



NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, August 25, 2009 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 and Correction of Regular Minutes of August 11, 2009 w/attachments

Consent Agenda

- A. Bus System Controlled Substances and Alcohol Policy Update - Motion to Approve
- B. Planning Commission Reappointment - Hilgendorf - Motion to Approve
- C. Zoning Board of Appeals Appointment - McCarthy - Motion to Approve
- D. Brownfield Redevelopment Authority Reappointment - Liss - Motion to Approve
- E. Library Board Reappointment - Sharon Weber - Motion to Approve
- F. Budget Amendment-Parks - Motion to Approve
- G. Budget Amendment-Contingency-BSA Support Fee - Motion to Approve
- H. Budget Amendment-Sheriff - Motion to Approve
- I. Purchasing Policy Update - Motion to Approve
- J. Component Unit Property & Liability Insurance Policy - Motion to Approve
- K. Legal Defense Contract Renewal - Motion to Approve

Administrator's Report

Department Head Report

- A. Emergency Management/9-1-1 Update - Mike Thompson
 - 1. Emergency Response Manual

Committee Reports

- A. Transportation & Airport Committee
 - 1. Transportation of Passengers with Special Medical Needs
- B. Budget & Finance Committee Recommendations
 - 1. Budget Amendment-Health Care Fund-Wellness Program
 - 2. EMS Ambulance Purchase
 - 3. Audit Proposals
 - 4. Clerk/ROD Remodel Bid
 - 5. Jail Ventilation Bid
 - 6. Animal Control Architectural Bid
 - 7. Property Information Website Update
 - 8. TIGER Grant Support
- C. Recycling Committee
 - 1. Committee Request

City Liaison, Township & Village Representatives

Correspondence

- A. July 2009 Financial Reports

New Business

- A. Financials
 - 1. August 18, 2009 Warrant
 - 2. August 25, 2009 Warrant

Public Comment

Board Remarks, Announcements, and informal discussions

Adjournment

August 11, 2009

The Regular meeting of the Otsego County Board of Commissioners was held in the County Building at 225 West Main Street, Room 100. The meeting was called to order at 9:32 a.m. by Chairman Glasser. Invocation by Chairman Glasser, followed by the Pledge of Allegiance led by Commissioner Beachnau.

Roll call:

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

Excused: Harkness.

The Regular minutes of July 28, 2009 with attachments were approved as presented.

Consent Agenda:

Motion to approve the reappointment of Vernon Kassuba to the Brownfield Redevelopment Authority with the term to expire July 31, 2013. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Janis Kellogg to the Brownfield Redevelopment Authority with the term to expire July 31, 2013. Ayes: Unanimous. Motion carried.

Motion to adopt OCR-09-24 Discharge of Mortgage of Marjorie A. Ely as presented.

Roll Call Vote:

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

Nays: None.

Excused: Harkness.

Motion carried/Resolution adopted. (see attached)

Administrator's Report:

John Burt reported animal shelter bids due; Clerk/ROD remodeling bids due; Jail ventilation; Court street parking; Airport snow removal; budget meetings next week.

Special Presentation:

Karen Warsow and Jeff Ratcliffe presented to the Board the TIGER grant support request.

Motion by Commissioner Johnson, to adopt Resolution OCR-09-25 TIGER Grant Support as presented.

Roll Call Vote:

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

Nays: None.

Excused: Harkness.

Motion carried/Resolution adopted. (see attached)

Department Head Report:

Diann Axford presented her quarterly report to the Board.

Theron Higgins presented the Bus report to the Board.

Correspondence:

Chairman Glasser received two letters from NEMCOG.

New Business:

Motion by Commissioner Beachnau, to approve the August 4, 2009 Warrant in the amount of \$122,588.13 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hyde, to approve the August 11, 2009 Warrant in the amount of \$234,838.44 as presented. Ayes: Unanimous. Motion carried.

Public Comment:

Rachel discussed the 2008 audit reports.

Board Remarks:

Commissioner Hyde: Sportsplex insurance ratings.

Commissioner Johnson: Parks and Recreation meeting.

Meeting adjourned at 11:27 a.m. at the call of the Chair.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, Otsego County Clerk

RESOLUTION NO. OCR 09-24
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
August 11, 2009

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 269 Pinecrest Dr, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1149, Pages 969-982, and a Loan Modification in Liber 1153, Pages 893-894, in the name Marjorie A. Ely, as survivor of Mark H. Ely, whose Death Certificate is recorded in Liber 1090, Page 60, Otsego County Records; and

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

RESOLVED, that Otsego County hereby Issues a DISCHARGE OF MORTGAGE to, Marjorie A. Ely, as survivor of Mark H. Ely, whose Death Certificate is recorded in Liber 1090, Page 60, Otsego County Records 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 09-25
Resolution of Support
Transportation Investment Generating Economic Recovery (TIGER)
Otsego County Board of Commissioners
August 11, 2009

- WHEREAS**, rapid growth and development in Otsego County and Northern Michigan has led to increased traffic congestion on M-32 at I-75 in the City of Gaylord; and
- WHEREAS**, several studies of Gaylord/I-75 transportation corridor have been completed, recommendations developed, and project planning undertaken to begin to address the traffic congestion and its negative impact on the existing infrastructure, local economic development efforts, quality of life, environment, and safety; and
- WHEREAS**, a group of local leaders in partnership with the Michigan Department of Transportation have been able to make substantial progress towards implementing the recommendations of these studies including coordinated land use planning, access management on all new development, construction of a new east-west crossing of I-75, and improvement of four (4) of ten (10) identified road segments; and
- WHEREAS**, plans call for the construction of a second I-75 crossing, improvements to six (6) additional road segments, access management improvements to an existing segment of West M-32, the reconfiguration of both M-32 in the Central Business District and South Otsego Avenue (Business Loop 75) to improve pedestrian and vehicular access, construction of traffic calming streetscape elements along the West M-32 Commercial District; and installation of a state of the art traffic signal light timing system to connect all lights in the corridor system; and
- WHEREAS**, the economic conditions in the State of Michigan and Otsego County have made it increasingly difficult to secure funding at both the state and local level to complete these projects in a timely manner; and
- WHEREAS**, the United States Department of Transportation is making available funding through the TIGER Discretionary Grant program to implement projects such as those being proposed and undertaken in Otsego County; and
- WHEREAS**, in order to fully implement the planned long-term improvements to the overall transportation infrastructure serving the Gaylord/I-75 Corridor, create long-term economic benefits by supporting the retention, expansion and attraction of quality, high wage jobs and business enterprises, enhancing the quality of life for residents and visitors to the Gaylord area, promoting a more environmentally sustainable transportation system, and increasing the safety of the traveling public in the Gaylord/I-75 Corridor, the City of Gaylord and Otsego County Road Commission are applying for funding from the TIGER Discretionary Grant program.
- WHEREAS**, improvements to the transportation and pedestrian access infrastructure in the Gaylord/I-75 Corridor impacts the county-wide road system, economy, quality of life, environment and safety, now, therefore, be it
- RESOLVED** that the Otsego County Board of Commissioners supports the City of Gaylord and Otsego County Road Commission's application for TIGER Discretionary Grant funding.



August 25, 2009
Agenda

OTSEGO COUNTY BUS SYSTEM

Controlled Substances and Alcohol Policy

I. PURPOSE

Otsego County Bus System (OCBS) Controlled Substances and Alcohol Policy (the "Policy") was approved and adopted on August 25, 2009 by the Otsego County Board of Commissioners and is established to comply with the United States Department of Transportation (DOT) Regulations, specifically 49 CFR Parts 40, and 655(FTA). This policy is not intended to supersede any collective bargaining agreement except where Federal and State law takes precedence. In the absence of any Federal or State law, collective bargaining agreement or other legal requirement, this policy is to maintain a safe, healthful and efficient working environment for our employees, to protect OCBS property, equipment and operations, and to protect the motoring public from the negative effects of alcohol and drugs taken for medical and non-medical purposes.

The use and effects of controlled substances and alcohol pose very serious problems. This is particularly true in the transportation industry, which is subject to extensive government regulation. Not only can the use and/or abuse of drugs or alcohol jeopardize the health, safety and well being of the individual user and all of our employees, it can also endanger the safety of the general public, jeopardize the safety of the highways and cause serious accidents and casualties. In view of these problems, OCBS wants to clearly state its policy to accurately detect and to deter the use of drugs and alcohol in our transportation and work environment, either through testing, cessation of use, or termination of employment.

Regulatory Requirements:

All employees who perform safety-sensitive functions, as defined in DOT Regulation 49 CFR Part 655.4, are subject to the FTA's drug and alcohol regulations in 49 CFR Part 655.

Items in italics are based on the independent authority of OCBS and are in addition to the provisions mandated by FTA regulations.

Designated Company Representative (DER) Trisha M. Adam

Policy approved and adopted by the Otsego County Board of Commissioners on August 25, 2009.

Chairman, Board of Commissioners: _____
Kenneth R. Glasser

August 25, 2009

This policy will take effect on August 25, 2009.

OCBS Policy is as follows:

II. Application:

The Policy applies to all OCBS employees (full- or part-time) who perform safety sensitive functions, on or off company premises, while conducting any transit related business. All activities listed below are considered safety sensitive.

- 1) Operating a revenue service vehicle, including when not in revenue service;
- 2) Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- 3) Controlling dispatch or movement of a revenue service vehicle;
- 4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service.
- 5) Carrying a firearm for security purposes.

For purposes of this policy the following DOT definitions are used.

- Accident means an occurrence associated with the operation of a vehicle, if as a result:
 - (1) An individual dies; or
 - (2) An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
 - (3) With respect to an occurrence in which the mass transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or
 - (4) With respect to an occurrence in which the mass transit vehicle involved is a rail car, trolley car, trolley bus, or vessel, the mass transit vehicle is removed from operation.
- Adulterated specimen means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that is it not consistent with human urine.
- Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.
- Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

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- Canceled Test means a drug test that has been declared invalid by a Medical Review Officer. A cancelled test is neither positive or negative.
- Covered employee means a person, including an applicant or transferee, who performs or will perform a safety-sensitive function for an entity subject to this part. A volunteer is a covered employee if:
 - (1) The volunteer is required to hold a commercial driver's license to operate the vehicle; or
 - (2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.
- Designated Employer Representative (DER) means an employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.
- Dilute specimen means a specimen with creatinine and specific gravity values that are lower than expected for human urine.
- Disabling damage means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.
 - (1) Inclusion. Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.
 - (2) Exclusions. (i) Damage that can be remedied temporarily at the scene of the accident without special tools or parts.
 - (ii) Tire disablement without other damage even if no spare tire is available.
 - (iii) Headlamp or tail light damage.
 - (iv) Damage to turn signals, horn, or windshield wipers, which makes the vehicle inoperable.
- DOT or The Department means the United States Department of Transportation.
- DOT agency means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring drug and alcohol testing.
- Evidentiary Breath Testing Device (EBT) means a device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.
- Employer means a recipient or other entity that provides mass transportation service or which performs a safety-sensitive function for such recipient or other entity. This term includes subrecipients, operators, and contractors.
- FTA means the Federal Transit Administration, an agency of the U.S. Department of Transportation.
- Medical Review Officer (MRO) A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an

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employer's drug testing program and evaluating medical explanations for certain drug test results.

- Negative Dilute means a drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.
- Negative test result means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.
- Non-negative test result means a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.
- Performing (a safety-sensitive function) means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.
- Positive test result means a verified presence of the identified drug or metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.
- Prohibited drug means marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.
- Refuse to submit means any circumstance outlined in 49 CFR 40.191 and 40.261.
- Revenue Service Vehicles are all transit vehicles that are used for passenger transportation service or that require a CDL to operate. Includes all ancillary vehicles used in support of the transit system.
- Safety-sensitive function means any of the following duties, when performed by employees of recipients, subrecipients, operators, or contractors:
 - (1) Operating a revenue service vehicle, including when not in revenue service;
 - (2) Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
 - (3) Controlling dispatch or movement of a revenue service vehicle;
 - (4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services;
 - (5) Carrying a firearm for security purposes.
- Substance Abuse Professional (SAP) A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

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- Vehicle means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A mass transit vehicle is a vehicle used for mass transportation or for ancillary services.

III. PROHIBITIONS

1. ***Use, possession, sales, or distribution of illegal drugs, unauthorized prescriptive drugs, controlled substances, and alcohol on OCBS premises or while working for OCBS is prohibited.***
2. Covered employees are prohibited from using alcohol
 - 1) 4 (four) hours prior to performing safety-sensitive functions.
 - 2) 8 (eight) hours following an accident or until a post-accident alcohol test is performed.
3. On-call employees are prohibited from the consumption of alcohol for the specified on-call hours of each covered employee who is on-call.
The on-call employee will be given the opportunity to:
 - a) Acknowledge the use of alcohol at the time he or she is called to report to duty and the inability to perform his or her safety-sensitive function.
 - b) Take an alcohol test, if the covered employee has acknowledged the use of alcohol, but claims ability to perform his or her safety-sensitive function.
4. ***Being under the influence, impaired, or having detectable amounts, above the cut-off levels established by DHHS, of illegal drugs, controlled substances, or alcoholic beverages in your system, while on OCBS premises, while working for the OCBS, or while operating or in physical control of an OCBS vehicle, is prohibited.***
5. Consumption of the following 5 drugs is prohibited at all times. Employees can be tested anytime while on duty for these specified drugs.
 - 1) Marijuana metabolites
 - (i) Delta-9-tetrahydrocanna-binol-9-carboxylic acid (THC);
 - 2) Cocaine metabolites (Benzoyllecgo nine);
 - 3) Opiate metabolites
 - (i) Codine
 - (ii) Morphine
 - (iii) 6-acetylmorphine (6-AM);
 - 4) Amphetamines
 - (i) Amphetamine
 - (ii) Metamphetamine;
 - 5) Phencyclidine (PCP).
6. Employees holding a CDL (Commercial Drivers License) are prohibited from committing a disqualifying offense as defined by CFR 49 Part 383.51
This includes but is not limited to:

If a driver operates a motor vehicle and is convicted of:

 - 1) Being under the influence of alcohol as prescribed by State law.
 - 2) Being under the influence of a controlled substance.

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- 3) Having an alcohol concentration of 0.04 or greater while operating a CMV.
- 4) Refusing to take an alcohol test as required by a State or jurisdiction under its implied consent laws or regulations as defined in § 383.72 of this part.
- 5) Using the vehicle in the commission of a felony involving manufacturing, distributing, or dispensing a controlled substance.

A copy of the full regulation is available from the DER.

7. ***Covered employees are prohibited from using prescription medication, without verification by a licensed physician, in writing, to OCBS that the medication poses no hazard to the individual or to others, and that it will not interfere with the safe performance of required duties.***

IV. REQUIREMENTS

A. REPORTING REQUIREMENTS FOR COMMERCIAL DRIVER'S LICENSES.

1. ***Persons with commercial drivers licenses must notify OCBS within thirty (30) calendar days of any conviction for a traffic violation (other than a parking violation). The notification must be in writing and contain the following information:***
 - ***Driver's license number.***
 - ***Date of conviction.***
 - ***The specific offenses and violations relating to motor vehicle control and any suspension, revocation, or cancellation of driving privileges.***
 - ***Indication of whether the violation was in a commercial motor vehicle.***
 - ***Location of offense.***
 - ***Driver's signature.***
2. ***Each employee who has a drivers license suspended, revoked or cancelled or loses the right to operate a commercial motor vehicle for any period must notify OCBS before the end of the business day following the receipt of notice of any suspension, revocation, cancellation, lost privilege or disqualification.***

B. PRESCRIPTION DRUGS.

Anyone taking medication by a physician's order must have this verified, in writing, to OCBS by a licensed physician who must also verify that the medication poses no hazard to the individual or to others. Violation of this policy may result in disciplinary action, up to and including discharge.

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C. CIRCUMSTANCES OF DRUG AND ALCOHOL TESTING

Following are the specific circumstances under which a covered employee is required to be tested per FTA regulations.

1. PRE-EMPLOYMENT TESTING: Drug Only

- Applicants for safety sensitive positions will be required to have a negative drug test result before their 1st performance of a safety sensitive function. If the test is canceled, the employee must retake and pass the test before being hired. An employee being transferred into a safety sensitive position must provide a verified negative result prior to performing a safety sensitive function; or
- A covered employee or applicant who has previously failed or refused a DOT pre-employment drug test must provide evidence that they have completed a referral, evaluation, and treatment plan and have a verified negative result before returning to safety-sensitive duties; or
- If a covered employee who has not performed a safety sensitive function for 90 consecutive days or more and has not been in the employer's random selection pool shall take a pre-employment drug test with a verified negative result before returning to safety sensitive duties.

2. RANDOM TESTING – Drug and Alcohol

- The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals twenty-five (25%) percent of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten (10%) percent of the number of covered employees in the pool.
- All covered employees have an equal chance of being selected for random testing each time the selections are made throughout the year. Selections will be made quarterly.
- The selection is by a scientifically valid, computer based random number generator used by our C/TPA – OMS Compliance Services, Inc.
- The random tests will be conducted throughout the year and could be conducted on all days and hours during which OCBS is in operation.
- The random tests will be unannounced and employees are required to proceed to the test site immediately.

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- A covered employee will only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

3. POST-ACCIDENT – Drug and Alcohol

- Drug and Alcohol testing will be required after any accident that meets the FTA threshold (see Accident definition above) and;
 - i. Involves the loss of human life requires testing all surviving employees operating the mass transit vehicle and all other covered employees whose performance could have contributed to the accident.
 - ii. Does not involve the loss of human life requires the testing of all covered employees operating the mass transit vehicle unless their performance can be completely discounted as a contributing factor based on the best information available at the time of the decision. All other covered employees whose performance could have contributed to the accident also must be tested.
- Drug testing must be completed as soon as possible, but not longer than 32 hours following the accident.
- Alcohol testing must be completed as soon as practicable and within 2 hours of the accident; and
- If not able to obtain a specimen within 2 hours, employer must file a report why not able and continue attempts to obtain a specimen; and
- If not able to obtain a specimen in 8 hours, cease attempts to obtain a specimen and update the two-hour written report.
- A covered employee subject to post-accident testing must remain readily available for such testing. Testing will be stayed while the employee assists in the resolution of the accident or receives medical attention following the accident.
- An employee subject to post accident testing who fails to remain readily available, including notifying OCBS or it's representative of his or her location if he or she leaves prior to the submission to such test, may be deemed by OCBS to have refused to submit to testing.

4. REASONABLE SUSPICION – Drug and Alcohol

- Drug and or Alcohol testing will be required when one or more trained supervisors or company officials can articulate and substantiate physical, behavioral, and performance indicators of probable drug use or alcohol misuse by personally observing

the appearance, behavior, speech, or body odors of the covered employee.

- The employee may be directed to undergo reasonable suspicion alcohol testing only while the employee is performing, just prior to performing, or just after performing safety sensitive functions.
- Drug testing may be performed at any time the covered employee is on duty.
- The employee shall not be permitted to perform safety sensitive functions until a verified negative drug test result and an alcohol test with an alcohol concentration level of less than 0.02% is received by OCBS.
- The supervisor and/or company official shall file a signed, written record of the observations leading to the reasonable suspicion test within twenty-four (24) hours of the observed behavior or before the results of the test s are released, whichever is earlier.
- In the interest of safety, OCBS will arrange for someone to take the employee to and from the collection site.

5. RETURN-TO-DUTY & FOLLOW-UP TEST

- An employee, who is receiving assistance in resolving problems associated with alcohol misuse and/or use of controlled substances from a qualified Substance Abuse Professional (SAP), will be required to have a verified negative drug test and/or an alcohol test with a concentration level of less than 0.02% before being permitted to perform safety sensitive functions.
- Follow-up tests will be unannounced and will meet the requirements, as determined by the SAP, and will consist of no less than six (6) tests within the first twelve (12) months of the employees return to duty.
- Return to duty and Follow-up testing will be conducted in accordance with 49 CFR 40, subpart O, including requiring an observed specimen collection.

D. DRUG AND ALCOHOL TESTING PROCEDURES

- All drug and alcohol testing will be conducted in accordance with DOT regulation 49 CFR Part 40 as amended.
- This ensures the protection of the employee and the integrity of the testing process;
- Safeguards the validity of the test results; and
- Ensures that test results are attributed to the correct employee.
- A copy of regulation 49 CFR Part 40 is available for review by any employee, when requested from the DER.

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- Urinalysis for drug:
 - Split specimen collection method
 - USDOT Chain of Custody and Control Form with unique number for identification
 - Initial screen
 - Confirmatory test – gas Chromatography/mass spectrometry
 - Medical Review Officer review
- Breath testing for alcohol
 - Initial screen; evidential or non-evidential breath or saliva test
 - Confirmatory test: evidential breath testing device
- Specimen validity will be conducted on all urine specimens provided under DOT authority.
 - Validity Testing is the evaluation of the specimen to determine if it is consistent with normal human urine (i.e. adulteration, dilution, substitution).
 - Employees do not have access to a test of their split specimen following an invalid result.

E. REQUIREMENT TO SUBMIT TO DRUG AND ALCOHOL TESTING

- All covered employees are required to submit to drug tests, as defined in C) Circumstances of drug and alcohol testing, administered in accordance to Part 655.
- All covered employees are required to submit to alcohol tests, as defined in C) Circumstances of drug and alcohol testing, administered in accordance to Part 655.

F. DILUTE NEGATIVE POLICY

- Employees who produce dilute negative specimens, as reported by the MRO, shall be required to submit another specimen immediately, per 49CFR Part 40, under non-observed conditions.
- The result of the second test becomes the test of record, on which the employer will rely for purposes of this policy.
- An applicant or employee with a dilute negative result, having a Creatinine level greater than 2mg/dL, but less than 5mg/dL will be directed to take another test immediately under direct observation in accordance with the directions of the MRO, as authorized under 49 CFR Part 40. No third collection is authorized if the second collection is dilute; it becomes the test of record.

G. REFUSAL TO TEST

Refusal to take a required drug or alcohol test constitutes a violation of OCBS Controlled Substances and Alcohol Policy, and is treated the same as a
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positive result under DOT regulations. This section explains the situations that are considered to constitute a refusal to test per DOT regulation 49 CFR Part 655.

REFUSAL – DRUG AND ALCOHOL TEST

1. You have refused to test if you fail to appear in a reasonable time, except for a pre-employment test. Upon notification of a required test, you must immediately stop performing any safety sensitive function and proceed directly to the collection site.
2. You have refused to test if you fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test.
3. You have refused to test if you fail to provide a breath or urine specimen for any drug or alcohol test required by DOT agency regulations.
4. You have refused to test if you fail to provide a sufficient specimen, with no medical explanation, for any drug or alcohol test required by DOT agency regulations.
5. You have refused to test if you fail to undergo a medical examination or evaluation, as directed by the MRO or DER, as part of the verification process.
6. You have refused to test if you fail to follow the observer's instructions or fail cooperate with any part of the testing process, for example, refusing to empty pockets when directed by the collector, or behaving in a confrontational way that disrupts the process.
7. You have refused a test if you are a covered employee who leaves the scene of an accident without legitimate explanation prior to submission to drug/alcohol tests.
8. You have refused a test if you possess or wear a prosthetic or other device that could be used to interfere with the collection process.
9. You have refused a test if you admit to the collector or MRO that you adulterated or substituted the specimen.

REFUSAL - DRUG TESTING

1. Failure to permit monitoring or direct observation, as directed by the DER, Collector, or MRO, is a refusal to take a drug test.
2. Failure to take a second test as directed by the DER or Collector is a refusal to take a drug test.
3. If the specimen provided is verified as adulterated or substituted, by the MRO that constitutes a refusal to test.

REFUSAL - ALCOHOL TESTING

1. Refusal to sign the certification at Step 2 of the alcohol testing form constitutes a refusal to test.

2. A covered employee who consumes alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol tests.”

Note: for pre-employment purposes, the following do not constitute a refusal: 1) Failure to appear; 2) Failure to remain at the collection site prior to the commencement of the test; or 3) Aborting a collection before the test commences. In addition, for DOT purposes, a refusal to take a company non-DOT test does not constitute a refusal to take a DOT test.

V. CONSEQUENCES FOR VIOLATION OF OCBS CONTROLLED SUBSTANCES AND ALCOHOL POLICY

1. Immediately after receiving written notice from the MRO or a consortium/third party administrator (C/TPA) that a covered employee has a verified positive drug test result, or refused to submit to a drug test, OCBS shall require the employee to cease performing safety sensitive functions.
2. Any employee who has a confirmed positive drug test will be medically unqualified to perform safety sensitive functions until they complete an approved substance abuse program, have a negative Return to Duty drug test and have agreed to Follow-Up testing as prescribed by the substance abuse professional (SAP).
3. Immediately after receiving written notice of a positive confirmed alcohol test or an employee refuses to submit to an alcohol test, the employer shall require the employee to cease performing safety sensitive functions.
4. Any employee who has a confirmed positive alcohol test (0.04% concentration or greater) will be medically unqualified to perform safety sensitive functions until they complete an approved substance abuse program, have a negative Return to Duty alcohol test and have agreed to Follow-Up testing as prescribed by the substance abuse professional (SAP).
5. Any employee who tests between 0.02% but less than 0.04% will be asked to stand down from safety-sensitive duties for eight hours or until their alcohol level is below 0.02%.
6. ***In addition to the penalties imposed by the Department of Transportation, the Company reserves the right to impose disciplinary action, up to and including discharge, for any violation of the Company's Substance Abuse Policy.***
7. ***Any driver who is disqualified from driving because of a motor vehicle violation or who has their CDL suspended, revoked, or cancelled will be subject to disciplinary action, up to and including discharge.***
8. ***Depending on the circumstances involved, OCBS may, at its sole discretion, offer employees who voluntarily request help with a drug or alcohol problem, the option of rehabilitation in lieu of discharge.***

August 25, 2009

Employees offered this option will be referred to a qualified professional or employee assistance program. The employee will be expected, as a condition of continued employment, to sign a return to work agreement, to follow the counselor's advice or any recommended program of rehabilitation, and to agree to follow up testing. Failure to do so, or any positive test result within a period of up to 60 months after the completion of the rehabilitation program, will result in disciplinary action, up to and including discharge.

- 9. Any prospective employee who refuses to submit to pre-employment drug testing or who receives a verified positive test result will not be hired.**

VI. CONDITION OF EMPLOYMENT

Compliance with OCBS Controlled Substances and Alcohol Policy is a condition of employment. Failure or refusal of an employee to cooperate fully or submit to any inspection or drug test as provided will be grounds for termination.

VII. System Contacts:

Medical Review Officer (MRO):

John G. Cametas, M.D.
Pembroke Occupational Health
2307 N. Parham Road
Richmond, VA 23229
Phone: (804) 346-1010
Fax: (804) 346-5050

Substance Abuse Professional:

Catholic Human Services
1165 Elkview Drive
Gaylord, MI 49735
(989) 732-6761

HHS Certified Laboratory Primary Speciman

Medtox Laboratories
PO Box 120119
Saint Paul, MN 55112-0012

HHS Certified Laboratory Split Speciman

August 25, 2009

The MRO will advise the employee or applicant that they have the right to have their split specimen tested at a HHS certified laboratory of their choice. Some of the certified laboratories choices are listed below:

Labcorp of America

Quest Diagnostics

Kroll Laboratory Specialists

August 25, 2009

VIII. Employee's Acknowledgement of OCBS Controlled Substances and Alcohol Policy

I acknowledge that I have been provided a copy of OCBS Controlled Substances and Alcohol policy.

I acknowledge that policy items in italics are based on the independent authority of OCBS and are in addition to the provisions mandated by FTA regulations.

I acknowledge that I understand the policy and that the following information was included in the materials.

1. The name of the person designated by the employer (DER) to answer employee questions about the policy.
2. The categories of employees who are subject to the provisions of Part 655;
3. Sufficient information about the safety sensitive functions performed by those employees to make clear what period of the day the driver is required to be in compliance with Part 655;
4. Specific information concerning employee behavior and conduct that is prohibited;
5. The circumstances under which an employee will be tested for prohibited drugs or alcohol misuse under Part 655;
6. The procedures that will be used to test for the presence of alcohol and drugs, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.
7. The requirement that an employee submit to alcohol and drug tests administered in accordance with Part 655;
8. An explanation of what constitutes a refusal to submit to a controlled substances or alcohol test and the consequences of refusal;
9. The consequences of violation of this policy, including the mandatory requirement to remove covered employees from performing safety sensitive functions when they have a verified drug test result or confirmed alcohol concentrations of 0.04%, and the consequences for an employee who is found to have an alcohol concentration of 0.02% or greater but less than 0.04%.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

August 25, 2009

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August 25, 2009

IX. EMPLOYEE ASSISTANCE PROGRAM

Otsego County Bus System supports Employee Assistance Programs. This policy supports the treatment of employees for controlled substances and alcohol abuse. Depending on the circumstances involved, OCBS may, in its sole discretion, offer employees who voluntarily request help with a controlled substance or alcohol problem the option of rehabilitation in lieu of termination.

- a) The DER will supply employees of OCBS with information about treatment programs on a timely basis.**
- b) Employees offered this option will be referred to a qualified professional or employee assistance program. The employee is responsible for the cost of all rehabilitation treatment, return to duty tests, and follow-up testing.**
- c) As a condition of continued employment, the employee is required:**
 - 1. To sign a return to work agreement;**
 - 2. To follow the counselor's advice and/or any recommended program of rehabilitation; and**
 - 3. To agree to follow up testing.**
- d) Failure to follow the program, or any positive test result within a period up to 60 months after the completion of the rehabilitation program will result in discipline action, up to and including termination.**

I acknowledge that I have been provided a copy of the OCBS Employee Assistance Program, and that I understand the policy and the consequences for violating the policy.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

August 25, 2009

Covered Job Classifications:

Bus Driver
Dispatcher
Chief Dispatcher
Mechanic
Lead Mechanic
Driver/Dispatcher
Lead Driver
General Maintenance

August 25, 2009

Susan Premo

From: news
Sent: Monday, August 17, 2009 3:58 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	
Date Submitted	08 / 17 / 2009
To which committee(s), board(s) or commission(s) are you seeking appointment?	OTSEGO COUNTY PLANNING COMMISSION School District Representative
Name	Jim Hilgendorf
Address	PO Box 752
City	Lewiston
State	MI
Zip	49756
Phone	989-786-2604
Other	989-732-1773 ext. 222
Date available for appointment	8 / 25 / 2009
I am a registered voter in Otsego County	No
List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county	Currently serve as Otsego County Planning Commission/School District Rep.; President of the Lewiston Lions Club; Active member of the Lewiston Congregational Church; Past Diaconate Chair; Masonic Lodge 396; Ahmed temple of Marquette; Delta Shrine Club & Northern Shrine Club; Economic Development Committee-

	Montmorency Co.; Otsego County Community Foundation Education Committee; Garland Charity Classic Board of Directors.
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	I am currently the Superintendent of Schools for Johannesburg-Leiweston Area Schools, a position I have held for 17+ years. I have B.S., M.A., and EdS degrees from Michigan State University.
I have worked for Otsego County before	No
I am aware of potential conflicts of interest	No
Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek	As superintendent of a school district in Otsego County, I am continually concerned about the development of job opportunities, new businesses, transportation options, and affordable housing. It is important to seek creative and practical ways to enhance the viability of Otsego County to make it a desirable destination for all of us.
Otsego County Building 225 W Main Gaylord, MI 49735 989.731.0295 - Phone	

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COUNTY PLANNING (EXCERPT)
Act 282 of 1945

125.102 County planning commission; representative membership; appointment and terms of members; vacancy; removal; compensation and mileage; expenses.

Sec. 2. (1) The county planning commission shall consist of not less than 5 nor more than 11 members who shall individually be representative of important segments of the economic, governmental, educational, social life, and development of the particular county, in accordance with the major interests as they exist in the county, such as agriculture, recreation, education, government, transportation, industry, and commerce. The county board of commissioners shall establish the basis for representative membership on the commission. A majority of commission members shall not hold another office or position in the county government. The method of appointment and the term of office of members of the commission shall be determined by resolution of a majority of the full membership of the county board of commissioners.

(2) Where the commission consists of 5 members, 1 member may be a member of the county board of commissioners elected and serving. Where the commission consists of from 6 to 8 members, 2 members may be members of the county board of commissioners elected and serving. Where the commission consists of from 9 to 11 members, 3 members may be members of the county board of commissioners elected and serving.

(3) The county board of commissioners shall appoint to the planning commission 1 member of a public school board or an administrative employee of a school district included, in whole or in part, within the county's boundaries. The appointment required under this subsection shall be made upon the first vacancy that occurs following the effective date of the amendatory act that added this subsection.

(4) The term of each appointed member shall be for 3 years, except that upon first appointment of the membership by the board, the terms of office may be varied to permit the establishment of overlapping terms of office and the terms of ex officio members shall correspond to their respective official tenures or as may be determined by the county board.

(5) The county board of commissioners shall provide for the filling of a vacancy in the membership of the commission for the unexpired terms and may remove a member for nonperformance of duty or misconduct upon public hearing.

(6) Members of the commission may receive the same compensation and mileage, but not to exceed that provided for members of the county board of commissioners except that ex officio members shall serve without compensation. The members of the commission may be reimbursed for actual, reasonable, and necessary expenses incurred in the discharge of their duties.

