



Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

989-731-7520 • Fax 989-731-7529

NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, October 9, 2007 beginning at 9:30 a.m., in the Multi-Purpose Room of the J. Richard Yuill Alpine Center, Gaylord, Michigan 49735.

AGENDA

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
 - a. Approval of Minutes September 25, 2007 with attachments
5. Consent Agenda
 - a. Airport Advisory Committee Recommendation
 1. Airport Advisory Committee Appointment - Norm Brecheisen - Motion to Appoint
 - b. Airport Committee Recommendation
 1. Loader Agreement - Motion to Approve
 - c. Budget & Finance Committee Recommendations
 1. Carpeting Bid Award
 2. Roof Bid Award
 3. Sheriff (301) / Jail (351) 2008 Budget Amendments - Motion to Approve
6. Administrator's Report
7. Report from Officers
8. Committee Reports
9. Department Head Reports
 - a. Clerk Quarterly Report - Suzy DeFeyer
10. City Liaison, Township & Village Representatives
11. Correspondence
12. Special Presentations
13. New Business
 - a. Financials
 1. Warrant B2007-40
 2. Warrant B2007-41
 - b. Budget & Finance Committee Recommendation
 1. Purchasing Policy Update
 - c. Administrator Evaluation Committee
14. Public Comment
15. Board Remarks
16. Adjournment

September 25, 2007

The Regular meeting of the Otsego County Board of Commissioners was held at the Multi-Purpose room of the J. Richard Yuill Alpine Center. The meeting was called to order at 9:30 a.m. by Chairman Glasser. Invocation by Commissioner Glasser, followed by the Pledge of Allegiance led by Commissioner Liss.

Roll call:

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

Excused: Bates, Beachnau, Bentz.

The Regular meeting minutes of September 11, 2007 with attachments were approved as presented.

Consent Agenda:

Motion to move \$50,000 out of the Health Care Fund (fund 647) surplus into the payroll liability fund (fund 704), unemployment line item. Motion carried via unanimous consent.

Motion to approve the Sheriff/Civil Division 2007 budget amendment. Motion carried via unanimous consent. (see attached)

Motion to add three alternate members to the Construction Board of Appeals. Motion carried via unanimous consent.

Motion to reappoint Constance Blotske and William Light to the Board of Canvassers both terms to expire October 20, 2011. Motion carried via unanimous consent.

Administrator's report:

John Burt reported bids have been received for carpet on the 3rd floor at the Alpine Center; bids have been received for roof repairs for Judge Cooper's courtroom and Cross street; Jail meeting 9-25-07 at 5:30 p.m. in the multi-purpose room; Cooperative Planning Committee meeting 9-26-07 at 6:00 p.m. in the City Council chambers.

Rachel Frisch reviewed the August financial reports.

New Business:

Motion by Commissioner Hyde, to approve Warrant B2007-38 in the amount of \$143,450.26 with prepaids in the amount of \$56,454.78 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to approve Warrant B2007-39 in the amount of \$153,006.72 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Johnson, to approve the changes to the Sportsplex fee schedule beginning on January 1, 2008 as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Backenstose, to approve the updated Otsego County 2007 appointments of committees and delegated chairs. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Liss, to approve the POLC Health Care savings program agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Hyde, to appoint Mike Fernandez to the Airport Advisory Committee in replacement of Janice Lampert with the term ending December 31, 2009. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to adopt Resolution OCR-07-40 supporting the NEMCSA Long Term Care Ombudsman.

Roll Call Vote:

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

Nays: None.

Excused: Bates, Beachnau, Bentz.

Motion carried/Resolution adopted. (see attached)

Public Comments:

Mark McCully from the MTEC introduced himself to the Board.

Board Remarks:

Commissioner Backenstose: Soil Conservation fall tour.
 FIA meeting.
 Attended a seminar for landlords.

Commissioner Johnson: Soil Conservation fall tour.

