

September 24, 2015

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

Roll Call:

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

Excused: Doug Johnson.

Motion by Commissioner Paul Liss, to approve the regular minutes of September 8, 2015 with attachments Ayes: Unanimous. Motion carried.

Consent Agenda:

Motion to approve FY 2015 General Fund (ROD Repair) budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve FY 2015 General Fund (Bulletproof Vests) budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Millage policy update. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Gymnastics Agreement. Ayes: Unanimous. Motion carried. (see attached)

Committee Reports:

Motion by Commissioner Paul Beachnau, to award Bid 2015-08 to Gaylord ARFF as the low bidder and to authorize the County Administrator to negotiate up to a five year contract with Gaylord ARFF. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, to approve the Credit Card Acceptance Policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported on Land Use services; Lawn project started.

Motion by Commissioner Paul Beachnau, to award Bid 2015-09 for the Land Use Remodel to B&B Construction at an amount of \$33,876 along with the associated budget amendment with costs to be split 75/25 between the Building Inspection Fund (Fund 249) and the Delinquent Tax Revolving Fund (Fund 516) for a total amount of \$40,000. Ayes: Unanimous. Motion carried. (see attached)

Department Head Report:

Bill Michaels reported on the Sportsplex.

Motion by Commissioner Bruce Brown, to approve the Sportsplex Board's plans to renovate the Sportsplex entranceway as requested. Ayes: Ayes: Unanimous. Motion carried. (see attached)

Trisha Adam reported on the Human Resource department.

City Liaison, Township and Village Representative: None.

Correspondence:

Chairman Ken Borton received a thank you letter from the Conservation District Board regarding the recognition of Patricia Osburn. Motion by Commissioner Ken Glasser to receive and file letter. Ayes: Unanimous. Motion carried.

August 2015 Financial reports presented.

New Business:

Motion by Commissioner Paul Liss, to approve the September 8, 2015 Special Warrant in the amount of \$421.75, the September 10, 2015 Special Warrant in the amount of \$685.00, and the September 15 Warrant in the amount of \$132,450.35, for a total amount of \$133,557.10. Ayes: Unanimous. Motion carried.

Motion by Commissioner Lee Olsen, to approve the September 17, 2015 Special Warrant in the amount of \$513.59, and the September 22, 2015 Warrant in the amount of \$474,697.14, for a total amount of \$475,210.73. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, to adopt resolution OCR 15-31 DNR Trust Fund Grant Match Resolution.

Roll Call Vote:

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

Nays: None.

Excused: Doug Johnson.

Motion carried/Resolution adopted. (See attached)

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Erma Backenstose had no report.

Commissioner Paul Liss addressed meeting information and procedures referred to Roberts rules; Road Resurfacing.

Commissioner Bruce Brown reported on the exhibits at the Sportsplex.
Commissioner Ken Glasser reported on Community Corrections.

Commissioner Paul Beachnau had no report.

Commissioner Julie Powers-Gehman attended the MAC Conference; attended the open house at the High School for the new wellness center.

Commissioner Lee Olsen attended the MAC Conference.

Commissioner Ken Borton attended the MAC Conference.

Meeting adjourned at 10:30 a.m.

Kenneth C. Borton Chairman

Lynn Branch, Chief Deputy Clerk



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General/Building and Grounds 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)

DESCRIPTION Repair water damage caused by building leak

REVENUE

| Account Number | Decrease | Increase |
|-----------------------------|----------|----------|
| 637-050-699.030 Transfer In | \$ | \$ 5,000 |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total | \$ | \$ |

EXPENDITURE

| Account Number | Increase | Decrease |
|---|----------|----------|
| 101-941-999.010 Contingency | \$ | \$ 5,000 |
| 101-265-940.000 Building and Grounds allocation | \$ 5,000 | \$ |
| 637-265-726.050 Repair and maintenance | \$ 5,000 | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total | \$ | \$ |

Rachel Frisch _____ 9/16/15 _____
 Department Head Signature Date

| |
|---------------------------|
| Finance Department |
| Entered: |
| |
| By: |
| |

 Administrator's Signature Date

9/24/15 _____
 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)

DESCRIPTION To purchase 13 bulletproof vests at a cost of \$10,000; \$3,000 of which is funded
REVENUE through a federal grant.

| Account Number | Decrease | Increase |
|-------------------------------|----------|----------|
| 101-301-501.000 Federal Grant | \$ | \$ 3,000 |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total | \$ | \$ |

