8 – RETIREMENT

- A. The Employer agrees to provide at the Employer's expense, a retirement plan equal to other exempt county employees through the Michigan Employees Retirement Systems (MERS) for the life of this Agreement.

SECTION 9 – DUES AND SUBSCRIPTIONS

- A. The Employer agrees to budget for the professional dues and subscriptions of the Employee necessary for his continuation and full participation in national and state associations necessary for his continued professional growth and advancement for the good of the Employer.

SECTION 10 – PROFESSIONAL DEVELOPMENT

- A. The Employer hereby agrees to budget for the travel and subsistence expenses to the Employee for professional and official travel, meetings, and conference/seminars adequate to continue the professional development of the Employee and to adequately pursue necessary official and other functions for the Employer which may include state or local government groups and committees thereof which the Employee may serve as a member. Attendance at such approved meetings and accomplishments of approved professional duties shall be considered compensated service time and shall not be considered vacation time.

SECTION 11 – PERFORMANCE EVALUATION

- A. The Commission will review and evaluate the performance of the Employee at least once annually. Minutes of the review and evaluation session will be prepared and placed in the Employee's Personnel File. Evaluation sessions by the Commission will be done in Closed Session.

SECTION 12 – NO REDUCTION OF BENEFITS

- A. The Employer shall not at any time during the terms of the Agreement, reduce the salary compensation or other financial benefits of the Employee, except to the degree of such a reduction across-the-board for all other exempt county employees of the Employer.

SECTION 13 - INDEMNIFICATION

- A. The Employer shall defend, save harmless, and indemnify the Employee against tort, professional liability claim or demand or other legal action, whether groundless or otherwise arising out of any alleged act or omission occurring in the performance of the Employee's duties or responsibilities as County Administrator. The Employer will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

SECTION 14 – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

- A. The Commission, in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or attached Job Description.

- B. The Employer agrees to provide to the Employee any additional benefits that are not specifically outlined in this Employment Agreement if the Employer provides them to other exempt employees.

SECTION 15 – NOTICES

- A. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and address as follows:

1. EMPLOYER: Ken Glasser, Chairman, Otsego County Board of Commissioners, 225 West Main, Gaylord, MI 49735.
2. EMPLOYEE: John M. Burt, 2232 Deepwoods Drive, Gaylord, MI 49735

IN WITNESS WHEREOF, THE parties hereto have executed this Agreement on the date and year first above written.

COUNTY OF OTSEGO
A Municipal Corporation

By: _____
Ken Glasser, Chairman

By: _____
Susan DeFeyter, County Clerk

By: _____
John M. Burt

OTSEGO COUNTY BOARD RULES/BYLAWS

1. AUTHORITY

These rules/bylaws are adopted by the Board of Commissioners of Otsego County (hereafter referred to as the Board) pursuant to Section 46.11 of the Compiled Laws of Michigan as amended.

2. ORGANIZATION

2.1. BOARD

The Board has nine (9) commissioners elected for two (2) year terms. Generally, the Board may be defined as the legislative, policy making branch of County government.

2.2. DUTIES OF THE CHAIRPERSON

- 2.2.1. The Chairperson, if present, shall preside at all meetings of the Board, preserve order, and decide questions of order subject to appeal to the Board which may reverse the Chairperson by a majority vote of those present and voting.
- 2.2.2. The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations and minutes of the Board.
- 2.2.3. The Chairperson shall serve in such capacities and make appointments as the law shall require or allow.
- 2.2.4. The Chairperson shall serve as an ex-officio member on all Board committees. As such, he shall not be a voting member except cases where he/she is a regular member of the committee.
- 2.2.5. The Chairperson or the appointed replacement shall represent the Board and County at various functional and ceremonial activities.
- 2.2.6. The Chairperson, subject to the disapproval of a majority of those voting, shall appoint all standing, special or ad hoc committees. He/she shall designate the chairperson of each committee.
- 2.2.7. The Chairperson shall have the power to administer an oath to any person concerning any matter being considered by the Board.
- 2.2.8. The Chairperson, when appropriate, shall refer matters coming before the Board to a committee.

2.3. VICE-CHAIRPERSON

He/she shall be elected at the organizational meeting of the Board and shall assume all the duties and responsibilities of the Chairperson when the Chairperson is absent.

2.4. COUNTY CLERK DUTIES

- 2.4.1. Preside, until a Chairperson or temporary chairperson is elected.
- 2.4.2. Record all proceedings of the Board and house the records in a safe place.
- 2.4.3. Make regular entries of all Board resolutions and decisions.
- 2.4.4. Record the vote on all questions and where required indicate the vote of each commissioner.
- 2.4.5. Perform such other duties as the Board by resolution may require.
- 2.4.6. Appoint a deputy to attend Board meeting when unable to attend.

2.5 COUNTY ADMINISTRATOR

The County Administrator is hereby designated as the official signatory of Board approved leases, contracts and other legal documents. However, this designation does not diminish the authority of the Chairperson.

3. MEETINGS

3.1. Organizational meeting.

3.1.1. The first meeting of each calendar year shall be for the purpose of organizing. If needed, the County Clerk shall preside until a chairperson is elected. However, the first order of business shall be to administer the oath of office to commissioner(s) if the oath has not been given.

3.1.2. In odd years the second item of business shall be to decide if the term of office shall be for one (1) or two (2) years and if the vote shall be an open or closed ballot.

3.1.3 In needed, the next item of business is to select, by majority vote of all members, an elected commissioner to serve as Chairperson of the Board. The elected Chairperson shall take and assume the duties upon election.

3.1.4 The next item of business shall be the election of a Vice-Chairperson.

3.2. Regular meetings

The Board shall meet according to the schedule adopted pursuant to Section 5 of the Open Meetings Act (P.A. 267 of 1976 as Amended being MCL 15.265), normally the second and fourth Tuesday of each month. The time and place shall be determined by the Board.

3.3. Special meetings

3.3.1. The Board shall meet in special sessions upon the written petition to the County Administrator, signed by one third (1/3) or more of the members. The petition shall specify the time, date, place and purpose of the meeting.

3.3.2. The Chairperson may also call an unscheduled meeting at his/her discretion.

3.4. Emergency meetings may be called with the consent of two thirds (2/3) of the members of the Board and only if delay would threaten/endanger the health, safety and welfare of the public. An emergency meeting does not require public notice.

3.5. Change in schedule

A change in schedule shall not be made unless a majority of the Board concurs. In the event the Board shall meet and a quorum is not present, the Board with the approval of a majority of those present, may adjourn the meeting to another time provided that notice is given to members and the public.

3.6. Work sessions

Work sessions of the Board may be held at a date, time and place established by the Board. However, formal action may not be taken at a work session.

4. PUBLIC NOTICE OF MEETINGS

4.1. The County Clerk or Administrator shall provide notice for all meetings of the Board. Such notice shall include but is not necessarily limited to the following.

4.1.1. Regular meetings

The Clerk or Administrator shall post within ten (10) days after the first meeting in the calendar year a list of scheduled meetings indicating the date, time and place.

4.1.2. Schedule change

Proper and timely notice shall be posted as mandated in Section 4.1.3.

4.1.3. Special and emergency meetings

Notice shall be posted immediately and delivered to the residence of each commissioner by direct delivery or mail. No meeting, except emergency, shall be held until the notice shall have been posted at least eighteen (18) hours.

4.1.4. Notification of media and others

If a request has been filed the Clerk or Administrator shall notify, with out charge, any newspaper or radio or television station of the Board's meeting schedule, schedule changes or emergency meetings.

4.1.5. Upon request, individuals will be notified of meetings but must reimburse the County for all reasonable costs.

5. QUORUM

5.1. A majority of commissioners, elected and serving, shall constitute a quorum for the transaction of ordinary business.

5.2. No member of the Board may absent himself/herself without the consent of the Board. Leave may be revoked by the Board at any time.

5.3. Call of the Board

The Board, by majority vote of those present and voting, may call the Board. Upon such a vote, the Board empowers the Sheriff to assure that commissioners who are absent without leave will promptly attend.

6. AGENDA FOR REGULAR MEETINGS

6.1. The Administrator after reviewing pending business and consulting with the Chairperson will draft an agenda for regularly scheduled meetings. Commissioners interested in placing an item on the agenda will notify the Administrator by the close of the business on the Tuesday preceding the next regular meeting. Items not on the agenda may be introduced as new business.

6.2. Resolutions to be considered by the Board must be included with the agenda packet forwarded by the Administrator to each commissioner prior to the scheduled regular meeting. Any resolution not included in the packet will require six (6) votes to be adopted.

6.3. The following will be the usual agenda format for regular meetings of the Board.

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval and Correction of Minutes

Consent Agenda (If Any)

Administrator's Report

Reports from Officers

Committee Reports

Reports from Department Heads (If Any)

Scheduled Presentations (If Any)

City Liaison & Township & Village Representatives
Correspondence
Special Orders (as defined in RONR) (If Any)
Unfinished Business and General Orders (If Any)
New Business
Public Comment
Board remarks, Announcements, and informal discussions
Closed Session/Executive Meeting (If Ordered)
Adjournment

6.4. Agenda for special meetings
The agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and a majority concurs.

6.5. Distribution of agenda material
Upon completion of an agenda packet, the Administrator shall immediately distribute and post copies with reports, explanations, etc., that relate to agenda items. Commissioners shall receive materials no later than the Saturday preceding the next regularly scheduled meeting.

6.6. Consent agenda - Define/Procedure

6.6.1 The consent calendar/agenda shall consist of motions by any commissioner or the administrator with which the Board usually concurs. The Chairperson must allow commissioners to remove any motion where there is a question or a desire to discuss more fully. These items will be added at the appropriate place on the agenda.

6.6.2 Motions on the consent agenda shall be numbered consecutively for easy identification.

6.6.3 Motions not removed per section 6.6.1 or section 8.1 shall be adopted en bloc by unanimous consent.

6.6.4 A resolution may be placed on the consent agenda and when thus included, consideration shall be the same as and concurrent with the other items.

7. CONDUCT OF MEETINGS

7.1. The Chairperson shall preside at all meetings of the Board. In the Chairperson's absence the Vice Chairperson shall preside. In the event both Chair and Vice Chair are absent, the Clerk shall preside until the commissioners present elect a commissioner to preside.

7.2. Board members wishing to be heard shall first obtain the approval of the Chairperson and each person who speaks shall address the Chairperson. Individuals attending the meeting shall not speak unless recognized by the Chairperson.

7.3 A second shall not be required to place a motion before the Board.

7.4. Disorderly conduct

7.4.1. The Chairperson shall call to order any person who is disorderly by speaking or otherwise disrupting the proceedings by failing to be germane, by speaking longer than the allotted time or interfering with the scheduled agenda. Said person shall be ruled out of order and not allowed to participate except upon special leave of a majority of the commissioners present. If the person continues to be disorderly, the Chairperson may call a recess or have the person removed from the meeting. However, no person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

7.4.2. Failure to place a pager and/or a cell phone on the silent mode during a meeting is hereby deemed to be a breach of peace as defined by section 7.4.1.

