



## 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, June 9, 2015 beginning at 9:30 a.m., at the County Building at 225 W. Main Street, Room 100, Gaylord, Michigan 49735.

### AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Regular Minutes of May 26, 2015 w/attachments

Consent Agenda

A. Planning Commission Reappointment (Klee) - Motion to Approve

B. Freedom of Information Act Policy - Motion to Approve

Special Presentation

A. Brian Webber 20-Year Recognition

Administrator's Report

Department Head Report

A. Michigan State University Extension Update - Kelley Hiemstra

City Liaison, Township & Village Representatives

Correspondence

New Business

A. Financials

1. June 2, 2015 Warrant

2. June 9, 2015 Warrant

B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment

May 26, 2015

The regular meeting of the Otsego County Board of Commissioners was held at the County Building, 225 West Main St., Room 100. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Julie Powers-Gehman, followed by the Pledge of Allegiance led by Ron Smith

Roll Call:

Present: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Doug Johnson, Ken Borton, Bruce Brown.

Excused: Richard Sumerix

Motion by Commissioner Paul Liss, to approve the regular minutes of May 12, 2015 with attachments and the special minutes of May 19, 2015. Motion by Commissioner Julie Powers-Gehman to amend the regular minutes of May 12, 2015 to read Commissioner Julie Powers-Gehman reported on Downtown proud. Ayes: Unanimous. Motion carried. Minutes approved as amended.

Consent Agenda:

Motion to approve the appointment of Paul Gunderson to the Airport Advisory Committee with the term to expire 12-31-2017. Ayes: Unanimous. Motion carried.

Motion to approve the Parks and Recreation Budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to adopt OCR 15-19 Discharge of Mortgage of Donna M. Kolany.

Roll Call Vote:

Ayes: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Excused: Richard Sumerix.

Motion carried/Resolution adopted. (see attached)

Motion to adopt OCR 15-20 NEMCOG Grant Application Fiscal Year 2016.

Roll Call Vote:

Ayes: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Excused: Richard Sumerix.

Motion carried/Resolution adopted. (see attached)

Motion to adopt OCR 15-21 Intent to Apply for Financial Assistance for Fiscal year 2016 for the Otsego County Bus System.

Roll Call Vote:

Ayes: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Excused: Richard Sumerix.

Motion carried/Resolution adopted. (see attached)

Motion to approve the County Bus ADA Complaint Policy. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the County Bus Title VI Plan. Ayes: Unanimous. Motion carried. (see attached)

Committee Reports:

Motion by Commissioner Paul Beachnau, to authorize the Sheriff to purchase a boat for up to \$27,000 to be paid out of the Equipment Fund (fund 266). Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, to update the Otsego County Fee Schedule with the changes to the Parks and Recreation Department fees as presented. Ayes: Unanimous. Motion carried. (see attached)

Administrator's report:

John Burt discussed the County foreclosures property cleanup; received bids for the Community Center.

Motion by Commissioner Doug Johnson, to award Bid 15-01 to Integrity Construction in the amount of \$189,000 and to approve the associated budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Department Head Report:

Mike Rola reported on the Prosecutor's office.

Gina Marchio reported on the Parks and Recreation Department.

City Liaison, Township and Village Representative: None.

Correspondence:

Rachel Frisch reported on the April Financial reports.

New Business:

Motion by Commissioner Julie Powers-Gehman, to approve the May 19, 2015 Warrant in the amount of \$62,349.02. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, to approve the May 26, 2015 Warrant in the amount of \$449,656.47. Ayes: Unanimous. Motion carried.

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Beachnau reported on the Livingston Township Meeting; Leadership Program Graduation June 2, 2015 at the Otsego Club; Lake levels at Otsego Lake.

Commissioner Julie Powers-Gehman discussed property cleanup.

Commissioner Lee Olsen discussed property cleanup.

Commissioner Erma Backenstose attended the Otsego Lake Township meeting.

Commissioner Paul Liss discussed zoning enforcements; Board of directors meeting for Community Corrections.

Commissioner Bruce Brown reported on the Little League fundraiser held.

Commissioner Doug Johnson had no report.

Chairman Ken Borton reported an upcoming MAC Transportation meeting.

Meeting adjourned at 10:38 a.m.

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Kenneth C. Borton Chairman

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Susan I. DeFeyter, Otsego County Clerk

01/23/2015

BUDGET REPORT FOR OTSEGO COUNTY  
Calculations as of 12/31/2014

GL NUMBER	DESCRIPTION	2015		
		REQUESTED BUDGET	decrease 752 parks	Increase 751 cc
208-752-704.400	EDUCATION AND TRAINING			
208-752-726.000	SUPPLIES - GENERAL	22,000	11,000	11,000
208-752-726.025	SUPPLIES - JANITORIAL	5,500	2,750	2,750
208-752-726.035	SUPPLIES - MEDICAL/PHARMACY	500	250	250
208-752-726.040	SUPPLIES - RECREATIONAL	3,000	1,500	1,500
208-752-726.046	SUPPLIES - UNIFORM/ACC	1,200	600	600
208-752-726.050	REPAIRS AND MAINT SUPPLIES	30,000	15,000	15,000
208-752-801.020	PROFESSIONAL	1,000	500	500
208-752-920.200	WATER/SEWAGE	9,000	4,500	4,500
208-752-920.320	SNOW PLOWING	1,000	500	500
208-752-930.100	INSURANCE AND BONDS	7,500	3,750	3,750
208-752-930.210	TELEPHONE	1,500	750	750
208-752-930.230	CELLULAR	1,500	750	750
208-752-930.300	ADVERTISING	2,000	1,000	1,000
208-752-930.450	SHIPPING AND MAILING	300	150	150
208-752-930.500	TRAVEL	2,000	1,000	1,000
208-752-930.610	NATURAL GAS	4,000	2,000	2,000
208-752-930.620	ELECTRICITY	20,000	10,000	10,000
208-752-930.660	GASOLINE	5,000	2,500	2,500
208-752-940.000	INSIDE PURCHASED SERVICES	22,000	11,000	11,000
208-752-940.010	OUTSIDE CONTRACTED SERVICES			
208-752-940.010-BEAR_BBALL	OUTSIDE CONTRACTED SERVICES	1,000	-	1,000
208-752-940.010-COED_VBALL	OUTSIDE CONTRACTED SERVICES			
208-752-940.010-FRWKS00000	OUTSIDE CONTRACTED SERVICES	15,000	15,000	
208-752-940.010-HORSESHOE_	OUTSIDE CONTRACTED SERVICES			
208-752-940.010-MEN_FLAGFB	OUTSIDE CONTRACTED SERVICES			
208-752-940.010-MENS_BBALL	OUTSIDE CONTRACTED SERVICES			
208-752-940.010-SUMMERCAMP	OUTSIDE CONTRACTED SERVICES	2,500	-	2,500
208-752-940.010-VOLLEYBALL	OUTSIDE CONTRACTED SERVICES	3,200	-	3,200
208-752-940.010-WK RI00000	OUTSIDE CONTRACTED SERVICES	2,000	-	2,000
208-752-940.010-WM_VBALL_	OUTSIDE CONTRACTED SERVICES			
	TOTALS	162,700	84,500	78,200

**RESOLUTION NO. OCR 15-19**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
May 26, 2015

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 219 North Wisconsin Avenue, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1110, Pages 850-863 and a Loan Modification in Liber 1119, Pages 75-76 in the name Donna M. Kolany, a single woman and

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

**RESOLVED**, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Donna M. Kolany, a single woman, and be it further

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

**OCR 15-20**  
**Approving the Fiscal Years 2016**  
**Community Corrections Grant Applications of the**  
**Northeast Michigan Council of Governments**

Otsego County Board of Commissioners

May 26, 2015

**WHEREAS**, the Northeast Michigan Council of Governments (NEMCOG) serves as the Northern Michigan Community Corrections Advisory Board's (NMCCAB) fiscal agent and manager; and

**WHEREAS**, Otsego County is a member of the Northern Michigan Community Corrections Advisory Board, has been served by its programs, and wishes to continue participation with the Board's programs and services in the future; and

**WHEREAS**, an application in the amount of \$190,663 for the general program has been prepared by NEMCOG to continue the Community Corrections programs in Cheboygan, Crawford, Oscoda, Otsego, and Presque Isle counties; and

**WHEREAS**, the Northern Michigan Community Corrections Advisory Board, has approved this proposal, and recommends its approval by the member counties; now, therefore be it

**RESOLVED**, that Otsego County hereby approves the Northern Michigan Community Corrections Advisory Board Grant Application prepared by NEMCOG for Community Corrections funding in the annual amount of \$190,663 for the general program for Fiscal Years 2016.

**OCR 15-21**  
**INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2016**  
**UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.**

Otsego County Board of Commissioners  
May 26, 2015

WHEREAS, Pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), It is necessary for OTSEGO COUNTY BUS SYSTEM (OTSEGO COUNTY), (hereby known as THE APPLICANT) established under Act 94, to provide a local transportation program for the state fiscal year of 2016 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, It is necessary for THE APPLICANT to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, It is necessary to certify that no changes in eligibility documentation have occurred during the past State fiscal year; and (State Operating Assistance Program only)

WHEREAS, the performance indicators for this agency have been reviewed and approved by THE APPLICANT; and (State Operating Assistance Program only)

WHEREAS, THE APPLICANT, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$285,434.00, estimated state funds \$648,293.00, estimated local funds \$323,000.00, estimated farebox \$150,000.00, estimated other funds \$ 375,240.00 with total estimated expenses of \$1,783,967.00 , now, therefore, be it

RESOLVED, that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51, and be it further

RESOLVED, that the Otsego County Board of Commissioners hereby appoints Theron D. Higgins as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation commission or department for its administration of Act 51 for FY2016.

## Otsego County Bus System

Date Board Adopted: \_\_\_\_\_

### **ADA Complaint Policy**

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Title II and III of the American Disability Act of 1990 (ADA) provides that no entity shall discriminate against an individual with a disability in connection with the provision of transportation services. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including access to fixed route bus and complementary paratransit service. Otsego County Bus System is committed to providing safe and reliable transportation to all people without discrimination based on disabilities.

#### **Otsego County Bus System Responsibility**

If Otsego County Bus System receives a complaint regarding discrimination against an individual under the ADA, we will respond within 30-days of receiving the complaint and will work to resolve the issue with the complainant as quickly as possible. This may involve legal assistance and/or mediation. We will document all of the process including the resolution and will notify our MDOT project manager of the complaint and the resolution. We will keep the complaint and all related documents on file for at least one year. We will keep a summary of all complaints filed for at least five years. Records will be made available to MDOT upon request.

The attached flyer will be posted in all public buses and facilities.

If additional information is requested, the following will be provided.

### **What information should my ADA complaint include?**

Provide the following information:

- A. Your full name, address, the telephone numbers where we can reach you during the day and evening, and the name of the party discriminated against (if known);
- B. If known, the name of the person you believe has committed the discrimination;
- C. A brief description of the acts of discrimination, the dates they occurred;
- D. Other information you believe necessary to support your complaint, including copies (not originals) of relevant documents; and
- E. Information about how to communicate with you effectively. Please let us know if you want written communications in a specific format (e.g., large print, Braille, electronic documents).

To guide you in providing the requested information, you may use the attached complaint form. (Attachment A)

### **How do I file an ADA complaint by email?**

Include all of the information listed above, either in the body of the email or in an attachment. Attach relevant documents to your email. Send your complaint to [thiggins@otsegocountymt.gov](mailto:thiggins@otsegocountymt.gov). You will receive a reply email confirming that your complaint has been received within 48 business hours. Please keep a copy of your complaint and the reply email for your records. If you do not receive a reply email, please contact Otsego County Bus System at (989) 731-1204 ext #2.

### **What happens after my complaint is received?**

After the complaint is received, we will inform you of our action, which may include:

- A. Contacting you for additional information or copies of relevant documents;
- B. Working with you to resolve the issue;
- C. Referring your complaint for possible resolution through the an ADA Mediation Program; or
- D. Referring your complaint to another federal agency with responsibility for the types of issues you have raised.

### **How can I find out the status of my complaint?**

We will review each complaint carefully. If you have not heard from us within three weeks, please contact us at (989) 731-1204 ext #2.

Attachment A

**Title II of the Americans with Disabilities Act  
Section 504 of the Rehabilitation Act of 1973  
Discrimination Complaint Form**

Instructions: Please fill out this form completely, sign and mail, fax, or email to:

Otsego County Bus System  
Attn: Theron Higgins, ADA Coordinator  
1254 Energy Drive  
Gaylord MI, 49735  
Fax-(989) 731-9924  
Email-thiggins@otsegocountymi.gov

Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Business: \_\_\_\_\_

Person Discriminated Against: \_\_\_\_\_  
(if other than the complainant)

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Business: \_\_\_\_\_



*Flyer to be posted in all public buses and facilities*

Otsego County Bus System  
**Procedure to File a Complaint Under the  
Americans with Disabilities Act (ADA)**

If you believe you, or another person has been discriminated against under Title II and III of the American Disability Act of 1990 by Otsego County Bus System or one of our employees, you can file a complaint by mail, fax, or email at:

Otsego County Bus System  
Attn: Theron Higgins, ADA Coordinator  
1254 Energy Drive  
Gaylord MI, 49735  
Fax-(989) 731-9924  
Email-thiggins@otsegocountymt.gov

**Take the first step:** Before filing your complaint, you may contact the Otsego County Bus System's ADA Coordinator to discuss your concerns. The ADA Coordinator can look into the issue and try to come up with an acceptable resolution to the situation. If you would like additional information you may contact Otsego County Bus System's ADA Coordinator.

**You can file a complaint against Otsego County Bus System using the following procedures:**

- File a written complaint with the Otsego County Bus System ADA Coordinator as soon as possible, but no later than 60 calendar days after the alleged violation.
- The written complaint should be submitted by the grievant and/or designee.
- Alternative means of filing complaints – such as a personal interview or a tape recording – will be made available on request by people with disabilities.
- The written complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.
- Within 15 calendar days after receiving the complaint, an Otsego County Bus System official will meet with the complainant to discuss the complaint and possible resolutions.
- Within 15 calendar days of the meeting, the Otsego County Bus System ADA Coordinator will respond in writing or by other appropriate accessible format. The response will explain the position of the Otsego County Bus System and offer options for substantive resolution of the complaint.
- If the response by the Otsego County Bus System ADA Coordinator does not resolve the issue, the complainant and/or designee may appeal the decision within 15 calendar days after receiving the response to the Federal Transit Administration Office for Civil Rights.
- • All written documents in the process will be retained by the Otsego County Bus System for at least 1 year
- Alternative formats and language translations for this document are available on request



**Agency Name: Otsego County Bus System**  
**Date Adopted:**

## **I. Program Statement**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Otsego County Bus System is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

This program was developed in accordance with FTA C 4702.1B to guide the Otsego County Bus System in its administration and management of Title VI-related activities.

### **Title VI Coordinator Contact Information**

Theron D. Higgins, Transportation Director  
Otsego County Bus System  
1254 Energy Drive, Gaylord MI 49735  
989 731-1204 Fax# 989 731-9924  
[thiggins@otsegocountymi.gov](mailto:thiggins@otsegocountymi.gov)

## **II. Title VI Information Dissemination**

Title VI information posters shall be prominently and publicly displayed in the Otsego County Bus System facility and on the inside of their revenue vehicles (see Appendix G). The name of the Title VI coordinator is available on the Otsego County Bus Systems website, at [www.otsegocountymi.gov](http://www.otsegocountymi.gov); go to the 'County Government' tab and click on 'Otsego County Bus System', Title VI information can be located at the bottom of the page. Additional information relating to nondiscrimination obligation can also be obtained from the Otsego County Bus System's Title VI Coordinator.

Title VI information shall be disseminated to Otsego County Bus System employees annually via the Employee Education form (see Appendix A) in payroll envelopes. This form reminds employees of the Otsego County Bus System policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the Otsego County Bus Systems expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Program and are required to sign the Acknowledgement of Receipt (see Appendix B).

### III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from the Otsego County Bus System where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

### IV. Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of Otsego County Bus Systems Title VI Program, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

### V. Title VI Complaint Procedures

#### 1. How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the Otsego County Bus System at the following address:

*Otsego County Bus System  
1254 Energy Drive  
Gaylord MI, 49735*

NOTE: The Otsego County Bus System encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

**2. What happens to the complaint after it is submitted?**

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the Otsego County Bus System will be directly addressed by the Otsego County Bus System. The Otsego County Bus System shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the Otsego County Bus System shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (see Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

**3. How will the complainant be notified of the outcome of the complaint?**

Otsego County Bus System will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the Otsego County Bus System, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

*Once sufficient information for investigating the complaint is received by the Otsego County Bus System, a written response will be drafted subject to review by the transit's attorney. If appropriate, the Otsego County Bus System attorney may administratively close the complaint. In this case, the Otsego County Bus System will notify the complainant of the action as soon as possible.*

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

## **VI. Limited English Proficiency (LEP) Program**

A four factor analysis was performed by the Otsego County Bus System in accordance with MDOT/FTA guidelines to determine the need and or the type of LEP program which might be needed in our service area. The four factor analysis is as follows:

- 1. The number or proportion of LEP persons eligible in the OCBS service area who may be served or likely to encounter an OCBS program, activity, or service:**

OCBS has reviewed the current data from the U.S Census report of 2010 covering our geographic area of service. OCBS has determined that 99.4% of people age 5 or older speak English "very well" out of a population of 24,164 in our county. Of those 23,413 are white, 80 are Black or African American, 160 are American Indian or Alaska Native, 93 are Asian, and 280 are Hispanic or Latino.