EXPENDITURE

| Account Number | Increase | Decrease |
|-----------------------------|-----------|-----------|
| 101-941-999.010 Contingency | \$ | \$ 7,000 |
| 101-301-726.000 Supplies | \$ 10,000 | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total | \$ 10,000 | \$ 10,000 |

Rachel Grusch 9/16/15
Department Head Signature Date

| |
|---------------------------|
| Finance Department |
| Entered: |
| By: |

Administrator's Signature Date

9/24/15
Board Approval Date (if necessary) Budget Adjustment # Posting Number



Millage Request Policy

1. Purpose. The Otsego County Board of Commissioners is, by law, responsible for determining whether a countywide property tax millage will be placed on the ballot for consideration by the voters of Otsego County. To assist in its review and consideration of such requests, the Otsego County Board of Commissioners has adopted this "Millage Request Policy". Persons or entities, other than the County Board of Commissioners, seeking to have a new county-wide property tax millage placed on the ballot by the Board are expected to comply with its terms.
2. Authority. The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of the Public Acts of 1851, as amended.
3. Application. This policy applies to any agency not currently receiving a property tax millage.
4. Procedure.
 - A. At a minimum, county-wide property tax millage requests must include, in writing:
 1. The name, address, and telephone number(s) of the entity, person, or persons seeking the county-wide property tax millage.
 2. The amount of mills sought, the proposed duration of the millage, and a calculation stating and clearly explaining the amount of tax dollars anticipated to be generated in the first year the millage is to be in effect.
 3. A written narrative description of the purpose, project, or projects for which the millage is sought. The narrative should explain why it is necessary to adopt a county-wide property tax millage to accomplish the purpose, explain what alternative efforts have been made to obtain funding, and state why it is necessary to fund the purpose through the mechanism of a county-wide property tax millage.
 4. A statement of how anticipated revenues from the millage will be spent in each year it is in effect.
 5. A statement as to how funding for the project is to be accomplished (if at all) at the conclusion of the duration of the requested millage.
 6. The date upon which the vote is sought must be supplied. In the general course, a county-wide property tax millage request, in the form set forth herein, must be submitted to the Otsego County Board of Commissioners not less than ninety (90) days prior to the date for the final determination of a ballot language.

7. Legal authority for a county-wide millage for the purpose stated herein.
 8. Copy of the requesting agencies budget for both the current year and the previous year.
 9. Copy of the latest audit for the requesting agency.
 10. Any letters, petitions, and/or resolutions supporting the proposed millage.
 11. Any other information the proponents of the county-wide property tax millage believe is important for the Board of Commissioners to consider in evaluating the request.
- B. Millage requests under this policy should be submitted in one (1) original form to the County Administrator.
- C. Following receipt of the written materials required herein, the Otsego County Board of Commissioners shall, as part of a regularly scheduled meeting, notice and hold at least one public hearing on the millage vote request.
- D. As part of its consideration of such a request, the Otsego County Board of Commissioners may:
1. At a regularly scheduled meeting following the date of the public hearing, adopt ballot language to place the county-wide property tax millage on the ballot and schedule an election therefore. The cost of any special election to be borne by the requesting agency.
 2. Takes such other action as it deems appropriate.
- E. Prior to any funds that are received through an approved extra voted millage being transferred to a requesting agency who have general ledger/accounting systems or employees outside of the County government, an agreement prepared by the County must be approved by both agencies as to related responsibilities.

Adopted: August 27, 2013
Last Updated: April 22, 2014

This agreement entered into on this day of September 24, 2015, between the County of Otsego, a Michigan municipal corporation located at 225 West Main Street, Gaylord, Michigan 49735, hereinafter called the "County" and Boyne Area Gymnastics and Dance, a Michigan non-profit organization located at 611 Beardsley Street, Boyne City, Michigan 49712.

Witnesseth:

1. **Term.** The County agrees to contract with Boyne Area Gymnastics and Dance for the term beginning September 24, 2015 to and ending May 31, 2016, both dates inclusive for use of the Otsego County Community Center on Tuesdays from 2:30 p.m. to 8:30 p.m. by Boyne Area Gymnastics and Dance to provide gymnastics classes.
2. **Contract Amount.** Boyne Area Gymnastics and Dance shall pay an hourly fee set by the Otsego County Board of Commissioners for hourly use of the gym for any time the gym is scheduled for use by Boyne Area Gymnastics and Dance including time reserved for set up and take down of equipment. Boyne Area Gymnastics and Dance shall be responsible for the cost of all scheduled time unless a two weeks written notice is given by Boyne Area Gymnastics and Dance to the Otsego County Parks Department in advance of a cancellation.
3. **Performance:** In exchange for the use of the Otsego County Community Center, Boyne Area Gymnastics and Dance agrees to perform all of the duties as outlined in the Description of Duties, in a competent and professional manner.
4. **Description of Duties.** Boyne Area Gymnastics and Dance shall perform the following duties:
 - a. Maintain a coach to gymnast ratio that provides safe and consistent supervision of all gymnasts.
 - b. Install and tear down the required gymnastics equipment as recommended by the equipment manufacturer.
 - c. Provide a certificate of insurance meeting the following requirements:
 - i. General Liability Insurance, with a minimum combined single limit of \$1,000,000 for each occurrence and aggregate.
 - ii. Motor Vehicle Liability Coverage and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles with a minimum limit of \$1,000,000 for each occurrence and aggregate.
 - iii. Workers Compensation and Employers' Liability, Michigan Statutory Limits of Liability.