History: 1945, Act 282, Eff. Sept. 6, 1945;—CL 1948, 125.102;—Am. 1964, Act 12, Eff. Aug. 28, 1964;—Am. 1976, Act 92, Imd. Eff. Apr. 22, 1976;—Am. 2004, Act 307, Imd. Eff. Aug. 17, 2004.

**Term Expires on:
12/31/2010**

Susan Premo

Filling vacancy left by Randy Rothe.

From: news
Sent: Saturday, August 01, 2009 9:03 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	
Date Submitted	08 / 01 / 2009
To which committee(s), board(s) or commission(s) are you seeking appointment?	Zoning Board of Appeals Vacancy
Name	Michael A. McCarthy
Address	10337 Birchview
City	Johannesburg
State	MI
Zip	49751
Phone	989-939-8825
Date available for appointment	8 / 1 / 2009
County Commission District	District 4
I am a registered voter in Otsego County	Yes
If yes, which township, city or village?	Charlton Township
List boards, commissions, committees or community service organizations that you are currently serving	Currently serving as Trustee for Charlton Township. Currently serving on the Otsego County Recycling Committee. Currently serving on the Citizens Jail Committee.

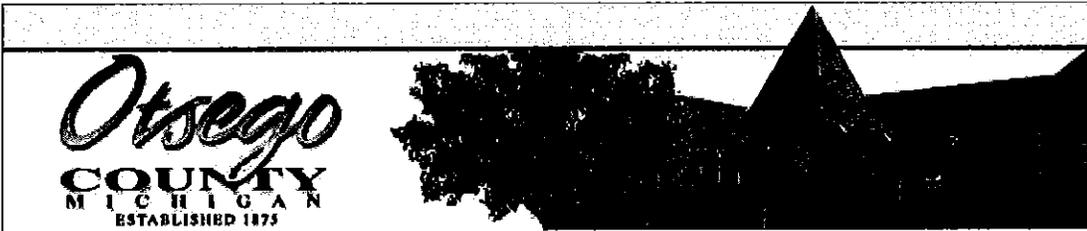
<p>or have served upon, offices held and in what municipality or county</p>	
<p>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</p>	<p>I began my career with Motion Industries, a leader in the distribution of bearings and power transmission equipment in 1981. I was a branch manager for twenty years. Currently I serve as an account manager for all of Northern Michigan. I attended MCCC, studying business management.</p>
<p>I have worked for Otsego County before</p>	<p>No</p>
<p>I am aware of potential conflicts of interest</p>	<p>No</p>
<p>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</p>	<p>28 years experience in the business climate. Ability to work well employees and upper management and customers alike.</p>
<p align="center">Otsego County Building 225 W Main Gaylord, MI 49735 989.731.0295 - Phone</p>	

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Susan Premo

From: news
Sent: Monday, August 17, 2009 1:45 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

Date Submitted	08 / 17 / 2009
To which committee(s), board(s) or commission(s) are you seeking appointment?	Brownfield Redevelopment Authority (Commissioner Representatvie)
Name	Paul L. Liss
Address	221 Thumb Lake Road
City	Vanderbilt
State	MI
Zip	49795
Phone	989-983-4138
Date available for appointment	7 / 31 / 2009
County Commission District	District III
I am a registered voter in Otsego County	Yes
If yes, which township, city or village?	Village of Vanderbilt
List boards, commissions, committees or community service organizations that you are currently serving	Otsego County Board of Commissioners

or have served upon, offices held and in what municipality or county	
I have worked for Otsego County before	Yes
If yes, please list dates and name(s) of departments	County Commissioner
I am aware of potential conflicts of interest	No
Otsego County Building 225 W Main Gaylord, MI 49735 989.731.0295 - Phone	

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Term Expires on:
08/31/2014



APPLICATION FOR APPOINTMENT TO
COMMITTEES, BOARDS AND COMMISSIONS

The information provided on this form is for the use of the Otsego County Board of Commissioners in its deliberation to fill vacancies on committees, boards and commissions. Applications may be submitted at any time and will be kept on file for a period of one (1) year. Applicants may be asked to attend a designated meeting of the County Board of Commissioners for application review and appointment consideration.

To which committee(s), board(s) or commission(s) are you seeking appointment?

Board member of the Otsego
County Library.
REAPPOINT

Please print or type.

Name: Sharon Weber

Address: 311 S. Estates Dr. Zip Code 49735

Telephone: (989) 732-6185 Other: _____

Date available for appointment anytime

County Commission District Livingston

Are you a registered voter in Otsego County? Yes No

If yes, which township, city or village? Livingston

Please complete the following. You may use additional sheets as needed.

Community Service

List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county.

- was on the committee for the special Olympics ski-a-thon for 7 years.
- have worked at various fund-raisers but have had no official title.

Employment and Education

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.A. Geography, McGill 77, Dip in Ed. McGill 78
- taught elementary education for 2 years in Nanton, Alberta, Canada
- taught skiing and ran a children's ski program at Otsego Club for 10 years.

Have you ever worked for Otsego County?

Yes

No

If yes, please list dates and name(s) of departments.

Personal

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest? Yes No

If yes, please indicate potential conflicts.

Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment and will you have such time?

Yes No

Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek.

- I am a very frequent user of the library and I feel a library is a critical part of any community
- With my background of working with children, I know it a vital source of learning

I hereby certify that the preceding information is correct and to the best of my knowledge.

Sharon A. Wilke
Signature

July 11/08
Date

Mail or return your completed application to:

Ossego County
Attn: County Administration
225 West Main Street, Room 203
County/Clty Building
Gaylord, MI 49735

Thank you very much for giving us the opportunity to consider you for appointment.

Otsego County Library
Board Meeting
July 21, 2009

Present: P. Curtiss, M. Fox, B. Fury, S. Weber, D. Youngedyke, M. Derenzy, Erma Backenstose.

Chair P. Curtiss called the meeting to order at 8:30 am

Motion by B. Fury, support by Sharon Weber to approve the minutes of June 16, 2009. Motion approved.

Motion by B. Fury, support by Sharon Weber to approve the payment of bills in the amount of \$28,181.67. Motion approved.

Chairman reviewed letter received from the County Board regarding banking fees. Thus far YTD there have been no fees incurred that will be charged to the Library. If future fees are incurred, they will be charged on a monthly basis with distribution based on investments.

The Director's report and financial reports were reviewed. Regarding digitization of past editions of Herald Times, Maureen emailed information to board members and is finding all recommendations suggest keeping whole editions intact. She is currently seeking additional bids to provide more options for future board action.

Maureen reviewed the outcome of a meeting she had with Brad Butcher and John Burt. Figures indicate that the monthly payments on a bond would exceed the library's capacity without seeking significant external funding. Maureen is going to take the work that has been done in projecting costs and pursue potential private foundation funding options that support bricks and mortar projects.

Upon further investigation of health benefit costs, Maureen learned that the initial rate increases were in error, with corrected rates to be within budgeted figures. Motion by S. Weber, support by D. Youngedyke to continue with current insurance benefits through the end of this year. Motion approved.

Discussion of Governor Granholm's Executive Order (EO) and the related impacts on the Library of Michigan. The EO would retain funding to preserve MeLCat but eliminate the Library of Michigan and move its leadership to a less visible role, while an alternative Senate proposal would preserve the Library of Michigan infrastructure and leadership, while reducing funding to a level that would eliminate MeLCat. The Board asked Maureen to prepare a letter to the legislature for Board signature.

→ Sharon Weber initially joined the board to complete the term vacated through resignation of a former board; that term will expire in August. Motion by M. Fox, support by B. Fury ^{to recommend to the Board of Commissioners} to reappoint Sharon for a five year term through Aug. 31, 2014. Motion approved.

Motion by D. Youngedyke, support by B. Fury to adjourn the meeting. Motion approved. The meeting was adjourned at 9:28 am.

Respectfully Submitted,
Mary Fox, Otsego Co. Library Board of Trustees



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: *General Fund*

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

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

REVENUE transfer fund for the BSA annual support fee

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

EXPENDITURE

Account Number	Increase	Decrease
101-94-999.000 Transfer Out / Contingency	\$	\$ 11,700
101-228-920.410 Service Contracts	\$11,700	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

Rachel Frisch
Department Head Signature

8-20-09
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Equipment Fund

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

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

REVENUE to purchase a trailer for the marine safety watercraft

Account Number	Decrease	Increase
266-050-400.001 Budgeted Use of Fund Balance	\$	\$500
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
266-901-970.420 Property Vehicles	\$500	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$500	\$500

Rachel Frisch
Department Head Signature

8-20-09
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



COUNTY OF OTSEGO Administrative Policy Manual

Policy Number

500.01

Policy No 500.01	Subject Purchasing	Date Issued 4/13/04
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<p>Application</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</p> <p><input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Social Welfare (Family Independence Agency)</p> <p><input type="checkbox"/> Commission on Aging</p> <p><input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving</p> <p><input checked="" type="checkbox"/> Commissary</p> <p><input checked="" type="checkbox"/> Bus System</p> <p><input checked="" type="checkbox"/> Administrative Services</p> <p><input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center</p> <p><input type="checkbox"/> Road Commission</p> <p><input type="checkbox"/> Ambulance</p> <p><input type="checkbox"/> Sportsplex</p> <p><input type="checkbox"/> Other:</p> </td> </tr> </table>	<p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</p> <p><input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Social Welfare (Family Independence Agency)</p> <p><input type="checkbox"/> Commission on Aging</p> <p><input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p>	<p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving</p> <p><input checked="" type="checkbox"/> Commissary</p> <p><input checked="" type="checkbox"/> Bus System</p> <p><input checked="" type="checkbox"/> Administrative Services</p> <p><input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center</p> <p><input type="checkbox"/> Road Commission</p> <p><input type="checkbox"/> Ambulance</p> <p><input type="checkbox"/> Sportsplex</p> <p><input type="checkbox"/> Other:</p>	<p>Revised 08/25/09</p> <hr/> <p>Applicable Forms</p>
<p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</p> <p><input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Social Welfare (Family Independence Agency)</p> <p><input type="checkbox"/> Commission on Aging</p> <p><input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p>	<p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving</p> <p><input checked="" type="checkbox"/> Commissary</p> <p><input checked="" type="checkbox"/> Bus System</p> <p><input checked="" type="checkbox"/> Administrative Services</p> <p><input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center</p> <p><input type="checkbox"/> Road Commission</p> <p><input type="checkbox"/> Ambulance</p> <p><input type="checkbox"/> Sportsplex</p> <p><input type="checkbox"/> Other:</p>		

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

Summary

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

Procedures

1. Definitions

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

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

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



COUNTY OF OTSEGO

Administrative Policy Manual

Policy Number

500.01

Procedures

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

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

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

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

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

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

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

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

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

Page Number

2 of 9



COUNTY OF OTSEGO

Administrative Policy Manual

Policy Number

500.01

Procedures

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

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

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

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

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

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

A. The solicitation/advertisement must include the following:

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

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

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

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

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Professional services and intergovernmental contracts and emergency repairs, or reauthorization of contracts that have been previously approved are exempted from this policy. **A copy of all bid document material must be provided to the Administration Department.**

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

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

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

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



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routine repetitive services. Open Purchase Orders may be opened and closed within any calendar month. Examples of authorized open purchase orders include: oil changes, car wash and other similar services.

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

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

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

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- 2.12 **Bid Specification Changes:** All changes in bid specifications shall be reported to all known potential bidders. Such notification shall provide appropriate time for all such potential bidders to have adequate time to make adjustments to their bids.
- 2.13 **Demo Models:** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by purchasing a demonstration model.
- 2.14 **Rebidding:** Should it become necessary to rebid a project/purchase, the County Administrator may waive the newspaper posting requirement for Competitive Bids, with notification being given to the Budget & Finance Committee members.
- 2.15 **Amending contracts on projects requiring bids:** The County Administrator may approve minor amendments to capital project contracts up to an amount of \$5,000, not to exceed more than 10% of the original contract amount. The County Administrator may approve minor amendments to capital project contracts up to an amount of \$10,000, not to exceed 10% of the original contract amount, with pre-notification to the Budget & Finance Committee. Any contract amendment beyond the limits specified above requires approval by the Board of Commissioners.
- 2.16 **Bond Requirements:** Bid bonds are required for construction or repair projects in the amount of \$100,000 or more. Bid bonds and performance bonds are required for construction or repair projects in the amount of \$250,000 or more. Bid bonds shall be in the amount of 10% of the total contract price. Performance bonds will be in the amount of 100% of the total contract price. Bond requirements cannot be waived.
- 2.17 **Lien Waivers:** For construction or repair projects in the amount of \$50,000 or more, the contractor is required to provide partial lien waivers, verifying all subcontractors and suppliers have been paid for their work to date, for payment requests beyond 25% of the total contract price. The final 10% of the contract price can be paid prior to receipt of lien waivers. The contractor will provide final lien waivers within 30 days of contract completion. In the event that a contractor does not provide the required lien waivers, the contract will not be eligible for future County projects without the consent of the County Infrastructure Committee.
- 2.18 **Insurance Requirements:** All contractors and/or vendors are required to have the following Insurance:
- A. Workers Compensation and Employers' Liability, Michigan Statutory Limits of Liability.
 - B. Commercial General Liability Insurance
 - C. Motor Vehicle Liability Coverage, and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles.
 - D. Otsego County will be named as Additional Insured on all insurance coverage, with

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the exception of Workers Compensation and Employers' Liability insurance.

Limits of Liability for General Liability, and Vehicle Liability shall be within the following guidelines based on contract amount:

- Projects up to \$750,000: Minimum of \$1,000,000 per occurrence and aggregate.
- Projects \$750,001 to \$1,750,000: Minimum of \$2,000,000 per occurrence and aggregate.
- Projects \$1,750,001 to \$2,750,000: Minimum of \$3,000,000 per occurrence and aggregate.
- The required amounts continue to escalate by adding \$1,000,000 to the beginning and ending project range and to the minimum insurance requirement.
- A Waiver of Subrogation is required on the certificate of liability insurance.
- The certificate of liability insurance is required to have a 30-day notice of cancellation.

- 2.19 ***Professional Services Contracts Requirements:*** Professional Liability Coverage (Errors and Omissions) is required for all contracts for professional services such as architect, engineer, design firm or similar professions, and the medical professions, etc.

Limits of Liability for Professional Liability Coverage shall be within the following guidelines based on contract amount:

- Projects up to \$750,000: Minimum of \$1,000,000 per occurrence and aggregate.
- Projects \$750,001 to \$1,750,000: Minimum of \$2,000,000 per occurrence and aggregate.
- Projects \$1,750,001 to \$2,750,000: Minimum of \$3,000,000 per occurrence and aggregate.
- The required amounts continue to escalate by adding \$1,000,000 to the beginning and ending project range and to the minimum insurance requirement.
- A Waiver of Subrogation is required on the certificate of liability insurance.
- The certificate of liability insurance is required to have a 30-day notice of



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cancellation.

2.20 Other Contractor Insurance Requirements:

For projects of over \$250,000, all vendor insurance must be obtained through an insurance company that has a financial strength rating of A or better by a reputable insurance rating company such as A.M. Best.

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

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

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

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

TABLE 1

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



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Approvals (name and department)

Board of Commissioners

April 13, 2004

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Component Unit Property & Liability Insurance Coverage Policy

PURPOSE

The purpose of this policy is to provide a guide on property and liability insurance coverage for Otsego County Component Units.

POLICY

All Otsego County Component Units are required to carry the following insurance coverage.

Property Insurance. The Component Unit, at its cost, shall maintain property insurance which shall cover all real and personal property on the premises on a 100% replacement cost basis. Such policy shall be on an all risk policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including, without limitation, flood, theft, vandalism, and malicious mischief.

Liability Insurance. The Component Unit shall maintain, at its cost, commercial general liability insurance.

Employee/Board Liability Insurance. The Component Unit shall maintain, at its cost, liability insurance coverage for employees of the Component Unit, its Board of Directors, and its operations. Such policy shall name the County as additional insured.

Motor Vehicle Insurance. The Component Unit shall maintain, at its cost, motor vehicle insurance for all vehicles owned by the Component Unit. Such policy shall name the County as additional insured.

Workers Disability Insurance. The Component Unit shall maintain, at its cost, worker's disability insurance.

It is typically preferred that the Component Unit obtain their insurance through the County's insurance vendor, but exceptions may be approved by the Otsego County Board of Commissioners providing that the insurance is of an equal coverage to that maintained by the County of Otsego and that the insurance vendor has a financial strength rating of A or better by a reputable insurance rating company such as A.M. Best.

46th CIRCUIT COURT OTSEGO DEFENSE CONTRACT
87-A DISTRICT COURT OTSEGO DEFENSE CONTRACT
OTSEGO COUNTY PROBATE COURT DEFENSE CONTRACT

August 1, 2009 – July 31, 2012

The undersigned agree as follows:

1. That Gary L. Gelow, (hereinafter “Contract Administrator”) shall provide legal representation to all indigent parties charged with offenses cognizable in the Otsego County Court System (understood by all parties to include the circuit, district, and probate courts of Otsego County Michigan only) pursuant to MCR 6.101. Further, the Contract Administrator shall provide representation to all minors whose parents or guardians are indigent and who are charged with criminal offenses. Further, the Contract Administrator shall provide legal representation to all parties who are indigent and are involved in a matter or allegation of abuse and/or neglect of a minor child, or who are involved in protective proceedings (DD, MI, LIP, etc.). Legal representation shall be provided by and through the Contract Administrator through a series of subcontracts with various attorneys and/or law firms. The Otsego County Courts, by and through its Chief Judges, retains the right to approve or reject any of the subcontractors tendered by and through this instant agreement.
2. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Eleven thousand, two hundred, fifty and 00/100 (\$11,250.00)** dollars per month for the term of August 1, 2009, through July 31, 2010, for the services provided in #1 above.
3. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Eleven thousand, four hundred, seventy five and 00/100 (\$11,475.00)** dollars per month for the

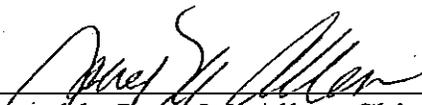
term of August 1, 2010, through July 31, 2011, for the services provided in #1 above.

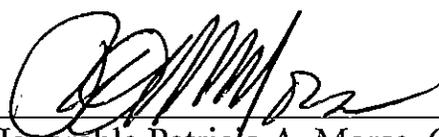
4. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Eleven thousand, five hundred, eighty-nine and 50/100 (\$11,589.50)** dollars per month for the term of August 1, 2011, through July 31, 2012, for the services provided in #1 above.
5. The monthly payment shall be made in advance, commencing on or about August 1, 2009, and continuing through each and every month thereafter during the term of the contract, based on Otsego County's warrant (check disbursement) schedule.
6. The Contract Administrator shall accept, without further compensation, representation of five indigent parties who desire to appeal a final disposition of the Otsego County Courts.
7. Court ordered appointment shall, pursuant to the provision of this contract, apply only to those circumstances where Michigan Constitution, Michigan statutes, or Michigan Rules of Court require the appointment of counsel, including probation violation charges.
8. Contract attorneys must resolve conflicts to ensure legal representation is present at the scheduled hearing so the hearing can proceed as scheduled.
9. The Contract Administrator has the affirmative obligation to review an indigent defendant's financial status and advise the appropriate presiding judge in the event the Contract Administrator or any attorney determines that a defendant is not entitled to court appointed counsel for lack of indigency.
10. The parties agree that either party to the instant contract may be cancelled without liability upon ninety (90) days written notice.

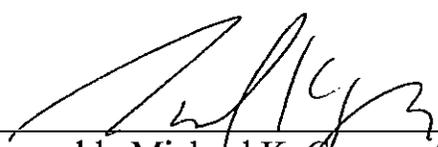
11. ~~The contract attorneys shall maintain professional liability insurance in an amount no less than \$100,000 per claim and \$300,000 aggregate throughout the term of this contract.~~ See Addendum one

12. The Contract Administrator shall serve as liaison to the Chief Judges of the Otsego County Courts regarding the administration and/or procedural matters involved in the administration of this instant contract.

13. Those appointments which are made during the term of this instant contract shall be completed through final disposition without additional compensation irrespective of the cancellation, revocation, or non-renewal of this instant contract.

Dated: 7/28/09 
Honorable Janet M. Allen, Chief Judge
46th Circuit Court

Dated: 7-24-09 
Honorable Patricia A. Morse, Chief Judge
87-A District Court

Dated: _____ 
Honorable Michael K. Cooper, Chief Judge
Otsego County Probate Court

Dated: 8- -09 
John Burt, Otsego County Administrator

Dated: _____
Gary L. Gelow, Contract Administrator

Addendum One

The contract attorneys shall maintain professional liability insurance in an amount no less than \$1,000,000 per claim and \$1,000,000 aggregate throughout the term of this contract.

Otsego County Building Emergency Response Manual

Purpose of Manual

The Otsego County Building Emergency Response Manual is to be used to assist our employees during the emergency situations outlined in this manual.

Responsibilities of Personnel

County Administrator

Each county building will have its own emergency plan and will have a designated Building Emergency Coordinator (B.E.C.). The designated B.E.C. will be the County Administrator for the County Building. If Court related, contact Trial Court Administrator.

Otsego County Employees

All Otsego County personnel will have the following responsibilities and duties:

1. All personnel have the responsibility to report emergencies immediately.
2. If an evacuation alarm sounds, evacuate the building immediately to the assigned designated area.
3. All personnel are responsible for familiarizing themselves with the evacuation routes and the location of all fire extinguishers.
4. All personnel are to know the location of the nearest emergency exit in all areas they may enter.
5. All personnel are to know the action plans contained in this manual and follow them when initiated.
6. All personnel are to assist any employee or visitor who has a disability.
7. All personnel are to assist those in need during an emergency.
8. Provide First Aid and CPR to those in need only if safe to do so and if you are trained.

HOW TO PROCEED IN MOST EMERGENCY SITUATIONS

1. Determine what the situation is:

Life Threatening Emergencies

- A. DIAL 911 or 9-911 and report the incident.
- B. Notify the County Administrator Office at ext. 520, or 731-7520. If Court related, contact Trial Court Administrator.

Non-Life Threatening Emergencies

- A. Notify the County Administrator Office at ext. 520, or 731-7520. If Court related, contact Trial Court Administrator.

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Section 1:

Bomb Threat Procedures

Procedure Steps

1. Report the bomb threat immediately by calling 911 or 9-911.
2. Inform the County Administrator immediately at ext. 520, or 731-7520. If Court related, contact Trial Court Administrator.

Receiving a Threat

1. If you receive a call, locate the Bomb Threat Checklist attached to the next page.
2. Review "What to do while speaking to a caller that is making the threat."
3. Be calm and courteous.
4. Listen, do not interrupt the caller.
5. Try to keep the caller on the line as long as possible.
6. Be aware of any background noises.
7. If possible, while you are on the phone, notify a nearby co-worker to assist you. Have them notify the County Administrator at ext. 520, or 731-7520. If Court related, contact Trial Court Administrator.

THREAT RECEIVED BY OTSEGO COUNTY EMPLOYEE/DEPARTMENT

WHAT TO DO WHEN SPEAKING TO A CALLER THAT IS MAKING A THREAT

INFORMATION NEEDED

1. Location of incident.
 - a. Specific area at location.
2. Time set to explode.
3. What type of explosive used.
 - a. How fused?
4. Why does caller want to blow up that particular location?

ACTION REQUIRED

1. Attempt to keep caller on phone as long as possible.
 - a. May provide clue as to identity.
 - b. The more subject's voice is heard, the greater the chance of successfully identifying
2. Do not antagonize the caller. Do not express disbelief or disinterest.
3. Study and analyze caller's voice.
 - a. Adult or juvenile?
 - b. Racial, ethnic tone?
 - c. Voice tone and quality.
 - d. Speech impediments?
 - e. Peculiar pronunciations?
 - f. Sounds intoxicated or drugged?
4. Listen for background noises (may be a clue to origin of call).
 - a. Public place.
 - b. Traffic noises.
 - c. TV or radio in background.
 - d. Other people in background.
 - e. Unusual noises.
5. Advise supervisor.

Section 2:

Building Evacuation

The evacuation procedure can be used for a variety of situations.

1. When an evacuation alarm is given (intercom page over the phone), evacuate the building immediately to the designated area. The designated evacuation area will be designated at the time of the incident. Be aware that people may not hear the alarm/announcement. Please make sure all individuals in the building are notified of the evacuation.
2. Upon notification that an evacuation is in progress, all personnel and visitors will immediately use the appropriate emergency exits and proceed to the designated assembly location.
3. Prior to leaving the building, each Department Head/Elected Official will be responsible for notifying the personnel within her/his division of the evacuation.
4. Once in the designated assembly area, an attendance for employees and visitors will be conducted.
5. The attendance results will be reported to the County Administrator or the assigned alternate as soon as possible. The person reporting the results shall highlight the names of the person(s) who may still be in the building. This will be given to the police or fire department Incident Commander.
6. All personnel will stay assembled at the evacuation location until further instructions are received from the County Administrator.

Note: It is important to understand that in some emergencies employees must deviate from these instructions. Use common sense. For example, if smoke is present employees need to begin evacuating even if the alarm has not been sounded.

Section 3:

Building Lock Down

A building lock down can occur for a variety of reasons (a dangerous individual is loose in the area, chemical spill, etc.). You will be notified by the County Administrator, the County Sheriff's Department or Central Dispatch if a lock down is warranted.

1. Notification of a lock down will be announced on the intercom page over the phone system.
2. When the lock down is in progress, all exterior doors of the building will be locked and everyone will stay away from exterior windows.
3. There may be a voice message delivered over the phone system providing more information in regard to the emergency incident.
4. If an employee comes back to the office and finds it locked, the employee should go to the nearest phone and call the office to find out why the building is locked.

Otsego County standardized signals:

Emergency Lock Down signal –

- **If the danger is inside the building – intercom page**
"Lock Down – Inside"
- **If the danger is outside the building – intercom page**
"Lock Down – Outside"
- **If the danger is outside the building and relates to hazardous materials – intercom page**
"Lock Down – Shelter in Place"
*****SEE HAZARDOUS MATERIALS SECTION*****

If a lock down has occurred, the all clear signal will be given in person and individually to each office. It will be made by a uniformed law enforcement officer .

Section 4:

Fire Procedures

1. If a fire alarm is triggered, someone from the administration office and/or the receptionist will call 911.
2. When the fire alarm sounds, all building occupants must evacuate. Take care to be certain that all hearing impaired building occupants are alerted when the alarm sounds.
3. Locations of fire extinguishers can be found on the floor maps in section 12 and posted on most doorways.
4. During an emergency visibility may be limited. It may be necessary to hold onto the person in front of you in order to successfully exit the building.
5. The last person to leave the building should close any doors that could help contain the fire.
6. Assist all visitors to the nearest exit.
7. Proceed to designated assembly location which will be determined at the time of the accident.

Remember.....

If your clothing catches on fire.....

1. STOP moving – Do Not Run!
2. DROP to the ground, cover your face; and
3. ROLL to smother the flames.

If you see someone on fire.....

1. Use a coat or a blanket to smother the flames or tell them to roll on the ground to smother the flames.

HOW TO USE A FIRE EXTINGUISHER

PULL PIN

AIM AT BASE OF FIRE

SQUEEZE HANDLE

SWEEP AT BASE OF FIRE

Section 5:

Hazardous Materials

Hazardous materials are present both inside the County Building and in the surrounding community. Therefore, emergencies dealing with these materials can affect the County employees and the County Building.

If hazardous materials have been exposed to the interior of the building please follow the evacuation plan. The designated assembly location will be determined at the time of the accident by the County Administrator, police or fire commander.

Otsego County Standardized Signals:

Emergency Lock Down signal –

- **If the danger is outside the building – intercom page
“Lock Down – Shelter In Place”**

If you are told to “shelter in place”, a problem exists on the outside of the building. It would not be safe to leave the building and the safest place is to be in an interior room with no windows. The goal of a “Lock Down - Shelter in Place” is to minimize your exposure to the outside environment. Air handles and fans should be turned off.

As soon as possible after a “Lock Down – Shelter in Place” is ordered, more information will be put out via the voicemail system or intercom as appropriate. Therefore, Team Leaders should check their voicemail after a few minutes. **Do NOT call the Administrator’s office.** This will tie up the lines of communication. Administration staff will call you as soon as it is practical. This may take some time. If you have not heard from Administration within 45 minutes of the initial “Lock Down – Shelter In Place” alarm, the Team Leader should call the Administrator’s Office. **The ALL CLEAR signal will be an intercom page or personal notification at each office.**

Section 6:

Hostage Situation

If an employee witnesses or receives information about a person(s) in the building being taken hostage, immediately dial 911 or 9-911 to report the incident. Then contact the County Administrator at ext. 520, or 731-7520. If Court related, contact Trial Court Administrator.

1. Resist being taken hostage, unless your life would be placed in jeopardy by refusing to be taken.
2. If you do become a hostage:
 - A. Try to remain calm.
 - B. Do not act foolishly.
 - C. Do not arouse the hostility of your captor(s).
 - D. Try to drink water and eat to maintain your strength.
 - E. Do not assist your captor(s).
 - F. If a rescue attempt is made:
 - Drop to the floor and cover your head.
 - Listen to the instructions of the officers.
 - Cooperate with authorities so you can be properly identified.

Section 7:

Medical Emergency

Medical emergencies can occur at any time. The following describes the procedure that County employees should follow in the event of a life threatening or serious injury, illness or death.

Medical Emergency Notification -- dial 911 or 9-911 then notify the County Administrator at ext. 520, or 731-7520. If Court related, contact Trial Court Administrator.

When you call 911 or 9-911.....

1. Identify yourself.
2. Give the location of the victim and his or her identity, if known.
3. Describe the victim's condition and/or injury.
4. Tell whether he or she is breathing and alert.
5. Tell the dispatcher the closest entrance for the emergency responders.
6. Do not hang up until the dispatcher tells you to do so or hangs up first.
7. Send someone to the entrance closest to the location of the incident. Have them open the doors for emergency responders.

All non-life threatening emergencies.....

Notify the County Administrator at ext. 520, or 731-7520.

Note: If you are certified to provide medical aid, you can do so within the limits of your certified training.

Section 8:

Power Outage

1. If a power outage occurs, stay calm.
2. Contact the County Administrator's Office at ext. 520, or 731-7520. They will contact the power company and notify them of the outage. The County Administrator, or designee, will then provide further instructions.
3. The loss of computer files during a power outage is unavoidable. Protect yourself by remembering to save and back-up your computer files on a regular basis.

Section 9:

Suspicious Packages / Items

Action to take after receiving a suspicious package:

1. Do not handle the package.
2. Evacuate the area in which the package is located.
3. Notify the County Administrator.
4. The County Administrator will assess the situation and decide if further emergency services are needed.
5. If it is determined that further emergency action is required, the police and fire department will evaluate and decide if the building needs to be evacuated.
6. The County Administrator will coordinate the evacuation of the building.

The following are letter and parcel bomb recognition points:

1. Foreign mail, air mail, special delivery
2. Restrictive markings, such as "confidential" or "personal"
3. Excessive postage
4. Hand written or poorly typed addresses
5. Incorrect title
6. Titles but no names
7. Misspellings of common words
8. Oily stains or discolorations
9. No return address
10. Excessive weight
11. Rigid envelope
12. Lopsided or uneven envelope
13. Protruding wires or tinfoil
14. Excessive securing material, such as masking tape or string
15. Visual distractions

Section 10:

Suspicious / Violent Situations

If an employee witnesses or receives information about a person(s) in the building being suspicious or violent, they are to notify the County Administrator or designee and are to immediately dial 911 or 9-911 to report the incident. If Court related, contact Trial Court Administrator.

Non-Threatening (complaining, belligerent, yelling, etc.)

Threatening (weapon, verbal threats, contact, injury, etc.)

Incident in Progress

1. Remain calm.
2. Avoid action that might incite the person to act violently.
3. Obey the person's instructions, even if it appears that the employee or visitor cannot be harmed.

After the Incident

Immediately after the incident, ensure that no employees or visitors have been injured.

If People are Injured:

1. Call 911 or 9-911.
2. Immediately notify the County Administrator at ext. 520, or 731-7520.
3. Close and secure the office until the police arrive (lock the door). This procedure will help preserve the scene of the crime for fingerprints and other physical evidence.
4. Preserve the evidence--do not touch any notes that the intruder may have written, such as a request for money/valuables.
5. Each employee involved in the incident should write down her/his own description of the intruder and the events that occurred.

Please note that witnesses should not confer with others or compare notes.

DESCRIPTION OF PHYSICAL CHARACTERISTICS FORM

	Perpetrator 1	Perpetrator 2
Male/Female	_____	_____
Race/Nationality	_____	_____
Height	_____	_____
Weight	_____	_____
Build	_____	_____
Hair Color/Length	_____	_____
Glasses	_____	_____
Eye Color	_____	_____
Scars or Marks	_____	_____
Weapon Type (revolver, automatic rifle, shotgun, etc.)	_____	_____
Jewelry	_____	_____
Clothing:		
Jacket	_____	_____
Shirt	_____	_____
Pants	_____	_____
Hat	_____	_____
Shoes	_____	_____
Vehicle:		
Type	_____	_____
Model/Year	_____	_____
Color	_____	_____
License Plate	_____	_____

Additional Information on Perpetrator 1:

Additional Information on Perpetrator 2:

Do not discuss any details of the event until the police are through taking statements from you and your co-workers. Thank you for your cooperation.