7.5 If a motion to adjourn is adopted prior to "Public Comment", the meeting shall immediately be open for public comments prior to execution of the motion. Public comment under this sub-section is limited to thirty (30) minutes.

7.6 A negative motion shall be considered the same as if the motion had been made in a positive form. A negative motion is a motion which (a) if adopted has the same result as not adopting any motion, and (b) if defeated leaves everyone confused as to the board's intent. A motion to 'not approve the petition' shall be stated as a motion to 'approve the petition.'

8. PUBLIC PARTICIPATION IN MEETINGS

8.1. Public comment on the consent agenda shall be limited to requesting the removal of a motion from the consent agenda. This request shall indicate the speakers desire to speak against the motion.

8.2. Participation during debate on a motion.

After a question has been opened for debate by the chairperson, a member of the public, when recognized by the chairperson, may speak on the question once for up to three (3) minutes, providing the remarks conform to rules of proper debate and are germane to the question. Germane is defined as having a bearing on whether the pending motion should be adopted or rejected.

8.3 A motion to close public debate

The subsidiary motion to close public debate shall rank between the motion to limit or extend limits of debate and the motion of the previous question. This motion shall require a majority vote, shall not be debated or amended, but may be reconsidered under the same rules as the previous question.

8.4. During "Public Comment" after New Business or under provisions of section 7.5, Members of the public are invited to bring before the Board any concern that is within the providence of the Board. The speaker must use language that is appropriate for debate.

9. VOTING

9.1. Majority vote is the usual manner for deciding procedural and other questions arising at a meeting. However, there may be exceptions wherein decisions require, by statute, a higher than majority vote. Also, a majority of the members elected and serving is required for final passage or adoption of resolutions or allowance of claims, or other routine business.

9.2. A two thirds (2/3) vote shall be required on the following procedural motions.

Suspend the rules

Limit or extend debate

Object to consideration

Move the previous question

Hold a closed session pursuant to the Open Meetings Act

9.3. A roll call vote requires the name and vote of each member be recorded on any action taken by the Board. Unanimous consent shall be recorded as each member voting in favor of the proposed action.

- 9.4. No vote may be taken by secret ballot except on the question of electing a Chairperson.
- 9.5. Mandatory voting on all issues shall be required unless a member is recused, due to conflict of interest, by a majority of the Board.
- 9.6. A question may be reconsidered and decided by a roll call vote if called for by a member who voted with the majority on the roll call. Any member may ask for reconsideration if the matter was decided viva voce. However, a matter may not be reconsidered more than once.
- 9.7. Conflict of interest suggests that a commissioner has a direct or indirect interest in a contract or other business transaction. Members are encouraged to vote after making public the possible conflict.
10. RECORD OF MEETINGS
 - 10.1. The County Clerk shall be the Clerk of the Board and will be responsible for maintaining the official records and minutes of Board meetings. The minutes shall include all actions and decisions made by the Board and shall indicate the name of the mover of motions and resolutions. Resolutions will be considered by roll call vote and each commissioner's vote indicated.
 - 10.2. Record of discussion
The Clerk shall not be responsible for maintaining a written record or summary written record of the discussions and comments made by Board members or comments made by members of the public. However, the Clerk shall be responsible for making an electronic tape recording of each meeting of the Board. These tapes shall be maintained in the office of the Clerk for a period of six (6) months. The tapes will not leave the office of the Clerk.
 - 10.3. Request for remarks to be included.
A commissioner may have his/her comments printed as part of the minutes upon the concurrence of a majority of the members present. Such comments to be included in the record shall be provided to the clerk in writing.
 - 10.4. Public access to meeting records
The Clerk shall make available to the public the records of Board meetings in accordance with the Freedom of Information Act. Board minutes prepared but not approved by the Board shall be made available for public inspection not more than seven working days following the meeting. Approved minutes shall be available the day following the meeting of the Board wherein approval was given.
11. COMMITTEES: The intent of the committee is not to assume the management authority of either the department head or the County Administrator, but rather to ensure the integrity of all policies affecting the public. The County Administrator or the board determines which issues need committee action prior to board action. Each committee shall thoroughly investigate any matter referred to it and shall report in writing its findings to the board without undue delay. Upon the motion of any board member and approval by a majority of the board, the board may discharge a committee from further consideration of any matter.

- 11.1. Appointment
Each year, following the election of the Board Chairperson, with the advice and consent of the full board, the Chairperson shall appoint commissioners to committees and other assignments as appropriate.
- 11.2. Committee Chairperson
The person first listed on the roster of each committee shall be Chairperson. In the absence of the chairperson, the next listed commissioners shall act as Chairperson.
- 11.3 Standing Committees of this Board are:
 - 11.3.1 Budget-Finance to consider matters of finance, budget, grants, additional appropriations requested, and associated fiscal matters.
 - 11.3.2 Personnel to consider matters of staffing in each department, employing personnel, termination of personnel, other than department heads, establishing new positions, salary or wages for positions; personnel policies; benefits for elected and non-elected personnel; and serve as the collective bargaining committee including involvement in grievance procedures.
 - 11.3.3 County Airport performs the duties imposed by section 6a of act 90 of 1913 being MCL 123.66a (appendix A).
- 11.4. Committee meetings
 - 11.4.1. A majority of the members of a committee shall constitute a quorum. Committee meetings shall be open to the public unless closed by a two thirds (2/3) vote pursuant to the Open Meetings Act.
 - 11.4.2. The committee shall maintain a written record of meetings and shall present records to the Board at a regular meeting. These records shall constitute a public record and shall be made available to any person as required by law.
- 11.5. Exercise of Governmental function
A committee shall not exercise a government function in a meeting that is not open to the public unless the Open Meetings Act permits a session to be closed to the public. The committee will make recommendations to the Board and report matters considered and rejected as well as those considered and recommended.
- 11.6 A special, select or ad hoc committee may be formed by the chairperson with consent of the Board or by direction of the Board. Any committee formed under this section shall cease to exist upon completion of its assignment or at the end the term of the board chairperson that appointed it.
- 11.7. Committee of the Whole
 - 11.7.1. Whenever the Board shall meet in "working meetings" the Board shall meet as a committee of the whole and the Chairperson, Vice-Chairperson or another member shall preside.
 - 11.7.2. Meetings of the whole shall comply with the provisions of the Open Meetings Act with respect to public notice except when the Board shall devolve into a committee of the whole at one of its regular meetings.
 - 11.7.3. The rules of the Board shall be observed in committee of the whole meetings except for limiting debate, moving to vote immediately and taking a roll call vote.
 - 11.7.4. Upon request of two thirds (2/3) of the Board, resolutions, ordinances and other matters shall be read aloud by the Clerk and considered and acted upon by sections. When the

committee of the whole completes its deliberations, a member shall move that the committee rise and report to the Board.

- 11.8 The County Administrator and the Board Chairperson shall be ex-officio members of all committees with the right of voice and vote. Except when serving as a regular/designated member of the committee, the County Administrator and/or the Board Chairperson shall not be counted in determining the number required for a quorum or whether a quorum is present.

12. EXECUTIVE MEETINGS/CLOSED SESSIONS

- 12.1. A motion to hold an executive meeting/closed session may be made at any time during the meeting. If the motion passes, the meeting shall be held as provided for in rule 6.3. If rule 7.5 is in effect, then the closed session shall be between public comment and adjournment. The vote on a motion to hold an executive meeting shall be recorded in the minutes. Executive sessions must comply with the Open Meetings Act.
- 12.2. Minutes of Executive meetings shall be maintained separate and sealed. The minutes shall indicate clearly the topics discussed. The record shall not be disclosed to the public except on order of a court. The clerk shall destroy the minutes after one (1) year and one (1) day after the meeting at which the Board approved the minutes.

13. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (RONR) shall govern all questions of procedure not otherwise provided by these rules, or by State or Federal law. A person so designated by the Board shall serve as the Board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

14. ADMINISTRATIVE RESOLUTIONS

14.1. Definitions

Any action regarding the operation or administration of a department of County government or containing policies of the Board applicable to more than one (1) department, and not adopted by ordinance, shall be an administrative policy.

- 14.2. Any commissioner may introduce an administrative resolution at a regular or special meeting.

15. PROCEDURE FOR FILLING VACANCIES ON BOARDS AND COMMISSIONS

- 15.1. The Administrator shall notify the Board regarding the expiration of term of office on any board or commission where vacancies are filled by the Board.
- 15.2. The Administrator shall prepare public notice of vacancies. Such action shall not require Board approval. Public notices must be given whenever a vacancy occurs on a board or commission, which the Board has the authority to fill.

16. BOARD VACANCIES

When a vacancy occurs in the office of commissioners by death, resignation, moving from the district or removal from office the vacancy shall be filled by appointment within thirty (30) days by the Board with a resident and registered voter of that district. The person

appointed to fill a vacancy which occurs in an odd numbered year shall serve until the vacancy is filled by a special election. The person appointed to fill a vacancy which occurs in an election year shall serve the remainder of the unexpired term. If the Board fails to fill a vacancy within thirty (30) days, the vacancy shall be filled by special election regardless of the year. A person appointed under this section shall, for the purpose of these rules/bylaws, be considered to be elected and serving.

17. **PER DIEM**

17.1 Authorized meetings are meetings of committees to which the commissioner has been appointed, meetings of organizations to which the commissioner is a liaison, and other Board approved events.

17.2 No per diem shall be paid for attending a committee meeting as an ex-officio member or attending a committee meeting when not a committee member.

18. **ADOPTION AND AMENDMENT OF RULES**

These rules having been adopted by not less than a two-thirds (2/3) vote of all the members of the Board, may be amended or rescinded by a two-thirds (2/3) vote of all the members of the Board. They shall remain in effect until amended or rescinded. Any proposed amendment of these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption stipulates otherwise.

19. **PREVIOUS RULES/BYLAWS**

These Otsego County Rules/Bylaws supersede any and all rules/bylaws and amendments adopted prior to this date.

As amended 5/13/08

APPENDIX A

PARKS, ZOOLOGICAL GARDENS, AND AIRPORTS (EXCERPT) Act 90 of 1913

123.66a County airport committee; appointment, powers, organization.

Sec. 6-a. Whenever a board of supervisors of any county shall have adopted a resolution to purchase, condemn or to accept certain lands for airport or landing field purposes and makes an appropriation therefor under the provisions of sections 1 and 2 of this act, there shall be created a board of 3 members to be known as a "county airport committee." These 3 members may be either 3 members of the board of county road commissioners or 3 members of the board of supervisors as determined by the majority vote of the members of the board of supervisors. Such county airport committee shall have the management, control and expenditure of such funds collected and shall hold in trust for the county the title to any real estate so purchased, acquired by condemnation or accepted by way of gift or devise for airport or landing field purposes and shall supervise the improvement of any such property so purchased, acquired or accepted as authorized by the board of supervisors. Such county airport committee shall have the care and control of all airport and landing field property and may make reasonable rules and regulations and enforce the same when made respecting the use by the public of such property. They shall elect a chairman and secretary from among the members. All expenditures of funds so appropriated shall be paid only by the county treasurer on the warrant or voucher of the chairman and 1 other member of such board. The committee so appointed shall make a full report to the board of supervisors at each October session as to the condition of the airport or landing field property and the expenditure of funds. The members of such committee shall continue to act until their successors have been duly elected or appointed.