- iv. Otsego County, and Otsego County Parks and Recreation Department will be named as Additional Insured on all insurance coverage, with the exception of Workers Compensation and Employers' Liability Insurance.
 - v. A Waiver of Subrogation is required on the certificate of liability insurance.
 - d. Ensure all gymnasts' parents/guardians have completed all of the necessary registration/waiver paperwork before a gymnast is allowed to participate in gymnastics classes.
 - e. Provide the Otsego County Parks and Recreation with copies of the gymnasts' registration/waiver forms before the start of each 10 week session.
 - f. Ensure that all coaches have been subjected to a criminal background check before they are allowed to coach.
 - g. Ensure that all coaches have successfully passed the recognized training courses to become a gymnastics coach before they are allowed to coach.
 - h. All gymnastics coaches, volunteers, gymnasts, and parents are required to abide by instructions, directions or orders given by County Employees.
 - i. All gymnastics coaches, volunteers, gymnasts, and parents are required to abide by Otsego County Parks and Recreation rules and local, state, and federal laws/ordinances.
 - j. Provide the County with a copy of the organizations bylaws, policies, and procedures.
5. Fees. Boyne Area Gymnastics and Dance agrees to pay the County a rate of \$22.50 per hour under this Agreement. The County will invoice Boyne Area Gymnastics and Dance at the end of each session. Terms of payment are outlined on the invoice.
6. Termination and Suspension. In the event that Boyne Areas Gymnastics and Dance defaults or neglects to carry out its duties in accordance with this Agreement, the County reserves the right to cancel the Agreement per the following procedures:
- a. The County shall send a written notice to the Boyne Area Gymnastics and Dance specifying the default and/or neglect.
 - b. Boyne Area Gymnastics and Dance shall have a seven (7) days from receipt of notice to correct the specified default an/or neglect.

- c. If the Boyne Area Gymnastics and Dance does not correct the specified default and/or neglect within the time period specified in sub-paragraph b above, the County may order Boyne Area Gymnastics and Dance to stop all facility use under the Agreement until such time as the default and/or neglect is corrected.
- d. The County, without any advance notice, written or verbal, may immediately halt all activities of Boyne Area Gymnastics and Dance in the event of a clear and present life/safety issue.

Either party may terminate this Agreement for any reason or no reason upon sixty (60) day written notice.

In the event of termination, Boyne Area Gymnastics and Dance is responsible for paying the County for facility usage that occurred prior to the termination of the Agreement as specified in Section 4.

- 7. Equipment. County is in possession of a set of uneven bars historically used by Boyne Area Gymnastics and Dance. County no longer desires to be responsible for said equipment. Ownership of the equipment shall be turned over to Boyne Area Gymnastics and Dance at the signing of this Agreement. Boyne Area Gymnastics and Dance takes full responsibility and liability for the equipment.
- 8. Amendment. This Agreement may only be amended, modified, or supplemented by written instruments signed by both parties.

This Agreement is entered into as of the day and year first written above, and is executed as to two (2) separate original copies, one to be delivered to Boyne Area Gymnastics and Dance, and to the County.

COUNTY:

Date: _____

John Burt
Otsego County Administrator

BOYNE AREA GYMNAS TIC S AND DANCE:

Kari Strelman
Owner, Boyne Area Gymnastics

Date: _____



Otsego
COUNTY
M I C H I G A N

Credit Card Acceptance Policy

I. Governing Authority

Purpose

It is the policy of the County of Otsego to accept credit cards as a form of payment as authorized by Public Act 280 of 1995 entitled "Financial Transaction Device Payments". This policy is to outline the methods and processes to be used for acceptance.