Section 11:

Tornadoes / Bad Weather

Winter Weather

In the Northern Michigan area our weather can change hourly, if not more frequently. During the winter months before 8:00 a.m. if there is a question as to whether or not the County will be open, all employees should listen to local radio stations for closing announcements. The radio station used by the County for this announcement is 101.5 on the FM radio dial. The County Administrator will normally make the decision to close before 6:00 a.m. and will have it announced on the local radio station listed above. If bad weather occurs during the day after we are already at work, the County Administrator will again make the decision to close and will notify all departments.

Tornado

A **Tornado Watch** means conditions are right for a tornado to form.

Keep aware of weather conditions and be ready to take shelter.

A **Tornado Warning** means that a funnel cloud or tornado has been spotted in the area.

Take shelter immediately in case a tornado approaches your location.

Notification:

1. A tornado watch will be announced to the Otsego County personnel as soon as possible after confirmation is made with the County Administrator.
2. A tornado warning will cause the Reverse 9-1-1 system to be activated.
3. When the tornado warning has been issued, all building occupants and Otsego County personnel **MUST** move to the designated safe area within the building. (Downstairs on the first floor, in the hallway.)
4. Once in the safe area, personnel should be instructed to seek shelter under a desk or table, or kneel down in a fetal position facing the wall and cover their heads with their arms. They are to remain in this

position until the all-clear signal is given by the Otsego County Office of Emergency Management.

Note: If County employees choose to leave the building during a tornado warning and an all clear is issued before the end of the normal working day, the employees are required to return to work to complete that day of work.

INSERT APPROPRIATE
FLOOR PLAN
THIS PAGE

COUNTY OF OTSEGO ACCIDENT / INCIDENT REPORT

INSTRUCTIONS: Complete all three pages and return to your supervisor. When serious personal injury or property damage is involved, immediately forward form to the County Administrator's Office.

A. GENERAL INFORMATION				
1. Department: _____		2. Hire Date (Employees): _____		
3. Phone: _____		4. Date: _____	Time: _____	
Personal Injury		Property Damage		Other
Claim _____	Incident _____	Claim _____	Incident _____	Claim _____
Incident _____				

B. WHO'S INVOLVED	
1. Name: _____	2. Telephone: _____
3. Address: _____	
4. Occupation: _____	
5. SS#: _____	6. Date of Birth: _____

C. IF PERSONAL INJURY OCCURRED
1. Nature of injury (e.g., cut, strain): _____
2. Part of Body Injured (e.g., hand, back): _____
3. How was injury treated (e.g., first aid, etc.): _____
4. If employee, did he/she return to work: _____ same day _____ following day _____ lost time

D. IF PROPERTY DAMAGE OCCURRED

1. Property damaged: _____

2. Nature of damage (e.g., theft, breakage, etc.): _____

3. Extent of Damage: _____

E. WHAT OCCURRED

1. Police report number, if any: _____

2. Describe clearly & fully what happened (attach any supporting data): _____

F. WITNESSES

1. Name: _____ Telephone No.: _____

Address: _____

2. Name: _____ Telephone No.: _____

Address: _____

3. Name: _____ Telephone No.: _____

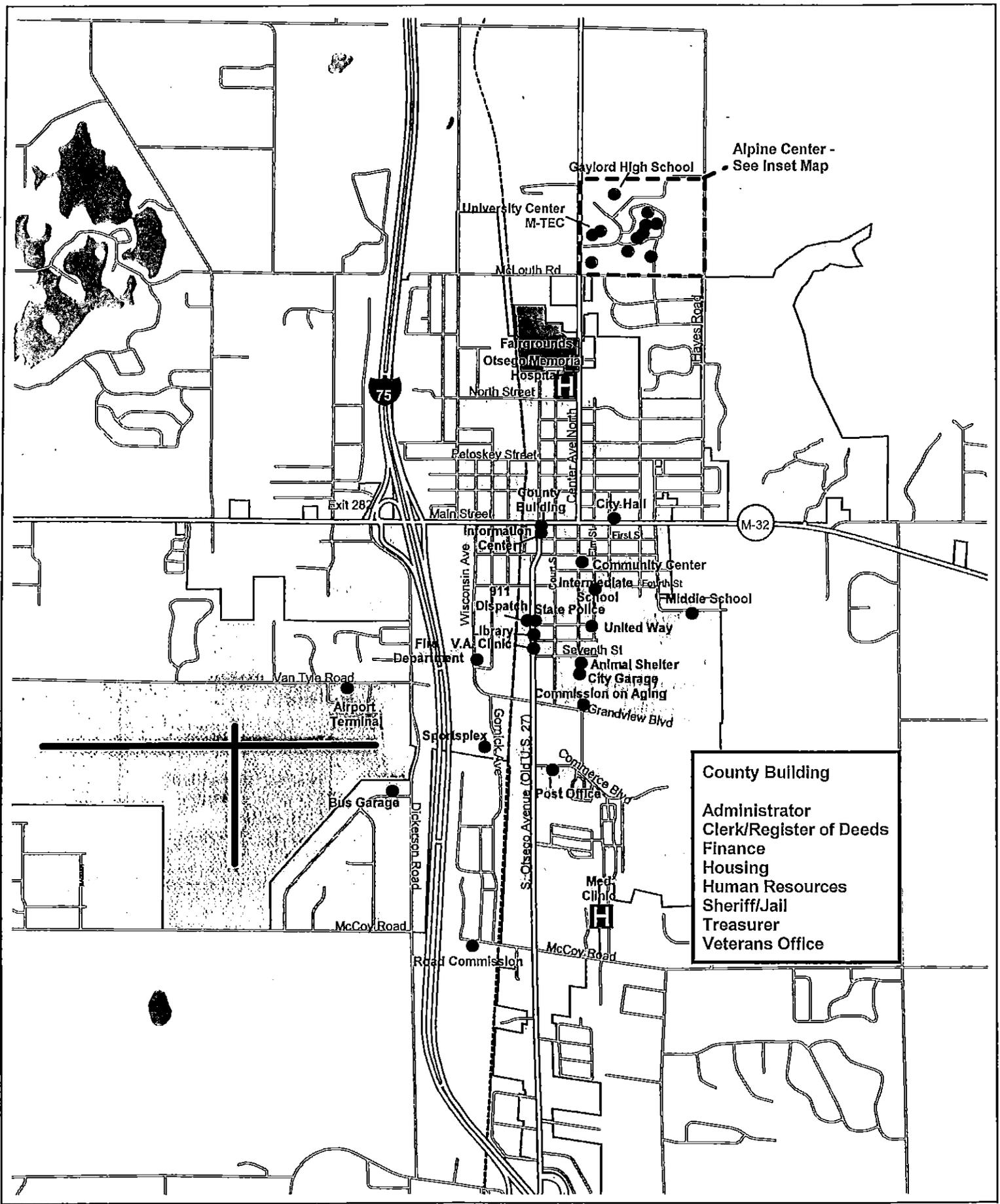
Address: _____

G. SUGGESTIONS TO PREVENT REOCCURRENCE

H. SUBMITTED/RECEIVED BY

1. Submitted by: _____ 2. Title: _____ 3. Date: _____

4. Received by: _____ 2. Title: _____ 3. Date: _____



- County Building**
- Administrator
 - Clerk/Register of Deeds
 - Finance
 - Housing
 - Human Resources
 - Sheriff/Jail
 - Treasurer
 - Veterans Office

Principal Government Service Sites
 Scale: 1" = .5 miles

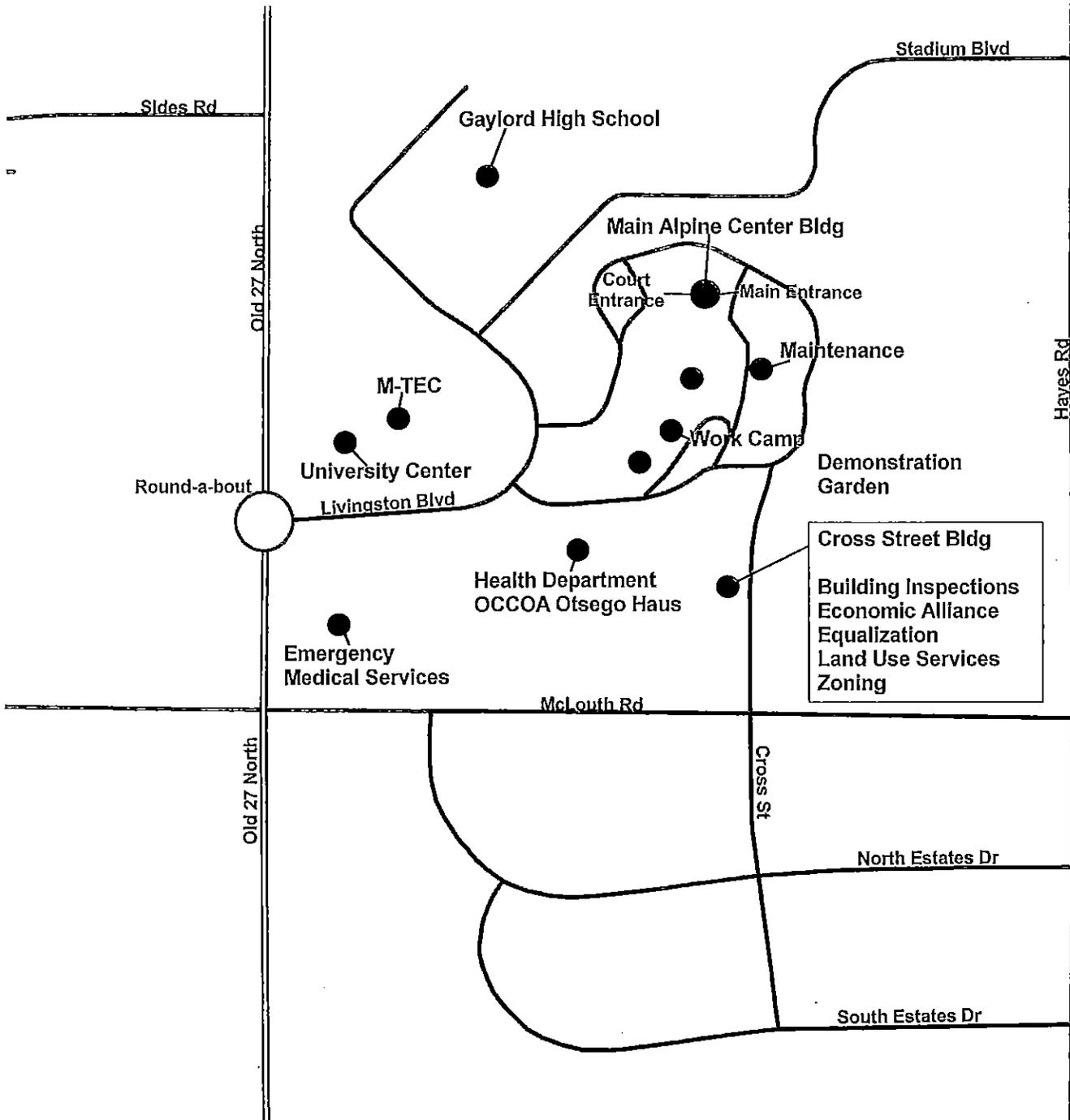


Main Alpine Center Building

Courts Entrance:
 46th Circuit Court
 87-A District Court

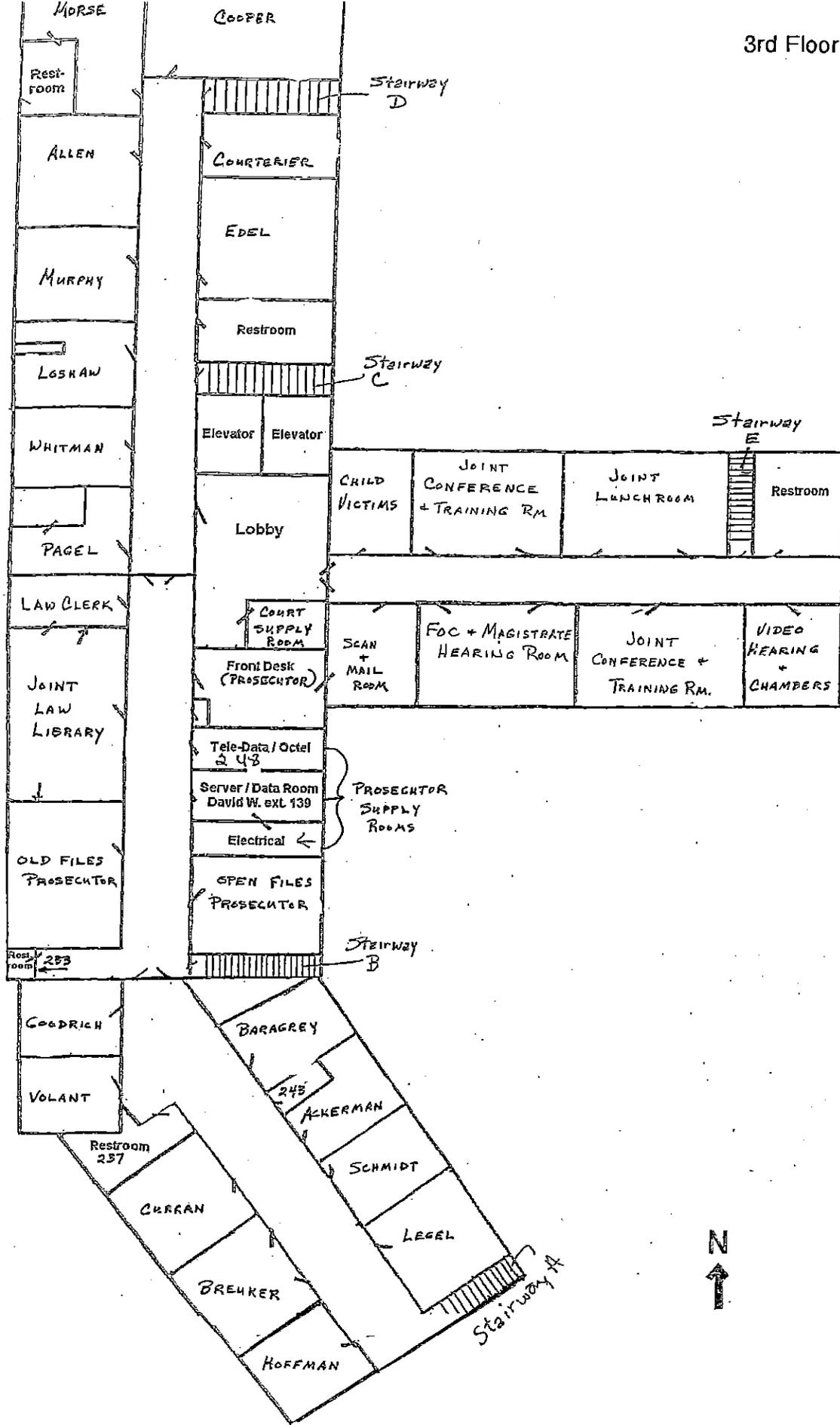
Main Entrance (East side):
 Alpine Workshop
 Community Mental Health
 Department of Corrections
 Michigan State University Extension

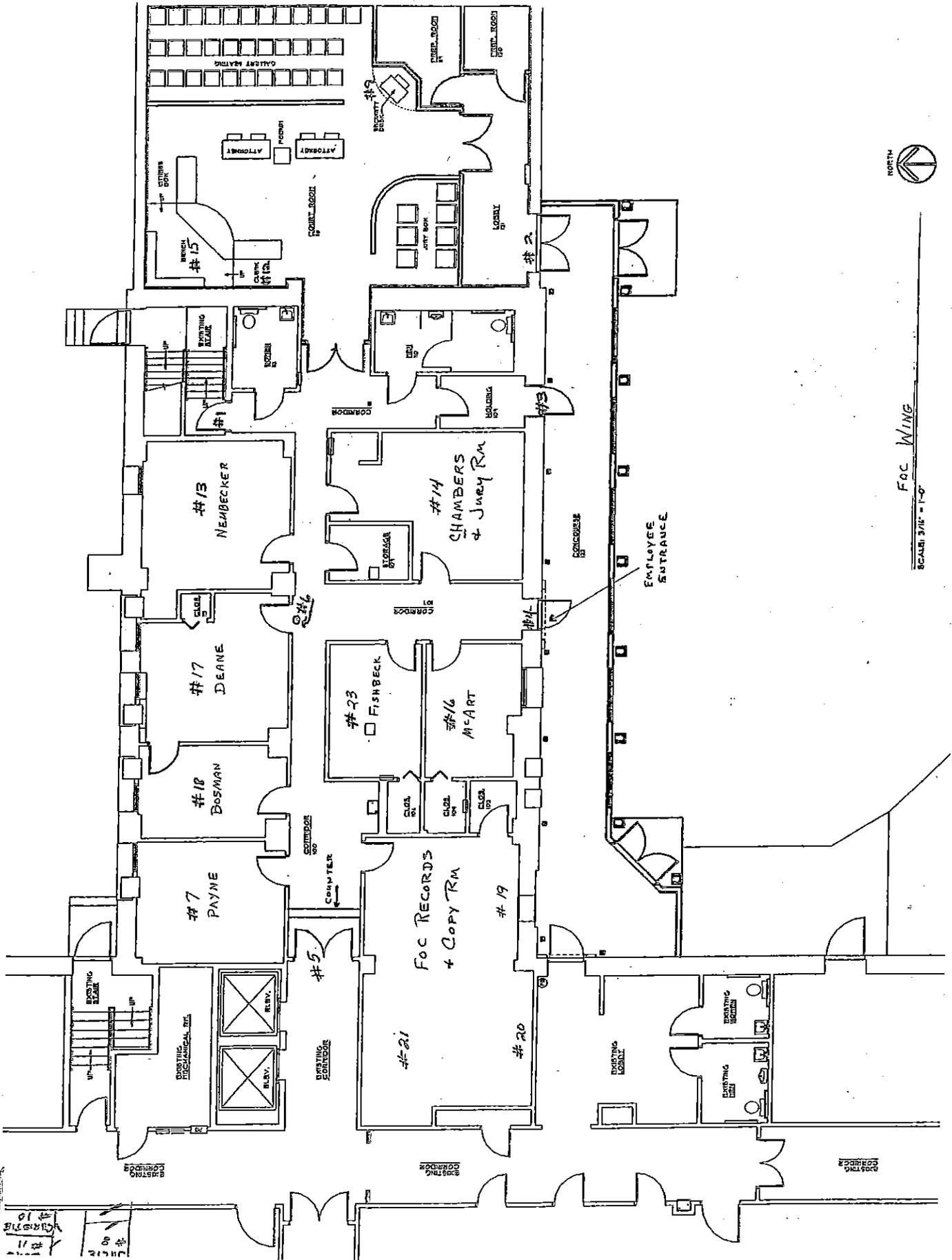
Department of Corrections
 Michigan State University Extension
 Multi-Purpose Room
 Natural Resource Conservation District
 Otsego County Conservation District
 Prosecuting Attorney
 DHS Training Center
 Otsego County Probate Court
 Friend of the Court



Alpine Center
 Scale: 1" = 500'

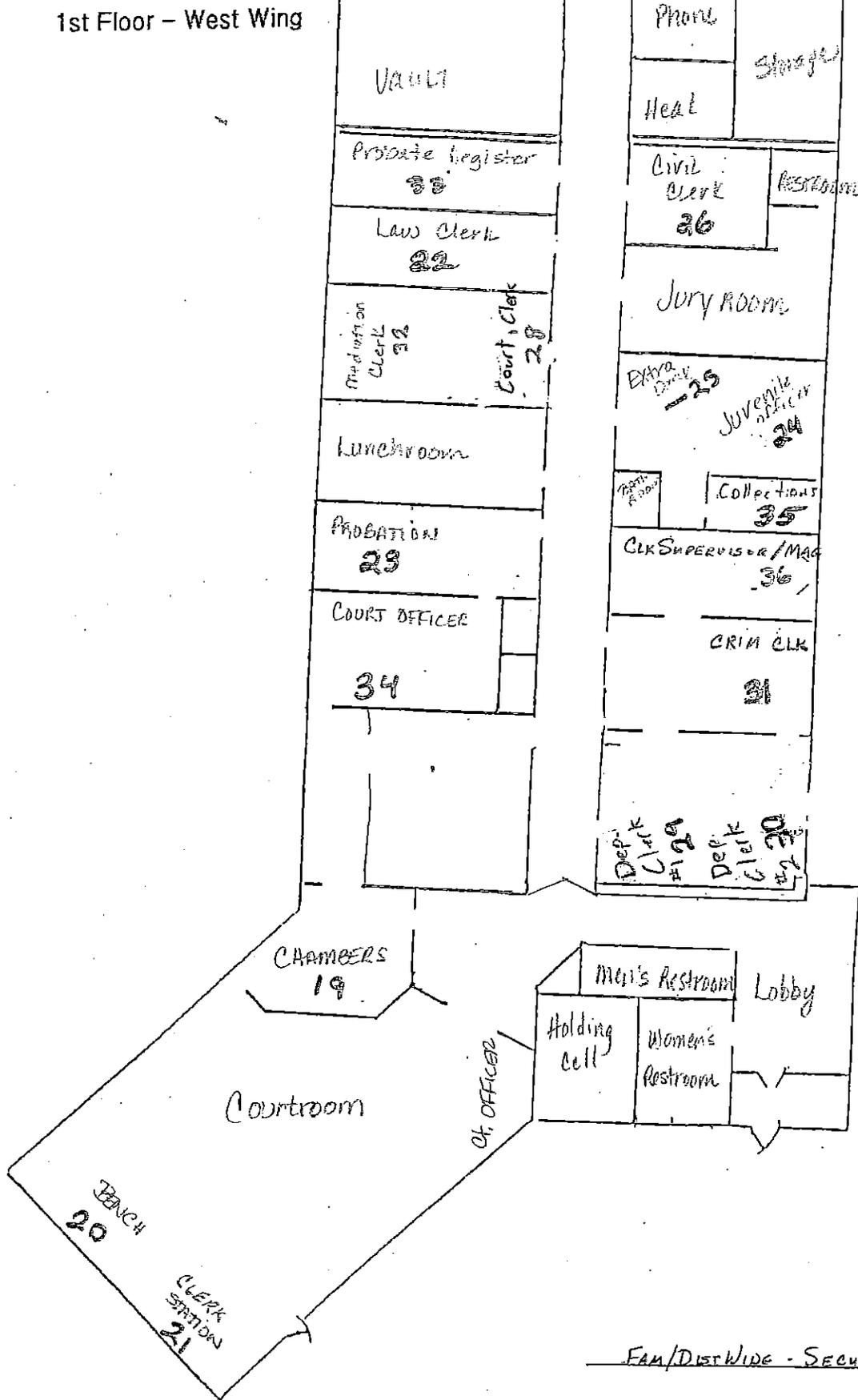






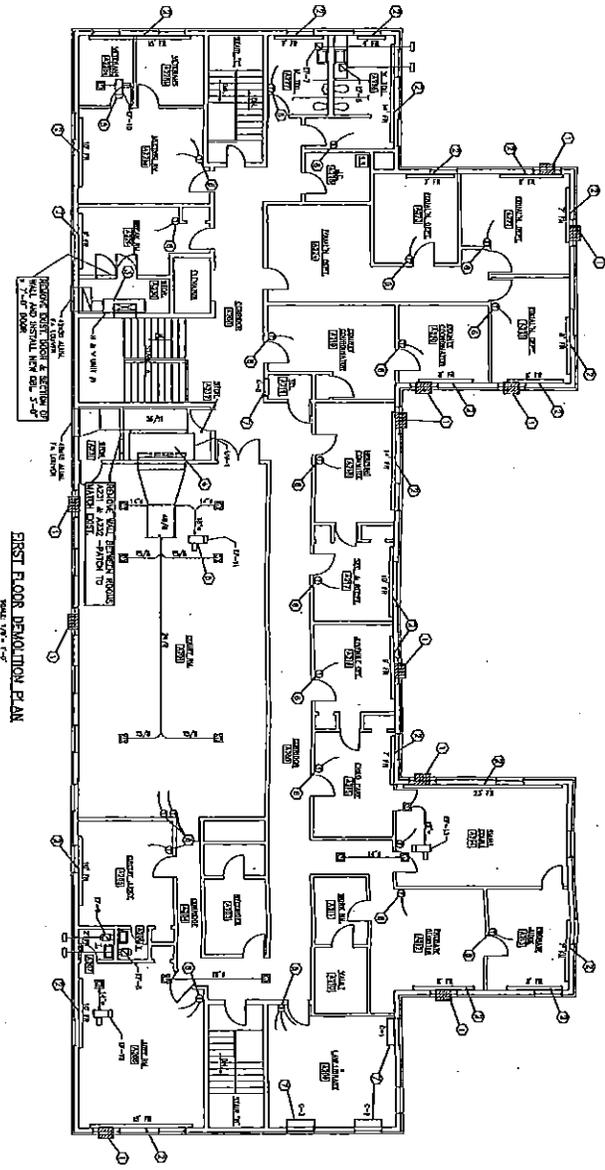
Foc Wing
 SCALE: 3/16" = 1'-0"

EXISTING CORRIDOR
 #10
 #11
 #8
 #5



FAM/DISTWIDE - SECURITY #

12/7/06



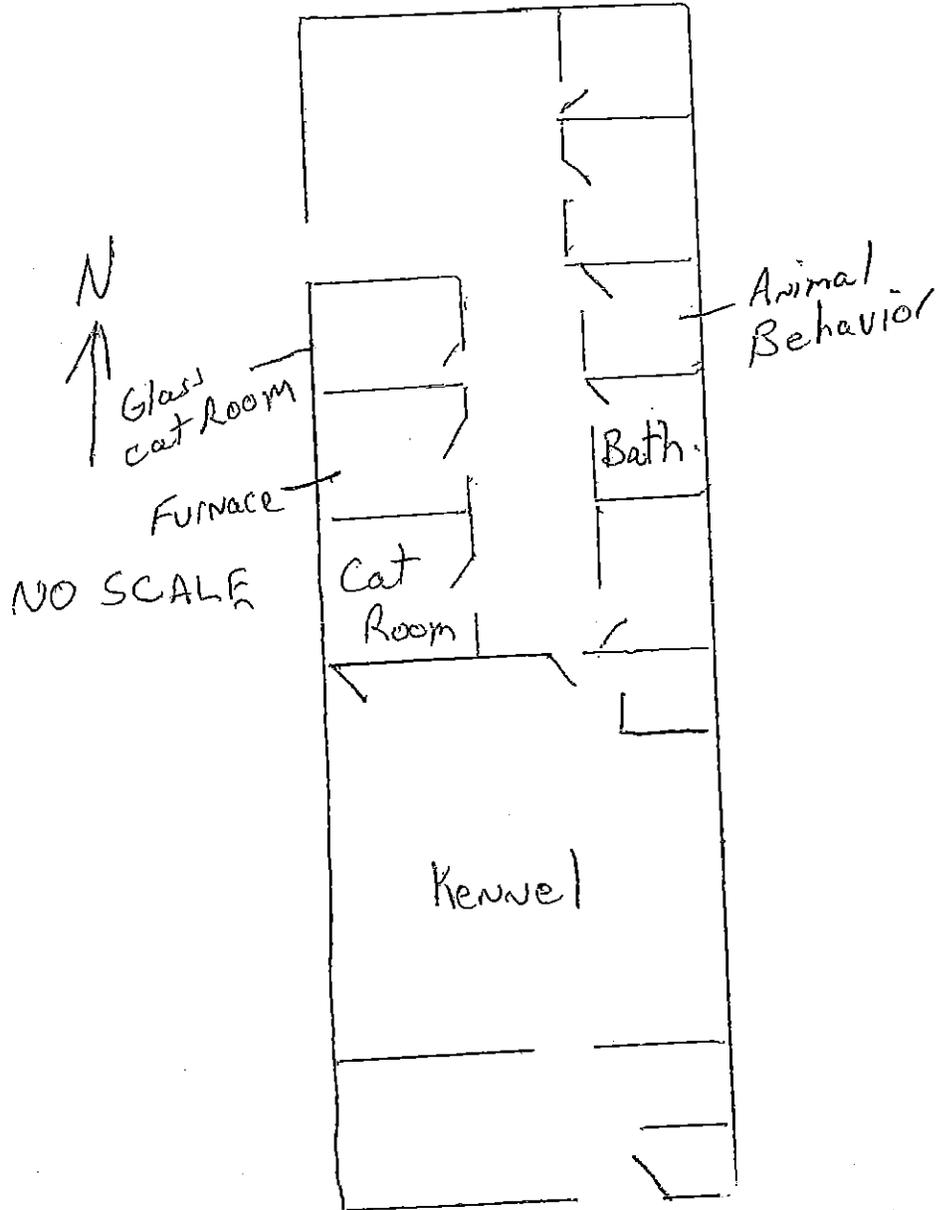
CONTRACTOR SHALL HAVE PROJECT SUPERVISOR FOR ASSISTING SUPERVISOR BY CIRCLED NUMBER. BRAND IS APPROVED WITH PARTICULAR CARE AND REGULATIONS. CONTRACTOR SHALL PROVIDE 72 HOURS NOTICE TO THE OWNER AND ENGINEER PRIOR TO DEMOLITION ACTIVITIES.

- DEMOLITION NOTES:**
- 1 DEMOLITION TO REMOVE EXISTING AIR CONDITIONING UNIT AND SALVAGE TO OWNER. CONTRACTOR SHALL ALSO PROVIDE REMOVAL AND DISPOSAL OF EXISTING UNIT TO OWNER.
 - 2 DEMOLITION TO REMOVE AND REMOVE OR REMOVE BY THE EXISTING UNIT.
 - 3 DEMOLITION TO REMOVE AND REMOVE OR REMOVE EXISTING HEATING VENTILATION UNIT IN THE EXISTING UNIT.
 - 4 DEMOLITION TO REMOVE AND REMOVE OR REMOVE EXISTING UNIT AND ALL APPROXIMATE DISCHARGE AND REMOVE TO WASTE CONTAINER.
 - 5 DEMOLITION TO REMOVE AND REMOVE OR REMOVE EXISTING UNIT, REMOVE AND REMOVE TO WASTE CONTAINER.
 - 6 DEMOLITION TO REMOVE AND REMOVE OR REMOVE EXISTING UNIT, REMOVE AND REMOVE TO WASTE CONTAINER.
 - 7 DEMOLITION TO REMOVE AND REMOVE OR REMOVE EXISTING UNIT, REMOVE AND REMOVE TO WASTE CONTAINER.
 - 8 DEMOLITION TO REMOVE AND REMOVE OR REMOVE EXISTING UNIT, REMOVE AND REMOVE TO WASTE CONTAINER.
 - 9 DEMOLITION TO REMOVE AND REMOVE OR REMOVE EXISTING UNIT, REMOVE AND REMOVE TO WASTE CONTAINER.
 - 10 DEMOLITION TO REMOVE AND REMOVE OR REMOVE EXISTING UNIT, REMOVE AND REMOVE TO WASTE CONTAINER.

