

September 25, 2012

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 9:30 a.m. by Chairman Paul Beachnau. Invocation by Chairman Paul Beachnau, followed by the Pledge of Allegiance led by Commissioner Clark Bates.

Roll call:

Present: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Bruce Brown.

Excused: Doug Johnson, Ken Borton.

Motion by Commissioner Clark Bates, to approve the regular minutes of September 11, 2012 with attachments as corrected. Minutes were corrected to strike the motion made by Commissioner Paul Liss to adopt Resolution OCR-12-31 Michigan State Police Coverage. Ayes: Unanimous. Motion carried.

Consent Agenda:

Motion to approve the Charlton Township 2013-2014 Land Use Agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Reappointment of Jim Mathis to the Housing Committee with the term to expire on June 30, 2015. Ayes: Unanimous. Motion carried.

Motion to approve the Animal Control Budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Medical Examiner Budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve Medical Examiner Power Cot purchase. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported on the leaking on the 4th floor; building and grounds roof; Christmas tree on the County lawn; side walk west side of the County Building; Mental Health meeting; Bids for Airport and Building & Grounds maintenance.

Motion by Commissioner Paul Liss, to award Bid 2012-08 for Airport and Building & Grounds Services to Gaylord A.R.F.F. as the low bidder. Ayes: Unanimous. Motion carried.

Department Head Report:

Matt Barresi reported on the Airport.

Committee Reports:

Joe Ferrigan is to review the cost of a contractual inspector versus a full time inspector.

Motion by Commissioner Lee Olsen, to approve the FY 2012 Building Department Budget amendment. Ayes: Unanimous. Motion carried.

Motion by Commissioner Lee Olsen, to update the Retiree Healthcare Policy for department managers to include the ability to opt out of the Otsego County Group Healthcare Plan at retirement and still remain eligible for up to \$250.00 per month reimbursement from ages 62-65 for a maximum of three years. Eligibility would end at date of Medicare eligibility. Proof of enrollment in a bond fide health insurance program during the term of the benefit and proof of monthly payment specific to the retiree would be required. Ayes: Unanimous. Motion carried.

Motion by Commissioner Lee Olsen, to place Matthew Nowicki on the Non-Union Pay Grade 13 Sheriff Step 2, and place Matthew Muladore on the Non Union Pay Grade 10 Undersheriff Step 3, with both to take effect when they begin their offices on January 1, 2013. Ayes: Unanimous. Motion carried.

Motion by Commissioner Lee Olsen, to approve the FY 2013 Bus Budget as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Lee Olsen, to approve the FY 2013 Otsego County Commission on Aging Budget as presented. Ayes: Unanimous. Motion carried. (see attached)

Mary Sanders reported on road projects in the Townships.

Roberta Tholl reported on the Road Commission.

Vicki Courterier reported on the Court.

Correspondence:

Chairman Paul Beachnau received a letter from a citizen regarding Amy Moon doing a great job at the Sheriff's Department.

The August 2012 financial report was reviewed.

New Business:

Motion by Commissioner Bruce Brown, to approve the September 18, 2012 Warrant in the amount of \$168,783.71 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Erma Backenstose, to approve the September 25, 2012 Warrant in the amount \$453,325.93 as presented. Ayes: Unanimous. Motion carried.

Public Comment:

Brenda Cross addressed the Board.

Missy FitzGerald reported the Animal Shelter received an award from the Michigan Pet Fund Alliance.

Board Remarks:

Commissioner Clark Bates: Reported on the City Council meeting.

Commissioner Lee Olsen: Attended the MTA meeting.

Commissioner Bruce Brown: United Way Caramel apple fundraiser.

Commissioner Rich Sumerix: Consortium meeting.

Chairman Paul Beachnau: Attended Agricultural Day.
Attended Veteran's Day.
2013 Budget process.

Meeting adjourned at 10:32 a.m.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, Otsego County Clerk

**CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)
2013-2014**

WHEREAS, Otsego County (the County) and Charlton Township (the Township) agree that it is in the interest of the Citizens of the County and the Township and the overall development of the County and the Township to centralize administration of Land Use Services; and

WHEREAS, the County and the Township agree that Land Use Services includes Land Use Planning, Zoning and Zoning Administration and Enforcement; and

WHEREAS, the County and the Township agree that because the County's offices are centrally located and because the County can provide professional and administrative personnel, and office space to the Township so that the land use within the Township can be developed uniformly with joint cooperation and with one location for citizens to go for more efficient service with one set of rules.

Agreements

The County and the Township hereby enter into this Contract for services. This contract shall be in effect for a period of two (2) years beginning January 1, 2013 and continuing in effect until December 31, 2014.