The benefits to the County may include:

- Increased certainty of collection
- Reduced return check processing costs
- Improved audit trail
- Reduced cash collection costs
- Enhanced customer convenience

II. Scope

- a. The County authorizes the acceptance of payment through VISA, MasterCard, Discover Card, American Express, and Debit Cards for the following Departments:

- | | |
|---------------------------------|------------------|
| i. Animal Control | viii. Housing |
| ii. Recreation charges and fees | ix. Equalization |
| iii. Library | x. Prosecutor |
| iv. Treasurer | xi. EMS |
| v. Clerk | xii. Sheriff |
| vi. ROD | xiii. Courts* |
| vii. Building (Land use) | |

*The Otsego County Judicial System (Courts) has a separate credit card receipt policy that is tailored specifically to its operations.

- b. Credit card payments may be made online using the web, in person over the counter at the departments accepting credit cards, or by phone.

III. Responsibility

The County Treasurer or a designee of the Treasurer will oversee payment methods. The credit card transaction fees are paid by the cardholder, not the County. The County will negotiate the lowest possible fee structure to minimize the financial impact to the consumer. The County shall coordinate such methods through the GovPay and the Point and Pay System, a subsidiary of North American Bancard.

IV. Data Security

All County department employees accepting credit cards must protect and secure all credit card data collected, and shall adhere to the following guidelines:

- A. Credit card information shall never be acquired or disclosed without the cardholder's consent.
- B. Over the counter payments by credit card must be swiped into the electronic card reader. Whenever practical, County employees will not accept payments without the credit card being present. (Point and Pay customers have the option of paying by phone using the secure Point and Pay Interactive Voice Response System 800 number.)
- C. If, in a rare instance, a transaction is written down on a piece of paper, the paper must be shredded immediately upon completion of the transaction.
- D. Any electronically generated credit card processing receipt should only display up to the last four digits of the account number. The expiration date should not be displayed at all.
- E. Credit card information should never be electronically transmitted by e-mail, any type of text messaging service, or facsimile.

V. Approval of the Credit Card Acceptance Policy

The Credit Card Acceptance Policy shall be approved and adopted by the governing body of County of Otsego and reviewed periodically as needed.

Adopted: _____



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Delinquent Tax Funds/Building Inspection/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)

DESCRIPTION Budget funds for the addition of a restroom and vestibule at Land Use Services

| Account Number | Decrease | Increase |
|--|-----------|-----------|
| 516-050-400.001 Budgeted Use of Fund Balance | \$ | \$10,000 |
| 249-050-400.001 Budgeted Use of Fund Balance | \$ | \$30,000 |
| 499-050-699.030 Transfer In | \$ | \$40,000 |
| - - | \$ | \$ |
| Total | \$ | \$ |

EXPENDITURE

| Account Number | Increase | Decrease |
|------------------------------|-----------|-----------|
| 516-999-999.000 Transfer Out | \$10,000 | \$ |
| 249-999-999.000 Transfer Out | \$30,000 | \$ |
| 499-901-970.300 AT&T-RMDLO | \$40,000 | \$ |
| - - | \$ | \$ |
| - - | \$ | \$ |
| - - | \$ | \$ |
| Total | \$ | \$ |

Department Head Signature

Date

Administrator's Signature

Date

Finance Department

Entered:

By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

SEIDELL ARCHITECTS

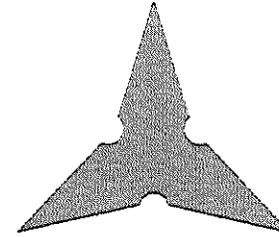
www.seidellarchitect.com

114 North Court Avenue, Suite 201
Post Office Box 2189
Gaylord, Michigan 49734

Office (989) 731-0372
Fax (989) 731-0932

Drawing Sheet Index

| Sheet Number | Sheet Content |
|--------------|---|
| TS | Title Sheet |
| D1 | Demolition Plan and East Elevation |
| A1 | Overall Building Floor Plan and Site Plan |
| A2 | Floor Plan and Foundation Plan - Alteration |
| A3 | Roof Plan - Alteration and Section |
| A4 | Exterior Elevations |