AS A 1/8" INCH SCALE
LARGE SCALE DRAWING
FOR THE FIRST FLOOR
DEMOLITION PLAN
DATE: 11-11-11
BY: LJC

REVISIONS	DATE

SCALE: 1/8" = 1'-0"
PROJ. NO. 11-21
DATE: 11/11/11

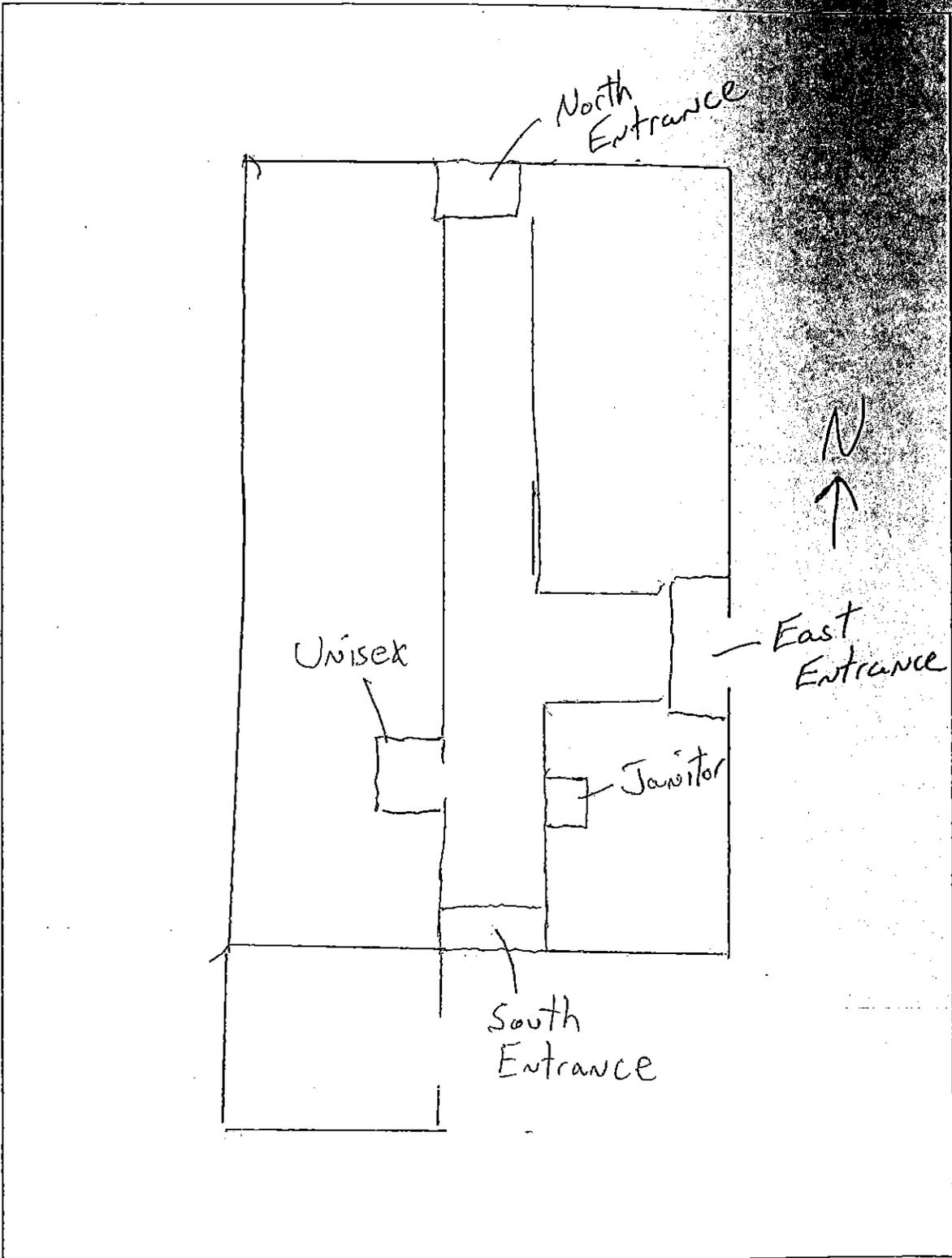


Client:

Otsego County

Site:

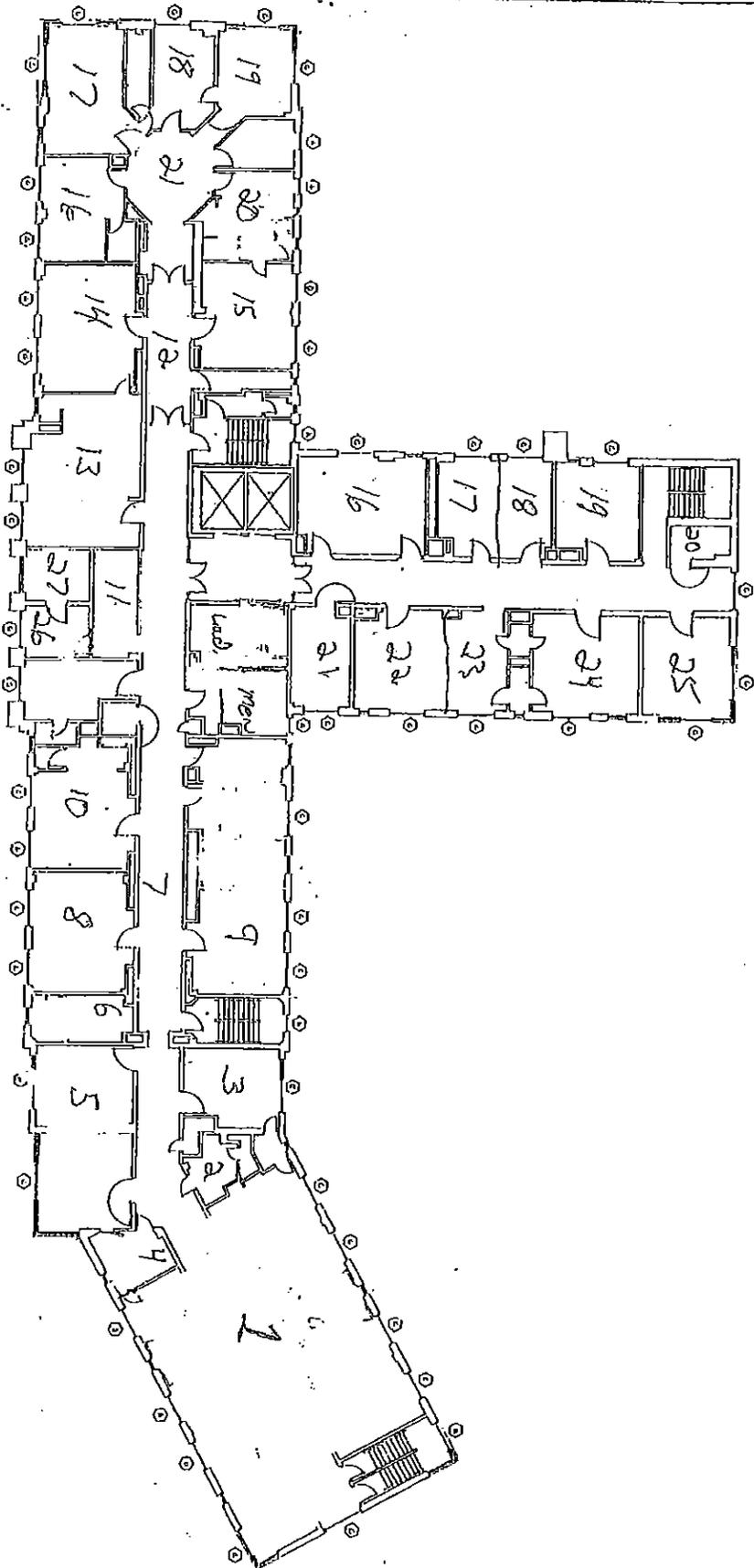
Animal Control



Client: Otsego County

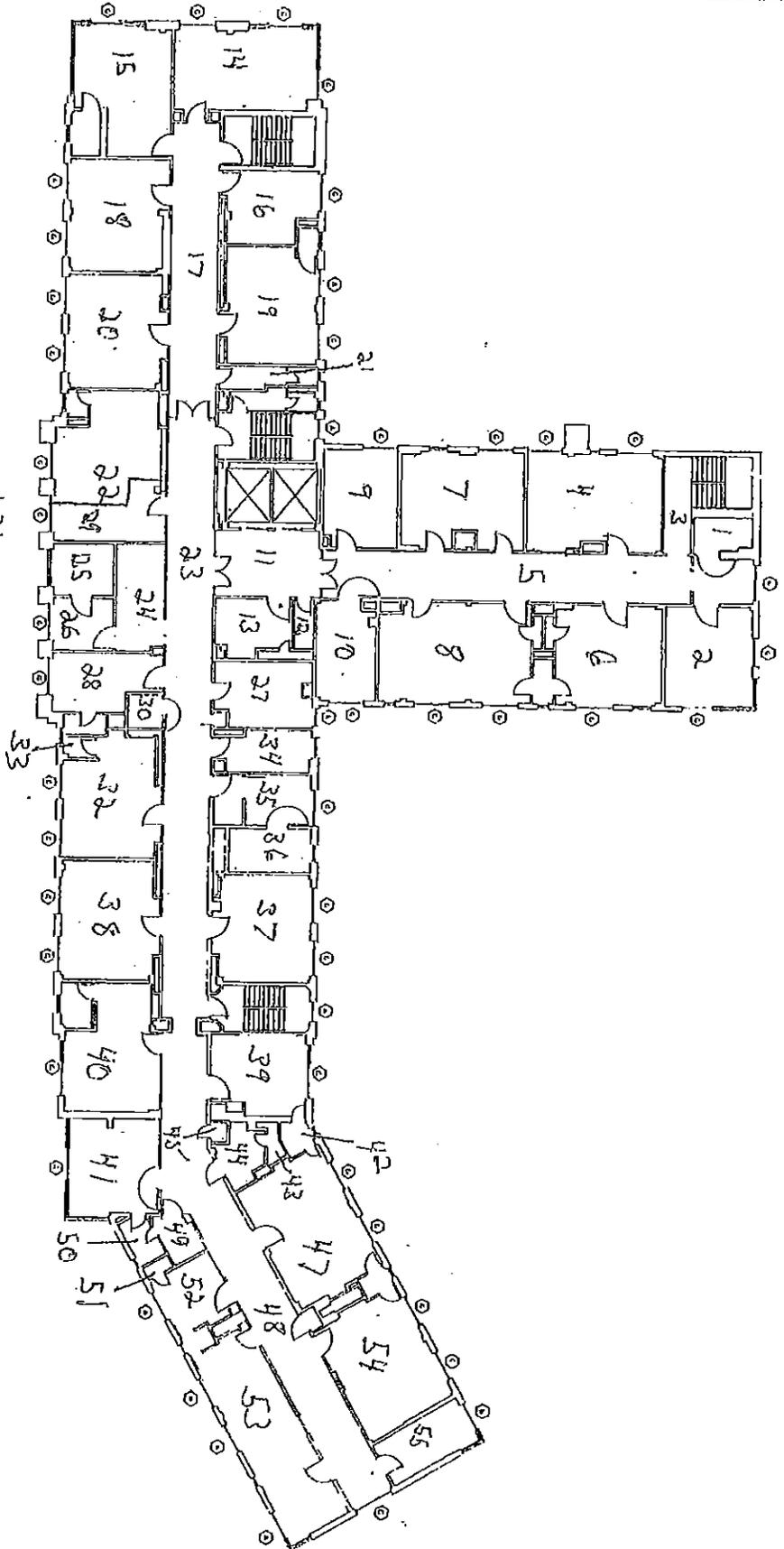
Site: Building Department / Equalization

Fourth FLOOR PLAN



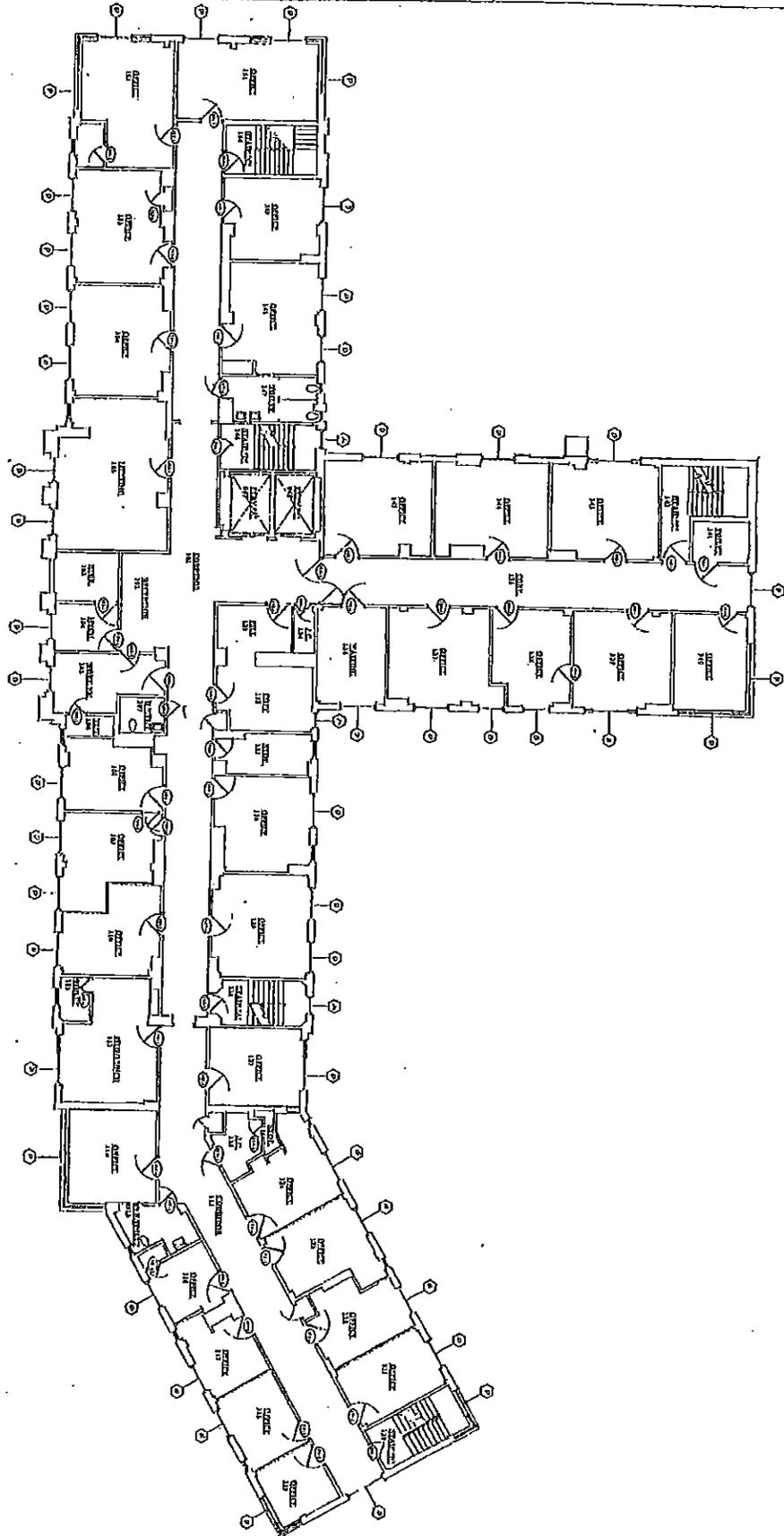
SHEET	DATE	PROJECT NO.	PROJECT TITLE	DRAWING TITLE	
1	JUNE 12, 1981	442-11-90	MENTAL HEALTH FACILITY ALPINE CENTER COMPLEX	Fourth FLOOR PLAN	 DONALD E. MORGRIDGE ARCHITECT, P.C. 215 N. COURT ST. DAYTON, OH 45422 TELEPHONE: (615) 732-8310

Third FLOOR PLAN

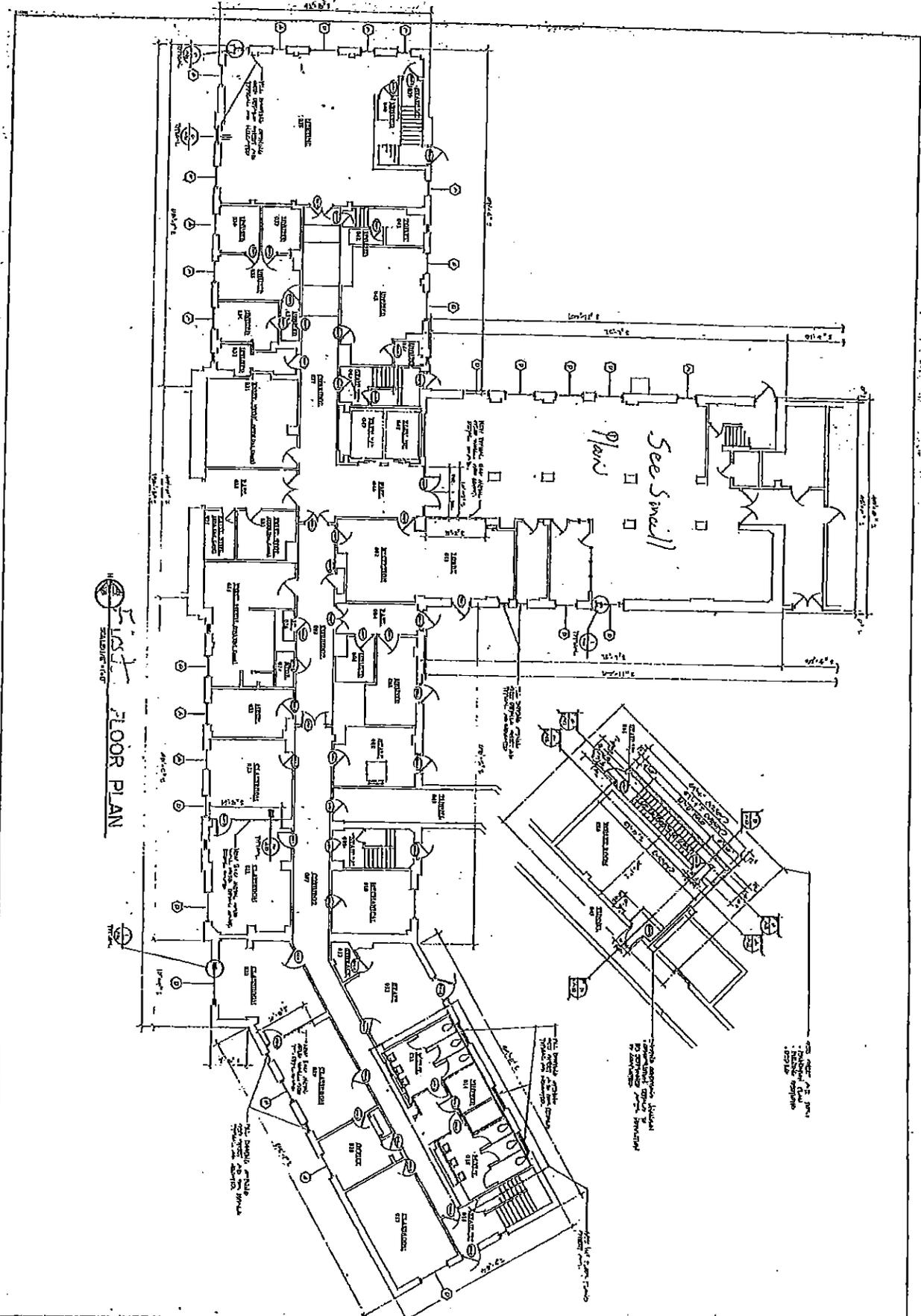


SHEET	DATE	PROJECT NO.	PROJECT TITLE	DRAWING TITLE	ARCHITECT
DU	JUNE 19, 1991	142-II-90	MENTAL HEALTH FACILITY ALPINE CENTER COMPLEX COURT - CRIMINAL CENTER	Third FLOOR PLAN	DONALD E. MORGRIDGE ARCHITECT, P.C. 618 D. COURT ST. DAYTON, OH 45424 TELEPHONE: (612) 737-8818

SECOND FLOOR PLAN



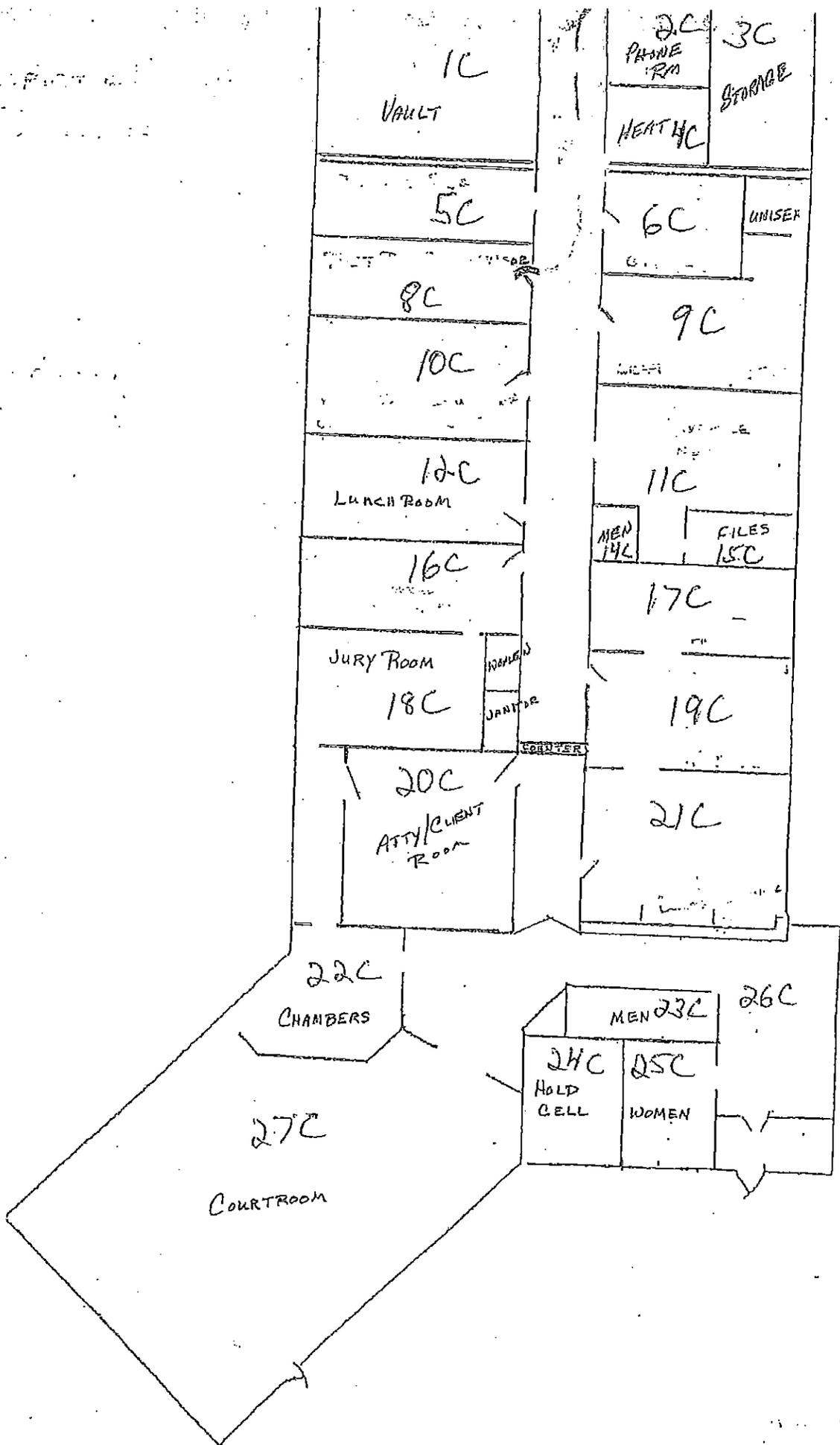
SHEET	DATE	PROJECT NO.	PROJECT TITLE	DRAWING TITLE	ARCHITECT
A	JUNE 18, 1991	442-11-90	PROJECT TITLE MENTAL HEALTH FACILITY ALPINE CENTER COMPLEX <small>Site: County of Santa</small>	DRAWING TITLE SECOND FLOOR PLAN Second	 DONALD E. MORGRIDGE ARCHITECT, P.C. 215 S. COURT ST., DAYTON, OH 45425 TELEPHONE (614) 233-2210



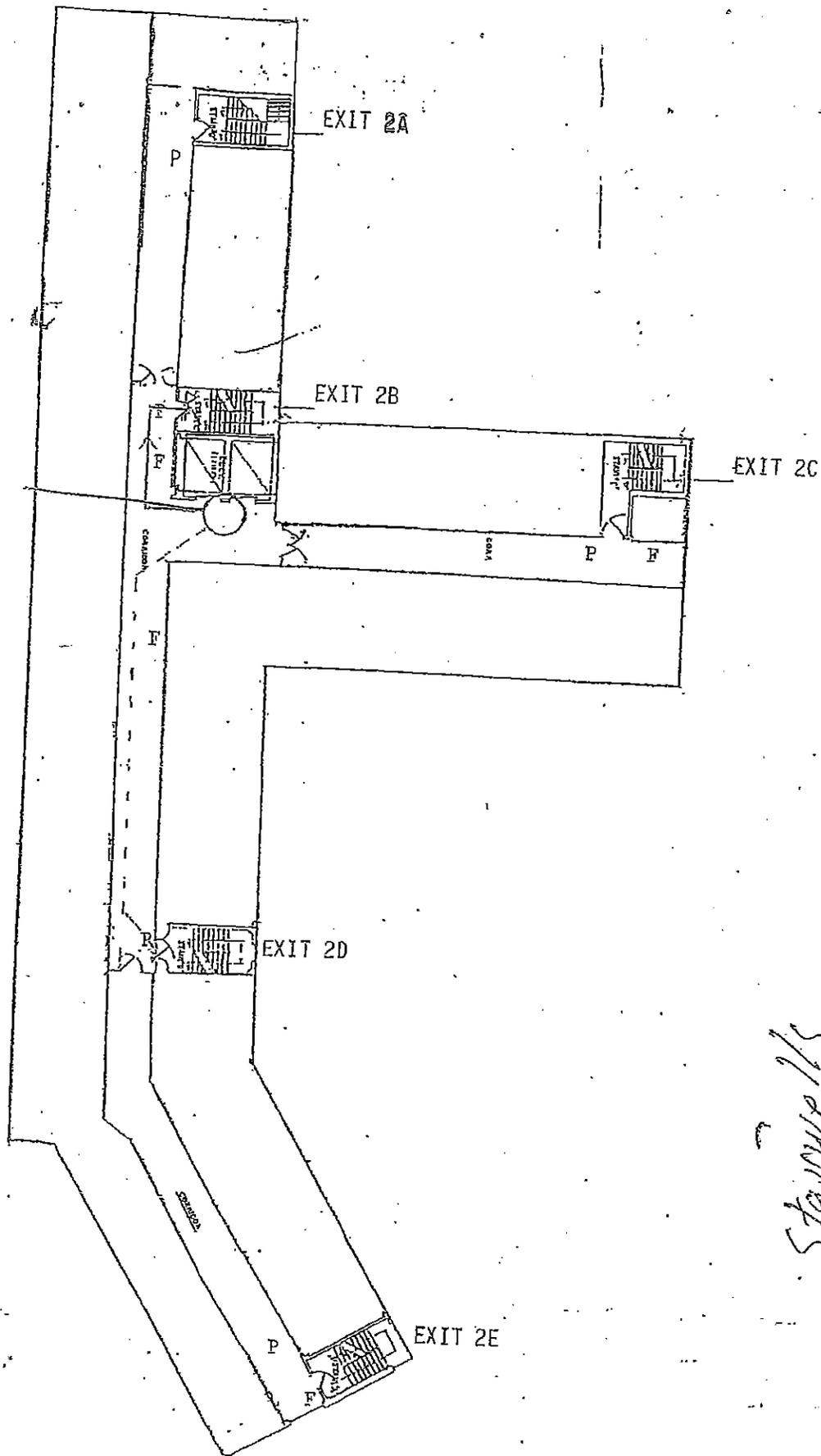


 FIRST FLOOR PLAN

SHEET P 3	DATE APR 15, 1964	PROJECT NO. 442-11-90	PROJECT TITLE MENTAL HEALTH FACILITY ALPINE CENTER COMPLEX	DRAWING TITLE FIRST FLOOR PLAN	 DONALD E. MORGRIOSE ARCHITECT, P.C. 212 S. COURT ST. DAYTON, OH 45420 101-410-1001
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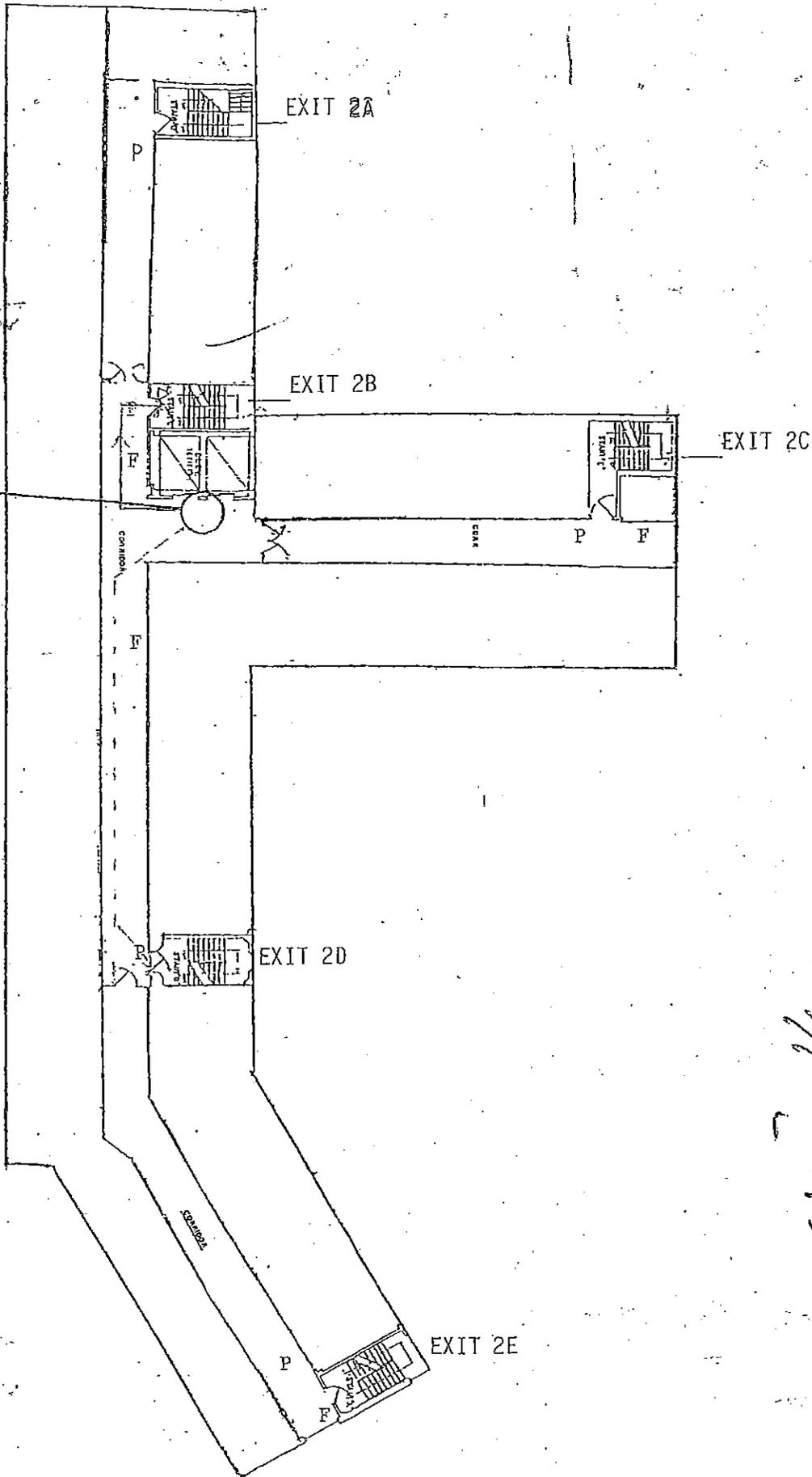
First Floor West Wing