- 2. The Frequency with which LEP individuals come in contact with an OCBS program, activity, or service:**

Since the inception of OCBS in 1980, the agency has continually assessed the frequency with which LEP individuals come into contact with an OCBS program, activity or service. The Majority of our drivers and dispatchers have worked an average of 18 years for the OCBS and have never experienced a situation or come into contact with an individual who did not speak well enough to get a ride scheduled, or take advantage of our programs/and or our service.. The dispatchers and drivers of the OCBS have not encountered any individual who did not read, speak, write, or understand the English language less than "well."

- 3. The nature and importance of the program, activity, or service provided by the OCBS to LEP community:**

In our service area within our county, we have no concentration of any one type of LEP individuals. The Majority of our county population we provide service to, 99% or 22, 572, speak English "very well" or "well". I have contacted many local agencies, DHHS, chamber of commerce, CHS and the university center in an attempt to find an outreach, membership or leadership function that assist LEP individuals and none exists due to the very low number of people who speak other than English but still speak English "very well" or "well". Should anyone within our community with LEP become known in the future, the OCBS will take the necessary measures to provide them with assistance; however, at this time the need for LEP services is very low.

- 4. The resources available to the OCBS and overall costs:**

OCBS has assessed available resources that could be used for LEP assistance, in conjunction with using the "Google Translate" website, if needed to assist with any non-English speaking community members whom might request service. We have determined that when or if that situation arises, we will use either the services of our local State Trooper post that has a Spanish Speaking translator on call, or we will use the language instructors at the M-TEC/University Center in Gaylord. The Cost incurred to provide this invaluable service to any non-English speaking patrons would be very minimal, based on no past contact with passengers whom didn't speak well enough English to schedule a ride.

## **VII. Language Assistance Program (LAP)**

OCBS will take reasonable steps to ensure any individual identified as needing language assistance will receive that assistance with one of the following methods:

- Ongoing assistance will be provided by Dispatcher through the use of Google Translate upon request if and when the need arises.
- I Speak cards will be available in the dispatch and carried by all drivers on all buses at all times.
- OCBS will coordinate with the County DHHS, Health Dept, Commission on Aging, Crawford County Transit, and Thunder Bay Transportation Authority on language resources.
- The LAP will be monitored through dispatch and drivers receiving requests; If and when the need arises, additional resources will be sought out and implemented.

## **VIII. Community Outreach**

As an agency receiving federal financial assistance, we have made the following community outreach efforts since our initial Title VI submission:

### **1. Board Meetings.**

The Otsego County Bus System holds monthly meetings coordinated under the "Transportation and Airport Committee", Comprised of 3 County Commissioners, County Administrator and the Airport and Transportation Directors and the public is invited to attend and they do occasionally. Many outstanding ideas and inputs are received and incorporated as part of our service or operations based on the public's inputs at our Monthly Committee Meetings.

### **2. Local Advisory Council.**

The Otsego County Bus system has the opportunity to incorporate many great ideas, pass on any new information or service ideas and get much needed feedback from our very active Local Advisory Council. This council is made up with a wide array of representation from different demographics, and many agencies are invited to attend. Local human service agencies, commission on

aging, CMH, DHS, HeadStart, Veterans Affairs and Veterans Homeless shelter, school district, adult special needs workshops, disabled passengers, Senior passengers, and advocates from all local agencies.

### **3. Public Advertising.**

Weekly bus system advertising is coordinated with the local radio stations, The Gaylord Herald Times Newspaper and other free publications in our community. Television and Radio notifications are done with all broadcasting agencies for Bus System Closure due to severe weather. These notifications happen before 6am to limit the impact on the community and to get the word out quickly if a closure occurs.

### **4. Customer Complaint Process.**

Citizens may call our Dispatch Center at 989 732-6224 x1 to lodge a complaint or comment. All complaints/comments are distributed to the Department Manager who researches the complaint and responds back to the citizen in a timely manner.

### **5. General Awareness and Phone Surveys.**

We conduct general awareness surveys through our dispatch center and take inputs from the public. Surveys are passed out by drivers and gathered for analysis and to determine routing needs or changes.

NOTE: The Otsego County Bus System has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. Between 2005-2009, and 2010-2013 the public was invited to participate in any and all of these activities.

We submit to the Michigan Department of Transportation annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.

## **IX. Title VI Equity Analysis**

In the event that the Otsego County Bus System remodels or builds a new facility we will follow NEPA process as indicated in FTA C 4702.1B in the entire programming of such a facility. The location will be selected without regard to race, color, or national origin. Further if a facility is built, census tracts will be used to determine no negative impact is made on potential Title VI individuals. If it is determined that an impact may occur there needs to be legitimate justification for the location with no alternate site available to meet the needs of the transit system. Before the programming process is completed Otsego County Bus must consider alternatives to determine any site that would lessen the potential impact. At that point, we must follow the least discriminatory alternative.

**X. Membership of Non-Elected Committees:**

During the process of attracting new LAC members, Otsego County Bus and the Otsego County Commission (OCCOA) on Aging will post notices for the LAC committee at the OCCOA stating that we are looking for members and we do not discriminate based on race, color, or national origin. Further the OCCOA senior center is one of the places in the County of Otsego that has a diverse ethnic population and comes in contact with a diverse ethnic population on a daily basis. See Appendix H for the breakdown of non-elected committees.

**XI. Transit related Title VI investigations, complaints and lawsuits.**

Otsego County Bus System has had no Title VI complaints, investigations, or lawsuits since the inception of the Transit System or prior to a written Title VI program.

## Appendix A Employee Annual Education Form

### Title VI Policy

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the Otsego County Bus System are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to Theron D. Higgins, Otsego County Bus System, Transportation Director.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

**Appendix B      Acknowledgement of Receipt of Title VI Program**

I hereby acknowledge the receipt of the Otsego County Bus System's Title VI Program. I have read the program and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular C 4702.1.B.

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Date

**Appendix C TITLE VI COMPLAINT FORM**

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and sent it to:

Otsego County Bus System  
1254 Energy Drive  
Gaylord MI, 49735

Please print clearly:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (message)

Person discriminated against: \_\_\_\_\_

Address of person discriminated against: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Please indicate why you believe the discrimination occurred:

- \_\_\_\_\_ race or color
- \_\_\_\_\_ national origin
- \_\_\_\_\_ income
- \_\_\_\_\_ other

What was the date of the alleged discrimination? \_\_\_\_\_

Where did the alleged discrimination take place? \_\_\_\_\_

Please describe the circumstances as you saw it: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please list any and all witnesses' names and phone numbers:

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What type of corrective action would you like to see taken?

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Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

Otsego County Bus System  
Attn: Theron D. Higgins  
1254 Energy Drive  
Gaylord MI, 49735

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Date

**APPENDIX D Letter Acknowledging Receipt of Complaint**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Clarksville, Tennessee 37040

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the Otsego County Bus System alleging \_\_\_\_\_.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 989 731-1204 x2, or write to me at this address.

Sincerely,

**OCBS**  
Theron D. Higgins, Title VI Coordinator  
1254 Energy Drive  
Gaylord MI, 49735

**APPENDIX E Letter Notifying Complainant that the Complaint Is Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your letter of \_\_\_\_\_ (date) against the Otsego County Bus System alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. *(If a hearing is requested, the following sentence may be appropriate.)* You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

**OCBS**  
**Theron D. Higgins, Title VI Coordinator**  
**1254 Energy Drive**  
**Gaylord MI, 49735**

**APPENDIX F Letter Notifying Complainant that the Complaint Is Not Substantiated**

Today's Date

Ms. Jo Doe  
1234 Main St.  
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your complaint of \_\_\_\_\_ (date) against the Otsego County Bus System alleging \_\_\_\_\_ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The Otsego County Bus System has analyzed the materials and facts pertaining to your case for evidence of the city's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from Otsego County Bus System, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5th Floor - TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

**OCBS**  
**Theron D. Higgins, Title VI Coordinator**  
**1254 Energy Drive**  
**Gaylord MI, 49735**

## **APPENDIX G    Samples of Narrative to be included in Posters to be Displayed in Revenue Vehicles and Facilities**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Otsego County Bus System is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. If you feel you are being denied participation in or being denied benefits of the transit services provided by Otsego County Bus System, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our office at 989 731-1204 or by Mail at:

**OCBS/Title VI Coordinator  
1254 Energy Drive  
Gaylord MI, 49735**

For more information, go to 'Otsego County Bus System' under the 'County Government' on the Otsego County website at [www.otsegocountymi.gov](http://www.otsegocountymi.gov)

**APPENDIX H Breakdown of Membership of Non-Elected Committees**

Body	Caucasian	African American	Asian	Native American	Pacific Islander	Disabled	Low Income
LAC Committee	100%	0%	0%	0%	0%	40%	70%

## PARKS & RECREATION

### Otsego Lake County Park

#### Otsego County Residents:

Day Park Pass	\$4.00
Season Park Pass	\$15.00
Season Park Pass - Seniors (age 60 and over)	\$7.00
Camping Vehicle Permits	\$25.00 per night
Cabin Rental	\$55.00 per night
\$50.00 refundable security deposit required.	
Pavillon Rental	\$65.00
Special Event Camping Fee (addition to standard fees)	\$10.00 per stay

#### Non-Otsego County Residents:

Day Park Pass	\$4.00
Season Park Pass	\$15.00
Season Park Pass - Seniors (age 60 and over)	\$7.00
Camping Vehicle Permits	\$26.00 per night
Cabin Rental	\$55.00 per night
\$50.00 refundable security deposit required.	
Pavillon Rental	\$65.00
Camping Vehicle Permits	\$4.00
Special Event Camping Fee (addition to standard fees)	\$10.00 per stay

#### Community Center

Drop-In Gym Floor Activities (e.g. basketball, tennis, volleyball)	\$1.00
Rental of Entire Community Center 1-1/2 hours	22.50/hr
Overnight Lock-Ins (Friday or Saturday) 8pm – 8am	\$225.00

#### Irontone Springs Pavillon Rental

Morning Rental (10:00 a.m. to 3:00 p.m.)	\$65
Afternoon Rental (14:00 p.m. - 9:00 p.m.)	\$65
Full Day (10:00 a.m. to 9:00 p.m.)	\$100
Cleanup Fee (if staff has to clean up after event)	\$25

Credit Card Processing Fee	4%
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## OTSEGO COUNTY BUDGET AMENDMENT

### FUND/DEPARTMENT: Delinquent Tax/Capital Projects

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   Community Center Repairs

Account Number	Decrease	Increase
499-050-699.030 Transfer In	\$	\$125,000
516-050-400.001 Budgeted Use of Fund Balance	\$	\$125,000
-                    -	\$	\$
-                    -	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

#### EXPENDITURE

Account Number	Increase	Decrease
516-999-999.000 Transfer Out	\$125,000	\$
499-901-970.300 Property Improvements	\$125,000	\$
-                    -	\$	\$
-                    -	\$	\$
-                    -	\$	\$
-                    -	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

<b>Finance Department</b>
Entered:
By:

\_\_\_\_\_  
Board Approval Date (if necessary)

\_\_\_\_\_  
Budget Adjustment #

\_\_\_\_\_  
Posting Number



June 9, 2015  
Agenda

## **Agenda Questions**

Questions concerning anything on the Board of Commissioners agenda can be directed in advance by calling John Burt at 989-731-7520 or via email at [jburt@otsegocountymi.gov](mailto:jburt@otsegocountymi.gov), or during the Board meeting.

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Planning Commission Reappointment (Klee)	<b>AGENDA DATE:</b>  June 9, 2015
<b>AGENDA PLACEMENT:</b>  Consent Agenda, Item A.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

Chuck Klee represents Dover Township on the Otsego County Planning Commission, per the request of Dover Township.

**DISCUSSION:**

Mr. Klee's term has expired and he has submitted his application to be reappointed.

**RECOMMENDATION:**

Staff requests Board reappointment of Chuck Klee to the Otsego County Planning Commission.

**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Tuesday, May 26, 2015 3:53 PM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

<b>Date Submitted</b>	05 / 26 / 2015
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Otsego County Planning Commission
<b>Name</b>	Charles (Chuck) Klee
<b>Address</b>	224 Marquardt Road
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	989-732-3396 work
<b>Other</b>	989-350-1250 cell
<b>Date available for appointment</b>	12 / 31 / 2014
<b>County Commission District</b>	3
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Dover Township
<b>List boards, commissions,</b>	Otsego County Planning Commission - current

<p><b>committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county</b></p>	<p>board member.</p>
<p><b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b></p>	<p>Owner of Chuck's Electric-Gaylord</p>
<p><b>I have worked for Otsego County before</b></p>	<p>No</p>
<p><b>I am aware of potential conflicts of interest</b></p>	<p>Yes</p>
<p><b>If yes, please indicate potential conflicts</b></p>	<p>From time to time Chuck's Electric does work for the County of Otsego.</p>
<p><b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b></p>	<p>I have been a board member on the Otsego County Planning Commission for over 15 years.</p>
<p align="center"><b>Otsego County Building 225 W Main Gaylord, MI 49735 989-731-7520 - Phone</b></p>	

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# Otsego County Planning Commission

Approved Minutes for October 20, 2014

*Mr. Arndt* nominated for the position of secretary by Ms. Nowak; Seconded by Mr. Brown  
Vote unanimous.

*Mr. Hartmann elected chairperson*  
*Mrs. Jarecki elected vice chairperson*  
*Mr. Arndt elected secretary*

## 2. Expiring Terms

- a. Arndt
- b. Klee
- c. Nowak

Mr. Burt will contact members with expiring terms inquiring of their reappointment as members of the Otsego County Planning Commission.

## Reports and Commission Member's Comments:

### 1. Otsego County Parks & Recreation report

Vice Chairperson Jarecki stated the County had received several comments opposing the proposed name change to the Community Center and it was now being reconsidered. The repairs to Libke Field were finished and it was hopeful the parking lot would be filled in before winter. Irontone Springs was still in need of repairs on the east-ridge and the back roads required some cleaning up.

She stated the Groen Nature Preserve Committee was being asked to discuss the possibility of organizing a run as a fundraiser for Mary Kay Sklarczyk out in Johannesburg and the two (2) Halloween weekends at the County Park were a big success.

### 2. Leading Effective Board Meetings/Zoning Training

**Adjournment:** 8:00 pm by Chairperson Hartmann

Christine Boyak-Wohlfeil, Recording Secretary

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Freedom of Information Act Policy Update	<b>AGENDA DATE:</b>  June 9, 2015
<b>AGENDA PLACEMENT:</b>  Consent Agenda, Item B.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  Yes.

**BACKGROUND/DISCUSSION:**

The State of Michigan updated the Freedom of Information Act (FOIA) with changes to go into effect on July 1, 2015.

Some of the changes in the law include:

- Public bodies must provide information about FOIA request to the public free of charge.
- Procedures and guidelines must include a standard form itemizing any fees the public body estimates or charges under FOIA.
- FOIA requestors can demand records on non-paper physical media, by e-mail, or otherwise produced electronically as long as the public body has the technology.
- Charges for responding to requests are more heavily regulated. An example is that a public body cannot charge more than \$0.10/sheet for paper copies of public records.

**DISCUSSION:**

The County's attorneys have updated the County's FOIA Policy to ensure that it is compliance with the law. Additionally, the attorneys prepared the associated forms and the Public Summary.

**RECOMMENDATION:**

Staff requests Board approval of the updated Freedom of Information Act Policy.



# Freedom of Information Act Policy

## OTSEGO COUNTY FREEDOM OF INFORMATION ACT PROCEDURES & GUIDELINES

### Statement of Principles

It is the policy of Otsego County (the County) that all persons, except those who are serving a sentence of imprisonment, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

#### **Section 1: General Policies**

The Otsego County Board of Commissioners acting pursuant to the authority at MCL 15.236 designates the County Administrator as the Otsego County FOIA Coordinator. He or she is authorized to designate other County staff to act on his or her behalf to accept and process written requests for the County's and its Departments' public records and approve denials. The following County Officials are designated to act on his or her behalf to accept and process written and verbal requests for the public records from their respective departments and approve denials:

County Clerk	All public records maintained by the Clerk's office, except those records maintained solely in the Clerk's role as Clerk to the Otsego County Circuit Court.
County Treasurer	All public records maintained by the Treasurer's office
County Register of Deeds	All public records maintained by the Register of Deeds office
Prosecuting Attorney	All non-judicial public records maintained by the Prosecuting Attorney's office
Sheriff	All public records maintained by the Sheriff's Department

If a request for a public record is received by facsimile or e-mail, the request is deemed to have been received on the following business day. If a request is sent by e-mail and delivered to a spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review County spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with County Information Technology staff to develop administrative rules for handling spam and junk mail so as to protect County systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The County is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other County staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the County on file for a period of at least one year.