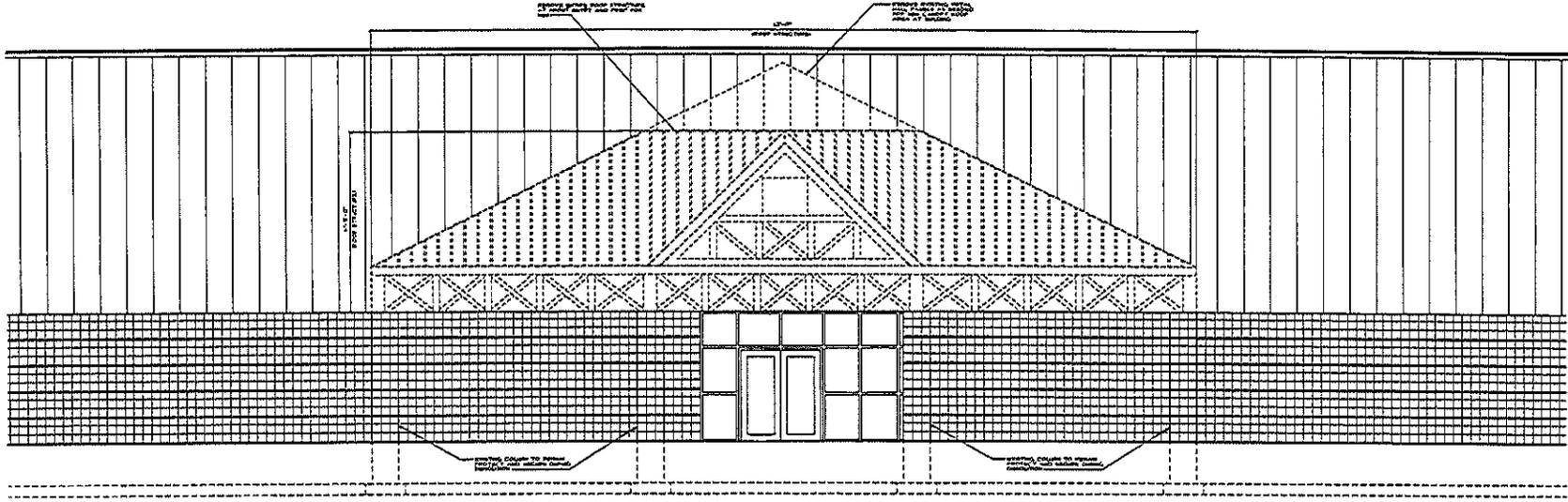
Otsego County Sportsplex New Front Covered Entry

1250 Gornick Ave.

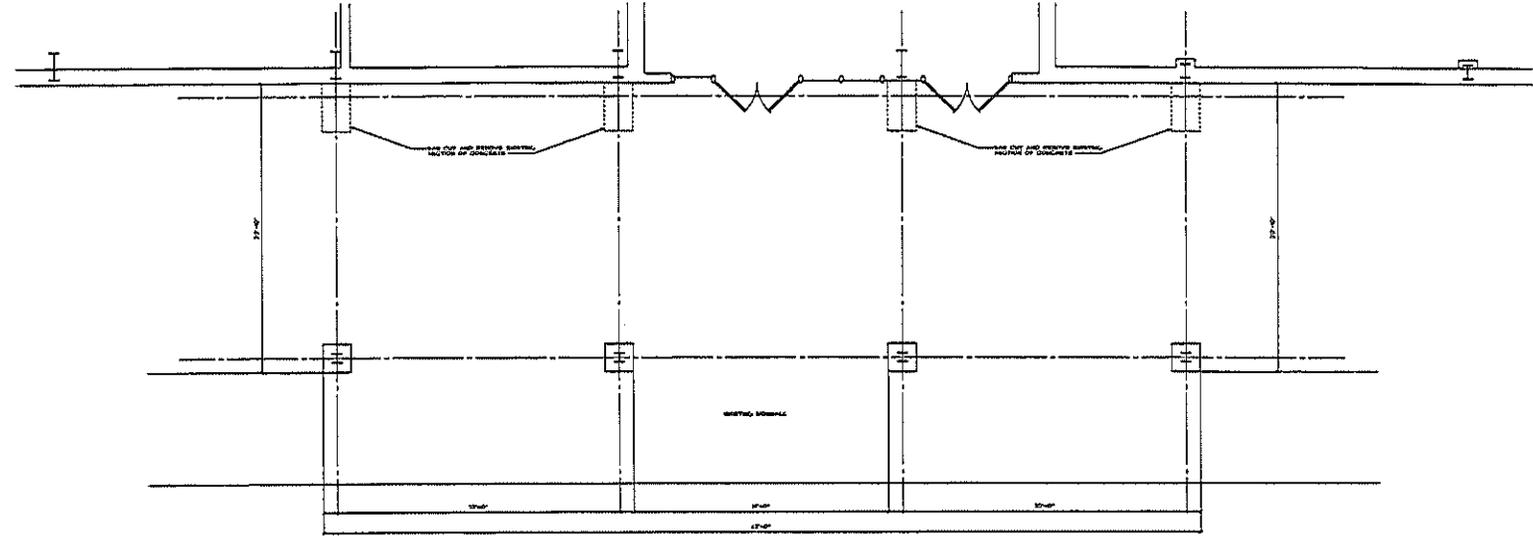
Gaylord, Michigan



Documents provided and prepared
under the direct supervision of
Todd L. Seidell, Architect,
License #43749