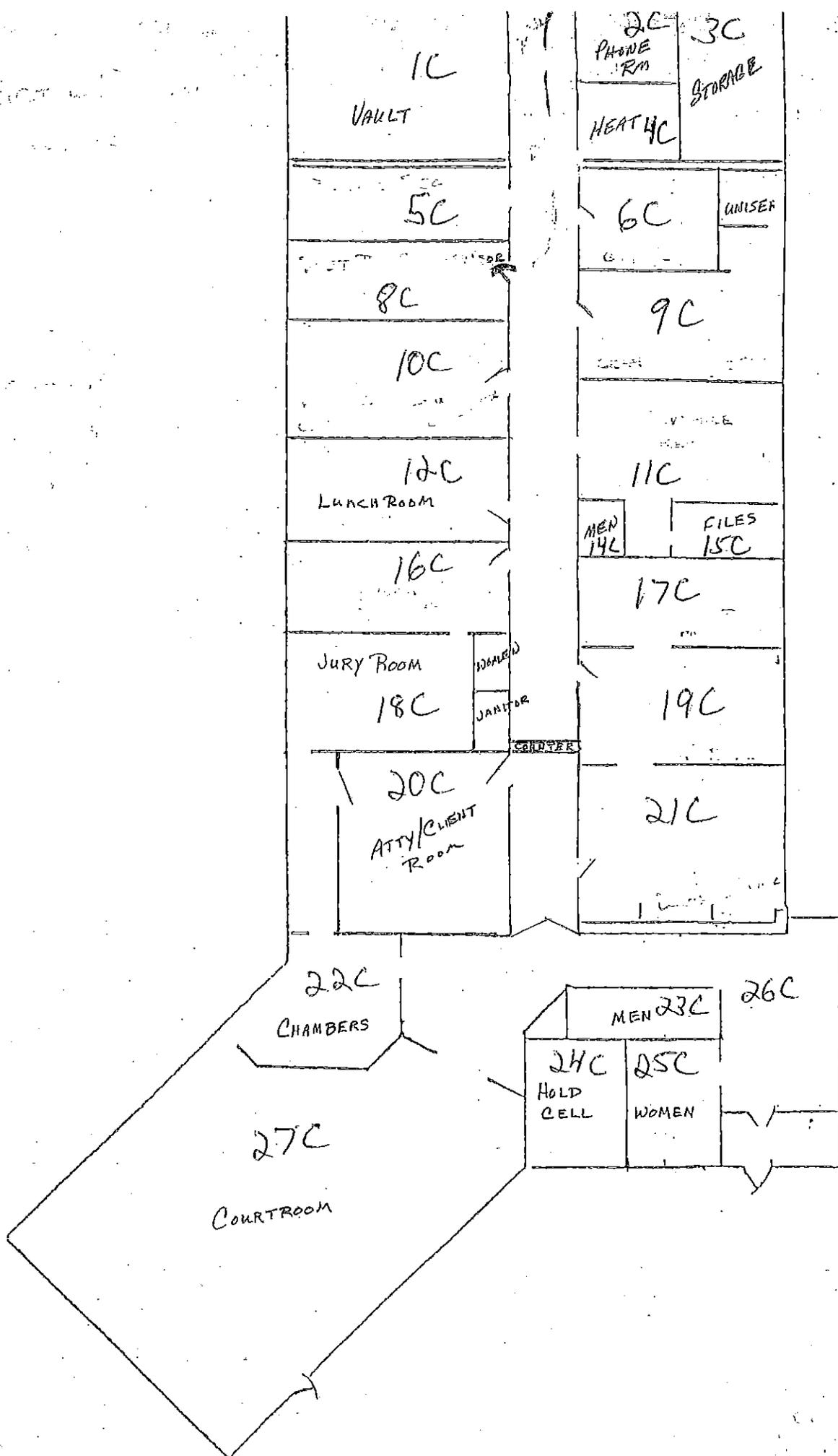
Stairwells

2024.04.15
10:30 AM
10:30 AM
10:30 AM

EXIT 2E

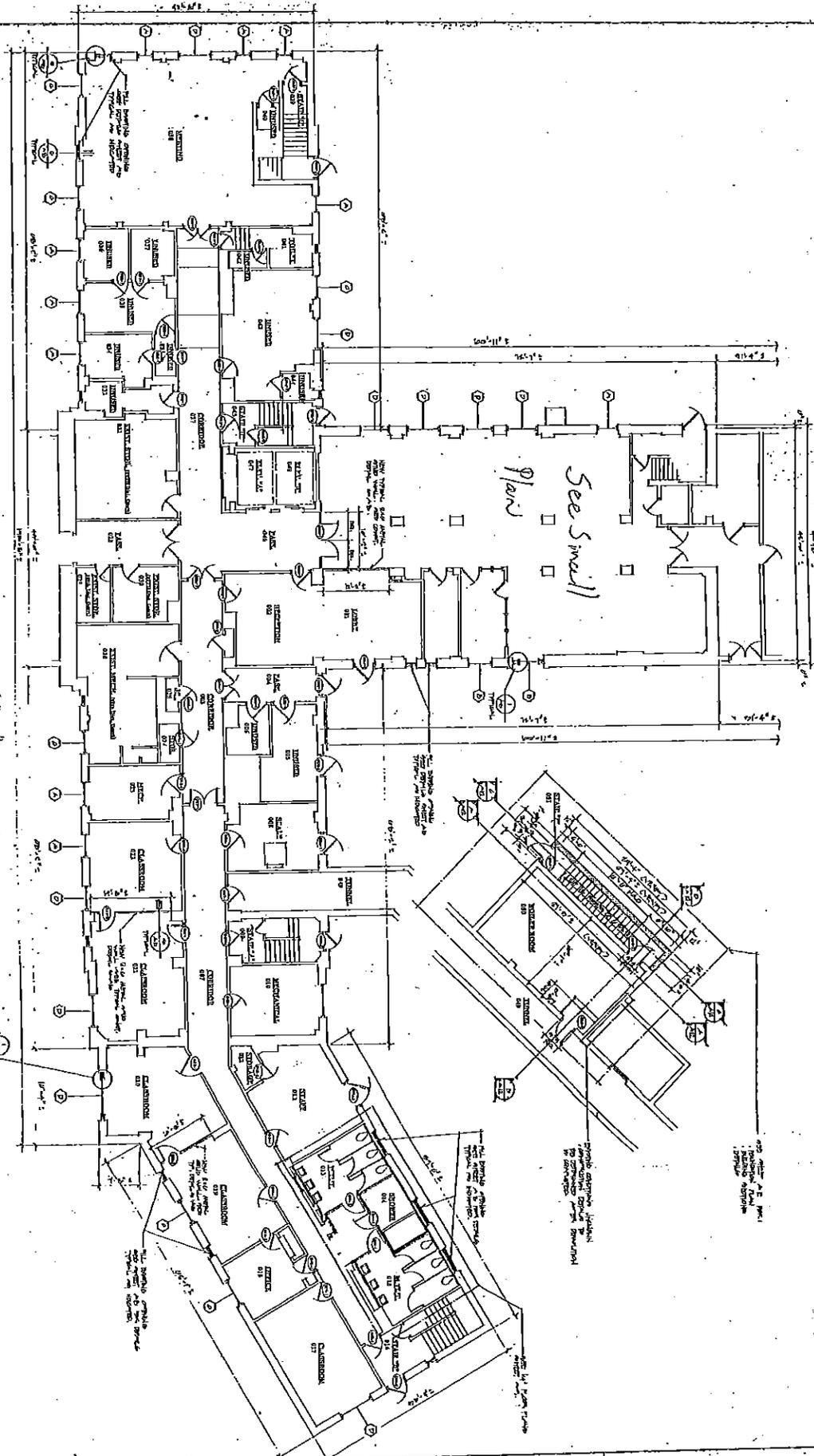


Stairwells



First Floor West Wing

First FLOOR PLAN

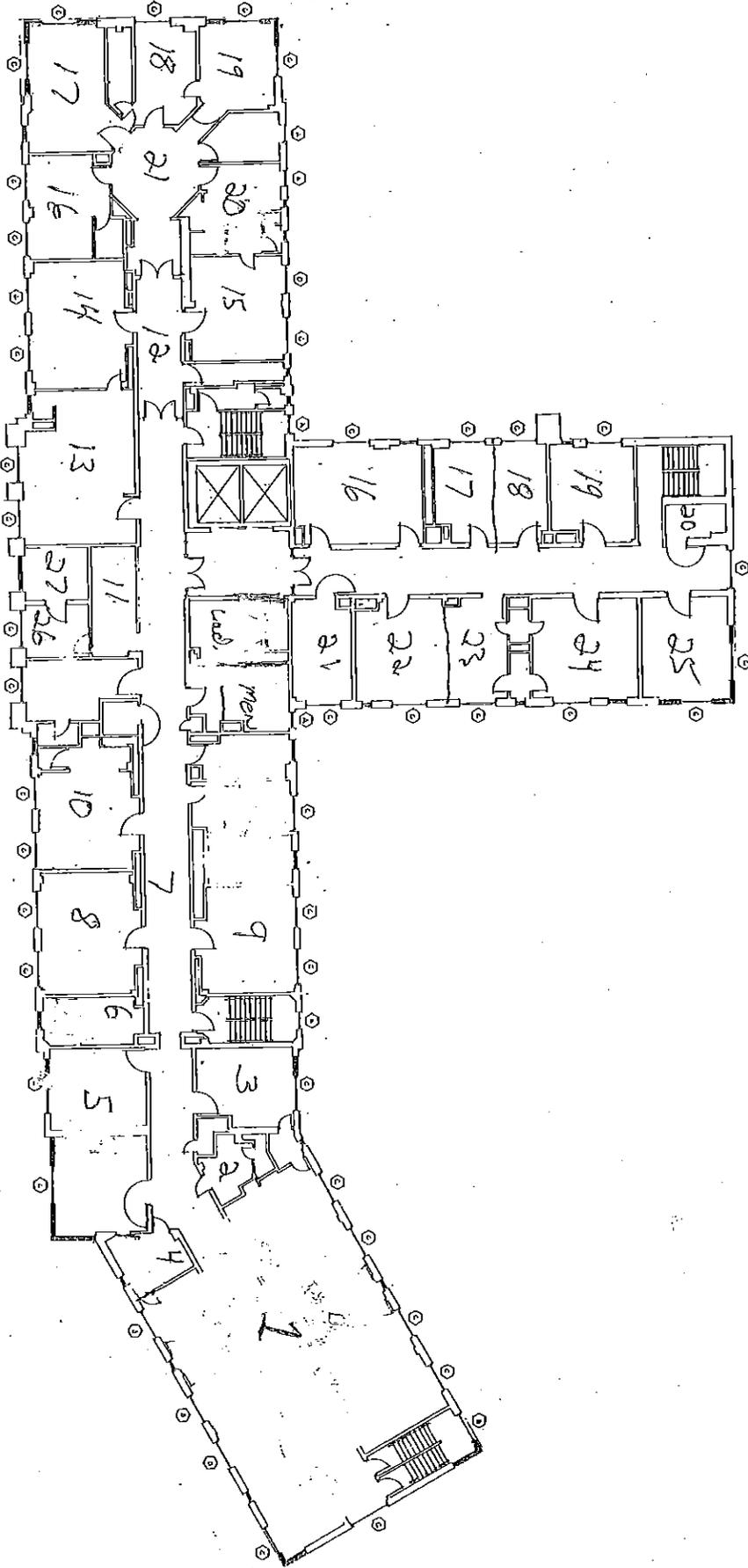


SHEET	DATE	PROJECT NO.	PROJECT TITLE	DRAWING TITLE	ARCHITECT
43	JUNE 10 1991	442-11-90	Proposed MENTAL HEALTH FACILITY ALPINE CENTER COMPLEX City of Boulder, County of Boulder	First FLOOR PLAN	DE DONALD E. MORGRIDGE ARCHITECT, P.C. 218 B. COURT ST. GAYLARD, CO 80528 TELEPHONE: (303) 732-5218



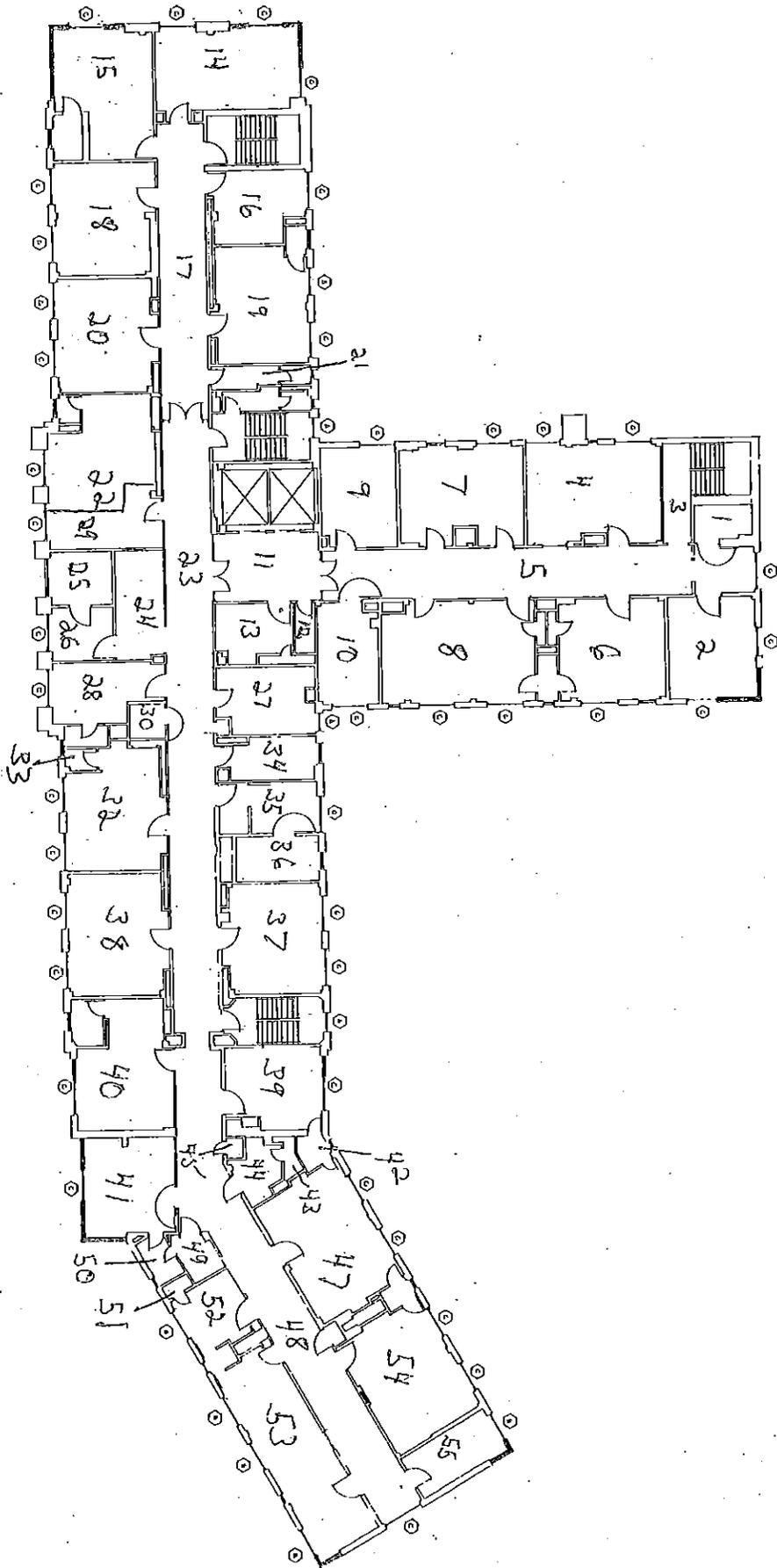
 Fourth FLOOR PLAN

 SCALE: 1/8" = 1'-0"

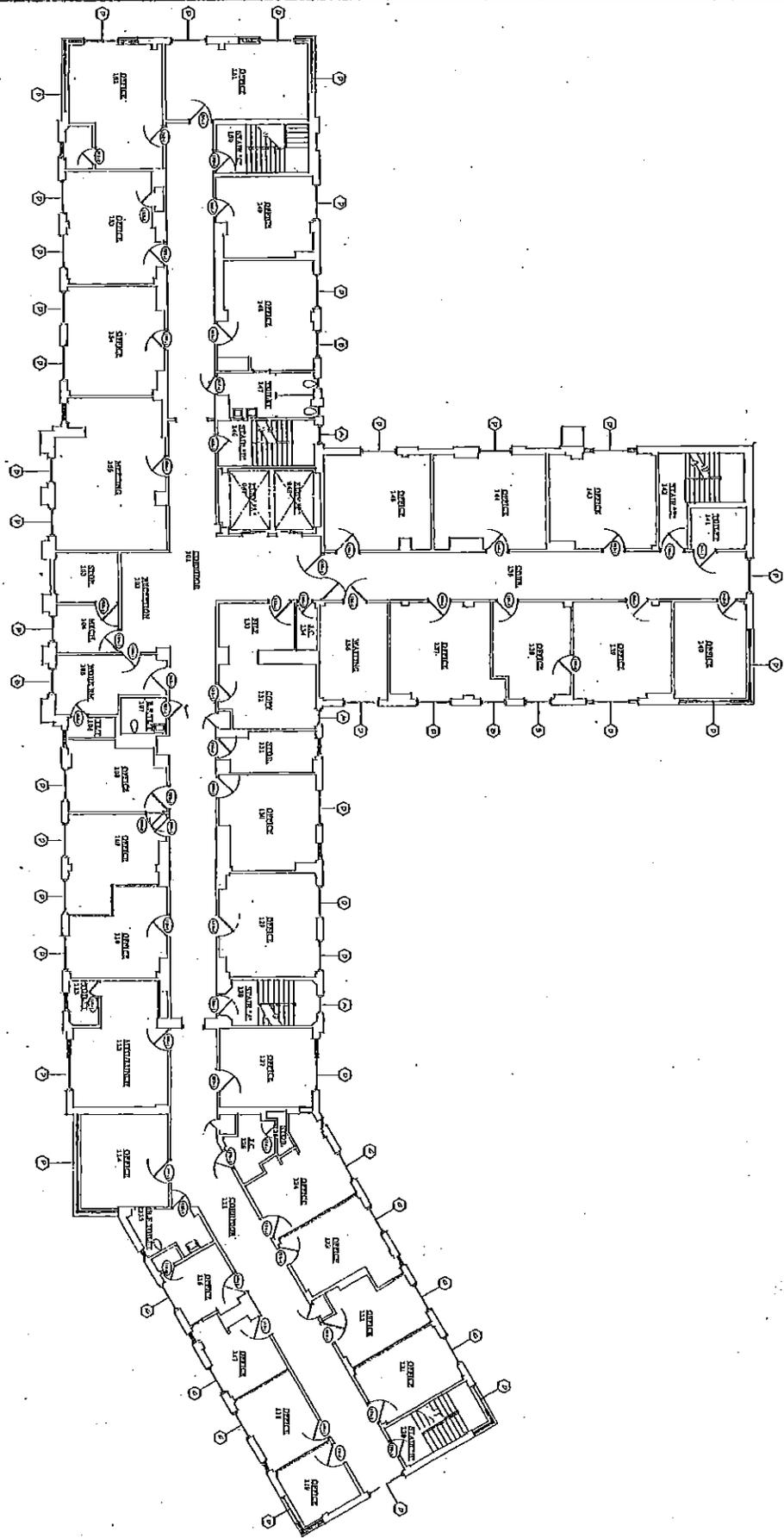


SHEET	DATE	PROJECT NO.	PROJECT TITLE	DRAWING TITLE	 DONALD E. MORGRIDGE ARCHITECT, P.C. 818 R. SCHUYT ST., DAYTON, OH 45422 TELEPHONE: (617) 732-8218
AS	JUNE 19, 1991	442-II-90	Proposed MENTAL HEALTH FACILITY ALPINE CENTER COMPLEX <small>City of - County of Ohio</small>	Fourth FLOOR PLAN	

Third FLOOR PLAN
SCALE 1/8" = 1'-0"

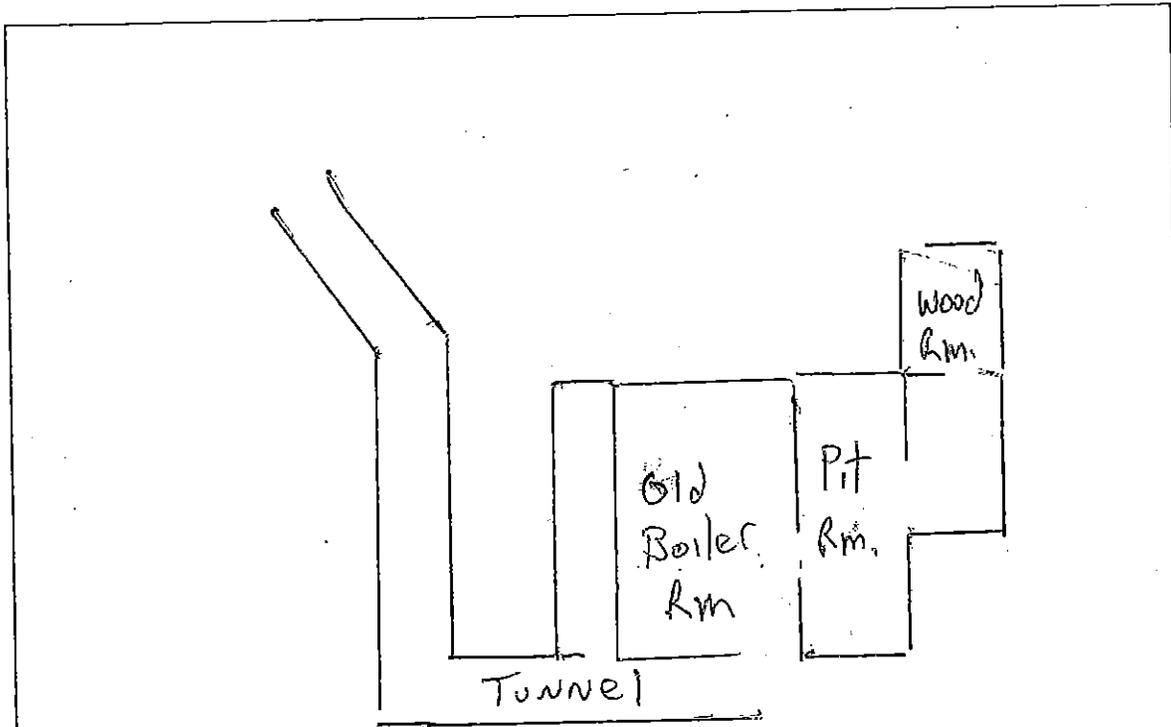


SHEET A	DATE JUNE 10/1979	PROJECT NO. 442-11-90	PROJECT TITLE Proposed MENTAL HEALTH FACILITY ALPINE CENTER COMPLEX Alpine - County of San Diego Michigan	DRAWING TITLE Third FLOOR PLAN	 DONALD E. MORGRIDGE ARCHITECT, P.C. 814 & COURT ST., GAYLORD, MI 49735 TELEPHONE: (617) 702-8818



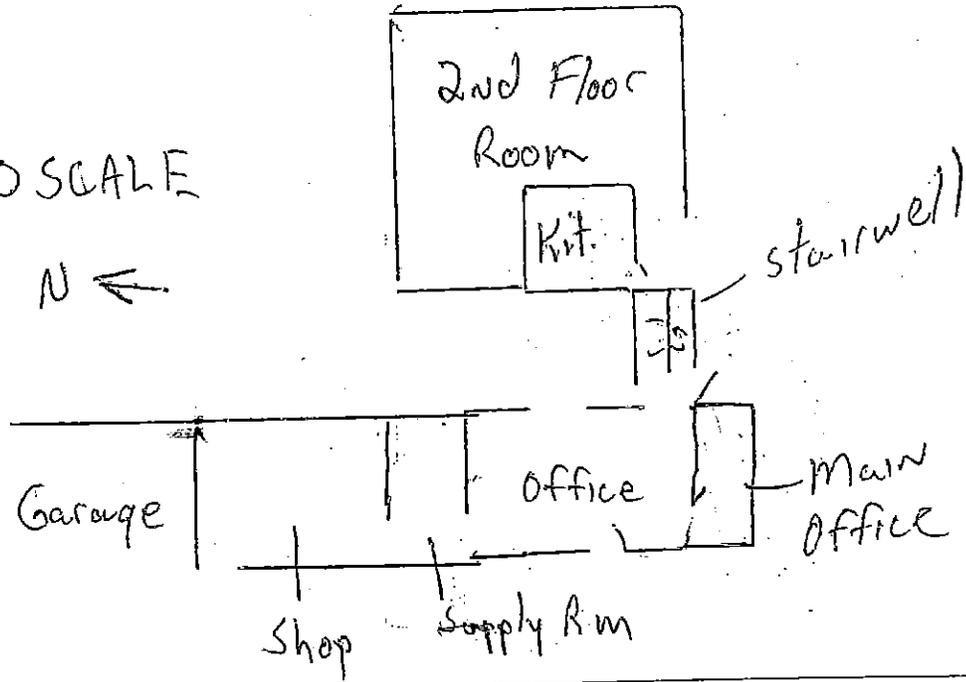

 SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"

SHEET	DATE	PROJECT NO.	PROJECT TITLE	DRAWING TITLE	ARCHITECT
A4	JUNE 19, 1991	442-11-90	Proposed MENTAL HEALTH FACILITY ALPINE CENTER COMPLEX <small>City of Alpine, County of Dinwiddie</small>	Second FLOOR PLAN	 DONALD E. MORGRIDGE ARCHITECT, P.C. 516 B. COURT ST. GAYLORD, MI 49735 TELEPHONE: (517) 738-8818



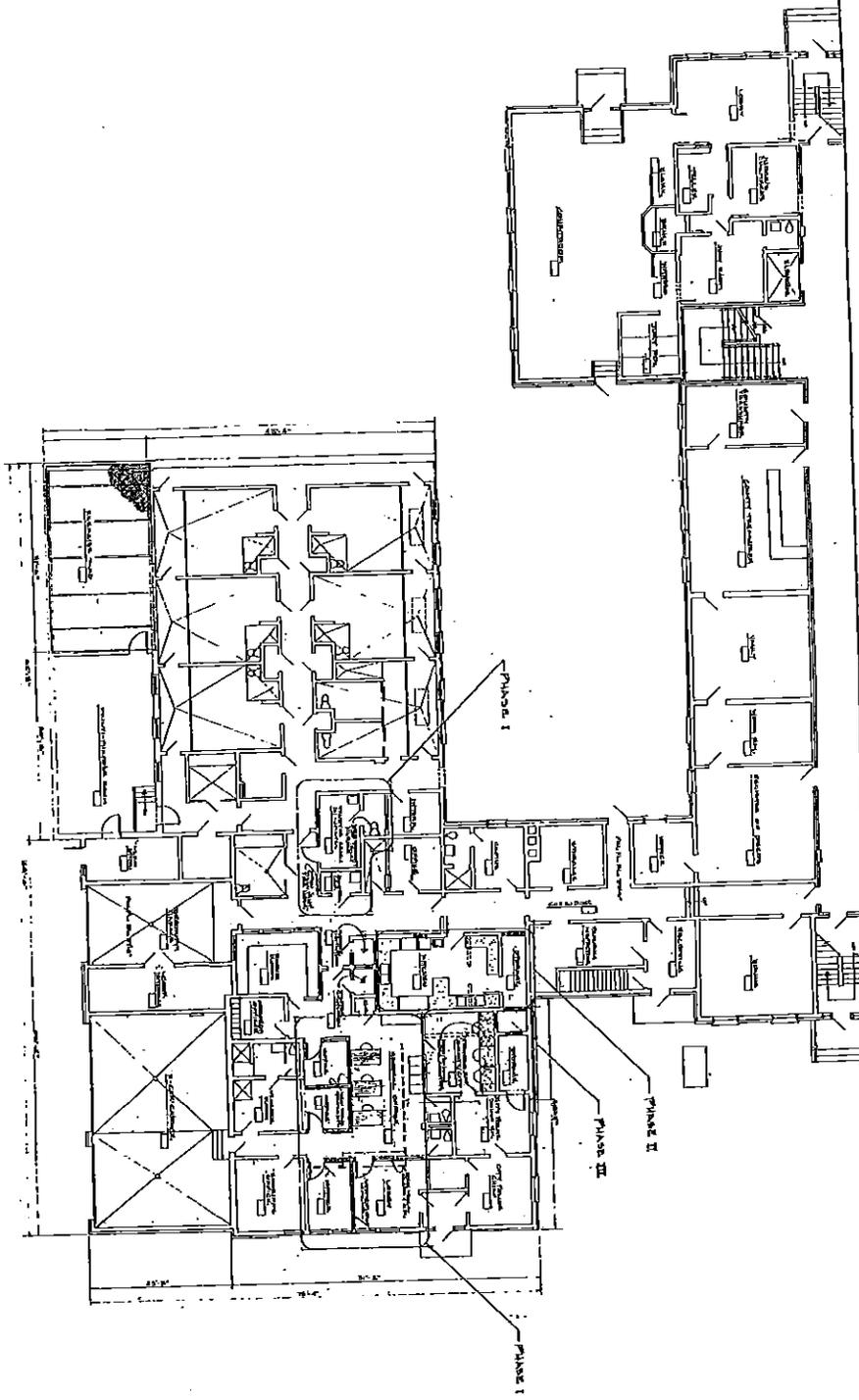
NO SCALE

N ←



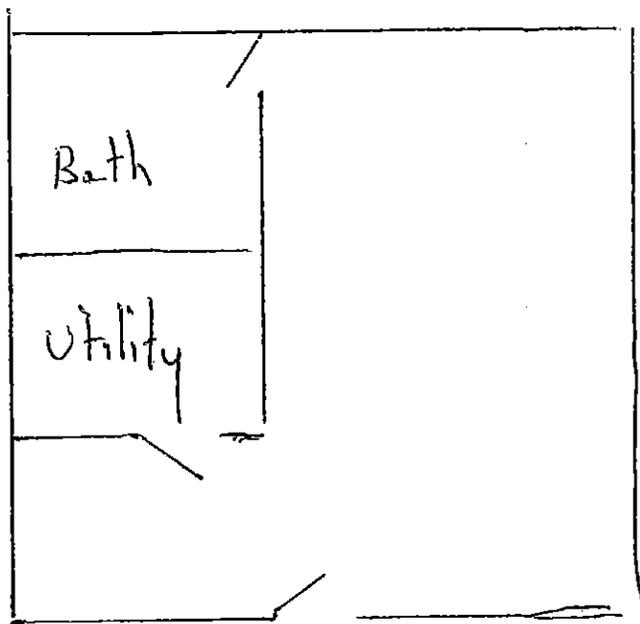
Client: Otsego Co.
 Site: Maintenance / Tunnel

EXISTING AND PROPOSED FLOOR PLAN



DO NOT
FOR CONSTRUCTION
DONALD E. MORGRIDGE
ARCHITECTS

SHEET	DATE	PROJECT NO.	PROJECT TITLE	DRAWING TITLE	 DONALD E. MORGRIDGE ARCHITECTS 618 S. COURT ST. BAYLOR, IA 50504 TELEPHONE: (515) 724-4276
	10 11 54	268888	RENOVATION OF OTSEGO COUNTY COURTHOUSE and JAIL OTSEGO COUNTY BUILDING AUTHORITY	1st FLOOR PLAN	



N ←

NO SCALE

Client:	Otsego County
Site:	Ranger Station



Transportation of Passengers with Special Medical Needs

The Otsego County Bus System's goal is to provide a safe, reliable and efficient transportation system for all residents of Otsego County. The Americans with Disabilities Act of 1990 and Title VI covering Public Transportation that receives Federal dollars for operations states that state and local governments may not discriminate on the basis of disability (18 CFR 35.130). Each service, program, or activity must be operated so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities, unless it would result in a fundamental alteration in the nature of a service, program or activity or cause an undue financial and administrative burden (28 CFR 35.150). To this end, the Otsego County Bus System will make all plausible effort to accommodate all potential bus passengers. It is necessary to note that the Otsego County Bus System is not categorized as Medical Transportation, Specialized or Ambulatory Service, which is a separate category of Public Transportation, as we are not licensed, trained/qualified or insured to perform that category of Public Transportation.

In the event of a medical emergency experienced by any Otsego County Bus System passenger, Otsego County Bus System employees will attempt basic first aid, but will not provide any further medical treatment to the afflicted passenger. The Bus Driver will immediately pull over to the side of the road and use the two-way radio to contact dispatch, which will in turn contact 9-1-1 to report the medical emergency. The bus driver and bus aide will wait for appropriate Emergency Medical Services (EMS) personnel to arrive and handle the medical situation.