Responsibilities of the Township

- 1. Funding for the Land Use Services Zoning function is distributed among participating townships using an equal blend of the latest State Equalized Values and population for each township (see Attachment A). Charlton Township agrees to provide a total of \$6,180.00 in 2013 and \$6,180.00 in 2014 to assist in covering the costs of operation and staffing of the Planning & Zoning Department**
- 2. The Township will pay the annual contribution amount as noted above by May 1st of each year of this contract.**
- 3. The Township Board will select their representative, with confirmation by the Otsego County Board of Commissioners, to serve on the Otsego County Planning Commission.**

Responsibilities of the County

- 1. The County shall provide full and complete professional Land Use Planning.**
- 2. The County shall provide professional planning personnel on staff to assist Township officials from all Townships within Otsego County, officials from the City of Gaylord, the Village of Vanderbilt, citizens, land owners and developers with Land Use Planning questions and procedures and municipal cooperation.**

3. The County shall maintain digital maps for zoning and land use planning purposes.
4. The County shall appoint and operate a County Planning Commission for the purposes of administering the County Plan and the County Zoning Ordinance.
5. The County shall appoint and operate a County Zoning Board of Appeals for the purposes of interpreting and ruling on requests involving administration of the Zoning Ordinance.
6. The County shall ensure that the Township is informed and advised of any proposed land use changes or proposed ordinance text changes or special land use requests or other similar requests presented to the Planning Commission and any requests presented to the Zoning Board of Appeals involving land within the Township.
7. The County shall provide professional personnel on staff to administer and enforce the zoning ordinance regulations and all other land use regulations.
8. The County shall regularly provide reports to the Township at the Township Association meetings. The report shall include but is not limited to a financial report showing the expenses of the Planning & Zoning Department, the fee schedule for permits issued, the number and type of permits issued; and the revenue received.
9. The County will pay for legal expenses related to zoning functions and decisions.
10. Funds related to the Otsego County Land Use Department Planning & Zoning will be maintained in a fund separate from the County's General Fund.

Either party may terminate this Agreement for any or no reason upon one hundred eighty (180) day written notice.

In the event of termination of this Agreement, the Township shall be responsible only for costs pro-rated to the date of termination.

Otsego County and Charlton Township.

Entered into this 13 day of August, 2012 between Otsego County and Charlton Township

Otsego County

John Burt, County Administrator

Susan DeFeyter, County Clerk

Charlton Township



Matthews Noaak, Supervisor



Ivan H. Maschke, Township Clerk

ATTACHMENT A

Funding

Based on SEV and Populations combined, municipalities would be responsible for the following costs:

<u>Township</u>	<u>2013 Cost</u>	<u>2014 Cost</u>
Bagley	\$10,300.00	\$10,300.00
Charlton	\$6,180.00	\$6,180.00
Chester	\$4,120.00	\$4,120.00
Corwith	\$6,180.00	\$6,180.00
Dover	\$2,060.00	\$2,060.00
Elmira	\$6,180.00	\$6,180.00
Hayes	\$7,210.00	\$7,210.00
Livingston	\$8,755.00	\$8,755.00
<u>Otsego Lake</u>	<u>\$7,210.00</u>	<u>\$7,210.00</u>
Total	\$58,195.00	\$58,195.00



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Animal Control

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 Increase for additional supplies and electricity costs in the new shelter.

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

EXPENDITURE

Account Number	Increase	Decrease
212-430-726.000 Supplies	\$ 3,000	\$
212-430-726.035 Medical Supplies	\$ 3,000	\$
212-430-930.620 Electricity	\$ 6,000	\$
212-941-999.990 Contribution to Fund Balance	\$	\$12,000
	\$	\$
	\$	\$
Total	\$12,000	\$12,000

Rachel Frisch
Department Head Signature

9/19/12
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

9/25/12

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

Otsego County Bus System

**1254 Energy Drive
Gaylord, Michigan 49735**

989 731-1204

Nonurban County

Regular Service

Annual Budgeted

2013

Operating Revenue: \$441,452

Total Eligible Expenses: \$1,750,252

Local Share: \$822,901

Comments: -

Otsego County Bus System
Nonurban County
Regular Service
Annual Budgeted
2013

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares	\$130,000
40200	Contract Fares (RAISE ALL CONTRACT 4%)	\$280,000
40400	Package Delivery/Meal Delivery Programs (CAP APPROVED)	\$31,452
406 :	Auxiliary Trans Revenues	
40615	Advertising	\$7,500
407 :	NonTrans Revenues	
40710	Sales of Maintenance Services	\$35,784
40799	Other NonTrans Revenue (Explain in comment field) (SALE OF SCRAP METAL)	\$1,000
408 :	Local Revenue	
40800	Taxes Levied Directly for/by Transit Agency (MILLAGE)	\$337,000
411 :	State Formula and Contracts	
41101	State Operating Assistance (36.24%)	\$643,351
413 :	Federal Contracts	
41301	Section 5311 Operating only (16%)	\$284,000
414 :	Other Revenue	
41400	Interest Income	\$165
Total Revenues: \$1,750,252		