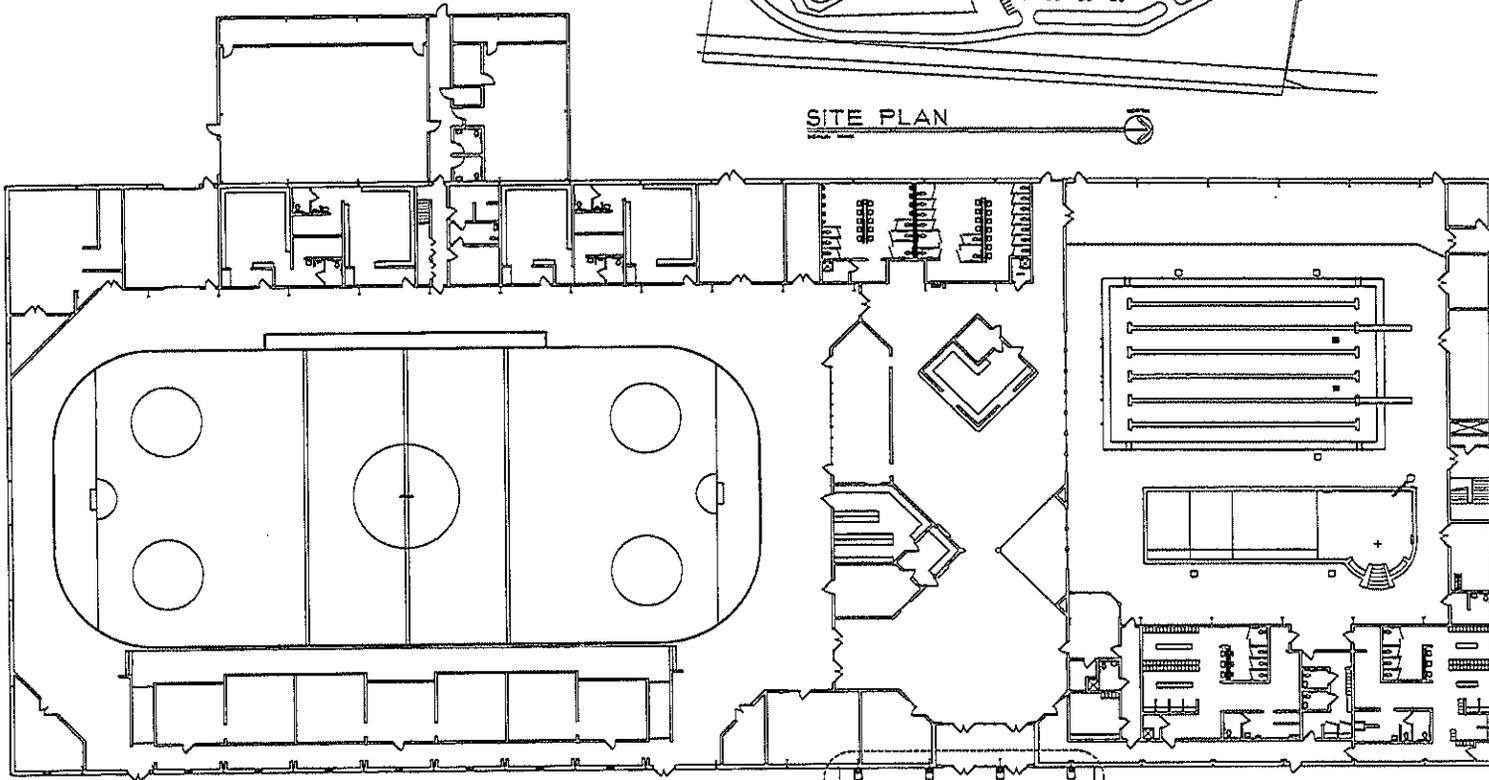


EAST ELEVATION - DEMOLITION

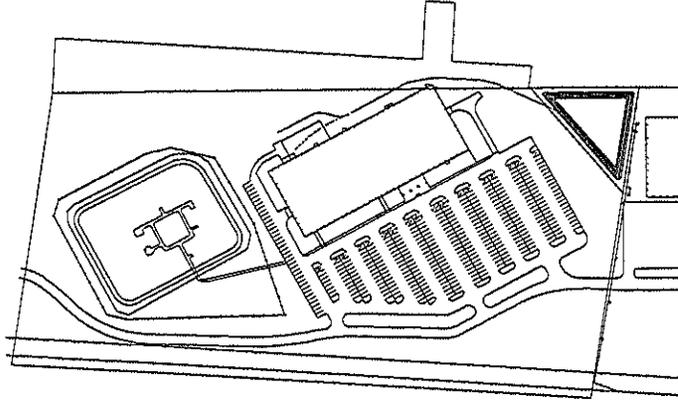


FLOOR PLAN - DEMOLITION

| | |
|--|--|
| SEIDELL'S ARCHITECTS ARCHITECTS 1100 S. GAYLORD AVENUE GAYLORD, MICHIGAN 49735 PHONE (517) 731-1111 FAX (517) 731-1111 | SHEET NO. 1111 |
| | DATE: 11/11/11 |
| PROJECT: OTSEGO COUNTY SPORTSPLEX NEW FRONT ENTRY ADDITION 810 GAYLORD AVENUE GAYLORD, MICHIGAN 49735 | DRAWN BY: J. SMITH CHECKED BY: J. SMITH DATE: 11/11/11 |
| TITLE: T.I.E. DATE: 11/11/11 | OWNER: OWNER DESIGN: DESIGN |
| SCALE: 1/4" = 1'-0" | DATE: 11/11/11 |



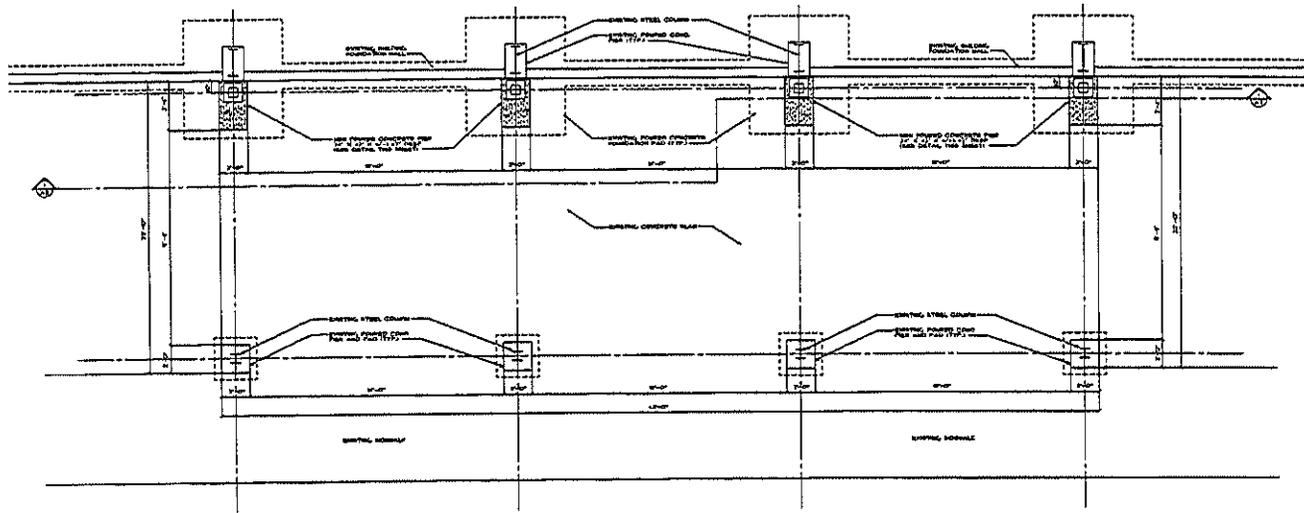
OVERALL FLOOR PLAN