For passengers with known severe special medical conditions it would be helpful, but not required, to have the passenger or caregiver report known medical conditions to the Otsego County Bus Driver that will be transporting the passenger, in writing, so that if necessary, on scene EMS personnel can be informed of these conditions in the event of a medical emergency response. Bus passengers may elect to have the bus driver keep medical information for future trips, or may request to have the information returned at the end of the trip in which the information given. Any information kept by that bus driver will be kept confidential and will be secured in a safe place when the driver is not on duty.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: *Health Care Fund*

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

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

REVENUE *wellness program costs*

Account Number	Decrease	Increase
647-050-400.001 Budgeted Use of Fund Balance	\$	\$2,000
	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
647-851-704.112 Wellness Program	\$2,000	\$
	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$2,000	\$2,000

Rachel Frisch

 Department Head Signature

8-20-09

 Date

Finance Department	
Entered:	
By:	

 Administrator's Signature

 Date

 Board Approval Date (if necessary)

 Budget Adjustment #

 Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Building and Grounds / *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 Clerk office remodeling project

Account Number	Decrease	Increase
637-050-400.001 Budgeted Use of Fund Balance	\$	\$8,000
499-050-699.030 Transfers In	\$	\$8,000
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
637-941-999.000 Transfers Out	\$8,000	\$
499-901-970.300 Property-Improvements	\$8,000	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Frisch
Department Head Signature

8-20-09
Date

Finance Department

Entered:

By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Building and Grounds /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 jail ventilation project

Account Number	Decrease	Increase
637-050-400.001 Budgeted Use of Fund Balance	\$	\$48,500
499-050-699.030 Transfers In	\$	\$48,500
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
637-941-999.000 Transfers Out	\$48,500	\$
499-901-970.300 Property-Improvements	\$48,500	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Frisch

Department Head Signature

8-20-09

Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Animal Shelter Building Fund

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

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

REVENUE animal control building architectural services

Account Number	Decrease	Increase
413-050-400.001 Budgeted Use of Fund Balance	\$	\$8,000
	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
413-901-970.300 Property-Improvements	\$8,000	\$
	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Frisch
Department Head Signature

8-20-09
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: GIS/General Funds

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 property information website

Account Number	Decrease	Increase
618-050-699.030 Transfers In	\$	\$15,000
	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-941-999.000 Contingency	\$	\$15,000
101-978-999.000 Appropriation-Mapping	\$15,000	\$
618-447-920.430 Web Maintenance	\$15,000	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Frisch
Department Head Signature

8-20-09
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General Fund

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

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

REVENUE TIGER Grant appropriation

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

EXPENDITURE

Account Number	Increase	Decrease
101-941-999.000 Contingency	\$	\$700
101-729-999.000 Appropriation - TIGER Grant	\$700	\$
	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Frisch
Department Head Signature

8-20-09
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

BALANCE SHEET - BOARD DISCRETIONARY FUNDS - JULY 31, 2009

	GENERAL FUND	BUDGET STABILIZATION	LEGAL DEFENSE	REVENUE SHARING	HEALTH CARE
ASSETS					
CASH	174,939.35	579,939.67	104,580.98	-	518,905.41
INVESTMENTS	257,405.96	341,835.32	-	-	-
IMPREST CASH	10,815.00	-	-	-	-
TAXES RECEIVABLE	438,104.34	-	-	-	-
ACCOUNTS RECEIVABLE	7,440.66	-	-	-	(497.60)
DUE FROM STATE	-	-	-	-	-
DUE FROM OTHER FUNDS	-	-	-	2,357,490.27	-
POSTAGE INVENTORY	2,657.02	-	-	-	-
SUPPLIES INVENTORY	9,192.05	-	-	-	-
PREPAID EXPENSE	-	-	-	-	-
TOTAL ASSETS	<u>900,554.38</u>	<u>921,774.99</u>	<u>104,580.98</u>	<u>2,357,490.27</u>	<u>518,407.81</u>
LIABILITIES					
ACCOUNTS PAYABLE	2,020.56	-	-	-	-
ACCRUED WAGES PAYABLE	-	-	-	-	-
DUE TO OTHER FUNDS	2,357,610.27	-	-	-	-
DEFERRED REVENUE	23,583.34	-	-	-	-
TOTAL LIABILITIES	<u>2,383,214.17</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE					
RESERVED/DESIGNATED	50,753.09	921,774.99	104,580.98	2,357,490.27	518,407.81
UNRESERVED	(1,533,412.88)	-	-	-	-
TOTAL FUND BALANCE	<u>(1,482,659.79)</u>	<u>921,774.99</u>	<u>104,580.98</u>	<u>2,357,490.27</u>	<u>518,407.81</u>
TOTAL LIAB & FUND BALANCE	<u>900,554.38</u>	<u>921,774.99</u>	<u>104,580.98</u>	<u>2,357,490.27</u>	<u>518,407.81</u>

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

OTSEGO COUNTY BOARD DISCRETIONARY FUNDS
BUDGET REPORT
JULY 31, 2009

DEPT	DESCRIPTION	YEAR-TO-DATE THRU 7/31/08	2009 AMENDED BUDGET	YEAR-TO-DATE THRU 7/31/09	AVAILABLE BALANCE	% OF BUDGET USED
GENERAL FUND						
Revenues						
010 -	PROPERTY TAXES	518,924	5,199,470.00	307,412.51	4,892,057.49	5.91
015 -	STATE UNRESTRICTED REVENUE	64,772	166,403.00	51,752.00	114,651.00	31.10
025 -	INTEREST EARNINGS	102,572	100,000.00	79,713.47	20,286.53	79.71
030 -	OTHER REVENUE	26,228	78,000.00	23,886.20	54,113.80	30.62
050 -	SPECIAL ITEMS/TRANSFERS	433,044	514,303.00	514,303.00	0.00	100.00
131 -	CIRCUIT COURT	163,494	210,900.00	137,815.26	73,084.74	65.35
132 -	LEIN FEES	-	7,000.00	3,500.00	3,500.00	50.00
133 -	DRUG COURT GRANT	-	65,000.00	8,612.97	56,387.03	13.25
134 -	RDSS TRANSPORT GRANT	-	35,000.00	0.00	35,000.00	0.00
135 -	MENTAL HEALTH GRANT	-	21,520.00	328.80	21,191.20	1.53
136 -	DISTRICT COURT	333,436	424,224.00	327,517.03	96,706.97	77.20
141 -	FRIEND OF THE COURT	143,105	294,050.00	73,279.09	220,770.91	24.92
145 -	JURY COMMISSION	3,388	7,800.00	3,157.50	4,642.50	40.48
148 -	PROBATE COURT	131,612	179,176.00	136,820.02	42,355.98	76.36
166 -	FAMILY COUNSELING SERVICES	1,620	6,860.00	1,795.80	5,124.20	25.30
215 -	COUNTY CLERK/ROD	159,880	268,100.00	146,739.29	121,360.71	54.73
253 -	TREASURER	859	1,150.00	362.60	787.40	31.53
257 -	EQUALIZATION	9,849	36,450.00	10,327.18	26,122.82	28.33
261 -	COOPERATIVE EXTENSION	-	2,246.00	0.00	2,246.00	0.00
262 -	ELECTIONS	-	31,151.00	0.00	31,151.00	0.00
267 -	PROSECUTOR	40,173	67,485.00	29,330.73	38,154.27	43.46
301 -	SHERIFF	4,136	13,530.00	14,520.07	(990.07)	107.32
302 -	SHERIFF - CIVIL DIVISION	12,718	25,000.00	19,865.00	5,135.00	79.46
310 -	REMONUMENTATION	17,575	44,966.00	(19,426.27)	64,392.27	(43.20)
320 -	JUSTICE TRAINING	1,120	5,500.00	1,099.89	4,400.11	20.00
331 -	MARINE SAFETY	3,500	16,800.00	22.00	16,778.00	0.13

DEPT	DESCRIPTION	YEAR-TO-DATE THRU 7/31/08	2009 AMENDED BUDGET	YEAR-TO-DATE THRU 7/31/09	AVAILABLE BALANCE	% OF BUDGET USED
332 -	MOTORCYCLE SAFETY EDUCATION	10,104	72,695.00	16,293.00	56,402.00	22.41
333 -	SNOWMOBILE GRANT	550	12,500.00	946.42	11,553.58	7.57
351 -	JAIL	32,742	65,400.00	46,690.25	18,709.75	71.39
427 -	EMERGENCY SERVICES	2,311	16,000.00	9,715.40	6,284.60	60.72
721 -	PLANNING / ZONING	35,323	43,300.00	29,684.70	13,615.30	68.56
	Total Revenues	2,253,035	8,031,979.00	1,976,003.91	6,055,975.09	24.60
	Expenditures					
101 -	COMMISSIONERS	96,129	174,891.00	98,558.23	76,332.77	56.35
105 -	OTHER LEGISLATIVE	20,387	20,388.00	20,387.15	0.85	100.00
131 -	CIRCUIT COURT	640,832	1,100,234.00	645,120.77	455,113.23	58.63
132 -	LEIN FEES	-	7,000.00	3,500.00	3,500.00	50.00
133 -	DRUG COURT GRANT	-	65,000.00	32,669.77	32,330.23	50.26
134 -	RDSS TRANSPORT GRANT	-	35,000.00	5,768.69	29,231.31	16.48
135 -	MENTAL HEALTH GRANT	36,407	21,520.00	2,720.00	18,800.00	12.64
136 -	DISTRICT COURT	209,636	65,488.00	37,218.89	28,269.11	56.83
141 -	FRIEND OF THE COURT	9,019	403,594.00	214,634.90	188,959.10	53.18
145 -	JURY COMMISSION	97,834	32,700.00	10,531.08	22,168.92	32.21
148 -	PROBATE COURT	942	171,287.00	98,540.22	72,746.78	57.53
166 -	FAMILY COUNSELING SERVICES	55,255	3,360.00	2,430.00	930.00	72.32
172 -	COUNTY ADMINISTRATOR	42,107	108,810.00	81,607.50	27,202.50	75.00
201 -	FINANCE DEPARTMENT	166,167	103,213.00	78,034.75	25,178.25	75.61
215 -	COUNTY CLERK/ROD	38,000	298,274.00	163,335.11	134,938.89	54.76
223 -	EXTERNAL AUDIT	57,849	38,000.00	35,999.28	2,000.72	94.73
228 -	INFORMATION TECHNOLOGY	70,531	39,780.00	28,379.12	11,400.88	71.34
253 -	TREASURER	130,135	134,717.00	69,725.28	64,991.72	51.76
257 -	EQUALIZATION	5,803	226,041.00	121,221.13	104,819.87	53.63
261 -	COOPERATIVE EXTENSION	139	44,720.00	11,173.65	33,546.35	24.99
262 -	ELECTIONS	0	31,151.00	570.85	30,580.15	1.83
264 -	BUILDING AUTHORITY	253,236	80.00	0.00	80.00	0.00
265 -	BUILDING AND GROUNDS	272,931	523,454.00	392,590.50	130,863.50	75.00
267 -	PROSECUTOR		506,369.00	264,695.74	241,673.26	52.27

DEPT	DESCRIPTION	YEAR-TO-DATE		2009	YEAR-TO-DATE		AVAILABLE		% OF BUDGET USED
		THRU 7/31/08	AMENDED BUDGET		THRU 7/31/09	BALANCE	BALANCE		
270 - HUMAN RESOURCES		25,389	50,778.00	38,083.50	12,694.50		75.00		
278 - SURVEYOR		0	200.00	0.00	200.00		0.00		
280 - SOIL CONSERVATION DISTRICT		4,000	8,000.00	8,000.00	0.00		100.00		
301 - SHERIFF		486,783	820,579.00	448,644.31	371,934.69		54.67		
302 - SHERIFF - CIVIL DIVISION		19,755	43,767.00	23,347.92	20,419.08		53.35		
305 - SANE		0	5,000.00	5,000.00	0.00		100.00		
320 - JUSTICE TRAINING		650	5,000.00	3,201.68	1,798.32		64.03		
331 - MARINE SAFETY		2,454	16,800.00	5,855.17	10,944.83		34.85		
332 - MOTORCYCLE SAFETY EDUCATION		38,717	72,695.00	35,429.62	37,265.38		48.74		
333 - SNOWMOBILE GRANT		612	12,700.00	1,069.41	11,630.59		8.42		
351 - JAIL		492,538	913,399.00	488,165.61	425,233.39		53.44		
427 - EMERGENCY SERVICES		23,881	44,718.00	24,513.08	20,204.92		54.82		
445 - DRAINS		0	3,600.00	0.00	3,600.00		0.00		
450 - REMONUMENTATION		0	44,966.00	0.00	44,966.00		0.00		
601 - DISTRICT HEALTH		148,063	158,624.00	151,764.75	6,859.25		95.68		
605 - COMMUNICABLE DISEASES		0	500.00	500.00	0.00		100.00		
631 - SUBSTANCE ABUSE		32,386	84,740.00	25,876.00	58,864.00		30.54		
648 - MEDICAL EXAMINER		28,640	72,283.00	37,282.27	35,000.73		51.58		
649 - MENTAL HEALTH		47,002	94,003.00	23,500.75	70,502.25		25.00		
681 - VETERANS BURIAL		5,351	8,300.00	4,934.37	3,365.63		59.45		
682 - VETERANS AFFAIRS		12,109	24,135.00	12,397.90	11,737.10		51.37		
721 - PLANNING / ZONING		47,670	109,790.00	55,369.25	54,420.75		50.43		
729 - CHAMBER OF COMMERCE		1,000	1,000.00	1,000.00	0.00		100.00		
731 - ECONOMIC ALLIANCE		1,000	7,500.00	7,500.00	0.00		100.00		
851 - INSURANCE AND BONDS		0	343,685.00	0.00	343,685.00		0.00		
853 - HEALTH CARE RETIREES		54,226	110,000.00	51,969.47	58,030.53		47.24		
864 - DISTRIBUTIVE SERVICES		19,388	39,600.00	30,545.39	9,054.61		77.13		
941 - CONTINGENCY		0	62,805.00	0.00	62,805.00		0.00		
961 - APPROPRIATION - HUMAN SVCS		838	4,944.00	517.46	4,426.54		10.47		
962 - APPROPRIATION - LGL DFS FUND		50,000	75,000.00	56,250.00	18,750.00		75.00		
966 - APPROPRIATION - AIRPORT		75,468	145,000.00	145,000.00	0.00		100.00		
967 - APPROPRIATION - CHILD CARE		162,500	280,000.00	210,000.00	70,000.00		75.00		

DEPT	DESCRIPTION	YEAR-TO-DATE THRU 7/31/08	2009 AMENDED BUDGET	YEAR-TO-DATE THRU 7/31/09	AVAILABLE BALANCE	% OF BUDGET USED
969	- APPROPRIATION - OTHER FUNDS	5,500	39,472.00	39,472.00	0.00	100.00
970	- APPROPRIATION - EQUIP FUND	80,000	50,000.00	50,000.00	0.00	100.00
971	- APPROPRIATION - SLDRS SLRS	5,000	5,000.00	5,000.00	0.00	100.00
973	- APPROPRIATION - BUDGET STABLIZ FUND	112,325	112,325.00	112,325.00	0.00	100.00
978	- APPROPRIATION - MAPPING FUND	4,500	6,000.00	6,000.00	0.00	100.00
	Total Expenditures	4,191,084	8,031,979.00	4,527,927.52	3,504,051.48	56.37

NET OF REVENUES AND EXPENDITURES (1,938,049) (2,551,923.61)

FUND BALANCE - JANUARY 1, 2009 853,990.00 1,069,264.27
FUND BALANCE - JULY 31 (1,084,059) (1,482,659)

BUDGET STABILIZATION FUND	
Revenues	
025 - INTEREST EARNINGS	10,582 0.00 14,003.41 (14,003.41) 100.00
050 - SPECIAL ITEMS/TRANSFERS	112,325 112,325.00 112,325.00 0.00 100.00
Total Revenues	122,907 112,325.00 126,328.41 (14,003.41) 112.47

Expenditures	
941 - CONTINGENCY	0 112,325.00 0.00 112,325.00 0.00
Total Expenditures	0 112,325.00 0.00 112,325.00 0.00

NET OF REVENUES AND EXPENDITURES 122,907 126,328.41

FUND BALANCE - JANUARY 1 660,533 795,446.58
FUND BALANCE - JULY 31 783,440 921,775

DEPT	DESCRIPTION	YEAR-TO-DATE THRU 7/31/08	2009 AMENDED BUDGET	YEAR-TO-DATE THRU 7/31/09	AVAILABLE BALANCE	% OF BUDGET USED
LEGAL DEFENSE FUND						
Revenues						
	050 - SPECIAL ITEMS/TRANSFERS	50,000	75,000.00	56,250.00	18,750.00	75.00
	Total Revenues	50,000	75,000.00	56,250.00	18,750.00	75.00
Expenditures						
	130 - 46TH CIRCUIT TRIAL COURT	38,712	37,500.00	7,359.64	30,140.36	19.63
	270 - HUMAN RESOURCES	33,861	37,500.00	1,092.50	36,407.50	2.91
	Total Expenditures	72,573	75,000.00	8,452.14	66,547.86	11.27
NET OF REVENUES AND EXPENDITURES		(22,573)		47,797.86		
FUND BALANCE - JANUARY 1		160,229		56,783.12		
FUND BALANCE - JULY 31		137,656		104,581		
REVENUE SHARING RESERVE						
Revenues						
	010 - PROPERTY TAXES/USE OF FUND BALANCE	-	444,303.00	0.00	444,303.00	0.00
	Total Revenues	-	444,303.00	0.00	444,303.00	0.00
Expenditures						
	999 - TRANSFER OUT	433,044	444,303.00	444,303.00	0.00	100.00
	Total Expenditures	433,044	444,303.00	444,303.00	0.00	100.00
NET OF REVENUES AND EXPENDITURES		(433,044)		(444,303.00)		
FUND BALANCE - JANUARY 1		3,093,993		2,801,793.27		
FUND BALANCE - JULY 31		2,660,949		2,357,490		

DEPT	DESCRIPTION	YEAR-TO-DATE THRU 7/31/08	2009 AMENDED BUDGET	YEAR-TO-DATE THRU 7/31/09	AVAILABLE BALANCE	% OF BUDGET USED
HEALTH CARE FUND						
Revenues						
	025 - INTEREST EARNINGS	13,191	0.00	2,732.66	(2,732.66)	100.00
	485 - HEALTH CARE CONTRIBUTIONS	714,375	1,191,227.00	622,515.05	568,711.95	52.00
	Total Revenues	727,566	1,191,227.00	625,247.71	565,979.29	55.83
Expenditures						
	851 - INSURANCE AND BONDS	466,030	1,100,000.00	586,839.89	513,160.11	53.35
	999 - TRANSFER OUT	-	91,227.00	91,226.91	0.09	100.00
	Total Expenditures	466,030	1,191,227.00	678,066.80	513,160.20	60.54
NET OF REVENUES AND EXPENDITURES						
		261,536		(52,819.09)		
FUND BALANCE - JANUARY 1						
		533,524		571,226.90		
FUND BALANCE - JULY 31						
		<u>795,060</u>		<u>518,408</u>		

VEND. INV#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
28607								
90008389	GASLIGHT MEDIA		08/06/2009	08/07/2009	16.00	0.00	P	Y
	28607 MONTHLY PORT FEE FOR PARK		MFITZGERALD					
	208-751-726.000	28607			16.00			
16606	JUNE/JUL							
90008390	CONSUMERS ENERGY		08/06/2009	08/07/2009	123.14	0.00	P	Y
	1000 4401 6606		MFITZGERALD					
	208-751-930.620	IRONTONE ELECTRIC BILL			123.14			
94256036								
90008391	STATE CHEMICAL MANUFACTURING CO		08/06/2009	08/07/2009	117.46	0.00	P	Y
	GARBAGE BAGS		MFITZGERALD					
	208-752-726.025	GARBAGE BAGS			117.46			
7/21/09	REFUND							
90008392	RUTH WEAKMAN		08/06/2009	08/07/2009	36.00	0.00	P	Y
	CAMPING REFUND		MFITZGERALD					
	208-440-652.050	CAMPING REFUND			36.00			
255120/121								
90008393	JOHN HESS		08/06/2009	08/07/2009	175.00	0.00	P	Y
	FIREWOOD		MFITZGERALD					
	208-751-726.000	FIREWOOD 7/22			87.50			
	208-751-726.000	FIREWOOD 7/27			87.50			
7/22/09	REFUND							
90008394	IRA MONROE		08/06/2009	08/07/2009	36.00	0.00	P	Y
	CAMPING REFUND		MFITZGERALD					
	208-440-652.050	CAMPING REFUND			36.00			
7/23/09	REF							
90008395	WENDY FINDLEY		08/06/2009	08/07/2009	32.00	0.00	P	Y
	CAMPING REFUND		MFITZGERALD					
	208-440-652.050	CAMPING REFUND			32.00			
2009								
90008396	DOUG HYDE		08/06/2009	08/07/2009	300.00	0.00	P	Y
	TENNIS INSTRUCTOR		MFITZGERALD					
	208-752-940.010	TENNIS INSTRUCTOR			300.00			
6063								
90008397	PURCHASE SALES		08/06/2009	08/07/2009	175.06	0.00	P	Y
	6063 ICE CREAM		MFITZGERALD					
	208-751-726.000	6063			175.06			
10535567								
90008398	HP PRODUCTS		08/06/2009	08/07/2009	212.84	0.00	P	Y
	10535567 GARBAGE BAGS10535597 PAPER T		MFITZGERALD					
	208-751-726.025	I0535567			58.38			
	208-751-726.025	I0535597			154.46			

VEND. INV#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
JULY 21 09								
90008399	ALITEL		08/06/2009 MFITZGERALD	08/07/2009	109.62	0.00	P	Y
	6290934584-156							
	208-752-930.210	CELL PHONE BILL			109.62			
95775								
90008400	SPARTAN SEWER & SEPTIC TANK SERVICE		08/06/2009 MFITZGERALD	08/07/2009	150.00	0.00	P	Y
	95775 LIBKE FIELD HANDICAP UNIT							
	208-751-920.200	95775			150.00			
JULY 7 09								
90008401	GAYLORD COMMUNITY SCHOOLS		08/06/2009 MFITZGERALD	08/07/2009	127.50	0.00	P	Y
	BILLING FOR FOOD							
	208-752-726.000	BILLING FOR FOOD			127.50			
127368								
90008402	LAPPANS OF GAYLORD INC		08/06/2009 MFITZGERALD	08/07/2009	1,269.89	0.00	P	Y
	127368 TRACTOR MAINTENANCE							
	208-751-726.050	127368			1,269.89			
209								
90008403	BAYMONT INN-GAYLORD		08/06/2009 MFITZGERALD	08/07/2009	140.38	0.00	P	Y
	ROOM FOR GAULT RACE MGT							
	208-752-940.010	ROOM			140.38			
7/28/09 REFUND								
90008404	SUE WOZNIAK		08/06/2009 MFITZGERALD	08/07/2009	13.00	0.00	P	Y
	CAMPING REFUND							
	208-440-652.050	CAMPING REFUND			13.00			
05267581838-0								
90008405	WASTE MANAGEMENT		08/06/2009 MFITZGERALD	08/07/2009	7.57	0.00	P	Y
	CENTER GARBAGE BILL 05267581838-0							
	208-752-920.200	0526758-1838-0			7.57			
05267571838-2								
90008406	WASTE MANAGEMENT		08/06/2009 MFITZGERALD	08/07/2009	406.85	0.00	P	Y
	05267571838-2 PARK GARBAGE BILL							
	208-751-920.200	05267571838-2			406.85			
6134								
90008407	PURCHASE SALES		08/06/2009 MFITZGERALD	08/07/2009	227.78	0.00	P	Y
	6134 ICE CREAM							
	208-751-726.000	6134			227.78			
301328								
90008408	ADVANCE ELECTRIC INC		08/06/2009 MFITZGERALD	08/07/2009	1.02	0.00	P	Y
	LEVEL PLATE							
	208-751-726.000	LEVEL PLATE			1.02			

VEND. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
INV REF#	DESCRIPTION	ENTERED BY					
	GL DISTRIBUTION						
255118							
90008409	JOHN HESS	08/06/2009	08/07/2009	175.00	0.00	P	Y
	FIREWOOD 7/14, FIREWOOD 8/1	MFITZGERALD					
	208-751-726.000	FIREWOOD 7/14		87.50			
	208-751-726.000	FIREWOOD 8/1		87.50			
785							
90008410	LOGJAM ENTERPRISES	08/06/2009	08/07/2009	536.85	0.00	P	Y
	WOOD, ICE	MFITZGERALD					
	208-751-726.000	WOOD, ICE		536.85			
311259							
90008411	S&K QUICK LUBE	08/06/2009	08/07/2009	29.95	0.00	P	Y
	OIL CHANGE ON TRUCK	MFITZGERALD					
	208-751-726.050	OIL CHANGE ON TRUCK		29.95			
8/1/09							
90008412	CALVIN VISSER	08/06/2009	08/07/2009	13.00	0.00	P	Y
	CAMPING REFUND	MFITZGERALD					
	208-440-652.050	CAMPING REFUND		13.00			
8/1/09 REFUND							
90008413	DENISE THOMAS	08/06/2009	08/07/2009	66.00	0.00	P	Y
	CAMPING REFUND	MFITZGERALD					
	208-440-652.050	CAMPING REFUND		66.00			
7/25/09 REFUND							
90008414	DANELLE MATUSIK	08/06/2009	08/07/2009	36.00	0.00	P	Y
	CAMPING REFUND	MFITZGERALD					
	208-440-652.050	CAMPING REFUND		36.00			
7/29/09							
90008415	LAURA SPONKOWSKI	08/06/2009	08/07/2009	36.00	0.00	P	Y
	CAMPING REFUND	MFITZGERALD					
	208-440-652.050	CAMPING REFUND		36.00			
8/1/09 PAVALLION							
90008416	GRACE BAPTIST CHURCH	08/06/2009	08/07/2009	100.00	0.00	P	Y
	PAVILLION REFUND	MFITZGERALD					
	208-440-652.050	PAVILLION REFUND		100.00			
185591 186272							
90008417	PRO-BUILD	08/06/2009	08/07/2009	369.74	0.00	P	Y
	185591 CLOSET POLE, 186272 FENCE RAIL	MFITZGERALD					
	208-751-726.050	188591		9.90			
	208-751-726.050	186272		279.90			
	208-751-726.050	185339		60.72			
	208-751-726.050	185470		19.22			

VEND. INV#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE	ENTERED BY	INVT DATE	INVT AMT	AMT DUE	STATUS	JNLIZED?
890502	AUG 09								
90008418	VERIZON NORTH		08/06/2009	08/07/2009	82.02	0.00	P		Y
	213040234904486604		MFTZGERALD						
	208-752-930.210		CENTER PHONE BILL		82.02				
09	ALPENEFEST								
90008419	HYPER ACTIVE DESIGN		08/06/2009	08/07/2009	516.00	0.00	P		Y
	PINK SHIRTS FOR ALPENEFEST RUN		MFTZGERALD						
	208-752-726.000		SHIRTS		516.00				
654322	/23								
90008420	DUNNS		08/06/2009	08/07/2009	96.21	0.00	P		Y
	CALENDAR PAGES, PAPER CLIPS, MARKERS, MFTZGERALD								
	208-751-726.000		PAGES		13.49				
	208-752-726.000		PAPER CLIPS		3.88				
	208-751-726.000		MARKERS, PAPER		78.84				
09070986	WMJZ		08/06/2009	08/07/2009	200.00	0.00	P		Y
90008421	PARK ADVERTISING		MFTZGERALD						
	208-751-930.300		ADVERTISING		200.00				
199564									
90008422	KSS ENTERPRISES		08/06/2009	08/07/2009	140.14	0.00	P		Y
	199564 PAPER BROWN TOWEL, TOILET PAPER MFTZGERALD								
	208-752-726.025		199564		140.14				

of Invoices: 34 # Due: 0 TOTALS: 6,074.02 0.00

--- TOTALS BY FUND --- 6,074.02 0.00

--- TOTALS BY DEPT/ACTIVITY ---

440	368.00
751	4,161.45
752	1,544.57

VEND. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
90008444	AVFUEL CORPORATION	08/12/2009	08/12/2009	15,000.00	0.00	P	Y
	GAYLORD REGIONAL AIRPORT PAYMENT						
	281-537-930.664			15,000.00			
	AIRPLANE FUEL						
90008445	CHEBOYGAN COUNTY COMM. DEV. DEPT	08/12/2009	08/12/2009	0.00	0.00	V	Y
	TRAILSIDE COMMUNITY ENHANCEMENT PROJEMFITZGERALD						
	101-101-940.010			0.00			
	OUTSIDE CONTRACTED SERVICES						
	*** VOID ***						
90008257	CHRISTINE ROSS	08/06/2009	08/18/2009	106.38	0.00	P	Y
	P V SHARON STEWART RESTITUTION						
	701-000-271.000			106.38			
	RESTITUTIONS PAYABLE						
90008258	GLENS MARKET	08/05/2009	08/18/2009	150.00	0.00	P	Y
	RESTITUTION OWED P VS MELLISSA LANTZDEFEYTER						
	701-000-271.000			150.00			
	RESTITUTIONS PAYABLE						
90008259	MAURICES, INC	08/06/2009	08/18/2009	250.00	0.00	P	Y
	RE: STEPHANIE PASCHKE RESTITUTION OWESDEFEYTER						
	701-000-271.000			250.00			
	RESTITUTIONS PAYABLE						
90008260	GREG & KIMBERLY ROSS	08/06/2009	08/18/2009	6.25	0.00	P	Y
	P VS JEFFREY REYNERO						
	701-000-271.000			6.25			
	RESTITUTIONS PAYABLE						
90008261	FRED & SHIRLEY ROSS	08/06/2009	08/18/2009	18.75	0.00	P	Y
	RE: JEFFREY REYNERO						
	701-000-271.000			18.75			
	RESTITUTIONS PAYABLE						
90008262	A&L IRON	08/06/2009	08/18/2009	25.00	0.00	P	Y
	RESTITUTION OWED BY TINA KUHN						
	701-000-271.000			25.00			
	RESTITUTIONS PAYABLE						
90008269	FARM BUREAU INSURANC	08/06/2009	08/18/2009	40.00	0.00	P	Y
	RE: KEVIN WEBBER 001-39328A-080						
	701-000-271.000			40.00			
	RESTITUTIONS PAYABLE						
90008270	OTSEGO LAKE TOWNSHIP	08/06/2009	08/18/2009	6,125.00	0.00	P	Y
	PAID IN FULL P VS WHYTE						
	701-000-271.000			6,125.00			
	RESTITUTIONS PAYABLE						

INV REF#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
81762	PHIL DIECK AGENCY		08/06/2009	08/18/2009	50.00	0.00	P	Y
90008272	P VS MICHAEL COKER RESTITUTION		SDEFEXTER					
	701-000-271.000	RESTITUTIONS PAYABLE			50.00			
81761/81841	PROGRESSIVE INSURANCE COMPANY		08/06/2009	08/18/2009	100.00	0.00	P	Y
90008274	RESTITUTION OWED MICHAEL COKER		SDEFEXTER					
	701-000-271.000	RESTITUTIONS PAYABLE			100.00			
81757/81840	CHRISTOPHER YOUNG		08/06/2009	08/18/2009	80.00	0.00	P	Y
90008277	P VS DANIEL MOORE RESTITUTION OWED		SDEFEXTER					
	701-000-271.000	RESTITUTIONS PAYABLE			80.00			
81844	EMPLOYERS MUTUAL CASUALTY CO		08/06/2009	08/18/2009	50.00	0.00	P	Y
90008278	P VS DANIELLE HAMBLEN		SDEFEXTER					
	701-000-271.000	RESTITUTIONS PAYABLE			50.00			
81860	KWART		08/06/2009	08/18/2009	13.00	0.00	P	Y
90008279	P VS KATRINA CRYDERMAN		SDEFEXTER					
	701-000-271.000	RESTITUTIONS PAYABLE			13.00			
81859	CROSSROADS INDUSTRIES		08/06/2009	08/18/2009	100.00	0.00	P	Y
90008280	P VS DEBORAH TUSZNSKI		SDEFEXTER					
	701-000-271.000	RESTITUTIONS PAYABLE			100.00			
81858	U.S. POST OFFICE		08/06/2009	08/18/2009	20.00	0.00	P	Y
90008282	P VS VINCENT KOGOWSKI RESTITUTION OWESDEFEXTER		SDEFEXTER					
	701-000-271.000	RESTITUTIONS PAYABLE			20.00			
60162-JULY 2009	OMH MEDICAL GROUP & MEDCAR WALKIN		08/18/2009	08/18/2009	70.00	0.00	P	Y
90008306	ACCT 6061 DOT RECERT		TADAM					
	588-699-940.010	OUTSIDE CONTRACTED SERVICES			70.00			
100019515327	CONSUMERS ENERGY		08/07/2009	08/18/2009	1,733.10	0.00	P	Y
90008307	100019515327 JULY		PMILLER					
	588-699-930.620	ELECTRICITY			1,733.10			
74710026	JOHNSON OIL COMPANY		08/07/2009	08/18/2009	7,998.22	0.00	P	Y
90008308	74710026 JULY		PMILLER					
	588-699-930.660	GASOLINE			7,998.22			

INV REF#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	JNLZD?
AUG 4TH ELECTIO								
90008385	NANCY STECKER		08/06/2009 SDEFEYTER	08/18/2009	44.80	0.00	P	Y
	CANVASS AUG 4TH ELECTION							
	101-262-703.040		PER DIEM		40.00			
	101-262-930.500		TRAVEL		4.80			
AUG 4TH ELECTIO								
90008386	LEONARD DEFFENBAUGH		08/06/2009 SDEFEYTER	08/18/2009	50.40	0.00	P	Y
	CANVASS AUG 4TH ELECTION							
	101-262-703.040		PER DIEM		40.00			
	101-262-930.500		TRAVEL		10.40			
AUG 4TH ELECTIO								
90008387	CONSTANCE BILOTSKE		08/06/2009 SDEFEYTER	08/18/2009	40.80	0.00	P	Y
	CANVASS AUG 4TH ELECTION							
	101-262-703.040		PER DIEM		40.00			
	101-262-930.500		TRAVEL		0.80			
AUG 4TH ELECTIO								
90008388	WILLIAM LIGHT		08/06/2009 SDEFEYTER	08/18/2009	52.00	0.00	P	Y
	CANVASS AUG 4TH ELECTION							
	101-262-703.040		PER DIEM		40.00			
	101-262-930.500		TRAVEL		12.00			
PENALTY REFUND								
90008423	OTSEGO LAKE TOWNSHIP		08/18/2009	08/18/2009	19.09	0.00	P	Y
	PENALTY PORTION OF DELQ PERSPROP TAXEBAREESI							
	101-010-445.022		INT ON TAXES - PENALTY PORTION TO		19.09			
TITLE FEES								
90008424	TITLE CHECK LLC		08/10/2009 JVDENBROOM	08/18/2009	18,858.40	0.00	P	Y
	TITLE SEARCHES 2007 TAXES							
	516-000-228.051 TAX07		TITLE SRCH FEE--DELQ TAX FORE		18,858.40			
BOR REFUND								
90008425	MAAS DEVELOPMENT LLC		08/10/2009 JVDENBROOM	08/18/2009	2,279.10	0.00	P	Y
	10490001300103 B.O.R REFUND 2008							
	516-000-026.020		DELINQUENT TAXES - CHG BACK		2,279.10			
2008 B.O.R								
90008426	ALEXANDER, CHRISTINE		08/10/2009 JVDENBROOM	08/18/2009	23.79	0.00	P	Y
	10810000009200 B.O.R. REFUND VALUE							
	516-000-026.020		DELINQUENT TAXES - CHG BACK		23.79			
JULY 2009								
90008427	STATE OF MICHIGAN		08/11/2009 SDEFEYTER	08/18/2009	832.00	0.00	P	Y
	CCW FEES FOR JULY 2009							
	701-000-228.016		PISTOL PERMITS		832.00			