The County will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the County cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance. A copy of this Procedures and Guidelines document and the County's Written Public Summary must be publicly available by providing free copies both in the County's response to a written request and upon request by visitors at any County office.

This Procedures and Guidelines document and the County's Written Public Summary will be maintained on the County's website at: <http://www.otsegocountymi.gov/online-servicesforms-4/>, a link to those documents will be provided in lieu of providing paper copies of those documents in the County's response to a written request.

## **Section 2: Requesting a Public Record**

A person requesting to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the County must do so in writing. The request must sufficiently describe a public record so as to enable County personnel to identify and find the requested public record.

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public. Verbal requests for records may be documented by the County on the County's FOIA Request Form.

Written requests for public records may be submitted in person or by mail to any County office. Requests may also be submitted electronically by facsimile and e-mail. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, electronically mailed or otherwise provided to him or her in lieu of paper copies. The County will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by the County on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person who makes a verbal, non-written request for information believed to be available on the County's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

### **Section 3: Processing a Request**

Unless otherwise agreed to in writing by the person making the request, within 5 business days of receipt of a FOIA request the County will issue a response. If a request is received by facsimile, e-mail or other electronic transmission, the request is deemed to have been received on the following business day.

The County will respond to the request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the County needs an additional 10 business days to respond. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the County's website.

#### ***When a request is granted or granted in part:***

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request. A copy of these Procedures and Guidelines shall be provided to the requestor with the response to a written request for public records, provided however, that if these Procedures and Guidelines, and its Written Public Summary are maintained on the County's website, then a website link to those documents may be provided in lieu of providing paper copies.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If based on a good faith calculation by the County, the cost of processing a FOIA request is expected to exceed \$50, or if the requestor has not fully paid for a previously granted request, the County will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the County to process the request and also provide a best efforts estimate of a time frame it will take the County to provide the records to the requestor. The best efforts estimate shall be nonbinding on the County, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

***When a request is denied or denied in part:***

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the County; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Otsego County Board of Commissioners or seek judicial review in the Otsego County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

***Requests to inspect public records:***

The County shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect County records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal County operations.

***Requests for certified copies:***

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

**Section 4: Fee Deposits**

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation by the County, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not fully paid the County for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- the final fee for the prior written request is not more than 105% of the estimated fee;
- the public records made available contained the information sought in the prior written request and remain in the County's possession;
- the public records were made available to the individual, subject to payment, within the time frame estimated by the County to provide the records;
- 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- the individual is unable to show proof of prior payment to the County; and
- the FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- the person making the request is able to show proof of prior payment in full to the County;
- the County is subsequently paid in full for the applicable prior written request; or
- 365 days have passed since the person made the request for which full payment was not remitted to the County.

**Section 5: Calculation of Fees**

A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the County because of the nature of the request in the particular instance, and the County specifically identifies the nature of the unreasonably high costs.

The following factors shall be used to determine an unreasonably high cost to the County:

- Volume of the public record requested.
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether public records from more than one County department or various County offices is necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The County may charge for the following costs associated with processing a FOIA request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the County.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the County.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the County's website if you ask for the County to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the County's website if you ask for the County to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid County employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The County may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Contracted labor costs incurred in the separation and deletion of exempt from non-exempt material will be charged at 6 times the state minimum wage, as adjusted. The current rate at the time of adoption of these Policies and Guidelines is \$48.90/hour.
- Overtime wages will not be included in labor costs until agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the County has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- In order to ensure the integrity and security of the County's technological infrastructure, the County will procure any requested non-paper media and will not accept non-paper media from the requestor

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for nonstandard sized sheets of paper will reflect the actual cost of reproduction.
- The County may provide records using double-sided printing, if cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The County may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.

If the FOIA Coordinator does not respond to a written request in a timely manner, the County must:

- Reduce the labor costs by 5% for each day the County exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
  - The late response was willful and intentional.
  - The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information
  - The written request included the words, characters, or abbreviations for "freedom of information", "information", "FOIA", "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231 et seq or 1976 Public Act 442 on the front of an envelope or in the subject line of an e-mail, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form

## **Section 6: Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because such can be considered as primarily benefitting the general public. The Otsego County Board of Commissioner may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

## **Section 7: Discounted Fees**

### ***Indigence***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- indigent and receiving specific public assistance; or
- if not receiving public assistance stating facts demonstrating an inability to pay because of indigency.

An individual is not eligible to receive the waiver if:

- the requestor has previously received discounted copies of public records from the County twice during the calendar year; or
- the requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

### ***Nonprofit organization advocating for developmentally disable or mentally ill individuals***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization designated to by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 200 and the Protection and Advocacy for Individuals with Mental Illness Act, or their successors, if the request meets all of the following requirements:
  - is made directly on behalf of the organization or its clients;
  - is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931;
  - is accompanied by documentation of its designation by the State, if requested by the County or FOIA Coordinator.

## **Section 8: Appeal of a Denial of a Public Record**

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal of the denial with the Office of the Otsego County Board of Commissioners. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The County may create a FOIA Appeal Form that may be used.

The Board of Commissioners is not considered to have received a written appeal until the first regularly scheduled Board of Commissioners meeting immediately following submission of the written appeal.

Within 10 business days of receiving the appeal the Board of Commissioners, acting through its designee, will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the Board of Commissioners may issue not more than 1 notice of extension for not more than 10 business days to respond to the appeal

If the Board of Commissioners fails to timely respond to a written appeal, or if the Board of Commissioners upholds all or a apportion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commenting a civil action in the Otsego County Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Board of Commissioners, he or she may file a civil action in the Otsego County Circuit Court within 180 days after the County's final determination to deny the request.

If the court determines that the public record is not exempt from disclosure, the court will award the appellant reasonable attorneys' fees, cost and disbursements. If the court determines that the appellant prevails only in part, the court in its discretion may award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements.

If the court determines that the County arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it shall award the appellant punitive damages in the \$1,000. Court shall also order that the public body pay a civil fine of \$1000 to the general fund of the State treasury.

## **Section 9: Appeal of an Excessive FOIA Processing Fee**

“Fee” means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the County to process a FOIA request exceeds the amount permitted by state law, he or she must first submit a written appeal for a fee reduction to the Office of the Board of Commissioners. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The County may create a FOIA Fee Appeal Form that may be used.

Within 10 business days after receiving the appeal, the Board of Commissioners, through its designee, will respond in writing by:

- waiving the fee;
- reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Board of Commissioners will respond to the written appeal.

Within 45 days after receiving notice of the Board of Commissioner’s determination of a fee appeal, a requestor may commence a civil action in Otsego County Circuit Court for a fee reduction. If a civil action is filed appealing the fee, the County is not obligated to process the request for the public record until the Court resolves the fee dispute.

If a court determines that the County required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys’ fees, costs, and disbursements. The award shall be assessed against the County.

If the court determines that the County has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

## **Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date**

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by the County, these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the County, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the County and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law.

The FOIA Coordinator shall inform the Board of Commissioners of any change to these Policies and Guidelines. These FOIA Policies and Guidelines become effective July 1, 2015.

## **Section 11: Appendix of Otsego County FOIA Forms**

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

Updated: June 9, 2015



## OTSEGO COUNTY'S WRITTEN PUBLIC SUMMARY OF FOIA PROCEDURES AND GUIDELINES

It is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, as amended, the following is the Written Public Summary of Otsego County's FOIA Procedures and Guidelines relevant to the general public. This is only a summary of the FOIA Procedures and Guidelines. For more details and information, copies of the FOIA Procedures Guidelines and are available at no charge at any County office and on the County's website at <http://www.otsegocountymi.gov/online-servicesforms-4/>.

### 1. How do I submit a FOIA request to Otsego County?

- A request must sufficiently describe a public record so as to enable the County to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the County in providing a prompt response.
- Requests to the County may be submitted on the County's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
  - Any verbal request will be documented by the County on the County's FOIA Request Form.
  - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the County's website at <http://www.otsegocountymi.gov/online-servicesforms-4/> and at the County Clerk Office, 225 W. Main, Gaylord, MI 49735.
- Written requests may be delivered to the County in person or by mail:

FOIA Coordinator  
County Administrator's Office  
Otsego County Building  
225 W. Main  
Gaylord, MI 49735

- Requests may be faxed to: (989) 731-7529. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.

- Requests may be emailed to: [jburt@otsegocountymi.gov](mailto:jburt@otsegocountymi.gov) or [spremo@otsegocountymi.gov](mailto:spremo@otsegocountymi.gov). To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

## 2. What kind of response can I expect to my request?

- Within 5 business days of receipt of a FOIA request the County will issue a response. If a request is received by facsimile or e-mail the request is deemed to have been received on the following business day. The County will respond to your request in one of the following ways:
  - Grant the request.
  - Issue a written notice denying the request.
  - Grant the request in part and issue a written notice denying in part the request.
  - Issue a notice indicating that due to the nature of the request the County needs an additional 10 business days to respond.
  - Issue a written notice indicating that the public record requested is available at no charge on the County's website.
- If the request is granted, or granted in part, the County will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the County will require a deposit before processing the request.

## 3. What are the County's fee deposit requirements?

- If the County has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the County will require that you provide a deposit in the amount of 50% of the total estimated fee. When the County requests the deposit it will provide you a non-binding best efforts estimate of how long it will take to process the request following receipt by the County of your deposit.
- If the County receives a request from a person who has not paid the County for copies of public records made in fulfillment of a previously granted written request, the County will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
  - the final fee for the prior written request is not more than 105% of the estimated fee;
  - the public records made available contained the information sought in the prior written request and remain in the County's possession;
  - the public records were made available to the individual, subject to payment, within the time frame estimated by the County to provide the records;
  - 90 days have passed since the County notified the individual in writing that the public records were available for pickup or mailing;
  - the individual is unable to show proof of prior payment to the County; and

- the County has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The County will not require the 100% estimated fee deposit if any of the following apply:
  - the person making the request is able to show proof of prior payment in full to the County;
  - the County is subsequently paid in full for all applicable prior written requests; or
  - 365 days have passed since the person made the request for which full payment was not remitted to the County.

#### **4. How does the County calculate FOIA processing fees?**

The Michigan FOIA statute permits the County to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the County.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the County.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the County's website if you ask for the County to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the County's website if you ask for the County to make copies.
- The cost to mail or send a public record to a requestor.

#### **Labor Costs**

- All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
- Labor costs will be charged at the hourly wage of the lowest-paid County employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- Contracted labor costs will be charged at the hourly rate of 6 times the state minimum wage, as adjusted. This rate is currently \$48.90/hour.

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the County. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the

County's usual FOIA requests, because of the nature of the request in the particular instance. The County must specifically identify the nature of the unreasonably high costs in writing.

## **Copying, Duplication and Mailing Costs**

The County must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

- **Non-paper Physical Media**
  - The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
  - This cost will only be assessed if the County has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- **Paper Copies**
  - Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
  - Copies for non-standard sized sheets will reflect the actual cost of reproduction.
- **Mailing Costs**
  - The cost to mail public records will use a reasonably economical and justified means.
  - The County may charge for the least expensive form of postal delivery confirmation.
  - No cost will be made for expedited shipping or insurance unless requested.

## **5. How do I qualify for a waiver or discount on the fee?**

### **Waiver or reduction**

- The cost of the search for and copying of a public record may be waived or reduced if in the sole discretion of the FOIA Coordinator a waiver or reduction of the fee is in the public interest because it can be considered as primarily benefiting the public. The County Board of Commissioners may identify specific records or types of records it deems should be made available for not charge or at a reduced cost.

### **Indigence discount**

- The County will waive the first \$20.00 of fees for a request if you submit an affidavit stating that you are:
  - indigent and receiving specific public assistance; or
  - if not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.
- You are not eligible to receive the \$20.00 waiver if you:
  - have previously received discounted copies of public records from the County twice during the calendar year; or

- are requesting information on behalf of other persons who are offering or providing payment to you to make the request.
- An affidavit is sworn statement. For your convenience, the County has provided an Affidavit of Indigence for the waiver of FOIA fees, which is available on the County's website.

**Nonprofit discount**

- The County will waive the fee for an nonprofit organization which meets all of the following conditions:
  - the organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
  - the request is made directly on behalf of the organization or its clients;
  - the request is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code; and
  - the request is accompanied by documentation of the organization's designation by the State

**6. How may I challenge the denial of a public record or an excessive fee?**

**Appeal of a Denial of a Public Record**

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may file an appeal of the denial with the Otsego County Board of Commissioners. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons you are seeking a reversal of the denial. The County may create a FOIA Appeal Form, which, if created, will be available on the County's website.

Within 10 business days of receiving the appeal the Otsego County Board of Commissioners will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Board of Commissioners, you may file a civil action in the Otsego County Circuit Court within 180 days after the County's final determination to deny your request. Should you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the County acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1000.00

**Appeal of an Excessive FOIA Processing Fee**

If you believe that the fee charged by the County to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal for a

fee reduction to the Otsego County Board of Commissioners. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The County may create a FOIA Fee Appeal Form, which, if created, will be available on the County's website.

Within 10 business days after receiving the appeal, the Otsego County Board of Commissioners will respond in writing by:

- waiving the fee;
- reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which Otsego County Board of Commissioners will respond to the written appeal.

Within 45 days after receiving notice of the Board of Commissioner's determination of the processing fee appeal, you may commence a civil action in Otsego County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the County acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.00.

### **Need more details or information?**

This is only a summary of Otsego County's FOIA Procedures and Guidelines. For more details and information, copies of the Otsego County's FOIA Procedures and Guidelines are available at no charge at any County office and on the County's website, [www.otsegocountymi.gov](http://www.otsegocountymi.gov).

County: Keep original and provide copy, along with Public Summary, to requestor at no charge.

**Otsego County**  
Otsego County Building  
225 W. Main, Gaylord, MI 49735  
Phone: (989) 731-7520 Fax: (989) 731-7529

Extension Form

**Notice to Extend Response Time for FOIA Request**  
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method  
Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_

**Request for:**  Copy  Certified copy  Record inspection  Subscription to record issued on regular basis  
**Delivery Method:**  Will pick up  Will make own copies onsite  Mail to address above  Email to address above  
 Deliver on digital media provided by the county: \_\_\_\_\_

**Record(s) You Requested:** (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are extending the date to respond to your FOIA request for no more than 10 business days, until \_\_\_\_\_ (month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact \_\_\_\_\_ at \_\_\_\_\_

**Estimated Time Frame to Provide Records:** \_\_\_\_\_ (days or date)  
The time frame estimate is nonbinding upon the county, but the county is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

**Reason for Extension:**

1. The county needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the county must:  
\_\_\_\_\_  
\_\_\_\_\_

2. The county needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the county office. Specifically, the county must coordinate documents from the following locations:  
\_\_\_\_\_  
\_\_\_\_\_

3. Other (describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of FOIA Coordinator or designee:	Date:
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County: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

**Otsego County**  
Otsego County Building  
225 W. Main, Gaylord, MI 49735  
Phone: (989) 731-7520 Fax: (989) 731-7529

**FOIA Appeal Form—To Appeal a Denial of Records**  
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method  
Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_

Request for:  Copy  Certified copy  Record inspection  Subscription to record issued on regular basis  
Delivery Method:  Will pick up  Will make own copies onsite  Mail to address above  Email to address above  
 Deliver on digital media provided by the county: \_\_\_\_\_

Record(s) You Requested: (Listed here or see attached copy of original request) \_\_\_\_\_

**Reason(s) for Appeal:**

The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Board of Commissioners' Response:**

The county must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

County Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until \_\_\_\_\_ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact: \_\_\_\_\_

**County Determination:**

Denial Reversed  Denial Upheld  Denial Reversed in Part and Upheld in Part

The following previously denied records will be released: \_\_\_\_\_

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Otsego County Board of Commissioners or to commence an action in the Otsego County 46<sup>th</sup> Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the county has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

## FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

County: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

**Otsego County**  
Otsego County Building  
225 W. Main, Gaylord, MI 49735  
Phone: (989) 731-7520 Fax: (989) 731-7529

Fee Appeal Form

**FOIA Appeal Form—To Appeal an Excess Fee**  
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method  
Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

(Please Print or Type) Date discovered in junk/spam folder: \_\_\_\_\_  
Request for:  Copy  Certified copy  Record inspection  Subscription to record issued on regular basis  
Delivery Method:  Will pick up  Will make own copies onsite  Mail to address above  Email to address above  
 Deliver on digital media provided by the county: \_\_\_\_\_

Record(s) You Requested: (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason(s) for Appeal:**

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

\_\_\_\_\_  
\_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Board of Commissioners' Response:**

The county must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

County Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until \_\_\_\_\_ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: \_\_\_\_\_