RESOLUTION NO. OCR 08-15
Proclaiming National Police Week & Police Memorial Day

OTSEGO COUNTY BOARD OF COMMISSIONERS
May 13, 2008

WHEREAS, The Congress of the United States of America has designated the week of May 11th to be dedicated as "NATIONAL POLICE WEEK" and May 15th of each year to be "POLICE MEMORIAL DAY"; and

WHEREAS, The members of law enforcement agencies protect life and property throughout the County of Otsego and play an essential role in safeguarding the rights and freedoms of our citizens; and

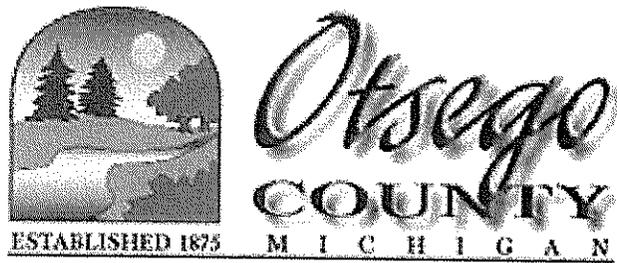
WHEREAS, The County of Otsego desires to honor the valor, service and dedication of its own SHERIFF DEPUTIES, especially those who have given their lives in the line of duty; and

WHEREAS, The County of Otsego further desires to recognize and appreciate the duties, hazards, and sacrifices of law enforcement personnel; and

WHEREAS, The Board of Commissioners calls upon the citizens of Otsego County to take a moment on May 15th, to remember those fallen officers who made the ultimate sacrifice for their fellow man; now, therefore, be it

RESOLVED, that we proclaim the week of MAY 11TH to MAY 17TH to be "POLICE WEEK" and call upon all our citizens in this community to especially honor and show our sincere appreciation for the SHERIFF DEPUTIES of this County by deed, remark and attitude; and be it further

RESOLVED that the flags be flown at half-staff on MAY 15TH in honor of Deputy Carl L. Darling, Jr., who gave his life in the line of duty on May 3, 1986; Sergeant Larry C. Washburn, who died while on duty on May 15, 1994 and Deputy John K. Gunsell, who died in the line of duty on September 12, 2004.



May 27, 2008
Agenda

6. Consent Agenda A. Personnel Committee and Budget & Finance Committee
Recommendations:
1. Merit Increase

Move to place the Land Use Services Director on Step 1, Grade 12 of the Non-union pay scale immediately and place the Director on Step 2, Grade 12 on his August 13, 2008 employment anniversary date.

6. Consent Agenda A. Personnel Committee and Budget & Finance Committee
Recommendations:
2. Drug Court Probation Officer/Work Camp Corrections
Officer position

Move to approve change one existing Work Camp Corrections Officer position into a shared Drug Court Probation Officer/Work Camp Corrections Officer position, contingent upon receiving sufficient grant funds for the drug court program.

6. Consent Agenda A. Personnel Committee and Budget & Finance Committee Recommendations:
 3. Prosecutor's Office Clerk I Reclassification

Move to reclassify the Prosecutor's Office full-time Clerk I position to a Clerk II.



OTSEGO COUNTY
BUDGET AMENDMENT

P. 1 of 2

FUND/DEPARTMENT: Land Use Svcs / Plant Zon

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 Increases for Land Use Svcs. Director

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

EXPENDITURE

Account Number	Increase	Decrease
101E721 - 703010 - Dept Head Salary	\$ 668-	\$
" - 704140 - Life & Disab.	\$ 50-	\$
" - 704200 - FICA/SS taxes	\$ 51-	\$
" - 704300 - Retirement	\$ 88-	\$
" - 704600 - Wk Comp	\$ 50-	\$
101E941 - 999000 - Contingency	\$	\$ 907
Total	\$ 907	\$ 907

Rachel Frisch
Department Head Signature

5-22-08
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 2

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
2490050 -400001 - From Fund Bal	\$	\$ 907
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$ 907

EXPENDITURE

Account Number	Increase	Decrease
249E371 -703010 - Dept Head Salary	\$ 668	\$
" -704140 - Life + Disab	\$ 50	\$
" -704200 - FICA/SS taxes	\$ 51	\$
" -704300 - Retirement	\$ 88	\$
" -704600 - WL Comp	\$ 50	\$
-	\$	\$
Total	\$ 907	\$

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. 1 of 2

FUND/DEPARTMENT: Work Camp Fund

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

New Drug Court/Work Camp Position

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

EXPENDITURE

Account Number	Increase	Decrease
205E301 - 703060 - Part-time wages	\$	\$ 2,501
" - 704110 - Hospitalization	\$ 1,362	\$
" - 704300 - Retirement	\$ 653	\$
" - 704140 - Disability	\$ 120	\$
" - 704600 - Wk comp	\$ 100	\$
" - 704800 - Sick leave	\$ 156	\$
Total	\$	\$

Rachel Frisch
Department Head Signature

5-22-08
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 2

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
<i>205E301 - 704500 - Unempl.</i>	\$ <i>110</i>	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$ <i>2,501</i>	\$ <i>2,501</i>

Rachel Frisch
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: General Fund

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

REVENUE To purchase trees to plant at the new I-75 crossing

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

EXPENDITURE

Account Number	Increase	Decrease
101E912 - 999000 - Community Projects	\$ 5,500	\$
101E941 - " " - Contingency	\$	\$ 5,500
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$ 5,500	\$ 5,500

Rachel Frisch
Department Head Signature

5-22-08
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



COUNTY OF OTSEGO

Administrative Policy Manual

Policy Number

500.01

Policy No 500.01	Subject Purchasing	Date Issued 4/13/04
----------------------------	------------------------------	-------------------------------

<p>Application</p> <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</p> <p><input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Social Welfare (Family Independence Agency)</p> <p><input type="checkbox"/> Commission on Aging</p> <p><input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p>	<p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving</p> <p><input checked="" type="checkbox"/> Commissary</p> <p><input checked="" type="checkbox"/> Bus System</p> <p><input checked="" type="checkbox"/> Administrative Services</p> <p><input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center</p> <p><input type="checkbox"/> Road Commission</p> <p><input type="checkbox"/> Ambulance</p> <p><input type="checkbox"/> Sportsplex</p> <p><input type="checkbox"/> Other:</p>	<p>Revised 03/11/08</p> <p>Applicable Forms</p>
---	--	---

Contact Department Administration	Contact Phone Number 989-731-7520	Contact Fax Number 989-731-7529	Contact E-Mail jburt@otsegocountymi.gov
---	---	---	---

Summary

The purpose of this policy is to establish procedures for the purchase of all supplies, equipment, vehicles, and all construction or altering of County facilities for any department of the County of Otsego in a manner that maximizes the purchasing value of public funds in procurement. This policy includes capital leases on any such item as listed above. This policy shall apply to every expenditure of public funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations. Nothing in this policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

Procedures

1. Definitions

1.1 **Capital Outlay Items:** Non-expendable items itemized in the County's capital improvement budget/plan.

1.2 **Competitive Bids:** Prices received from vendors on items or services \$10,001 or more. Competitive bids are received as sealed bids only and are opened at advertised public bid openings. The requirement for sealed competitive bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs, or for the reauthorization of contracts, which have been previously approved by the Otsego County Board of Commissioners.

1.3 **Expendable/Recurrent Supplies:** Routine supplies needed to carry on the County's daily business (i.e. food, medical supplies, office supplies). Expendable supplies are generally acquired using preferred vendors.



COUNTY OF OTSEGO

Administrative Policy Manual

Policy Number

500.01

Procedures

1.4 **Final Approver:** Person(s) designated to utilize the electronic purchasing system with the authority to convert requisitions to purchase orders.

1.5 **Formal Bidding:** Formal bidding procedure should be used for purchases from \$5,001 to \$10,000. It includes solicitation of written bids through the mail, e-mail, and facsimile.

1.6 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Informal bids (quotes) includes solicitation of written bids and may be solicited by telephone, personal contact, or in writing.

1.7 **Public Bid Opening:** A place, date and time established to open competitive bids received on items and/or services being procured. Adequate public notice of the invitation for bids shall be given not less than 10 calendar days prior to the date set forth therein for the opening of bids. Such notice may include publication in a newspaper of general circulation within the County for a reasonable time prior to the bid opening.

1.8 **Request for Proposal (RFP):** A document issued by the County Administrator, which contains specifications and County bidding procedures for procurement of items and/or services. An RFP is sent out to vendors as a mechanism to solicit for competitive bids.

1.9 **Request for Quotation (RFQ):** A document (less formal than an RFP) issued by the County Administrator/Management Team Member, which contains specifications for the procurement of items and/or services. An RFQ is sent out to vendors as a mechanism to solicit for competitive quotes.

2. POLICY: The County utilizes an electronic accounting system with a purchasing module that includes a requisition and purchase order system. Every purchase on behalf of the County (unless specifically exempted) shall require a requisition and purchase order. Except as otherwise specified herein, purchases / contracts will be awarded to a contractor or bidder based on price, record of performance, availability, dependability and experience. All purchases by contract, or otherwise, as herein authorized, will be in accordance with such appropriations as have been made by the Board of Commissioners for the support of the respective departments.

It shall be unethical for any County employee to participate directly or indirectly in a procurement contract when (the County employee knows that) the County employee or any member of the County employee's immediate family has a financial interest pertaining to the procurement contract.

2.1 **Basic Purchases:** Items valued at \$500 or less are considered basic purchases. There are not any bidding requirements for these purchases; however, the requisition and purchase order system must be utilized. Management Team Members or their designee(s) are authorized to draft requisitions and act as the final approver. The responsible party shall exercise reasonable scrutiny when expending funds under the \$500 threshold.

Page Number

2 of 7



COUNTY OF OTSEGO Administrative Policy Manual

Policy Number

500.01

Procedures

2.2 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Individual employees, with approval of their Management Team Member, may solicit informal bids as outlined below. Bids must be written. The Management Team Member (their designee when absent) must act as final approver.

A. Bid Information: To insure fairness in, each vendor solicited should be given the same information. This information should include:

- Description of items to be purchased
- Special terms and/or specifications
- Desired delivery date

B. Record of Bids: All bids solicited shall be in writing and will be electronically recorded in the requisition "Post It" note window. Each record should contain:

- Bid Information
- Record of all bids
- Manager's explanation if lowest priced vendor not selected.

2.3 **Formal Bidding:** Purchases from \$5,001 to \$10,000 are subject to the formal bidding procedure. The respective department shall follow the formal bidding process. The Management Team Member must approve with the County Administrator or designee acting as the final approver. It includes solicitation of written quotations/bids through direct contact, public advertisement or any combination of the same.