INV REF#	VENDOR DESCRIPTION GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
81872							
90008438	TIMOTHY HORD, DDS P VS CURRY # 94-1925 RS PMT 701-000-271.000 RESTITUTIONS PAYABLE	08/11/2009 LVANLIERE	08/18/2009	75.00	0.00	P	Y
81911							
90008439	FARM BUREAU INSURANC P VS WEBBER # 00-2509 RS PMT 701-000-271.000 RESTITUTIONS PAYABLE	08/11/2009 LVANLIERE	08/18/2009	40.00	0.00	P	Y
81906							
90008440	GLENS MARKET P VS TENNANT # 97-2171 RS PMT 701-000-271.000 RESTITUTIONS PAYABLE	08/11/2009 LVANLIERE	08/18/2009	10.00	0.00	P	Y
81909							
90008441	BEVERLY ENTERPRISES P VS EVANS # 89-1426 RS PMT 701-000-271.000 RESTITUTIONS PAYABLE	08/11/2009 LVANLIERE	08/18/2009	50.00	0.00	P	Y
81907							
90008442	DEPENDABLE CONCRETE P VS YODER # 07-3745 RS PMT 701-000-271.000 RESTITUTIONS PAYABLE	08/11/2009 LVANLIERE	08/18/2009	80.00	0.00	P	Y
28680							
90008451	GASLIGHT MEDIA 28680 WIRELESS UC MAN 637-265-920.410 SERVICE CONTRACTS	08/12/2009 MFTZGERALD	08/18/2009	16.00	0.00	P	Y
1473							
90008452	OTSEGO CLUB & RESORT RESTITUTION 07-173 701-000-271.148 RESTITUTIONS PAYABLE-PRST CT	08/12/2009 MFTZGERALD	08/18/2009	50.00	0.00	P	Y
7-22-09							
90008453	PETER ZOUTENDYK PYSCH EVAL & ASSESSMENT 292-662-940.010 OUTSIDE CONTRACTED SERVICES	08/12/2009 MFTZGERALD	08/18/2009	600.00	0.00	P	Y
8-7-09							
90008454	KATHRYN HOLMES, MA LPC COUNSELING 292-662-940.010 OUTSIDE CONTRACTED SERVICES	08/12/2009 MFTZGERALD	08/18/2009	345.00	0.00	P	Y
68505							
90008455	EAGLE VILLAGE PLACEMENT 7/20-8/2/09 292-662-930.810 OTHER INSTITUTIONS	08/12/2009 MFTZGERALD	08/18/2009	3,206.00	0.00	P	Y

INVOICE REGISTER FOR COUNTY OF OTSEGO
POST DATE 08/12/2009 - 08/18/2009 JOURNALIZED & UNJOURNALIZED OPEN & PAID

VEND. INV#	VENDOR DESCRIPTION	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
13487	GL DISTRIBUTION						
90008457	CORRECTIONAL MANAGEMENT PLACEMENT 7/1-7/9 2009 292-662-930.810 OTHER INSTITUTIONS	08/12/2009 MFITZGERALD	08/18/2009	1,584.00 1,584.00	0.00	P	Y
8-4-09							
90008458	THOMAS SAWYER TRANSPORT 8/4/09 101-134-930.500 101-134-940.010 TRAVEL OUTSIDE CONTRACTED SERVICES	08/12/2009 MFITZGERALD	08/18/2009	203.49 161.49 42.00	0.00	P	Y
8/4/09							
90008459	GLORIA SAWYER TRANSPORT 101-134-940.010 OUTSIDE CONTRACTED SERVICES	08/12/2009 MFITZGERALD	08/18/2009	42.00 42.00	0.00	P	Y
7/31/09							
90008461	CATHOLIC HUMAN SERVICES SPRING 09 D TO A 292-662-940.010 OUTSIDE CONTRACTED SERVICES	08/12/2009 MFITZGERALD	08/18/2009	6,525.66 6,525.66	0.00	P	Y
1469							
90008462	JASON SAJDAK RESTITUTION 701-000-271.148 RESITUTIONS PAYABLE-PRBT CT	08/12/2009 MFITZGERALD	08/18/2009	15.00 15.00	0.00	P	Y
1468							
90008464	OTSEGO CLUB & RESORT RESTITUTION 07-179 701-000-271.148 RESITUTIONS PAYABLE-PRBT CT	08/12/2009 MFITZGERALD	08/18/2009	35.00 35.00	0.00	P	Y
101522							
90008469	ANDERSON, TACKMAN & CO. PLC FINAL FOR 2008 AUDIT 101-223-801.020 PROFESSIONAL	08/12/2009 MFITZGERALD	08/18/2009	2,000.62 2,000.62	0.00	P	Y
2354							
90008470	NORTH COUNTRY COMMUNITY MENTAL HEAL 2354 2ND QTR APPROPRIATIONS 09 101-649-940.010 OUTSIDE CONTRACTED SERVICES	08/12/2009 MFITZGERALD	08/18/2009	23,500.75 23,500.75	0.00	P	Y
67155 JULY 09							
90008471	CONSUMERS ENERGY 1000 0006 7155 637-265-930.620 ALPCT ELECTRICITY	08/12/2009 MFITZGERALD	08/18/2009	156.99 156.99	0.00	P	Y
78521 JULY 09							
90008472	CONSUMERS ENERGY 1000 0027 8521 637-265-930.620 ALPCT ELECTRICITY	08/12/2009 MFITZGERALD	08/18/2009	174.36 174.36	0.00	P	Y

INVOICE REGISTER FOR COUNTY OF OTSEGO
POST DATE 08/12/2009 - 08/18/2009 JOURNALIZED & UNJOURNALIZED OPEN & PAID

INV REF#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE	INVTY	INVTY	AMT DUE	STATUS	UNLIZED?
90929	JULY 09							
90008473	CONSUMERS ENERGY		08/12/2009	08/18/2009	16.68	0.00	P	Y
	1000 2119 0929		MFITZGERALD					
	637-265-930.620 SILLI	ELECTRICITY			16.68			
300014	JULY09							
90008474	DTE ENERGY		08/12/2009	08/18/2009	53.89	0.00	P	Y
	4633 133 00014		MFITZGERALD					
	637-265-930.610 SILLI	NATURAL GAS			53.89			
041115	080109							
90008475	VERIZON NORTH		08/12/2009	08/18/2009	931.39	0.00	P	Y
	213040235631499701		MFITZGERALD					
	637-265-930.210	TELEPHONE			931.39			
1038430721	OMEST		08/12/2009	08/18/2009	345.46	0.00	P	Y
90008476	1038430721		MFITZGERALD					
	637-265-930.210	TELEPHONE			345.46			
JULY 2009								
90008478	SPEEDWAY SUPRAMERICA LLC		08/17/2009	08/18/2009	6,894.04	0.00	P	Y
	100 1181 575 FUEL JULY 2009		MFITZGERALD					
	645-172-930.660	GASOLINE			64.35			
	281-537-930.660	GASOLINE			148.67			
	212-430-930.660	GASOLINE			495.13			
	637-265-930.660	GASOLINE			245.09			
	205-301-930.660	GASOLINE			463.59			
	210-651-700.000	COMP UNIT EXPENSES			2,441.46			
	101-257-930.660	GASOLINE			102.20			
	101-721-930.660	GASOLINE			114.87			
	249-371-930.660	GASOLINE			114.87			
	101-331-930.660	GASOLINE			74.01			
	101-302-930.660	GASOLINE			313.51			
	208-752-930.660	GASOLINE			509.16			
	101-301-930.660	GASOLINE			1,704.90			
	293-689-930.660	GASOLINE			57.17			
	261-427-930.660	GASOLINE			45.06			
AUG 4 09								
90008480	ALLTEL		08/17/2009	08/18/2009	0.00	0.00	V	Y
	5800496142-156		MFITZGERALD					
	261-427-930.230	CELLULAR						
								*** VOID ***
1137590								
90008481	MAXIMUM SECURITY		08/17/2009	08/18/2009	89.97	0.00	P	Y
	1137590 CRTS SEPT-NOV 09		MFITZGERALD					
	637-265-920.410	SERVICE CONTRACTS			89.97			

INV REF#	VENDOR DESCRIPTION GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
8-4-09 90008482	GLORIA SAWYER TRANSPORT 101-134-940.010 OUTSIDE CONTRACTED SERVICES	08/17/2009 MFITZGERALD	08/18/2009	42.00	0.00	P	Y
8/4/09 90008483	THOMAS SAWYER TRANSPORT 8/4/09 101-134-930.500 101-134-940.010 TRAVEL OUTSIDE CONTRACTED SERVICES	08/17/2009 MFITZGERALD	08/18/2009	203.49 161.49 42.00	0.00	P	Y
AUG 4 09 90008484	THOMAS SAWYER TRANSPORT 292-662-930.500 292-662-930.830 TRAVEL SVCS OF CARE GIVER	08/17/2009 MFITZGERALD	08/18/2009	26.40 18.40 8.00	0.00	P	Y
AUG 4 09 90008485	GLORIA SAWYER TRANSPORT 292-662-930.830 SVCS OF CARE GIVER	08/17/2009 MFITZGERALD	08/18/2009	8.00 8.00	0.00	P	Y
00196223 90008486	MUNICIPAL EMPLOYEES RETIREMENT SYST COURT MERS JULY 2009 704-000-231.700 RETIREMENT -MERS	08/17/2009 MFITZGERALD	08/18/2009	7,350.72 7,350.72	0.00	P	Y
JULY 09 FOC 90008487	BRUCE CRANHAM, PC FOC REFEREE SVCS JULY 09 101-141-940.010 215-141-940.010 OUTSIDE CONTRACTED SERVICES OUTSIDE CONTRACTED SERVICES	08/17/2009 MFITZGERALD	08/18/2009	2,250.00 1,912.50 337.50	0.00	P	Y
1006988-2009063 90008488	ACCURINT JUNE 09 SKIP TRACING FEES 101-141-940.010 215-141-940.010 OUTSIDE CONTRACTED SERVICES OUTSIDE CONTRACTED SERVICES	08/17/2009 MFITZGERALD	08/18/2009	50.00 42.50 7.50	0.00	P	Y
05-3337-FH 90008489	JOHN P. LANE PROCESS SERVER FEE 101-131-930.450 SHIPPING AND MAILING	08/17/2009 MFITZGERALD	08/18/2009	69.20 69.20	0.00	P	Y
7/31/09 90008490	STATE OF MICHIGAN JULY 09 MONTH END 211D 701-000-228.020 701-000-228.037 701-000-228.042 701-000-228.057 701-000-228.058 701-000-228.059 STATE CNSRVN CSTS LQDTN DMG CRIME VICTIM RIGHTS FUNDS STATE COURT FUND JUROR COMPENSATION REIMBURSE CIVIL FILING FEE FUND JUSTICE SYSTEM FUND	08/17/2009 MFITZGERALD	08/18/2009	32,759.91 3,340.00 1,730.13 250.00 466.66 5,432.00 21,541.12	0.00	P	Y

VENDOR INV#	VENDOR DESCRIPTION	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
7/31/09 90008491	SECRETARY OF STATE JULY 09 MONTH END 211D 701-000-228.030 DRIVERS LICENSE REINSTATEMENT	08/17/2009 MFITZGERALD	08/18/2009	466.67	0.00	P	Y
7-31/09 90008492	GAYLORD CITY TREASURER JULY 09 MONTH END 211D 701-000-221.000 DUE CITIES	08/17/2009 MFITZGERALD	08/18/2009	415.80	0.00	P	Y
7/31/09 90008493	PAULUN, CASSANDRA MARIE OVERPAYMENT ON 09-04904-SI-3 701-000-286.002 CASH REFUNDS DISTRICT COURT	08/17/2009 MFITZGERALD	08/18/2009	35.00	0.00	P	Y
7/31/09 90008494	AMANDA KLEE RESTITUTION PYMT 0921879SM3 HOENINGHAMFITZGERALD 701-000-271.130 RESTITUTIONS PAYALBE - DIST CT	08/17/2009 MFITZGERALD	08/18/2009	11.12	0.00	P	Y
6/30/09 90008495	AMANDA KLEE REST. PYMT 0921879SM3 HOENINGHAUSEN MFITZGERALD 701-000-271.130 RESTITUTIONS PAYALBE - DIST CT	08/17/2009 MFITZGERALD	08/18/2009	7.50	0.00	P	Y
7/31/09 90008496	JOSEPH LEO ALLARD REST. PYMT LEECH 0922266SM3 701-000-271.130 RESTITUTIONS PAYALBE - DIST CT	08/17/2009 MFITZGERALD	08/18/2009	50.00	0.00	P	Y
7/31/09 90008497	AUTO OWNERS INSURANCE CO. REST PYMT ROSWELL 06-19325FY3 701-000-271.130 RESTITUTIONS PAYALBE - DIST CT	08/17/2009 MFITZGERALD	08/18/2009	100.00	0.00	P	Y
7/31/09 90008498	JANA BECKWITH REST PYMT COLE 09-22118ST3 701-000-271.130 RESTITUTIONS PAYALBE - DIST CT	08/17/2009 MFITZGERALD	08/18/2009	50.00	0.00	P	Y
7/31/09 90008499	DAVID BENTLEY REST PYMT BERLANGA 07-20155-SD3 701-000-271.130 RESTITUTIONS PAYALBE - DIST CT	08/17/2009 MFITZGERALD	08/18/2009	42.00	0.00	P	Y
7/31/09 90008500	CUMMINS BRIDGEWAY REST PYMT TROMBLY 07-19960FY3 701-000-271.130 RESTITUTIONS PAYALBE - DIST CT	08/17/2009 MFITZGERALD	08/18/2009	100.00	0.00	P	Y

INV#	INVENTORY REF#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
7/31/09	90008501	BRADLEY J. BUTCHER		08/17/2009	08/18/2009	100.00	0.00	P	Y
		REST. PYMT JOSEPH 05-16547-FY-3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			100.00			
7/31/09	90008502	LARRY WALTER CAMPBELL		08/17/2009	08/18/2009	245.00	0.00	P	Y
		REST PYMT BUNCH 08-21833-FY-3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			245.00			
7/31/09	90008503	DEB COLLISON		08/17/2009	08/18/2009	50.00	0.00	P	Y
		REST PYMT MORROW 06-18603SM3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			50.00			
7/31/09	90008504	COOK, JAMES W & LAURIE A		08/17/2009	08/18/2009	50.00	0.00	P	Y
		REST PYMT 07-20406-SM-3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			50.00			
7/31/09	90008505	JOHN DENISON		08/17/2009	08/18/2009	60.00	0.00	P	Y
		RST PYMT WILSON 08-21553-SM-3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			60.00			
7/31/09-1	90008506	JOHN DENISON		08/17/2009	08/18/2009	9.60	0.00	P	Y
		REST PYMT BAILEY 08-21554-SM-3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			9.60			
7/31/09-3	90008507	JOHN DENISON		08/17/2009	08/18/2009	60.00	0.00	P	Y
		REST PYMT WILSON 08-21680-FY3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			60.00			
7/31/09	90008508	FORWARD CORPORATION		08/17/2009	08/18/2009	100.00	0.00	P	Y
		REST PYMT HUFFMAN 05-16910-FY-3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			100.00			
7/31/09-1	90008509	FORWARD CORPORATION		08/17/2009	08/18/2009	25.00	0.00	P	Y
		REST. PYMT COSTELLO 0821616FY3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			25.00			
7/31/09	90008510	THOMAS HARTOON		08/17/2009	08/18/2009	108.00	0.00	P	Y
		REST PYMT BERLANGA 0720155SD3	MFITZGERALD						
		701-000-271.130	RESTITUTIONS PAYALBE - DIST CT			108.00			

VEND. INV#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE	ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	JNLZD?
JULY 09									
90008521	WAL MART		08/17/2009	08/18/2009	309.14	0.00	P		Y
	ANIMAL CONTROL JULY 09 CHRGS		MFITZGERALD		309.14				
	212-430-726.000	SUPPLIES							
28605	GASLIGHT MEDIA		08/17/2009	08/18/2009	59.95	0.00	P		Y
90008522	WIRELESS CONNECTION INV# 28605 8-1-09	WIRELESS CON.	MFITZGERALD		59.95				
	212-430-920.410								
JULY 09AC									
90008523	WINN TELECOM		08/17/2009	08/18/2009	106.07	0.00	P		Y
	TELEPHONE FOR JULY 2009	TELEPHONE	MFITZGERALD		106.07				
	212-430-930.210								
052679018383	WASTE MANAGEMENT		08/17/2009	08/18/2009	44.57	0.00	P		Y
90008524	GARBAGE SERVICE FOR AUGUST 2009	GARBAGE PICK UP	MFITZGERALD		44.57				
	212-430-920.410								
3684	LARRY L JOHNS & ASSOC INC		08/17/2009	08/18/2009	643.00	0.00	P		Y
90008525	ENVIRONMENTAL LIABILITY RENEWAL	INSURANCE	MFITZGERALD		643.00				
	281-537-930.100								
58838 JULY 09									
90008526	CONSUMERS ENERGY		08/17/2009	08/18/2009	50.53	0.00	P		Y
	1000 1965 8838		MFITZGERALD		50.53				
	281-537-930.620	METER#22898434							
27239 JULY 09									
90008527	CONSUMERS ENERGY		08/17/2009	08/18/2009	791.53	0.00	P		Y
	1000 0022 7239		MFITZGERALD		791.53				
	281-537-930.620	METER #84926543							
59661 JULY 09									
90008528	CONSUMERS ENERGY		08/17/2009	08/18/2009	20.69	0.00	P		Y
	1000 1965 9961		MFITZGERALD		20.69				
	281-537-930.620	METER #44205688							
65950 JULY 09									
90008529	CONSUMERS ENERGY		08/17/2009	08/18/2009	32.24	0.00	P		Y
	1000 1965 9950		MFITZGERALD		32.24				
	281-537-930.620	METER# 22006005							
600048 JULY 09									
90008530	DTE ENERGY		08/17/2009	08/18/2009	78.59	0.00	P		Y
	470774600048		MFITZGERALD		78.59				
	281-537-930.610	ACCT: 4707 746 0004 8							

VEND. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	JNLZD?
90008540	BRUCE SCOTT	08/17/2009	08/18/2009	400.00	0.00	P	Y
	2 INSPECTIONS SPEC/COST EST 02-2009 & MFITZGERALD						
	233-690-940.010			400.00			
	INSPECTIONS 02-2009/VILL						
OTSEGO 09							
90008541	LAND INFORMATION ACCESS ASSOCIATION	08/17/2009	08/18/2009	200.00	0.00	P	Y
	OTSEGO 2009 MATCH						
	101-101-726.000			200.00			
	SUPPLIES - GENERAL						

of Invoices: 126 # Due: 0 TOTALS: 164,030.48 0.00

--- TOTALS BY FUND ---

101	40,846.23	0.00
205	463.59	0.00
208	509.16	0.00
210	2,441.46	0.00
212	1,014.86	0.00
215	345.00	0.00
233	400.00	0.00
249	114.87	0.00
261	45.06	0.00
281	16,809.84	0.00
292	12,295.06	0.00
293	57.17	0.00
516	24,504.63	0.00
588	9,801.32	0.00
637	2,029.83	0.00
645	64.35	0.00
701	44,937.33	0.00
704	7,350.72	0.00

--- TOTALS BY DEPT/ACTIVITY ---

000	76,792.68	0.00
010	19.09	0.00
101	200.00	0.00
131	69.20	0.00
134	490.98	0.00
141	2,300.00	0.00
172	64.35	0.00
215	131.37	0.00
223	2,000.62	0.00
257	102.20	0.00
262	6,019.10	0.00
265	2,029.83	0.00
301	2,168.49	0.00
302	313.51	0.00
331	74.01	0.00
332	3,656.01	0.00
371	114.87	0.00
427	45.06	0.00
430	1,014.86	0.00
537	16,809.84	0.00
649	23,500.75	0.00

VEND. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	JNLIZED?
651	GL DISTRIBUTION			2,441.46	0.00		
662				12,295.06	0.00		
681				300.00	0.00		
689				57.17	0.00		
690				400.00	0.00		
699				9,801.32	0.00		
721				114.87	0.00		
752				509.16	0.00		
853				194.62	0.00		

--- TOTALS BY DEPT/ACTIVITY (continued) ---

VEND. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
90008670	STEVE WILLEY PAINTING CO. MATERIAL DRAW 499-901-970.300	08/19/2009	08/19/2009	3,500.00	0.00	P	Y
90008326	STANDARD ELECTRIC COMPANY 546301-00 MNT. OFFICE 588-699-726.025	08/07/2009	08/25/2009	59.31	59.31	0	Y
3327399				59.31			
90008330	MID STATES BOLT & SCREW CO 3327399 SHOP 588-699-726.050	08/07/2009	08/25/2009	7.50	7.50	0	Y
21214				7.50			
90008339	GAYLORD FORD 21214 BUS #4 588-699-726.050	08/07/2009	08/25/2009	118.76	118.76	0	Y
22367				118.76			
90008342	JIM WERNIG INC 22367 BUS #23 588-699-726.050	08/07/2009	08/25/2009	82.32	82.32	0	Y
22392; 22431				82.32			
90008343	JIM WERNIG INC 22392 #25; 22431 SHOP 588-699-726.050	08/07/2009	08/25/2009	36.26	36.26	0	Y
734658				36.26			
90008346	WILBER AUTOMOTIVE SUPPLY INC 734658 POWER WASH 588-699-726.025	08/07/2009	08/25/2009	10.30	10.30	0	Y
96952				10.30			
90008348	MCVEIGHS TRUCK SPRINGS INC 96952 SHERIFF **WORK VAN 588-699-726.050	08/07/2009	08/25/2009	590.68	590.68	0	Y
312300				590.68			
90008352	UPPER LAKES TIRE 312300 BUS #4 588-699-726.050	08/07/2009	08/25/2009	544.00	544.00	0	Y
507210; 507415				544.00			
90008363	JIMS ALPINE AUTOMOTIVE 507210; 507415 BUS #4 588-699-726.050	08/07/2009	08/25/2009	46.43	46.43	0	Y
				46.43			

VEN. INV#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
507454; 507455	JIMS ALPINE AUTOMOTIVE		08/07/2009	08/25/2009	46.52	46.52	0	Y
90008375	507454; 507455 TAHOE #25		PMILLER					
	588-699-726.050	REPAIRS AND MAINT SUPPLIES			46.52			
507733; 507768	JIMS ALPINE AUTOMOTIVE		08/07/2009	08/25/2009	78.17	78.17	0	Y
90008376	507733; 507768 BUS #4		PMILLER					
	588-699-726.050	REPAIRS AND MAINT SUPPLIES			78.17			
508040; 508064	JIMS ALPINE AUTOMOTIVE		08/07/2009	08/25/2009	108.80	108.80	0	Y
90008382	508040; 508064 BUS #4		PMILLER					
	588-699-726.050	REPAIRS AND MAINT SUPPLIES			108.80			
508205; 508228	JIMS ALPINE AUTOMOTIVE		08/07/2009	08/25/2009	23.52	23.52	0	Y
90008383	508205; 508228 BUS #4		PMILLER					
	588-699-726.050	REPAIRS AND MAINT SUPPLIES			23.52			
6559440	DUNNS		08/07/2009	08/25/2009	28.57	28.57	0	Y
90008384	6559440 ADD. PAPER; STICKYS; BATT. (PMILLER							
	588-699-726.050	REPAIRS AND MAINT SUPPLIES			9.99			
	588-699-726.000	SUPPLIES - GENERAL			18.58			
75464	SANE		08/11/2009	08/25/2009	10.60	10.60	0	Y
90008443	P VS BURKS # 75464 RS PMT		LVALIERE					
	701-000-271.000	RESTITUTIONS PAYABLE			10.60			
10445	CROSSROADS INDUSTRIES		08/14/2009	08/25/2009	19.80	19.80	0	Y
90008446	10445 WIPING CLOTHS		PMILLER					
	588-699-726.025	SUPPLIES - JANITORIAL			19.80			
55408	FACTORY DIRECT		08/14/2009	08/25/2009	64.70	64.70	0	Y
90008447	55408 SOLENOID		PMILLER					
	588-699-726.050	REPAIRS AND MAINT SUPPLIES			64.70			
17748	CASE CREDIT		08/14/2009	08/25/2009	154.75	154.75	0	Y
90008448	17748 BUS #5		PMILLER					
	588-699-920.400	REPAIRS AND MAINTENANCE SVCS			154.75			
08-951000	ARROW UNIFORM RENTAL		08/14/2009	08/25/2009	58.81	58.81	0	Y
90008449	08-951000 RUGS		PMILLER					
	588-699-726.050	REPAIRS AND MAINT SUPPLIES			58.81			

INV REF#	VENDOR DESCRIPTION GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	JNLIZED?
MDIS0326639							
90008450	MORNING STAR PUBLISHING CO MDIS0326639 JULY 588-699-930.300 ADVERTISING	08/14/2009 PMILLER	08/25/2009	485.00	485.00	0	Y
07/31/09							
90008456	NORTHERN MICHIGAN REVIEW 07/31/09 JULY 588-699-930.300 ADVERTISING	08/14/2009 PMILLER	08/25/2009	308.90	308.90	0	Y
1026; 1139							
90008460	CORNWELL TOOLS 1026; 1139 SHOP TOOLS 588-699-726.050 REPAIRS AND MAINT SUPPLIES	08/14/2009 PMILLER	08/25/2009	121.60	121.60	0	Y
3328637							
90008463	MID STATES BOLT & SCREW CO 3328637 SHOP SUPPLIES 588-699-726.050 REPAIRS AND MAINT SUPPLIES	08/14/2009 PMILLER	08/25/2009	10.00	10.00	0	Y
1009563686							
90008465	TRACTOR SUPPLY CO-DEPT 30-120262666 1009563686 BUS #22 588-699-726.050 REPAIRS AND MAINT SUPPLIES	08/14/2009 PMILLER	08/25/2009	79.97	79.97	0	Y
735164							
90008466	WILBER AUTOMOTIVE SUPPLY INC 735164 BUS WASH 588-699-726.025 SUPPLIES - JANITORIAL	08/14/2009 PMILLER	08/25/2009	45.58	45.58	0	Y
508320; 508660							
90008467	JIMS ALPINE AUTOMOTIVE 508320 #22; 508660 SHOP 588-699-726.050 REPAIRS AND MAINT SUPPLIES	08/14/2009 PMILLER	08/25/2009	62.11	62.11	0	Y
508779; 508872							
90008468	JIMS ALPINE AUTOMOTIVE 508779; 508872 BULD. INSP. 588-699-726.050 REPAIRS AND MAINT SUPPLIES	08/14/2009 PMILLER	08/25/2009	26.53	26.53	0	Y
50227350							
90008477	CAREMARK RX 8-1-09 - 08-15-09 647-851-704.120 PRESCRIPTION	08/25/2009 TADAM	08/25/2009	8,828.47	8,828.47	0	Y
CHARGER/SHIP							
90008479	IMPREST CASH OTSEGO COUNTY CLERK CHARGER/SHIPPING MICROFILM BOOKS 101-215-726.000 SUPPLIES - GENERAL 101-215-930.450 SHIPPING AND MAILING	08/17/2009 SDEFYTER	08/25/2009	43.07	43.07	0	Y

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VEN. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
INV REF#	DESCRIPTION	ENTERED BY					
	GL DISTRIBUTION						
9-2009							
90008542	GLENN CRANE	08/25/2009	08/25/2009	250.00	250.00	0	Y
	HRA REIMBURSEMENT 9-2009	TADAM					
	101-853-940.110			250.00			
	HOSPITALIZATION/DENTAL						
82022							
90008543	STATE FARM INSURANCE	08/19/2009	08/25/2009	157.33	157.33	0	Y
	P VS KOGOMSKI #07-3813 RS PMT# 22M384LVANLIERE						
	701-000-271.000			157.33			
	RESTITUTIONS PAYABLE						
82022							
90008544	THOMAS WALLER	08/19/2009	08/25/2009	67.67	67.67	0	Y
	P VS KOGOMSKI #07-3813 RS PD IN FULL LVANLIERE						
	701-000-271.000			67.67			
	RESTITUTIONS PAYABLE						
81978							
90008545	FARM BUREAU INSURANC	08/19/2009	08/25/2009	40.00	40.00	0	Y
	P VS WEBBER # 00-2509 RS PMT						
	701-000-271.000			40.00			
	RESTITUTIONS PAYABLE						
81988							
90008546	SCHWAB, PAUL	08/19/2009	08/25/2009	78.62	78.62	0	Y
	P VS SCHWAB # 96-2156 RS PMT						
	701-000-271.000			78.62			
	RESTITUTIONS PAYABLE						
81952							
90008547	OTSEGO CLUB & RESORT	08/19/2009	08/25/2009	50.00	50.00	0	Y
	P VS COKER # 04-3045 RS PMT						
	701-000-271.000			50.00			
	RESTITUTIONS PAYABLE						
81953							
90008548	FRED & SHIRLEY ROSS	08/19/2009	08/25/2009	25.00	25.00	0	Y
	P V REYNERO # 02-2783 RS PMT						
	701-000-271.000			25.00			
	RESTITUTIONS PAYABLE						
81954							
90008549	GREG & KIMBERLY ROSS	08/19/2009	08/25/2009	25.00	25.00	0	Y
	P VS REYNERO # 02-2783 RS PMT						
	701-000-271.000			25.00			
	RESTITUTIONS PAYABLE						
JULY/AUG 09							
90008550	CITY OF GAYLORD	08/17/2009	08/25/2009	29.25	29.25	0	Y
	07/16-08/15/09	MFITZGERALD					
	637-265-920.200 SILLI			29.25			
	WATER/SEWAGE						
JULY/AUG X09							
90008551	CITY OF GAYLORD	08/17/2009	08/25/2009	175.28	175.28	0	Y
	7/16-8/15-09 CROSS ST.	MFITZGERALD					
	637-265-920.200 INDUS			175.28			
	WATER/SEWAGE						

INV REF#	VENDOR DESCRIPTION GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?