If you have any questions regarding this extension, contact: \_\_\_\_\_

County Determination:  Fee Waived  Fee Reduced  Fee Upheld

Written basis for county determination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the county's written Procedures and Guidelines to the county board of commissioners or to commence an action in the Otsego County 46<sup>th</sup> Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the county board of commissioners. If a civil action is commenced in court, the county is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the county required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**FREEDOM OF INFORMATION ACT (EXCERPT)**  
**Act 442 of 1976**

**15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.**  
Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

**History:** Add. 2014, Act 563, Eff. July 1, 2015

County: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

**Otsego County**  
Otsego County Building  
225 W. Main, Gaylord, MI 49735  
Phone: (989) 731-7520 Fax: (989) 731-7529

Denial Form

**Notice of Denial of FOIA Request**  
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check if received via:  Email  Fax  Other Electronic Method  
Date of This Notice: \_\_\_\_\_ Date delivered to junk/spam folder: \_\_\_\_\_

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

(Please Print or Type)

Date discovered in junk/spam folder: \_\_\_\_\_

Request for:  Copy  Certified copy  Record inspection  Subscription to record issued on regular basis

Delivery Method:  Will pick up  Will make own copies onsite  Mail to address above  Email to address above  
 Deliver on digital media provided by the county: \_\_\_\_\_

Record(s) You Requested: (Listed here or see attached copy of original request) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All OR  Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact \_\_\_\_\_ at \_\_\_\_\_

**Reason for Denial:**

1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_  
\_\_\_\_\_

2. Record Does Not Exist: This item does not exist under the name provided in your request or by another name reasonably known to the county. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: \_\_\_\_\_  
\_\_\_\_\_

3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection \_\_\_\_\_ (insert number), because: \_\_\_\_\_  
\_\_\_\_\_

A brief description of the information that had to be separated or deleted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notice of Requestor's Right to Seek Judicial Review**

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Otsego County Board of Commissioners or to commence an action in the Otsego County 46<sup>th</sup> Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the county has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

**History:** 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015



**Records Located on Website**

If the county directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the county must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the county must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the county has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the county must provide the public records in the specified format (if the county has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

**Request for Copies/Duplication of Records on County Website**

I hereby stipulate that, even if some or all of the records are located on a county website, I am requesting that the county make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

**Overtime Labor Costs**

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

**Consent to Overtime Labor Costs**

I hereby agree and stipulate to the county using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1.  Labor to copy/duplicate
- 2.  Labor to locate
- 3a.  Labor to redact
- 3b.  Contract labor to redact
- 6b.  Labor to copy/duplicate records already on county's website

Requestor's Signature

Date

**Request for Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under the FOIA and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the County twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

**Office Use:**  Affidavit Received  Eligible for Discount  Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

**Request for Discount: Nonprofit Organization**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the county.

**Office Use:**  Documentation of State Designation Received  Eligible for Discount  Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

County: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

**Otsego County**  
 Otsego County Building  
 225 W. Main, Gaylord, MI 49735  
 Phone: (989) 731-7520 Fax: (989) 731-7529

Detailed Cost Itemization

**Freedom of Information Act Request Detailed Cost Itemization**

Date: \_\_\_\_\_ Prepared for Request No.: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

<p>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the county's FOIA Policies and Guidelines.</p>			
<p><b>1. Labor Cost for Copying / Duplication</b></p> <p>This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.</p> <p>This shall not be more than the hourly wage of the county's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in <b>15-minute time increments as set by the county board of commissioners</b>; all partial time increments must be rounded down. <i>If the number of minutes is less than 15,, there is no charge.</i></p> <p>Hourly Wage Charged: \$ _____ Charge per increment: \$ _____  <u>OR</u>          Hourly Wage with Fringe Benefit Cost: \$ _____ <u>OR</u>          Multiply the hourly wage by the percentage multiplier: _____%  <i>(up to 50% of the hourly wage)</i> and add to the hourly wage for a total per hour rate.          Charge per increment: \$ _____</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (<i>overtime is not used to calculate the fringe benefit cost</i>)</p>		<p>To figure the number of increments, take the <i>number of minutes</i>: _____, divide by _____-minute increments, and round down.          Enter below:</p> <p>Number of increments</p> <p>x _____ =</p>	<p>1. Labor Cost</p> <p>\$ _____</p>

**2. Labor Cost to Locate:**

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** \_\_\_\_\_

The county will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments x \_\_\_\_\_ = 2. Labor Cost \$ \_\_\_\_\_

**3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a county employee. If contracted, use No. 3b instead).*

The county will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

**This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** \_\_\_\_\_

This is the cost of labor of a **county employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **county's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ \_\_\_\_\_ Charge per increment: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ OR

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ \_\_\_\_\_

Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down. Enter below:

Number of increments x \_\_\_\_\_ = 3a. Labor Cost \$ \_\_\_\_\_

**3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

*(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)*

The county will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

**This fee is being charged because failure to do so will result in unreasonably high costs to the county that are excessive and beyond the normal or usual amount for those services compared to the county's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

As this county does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \$8.15.

**Name of contracted person or firm:** \_\_\_\_\_

These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

**Hourly Cost Charged:** \$ \_\_\_\_\_ **Charge per increment:** \$ \_\_\_\_\_

To figure the number of increments, take the *number of minutes*:  
 \_\_\_\_\_, divide by \_\_\_\_\_-minute increments, and round down to: \_\_\_\_\_ increments.  
 Enter below:

**Number of increments** x \_\_\_\_\_ = **3b. Labor Cost** \$ \_\_\_\_\_

**4. Copying / Duplication Cost:**

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (*for example, to allow for blacking out of exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection*).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): \_\_\_\_\_ cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): \_\_\_\_\_ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): \_\_\_\_\_ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / Drive / Other Digital Medium **Cost per Item:** \_\_\_\_\_

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A county **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

**Number of Sheets:**  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
  
**No. of Items:**  
 x \_\_\_\_\_ = \$ \_\_\_\_\_

**4. Total Copy Cost**  
 \$ \_\_\_\_\_

**5. Mailing Cost:**

The county will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The county **may** charge for the least expensive form of postal delivery confirmation.
- The county **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.\*

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_

Actual Cost of Postage: \$ \_\_\_\_\_ per stamp  
 \$ \_\_\_\_\_ per pound  
 \$ \_\_\_\_\_ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_

\*Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

\* Requestor has requested expedited shipping or insurance

Number of Envelopes or Packages:

x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_

Costs:

5. Total Mailing Cost  
 \$ \_\_\_\_\_

**6a. Copying/Duplicating Cost for Records Already on County's Website:**

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the county will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): \_\_\_\_\_ cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): \_\_\_\_\_ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): \_\_\_\_\_ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- **Circle applicable:** Disc / Tape / Drive / Other Digital Medium Cost per Item: \_\_\_\_\_

Requestor has stipulated that some / all of the requested records that are already available on the county's website be provided in a paper or non-paper physical digital medium.

Number of Sheets:

x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 x \_\_\_\_\_ = \$ \_\_\_\_\_

Costs:

No. of Items:

x \_\_\_\_\_ = \$ \_\_\_\_\_

6a. Web Copy Cost  
 \$ \_\_\_\_\_

**6b. Labor Cost for Copying/Duplicating Records Already on County's Website:**

This shall not be more than the hourly wage of the county's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in **15-minute time increments**; all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ \_\_\_\_\_

OR

Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_

Multiply the hourly wage by the percentage multiplier: \_\_\_\_\_ % and add to the hourly wage for a total per hour rate.

The county may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

Overtime rate charged as stipulated by Requestor

Charge per increment: \$ \_\_\_\_\_

OR

Charge per increment: \$ \_\_\_\_\_

To figure the number of increments, take the number of minutes: \_\_\_\_\_, divide by \_\_\_\_\_ -minute increments, and round down. Enter below:

Number of increments

x \_\_\_\_\_ =

6b. Web Labor Cost

\$ \_\_\_\_\_

**6c. Mailing Cost for Records Already on County's Website:**

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_

Actual Cost of Postage: \$ \_\_\_\_\_ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_

\*Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

\* Requestor has requested expedited shipping or insurance

Number:

x \_\_\_\_\_ =

x \_\_\_\_\_ =

x \_\_\_\_\_ =

x \_\_\_\_\_ =

Costs:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

6c. Web Mailing Cost

\$ \_\_\_\_\_

**Subtotal Fees Before Waivers, Discounts or Deposits:**

- Cost estimate
- Bill

Estimated Time Frame to Provide Records:

\_\_\_\_\_ (days or date)

The time frame estimate is nonbinding upon the county, but the county is providing the estimate in good faith. Providing an estimated time frame does not relieve the county from any of the other requirements of this act.

1. Labor Cost for Copying: \$ \_\_\_\_\_

2. Labor Cost to Locate: \$ \_\_\_\_\_

3a. Labor Cost to Redact: \$ \_\_\_\_\_

3b. Contract Labor Cost to Redact: \$ \_\_\_\_\_

4. Copying/Duplication Cost: \$ \_\_\_\_\_

5. Mailing Cost: \$ \_\_\_\_\_

6a. Copying/Duplication of Records on Website: \$ \_\_\_\_\_

6b. Labor Cost for Copying Records on Website: \$ \_\_\_\_\_

6c. Mailing Costs for Records on Website: \$ \_\_\_\_\_

Subtotal Fees: \$ \_\_\_\_\_

<p><b>Waiver: Public Interest</b>  A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the county determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.</p> <p><input type="checkbox"/> All fees are waived    <b>OR</b>    <input type="checkbox"/> All fees are reduced by: _____%</p>	<p>Subtotal Fees After Waiver:</p>	<p>\$ _____</p>
<p><b>Discount: Indigence</b>  A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, <b>OR</b>  2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if <b>ANY</b> of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, <b>OR</b></p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p><b>Discount: Nonprofit Organization</b>  A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets <b>ALL</b> of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the county.</p> <p><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p><b>Deposit: Good Faith</b>  The county may require a good-faith deposit <u>before providing the public records to the requestor</u> <b>if the entire fee estimate or charge authorized under this section exceeds \$50.00</b>, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.    Percent of Deposit: _____%</p>	<p>Date Paid:</p> <p>_____</p>	<p>Deposit Amount Required:</p> <p>\$ _____</p>

**Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full**

After a county has granted and fulfilled a written request from an individual under this act, if the county has not been paid in full the total amount of fees for the copies of public records that the county made available to the individual as a result of that written request, **the county may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:**

- (a) The final fee for the prior written request was not more than 105% of the estimated fee.
- (b) The public records made available contained the information being sought in the prior written request and are still in the county's possession.
- (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.
- (d) Ninety (90) days have passed since the county notified the individual in writing that the public records were available for pickup or mailing.
- (e) The individual is unable to show proof of prior payment to the county.
- (f) The county calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.

A county can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:

- (a) The individual is able to show proof of prior payment in full to the county, OR
- (b) The county is subsequently paid in full for the applicable prior written request, OR
- (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the county.

Percent Deposit Required:  
\_\_\_\_\_ %

Date Paid:  
\_\_\_\_\_ \$ \_\_\_\_\_

**Late Response Labor Costs Reduction**

If the county does not respond to a written request in a timely manner as required under MCL 15.235(2), the county must do the following:

(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the county exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:

- (i) The late response was willful and intentional, OR
- (ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

Number of Days Over Required Response Time:  
\_\_\_\_\_  
Multiply by 5%  
= Total Percent Reduction:  
\_\_\_\_\_  
Total Labor Costs  
\$ \_\_\_\_\_  
Minus Reduction  
\$ \_\_\_\_\_  
= Reduced Total Labor Costs  
\$ \_\_\_\_\_

The Public Summary of the county's FOIA Procedures and Guidelines is available free of charge from:  
Website: [www.otsegocountymi.gov](http://www.otsegocountymi.gov) Email: [jburt@otsegocountymi.gov](mailto:jburt@otsegocountymi.gov) or [spremo@otsegocountymi.gov](mailto:spremo@otsegocountymi.gov)  
Phone: (989) 731-7520 Address: 225 W. Main, Gaylord, MI 49735

**Request Will Be Processed,  
But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed**

Date Paid:  
\_\_\_\_\_ \$ \_\_\_\_\_  
Total Balance Due:  
\$ \_\_\_\_\_

# 2014-2015 Annual Report: *District 4* Otsego County



*Proven, Relevant, Life Changing*



## A MESSAGE FROM THE DISTRICT COORDINATOR:

We hope you enjoy reading this latest annual report outlining how Michigan State University Extension in Otsego County and throughout the state continue to make Michigan thrive as an excellent place to live, raise a family and conduct business. MSU Extension faculty and staff members translate the scientific information gleaned from MSU AgBio Research and other Campus Units into real world applications- something we have been doing for 100 years. Throughout the history of the Cooperative Extension Service, founded through the Smith-Lever Act of 1914, MSUE Extension has worked hard to support an environment of collaboration where innovation and creativity can flourish. We continue to extend our reach by connecting with more and more residents each year. This report present the evidence of our successes.

Kelley Hiemstra  
District 4 Coordinator  
Michigan State University Extension

## 2014 PARTICIPATION NUMBERS

4-H Children & Youth programs.....	1,323
4-H Members (Traditional Club Enrollment).....	83
4-H Adult Volunteers.....	36
School Enrichment Participants.....	1204
4-H Clubs.....	8
 Agriculture & Agribusiness programs.....	 404
Toll Free Garden Hotline call from Otsego .....	5342 state wide
Natural Resources/Community Vitality .....	317
Health & Nutrition programs .....	1,171
<b>Total Participants from Otsego County .....</b>	<b>3,215 total</b>
Through 478 multiple series, workshops and one time presentation	

MSUE webpage viewings for 2014 (statewide) 2,784,162

### MISSION:

Michigan State University Extension helps people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities.

We would like to thank the Otsego citizens and the county commissioners for your continued support of MSU Extension educational programs.

### COUNTY OFFICES:

Otsego County  
800 Livingston Blvd. Suite 4A-2  
Gaylord, MI 49735  
Phone: (989)731-0272

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# 4-H CHILDREN & YOUTH INSTITUTE

## Michigan 4-H prepares youth for careers and future employment

A report by the MacArthur Foundation's Cathy Davidson indicates that 65 percent of today's grade school students will end up working in jobs that have not yet been invented. With so much uncertainty, today's youth will need more than a good education to prepare for and find that perfect job— they need well rounded employment skills that can be applied to any career choice and the chance to explore and try on these exciting opportunities in a safe and informative way.

Michigan State University (MSU) Extension is helping to meet this important need with its 4-H Youth Development career exploration and workforce preparation programs. Through these programs and activities, MSU Extension is equipping young Michiganders with skills and competencies critical to any job while allowing youth to explore exciting career options and entrepreneurship. As a result, Michigan youth are better prepared to make important decisions about their professional futures, ready to contribute to the workforce and able to take fiscal responsibility in their personal lives.

### Otsego 4-H youth Career Exploration programs included:

- **Summer Camp** Fifty-five campers ages nine to 12 and 19 counselors (ages to 19) from Alcona, Alpena, Montmorency, Otsego and Presque Isle counties attending a 4 days, 3 night at Ocqueoc Outdoor Center. 7 campers and 2 teen counselors from Otsego County attended the camp titled; Ready, Set, Go! Through fun, experiential sessions campers learned life skills such as team work, communication and decision making. The goal of the camp was to expose youth to environmental careers and to help prepare them for the work force— especially for highly sought after jobs in science, technology, engineering and mathematics (STEM).
- **4-H Exploration Days** — 14 youth and 2 chaperones from Otsego county attended Exploration Days June 18-20, 2014. They were joined by over 2,400 youth, chaperones and resource people from 77 Michigan counties. The 3 day pre-college event boasted a science theme and featured a Science-palooza, 'Science in the Movies' entertainer, Steve Wolf and had many science themed sessions, such as 'Building Underwater Robots' and 'Solar Energy: Racing with the Sun.' This MSU pre-college program is designed to: Increase responsibility, confidence, independence, accountability, problem-solving, decision-making and time management skills. Increase communication, teamwork, citizenship and leadership skills. Foster the ability to meet new people and make new friends from different places and backgrounds. Develop and expand career and personal interests. Increase college exploration and access to the MSU campus and its resources. Develop social and academic skills needed in a successful transition to college and life as an adult. Give youth opportunities to try things that aren't available in their county.

Out-of-school programs like camps and Summer Recreation help keep youth engaged and develop skills such as teamwork, decision making and goal accomplishment that will enhance their chances of future success.

"Attending 4-H Exploration Days has helped me determine what my career is going to be. I love science; this year was the best."