A. The solicitation/advertisement must include the following:

- Identification of item(s) to be bid upon
- Location bids are to be submitted
- Date and time of bid deadline for submission
- Contact for further information
- Statement of County's rights to reject bids
- Contract compliance terms
- Product specifications

B. Record of Bids: All bids solicited shall be electronically recorded in the requisition "Post It" note window. Each record should contain:

- Bid Information
- Record of all bids
- Department Head explanation if lowest priced vendor not selected.

2.4 **Competitive Bidding:** Purchases with an anticipated obligation of \$10,001 or more are required to have sealed, competitive bidding and comply with Public Act 167 and 168 of 1993. Two (2) competitive bids are required for purchases of \$10,001 or more.

Page Number

3 of 7



COUNTY OF OTSEGO

Administrative Policy Manual

Policy Number

500.01

Procedures

Professional services and intergovernmental contracts and emergency repairs, or reauthorization of contracts that have been previously approved are exempted from this policy.

- A. If a bid document must be prepared (\$10,001 or more), it shall include:
- Bid advertisement
 - Bid preparation instructions
 - Proposal
 - Contract
 - General conditions
 - Special conditions
 - General specifications
 - Detailed specifications
 - State or Federal guidelines (if necessary)

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

A "local vendor" is defined as a vendor that operates a business within the legally defined boundaries of Otsego County. To be considered a local vendor, the vendor must provide a verifiable business address (not a PO Box) at which business is being conducted.

- B. All bids shall be opened at the time, date and place specified, and the opening and inspection of all bids shall be made by the County Administrator. A complete summary of the bids, including the bidding firm's name, cost, qualifying data, and any other relevant information, shall be kept on file. Final approval, acceptance and selection of bids that are low bid and meet specifications shall be recommended by the County Administrator to the Board of Commissioners.
- 2.5 **Expendable Supplies:** For each expendable category of purchases, the County Administrator, with the assistance of the respective department staff (i.e. maintenance/jail food staff), will compile and maintain a list of preferred suppliers. Such lists will be reviewed and updated periodically. Typically one – three vendors will be listed to provide comparison pricing and selection options.
- 2.6 **Open Purchase Orders:** Open Purchase Orders shall be utilized for vendors that provide routine repetitive services. Open Purchase Orders may be opened and closed within any calendar month. Examples of authorized open purchase orders include: oil changes, car

Page Number

4 of 7



COUNTY OF OTSEGO

Administrative Policy Manual

Policy Number

500.01

Procedures

wash and other similar services.

2.7 Emergency Purchase Orders: In case of emergency needs, appropriate departments (maintenance, sheriff) are authorized to make emergency procurements of supplies, services or construction items when there exists a threat to public health, welfare or safety. Electronic access shall be provided to authorize the issuance of emergency purchase orders. Emergency procurements shall be made with such competition as is practicable under the circumstances and the cost shall not exceed \$5,000. An emergency purchase of up to \$10,000 may be made by the County Administrator without prior approval by the chair or vice-chair of the Board of Commissioners. The very nature of emergency expenditures may necessitate a significant financial decision without prior approval. All emergency expenditures in excess of \$10,000 shall be reported to the Board of Commissioners, in writing, within three business days.

In the case of emergency repairs where delays may cause further damage to county property, the County Administrator is authorized to spend up to \$10,000 without prior approval by the chair or Vice-Chair. Emergency repairs in excess of \$10,000 may be made by the County Administrator with advanced authorization from the chair or vice-chair.

- 2.8 Cooperative Government Contracts:** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by joining with other local governments, or participating with the State of Michigan or the Federal Government in purchasing. The County Administrator is authorized to enter into the necessary agreements or contracts on behalf of the County.
- 2.9 Exempted Purchases:** Exempted purchases include maintenance agreement billings, utility billings, contracted service invoices, insurance payments, and other like services as noted in the Otsego County Payables Policy. The appropriate account number and signature of a Management Team member is required for exempted purchases, and shall appear across the invoice.
- 2.10 Payment Procedure:** The respective Management Team member will be responsible for inspection of all orders, upon receipt of the order and prior to the acceptance of the delivery. Upon acceptance of items, verification that the packing slip matches the purchase order must accompany the invoice in order to obtain payment. Whenever a department rejects any orders, the County Administrator shall be notified immediately and given the reason for the rejection.
- 2.11 Capital Leases:** The process for bidding capital leases shall be similar to other purchases. Should the price of the purchase not be reasonably known prior to engaging the bidding process, the Formal Bidding Process shall be used.
- 2.12 Bid Specification Changes:** All changes in bid specifications shall be reported to all

Page Number

5 of 7



COUNTY OF OTSEGO Administrative Policy Manual

Policy Number

500.01

Procedures

known potential bidders. Such notification shall provide appropriate time for all such potential bidders to have adequate time to make adjustments to their bids.

- 2.13 **Demo Models:** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by purchasing a demonstration model.
- 2.14 **Rebidding:** Should it become necessary to rebid a project/purchase, the County Administrator may waive the newspaper posting requirement for Competitive Bids, with notification being given to the Budget & Finance Committee members.
- 2.15 **Amending contracts on projects requiring bids: The County Administrator may approve minor amendments to capital project contracts up to an amount of \$5,000, not to exceed more than 10% of the original contract amount. The County Administrator may approve minor amendments to capital project contracts up to an amount of \$10,000, not to exceed 10% of the original contract amount, with pre-notification to the Budget & Finance Committee. Any contract amendment beyond the limits specified above requires approval by the Board of Commissioners.**

The County of Otsego will accept delivery of and authorize payment of only those services, supplies, merchandise or articles authorized for purchase, and acceptable under terms of the purchase agreement, in accordance with the procedures stated herein.

Payment for any services, supplies, merchandise or articles not authorized for purchase by the County Administrator and/or the Otsego County Board of Commissioners in accordance with the policies and procedures stated herein becomes the responsibility of the person or persons requesting such service, supplies, merchandise or article and the County may deny payment of the claim.

Any service being performed for the County that has not been authorized in accordance with the policies and procedures stated herein, shall be immediately discontinued and the original conditions restored at the expense of the person or persons requesting such service.

Payment in full for any service, supplies, merchandise or articles not acceptable for delivery or the use required, as put forth in the bid specifications or purchase agreement for such service, supplies, merchandise or articles, will be held in abeyance until such time as a replacement or replacements meeting the specifications put forth in the purchase agreement and acceptable for the use required are received.

TABLE 1

Dollar Amount	Bidding Requirement	Final Approval



COUNTY OF OTSEGO Administrative Policy Manual

Policy Number

500.01

Procedures		
\$0 - \$500	None	Management Team Member or Designee
\$501 - \$5,000	Informal Bid	County Administrator
\$5,001 - \$10,000	Formal or Competitive Quote	County Administrator
\$10,001 or more	Competitive Bids (2)	Board of Commissioners

Approvals (name and department)
Board of Commissioners April 13, 2004

BALANCE SHEET - BOARD DISCRETIONARY FUNDS - - APRIL 30, 2008

	GENERAL		BUDGET		LEGAL		REVENUE		HEALTH	
	FUND	STABILIZATION	DEFENSE	SHARING	CARE					
ASSETS										
CASH	153,962.70	399,829.52	188,266.93	-	791,336.17					
INVESTMENTS	1,762,110.91	377,337.49	-	-	-					
IMPREST CASH	10,815.00	-	-	-	-					
TAXES RECEIVABLE	438,944.31	-	-	-	-					
ACCOUNTS RECEIVABLE	1,910.00	-	-	-	-			3,054.35		
DUE FROM STATE	1,225.00	-	-	-	-			-		
DUE FROM OTHER FUNDS	-	-	-	-	-			-		
POSTAGE INVENTORY	2,822.47	-	-	-	-			2,661,795.63		
SUPPLIES INVENTORY	10,200.32	-	-	-	-			-		
PREPAID EXPENSE	-	-	-	-	-			-		
LONG TERM ADVANCE TO EMS	-	-	-	-	-			-		
TOTAL ASSETS	<u>2,381,990.71</u>	<u>777,167.01</u>	<u>188,266.93</u>	<u>2,661,795.63</u>	<u>794,390.52</u>					
LIABILITIES										
ACCOUNTS PAYABLE	140,946.82	-	3,073.00	-	-			4,640.53		
ACCRUED WAGES PAYABLE	-	-	-	-	-			-		
DUE TO OTHER FUNDS	2,661,795.63	-	-	-	-			-		
DUE TO CRAWFORD COUNTY	-	-	-	-	-			-		
DUE KALKASKA COUNTY	-	-	-	-	-			-		
ADVANCE FROM CRAWFORD	-	-	-	-	-			-		
ADVANCE FROM KALKASKA	-	-	-	-	-			-		
RETENTION FUND LIABILITY	56,603.91	-	-	-	-			-		
DEFERRED REVENUE	24,423.31	-	-	-	-			-		
TOTAL LIABILITIES	<u>2,883,769.67</u>	<u>-</u>	<u>3,073.00</u>	<u>-</u>	<u>-</u>			<u>4,640.53</u>		
FUND BALANCE										
RESERVED/DESIGNATED	61,908.00	777,167.01	185,193.93	2,661,795.63	789,749.99			-		
UNRESERVED	(563,686.96)	-	-	-	-			-		
TOTAL FUND BALANCE	<u>(501,778.96)</u>	<u>777,167.01</u>	<u>185,193.93</u>	<u>2,661,795.63</u>	<u>789,749.99</u>			<u>-</u>		
TOTAL LIABS & FUND BALANCE	<u>2,381,990.71</u>	<u>777,167.01</u>	<u>188,266.93</u>	<u>2,661,795.63</u>	<u>794,390.52</u>			<u>-</u>		

Information on these pages is unaudited and is prepared using the modified cash basis of accounting.