Meeting adjourned at 10:04 a.m. at the call of the Chair.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, County Clerk



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: SHERIFF
CIVIL DIVISION

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

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

REVENUE

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

EXPENDITURE

| Account Number | Increase | Decrease |
|-------------------------------------|----------|----------|
| 101E302 - 703060 - <i>Part-Time</i> | \$ | \$ 33.50 |
| 101E302 - 726000 - <i>Supplies</i> | \$ 33.50 | \$ |
| - - | \$ | \$ |
| - - | \$ | \$ |
| - - | \$ | \$ |
| - - | \$ | \$ |
| Total | \$ 33.50 | \$ 33.50 |

REMARKS To cover pre-employment drug test to re-activate employee called back from lay-off (process server)

James D McBride
 Department Head Signature James D McBride
 Otsego County Sheriff

09/12/2007
 Date

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

[Signature]
 Administrator's Signature

9/13/07
 Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

| User rates open swim & open skate | Now | Starting 1/1/2008 | Amount of Increase: |
|--------------------------------------|--------|----------------------|------------------------|
| child in county | \$2.00 | \$2.50 | \$0.50 |
| child out of county | \$2.00 | \$3.00 | \$1.00 |

| | | | |
|---------------------|--------|--------|--------|
| adult in county | \$2.50 | \$3.00 | \$0.50 |
| adult out of county | \$2.50 | \$3.50 | \$1.00 |

| | | | |
|----------------------------|--------|--------|--------|
| senior in county (over 60) | \$1.25 | \$2.00 | \$0.75 |
| senior out of county | \$1.25 | \$2.50 | \$1.25 |

| | | | |
|----------------------|--------|---------|--------|
| Family in county | \$8.00 | \$8.50 | \$0.50 |
| Family out of county | \$8.00 | \$10.00 | \$2.00 |

| | | | |
|--------------|--------|--------|--------|
| Skate rental | \$2.25 | \$3.00 | \$0.75 |
|--------------|--------|--------|--------|

OTSEGO COUNTY 2007 APPOINTMENTS

STATUTORY COMMITTEES

| | |
|---------------------------------|---|
| TRANSPORTATION & COUNTY AIRPORT | Chair Hyde, Beachnau, Glasser Staff: Woody |
| LEPC | Glasser |
| 9-1-1 | Liss, Hyde |
| PLANNING COMMISSION | Backenstose |
| PARLIAMENTARIAN | Bates |

SELECT COMMITTEES

| | |
|--------------------------|--|
| JUSTICE & PUBLIC SAFETY | Chair Johnson, Liss, Hyde, Backenstose, Burt Staff: Frisch |
| BUDGET-FINANCE | Chair Burt, Olsen, Backenstose, Beachnau, Glasser Staff: Axford, Frisch |
| COUNTY INFRASTRUCTURE | Chair Bentz, Backenstose, Glasser, Olsen, Burt Staff: Fulcher |
| JAIL TECHNICAL COMMITTEE | Chair McBride, Burt, Glasser, Hyde, Backenstose, Edel, Legel, Frisch, Webber, FitzGerald, Davis, Morse, Frick |
| HUMAN SERVICES | Chair Bentz, Beachnau, Johnson, Bates, Burt Staff: Adam |
| PERSONNEL | Chair Liss, Bates, Johnson, Bentz, Burt Staff: Adam |
| JAIL CITIZEN COMMITTEE | Chair Don Koeppen, Sanders, Brecheisen, Berlin, Cousineau, Dunn, Fisher, Franckowiak, Giles, Harrison, Haus, Kassuba, Mammel, Mathis, McCarthy, Morgan, Morgridge, Sharrard, Skoglund, Thompson, Tober, Waldo, Wagar |

COMPONENT UNIT/CONTRACTUAL LIAISONS

| | |
|---|---------------------------------|
| COMMISSION ON AGING | Olsen, Hyde Alternate |
| EMS | Hyde, Liss Alternate |
| LIBRARY | Backenstose, Olsen Alternate |
| HOUSING COMMITTEE | Bates, Backenstose Alternate |
| PARKS & RECREATION | Johnson, Olsen Alternate |
| ROAD COMMISSION | Glasser, Hyde Alternate |
| SPORTSPLEX | Beachnau, Backenstose Alternate |
| UNIVERSITY CENTER | Olsen, Beachnau Alternate |
| M-TEC ADVISORY | Hyde, Backenstose Alternate |
| DISTRICT HEALTH | Bentz, Johnson |
| MENTAL HEALTH (NEMCMH) | Bentz, Johnson Alternate |
| SOIL CONSERVATION | Olsen, Hyde Alternate |
| CONSTRUCTION BOARD OF APPEALS | Bentz, Johnson |
| APPEALS BOARD (Sanitary Board of Appeals) | Liss, Glasser, Backenstose |