- Berrien County youth participant



# 4-H CHILDREN & YOUTH INSTITUTE

## 4-H Proud

- July brought the Alpenafest and with it a 4-H float! This is the first float that 4-H has sponsored in over 10 years. We had 10 4-H members participate by riding on the float with 2 youth carrying our 4-H banner. A 4-H family pulled our float and parents provided refreshments.
- August means the Otsego County Fair and 4-H had over 28 participate in the livestock events and more than 15 youth in the horse events. Youth showcased their leadership and project skills through showmanship competitions and other events during the week-long fair.
- Barn Hunt Adventures help youngsters and their parents learn more about livestock and where their food comes from. The youth moved around the fair grounds and answered questions regarding livestock and small farm animals. 80 youth participated.
- The awards banquet wrapped up the 4-H year with delicious food, achievement awards for the youth and leader recognition for our 4-H volunteers. A total of 81 attended the banquet which included youth and families.
- Father Daughter Dance is a time for a significant man in a girls life to have a special night together.
- Community supports 4-H through the Tractor Supply Company Clover sales. A concentrated effort in recruiting new 4-H members and volunteers throughout the Clover Days campaign.
- PEP club is established for members with special needs. They match youth with special horses where they learn farm management, feeding grooming and care of their equine friend. They also enjoy riding in a controlled safe atmosphere. Trained volunteers assist in all aspects of the club.
- Volunteers make 4-H possible in Otsego County. Some roles volunteers fill are, leading clubs, managing club finances, teaching youth in events such a Spring Extravaganza, publishing the 4-H newsletter, assisting in mentoring new families in 4-H, creating livestock bi-laws for the county and much more!



*Because Michigan 4-H is part of MSU Extension, the activities kids participate in are all backed by and based on child development research. We use experiential (i.e. hands-on) learning and time spent intentionally thinking about what's been learned to make it a meaningful experience, with skills and ideas learned that last a lifetime.*

*I attended the Beef, Sheep, and Swine clinic in February. This was my first time going to Kettunmen Center. I learned about meat judging, correct structure, and marketing animals. Also, I was Pork Quality Assurance certified. It was a very good learning experience and I also made some new friends. Thank you to the 4-H Council for providing me with a full scholarship to attend this workshop! - Taylor Peter*

# AGRICULTURE & AGRIBUSINESS INSTITUTE

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When you support MSU Extension, you help participants learn profitable and efficient business and production practices. Participants also learn how to optimize and reduce the use of pesticides and fertilizers, and how to conserve and protect water resources. This education leads to better use of time, money and human capital, and helps retain and create agricultural jobs. These measures strengthen Michigan's economy while connecting farmers to local food opportunities and global markets. In this way you help MSU Extension encourage growth in a sustainable and prosperous Michigan food and agriculture system.

Example of workshops in where Otsego residents participated included:

- *Growing Michigan Agriculture Conference*. Held in conjunction with Michigan Farm Bureau Commodity meeting.
- *Michigan Christmas Tree Association* 2 day conference where several MSUE experts presented workshops on current research efforts as well as an up to date information on Christmas tree production practices.
- *2014 Dairy Farm Bill Programs* focused on the Dairy Margin Protection Program and featured Dr. Chris Wolf from Ag Econ, Dairy Educators and Financial advisors.
- *Forage Field Demonstrations* Dr. Christina Curell provided education on different tillage systems and the effect each system has on both surface and subsurface water infiltration and runoff and the associated loss of nutrients.
- *Potato Field Days* This event showcase on-farm potato variety plots. Entomology specialist Dr. Zsofia Szendrei presented information on her work with Colorado potato beetle control and potato virus Y.
- *MSU Extension Master Gardener Re-certification*. 37 Otsego MG were re-certified.



*Because of MSU Extension workshops & webinars, growers estimated that the information they received would result in \$7.00 of savings or added revenue per acre across 2,800 acres, or \$19,600.00 in total.*

*MSU Extension works to increase farmers' success while protecting the environment, ensuring food safety, reaching new markets and advancing agriculture through applied research.*

# AGRICULTURE & AGRIBUSINESS INSTITUTE

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## 2012 Census of Agriculture Report

The 2012 USDA Census of Agriculture report showed the market value of Otsego's agricultural products sold grew by 52% from \$30,518,000 in 2007 to \$46,261,00 in 2012. [2012 USDA Census of Ag Otsego Summary](#)

MSU Extension agriculture and agribusiness programs focus on:

- ◆ **Increasing productivity and financial solvency** on Michigan farms to increase local, statewide, national and international ripple effects:
  - ◆ Farm revenue translates into more dollars spent in local communities, thereby increasing the tax base.
  - ◆ Maintaining the vitality of rural communities creates jobs in areas of the state where agriculture is the primary employer.
- ◆ **Protecting natural resources** through programming that targets more efficient use of energy, water, fertilizers, pesticides and nutrients. Increased use of managed energy sources help to ensure clean, abundant water, soil, air and energy resources for future generations.

## The Integrated Pest Management webinar series

The MSU Integrated Pest Management Program promotes the use of integrated pest management (IPM) and related plant health practices to safeguard farm and environmental health through research-based education, outreach, demonstration and applied research.

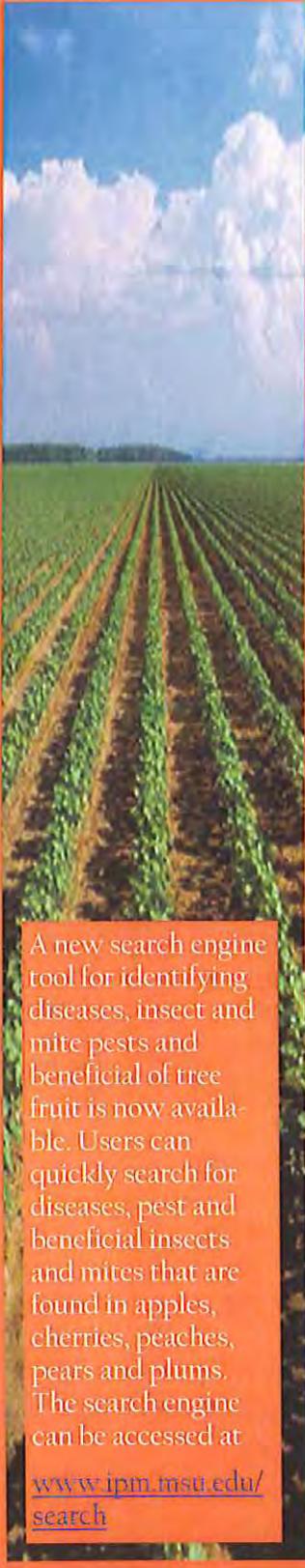
Michigan State University Extension educators launched a new pre-recorded webinar series on IPM in the fall of 2013. The series sought to build grower knowledge of integrated pest management practices and resources. This work was supported by funding from North Central SARE (Sustainable Agriculture, Research and Education).

You can view this series at:

[http://www.ipm.msu.edu/agriculture/integrated\\_pest\\_management\\_academy](http://www.ipm.msu.edu/agriculture/integrated_pest_management_academy)

Initial impact data from this effort is exciting to see. Here are some of the highlights:

- ◆ Between 10/14/13 and 8/22/14, there were 1,663 webinar sessions viewed.
- ◆ Viewers reported an acreage impact of 1,207,931 acres and represented at least 439 unique visitors
- ◆ Fifty-five viewers applied for Michigan pesticide recertification credits (140 commercial applicator credits and 63 private applicator credits)



A new search engine tool for identifying diseases, insect and mite pests and beneficial of tree fruit is now available. Users can quickly search for diseases, pest and beneficial insects and mites that are found in apples, cherries, peaches, pears and plums. The search engine can be accessed at [www.ipm.msu.edu/search](http://www.ipm.msu.edu/search)

# GREENING MICHIGAN INSTITUTE

Guiding Natural Resource Management with “Big Data” In Michigan, forests play an important role in the state’s economy as a valued natural resource and as a source of employment and recreation. The United States Environmental Protection Agency is concerned that climate change will affect forest growth and productivity by altering the frequency and intensity of forest disturbances such as insect outbreak, invasive species migration, wildfires and storms. Educator Julie Crick is working closely with and serves on the Advisory Council for the Conservation District Forester, Brittany Mauricette to address these issues in Otsego County. Julie Crick has also worked with Michigan Natural Features Inventory (MNFI) to create a K12 vernal pool monitoring program, called “The Vernal Pool Patrol”. Vernal pools are ecologically sensitive forested wetlands that are typically wet in the spring and dry up in the late summer or fall months. The program is designed to teach students about the ecological importance of vernal pools and the organisms that rely on the pool for breeding and habitat. The program was piloted in Roscommon County in 2015; Julie is available to assist teachers in Otsego County with delivering the program in the future.



*MSU Extension helps strengthen communities through programs that teach community leaders how to implement best practices that keep communities solvent, productive and engaged.*

Financial Health Education offered to Otsego Residents. Scott Matteson MSUE Educator housed in Alpena County is one of 20 such educators across Michigan Scott services all of northeastern Michigan including Otsego County. As a MSUE financial and home ownership educator Matteson gives homebuyer and money management classes, as well as financial counseling for individuals and families going through foreclosure and post foreclosure. Scott has worked with MiWorks and Commission on Aging in Otsego to deliver programs. He also teaches on line courses at [www.ehomeamerica.org/msue](http://www.ehomeamerica.org/msue). Or [www.eHomeMoney.org/msue](http://www.eHomeMoney.org/msue). The home buyer course covers everything a first time home buyer needs to know. The class takes prospective purchasers through the entire home buying process to help them determine what they can afford to pay versus how much the lending institution thinks they can pay, how to get pre approved for a home loan, how to choose the right house, what to look for in a realtor and what type of mortgage is best for them.

*MSU Extension's financial literacy and housing education programs help families and individuals at any stage of their lives make smart money decisions and work through the homeownership process.*



# GREENING MICHIGAN INSTITUTE

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**Attracting Talent through Placemaking.** Placemaking, a strategy led by local governments and planning commissions, can be a cornerstone of Michigan's economic recovery. As the state moves to be more competitive in the New Economy, it focuses on attracting and retaining educated people by making communities rich in physical and cultural amenities, and making it easier to forge partnerships between businesses, governments and nonprofits. Eighteen Otsego residents participate in the MSUE led Michigan Placemaking Curriculum. It is a comprehensive training program covering the latest research on the economics of Placemaking, the role of creating a sense of place, and tools and techniques for engaging the public in Placemaking. The following is the resulting plan from the placemaking work.

1. Close down Court Avenue to traffic 24/7 between Main Street and 1st Avenue as to make the whole vicinity of the Pavilion On Court and the Courthouse Lawn a better "hang-out" location.
  2. Increase and expand the availability of mixed-use buildings in the downtown.
  3. Connect the north and south portion of the rail trail and create a trailhead in downtown.
  4. Introduce more way-finding signage to help visitors find their way around downtown.
  5. Increase greenery, signage, benches to make more attractive our already ample supply of parking areas.
  6. Create a trolley or some other form of regular public transportation between the downtown and the University Center.
- 

Northeast Michigan Great Lakes Stewardship Initiative has over 100 community partners including MSUE Sea Grant and 4-H Youth Programs and MSUE Forestry Educator. Otsego County Schools are active in this initiative along with Otsego Soil Conservation District. 225 Otsego youth participated in place base education making a contribution to there community through research and hands on learning. Across Northeast Michigan, 154 teachers were directly supported through professional development activities and support toward implementing place-based stewardship education programs with their students.



# HEALTH & NUTRITION INSTITUTE

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## Disease Prevention and Management Saves Lives and Dollars.

Chronic diseases are among the most prevalent, costly and preventable of all health issues. Eighty-two percent of older adults have at least one chronic health condition, increasing the financial burden on the health care system. Michigan State University Extension Disease Prevention and Management Programs provide participants with strategies to improve the quality of their diets, manage chronic health conditions and reduce their risk of Type 2 diabetes. Access to high-quality and affordable disease prevention and management education, which MSUE Extension programs provide is essential to saving lives, reducing disabilities and lowering the costs of everyone's medical care.

In 2014, Carolyn Penniman taught two Dining with Diabetes series, hosted by St Andrew's Episcopal Church, which graciously provided use of their facility for the community.

Participants of this program make lasting healthy food changes that influence their health. Three months after completing MSU Extension's Dining with Diabetes course:

- 96 percent of participants were consuming the daily recommended amount of whole grains.
- 91 percent of participants had increased their portion control of foods.
- 87 percent of participants had decreased their consumption of fried foods and read food labels.



In 2010, the estimated cost of diabetes in Michigan was \$7.2 billion, including medical care and lost productivity. The figure is expected to triple over the next 25 years.

*For more information on online resources go to [www.msue.anr.msu.edu](http://www.msue.anr.msu.edu)*

# HEALTH & NUTRITION INSTITUTE

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Through participation in MSU Extension's multisession disease prevention and management programs, participants have shown:

- One in three participants complete the program with decreased self-reported symptoms of pain, fatigue and shortness of breath.
- Increased consumption of healthier food choices.
- Increased physical activity.
- Improved self-rated health scores.
- Reduced disease symptoms.
- Increased ability to manage their chronic health conditions.

## Social-Emotional Health Programs Offer Positive Ways to Deal with Stress and Anger.

MSU Extension address violence and bullying through its focus on social and emotional health, with the overarching goal of helping young people and adults learn to foster safe, affirming and inclusive relationships and settings.

In 2014, Carolyn Penniman taught Nurturing Families, RELAX: Alternatives to Anger and Building Strong Adolescents to Otsego County residents.

Positive change was found in the five constructs Protective Factors Survey measures:

- 53% Improvement in Family Functioning and Resiliency – Having adaptive skills and strategies to persevere in times of crisis. Family's ability to openly share positive and negative experiences and mobilize to accept, solve and manage problems.
- 41% Improvement in Social and Emotional Support – Perceived informal support (from family, friends and neighbors) that helps provide for emotional needs.
- 34% Improvement in Concrete Support – Perceived access to tangible goods and services to help families cope with stress, particularly in times of crisis.
- 29% Improvement in Nurturing and Attachment – The emotional tie along with a pattern of positive interaction between the parent and the child that develops over time.
- 27% Knowledge of Child Development – understanding and utilizing effective child management techniques and having age appropriate expectations for children's abilities.

RELAX: Alternatives to Anger program offers techniques for calming down and de-stressing, problem solving, communicating and letting go of the past. As a result of the program: 65 percent of RELAX participants reported they increased efforts to talk things through until a solution is reached. Consistently, more than half of program participants leave with improved knowledge or new skills designed to promote social and emotional well-being with others in their lives and immediate social environments.



*I learned some different ways to model self-control. I intend to take what we learned and apply it in my home.*

*RELAX Parent/  
Caregiver workshop  
participant*

# HEALTH & NUTRITION INSTITUTE

The Supplemental Nutrition Assistance Program - Education (SNAP-Ed) provides nutrition education to Bridge card eligible adults and children. This program focuses on increasing physical activity and improving dietary quality while stretching food dollars. The ultimate goal of these programs is to promote healthy weight maintenance and obesity prevention.

## Highlights of Health and Nutrition Programming in Otsego County:

In 2014, MSU Extension Nutrition programs were presented to 227 adults and 944 youth with 5,334 contacts! Interactive lessons over time have proven to result in increasing dietary quality and increasing physical activity.

### Youth Programs:

North Ohio Elementary School-Show Me Nutrition  
South Maple Elementary School-Show Me Nutrition

### Adult Programs:

DHS, Patriot Place, Crossroads Industries—Cooking Matters  
Wisewoman—Healthy Harvest

Programming for Otsego County happens with the cooperation of local partners that promote healthy lifestyles, physical activity and good nutrition. Some of those who help make these programs happen are: Gaylord Community Schools, Department of Human Services, Patriot Place, WalMart, Health Department of Northwest Michigan, Crossroads Industries, and MiWorks!

The Gaylord Intermediate School is receiving \$350 in grant dollars from Team Nutrition through the Department of Education to participate in a lunchroom assessment scorecard. Based on their weaknesses and desires for improvement, funds will be used to encourage healthy choices at the point of sale in the cafeteria. Denise Aungst, MSUE Educator, will spend nearly 10 hours coaching the staff in the Smarter School Lunchroom this year. In the fall, an evaluation to measure the effectiveness of changing student behavior will be completed. Over 400 students are served each day at G.I.S., and healthy decisions now will have lasting impacts in the health of the community for years to come!



“Nick Pung provided nutrition lessons to the students at South Maple Elementary. He arrived promptly, was well prepared and related well to staff and students. Teachers shared positive comments about Nick’s lessons in the classroom. Students found the lessons engaging and informative, often telling me about what they learned.”

“Well done, Nick!”

Therese Hansen  
Principal South Maple Elementary



## HEALTH & NUTRITION INSTITUTE

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As with all Health and Nutrition Institute education programs, success is determined not only by the number of individuals staff worked with but more importantly, how their knowledge or behavior was changed as a result of attending the classes.

In 2014, these programs reached more than 84,000 adults and youth across the state. Participants reported the following changes:

### Youth (preschool through second grade)

- 93 percent of teachers reported that their students demonstrated an increased awareness of the importance of good nutrition.
- 84 percent of teachers reported that their students were willing to try new foods.
- 73 percent of teachers reported that their students increased their fruit consumption.
- 67 percent of teachers reported that their students increased their vegetable consumption.

### Adults

- 75 percent of participants demonstrated improvement in one or more nutrition practices.
- 50 percent of completing participants reported that they increased their daily vegetable consumption.
- 42 percent of completing participants reported that they increased their daily fruit consumption.

### Older adults

- 51 percent increased their vegetable consumption in a typical day.
- 47 percent increased fruit consumption in a typical day.
- More than one-quarter of older adults increased the time they spend being physically active on a weekly basis.