GENERAL FUND -- YEAR TO DATE BUDGET REPORT -- APRIL 30, 2008

REVENUES	ORIGINAL	AMEND-	AMENDED	2008		2007		ENCUM- BRANCES	AVAILABLE BUDGET	% COLLECTED
	BUDGET	MENTS	BUDGET	YTD ACTUAL	YTD ACTUAL	ENCUM- BRANCES				
PROPERTY TAXES	4,926,174	34,156	4,960,330	505,517	54,730	-	4,454,813	10.19%		
STATE UNRESTRICT	163,594	-	163,594	4,485	155,607	-	159,109	2.74%		
INTEREST EARNINGS	220,000	-	220,000	51,463	75,333	-	168,537	23.39%		
OTHER REVENUE	78,000	-	78,000	45	-	-	77,955	0.06%		
TRANSFERS IN FROM OTHER FUNDS	432,197	-	432,197	432,197	421,675	-	-	100.00%		
46TH TRIAL COURT	-	-	-	-	-	-	-	0.00%		
CIRCUIT COURT	265,491	(27,317)	238,174	54,604	95,125	-	183,570	22.93%		
NOT SHARED COURT EXPENSES	11,000	83,317	94,317	(4,910)	(1,341)	-	99,227	-5.21%		
DISTRICT COURT	573,499	-	573,499	221,033	212,354	-	352,466	38.54%		
FRIEND OF THE COURT GEN FD	309,685	-	309,685	45,704	82,010	-	263,981	14.76%		
JURY COMMISSION	7,600	-	7,600	-	-	-	-	0.00%		
PROBATE COURT	192,994	-	192,994	84,090	74,090	-	108,904	43.57%		
FAMILY COUNSELING	5,000	-	5,000	555	1,673	-	4,445	11.10%		
CLERK	277,150	-	277,150	98,930	103,471	-	178,220	35.70%		
TREASURER	950	-	950	625	321	-	325	65.79%		
EQUALIZATION	40,150	992	41,142	4,242	19,972	-	36,900	10.31%		
MSU EXTENSION	-	-	-	-	-	-	-	0.00%		
ELECTION REIMBURSEMENTS	-	-	-	-	-	-	-	100.00%		
PROSECUTOR	67,125	360	67,485	14,816	12,892	-	52,669	21.95%		
SHERIFF	17,800	1,064	18,864	2,994	5,328	-	15,870	15.87%		
CIVIL DIVISION	25,000	-	25,000	6,188	7,542	-	18,812	24.75%		
REMONUMENTATION	65,279	(21,342)	43,937	17,575	(7,157)	-	26,362	40.00%		
JUSTICE TRAINING	5,500	-	5,500	-	-	-	5,500	0.00%		
MARINE SAFETY	13,000	-	13,000	3,500	-	-	9,500	26.92%		
MOTORCYCLE SAFETY EDUCATION	53,415	(2,497)	50,918	3,650	4,000	-	47,268	7.17%		
SNOWMOBILE GRANT	12,500	-	12,500	-	-	-	12,500	0.00%		
JAIL	31,100	-	31,100	11,216	4,415	-	19,884	36.06%		
EMERGENCY SERVICES	15,750	-	15,750	2,311	1,269	-	13,439	14.67%		
PLANNING AND ZONING	51,500	-	51,500	28,623	27,235	-	22,877	55.58%		
TOTAL REVENUES	7,861,453	68,733	7,930,186	1,589,453	1,350,544	-	6,333,133	20.04%		
Total percent collected, net of property taxes and transfers in										
									25.68%	

	EXPENDITURES		AMEND- MENTS	AMENDED BUDGET	2008		2007		ENCUM- BRANCES	AVAILABLE BUDGET	% SPENT
	ORIGINAL BUDGET				YTD ACTUAL	YTD ACTUAL					
101E101 COMMISSIONERS	174,670	-	-	174,670	57,554	57,321	-	117,116	-	32.95%	
101E105 OTHER LEGISLATIVE	20,388	-	-	20,388	20,387	18,981	-	1	-	100.00%	
101E130 46TH CIRCUIT TRIAL COURT	-	-	-	-	-	49,968	-	-	-	0.00%	
101E131 CIRCUIT COURT	1,154,602	(21,717)	-	1,132,885	362,256	343,578	-	770,629	-	31.98%	
101E133 NOT SHARED COURT EXP	12,600	81,717	-	94,317	16,438	(716)	-	77,879	-	17.43%	
101E136 DISTRICT COURT	63,136	-	-	63,136	21,480	-	-	41,656	-	0.00%	
101E141 FRIEND OF THE COURT	398,834	-	-	398,834	127,281	110,923	-	271,553	-	31.91%	
101E145 JURY COMMISSION	34,700	-	-	34,700	5,532	1,308	-	29,168	-	15.94%	
101E148 PROBATE COURT	168,231	-	-	168,231	58,153	50,263	-	110,078	-	34.57%	
101E166 FAMILY COUNSELING SERV	1,500	-	-	1,500	755	425	-	745	-	50.33%	
101E172 COUNTY ADMINISTRATOR	108,810	-	-	108,810	54,405	24,206	-	54,405	-	50.00%	
101E201 FINANCE DEPARTMENT	84,213	-	-	84,213	42,107	22,005	-	42,106	-	50.00%	
101E215 COUNTY CLERK/ROD	312,752	-	-	312,752	100,969	89,332	285	211,498	-	32.38%	
101E223 EXTERNAL AUDIT	38,000	-	-	38,000	32,282	18,275	-	5,718	-	84.95%	
101E228 INFORMATION TECHNOLOG	78,280	457	-	78,737	48,519	34,278	-	30,218	-	61.62%	
101E253 TREASURER	120,171	-	-	120,171	39,966	37,837	-	80,205	-	33.26%	
101E257 EQUALIZATION	236,934	992	-	237,926	81,596	71,772	-	156,330	-	34.29%	
101E261 COOPERATIVE EXTENSION	36,113	-	-	36,113	3,305	3,436	-	32,808	-	9.15%	
101E262 ELECTIONS	26,752	-	-	26,752	13,296	328	-	13,456	-	49.70%	
101E264 JOINT BLDG AUTHORITY	80	-	-	80	-	-	-	80	-	0.00%	
101E265 BUILDING AND GROUNDS	506,471	-	-	506,471	253,236	126,902	-	253,235	-	50.00%	
101E267 PROSECUTOR	527,327	360	-	527,687	170,161	148,877	235	357,291	-	32.29%	
101E270 HUMAN RESOURCES	50,778	-	-	50,778	25,389	11,851	-	25,389	-	50.00%	
101E278 SURVEYOR	200	-	-	200	-	-	-	200	-	0.00%	
101E280 SOIL CONSERVATION DISTF	4,000	-	-	4,000	4,000	500	-	-	-	0.00%	
101E301 SHERIFF	796,894	1,064	-	797,958	331,795	228,901	-	466,163	-	41.58%	
101E302 CIVIL DIVISION	22,313	15,176	-	37,489	11,481	82	-	26,008	-	0.00%	
101E320 JUSTICE TRAINING	5,000	-	-	5,000	169	910	-	4,831	-	3.38%	
101E331 MARINE SAFETY	13,033	-	-	13,033	-	-	-	13,033	-	0.00%	
101E332 MOTORCYCLE SAFETY EDU	54,135	(2,497)	-	51,638	6,855	5,173	-	44,783	-	13.28%	
101E333 SNOWMOBILE GRANT	12,500	-	-	12,500	532	2,423	-	11,968	-	4.26%	
101E351 JAIL	883,751	-	-	883,751	295,149	247,619	-	588,602	-	33.40%	
101E427 EMERGENCY SERVICES	43,747	-	-	43,747	14,750	7,943	1,255	27,742	-	36.59%	
101E445 DRAINS--PUBLIC BENEFIT	3,000	-	-	3,000	-	-	-	3,000	-	0.00%	

	ORIGINAL BUDGET		AMENDMENTS		AMENDED BUDGET		2008 YTD ACTUAL		2007 YTD ACTUAL		ENCUMBRANCES		AVAILABLE BUDGET		%	
EXPENDITURES																
101E450 REMONUMENTATION	65,808	(21,342)	44,466	-	98,708	-	87,573	-	44,466	0.00%	-	-	44,466	62.23%	-	-
101E601 DISTRICT HEALTH	158,624	-	158,624	-	98,708	-	87,573	-	59,916	62.23%	-	-	59,916	0.00%	-	-
101E605 COMMUNICABLE DISEASES	500	-	500	-	-	-	-	-	500	0.00%	-	-	500	39.59%	-	-
101E631 SUBSTANCE ABUSE	81,797	-	81,797	-	32,386	-	77,803	-	49,411	17.99%	-	-	65,921	25.00%	-	-
101E648 MEDICAL EXAMINER	80,383	-	80,383	-	14,462	-	15,113	-	70,502	41.74%	-	-	3,350	30.26%	-	-
101E649 MENTAL HEALTH	94,003	-	94,003	-	23,501	-	23,501	-	16,959	30.91%	-	-	66,550	0.00%	-	-
101E681 VETERANS BURIAL	5,750	-	5,750	-	2,400	-	1,200	-	3,350	0.00%	-	-	-	0.00%	-	-
101E682 VETERANS AFFAIRS	24,317	-	24,317	-	7,358	-	6,235	-	16,959	0.00%	-	-	-	0.00%	-	-
101E721 PLANNING / ZONING	77,337	18,980	96,317	-	29,750	-	14,368	-	17	0.00%	-	-	-	0.00%	-	-
101E729 CHAMBER OF COMMERCE	1,000	-	1,000	-	1,000	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E730 INVASIVE SPECIES PROJEC	-	-	-	-	-	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E731 ECONOMIC ALLIANCE	-	1,000	1,000	-	1,000	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E851 INSURANCE AND BONDS	328,264	-	328,264	-	31,304	-	28,597	-	79,670	28.21%	-	-	328,264	38.83%	-	-
101E853 HEALTH CARE RETIREES	110,974	-	110,974	-	12,660	-	11,405	-	19,940	0.00%	-	-	94,543	8.49%	-	-
101E864 DISTRIBUTIVE SERVICES	32,600	-	32,600	-	330	-	-	-	3,558	50.00%	-	-	50,000	100.00%	-	-
101E941 CONTINGENCY	100,000	(5,457)	94,543	-	-	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E961 APPROPRIATION TO HUMAN	3,888	-	3,888	-	50,000	-	17,500	-	50,000	50.00%	-	-	50,000	100.00%	-	-
101E962 APPROPRIATION TO LGL DF	100,000	-	100,000	-	75,468	-	16,750	-	162,500	50.00%	-	-	162,500	0.00%	-	-
101E966 APPROPRIATION - AIRPORT	75,468	-	75,468	-	80,000	-	2,500	-	-	100.00%	-	-	-	0.00%	-	-
101E967 APPROPRIATION - CHILD C/	325,000	-	325,000	-	5,000	-	1,250	-	-	100.00%	-	-	-	0.00%	-	-
101E969 APPROPRIATION - PR FUND	-	-	-	-	112,325	-	152,190	-	-	100.00%	-	-	-	0.00%	-	-
101E970 APPROPRIATION - EQUIP FL	80,000	-	80,000	-	-	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E971 APPROPRIATION - SLDRS SI	5,000	-	5,000	-	-	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E972 APPROPRIATION - CAPPRO,	-	-	-	-	-	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E973 APPROPRIATION - BUD STA	112,325	-	112,325	-	-	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E974 APPROPRIATION - LD USE	-	-	-	-	-	-	-	-	-	0.00%	-	-	-	0.00%	-	-
101E978 APPROPRIATION - MAPPING	4,500	-	4,500	-	-	-	-	-	-	0.00%	-	-	-	0.00%	-	-
TOTAL EXPENDITURES	7,861,453	68,733	7,930,186	2,944,450	2,256,436	1,792	4,983,944	37.15%								
FUND INCOME/(LOSS)	791,310															
PRIOR FUND BALANCE, 1/1/08	(1,354,997)															
CHANGE IN FUND BALANCE																
CURRENT FUND BALANCE, 4/30/08	(563,687)															