JUL/AUG CRTH09							
90008552	CITY OF GAYLORD CRTHS 07/16--08/15 2009 637-265-920.200 CRTHS	08/17/2009 MFITZGERALD	08/25/2009	851.24	851.24	0	Y

040308 AUG09							
90008553	VERIZON NORTH 213040239431966601 637-265-930.210	08/17/2009 MFITZGERALD	08/25/2009	36.14	36.14	0	Y

850719 AUG09							
90008554	VERIZON NORTH 213040234901306506 637-265-930.210	08/17/2009 MFITZGERALD	08/25/2009	53.85	53.85	0	Y

36593 07/08/09							
90008555	CONSUMERS ENERGY 1000 0693 6593 637-265-930.620 ALPCT	08/17/2009 MFITZGERALD	08/25/2009	59.22	59.22	0	Y

13331 7--8-09							
90008556	CONSUMERS ENERGY 1000 0051 3331 637-265-930.620 ALPCT	08/17/2009 MFITZGERALD	08/25/2009	4,411.65	4,411.65	0	Y

63053 7--8-09							
90008557	CONSUMERS ENERGY 1000 0016 3053 637-265-930.620 CRTHS	08/17/2009 MFITZGERALD	08/25/2009	2,702.31	2,702.31	0	Y

57880 7--8-09							
90008558	CONSUMERS ENERGY 1000 0685 7880 637-265-930.620 LNDUS	08/17/2009 MFITZGERALD	08/25/2009	382.35	382.35	0	Y

655476							
90008559	DUNNS 655476 JULY COPIERS 101-131-920.520 101-864-920.410	08/17/2009 MFITZGERALD	08/25/2009	1,096.58	1,096.58	0	Y

655244							
90008560	DUNNS 655244 PAPER LAND USE 101-000-106.000	08/17/2009 MFITZGERALD	08/25/2009	69.98	69.98	0	Y

1039940002							
90008561	MAXIMUS INC 1039940-002 101-141-801.020 215-141-801.020 101-267-801.020	08/17/2009 MFITZGERALD	08/25/2009	5,085.66	5,085.66	0	Y

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VEND. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	JNLIZED?
INV REF#	DESCRIPTION	ENTERED BY					
	GL DISTRIBUTION						
005954	HICKERSON FLOOR & TILE HOUSE	08/17/2009	08/25/2009	1,322.50	1,322.50	0	Y
90008562	005954 VINYL TREADS	MFITZGERALD					
	637-265-726.050	REPAIRS AND MAINT SUPPLIES		1,322.50			
LLC1319							
90008563	HOSPITAL PURCHASING SERVICE	08/17/2009	08/25/2009	680.00	680.00	0	Y
	SUPPLIES	MFITZGERALD					
	212-430-920.410	SERVICE CONTRACTS		2.72			
	101-351-920.410	SERVICE CONTRACTS		637.84			
	637-265-920.410	SERVICE CONTRACTS		37.40			
	205-301-726.000	SUPPLIES - GENERAL		1.36			
	101-301-920.410	SERVICE CONTRACTS		0.68			
2010 DUES							
90008564	MACAO-MI ASSOC OF COUNTIES	08/17/2009	08/25/2009	190.00	190.00	0	Y
	2010 DUES	MFITZGERALD					
	645-172-930.600	MEMBERSHIP AND DUES		190.00			
AUG 04 2009							
90008565	ALLTEL	08/17/2009	08/25/2009	61.20	61.20	0	Y
	5800496142-156	MFITZGERALD					
	261-427-930.210	TELEPHONE		61.20			
08-3954-FH							
90008566	MITCHELL T. FOSTER	08/17/2009	08/25/2009	1,593.14	1,593.14	0	Y
	MAACS COUNSEL APPT	MFITZGERALD					
	101-131-801.023	APPELATE ATTORNEY FEES		1,593.14			
09-8108-MI							
90008567	PAULA HINES	08/17/2009	08/25/2009	150.00	150.00	0	Y
	DEFERMENT & COMMITMENT HEARINGS	MFITZGERALD					
	101-131-801.022	PROBATE ATTORNEY FEES		150.00			
2291958-							
90008568	LANGUAGE LINE SERVICES	08/17/2009	08/25/2009	45.83	45.83	0	Y
	09-22326-SM-3	MFITZGERALD					
	101-131-940.010	OUTSIDE CONTRACTED SERVICES		45.83			
101/746 SEPT09							
90008569	MICHIGAN ASSOCIATION OF COUNTIES	08/17/2009	08/25/2009	23,455.96	23,455.96	0	Y
	05914-746 AUG 28-SEPT 28 2009	MFITZGERALD					
	704-000-231.261	HEALTH CARE CONTRIBS COURT		1,172.80			
	101-131-704.110	HOSPITALIZATION		11,497.77			
	101-136-704.110	HOSPITALIZATION		1,081.65			
	292-662-704.110	HOSPITALIZATION		1,821.97			
	101-141-704.110	HOSPITALIZATION		5,373.37			
	215-141-704.110	HOSPITALIZATION		948.25			
	101-148-704.110	HOSPITALIZATION		1,297.97			
	704-000-231.261	HEALTH CARE CONTRIBS COURT		262.18			

VEND. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	JNLIZED?
INV REF#	DESCRIPTION	ENTERED BY					
	GL DISTRIBUTION						
1001/901	SEPT09						
90008570	MICHIGAN ASSOCIATION OF COUNTIES	08/17/2009	08/25/2009	5,560.26	5,560.26	0	Y
	31059/901 AUG 28-SEPT 28 2009	MFITZGERALD					
	101-131-940.110	HOSPITALIZATION/DENTAL		4,442.35			
	101-131-704.110	HOSPITALIZATION		1,117.91			
1001/000	SEPT09						
90008571	MICHIGAN ASSOCIATION OF COUNTIES	08/17/2009	08/25/2009	2,528.80	2,528.80	0	Y
	31059/000 AUG 28 SEPT 28 2009	MFITZGERALD					
	704-000-231.261	HEALTH CARE CONTRIBS COURT		107.53			
	704-000-231.261	HEALTH CARE CONTRIBS COURT		378.16			
	101-131-704.110	HOSPITALIZATION		1,686.16			
	292-662-704.110	HOSPITALIZATION		356.95			
762							
90008572	ADVANCED BENEFIT SOLUTIONS, INC.	08/17/2009	08/25/2009	552.70	552.70	0	Y
	HRA ADMIN FEE AND SET UP FEE	MFITZGERALD					
	101-131-704.110	HOSPITALIZATION		484.78			
	101-136-704.110	HOSPITALIZATION		6.45			
	292-662-704.110	HOSPITALIZATION		16.32			
	101-141-704.110	HOSPITALIZATION		32.90			
	215-141-704.110	HOSPITALIZATION		5.81			
	101-148-704.110	HOSPITALIZATION		6.44			
8/17/09							
90008573	OTSEGO CO JUDICIAL SYSTM SMART CARD	08/17/2009	08/25/2009	80.00	80.00	0	Y
	PRESCRIPT. REIMBURSEMENT 7/10-8/17 2009	MFITZGERALD					
	101-131-704.110	HOSPITALIZATION		80.00			
551-318301							
90008574	STATE OF MICHIGAN	08/17/2009	08/25/2009	1,750.00	1,750.00	0	Y
	LEIN LGNET LINE 4/1-6/30/2009	MFITZGERALD					
	101-132-930.240	DATA/NETWORK SVCS		1,750.00			
99-6470-GA							
90008575	MARGARET MONACO	08/17/2009	08/25/2009	30.40	30.40	0	Y
	PUBLIC GUARDIAN FEES	MFITZGERALD					
	101-131-930.830	SVCS OF CARE GIVER		30.00			
	101-131-930.500	TRAVEL		0.40			
92-5847-GA							
90008576	STEPHANY GODDARD	08/17/2009	08/25/2009	38.80	38.80	0	Y
	PUBLIC GUARDIAN FEES	MFITZGERALD					
	101-131-930.830	SVCS OF CARE GIVER		30.00			
	101-131-930.500	TRAVEL		8.80			
99-6502-GA							
90008577	DIANA M. BOYD	08/17/2009	08/25/2009	30.40	30.40	0	Y
	PUBLIC GUARDIAN FEES	MFITZGERALD					
	101-131-930.830	SVCS OF CARE GIVER		30.00			
	101-131-930.500	TRAVEL		0.40			

VEND. INV#	VENDOR DESCRIPTION	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
09-8121-GA	DIANA M. BOYD	08/17/2009	08/25/2009	33.20	33.20	0	Y
90008578	PGF	MFITZGERALD					
	101-131-930.830	SVCS OF CARE GIVER		30.00			
	101-131-930.500	TRAVEL		3.20			
08-7968-GA	WILLIAM KNAPP	08/17/2009	08/25/2009	62.00	62.00	0	Y
90008579	PUBLIC GUARDIAN FEES	MFITZGERALD					
	101-131-930.830	SVCS OF CARE GIVER		30.00			
	101-131-930.500	TRAVEL		32.00			
09-8120-GA	MARCIA HODGE	08/17/2009	08/25/2009	39.60	39.60	0	Y
90008580	PGF	MFITZGERALD					
	101-131-930.830	SVCS OF CARE GIVER		30.00			
	101-131-930.500	TRAVEL		9.60			
1006988-2009073	ACCURINT.	08/17/2009	08/25/2009	50.00	50.00	0	Y
90008581	JULY 09 SKIP TRACING FEES	MFITZGERALD					
	101-141-940.010	OUTSIDE CONTRACTED SERVICES		42.50			
	215-141-940.010	OUTSIDE CONTRACTED SERVICES		7.50			
4/10-4/22/09	TRACEY M ALLEN, PHD	08/17/2009	08/25/2009	3,260.00	3,260.00	0	Y
90008582	COURT ORDERED COUNSELING	MFITZGERALD					
	101-166-940.010	OUTSIDE CONTRACTED SERVICES		3,260.00			
080522 AUG 09	VERIZON NORTH	08/17/2009	08/25/2009	65.88	65.88	0	Y
90008583	213040216955843903	MFITZGERALD					
	101-131-930.210	TELEPHONE		65.88			
818826552	WEST PAYMENT CENTER	08/17/2009	08/25/2009	341.00	341.00	0	Y
90008584	PUBLIC PATRON ACCESS	MFITZGERALD					
	269-145-726.210	ELECTRONIC SUBSCRIPTIONS		341.00			
8-14-09	RESERVE ACCOUNT	08/17/2009	08/25/2009	15,900.00	15,900.00	0	Y
90008585	COURT METER FILL FOR 2 METERS	MFITZGERALD					
	101-141-930.450	SHIPPING AND MAILING		3,088.98			
	215-141-930.450	SHIPPING AND MAILING		545.11			
	101-131-930.450	SHIPPING AND MAILING		11,495.37			
	101-267-930.450	SHIPPING AND MAILING		770.54			
9861818818	CALL CENTER/SHARED SVCS LLC	08/17/2009	08/25/2009	43.92	43.92	0	Y
90008586	08-139-NA	MFITZGERALD					
	101-131-930.450	SHIPPING AND MAILING		43.92			

INV REF#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE	ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	JNLIZED?
90008587	CATHOLIC HUMAN SERVICES		08/17/2009	08/25/2009	180.00	180.00	0	Y	
	COUNSELING DRUG CT PARTICIPANTS		MFITZGERALD						
	101-133-940.010	OUTSIDE CONTRACTED SERVICES			180.00				
90008588	MACMHB		08/17/2009	08/25/2009	179.00	179.00	0	Y	
	SUBSTANCE ABUSE CONFERENCE CRUZ		MFITZGERALD						
	101-131-704.400	EDUCATION AND TRAINING			179.00				
90008589	ALLTEL		08/17/2009	08/25/2009	102.41	102.41	0	Y	
	6200483185-156	TELEPHONE			16.64				
	101-131-930.210	TELEPHONE			85.77				
90008590	CORECOMM		08/17/2009	08/25/2009	21.95	21.95	0	Y	
	AUG 09 INTERNET		MFITZGERALD						
	101-131-930.210	TELEPHONE			21.95				
90008591	OTSEGO COUNTY		08/17/2009	08/25/2009	347.00	347.00	0	Y	
	DRUG CT BUS JULY 2009		MFITZGERALD						
	101-133-930.500	TRAVEL			347.00				
90008592	87-A DISTRICT COURT		08/17/2009	08/25/2009	7.90	7.90	0	Y	
	09-22369-GY-3		MFITZGERALD						
	101-131-930.940	WITNESS SERVICES			7.90				
90008593	CURTISS REPORTING		08/17/2009	08/25/2009	83.15	83.15	0	Y	
	08-3952-FH		MFITZGERALD						
	101-131-801.030	TECHNICAL SVCS			83.15				
90008594	QUILL CORPORATION		08/17/2009	08/25/2009	190.32	190.32	0	Y	
	TONER/LABELS		MFITZGERALD						
	101-131-726.000	SUPPLIES - GENERAL			190.32				
90008595	QUILL CORPORATION		08/17/2009	08/25/2009	56.69	56.69	0	Y	
	TONER CARTRIDGE		MFITZGERALD						
	101-131-726.000	SUPPLIES - GENERAL			56.69				
90008596	QUILL CORPORATION		08/17/2009	08/25/2009	(56.69)	(56.69)	0	Y	
	TONER CARTRIDGE		MFITZGERALD						
	101-131-726.000	SUPPLIES - GENERAL			(56.69)				

INV#	INV REF#	VENDOR DESCRIPTION GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	JNLIZED?
8013122681								
90008597		STAPLES BUSINESS ADVANTAGE STAPLES, FILE FOLDERS 101-131-726.000	08/17/2009 MFITZGERALD	08/25/2009	102.63	102.63	0	Y
		SUPPLIES - GENERAL			102.63			
15302								
90008598		IMAGE FACTORY INC FAMILY CT RECEIPT BOOKS 292-662-726.000	08/17/2009 MFITZGERALD	08/25/2009	152.35	152.35	0	Y
		SUPPLIES - GENERAL			152.35			
15282								
90008599		IMAGE FACTORY INC LETTERHEAD 101-131-726.000	08/17/2009 MFITZGERALD	08/25/2009	144.50	144.50	0	Y
		SUPPLIES - GENERAL			144.50			
56079								
90008600		FORMS TRAC ENTERPRISES INC DEFAULT JUDGEMENT CARDS 101-131-726.000	08/17/2009 MFITZGERALD	08/25/2009	105.30	105.30	0	Y
		SUPPLIES - GENERAL			105.30			
56080								
90008601		FORMS TRAC ENTERPRISES INC 14 DAY NOTICE CARDS 101-131-726.000	08/17/2009 MFITZGERALD	08/25/2009	105.30	105.30	0	Y
		SUPPLIES - GENERAL			105.30			
257455								
90008602		TARGET INFORMATION MANAGEMENT INC GARNISHMENT FORMS 101-131-726.000	08/17/2009 MFITZGERALD	08/25/2009	86.65	86.65	0	Y
		SUPPLIES - GENERAL			86.65			
SEPT 09								
90008603		GARY GELOW COURT APPT ATTY CONTRACT 101-131-801.021	08/17/2009 MFITZGERALD	08/25/2009	11,250.00	11,250.00	0	Y
		COURT APPOINTED ATTORNEY FEES			11,250.00			
MEA09-235								
90008604		CARSON CITY HOSPITAL MEA09-235 101-648-726.000	08/17/2009 MFITZGERALD	08/25/2009	20.00	20.00	0	Y
		SUPPLIES - GENERAL			20.00			
MEA09-235								
90008605		JAMES BANNER, DO MEA09-235 101-648-930.920	08/17/2009 MFITZGERALD	08/25/2009	900.00	900.00	0	Y
		AUTOPSIES			900.00			
091478M								
90008606		OTSEGO COUNTY EMS 091478M JULY 30 2009 101-648-930.460 101-648-726.000	08/17/2009 MFITZGERALD	08/25/2009	461.00	461.00	0	Y
		TRANSPORTING			426.00			
		SUPPLIES - GENERAL			35.00			

VEND. INV#	DESCRIPTION	GL DISTRIBUTION	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
S-37	NELSONS FUNERAL HOME		08/17/2009	08/25/2009	425.00	425.00	0	Y
90008607	S-37 JULY 29 2009		MFITZGERALD					
	101-648-930.460	TRANSPORTING			175.00			
	101-648-920.530	RENTAL - MORGUE			250.00			
I0312384	AIT LABORATORIES		08/17/2009	08/25/2009	180.00	180.00	0	Y
90008608	0312384 FORENSIC LABS		MFITZGERALD					
	101-648-930.920	RUTOPIES			180.00			
14120357	NORTHERN MICHIGAN REVIEW		08/17/2009	08/25/2009	256.89	256.89	0	Y
90008609	JULY 2009		MFITZGERALD					
	499-901-970.300	PROPERTY - IMPROVEMENTS			256.89			
XD989MJ27	DELL PREFERRED ACCOUNT		08/17/2009	08/25/2009	191.98	191.98	0	Y
90008610	QUOTE #: 497661273		MFITZGERALD					
	101-257-726.000	256MB ATI RADEON HD 3450			191.98			
3122531274	STAPLES BUSINESS ADVANTAGE		08/17/2009	08/25/2009	41.78	41.78	0	Y
90008611	PENS, PENCILS, AA-BATTERIES		MFITZGERALD					
	101-101-726.000	BIC MEDIUM BLUE PENS			5.58			
	101-101-726.000	PILOT PENS-BLUE FINE			7.61			
	101-101-726.000	NO. 2 PENCILS			3.70			
	101-101-726.000	PILOT ROLLERBALL PENS			12.30			
	101-101-726.000	DURACELL AA-BATTERIES			12.59			
304768	METROPOLITAN UNIFORM		08/17/2009	08/25/2009	149.98	149.98	0	Y
90008612	UNIFORM PANTS INV # 304768		MFITZGERALD					
	212-430-726.046	UNIFORMS			149.98			
124865	MED-VET INTERNATIONAL		08/17/2009	08/25/2009	85.59	85.59	0	Y
90008613	ALBON AND ACE		MFITZGERALD					
	212-430-930.471	MEDICAL SUPPLIES			85.59			
JULY 09	IMPREST CASH, OTSEGO COUNTY SHERIFF		08/17/2009	08/25/2009	68.29	68.29	0	Y
90008614	JULY IMPREST CASH CHARGES		MFITZGERALD					
	101-301-726.050	LOCK REPAIR/STORAGE BLDG			1.61			
	101-301-930.500	EMPLY MEAL/INMATE TRANSP			12.00			
	101-320-704.400	EMPL MEALS/IN-SERV TRNG			12.00			
	101-331-726.050	S.O.S.TITLE FEE FOR PWC			5.00			
	101-351-726.015	ALTRATION/CELL SHWR CURTN			35.00			
	205-301-726.050	OIL/WORK CAMP LAWN MOWERS			2.68			

INVOICE #	INVOICE REF #	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
508257									
90008615		JIMS ALPINE AUTOMOTIVE 508257 SAFETY GLASSES 205-301-726.000	SAFETY GLASSES	08/17/2009 MFITZGERALD	08/25/2009	38.76	38.76	0	Y
104806									
90008616		RONS WRECKER INV# 104806 TOW VEH 6911 CIVIL(TIRE 101-302-726.050	TOW VEH# 6911 08/03/09	08/17/2009 MFITZGERALD	08/25/2009	98.00	98.00	0	Y
2750-ACCT									
90008617		WILBER AUTOMOTIVE SUPPLY INC FUEL HOS BRK LINE GASKET SIL CHAIN FUM 281-537-726.000	FUMFITZGERALD PARTS	08/17/2009 MFITZGERALD	08/25/2009	156.95	156.95	0	Y
90603092039									
90008618		ALPINE COMPUTERS 25FT SVGA CABLE M/M 281-537-726.000	25FT SVGA CABLE	08/17/2009 MFITZGERALD	08/25/2009	29.99	29.99	0	Y
90714100337									
90008619		ALPINE COMPUTERS 1815DN TONER 281-537-726.000	TONER	08/17/2009 MFITZGERALD	08/25/2009	99.99	99.99	0	Y
90701144041									
90008620		ALPINE COMPUTERS VGA SPLITTER 281-537-726.000	VGA SPLITTER	08/17/2009 MFITZGERALD	08/25/2009	12.99	12.99	0	Y
50900115817									
90008621		PRO-BUILD EYE BOLT 3-3/4 281-537-920.400	EYEBOLT 2EA	08/17/2009 MFITZGERALD	08/25/2009	1.18	1.18	0	Y
37563									
90008622		TELEPHONE SUPPORT SYSTEMS INC CHANGE RECORDED INFORMATION 281-537-920.400	CHANGE RECORDED INFO	08/17/2009 MFITZGERALD	08/25/2009	46.00	46.00	0	Y
545580									
90008623		STANDARD ELECTRIC COMPANY SPLIT BOLT CONN 281-537-920.400	SPLIT BOLT CONN	08/17/2009 MFITZGERALD	08/25/2009	1.83	1.83	0	Y
31855									
90008624		JANS NORTHSIDE DELI & MARKET CONTRACTOR MEETING 281-537-940.010	CONTRACTOR MEETING	08/17/2009 MFITZGERALD	08/25/2009	150.00	150.00	0	Y

ACT 241	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	JNLIZED?
90008625	DUNNS OFFICE SUPPLYS 281-537-726.000	08/17/2009 MFITZGERALD	08/25/2009	270.20	270.20	0	Y
390015158333	IDEARC MEDIA CORP #390015158333 VERIZON MONTHLY WHITE PMFITZGERALD 101-301-940.010 SHERIFF TX LISTINGS 101-351-920.410	08/17/2009 MFITZGERALD	08/25/2009	27.00	27.00	0	Y
14117214	NORTHERN MICHIGAN REVIEW ACCT 14117214 \$234.30 JULY HOUSING REMFITZGERALD 233-690-930.300	08/17/2009 MFITZGERALD	08/25/2009	234.30	234.30	0	Y
060938	BS&A SOFTWARE INC YEARLY CONTRACT INVOICE # 060938 8-1-MFITZGERALD 212-430-920.410	08/17/2009 MFITZGERALD	08/25/2009	315.00	315.00	0	Y
1695	LINDA VELLA STERILIZATION REFUND ADOPT # 1695 701-000-255.000	08/17/2009 MFITZGERALD	08/25/2009	25.00	25.00	0	Y
788083312	GORDON FOOD SERVICES SUPPLIES INV # 788083089,788083312 MFITZGERALD 212-430-726.000	08/17/2009 MFITZGERALD	08/25/2009	53.59	53.59	0	Y
655243	DUNNS SUPPLIES INV # 655243 212-430-726.000	08/17/2009 MFITZGERALD	08/25/2009	21.15	21.15	0	Y
97756	GAYLORD VETERINARY SERVICES STERILIZATION FOR JULY 212-430-930.980	08/17/2009 MFITZGERALD	08/25/2009	494.39	494.39	0	Y
7/15/09	NORTHWEST MICHIGAN COMMUNITY HEALTH DENTAL SERV F/S7/15/09 101-351-930.470	08/17/2009 MFITZGERALD	08/25/2009	193.00	193.00	0	Y
6/19/09	NORTHERN IMAGING ASSOCIATES PC MED SERV F/ 6/19/09 101-351-930.470	08/17/2009 MFITZGERALD	08/25/2009	44.00	44.00	0	Y

POST DATE 08/19/2009 - 08/25/2009 JOURNALIZED & UNJOURNALIZED OPEN & PAID

VENDOR INV REF#	DESCRIPTION GL DISTRIBUTION	INV DATE ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
VAA15488 90008635	OTSEGO MEMORIAL HOSPITAL MED SERV F/VAA15488 6/19/0 101-351-930.470 MED SERVICE F/MOORE D	08/17/2009 MFITZGERALD	08/25/2009	232.00	232.00	0	Y
40348 90008636	WEST SIDE CLINIC MED SERVICE F/ 7/26/09 40348 101-351-930.470 MED SERV F/PERRY T	08/17/2009 MFITZGERALD	08/25/2009	115.00	115.00	0	Y
15210 90008637	SETINA MFG. CO, INC INV#15210 PUSH BUMPER FOR NEW CRWN VIMFITZGERALD 266-901-970.420 PUSH BUMPER NEW PTRL VEH	08/17/2009 MFITZGERALD	08/25/2009	326.95	326.95	0	Y
3000010 90008638	JULY09 DTE ENERGY 463313000010 212-430-930.610 NATURAL GAS	08/17/2009 MFITZGERALD	08/25/2009	40.72	40.72	0	Y
551-314649 90008639	STATE OF MICHIGAN INV# 551-314649 LEIN STATION/AGENCY MFITZGERALD 101-301-920.520 LEIN FEES OCT 08-SEPT 09 101-351-920.410 JAIL/LEIN FEES 2008-2009	08/17/2009 MFITZGERALD	08/25/2009	2,932.00	2,932.00	0	Y
8/14/09 90008640	WILLIAM KNAPP 8/14 MEAL TRAVEL REIMBURSEMENT, VETERMFITZGERALD 293-689-930.500 8/14 MEAL REIMB	08/17/2009 MFITZGERALD	08/25/2009	5.40	5.40	0	Y
30594 90008641	THRIFTY PRINT OF GAYLORD INV# 30594 DEPARTMENT RECEIPTS (100 MFITZGERALD 101-301-726.000 RECEIPTS/SHERIFF PORTION 101-302-726.000 RECEIPTS/CIVIL DIV PORTIO 101-351-726.000 RECEIPTS/JAIL PORTION	08/17/2009 MFITZGERALD	08/25/2009	82.88	82.88	0	Y
510047360 90008642	GALLS INC INV#510047360 SECURITY SCREEN FOR #69MFITZGERALD 266-901-970.420 SECURITY SCR/SLIDING WIN	08/17/2009 MFITZGERALD	08/25/2009	516.99	516.99	0	Y
7/20/09 90008643	KENNETH BORTON P/C MTG 7-20-09/MISSED VOUCHER 101-721-703.040 P/C MTG 7-20-09/MISSED VO 101-721-930.500 MILAGE 101-721-930.500 MUZ MILAGE	08/17/2009 MFITZGERALD	08/25/2009	152.00	152.00	0	Y

VEND. INV#	VENDOR DESCRIPTION	GL DISTRIBUTION	INV DATE	ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	JNLIZED?
8/15/09									
90008644	TIMOTHY MCPHERSON		08/17/2009		08/25/2009	222.00	222.00	0	Y
	ADMINISTRATION, LODGING REIMB. CHEBOYMFITZGERALD								
	101-332-801.020		8/15 ADMIN			150.00			
	101-332-930.500		8/10 LODGING CHEBOYGAN			72.00			
8/13/09									
90008645	TIMOTHY BURKE		08/17/2009		08/25/2009	707.40	707.40	0	Y
	8/13 WEST BRANCH BRC, LODGING REIMB. MFITZGERALD								
	101-332-801.030		8/13 WEST BRANCH BRC			567.00			
	101-332-930.500		LODGING REIMB.			140.40			
8/15/09									
90008646	CLARE MCPHERSON		08/17/2009		08/25/2009	180.00	180.00	0	Y
	8/15 ASSISTED GAYLORD BRC		MFITZGERALD						
	101-332-801.030		8/15 GAYLORD BRC			180.00			
8/16/09									
90008647	PEGG, WILLIAM W		08/17/2009		08/25/2009	594.00	594.00	0	Y
	8/16 CHEBOYGAN BRC, LODGING REIMB. MFITZGERALD								
	101-332-801.030		8/16 CHEBOYGAN BRC			540.00			
	101-332-930.500		LODGING REIMB.			54.00			
7/27-8/0609									
90008648	LAVERN W. SCHLAUD		08/17/2009		08/25/2009	2,240.00	2,240.00	0	Y
	CONTRACTED BUILDING/ENFORCEMENT INSPENMFITZGERALD								
	249-371-801.020		CONTRACTED BUILDING INSP			2,000.00			
	101-721-801.020		CONTRACTED ENFORCEMENT			240.00			
8/4-8/14/09									
90008649	EREMAL L. REPP		08/17/2009		08/25/2009	1,440.00	1,440.00	0	Y
	CONTRACTED ELECTRICAL INSPECTOR		MFITZGERALD						
	249-371-801.020		CONTRACTED ELECTRICAL INS			1,440.00			
090068									
90008650	ALPINE ELECTRIC		08/17/2009		08/25/2009	56.00	56.00	0	Y
	PARTIAL REFUND OF PE#090068		MFITZGERALD						
	249-260-451.040		PARTIAL REFUND OF PE#0900			56.00			
090070									
90008651	ALPINE ELECTRIC		08/17/2009		08/25/2009	56.00	56.00	0	Y
	PARTIAL REFUND OF PE#090070		MFITZGERALD						
	249-260-451.040		PARTIAL REFUND OF PE#0900			56.00			
090162									
90008652	MOORE POWER ELECTRIC LLC		08/17/2009		08/25/2009	109.00	109.00	0	Y
	PARTIAL REFUND OF PE#090162		MFITZGERALD						
	249-260-451.040		PARTIAL REFUND OF PE#0901			109.00			

VENDOR	INV#	DESCRIPTION	GL DISTRIBUTION	INV DATE	ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
5991420200029										
90008653	GALLS INC	CENTER CONSOLE/EXMFITZGERALD		08/17/2009		08/25/2009	226.97	226.97	0	Y
	INV# 5991420200029	CONSOLE/NEW #695 CRWN VIC					226.97			
21372										
90008654	GAYLORD FORD			08/17/2009		08/25/2009	87.16	87.16	0	Y
	INV#38334	INV# 21372								
	101-301-726.050	OIL CHANGE VEH# 696					32.58			
	101-302-726.050	OIL CHANGE VEH# 693					32.58			
	101-301-726.050	KEYS					22.00			
REFUND										
90008655	KENNETH J. MYERS	ORSEGO MOTORCYCLE SAFETY REGISTRATION		08/17/2009		08/25/2009	25.00	25.00	0	Y
	101-332-676.040	MSP MOTORCYCLE SAFETY REFUND					25.00			
8/17/09										
90008656	MICHAEL COLOSIMO	PLANNING COMMISSION MTG 8-17-09		08/17/2009		08/25/2009	50.00	50.00	0	Y
	101-721-703.040	MILAGE					40.00			
	101-721-930.500	MILAGE					10.00			
8/17/09										
90008657	KENNETH ARNDT	PLANNING COMMISSION MTG 8-17-09		08/17/2009		08/25/2009	44.80	44.80	0	Y
	101-721-703.040	MILAGE					40.00			
	101-721-930.500	MILAGE					4.80			
8/17/09										
90008658	JUDITH JARECKI	PLANNING COMMISSION MTG 8-17-09		08/17/2009		08/25/2009	52.40	52.40	0	Y
	101-721-703.040	MILAGE					40.00			
	101-721-930.500	MILAGE					12.40			
8/17/09										
90008659	CHARLES KLEE	PLANNING COMMISSION MTG 8-17-09		08/17/2009		08/25/2009	44.80	44.80	0	Y
	101-721-703.040	MILAGE					40.00			
	101-721-930.500	MILAGE					4.80			
8/17/09										
90008660	KENNETH BORTON	PLANNING COMMISSION MTG 8-17-09		08/17/2009		08/25/2009	72.00	72.00	0	Y
	101-721-703.040	MILAGE					40.00			
	101-721-930.500	MILAGE					16.00			
	101-721-930.500	MUZ MILAGE					16.00			

VENDOR	INV#	DESCRIPTION	GL DISTRIBUTION	INV DATE	ENTERED BY	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
8/17/09	90008661	MICHAEL MANG		08/17/2009	08/25/2009	40.00	40.00	0	Y	
		PLANNING COMMISSION MTG 8-17-09		MFITZGERALD						
		101-721-703.040		PLANNING COMMISSION MTG 8		40.00				
8/17/09	90008662	RANDY STULTS		08/17/2009	08/25/2009	65.60	65.60	0	Y	
		PLANNING COMMISSION MTG 8-17-09		MFITZGERALD						
		101-721-703.040		PLANNING COMMISSION MTG 8		40.00				
		101-721-930.500		MILAGE		8.80				
		101-721-930.500		MUZ MILAGE		8.80				
		101-721-930.500		CIP MILAGE		8.00				
8/17/09	90008663	JIM HILGENDORF		08/17/2009	08/25/2009	56.00	56.00	0	Y	
		PLANNING COMMISSION MTG 8-17-09		MFITZGERALD						
		101-721-703.040		PLANNING COMMISSION MTG 8		40.00				
		101-721-930.500		MILAGE		16.00				
8/17/09	90008664	FRANCES NOWAK		08/17/2009	08/25/2009	46.00	46.00	0	Y	
		PLANNING COMMISSION MTG 8-17-09		MFITZGERALD						
		101-721-703.040		PLANNING COMMISSION MTG 8		40.00				
		101-721-930.500		MILAGE		6.00				
200891	90008665	TOPCOMP COMPUTER SOFTWARE SERVICES		08/17/2009	08/25/2009	1,327.54	1,327.54	0	Y	
		GIS/GPS MAINTENANCE		MFITZGERALD						
		618-447-920.410		GIS/GPS MAINTENANCE		1,327.54				
654372	90008666	DUNNS		08/17/2009	08/25/2009	62.57	62.57	0	Y	
		TONER - ML1210		MFITZGERALD						
		101-257-726.000		TONER		62.57				
654839	90008667	DUNNS		08/17/2009	08/25/2009	24.00	24.00	0	Y	
		CUSTOMER #406; INV. 654839-0; DATE 7-MFITZGERALD								
		101-267-726.000		"SCANNED" STAMP		24.00				
4486	90008668	CDM MOBILE SHREDDING, LLC		08/17/2009	08/25/2009	45.00	45.00	0	Y	
		INV. 4486; DATE 8-12-09;		MFITZGERALD						
		101-267-920.410		SHRED'NG SECURITY CONSOLE		45.00				
818889190	90008669	WEST PAYMENT CENTER		08/17/2009	08/25/2009	811.00	811.00	0	Y	
		INV. 818889190, 818805257, 818889191 MFITZGERALD								
		101-267-726.200		ACCT 1000715367		811.00				

VEND. INV# VENDOR
INV REF# DESCRIPTION
GL DISTRIBUTION

INVOICE #	INVOICE #	INVOICE DATE	INVOICE DATE	INVOICE AMT	AMT DUE	STATUS	UNLIZED?
157	156	120,411.91	116,911.91				
# of Invoices:	# Due:	1	1	(56.69)	(56.69)		
# of Credit Memos:	# Due:	1	1				
Net of Invoices and Credit Memos:							
				120,355.22	116,855.22		
--- TOTALS BY FUND ---							
101	78,612.13	78,612.13					
205	42.80	42.80					
212	1,163.14	1,163.14					
215	2,177.98	2,177.98					
233	234.30	234.30					
249	3,661.00	3,661.00					
261	61.20	61.20					
266	1,070.91	1,070.91					
269	341.00	341.00					
281	769.13	769.13					
292	2,433.36	2,433.36					
293	5.40	5.40					
499	3,756.89	3,756.89					
588	3,218.89	3,218.89					
618	1,327.54	1,327.54					
637	10,061.19	10,061.19					
645	190.00	190.00					
647	8,828.47	8,828.47					
701	479.22	479.22					
704	1,920.67	1,920.67					

DEPT/ACTIVITY	AMT	AMT DUE
000	2,469.87	2,469.87
101	41.78	41.78
131	45,423.68	45,423.68
132	1,750.00	1,750.00
133	527.00	527.00
136	1,088.10	1,088.10
141	14,519.80	14,519.80
145	341.00	341.00
148	1,304.41	1,304.41
166	3,260.00	3,260.00
172	190.00	190.00
215	43.07	43.07
257	254.55	254.55
260	221.00	221.00
265	10,061.19	10,061.19
267	2,260.82	2,260.82
301	-977.89	977.89
302	172.02	172.02
320	12.00	12.00
331	5.00	5.00
332	1,728.40	1,728.40
351	3,391.06	3,391.06
371	3,440.00	3,440.00
427	61.20	61.20
430	1,163.14	1,163.14
447	1,327.54	1,327.54

--- TOTALS BY DEPT/ACTIVITY ---

VEND. INV#	VENDOR	INV DATE	DUE DATE	INV AMT	AMT DUE	STATUS	UNLIZED?
537	GL DISTRIBUTION			769.13	769.13		
648				1,986.00	1,986.00		
662				2,433.36	2,433.36		
689				5.40	5.40		
690				234.30	234.30		
699				3,218.89	3,218.89		
721				863.60	863.60		
851				8,828.47	8,828.47		
853				250.00	250.00		
864				903.75	903.75		
901				4,827.80	1,327.80		

--- TOTALS BY DEPT/ACTIVITY (continued) ---