## Otsego County Staff

Cathy O'Connor, - Office Manager  
989-731-0272, [OConnor.Cathy@anr.msu.edu](mailto:OConnor.Cathy@anr.msu.edu)

Carolyn Penniman - Educator, Health and Nutrition Institute, Social & Emotional Health, Disease Prevention and Management  
989-731-0269, [pennimac@anr.msu.edu](mailto:pennimac@anr.msu.edu)

Dev Davis - 4-H Program Coordinator, Children & Youth Institute  
989-731-0273, [davisd72@anr.msu.edu](mailto:davisd72@anr.msu.edu)

Nick Pung - Program Instructor, Health & Nutrition Institute, SNAP-Ed Nutrition Program [pungnich@anr.msu.edu](mailto:pungnich@anr.msu.edu)



The Staff Support existence in this office is a benefit to the public by providing the following services:

- ◇ Soil testing for lawn, gardens and field crops. Our office sold 61 soil test kits in 2014; 42 commercial and 29 home and garden. The MSU Diagnostic Lab tests the soil and provides recommendations to keep lawns, gardens and crops growing properly.
- ◇ Insect and Plant Identification – Specimens are brought in, pictures are taken and electronically submitted to the “Ask An Expert” department on campus and a result is sent back to the customer within 48 hours: <https://ask.extension.org>
- ◇ Materials for clients available at [www.migarden.msu.edu](http://www.migarden.msu.edu) and the MSU Gardening Hotline staffed by Advanced Master Gardener Volunteers at 888-678-3464.



**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  June 2, 2015 Warrant	<b>AGENDA DATE:</b>  June 9, 2015
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 1	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, Finance Director	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The County issues a check disbursement report (Warrant) every week for County payables.

**DISCUSSION:**

The June 2, 2015 warrant amount is \$59,891.54.

**RECOMMENDATION:**

Approval of the June 2, 2015 Warrant is request.

05/29/2015

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
JUNE 2, 2015 WARRANT

Check #	Check Date	Payee	Description	GL #	Amount
56811	05/26/2015	AUTO VALUE GAYLORD**VOID**	259-278231 JIMMY/ WASH RACK	588-699-726.025	(34.06)
56811	05/26/2015	AUTO VALUE GAYLORD**VOID**	259-278188 SHOP FUEL TANK; 259-278629 B	588-699-726.050	(90.67)
56811	05/26/2015	AUTO VALUE GAYLORD**VOID**	259-279214 BUS #23; ***259-279032 CORE F	588-699-726.050	(68.37)
56811	05/26/2015	AUTO VALUE GAYLORD**VOID**	259-279102 STOCK; 259-279093 VAN #13	588-699-726.050	(275.01)
56811	05/26/2015	AUTO VALUE GAYLORD**VOID**	259-278532 SHERIFF #69-016	588-699-726.050	(72.87)
56811	05/26/2015	AUTO VALUE GAYLORD**VOID**	259-279018; 259-279019 VAN #15	588-699-726.050	(50.98)
56811	05/26/2015	AUTO VALUE GAYLORD**VOID**	259-279595; 259-279421 SHOP FUEL TANK	588-699-726.050	(296.62)
56860	05/26/2015	KEVAN D FLORY**VOID**	BUILDING AND ZONING INSPECTIONS	101-721-801.020	(400.00)
56860	05/26/2015	KEVAN D FLORY**VOID**	FINAL INSPECTION HO-0812-126047	233-690-940.010	(200.00)
56860	05/26/2015	KEVAN D FLORY**VOID**	BUILDING AND ZONING INSPECTIONS	249-371-801.024	(3,325.00)
56893	05/26/2015	SHERRY FORBES**VOID**	JUNE 2015 COURT CLEANING FEES	101-131-726.025	(150.00)
56893	05/26/2015	SHERRY FORBES**VOID**	JUNE 2015 FOC CLEANING FEES	215-141-726.025	(150.00)
56915	05/22/2015	MAIPF	AUTO INSURANCE FOR 07-2015 VETERAN THF	293-689-930.999	395.60
56916	05/27/2015	KEVAN D FLORY	FINAL INSPECTION HO-0812-126047	233-690-940.010	200.00
56917	05/27/2015	KEVAN D FLORY	BUILDING AND ZONING INSPECTIONS	101-721-801.020	400.00
56917	05/27/2015	KEVAN D FLORY	BUILDING AND ZONING INSPECTIONS	249-371-801.024	3,325.00
					<u>3,725.00</u>
56918	05/28/2015	MUFFLER MAN OF MICHIGAN	VETERAN VEHICLE REPAIR	294-683-930.999	1,042.86
1341(E)	06/02/2015	AVFUEL CORPORATION	FUEL	281-000-228.023	471.88
1341(E)	06/02/2015	AVFUEL CORPORATION	FUEL	281-537-930.664	<u>24,786.33</u>

25,258.21

1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	101-000-103.000	261.76
1342(E)	06/02/2015	ELAN	ACTIVITY 4/14/15-5/14/15	101-253-930.500	95.63
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	101-257-930.500	401.25
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	101-267-726.000	9.95
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	101-267-801.020	10.00
1342(E)	06/02/2015	ELAN	SHERIFF C/C STMT	101-301-726.000	74.39
1342(E)	06/02/2015	ELAN	SHERIFF C/C STMT	101-302-726.000	41.00
1342(E)	06/02/2015	ELAN	SHERIFF C/C STMT	101-351-726.000	71.93
1342(E)	06/02/2015	ELAN	SHERIFF C/C STMT	101-351-726.030	128.84
1342(E)	06/02/2015	ELAN	SHERIFF C/C STMT	101-351-930.700	161.59
1342(E)	06/02/2015	ELAN	SHERIFF C/C STMT	205-301-726.000	89.85
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	208-752-726.035	105.51
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	209-751-726.035	77.03
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	209-751-726.050	63.90
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	212-430-801.020	150.00
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	212-430-930.500	73.07
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	282-537-930.300	24.97
1342(E)	06/02/2015	ELAN	ACTIVITY 4/14/15-5/14/15	516-253-930.500	95.62
1342(E)	06/02/2015	ELAN	ACTIVITY 4/14/15-5/14/15	616-253-930.500	95.62
1342(E)	06/02/2015	ELAN	ACTIVITY 4/14/15-5/14/15	617-253-930.500	95.63
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	645-172-930.450	50.15
1342(E)	06/02/2015	ELAN	ADMIN C/C STMT	645-172-930.500	142.74
1342(E)	06/02/2015	ELAN	ACTIVITY 4/14/15-5/14/15	645-201-930.500	112.82
					<u>2,433.25</u>
56919	06/02/2015	AUTO OWNERS INSURANCE CO	82-4263-08	701-000-271.000	300.00
56920	06/02/2015	AVSURANCE CORPORATION	AIRSHOW INSURANCE 2015	282-537-930.100	2,994.00

56921	06/02/2015	BS&A SOFTWARE INC	DELQ TAX SYSTEM ANNUAL SERVICE/SUPPOR	516-253-920.410	4,345.00
56922	06/02/2015	CHRIS DECKROW	RESTITUTION	701-000-271.000	50.00
56923	06/02/2015	CHRIS WATSON	CAMPING REFUND - CANCELLATION	208-440-652.030	68.00
56924	06/02/2015	CITY OF GAYLORD	200 LIVINGSTON BLD B	637-265-920.200-ALPCT00000	558.21
56924	06/02/2015	CITY OF GAYLORD	225 W MAIN ST	637-265-920.200-CRTHS00000	420.97
56924	06/02/2015	CITY OF GAYLORD	125 S OTSEGO AVE	637-265-920.200-INFO CTR00	34.42
56924	06/02/2015	CITY OF GAYLORD	540 S ILLINOIS	637-265-920.200-SILLI00000	33.90
					<u>1,047.50</u>
56925	06/02/2015	CONSUMERS ENERGY	103016324842 IRONTONE ELECTRIC BILL	208-752-930.620	22.74
56925	06/02/2015	CONSUMERS ENERGY	ACCT# 1000 7019 9300	226-528-940.010-PROG000000	24.25
					<u>46.99</u>
56926	06/02/2015	EXTREME POWER SPORTS	RESTITUTION	701-000-271.000	150.00
56927	06/02/2015	FARM BUREAU INSURANCE	001-39328A-080	701-000-271.000	160.00
56928	06/02/2015	FRANK ZAREMBA	FIREWOOD	208-752-726.000	225.00
56929	06/02/2015	FRONTIER	CENTER PHONE BILL	208-751-930.210	63.38
56929	06/02/2015	FRONTIER	ACCT#231-189-0447-031698-5	261-427-930.210	423.51
					<u>486.89</u>
56930	06/02/2015	GAYLORD CITY POLICE DEPARTMENT	RESTITUTION	701-000-271.000	200.00

56931	06/02/2015	GENEVIE BURZYNSKI	RESTITUTION	701-000-271.000	10.00	
56932	06/02/2015	GEORGE MARONEY	CAMPING REFUND - CANCELLATION	208-440-626.030	65.00	
56933	06/02/2015	GORDON FOOD SERVICES	ICE CREAM, CANDY, SPOONS, SYRUP, ICE CRE/	208-752-726.000	442.74	
56934	06/02/2015	MARY MAJERCZYK	CABIN REFUND - CANCELLATION	208-440-652.045	320.00	
56935	06/02/2015	OTSEGO COUNTY ABSTRACT COMPAN TITLE FEE, FILE #69-33734, PROJECT #HO-081:		233-690-940.010	270.00	
56936	06/02/2015	RENEE EGELSKI	CAMPING REFUND- CANCELLATION	208-440-652.030	68.00	
56937	06/02/2015	RONALD BOSLEY	CAMPING REFUND - CANCELLATION	208-440-652.030	120.00	
56938	06/02/2015	SANE	RESTITUTION	701-000-271.000	224.50	
56939	06/02/2015	SPARTAN SEWER & SEPTIC TANK SERV PORTABLE TOILET RENTALS		208-751-920.200	180.00	
56939	06/02/2015	SPARTAN SEWER & SEPTIC TANK SERV PORTABLE TOILET RENTALS		209-751-726.000	90.00	
					270.00	
56940	06/02/2015	THOMAS M HARDEN	HO-0812-126046 REMAINING 50% OF PROJEC		233-690-940.010	14,973.00
		TOTAL - ALL FUNDS	TOTAL OF 24 CHECKS			59,891.54
			VOIDED CHECKS (3)			(5,113.58)
			NET CASH DISBURSEMENT			54,777.96

Fund	Amount
-----	
Total for fund 101 GENERAL FUND	1,656.34
Total for fund 205 WORK CAMP	89.85
Total for fund 208 PARKS AND RECREATION	1,680.37
Total for fund 209 GROEN NATURE PRESERVE	230.93
Total for fund 212 ANIMAL CONTROL	223.07
Total for fund 226 RECYCLING FUND	24.25
Total for fund 233 HUD GRANT FUND	15,443.00
Total for fund 249 BUILDING INSPECTION FUN	3,325.00
Total for fund 261 911 SERVICE FUND	423.51
Total for fund 281 AIRPORT	25,258.21
Total for fund 282 AIRPORT SPECIAL EVENTS F	3,018.97
Total for fund 293 SOLDIERS' RELIEF FUND	395.60
Total for fund 294 VETERANS' TRUST FUND	1,042.86
Total for fund 516 DELINQUENT TAX REVOLVI	4,440.62
Total for fund 616 HOMESTEAD AUDIT FUND	95.62
Total for fund 617 TAX FORECLOSURE FUND	95.63
Total for fund 637 BUILDING AND GROUNDS	1,047.50
Total for fund 645 ADMINISTRATIVE SERVICES	305.71
Total for fund 701 GENERAL AGENCY	1,094.50
	59,891.54
 VOIDED CHECKS (3)	 (5,113.58)
 NET WARRANT AMOUNT	 54,777.96

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  June 9, 2015 Warrant	<b>AGENDA DATE:</b>  June 9, 2015
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 2	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, Finance Director	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The County issues a check disbursement report (Warrant) every week for County payables.

**DISCUSSION:**

The June 9, 2015 warrant amount is \$197,035.72.

**RECOMMENDATION:**

Approval of the June 9, 2015 Warrant is requested.

06/04/2015

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
JUNE 9, 2015 WARRANT

Check #	Check Date	Payee	Description	GL #	Amount
56941	06/02/2015	STACY HILLEY	DHS CASE	290-670-930.999	742.44
56942	06/09/2015	46TH CIRCUIT TRIAL COURT	13-106-DL REST PMT BY KRISTAL JUSTUS	701-000-271.148	245.88
56943	06/09/2015	7TH PROBATE FAMILY COURT	13-107-DL YAEGER & 14-104-DL M. CAROEN F	292-662-930.810	3,370.00
56944	06/09/2015	87-A DISTRICT COURT- IMPREST CASH 5-18-15 JURY TRIAL - PEOPLE V MOYER/KNIGHT	101-145-930.930		428.50
56945	06/09/2015	AMERICAN FIDELITY ASSURANCE COM MAY 2015 FLEX SPENDING ACCOUNT		704-000-231.285	704.17
56946	06/09/2015	ANTHONY SERINO	REST PMT BY MATTHEW HILEMAN 14-30268-	701-000-271.130	946.37
56947	06/09/2015	ARROW UNIFORM RENTAL	BROWN CARPETS	281-537-920.410	35.79
56948	06/09/2015	AUTO VALUE GAYLORD	259-279214 BUS #23; ***259-279032 CORES	588-699-726.050	637.73
56949	06/09/2015	BARBARA J GOWARD	5-26-15 GUARDIAN AD LITEM REPORT	101-131-930.500	7.66
56949	06/09/2015	BARBARA J GOWARD	5-26-15 GUARDIAN AD LITEM REPORT	101-131-930.830	30.00
					<u>37.66</u>
56950	06/09/2015	BERNIE LAPOINTE	RESTITUTION	701-000-271.000	50.00

56951	06/09/2015	BETTY MOORE	REST PMT BY MARCUS OROURKE 15-31255-F\ 701-000-271.130	10.40
56952	06/09/2015	BIG LOTS FURNITURE	REST PMT BY ANNIA ROBERSON 15-31209-FY- 701-000-271.130	200.00
56953	06/09/2015	BLUE TOOL SERVICE LLC	49936 SHOP 588-699-726.050	79.95
56954	06/09/2015	BRADLEY J. BUTCHER	REST PMT BY CONNIE JOSEPH 05-16547-FY-3 701-000-271.130	100.00
56955	06/09/2015	BRUCE TILLINGER	CONTRACTURAL PLUMBING AND MECHANICA 249-371-801.027	1,015.00
56956	06/09/2015	CATHERINE ISBELL	11-31-DL T.DAY & 11-33-DL I. DAY TRANSPOR 101-134-930.500	103.50
56956	06/09/2015	CATHERINE ISBELL	11-31-DL T.DAY & 11-33-DL I. DAY TRANSPOR 101-134-940.010	42.00
56956	06/09/2015	CATHERINE ISBELL	11-31-DL T. DAY & 11-33-DL I. DAY TRANSPOR 292-662-930.500	25.88
56956	06/09/2015	CATHERINE ISBELL	11-31-DL T. DAY & 11-33-DL I. DAY TRANSPOR 292-662-930.830	49.88
				----- 221.26
56957	06/09/2015	CDW GOVERNMENT INC	MCAFFEE GOLD BUSINESS SUPPORT (QUOTE- F 101-228-726.300	2,100.00
56958	06/09/2015	CHANDRA HARWOOD	CAMPING REFUND - CANCELLATION 208-440-652.030	165.00
56959	06/09/2015	CHARLES BERLIN	5/21/15 HOUSING MEETING PER DEIM AND T 233-690-703.040	40.00
56959	06/09/2015	CHARLES BERLIN	5/21/15 HOUSING MEETING PER DEIM AND T 233-690-930.500	2.85
				----- 42.85

56960	06/09/2015	CHARTER COMMUNICATIONS	INMATE CABLE THRU 6/14/15	595-351-726.000	207.22
56961	06/09/2015	CHILD & FAMILY SERVICES OF NW MI	13-93-NA/13-94-NA HUDSON & 13-94-NA/13-	292-662-930.810	3,096.80
56962	06/09/2015	CITY OF GAYLORD	WATER BILL	281-537-920.200	44.86
56963	06/09/2015	CLASSIC PLUMBING	FIX TOILETS, REPLACE WATER LINE	208-752-726.050	815.00
56964	06/09/2015	CLAYTON STIMMER	REST PMT BY DARRELL HOOKER 10-23621-SM	701-000-271.130	312.50
56965	06/09/2015	CLIMATE ENGINEERING, LLC	FIX AIRPORT AC	481-901-970.300	1,506.61
56966	06/09/2015	CMP DISTRIBUTORS	INV #43693 REPLACEMENT DUTY BELT FOR H	101-351-726.046	32.50
56967	06/09/2015	CONTINENTAL MANAGEMENT LL	CIVIL ORDER OF EVICTION FILING FEE REFUND	701-000-286.002	15.00
56968	06/09/2015	CORE TECHNOLOGY CORPORATION	LEIN/TALON DESKTOP CLIENT SUPORT #65471	101-351-801.020	630.00
56969	06/09/2015	CUMMINS BRIDGEWAY	REST PMT BY HANS HEIM 07-19960-FY-3	701-000-271.130	200.00
56970	06/09/2015	DARRYL WARNEKE	08-33-DL REST PMT BY ANTHONY FLINN	701-000-271.148	20.00