Total percent spent, net of allocations 33.97%

BUDGET STABILIZATION FUND - - YEAR TO DATE BUDGET REPORT - - APRIL 30, 2008

	ORIGINAL	AMEND-	AMENDED	2008	2007	ENCUM-	AVAILABLE	YTD
	BUDGET	MENTS	BUDGET	YTD ACTUAL	YTD ACTUAL	BRANCES	BUDGET	%
REVENUES								
INTEREST EARNINGS	-	-	-	4,309	210	-	-	0.00%
TRANSFER IN	112,325	-	112,325	112,325	152,190	-	-	100.00%
EXPENDITURES								
257E9990TRANSFER OUT	-	-	-	-	-	-	-	-
257E999 ADDITION TO FUND BALANC	112,325	-	112,325	-	-	-	112,325	0.00%
FUND INCOME/(LOSS)				116,634	152,400			
PRIOR FUND BALANCE, 1/1/08	660,533							
CHANGE IN FUND BALANCE	116,634							
CURRENT FUND BALANCE, 4/30/08	777,167							
Note-\$112,325 allocated to budget stabilization fund during 2008 budget process								
LEGAL DEFENSE FUND - - YEAR TO DATE BUDGET REPORT - - APRIL 30, 2008								
REVENUES								
TRANSFERS IN	100,000	-	100,000	50,000	84,234	-	50,000	50.00%
EXPENDITURES								
260E130 46TH CIRCUIT TRIAL CT	50,000	-	50,000	11,989	18,452	-	38,011	23.98%
260E270 HUMAN RESOURCES	50,000	-	50,000	13,046	10,841	-	36,954	26.09%
TOTAL EXPENDITURES	100,000	-	100,000	25,035	29,293	-	74,965	25.04%
FUND INCOME/(LOSS)				24,965	54,941			
PRIOR FUND BALANCE, 1/1/08	160,229							
CHANGE IN FUND BALANCE	24,965							
CURRENT FUND BALANCE, 4/30/08	185,194							

REVENUE SHARING RESERVE FUND -- YEAR TO DATE BUDGET REPORT -- APRIL 30, 2008

	ORIGINAL BUDGET	AMENDMENTS	AMENDED BUDGET	2008 YTD ACTUAL	2007 YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	YTD %
REVENUES								
BUDGETED USE OF FUND BALANCE	432,197	-	432,197	-	-	-	432,197	0.00%
INTEREST EARNINGS	-	-	-	-	-	-	-	0.00%
TOTAL REVENUES	432,197	-	432,197	-	-	-	432,197	0.00%
EXPENDITURES								
285E941 ADDITION TO FUND BALANCE	-	-	-	-	-	-	-	0.00%
285E999 TRANSFER OUT	432,197	-	432,197	432,197	421,675	-	-	100.00%
TOTAL EXPENDITURES	432,197	-	432,197	432,197	421,675	-	-	100.00%
FUND INCOME/(LOSS)				(432,197)	(421,675)			
PRIOR FUND BALANCE, 1/1/08	3,093,993							
CHANGE IN FUND BALANCE	(432,197)							
CURRENT FUND BALANCE, 4/30/08	2,661,796							
HEALTH CARE FUND -- YEAR TO DATE BUDGET REPORT -- APRIL 30, 2008								
REVENUES								
INTEREST EARNINGS	-	-	-	8,520	11,024	-	(8,520)	100.00%
CHARGES FOR SERVICES	1,745,624	-	1,745,624	499,692	423,941	-	1,245,932	28.63%
TOTAL REVENUES	1,745,624	-	1,745,624	508,212	434,965	-	1,237,412	29.11%
EXPENDITURES								
647E851 HEALTH INSURANCE	1,745,624	-	1,745,624	251,986	422,323	-	1,493,638	14.44%
647E941 ADDITION TO FUND BALANCE	-	-	-	-	-	-	-	0.00%
647E999 TRANSFER OUT	-	-	-	-	-	-	-	0.00%
TOTAL EXPENDITURES	1,745,624	-	1,745,624	251,986	422,323	-	1,493,638	14.44%
FUND INCOME/(LOSS)				256,226	12,642			
PRIOR FUND BALANCE, 1/1/08	533,524							
CHANGE IN FUND BALANCE	256,226							
CURRENT FUND BALANCE, 4/30/08	789,750							

05/20/2008
08:50 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-21 05/20/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1091 IMPREST CASH - JURY FUND									
1 101E131	930940	00002	CIRCT CT	INV 05/20/2008	24.00	24.00	-08-20870-FY 33582		
				WITNESS		24.00			
						CHECK TOTAL			
1477 ACCURINT									
1 616E253	970450	00000	HMSST EXP	INV 05/08/2008	30.00	30.00	APRIL-2008	33485	
				PROP-SFTWR		30.00			
						CHECK TOTAL			
1570 ALLTEL									
1 249E371	930230	0000037100837	INV 05/13/2008	INV 05/13/2008	122.85	122.85	MAY-04-2008	33560	
			BUILDING	CELL PH					
1570 ALLTEL									
1 645E172	930230	00000	ADMIN	INV 05/13/2008	41.75	41.75	MAY-4-08	33522	
2 212E430	930210		ANM CTRL	CELL PH	28.27	28.27			
3 637E265	930210		BLDG GRNDS	TELEPHONE	84.81	84.81			
				TELEPHONE					
1570 ALLTEL									
1 261E427	930230	00000	EMGR SVCS	INV 05/13/2008	33.04	33.04	MAY-4-2008	33621	
2 249E371	930230		BUILDING	CELL PH	26.15	26.15			
				CELL PH		59.19			
						336.87			
						CHECK TOTAL			
1570 ALLTEL									
1 101E131	930210	00001	CIRCT CT	INV 05/20/2008	15.02	15.02	5-04-08	33585	
2 292E662	930210		CHILD CARE	TELEPHONE	82.23	82.23			
				TELEPHONE					
						97.25			
						97.25			
						CHECK TOTAL			
1377 ARROW UNIFORM RENTAL									
1 588E699	940010	0000069901053	OPERATIONS	INV 05/13/2008	57.64	57.64	07949239	33618	
				OUTSIDE		57.64			
						57.64			
						CHECK TOTAL			
2715 AUTO OWNERS INSURANCE CO.									
1 07011	271000	00000	GEN AGENCY	INV 05/14/2008	500.00	500.00	AN.-YUKER	33538	
				RESTITUT		500.00			
						500.00			
						CHECK TOTAL			
3515 AUTOMATED BUSINESS EQUIPM									
1 516E901	970450	00000	CAP OUTLAY	INV 05/08/2008	333.33	333.33	PFE-SERV-CON 33486		
2 101E145	726000		JURY	PROP-SFTWR	333.33	333.33			
3 101E257	920400		EQ	SUPPLIES	333.34	333.34			
				MAINT SVC					
						1,000.00			
						1,000.00			
						CHECK TOTAL			

05/20/2008
08:50 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-21 05/20/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3728	TIMOTHY BORDNER								
	1 249E371 801020			0000037100836	INV 05/13/2008	1,920.00	4-22-5-9-08	33562	
				BUILDING	PROFESSNL				
						1,920.00			
						CHECK TOTAL			
2119	LYNN BRANCH								
	1 101E145 726000			00000	INV 05/14/2008	14.97	JURY-COFFEE	33539	
				JURY	SUPPLIES				
						14.97			
						CHECK TOTAL			
1051	CITY OF GAYLORD								
	1 637E265 920200			00000	INV 05/13/2008	405.99	CRTHS-0408	33623	
				CRTHS	H2O/SEWAGE				
						405.99			
1051	CITY OF GAYLORD								
	1 637E265 920200			00000	INV 05/13/2008	20.48	S-ILLI-0408	33622	
				BLDG	H2O/SEWAGE				
						20.48			
1051	CITY OF GAYLORD								
	1 205E301 920200			00000	INV 05/13/2008	69.32	T-HS-0408	33614	
				EXPS	H2O/SEWAGE				
						69.32			
						CHECK TOTAL			
						495.79			
1059	CONSUMERS ENERGY								
	1 637E265 930620			00000	INV 05/13/2008	8.00	31203000408	33541	
				ALPCT	ELECTRIC				
						8.00			
1059	CONSUMERS ENERGY								
	1 637E265 930620			00000	INV 05/13/2008	360.86	31812040408	33516	
				BLDG	ELECTRIC				
						360.86			
1059	CONSUMERS ENERGY								
	1 261E427 930620			00000	INV 05/13/2008	5.61	33620020408	33518	
				EMGR	SVC				
						5.61			
1059	CONSUMERS ENERGY								
	1 637E265 930620			00000	INV 05/13/2008	145.17	37510080508	33615	
				ALPCT	ELECTRIC				
						145.17			
1059	CONSUMERS ENERGY								
	1 637E265 930620			00000	INV 05/13/2008	3,842.81	381080010408	33517	
				ALPCT	ELECTRIC				
						3,842.81			
1059	CONSUMERS ENERGY								
	1 637E265 930620			00000	INV 05/13/2008	2,943.96	40510060408	33515	
				CRTHS	BLDG				
						2,943.96			
1059	CONSUMERS ENERGY								
	1 637E265 930620			00000	INV 05/13/2008	142.72	48430010508	33616	
				ALPCT	ELECTRIC				
						142.72			
						CHECK TOTAL			
						7,449.13			
1562	CORECOMM								
	1 101E131 930210			00000	INV 05/23/2008	21.95	MAY-2008	33579	
				CIRCT	CT				
					TELEPHONE				
						21.95			

05/20/2008
08:50 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2008-21 05/20/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3800	CORPORATE TITLE AGENCY			INV	05/13/2008	21.95			
	1 233E690 940010 5CDBG HOUSING			OUTSIDE			072128	33607	
				CHECK TOTAL		325.00			
5128	COUNTRYSIDE BUILDING SERV			INV	05/13/2008	9,106.80			
	1 233E690 940010 5CDBG HOUSING			OUTSIDE			062007-40-	33611	
				CHECK TOTAL		9,106.80			
5128	COUNTRYSIDE BUILDING SERV			INV	05/13/2008	2,276.70			
	1 233E690 940010 5CDBG HOUSING			OUTSIDE			062007FINAL	33612	
				CHECK TOTAL		2,276.70			
1353	BRUCE CRANHAM, PC			INV	05/20/2008	1,593.75			
	1 101E141 940010 FOC			OUTSIDE			APRIL-2008	33580	
	2 215E141 940010 FOC			OUTSIDE					
				CHECK TOTAL		1,875.00			
1815	MICHIGAN DEPARTMENT OF HU			INV	05/20/2008	10,353.68			
	1 292E662 801020 CHILD CARE			PROFESSNL			MAY-2008	33586	
				CHECK TOTAL		10,353.68			
1103	SHERRY FORBES			INV	05/20/2008	150.00			
	1 101E131 726025 CIRCT CT			JANITORIAL			JUNE-2008	33581	
	2 101E141 726025 FOC			JANITORIAL					
	3 215E141 726025 FOC			JANITORIAL					
				CHECK TOTAL		300.00			
2614	HAWORTH HEATING & COOLING			INV	05/13/2008	4,207.50			
	1 233E690 940010 5CDBG HOUSING			OUTSIDE			112007	33608	
				CHECK TOTAL		4,207.50			
2614	HAWORTH HEATING & COOLING			INV	05/13/2008	467.50			
	1 233E690 940010 5CDBG HOUSING			OUTSIDE			112007-FINAL	33609	
				CHECK TOTAL		467.50			
4149	IMPREST CASH-SUSAN PREMIO			INV	05/13/2008	43.51			
	1 0701L 232004 GEN AGENCY			STFDVLPMT			APR--MAY08	33540	