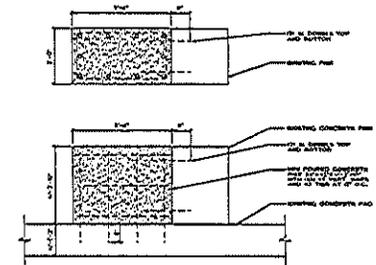
SITE PLAN

| | | | | | | | |
|------------------------|---|-----------------------|--|----------------------|----------------------|----------------------|----------------------|
| PROJECT NO. 18-0-51 | PROJECT OTSEGO COUNTY SPORTSPLEX NEW FRONT ENTRY ADDITION 6102 GREENACK AVENUE GATSBORO, MICHIGAN 41331 | |  SEIDELLS ARCHITECTS ARCHITECTS 100 S. GUYTON, SUITE 300 GATSBORO, MICHIGAN 41331 PHONE: (517) 531-1111 FAX: (517) 531-1112 | DATE | DATE | DATE | DATE |
| | DESIGNED BY T.L.A. | DESIGNED BY T.L.A. | | OWNER REVIEW DATE | OWNER REVIEW DATE | OWNER REVIEW DATE | OWNER REVIEW DATE |
| | DATE | DATE | DATE | DATE | DATE | DATE | DATE |