56971	06/09/2015	DAVE DACY AIRSHOWS INC	2015 AIRSHOW CONTRACT	282-537-940.010	40,500.00
56972	06/09/2015	DEKETO	INV#250, RIBBONS AND LABELS	256-215-726.000	239.00
56973	06/09/2015	DELTA DENTAL OF MICHIGAN	MI001160001 JUNE 2015 COURT DENTAL	101-131-704.110	700.06
56973	06/09/2015	DELTA DENTAL OF MICHIGAN	MI001160001 JUNE 2015 COURT DENTAL	101-136-704.110	79.98
56973	06/09/2015	DELTA DENTAL OF MICHIGAN	MI001160001 JUNE 2015 COURT DENTAL	101-148-704.110	101.37
56973	06/09/2015	DELTA DENTAL OF MICHIGAN	MI001160001 JUNE 2015 COURT DENTAL	215-141-704.110	478.20
56973	06/09/2015	DELTA DENTAL OF MICHIGAN	MI001160001 JUNE 2015 COURT DENTAL	292-662-704.110	249.40
56973	06/09/2015	DELTA DENTAL OF MICHIGAN	MI001160001 JUNE 2015 COURT DENTAL	704-000-231.261	402.25
					----- 2,011.26
56974	06/09/2015	DELUXE BUSINESS CHECKS	FOC DEPOSIT BOOKS	215-141-726.000	53.18
56975	06/09/2015	DEPENDABLE CONCRETE	RESTITUTION	701-000-271.000	20.00
56976	06/09/2015	DIANA M BOYD	4-20-15 GUARDIAN AD LITEM SERVICES	101-131-930.500	6.00
56976	06/09/2015	DIANA M BOYD	4-20-15 GUARDIAN AD LITEM SERVICES	101-131-930.830	60.00
					----- 66.00
56977	06/09/2015	DOLLAR GENERAL	REST PMT BY NAOMI KEETON 15-31231-SM-3	701-000-271.130	17.50
56978	06/09/2015	DR MICHELLE CONDON	REST PMT BY LEAH DEARDORFF-HOULE 14-31	701-000-271.130	35.00
56979	06/09/2015	DUNNS	INV#802360-0 COPIER-FAX TONER FOR OCSD	101-301-726.000	58.12
56979	06/09/2015	DUNNS	INV#802360-0 COPIER-FAX TONER FOR OCSD	101-302-726.000	62.83

56979	06/09/2015	DUNNS	INV#802472-0 TONER CARTRIDGE FOR ANNE	101-334-726.000	4.73
56979	06/09/2015	DUNNS	INV# 803380-0 PENS & CORRECTION TAPE	101-351-726.000	12.84
56979	06/09/2015	DUNNS	802712	212-430-726.000	93.29
56979	06/09/2015	DUNNS	8025120 CLEANERS, P. TOWELS; TONER (DIS	588-699-726.000	103.33
56979	06/09/2015	DUNNS	8025120 CLEANERS, P. TOWELS; TONER (DIS	588-699-726.025	231.76
					<u>566.90</u>
56980	06/09/2015	EMMET COUNTY DPW	INV# MAY SERVICES	226-528-940.010-PROG0000	23,698.15
56981	06/09/2015	EMPIRIC SOLUTIONS INC	JULY COMPASS MGMT FEE	101-131-801.020	1,074.15
56981	06/09/2015	EMPIRIC SOLUTIONS INC	MAY IT CHARGES	101-131-940.010	8.00
56981	06/09/2015	EMPIRIC SOLUTIONS INC	JULY COMPASS MGMT FEE	101-228-801.030	2,335.85
56981	06/09/2015	EMPIRIC SOLUTIONS INC	MAY IT CHARGES	208-751-801.020	8.00
					<u>3,426.00</u>
56982	06/09/2015	ERIK SNYDER	5/31/2015 INSTRUCTED BRC - BASIC RIDER CC	101-332-801.030	560.00
56982	06/09/2015	ERIK SNYDER	5/31/2015 INSTRUCTED BRC - BASIC RIDER CC	101-332-930.500	80.00
					<u>640.00</u>
56983	06/09/2015	EZ MART	REST PMT BY JOSHUA STEAD 09-22242-SM-3	701-000-271.130	25.00
56984	06/09/2015	FRANCES NOWAK	PLANNING COMMISSION MEETING/MAY 18, 2	101-721-703.040	40.00
56984	06/09/2015	FRANCES NOWAK	PLANNING COMMISSION MEETING/MAY 18, 2	101-721-930.500	7.50
					<u>47.50</u>
56985	06/09/2015	FRONTIER	PARK AND GROEN PHONE BILLS	208-752-930.210	79.42
56985	06/09/2015	FRONTIER	PARK AND GROEN PHONE BILLS	209-751-930.210	81.94
					<u>161.36</u>

56986	06/09/2015	FRONTIER	989-732-5130-052208-5 MAY 2015 COURT FA 101-131-930.210	75.29
56987	06/09/2015	GARY HENDERSHOT	PLANNING COMMISSION MEETING/MAY 18, 2101-721-703.040	40.00
56987	06/09/2015	GARY HENDERSHOT	PLANNING COMMISSION MEETING/MAY 18, 2101-721-930.500	17.00
				----- 57.00
56988	06/09/2015	GASLIGHT MEDIA	WEB SITE HOSTING 101-228-801.020	50.00
56989	06/09/2015	GAYLORD AREA CONVENTION & TOUR VISITOR GUIDE	281-537-930.300	730.00
56990	06/09/2015	GAYLORD CITY TREASURER	211D MAY 2015 DISTRICT COURT MONTH ENI 701-000-221.000	706.20
56991	06/09/2015	GAYLORD COMMUNITY SCHOOLS	PRESCHOOL-J PRUDHOMME 290-670-930.999	600.00
56992	06/09/2015	GAYLORD DRY CLEANERS	MAY 2015 DRYCLEANING & ALTERATIONS 101-301-920.410	40.00
56992	06/09/2015	GAYLORD DRY CLEANERS	MAY 2015 DRYCLEANING & ALTERATIONS 101-302-920.410	40.00
56992	06/09/2015	GAYLORD DRY CLEANERS	MAY 2015 DRYCLEANING & ALTERATIONS 101-351-920.410	16.00
				----- 96.00
56993	06/09/2015	GAYLORD MACHINE & FABRICATION L REST PMT BY MARCUS OROURKE 15-31255-F\	701-000-271.130	10.40
56994	06/09/2015	GBS INC	MAY 5TH ELECTION 101-262-726.000	8,856.01

56995	06/09/2015	GENESEE COUNTY MEDICAL EXAMINE AUTOPSY		101-648-930.920	1,230.00
56996	06/09/2015	GOLDEN AUTO ELECTRIC INC	54989 BUS #27	588-699-726.050	45.00
56997	06/09/2015	GRAPHIC SCIENCES INC	IMAGES TO FILM	256-215-726.000	137.06
56998	06/09/2015	GREAT LAKES ENERGY	ELECTRIC BILL	209-751-930.620	68.77
56999	06/09/2015	HOLIDAY GAS STATION	REST PMT BY JESSIE GONZALEZ JR 13-30073-S 701-000-271.130		60.00
57000	06/09/2015	HOLY CROSS CHILDRENS SERVICES	14-10-NA M. MOYER PLACEMENT 4/20/15 TO 292-662-930.810		239.31
57001	06/09/2015	ICC DISTRIBUTION CENTER	EC 12 BUILDING CODE	249-371-726.200	108.00
57002	06/09/2015	IMAGE FACTORY INC	INV#40785 OCSD LETTERHEAD (500 SHEETS)	101-301-726.000	136.50
57002	06/09/2015	IMAGE FACTORY INC	INV#40785 OCSD LETTERHEAD (500 SHEETS)	101-302-726.000	10.00
57002	06/09/2015	IMAGE FACTORY INC	INV#40785 OCSD LETTERHEAD (500 SHEETS)	101-334-726.000	101.50
57002	06/09/2015	IMAGE FACTORY INC	T PUDVAN BUSINESS CARDS	101-648-726.000	39.22
					----- 287.22
57003	06/09/2015	IMPREST CASH, OTSEGO COUNTY BUS 0988; 0990 (2) CALCULATORS		588-699-726.000	38.88
57003	06/09/2015	IMPREST CASH, OTSEGO COUNTY BUS 0989 LUMBER; 0991 WIPES		588-699-726.025	19.09
					----- 57.97
57004	06/09/2015	IMPREST CASH, OTSEGO COUNTY LAN CASH PAID FOR GAS		249-371-726.050	5.00

57004	06/09/2015	IMPREST CASH, OTSEGO COUNTY LAN POSTAGE		249-371-930.450	6.70
					<u>11.70</u>
57005	06/09/2015	IMPREST CASH, OTSEGO COUNTY SHEI MAY 2015 IMPREST CASH REIMBURSEMENT		101-301-930.450	2.32
57005	06/09/2015	IMPREST CASH, OTSEGO COUNTY SHEI MAY 2015 IMPREST CASH REIMBURSEMENT		101-351-930.450	6.00
57005	06/09/2015	IMPREST CASH, OTSEGO COUNTY SHEI MAY 2015 IMPREST CASH REIMBURSEMENT		205-301-726.000	17.98
					<u>26.30</u>
57006	06/09/2015	IMPREST CASH-ANIMAL CONTROL	PLAT BOOKS FOR PATROL VEHICLES	212-430-726.200	60.00
57007	06/09/2015	INDEPENDENCE TIRE & AUTO REPAIR	J BURT - TIRES	266-901-920.400	550.00
57008	06/09/2015	J N J CONSTRUCTION INC	CAR WASH	249-371-920.400	10.80
57009	06/09/2015	JAMES L HIGGINBOTTOM	5/31/2015 INSTRUCTED BRC - BASIC RIDER CC	101-332-801.030	686.00
57010	06/09/2015	JAMES MCBRIDE	HRA REIMBURSEMENT RETIREE	101-853-940.110	169.72
57011	06/09/2015	JEFFERY B PROUX	CONTRACTURAL BUILDING INSPECTIONS	101-721-801.020	760.00
57011	06/09/2015	JEFFERY B PROUX	CONTRACTURAL BUILDING INSPECTIONS	249-371-801.024	1,090.00
					<u>1,850.00</u>
57012	06/09/2015	JEUPS TAILOR MADE WINDOWS INC	ROOF PROJECT COMPLETE AND INSPECTED H	233-690-940.010	3,947.00
57013	06/09/2015	JIM HILGENDORF	PLANNING COMMISSION MEETING/MAY 18, 2	101-721-703.040	40.00

57013	06/09/2015	JIM HILGENDORF	PLANNING COMMISSION MEETING/MAY 18, 2015 101-721-930.500	20.00 ----- 60.00
57014	06/09/2015	JIM WERNIG INC	15526 VAN #13; 15554 BUS #29 588-699-726.050	876.51
57015	06/09/2015	JIM'S ALPINE AUTOMOTIVE	1-665893 BUS #27 588-699-726.050	87.54
57016	06/09/2015	JOHN DENISON	REST PMT BY JAMES WILSON 08-21553-SM-3 701-000-271.130	207.90
57017	06/09/2015	JOHN FACCHINETTI	5/21/15 VETERANS AFFAIRS MEETING PER DE 101-682-703.040	40.00
57017	06/09/2015	JOHN FACCHINETTI	5/21/15 VETERANS AFFAIRS MEETING PER DE 101-682-930.500	9.09 ----- 49.09
57018	06/09/2015	JOHN LAFAVE	5/21/15 HOUSING MEETING PER DEIM AND T 233-690-703.040	40.00
57018	06/09/2015	JOHN LAFAVE	5/21/15 HOUSING MEETING PER DEIM AND T 233-690-930.500	6.27 ----- 46.27
57019	06/09/2015	JOHNSON OIL COMPANY	INV#362409 OIL CHANGE VEH#698 CHARGER 101-301-726.050	37.95
57020	06/09/2015	JOSEPH SEIFERT	CONTRACTURAL ELECTRICAL INSPECTIONS 249-371-801.026	745.00
57021	06/09/2015	JUDITH JARECKI	PLANNING COMMISSION MEETING/MAY 18, 2015 101-721-703.040	40.00
57021	06/09/2015	JUDITH JARECKI	PLANNING COMMISSION MEETING/MAY 18, 2015 101-721-930.500	15.50 ----- 55.50

57022	06/09/2015	KELLY PELACH	LADIES VB REF	208-752-940.010-VOLLEYBAL	1,425.00
57023	06/09/2015	KENNETH ARNDT	PLANNING COMMISSION MEETING/MAY 18, 2	101-721-703.040	40.00
57023	06/09/2015	KENNETH ARNDT	PLANNING COMMISSION MEETING/MAY 18, 2	101-721-930.500	5.00
					<u>45.00</u>
57024	06/09/2015	KERRIE JO DAENZER	5-15-15 GUARDIANSHIP REVIEW	101-131-930.500	17.12
57024	06/09/2015	KERRIE JO DAENZER	5-15-15 GUARDIANSHIP REVIEW	101-131-930.830	30.00
					<u>47.12</u>
57025	06/09/2015	KEVAN D FLORY	CONTRACTURAL BUILDING INSPECTIONS	101-721-801.020	480.00
57025	06/09/2015	KEVAN D FLORY	3 INSPECTIONS - HO-0812-127800/127801, 5/	233-690-703.040	40.00
57025	06/09/2015	KEVAN D FLORY	3 INSPECTIONS - HO-0812-127800/127801, 5/	233-690-940.010	900.00
57025	06/09/2015	KEVAN D FLORY	CONTRACTURAL BUILDING INSPECTIONS	249-371-801.024	2,885.00
					<u>4,305.00</u>
57026	06/09/2015	KIMBERLY BROWN	RESTITUTION	701-000-271.000	25.00
57027	06/09/2015	KOHL'S CORPORATE LOSS PREVENTION	REST PMT BY BRITTANY MILLER 14-30987-SM	701-000-271.130	97.00
57028	06/09/2015	LISTVAN PLUMBING & HEATING	112377 PLUMBING INSPECTION	588-699-940.010	282.00
57029	06/09/2015	LUTHERAN CHILD & FAMILY SERVICES	12-10-NA BAILEY PLACEMENT 4/1/15 TO 4/30	292-662-930.810	517.20
57030	06/09/2015	MAKE IT MINE DESIGN	CORRECTIONS EMBROIDERY AND HATS #2757	101-351-801.020	489.00

57031	06/09/2015	MAPLE RIVER ANIMAL CLINIC INC	GRETA PATIENT ID 322569	212-430-930.471	142.00
57032	06/09/2015	MARK L DOBIAS PC	3-12-15 DEFERRAL HEARING & 3-14-15 COMM	101-131-801.022	150.00
57033	06/09/2015	MARY BACKLUND	MAY 2015 ALTERNATIVE EDUCATION TEACHE	292-662-940.010	400.00
57034	06/09/2015	MARY HARALSON	REST PMT BY JESSIE GONZALEZ JR 13-29935-F	701-000-271.130	201.60
57035	06/09/2015	MATTHEW GREEN	RESTITUTION	701-000-271.000	50.00
57036	06/09/2015	MEEKHOF TIRE SALES & SERVICE INC	302215-91 TAHOE #25	588-699-726.050	150.00
57037	06/09/2015	MEYER ACE	17348 AIR LINE REPAIR; TOOL	588-699-726.050	13.06
57038	06/09/2015	MI COUNTIES WORKERS COMPENSATI MEMBER 760 2015 3RD QUARTER		101-131-704.600	578.38
57038	06/09/2015	MI COUNTIES WORKERS COMPENSATI MEMBER 760 2015 3RD QUARTER		101-133-704.600	113.28
57038	06/09/2015	MI COUNTIES WORKERS COMPENSATI MEMBER 760 2015 3RD QUARTER		215-141-704.600	484.83
57038	06/09/2015	MI COUNTIES WORKERS COMPENSATI MEMBER 760 2015 3RD QUARTER		292-662-704.600	494.51
					----- 1,671.00
57039	06/09/2015	MICHAEL MANG	PLANNING COMMISSION MEETING/MAY 18, 2	101-721-703.040	40.00
57040	06/09/2015	MICHAEL WAYNE KIRK	REST PMT BY DENNIS COOPER 13-29472-FY-3	701-000-271.130	12.50