05/20/2008
08:50 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-21 05/20/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
2	101E101	BOC		TRAVEL		27.39			
3	101E101	BOC		TRAVEL		22.73			
4	0701L	GEN AGENCY		STPDVLPMT		10.00			
5	0701L	GEN AGENCY		STPDVLPMT		10.00			
CHECK TOTAL						113.63			
5157	J N J CONSTRUCTION INC.			INV	05/13/2008				
1	233E690	00000690000873		OUTSIDE		11,997.50	50--COMP		33564
CHECK TOTAL						11,997.50			
1154	JOHNSON OIL COMPANY			INV	05/13/2008				
1	293E689	00000690000882		OTH SVCS		51.99	80180691		33613
CHECK TOTAL						51.99			
4198	MAURER'S TEXTILE RENTAL			INV	05/20/2008				
1	101E141	FOC		SUPPLIES		17.49			
2	215E141	FOC		SUPPLIES		3.09			
CHECK TOTAL						20.58			
2931	MCPHERSON, ALEXANDER			INV	05/13/2008				
1	101E332	00000690000871		MAINT SVC		80.00	05-04-08		33510
2	101E332	MOTORCYCLE		TRAVEL		6.03			
CHECK TOTAL						86.03			
2930	MCPHERSON, MILLES			INV	05/13/2008				
1	101E332	00000690000870		MAINT SVC		80.00	05-04-08		33509
2	101E332	MOTORCYCLE		TRAVEL		6.03			
CHECK TOTAL						86.03			
1170	TIMOTHY MCPHERSON			INV	05/13/2008				
1	101E332	00000690000869		SUPPLIES		10.42	050408		33513
2	101E332	MOTORCYCLE		PROFESSNL		135.00			
3	101E332	MOTORCYCLE		MAINT SVC		108.00			
4	101E332	MOTORCYCLE		TRAVEL		6.88			
CHECK TOTAL						260.30			
1170	TIMOTHY MCPHERSON			INV	05/13/2008				
1	101E332	00000690000872		OUTSIDE		74.05	TOOLS		33514
CHECK TOTAL						74.05			
1172	MICHIGAN ASSOCIATION OF C			INV	05/20/2008				
CHECK TOTAL						334.35	000-MAY-2008		33587

05/20/2008
08:50 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2008-21 05/20/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1172 MICHIGAN ASSOCIATION OF C	00004			INV	05/20/2008				
1 0704L	231261	PAYROLL		HC CONTRIB		178.02			
2 101E131	704110	CIRCT CT		HOSP		3,002.17			
3 292E662	704110	CHILD CARE		HOSP		315.93			
4 0704L	231261	PAYROLL		HC CONTRIB		578.06			
						4,074.18			
1172 MICHIGAN ASSOCIATION OF C	00004			INV	05/20/2008		746-MAY-2008	33588	
1 0704L	231261	PAYROLL		HC CONTRIB		865.51			
2 101E131	704110	CIRCT CT		HOSP		8,620.49			
3 101E136	704110	DISTRCT		HOSP		957.36			
4 292E662	704110	CHILD CARE		HOSP		655.27			
5 101E141	704110	FOC		HOSP		4,303.88			
6 215E141	704110	FOC		HOSP		4,759.50			
7 101E148	704110	PROBATE		HOSP		1,148.83			
8 0704L	231261	PAYROLL		HC CONTRIB		223.94			
						17,534.78			
1172 MICHIGAN ASSOCIATION OF C	00004			INV	05/20/2008		901-MAY-2008	33589	
1 101E131	940110	CIRCT CT		HLTH RET		661.34			
						22,270.30			
1199 MICHIGAN SOCIETY OF PLANN	00000720000826			INV	05/13/2008				
1 101E721	704400	PLAN ZONE		TRAINING		180.00			
						180.00			
1205 MARGARET MONACO	00000			INV	05/20/2008				
1 101E131	930830	CIRCT CT		CARE GIVER		30.00			
						30.00	08-7941-GA	33583	
4294 MUTUAL OF OMAHA	00003			INV	05/13/2008				
1 0704L	229001	PAYROLL		SOC SEC		192.62			
						192.62	APR-30-08	33523	
4245 PAWLANTA, EUGENE & ILONA	00000			INV	05/14/2008				
1 0701L	271000	GEN AGENCY		RESTITUT		596.36			
						596.36	YUKER--	33537	
3438 GERALD PECK	00000371000838			INV	05/13/2008				
1 249E371	801020	BUILDING		PROFESSNL		120.00			
						120.00	05-06-08	33561	
5266 PRACTICAL POLITICAL CONSU	00000			INV	05/14/2008				
1 0701L	285010	GEN AGENCY		REFUNDS		1.99			
						1.99	REFUND	33601	

05/20/2008
08:50 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: E2008-21 05/20/2008

VENDOR G/L ACCOUNTS R PO TYPE DUE DATE AMOUNT INVOICE VOUCHER CHECK

1912 QWEST
1 637E265 930210 00000 BLDG GRNDS INV 05/13/2008 314.73
CHECK TOTAL 1.99 926370524 33519

3787 BRUCE SCOTT
1 233E690 940010 5CDBG HOUSING 0000069000878 INV 05/13/2008 400.00
CHECK TOTAL 400.00 062007-11200 33610

4257 SPEEDWAY SUPERAMERICA LLC 00000 INV 05/13/2008
1 645E172 930660 ADMN 128.20
2 281E537 930660 AIRPORT 84.17
3 212E430 930660 ANN CTRL 519.06
4 637E265 930660 BLDG GRNDS 439.94
5 205E301 930660 EXPS 370.74
6 210E651 7000000 AMBULANCE 3,146.50
7 249E371 930660 BUILDING 775.66
8 101E648 930660 MED EXAM 17.32
9 208E752 930660 REC PGMS 142.38
10 208E751 930660 PARKS 39.05
11 101E301 930660 SHERIFF 3,232.79
12 101E301 704400 SHERIFF 60.82
13 293E689 930660 SOLDIERS 125.50
14 261E427 930660 EMGR SVCS 326.25
CHECK TOTAL 9,408.38

1683 TRACTOR SUPPLY CO-DEPT 30 0000069901054 INV 05/13/2008
1 588E699 726000 OPERATIONS SUPPLIES 3.98
CHECK TOTAL 3.98 1513541763 33617

1122 VERIZON NORTH
1 261E427 930210 0000142700853 INV 05/13/2008 423.15
CHECK TOTAL 423.15 04-19-08 33512

1122 VERIZON NORTH
1 637E265 930210 00001 BLDG GRNDS INV 05/13/2008 918.88
CHECK TOTAL 918.88 0411150508 33520

1122 VERIZON NORTH
1 637E265 930210 00001 BLDG GRNDS INV 05/13/2008 16.00
CHECK TOTAL 16.00 8507190508 33600

1509 YOUNG GRAHAM & EISENHARTME 00000 INV 05/13/2008
CHECK TOTAL 1,358.03 11585 33521

05/20/2008
08:50 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

PG 7
apwarrnt

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-21 05/20/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1	260E130 801025		TRIAL CT	PROFSLSVCS		1,724.00			
						CHECK TOTAL			
						1,724.00			
=====									
55	INVOICES								
						WARRANT TOTAL			
						90,150.28			
						CASH ACCOUNT BALANCE			
						12,119,953.36			
=====									

05/22/2008
08:22 MAP

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-22 05/22/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1078	GIL-ROYS HARDWARE								
	1 212E430 726025			0000021200892 INV	05/13/2008				
				ANM CTRL JANITORIAL		69.71	38590031	33660	
1078	GIL-ROYS HARDWARE								
	1 249E371 726000			0000037100834 INV	05/13/2008	69.71	38592294	33555	
				BUILDING SUPPLIES					
						38.64			
						108.35			
				CHECK TOTAL		11,041.67			
1730	STEPHANY GODDARD								
	1 101E131 930830			00000	INV				
				CIRCT CT CARE GIVER	05/27/2008	75.00	07-7821-DD	33602	
						75.00			
				CHECK TOTAL		75.00			
4555	IDEARC MEDIA CORP								
	1 101E301 940010			0000030100889 INV	05/13/2008	13.25	05-08	33531	
				SHERIFF OUTSIDE					
				JAIL SVC CNTRCT		13.25			
						26.50			
				CHECK TOTAL		26.50			
2066	IMPREST CASH, OTSEGO COUN								
	1 101E721 726000			0000072000848 INV	05/13/2008	106.95	APRIL-08	33558	
				PLAN ZONE SUPPLIES					
						106.95			
				CHECK TOTAL		106.95			
2562	IMPREST CASH, OTSEGO COUN								
	1 588E699 726000			0000069901055 INV	05/13/2008	10.00	MAY-08	33619	
				OPERATIONS SUPPLIES					
				OPERATIONS MAINT SUPP		18.08			
						28.08			
				CHECK TOTAL		28.08			
1148	INSTITUTE OF CONTINUING L								
	1 101E131 726200			00000	INV				
				CIRCT CT BOOKS	06/12/2008	72.50	557345	33636	
						72.50			
				CHECK TOTAL		72.50			
1151	MIKE JAROSZ								
	1 101E332 801030			0000069000884 INV	05/13/2008	486.00	05172008	33663	
				MOTORCYCLE TECHNICAL					
				MOTORCYCLE TRAVEL		12.00			
						498.00			
				CHECK TOTAL		498.00			
1337	JIM WERNIG INC								
	1 588E699 726050			0000069901045 INV	05/13/2008	78.41	18126-1	33570	
				OPERATIONS MAINT SUPP					
						78.41			
				CHECK TOTAL		78.41			

05/22/2008
08:22 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2008-22 05/22/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1152	JIMS ALPINE AUTOMOTIVE 1 205E301 726050	0000030100887 EXPS		INV MAINT SUPP	05/13/2008	102.33	475708	33529	
						CHECK TOTAL			
						102.33			
1154	JOHNSON OIL COMPANY 1 249E371 726050	0000037100835 BUILDING		INV MAINT SUPP	05/13/2008	19.95	19297351	33557	
						CHECK TOTAL			
						19.95			
1154	JOHNSON OIL COMPANY 1 588E699 930660	0000069901042 OPERATIONS		INV GAS	05/13/2008	17,704.53	747100260408	33578	
						CHECK TOTAL			
						17,704.53			
						17,724.48			
5262	K&M AUTOMOTIVE TECH 1 101E721 920400	0000072000849 PLAN ZONE		INV MAINT SVC	05/13/2008	559.26	2475	33556	
						CHECK TOTAL			
						559.26			
4212	LEITZ SPORTS CENTER, INC. 1 101E332 920400	0000069000875 MOTORCYCLE		INV MAINT SVC	05/13/2008	347.00	10824	33566	
						CHECK TOTAL			
						347.00			
1186	MT COUNTIES WORKERS COMPE 1 101E131 801021	000000 CIRCT CT		INV GRT ATTN	05/30/2008	84.84	7626	33606	
						CHECK TOTAL			
						84.84			
						777.58			
						233.46			
						506.70			
						89.42			
2970	MICHIGAN TASER DISTRIBUTI 1 101E320 704400	0000030100866 JUSTCE TRN		INV TRAINING	05/13/2008	481.36	3390	33542	
						CHECK TOTAL			
						481.36			
						962.72			
1961	MISTER T'S GLASS 1 588E699 920400	0000069901049 OPERATIONS		INV MAINT SVC	05/13/2008	310.02	A03439	33573	
						CHECK TOTAL			
						310.02			
						310.02			
1205	MARGARET MONACO 1 101E131 930830	000000 CIRCT CT		INV CARE GIVER	05/27/2008	30.00	04-7313-GL	33638	
						CHECK TOTAL			
						30.00			
						30.00			