Otsego County Bus System
Nonurban County
Regular Service
Annual Budgeted
2013

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
60101	Operators Salaries & Wages	\$502,325
60102	Other Salaries & Wages	\$230,075
60103	Dispatchers' Salaries & Wages	\$122,908
502 :	Fringe Benefits	
50200	Other Fringe Benefits	\$352,744
503 :	Services	
50302	Advertising Fees	\$3,450
50305	Audit Costs	\$5,700
50399	Other Services (Explain in comment field)	\$68,752
504 :	Materials and Supplies	
50401	Fuel & Lubricants	\$178,998
50402	Tires & Tubes	\$10,000
50499	Other Materials & Supplies	\$75,000
505 :	Utilities	
50500	Utilities	\$43,600
506 :	Insurance	
50699	Other Insurance	\$29,000
507 :	Taxes & Fees	
50700	Taxes & Fees	\$300
509 :	Misc Expenses	
50902	Travel, Meetings & Training	\$200
50999	Other Misc Expenses (Explain in comment field) (mpla)	\$2,200
513 :	Depreciation	
51300	Depreciation	\$150,000
550 :	Ineligible Expenses	
55008	Other Ineligible Expenses (Explain in comment field) (estimated meals back-out based on APPROVED CAP)	\$25,000

**Otsego County Bus System
Nonurban County
Regular Service
Annual Budgeted
2013**

Total Expenses: \$1,775,252

Total Ineligible Expenses: \$25,000

Total Eligible Expenses: \$1,750,252

**Otsego County Bus System
 Nonurban County
 Regular Service
 Annual Budgeted
 2013**

Non Financial Schedule Report

Public Service

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	29,600	845	10	30,455
611	Vehicle Miles	447,900	16,314	50	464,264
616	Unlinked Passenger Trips - Regular	35,600	1,650	380	37,630
616	Unlinked Passenger Trips - Elderly	7,100	440	0	7,640
617	Unlinked Passenger Trips - Persons w/Disabilities	51,600	800	10	52,310
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	3,625	100	0	3,725
622	Total Demand-Response Unlinked Passenger Trips	97,825	2,990	390	101,205
625	Days Operated	248	51	1	300

Total Passengers: 101,205

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	22
656	Demand-Response Vehicle w/ Lifts	20
658	Total Transit Vehicles	22

Total Vehicles: 22

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	56,800
661	Total Transit Agency Employees (Full-Time Equivalents)	31
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	26

Otsego County Commission on Aging

2012-2013 OCCOA BUDGET		
REVENUE:		
	NEMCSA GRANTS INCOME	205,935.00
	DONATION INCOME	133,602.00
	TOBACCO/WAIVER/OTHER GRANTS	81,500.00
	PRIVATE PAY-OTSEGO HAUS	40,000.00
	TAX RECEIPTS INCOME	1,165,000.00
	CASH MATCH FOR GRANTS	19,231.00
	INTEREST INCOME	4,000.00
	ACTIVITIES/SPECIAL EVENTS INCOME	53,100.00
	CONTRACTED INCOME	48,220.00
	TRANSFER FROM FUND EQUITY	53,325.00
	BUDGETED TOTAL INCOME:	\$1,803,813.00
EXPENSES:		
	SALARY EXPENSES	1,022,849.00
	FRINGE BENEFITS	97,040.00
	RSVP FUNDING EXPENSE	48,178.00
	EMPLOYEE BENEFIT	45,053.00
	BOARD EXPENSE	500.00
	RENTS	57,530.00
	RAW FOODS	215,500.00
	EMPLOYEE LUNCH ACCOUNT EXPENSE	1,400.00
	UTILITIES-OTSEGO HAUS	6,500.00
	DUES EXPENSE	3,725.00
	POSTAGE EXPENSE	4,660.00
	WATER TREATMENT EXPENSE	450.00
	SUPPLIES EXPENSE	22,448.00
	KITCHEN SUPPLIES	10,750.00
	TELEPHONE EXPENSE	10,085.00
	SERVICE CONTRACTS/GRANTS	8,070.00
	HOME MEAL DELIVERY EXPENSE	32,080.00
	TRANSPORTATION EXP-OTSEGO HAUS	1,000.00
	CLEANING EXPENSE	3,500.00
	STAFF TRAVEL EXPENSE	29,477.00
	REPAIR/MAINT EXPENSE	3,550.00
	SNOW REMOVAL EXPENSE	0.00
	GARBAGE REMOVAL EXPENSE	2,040.00
	VOLUNTEER PROGRAMS EXPENSE	3,500.00
	EQUIPMENT LEASING-GENERAL OPER	10,400.00
	EQUIPMENT PURCHASE EXPENSE	5,312.00
	COMPUTER EXP-GENERAL OPER	8,000.00
	PRIME TIMES ADVERTISING EXPENSE	9,100.00
	INSURANCE EXPENSE	37,225.00
	AUDIT/PROFESSIONAL FEES	6,800.00
	ADVERTISING EXPENSE	16,320.00
	LEASHOLD IMPROVEMENTS	500.00
	TRAINING EXPENSE	9,200.00
	ACTIVITIES/SPECIAL EVENTS EXPENSES	53,750.00
	CASH MATCH EXP-GENERAL OPER	19,321.00
	BUDGETED TOTAL EXPENSES:	\$1,803,813.00
	Revenue over Expenses/Expenses over Revenue:	\$0.00