57041	06/09/2015	MICHELLE FRAKES	PROFESSIONAL SERVICES	101-648-801.020	1,570.00
57041	06/09/2015	MICHELLE FRAKES	PROFESSIONAL SERVICES	101-648-930.460	300.00
57041	06/09/2015	MICHELLE FRAKES	PROFESSIONAL SERVICES	101-648-930.500	92.00
					<u>1,962.00</u>
57042	06/09/2015	MICHIGAN LOGO	REST PMT BY MICHAEL WAIT 15-31195-SD-3	701-000-271.130	121.00
57043	06/09/2015	MICHIGAN STATE POLICE BFS-CASHIER LIVESCAN FEE'S FOR FINGERPRINTING #551-4		701-000-228.017	44.75
57044	06/09/2015	MICHIGAN STATE POLICE BFS-CASHIER LEIN L-GNET LINE 4/1/15 TO 6/30/15		101-132-930.240	1,750.00
57045	06/09/2015	MIDLAND COUNTY JUVENILE CARE CEI 14-64-DL RUTLAND PLACEMENT 4/2/15 TO 4/		292-662-930.810	1,085.00
57046	06/09/2015	MIKE JAROSZ	5/18/2015 INSTRUCTED S.S. MARIE RR-BRC, R	101-332-726.000-TRAIN0000	55.58
57046	06/09/2015	MIKE JAROSZ	5/18/2015 INSTRUCTED S.S. MARIE RR-BRC, R	101-332-801.020-TRAIN0000	112.00
57046	06/09/2015	MIKE JAROSZ	5/18/2015 INSTRUCTED S.S. MARIE RR-BRC, R	101-332-801.030-TRAIN0000	280.00
					<u>447.58</u>
57047	06/09/2015	NEW CENTURY SIGNS	NEW WALL PLAQUE FOR TERMINAL	481-901-970.300	400.00
57048	06/09/2015	NICHOLAS JAMES ANTHONY	MAY 2015 WEEKEND DRUG TESTER: MAY 16,	101-133-940.010	280.00
57049	06/09/2015	NORA HOLLY CORFIS	PLANNING COMMISSION MEETING/MAY 18,	101-721-703.040	40.00
57049	06/09/2015	NORA HOLLY CORFIS	PLANNING COMMISSION MEETING/MAY 18,	101-721-930.500	14.00
					<u>54.00</u>

57050	06/09/2015	NORTH COUNTRY COMMUNITY MENT 10-30-NA WARNER PLACEMENT 4/1/15 TO 4/	292-662-930.810	3,000.00
57051	06/09/2015	NORTH POINTE PLUMBING & HEATING INV 208888 & 208895	212-430-726.050	495.00
57052	06/09/2015	NORTHERN CREDIT BUREAU CREDIT REPORT, INVOICE #10289	233-690-930.150	10.00
57053	06/09/2015	NORTHERN FAMILY INTERVENTION SE BUY 4 MICHIGAN JJINC14-99001; SERVICES: 4,	292-662-940.010	5,396.65
57054	06/09/2015	NORTHWEST MICHIGAN COMMUNITY INMATE DENTAL SERV F/SHELLY/STARDEVAN	101-351-930.470	916.00
57055	06/09/2015	NPI WIRELESS REST PMT BY KENNETH MATHEWS 01-11391-	701-000-271.130	10.00
57056	06/09/2015	OFFICE DEPOT INC SUPPLIES	101-253-726.000	16.19
57056	06/09/2015	OFFICE DEPOT INC SUPPLIES	516-253-726.000	16.19
57056	06/09/2015	OFFICE DEPOT INC SUPPLIES	616-253-726.000	16.18
57056	06/09/2015	OFFICE DEPOT INC SUPPLIES	617-253-726.000	16.19
				----- 64.75
57057	06/09/2015	OMS COMPLIANCE SERVICES INC	101-267-726.000	79.50
57057	06/09/2015	OMS COMPLIANCE SERVICES INC	208-751-726.000	159.00
57057	06/09/2015	OMS COMPLIANCE SERVICES INC	209-751-703.060	79.50
				----- 318.00
57058	06/09/2015	OTSEGO COUNTY ABSTRACT COMPAN TITLE FEE, #69-33735 FOR PROJECT HO-0812-	233-690-940.010	188.00

57059	06/09/2015	OTSEGO COUNTY EMS	05285015-01 FIRST AID & CPR CLASSES	208-752-704.400	200.00
57060	06/09/2015	OTSEGO COUNTY SENIOR CITIZEN ASS	RESTITUTION	701-000-271.000	60.00
57061	06/09/2015	OTSEGO COUNTY TREAS	POSTAGE DUE DELQ NOTICES	516-253-930.450	5.70
57062	06/09/2015	OTSEGO COUNTY TREAS	JURY BOX REIMB AND POSTAGE DUE	101-145-930.930	33.00
57062	06/09/2015	OTSEGO COUNTY TREAS	JURY BOX REIMB AND POSTAGE DUE	516-253-930.450	3.42
					----- 36.42
57063	06/09/2015	PADDY L DUBOIS	MAY 2015 ALTERNATIVE EDUCATION TEACHER	292-662-940.010	1,080.00
57064	06/09/2015	PAK MAIL CENTERS OF AMERICA	168296 RETURN/ HOEKSTRA	588-699-726.050	13.85
57065	06/09/2015	PAUL COON	REST PMT BY JACQUILINE SEVERANCE	13-2966 701-000-271.130	60.00
57066	06/09/2015	PAUL HARTMANN	PLANNING COMMISSION MEETING/MAY 18, 2	101-721-703.040	40.00
57066	06/09/2015	PAUL HARTMANN	PLANNING COMMISSION MEETING/MAY 18, 2	101-721-930.500	10.00
					----- 50.00
57067	06/09/2015	PRO SOURCE RENTAL	LOG SPLITTER RENTAL	209-751-726.050	310.00
57068	06/09/2015	REDWOOD BIOTECH	DRUG TEST CUPS	101-131-726.000	3,764.70

57068	06/09/2015	REDWOOD BIOTECH	DRUG TEST CUPS	101-133-726.000	2,914.70
57068	06/09/2015	REDWOOD BIOTECH	DRUG TEST CUPS	292-662-726.000	3,764.72
					<u>10,444.12</u>
57069	06/09/2015	RESTAT	INMATE PHARMACY #181646/1671683	101-351-726.035	101.51
57070	06/09/2015	RICHARD KING	REST PMT BY JASON HOFFMANN 13-29966-SM	701-000-271.130	300.00
57071	06/09/2015	ROBERT HARMER	RESTITUTION	701-000-271.000	75.00
57072	06/09/2015	ROSCOMMON COUNTY	13-99-DL LESLIE PLACEMENT 4/24/15 TO 5/5/	292-662-930.810	3,192.00
57073	06/09/2015	ROSIE WARNER	CAMPING REFUND - CANCELLATION 2 SITES	208-440-652.030	390.00
57074	06/09/2015	SAGINAW VA MEDICAL CENTER	REST PMT BY MARCUS OROURKE 15-31255-F\	701-000-271.130	10.40
57075	06/09/2015	SANE	RESTITUTION	701-000-271.000	230.22
57076	06/09/2015	SCOTT T BEATTY	MAY 2015 FOC REFEREE HEARINGS	215-141-940.010	1,560.00
57077	06/09/2015	SHERRY S HUFF	DHS BOARD MTG	290-670-703.040	80.00
57077	06/09/2015	SHERRY S HUFF	DHS BOARD MTG	290-670-930.500	69.00
					<u>149.00</u>

57078	06/09/2015	SMITH BROKER	REST PMT BY MARCUS OROURKE 15-31255-F\ 701-000-271.130	10.40
57079	06/09/2015	SPECIAL EVENT FUN INC	2015 AIRSHOW CONTRACT 282-537-940.010	4,995.00
57080	06/09/2015	STANDARD ELECTRIC COMPANY	GEMVR 1000 AND LAMPS 281-537-920.400	97.33
57081	06/09/2015	STAPLES BUSINESS ADVANTAGE	SUPPLIES 101-000-106.000	233.94
57082	06/09/2015	STATE OF MICHIGAN	211D MAY 2015 DISTRICT COURT MONTH ENI 701-000-228.020	20.00
57082	06/09/2015	STATE OF MICHIGAN	211D MAY 2015 DISTRICT COURT MONTH ENI 701-000-228.030	135.00
57082	06/09/2015	STATE OF MICHIGAN	211D MAY 2015 DISTRICT COURT MONTH ENI 701-000-228.037	4,864.95
57082	06/09/2015	STATE OF MICHIGAN	211D MAY 2015 DISTRICT COURT MONTH ENI 701-000-228.042	70.00
57082	06/09/2015	STATE OF MICHIGAN	211D MAY 2015 DISTRICT COURT MONTH ENI 701-000-228.057	135.00
57082	06/09/2015	STATE OF MICHIGAN	211D MAY 2015 DISTRICT COURT MONTH ENI 701-000-228.058	3,437.00
57082	06/09/2015	STATE OF MICHIGAN	211D MAY 2015 DISTRICT COURT MONTH ENI 701-000-228.059	11,890.50
				<u>20,552.45</u>
57083	06/09/2015	STEPHANY GODDARD	5-14-15 GUARDIANSHIP REVIEW 101-131-930.500	15.00
57083	06/09/2015	STEPHANY GODDARD	5-14-15 GUARDIANSHIP REVIEW 101-131-930.830	30.00
				<u>45.00</u>
57084	06/09/2015	STEVE RIOZZI	5/21/15 HOUSING MEETING PER DEIM AND T 233-690-703.040	40.00
57084	06/09/2015	STEVE RIOZZI	5/21/15 HOUSING MEETING PER DEIM AND T 233-690-930.500	3.62
				<u>43.62</u>
57085	06/09/2015	SUSAN M WILDS	14-4804-FH PEOPLE V BRUCE ALLEN COOPER 101-131-801.030	95.10

57086	06/09/2015	SWW ENTERPRISES LLC	REST PMT BY MARCUS OROURKE 15-31255-F\ 701-000-271.130		10.40
57087	06/09/2015	TAMMY LABOUEF	5/21/15 HOUSING MEETING PER DEIM	233-690-703.040	40.00
57088	06/09/2015	TERRY JANS	DHS BOARD MTG	290-670-703.040	80.00
57088	06/09/2015	TERRY JANS	DHS BOARD MTG	290-670-930.500	32.50
					----- 112.50
57089	06/09/2015	TERRY MICHAEL SALDANA	CONTRACTED COURT OFFICER SERVICES: 5/4/	101-131-940.010	900.00
57090	06/09/2015	THE BANK OF NEW YORK MELLON	UC BOND PAYMENT FEE FOR 2015	569-906-990.210	750.00
57091	06/09/2015	TINY TREASURES DAY CARE	DAY CARE-J PRUDHOMME	290-670-930.999	397.00
57092	06/09/2015	TRINITY SERVICES GROUP INC	INMATE COMMISSARY GR #50686/506573/50	595-351-726.000	1,303.81
57093	06/09/2015	TRUDY VOJTAS	05-27-2015 CHAUFFERS LICENSE	588-699-930.600	35.00
57094	06/09/2015	UNITED COUNTY OFFICERS ASSOCIATION	2015 UCOA MEMBERSHIP DUES	101-253-930.600	60.00
57094	06/09/2015	UNITED COUNTY OFFICERS ASSOCIATION	2015 UCOA MEMBERSHIP DUES	516-253-930.600	60.00
					----- 120.00
57095	06/09/2015	UPS	INV#0000493AE4215	101-215-930.450	13.06

57096	06/09/2015	VALLEY TRUCK PARTS	3-1192622 STOCK & BUS #27	588-699-726.050	77.16
57097	06/09/2015	VAN RIPER STATE PARK	14-73-DL REST PMT BY JACK LINDHOLM	701-000-271.148	150.00
57098	06/09/2015	VERIZON WIRELESS	ACCT 483106843-00001	101-301-930.230	141.63
57098	06/09/2015	VERIZON WIRELESS	ACCT 483106843-00001	101-351-930.230	59.72
57098	06/09/2015	VERIZON WIRELESS	ACCT 483106843-00001	205-301-930.210	119.44
57098	06/09/2015	VERIZON WIRELESS	ACCT 483106843-00001	208-752-930.230	266.03
57098	06/09/2015	VERIZON WIRELESS	ACCT 483106843-00001	261-427-930.230	38.01
57098	06/09/2015	VERIZON WIRELESS	ACCT 483106843-00001	281-537-930.230	197.22
57098	06/09/2015	VERIZON WIRELESS	9746041860 MAY	588-699-930.210	72.98
57098	06/09/2015	VERIZON WIRELESS	ACCT 483106843-00001	645-172-930.230	61.82
					<u>956.85</u>
57099	06/09/2015	WAL-MART STORES ASSET PROTECTIO	REST PMT BY ROBERT DOHRING 14-30461-SV	701-000-271.130	551.11
57100	06/09/2015	WALMART COMMUNITY GEMB	2117 APR/MAY 2015	212-430-726.000	134.79
57101	06/09/2015	WALTER DRZEWIECKI	REST PMT BY MARCUS OROURKE 15-31255-F\	701-000-271.130	10.40
57102	06/09/2015	WASH N GO MANAGEMENT INC	MAY 2015	212-430-920.410	15.00
57103	06/09/2015	WASTE MANAGEMENT	GARBAGE BILLS CENTER & PARK	208-752-920.200	373.81
57103	06/09/2015	WASTE MANAGEMENT	7387281-1838-6	212-430-920.410	90.57
57103	06/09/2015	WASTE MANAGEMENT	7387263-1838-4 MAY	588-699-940.010	242.73
57103	06/09/2015	WASTE MANAGEMENT	COUNTY BUILDING	637-265-920.410	188.79
					<u>188.79</u>

				895.90
57104	06/09/2015	WAYNE ISBELL	11-31-DL T DAY & 11-33-DL I DAY TRANSPORT 101-134-940.010	42.00
57104	06/09/2015	WAYNE ISBELL	11-31-DL T. DAY & 11-33-DL I. DAY TRANSPOR 292-662-930.830	24.00
				----- 66.00
57105	06/09/2015	WILBER AUTOMOTIVE SUPPLY INC	FORK LIFT PARTS 281-537-920.400	23.30
57106	06/09/2015	WILLARD L BROWN	PLANNING COMMISSION MEETING/MAY 18, 2 101-721-703.040	40.00
57106	06/09/2015	WILLARD L BROWN	PLANNING COMMISSION MEETING/MAY 18, 2 101-721-930.500	20.00
				----- 60.00
57107	06/09/2015	WITTOCK SUPPLY	REST PMT BY MARCUS OROURKE 15-31255-F\ 701-000-271.130	10.40
57108	06/09/2015	WOLF BUILDERS LLC	ROOF ON BLDG. #400 499-901-970.300-CTY_ROOF_	1,575.00
57109	06/09/2015	YANKEE AIR MUSEUM	2015 AIRSHOW CONTRACT 282-537-940.010	4,900.00
57110	06/09/2015	ZAREMBA EQUIPMENT INC	SEAL KITS AND FREIGHT 281-537-920.400	123.07
57110	06/09/2015	ZAREMBA EQUIPMENT INC	S 87994 BUS #11 588-699-726.050	105.70
57110	06/09/2015	ZAREMBA EQUIPMENT INC	REST PMT BY MARCUS OROURKE 15-31255-F\ 701-000-271.130	10.40
				----- 239.17
57111	06/09/2015	ZOETIS	9000121511 212-430-726.035	330.75
		TOTAL - ALL FUNDS	TOTAL OF 170 CHECKS	197,035.72

Fund	Amount
<hr style="border-top: 1px dashed black;"/>	
Total for fund 101 GENERAL FUND	37,006.10
Total for fund 205 WORK CAMP	137.42
Total for fund 208 PARKS AND RECREATION	3,881.26
Total for fund 209 GROEN NATURE PRESERVE	540.21
Total for fund 212 ANIMAL CONTROL	1,361.40
Total for fund 215 FRIEND OF THE COURT	2,576.21
Total for fund 226 RECYCLING FUND	23,698.15
Total for fund 233 HUD GRANT FUND	5,257.74
Total for fund 249 BUILDING INSPECTION FUN	5,865.50
Total for fund 256 REGISTER OF DEEDS AUTOM	376.06
Total for fund 261 911 SERVICE FUND	38.01
Total for fund 266 EQUIPMENT FUND	550.00
Total for fund 281 AIRPORT	1,251.57
Total for fund 282 AIRPORT SPECIAL EVENTS F	50,395.00
Total for fund 290 SOCIAL WELFARE FUND	2,000.94
Total for fund 292 CHILD CARE FUND	25,985.35
Total for fund 481 AIRPORT CAPITAL PROJECT	1,906.61
Total for fund 499 CAPITAL PROJECTS FUND	1,575.00
Total for fund 516 DELINQUENT TAX REVOLVI	85.31
Total for fund 569 DEBT SERVICE	750.00
Total for fund 588 TRANSPORTATION FUND	3,112.27
Total for fund 595 JAIL COMMISSARY	1,511.03
Total for fund 616 HOMESTEAD AUDIT FUND	16.18
Total for fund 617 TAX FORECLOSURE FUND	16.19
Total for fund 637 BUILDING AND GROUNDS	188.79
Total for fund 645 ADMINISTRATIVE SERVICES	61.82
Total for fund 701 GENERAL AGENCY	25,785.18
Total for fund 704 PAYROLL IMPREST FUND	1,106.42
	197,035.72