05/22/2008
08:22 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-22 05/22/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1729	MORNING STAR PUBLISHING	C		INV	05/13/2008				
	1 588E699 930300			OPERATIONS		503.77	1255605	33577	
				ADVERTISE					
1729	MORNING STAR PUBLISHING	C		INV	05/13/2008				
	1 101E301 940010			SHERIFF		503.77	327531	33546	
				OUTSIDE					
				CHECK TOTAL		32.00			
						535.77			
1585	MSU EXTENSION			INV	05/13/2008				
	1 101E261 726000			COOP EXT		44.17	555	33534	
	2 101E864 920410			DISTRIBUTE		496.46			
				SVC CNTRCT					
				CHECK TOTAL		540.63			
						540.63			
1219	NEW CENTURY SIGNS			INV	05/13/2008				
	1 261E427 726000			EMGR SVCS		15.00	7504	33528	
				SUPPLIES					
1219	NEW CENTURY SIGNS			INV	05/13/2008				
	1 266E901 970420			CAP OUTLAY		318.09	7582	33545	
				PROP-VEHC					
				CHECK TOTAL		318.09			
						333.09			
2138	NORTHERN ENERGY, INC			INV	05/13/2008				
	1 588E699 930660			OPERATIONS		1,206.23	980478	33575	
				GAS					
				CHECK TOTAL		1,206.23			
						1,206.23			
3434	NORTHWESTERN BANK-CARDMEM			INV	05/13/2008				
	1 101E257 920400			EQ		177.50	AXF04-05-08	33627	
	2 208E751 726000			PARKS		46.83			
	3 101E253 726000			TREASURER		35.18			
				SUPPLIES					
				CHECK TOTAL		259.51			
						259.51			
1235	OTSEGO COUNTY EMS			INV	05/13/2008				
	1 101E648 726000			MED EXAM		35.00	08747M	33629	
	2 101E648 930460			MED EXAM		360.00			
				TRANSFERT					
				CHECK TOTAL		395.00			
						395.00			
1235	OTSEGO COUNTY EMS			INV	05/13/2008				
	1 101E648 726000			MED EXAM		35.00	08751M	33628	
	2 101E648 930460			MED EXAM		380.00			
				TRANSFERT					
				CHECK TOTAL		415.00			
						415.00			
1242	OTSEGO LAKE SERVICE			INV	05/13/2008				
	1 588E699 940010			OPERATIONS		175.00	7855	33574	
				OUTSIDE					
				CHECK TOTAL		175.00			
						175.00			

05/22/2008
08:22 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-22 05/22/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3341 OTWELL MAMBY, P.C.	1 233E690 940010	00000690000883		INV OUTSIDE	05/13/2008	475.00	112007	33626	
						CHECK TOTAL			
						475.00			
1884 PC TRANS	1 588E699 940010	0000069901048		INV OUTSIDE	05/13/2008	400.00	OCBS13	33572	
						CHECK TOTAL			
						400.00			
1255 POSTMASTER	1 212E430 930450	0000021200894		INV SHIP/MAIL	05/13/2008	42.00	STAMPS0408	33658	
						CHECK TOTAL			
						42.00			
1950 BETHANY PRYKUCKI	1 101E261 930500	00000		INV TRAVEL	05/13/2008	190.57	MAR-APR-08	33535	
						CHECK TOTAL			
						190.57			
1259 QUILL CORPORATION	1 101E131 726000	00001		INV SUPPLIES	05/27/2008	51.72	7307319	33639	
						CHECK TOTAL			
						51.72			
1259 QUILL CORPORATION	1 101E131 726000	00001		INV SUPPLIES	05/27/2008	47.41	7307320	33640	
						CHECK TOTAL			
						47.41			
1259 QUILL CORPORATION	1 101E131 726000	00001		INV SUPPLIES	05/27/2008	141.57	7321545	33642	
						CHECK TOTAL			
						141.57			
1259 QUILL CORPORATION	1 101E131 726000	00001		INV SUPPLIES	05/27/2008	113.38	7321787	33641	
						CHECK TOTAL			
						113.38			
1261 RELIABLE OFFICE SUPPLIES	1 101E131 726000	00000		INV SUPPLIES	05/27/2008	299.00	FZ368601	33603	
						CHECK TOTAL			
						299.00			
3935 SAFETY-KLEEN	1 588E699 940010	0000069901051		INV OUTSIDE	05/13/2008	120.60	0036313388	33569	
						CHECK TOTAL			
						120.60			
1204 SCHINDLER ELEVATOR CORP	0000026500836	INV			05/13/2008	120.60	8102070857	33543	
						CHECK TOTAL			
						120.60			

05/22/2008
08:22 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-22 05/22/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1275 SCIENTIFIC BRAKE & EQUIPM	1 5888B699 726050			OPERATIONS	05/13/2008	42.45	2281280049	33568	
				MAINT SUPP					
						42.45			
						10,445.25			
						10,445.25			
1874 STATE ELECTRONICS	1 261E427 920410			EMGR SVCS	05/13/2008	11.02	MO42908	33525	
				SVC CNTRCT					
						10,445.25			
						10,445.25			
1307 TARGET INFORMATION MANAGE	1 101E131 726000			EMGR SVCS	05/13/2008	251316	251316	33604	
				CIRCT CT					
				SUPPLIES		11.02			
						11.02			
						11.02			
1347 TELEPHONE SUPPRT SYSTEMS	1 261E427 940010			EMGR SVCS	05/13/2008	36511-2	36511-2	33527	
				OUTSIDE					
						2,086.57			
						2,086.57			
1347 TELEPHONE SUPPRT SYSTEMS	1 101E267 920400			PROSECUTOR	05/13/2008	36597	36597	33649	
				MAINT SVC					
						46.00			
						46.00			
						2,132.57			
3071 TITLE CHECK LLC	1 516E253 920410			SVC CNTRCT	05/15/2008	ADM-FEES-MAY	ADM-FEES-MAY	33590	
				TRS DELQ					
						2,150.12			
						2,150.12			
1312 TOPCOMP COMPUTER SOFTWARE	1 261E427 940010			EMGR SVCS	05/13/2008	200821	200821	33526	
				OUTSIDE					
						237.50			
						237.50			
						237.50			
1683 TRACTOR SUPPLY CO-DEPT 30	1 212E430 726000			AMM CTRL	05/13/2008	APR-08	APR-08	33657	
				SUPPLIES					
						7.49			
						7.49			
						7.49			
1122 VERIZON NORTH	1 637E265 930210			BLDG GRNDS	05/13/2008	0401300508	0401300508	33625	
				TELEPHONE					
						316.88			
						316.88			
1122 VERIZON NORTH	1 637E265 930210			BLDG GRNDS	05/13/2008	0403080508	0403080508	33630	
				TELEPHONE					
						38.88			
						38.88			
						38.88			

05/22/2008
08:22 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2008-22 05/22/2008

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1484 WALZ POSTAL SOLUTIONS INC	1 101E141 726000	ROC		INV SUPPLIES	05/27/2008	310.77	0084628-IN	33643	
				CHECK TOTAL		310.77			
1381 WASH N GO MANAGEMENT INC	1 101E301 920410	SHERIFF		INV SVC CNTRCT	05/13/2008	50.00	APR-08	33530	
				CHECK TOTAL		50.00			
1869 WEST PAYMENT CENTER	1 101E267 726200	PROSECUTOR		INV BOOKS	05/13/2008	99.00	6051685778	33551	
				CHECK TOTAL		99.00			
1869 WEST PAYMENT CENTER	1 101E267 726200	PROSECUTOR		INV BOOKS	05/13/2008	449.28	815926385	33651	
				CHECK TOTAL		449.28			
1339 WILBER AUTOMOTIVE SUPPLY	1 588E699 726050	OPERATIONS		INV MAINT SUPP	05/13/2008	67.16	696653	33571	
				CHECK TOTAL		67.16			
2860 WINN TELECOM	1 212E430 930210	ANM CTRL		INV TELEPHONE	05/13/2008	110.14	APR2008	33656	
				CHECK TOTAL		110.14			
1914 XEROX CORPORATION	1 101E267 920410	PROSECUTOR		INV SVC CNTRCT	05/13/2008	257.00	32390794	33552	
				CHECK TOTAL		257.00			
3813 WEBER YOUNG	1 294E683 930999	VEF TRUST		INV OTH SVCS	05/13/2008	38.87	006966	33652	
				CHECK TOTAL		38.87			
90 INVOICES				WARRANT TOTAL		136,003.23			
				CASH ACCOUNT BALANCE		12,236,747.41			

RESOLUTION NO. OCR 08-17
DISTRICT COURT REORGANIZATION SUPPORT

OTSEGO COUNTY BOARD OF COMMISSIONERS
May 27, 2008

WHEREAS, the Probate Judges of Crawford and Kalkaska Counties have statutory District Court authority; and

WHEREAS, those judges handle all District Court cases in their respective counties and 87th District Court Judge Patricia A. Morse handles cases only in Otsego County; and

WHEREAS, the court staff of the district court is allocated and funded based on county lines and no longer a shared expense; and

WHEREAS, the Otsego County Board of Commissioners passed Resolution OCR 06-50 on November 9, 2006, requesting that the State Court Administrator seek legislation to reorganize the 87th District Court into three separate district courts; and

WHEREAS, Senate Bill No. 435 has been introduced in the Michigan State Legislature, which would create separate districts for Otsego County, Crawford County, and Kalkaska County; and

WHEREAS, Senate Bill No. 435 requires Otsego County, the district funding unit, to approve of the reformation via resolution; now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners approves the reformation of the eighty-seventh district to consist of the county of Otsego with 1 district judgeship and that this approval constitutes an exercise of the district funding unit Otsego County's option to provide a new activity or service, to increase the level of activity or service offered in the district funding unit Otsego County beyond that required by existing law, as the elements of this option are defined by 1979 PA 101, MCL21.231 to 21.244, and is a voluntary acceptance by the district funding unit Otsego County of all expenses and capital improvements that may result from reformation of the district. Otsego County understands that the exercise of this option does not affect the state's obligation to pay the same portion of each judge's salary which is paid by the state to other district judges as provided by law, or to appropriate and disburse funds to the district funding unit for the necessary costs of state requirements established by a state law which becomes effective on or after December 23, 1978.