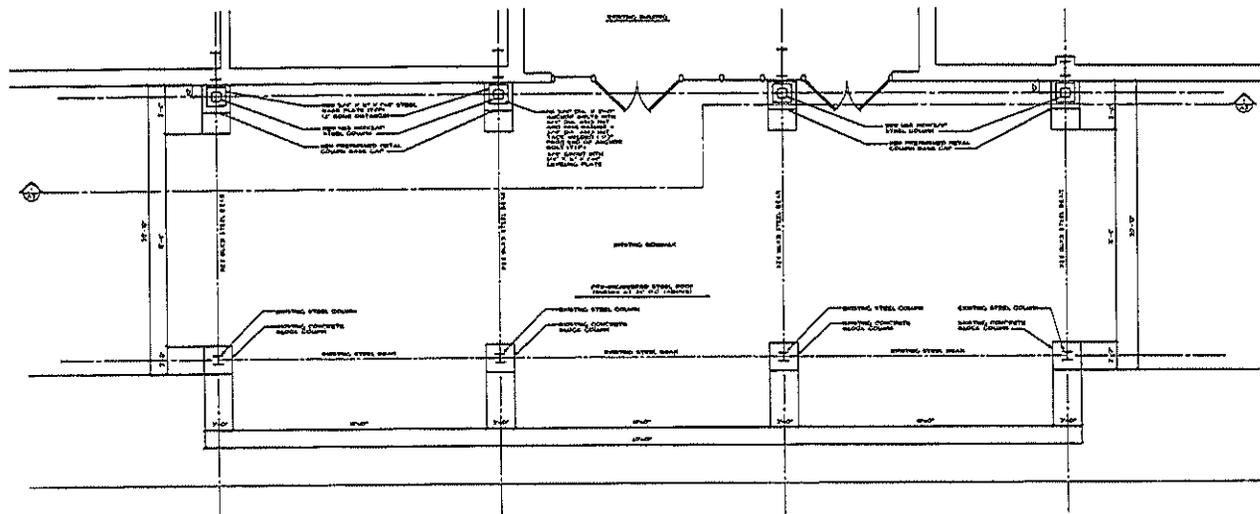
AI



ENLARGED FOUNDATION PLAN



CONCRETE PIER DETAIL



ENLARGED FLOOR PLAN

| | | | | |
|--|--------------------------|--------------------------------------|--------|-------|
| FILED | DATE | SCALE | DATE | SCALE |
| PROJECT NO. | 15-04 | | | |
| CLIENT | OTSEGO COUNTY SPORTSPLEX | DESIGNED BY | T.L.B. | DATE |
| | NEW FRONT ENTRY ADDITION | DRAWN BY | T.L.B. | DATE |
| | 010 GARVICK AVENUE | CHECKED BY | T.L.B. | DATE |
| | GAYLORD, MICHIGAN 49735 | PROJECT NO. | 15-04 | |
| SEIDELL ARCHITECTS 114 S. STATE ST. 3RD FL. GAYLORD, MICHIGAN 49735 TEL: 517.309.1111 FAX: 517.309.1112 | | T.L.B. 1/1/04 1/1/04 1/1/04 | | |
| PROJECT NO. 15-04 CLIENT: OTSEGO COUNTY SPORTSPLEX NEW FRONT ENTRY ADDITION 010 GARVICK AVENUE GAYLORD, MICHIGAN 49735 | | SHEET NO. A2 TOTAL SHEETS 1 | | |

RESOLUTION NO. OCR 15-31
Outdoor Education Center
OTSEGO COUNTY BOARD OF COMMISSIONERS
September 24, 2015

WHEREAS, Otsego County supports the submission of an application titled, "The Otsego Conservation District Outdoor Education Center" to the Michigan Natural Resources Trust Fund for the construction of an education center; and

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and

WHEREAS, Otsego County and the Conservation District has made a financial commitment to the project in the amount of \$48,200 matching funds in cash; now therefore, be it

RESOLVED, that Otsego County hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$50,000, and further resolves to make its financial obligation amount of \$48,200 (\$35,700 cash; \$12,500 in-kind) (together 49%), for a total project cost of \$98,200, during the 2015-2016 fiscal years.