COMMUNITY, GOVERNMENT & PROGRAM LIAISONS

| | |
|------------------------------|--------------------------------|
| AU SABLE RIVER ZONING | Bates, Olsen Alternate |
| BIG ROCK | Carl Lord |
| FAIR BOARD | Bates, Beachnau Alternate |
| GAYLORD CITY COMMISSION | Bates, Beachnau Alternate |
| M.A.C./WORKER COMP/RISK MGMT | Johnson |
| M.S.U. EXTENSION | Johnson, Backenstose Alternate |
| NEMC | Glasser, Johnson Alternate |
| NEMCOG | Liss, Beachnau Alternate |
| NEMCSA | Glasser, Johnson Alternate |
| NMSAS | Olsen, Bentz Alternate |
| OCHSCB and F.I.A. | Backenstose, Bentz Alternate |
| PIGEON RIVER ADVISORY/ZONING | Glasser, Beachnau Alternate |
| TOWNSHIP ASSOCIATION | Backenstose, Hyde Alternate |
| COMMUNITY CORRECTIONS | Liss, Hyde Alternate |

ELECTED OFFICIALS' LIAISONS

| | |
|-------------------------|----------|
| CLERK/REGISTER OF DEEDS | Beachnau |
| PROSECUTING ATTORNEY | Liss |
| SHERIFF | Bentz |
| TREASURER | Olsen |

*Elected Officials will be scheduled for quarterly reports to the Board of Commissioners on a rotating basis.



**HEALTH CARE SAVINGS PROGRAM
UNIFORM RESOLUTION**

Otsego County
(Participating Employer)

**Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, MI 48917
517-703-9030**

Restated: March 13, 2007
(Adopted: May 14, 2003, amended
August 11, 2004, restated November
15, 2005)

**UNIFORM RESOLUTION ADOPTING THE MERS
HEALTH CARE SAVINGS PROGRAM**

(Excluding Plans Governed by Internal Revenue Code Section 401(h))

WHEREAS, the Municipal Employees' Retirement System ("MERS") Plan Document of 1996, effective October 1, 1996, authorized the Municipal Employees' Retirement Board ("Board") to establish additional programs including but not limited to defined benefit and defined contribution program (MERS Plan Document Section 36(2)(a)); MCL 38.1536(2)(a));

WHEREAS, the Board has authorized MERS' establishment of the health care savings program ("HCSP" or "Program"), which a participating municipality or court, or another eligible public employer that is a political subdivision of the State which constitutes a "municipality" under MERS Plan Document Section 2B(4); MCL 38.1502b(2) ("Eligible Employer"), may adopt for its Eligible Employees;

WHEREAS, MERS has been determined by the Internal Revenue Service to be a tax-qualified "governmental plan" and trust under section 401(a) of the Internal Revenue Code of 1986, and all trust assets within MERS reserves are therefore exempt from taxation under Code section 501(a) (IRS Letter of Favorable Determination dated June 15, 2005).

WHEREAS, the Board has established a governmental trust (the "Trust Fund") to hold the assets of the HCSP, which Trust Fund shall be administered under the discretion of the Board as fiduciary, directly by (or through a combination of) MERS or MERS' duly-appointed Program Administrator;

WHEREAS, 1999 PA 149, the Public Employee Health Care Fund Investment Act, MCL 38.1211 *et seq.* ("PA 149") provides for the creation by a public corporation of a public employee health care fund, and its administration, investment, and management, in order to accumulate funds to provide for the funding of health benefits for retirees and beneficiaries;

WHEREAS, a separate MERS health care trust fund created under PA 149 also constitutes a governmental trust established by a public corporation ("municipality") as an Eligible Employer, provided that all such employers shall be the State of Michigan, its political subdivisions, and any public entity the income of which is excluded from gross income under Section 115 of the Internal Revenue Code; provided further, that the PA 149 trust shall not accept assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code;

WHEREAS, the Board acts as investment fiduciary for the pooled assets of each MERS participating municipality and court enrolled in MERS defined benefit programs, Health Care Savings Program, the Retiree Health Funding Vehicle, and the Investment Services Pool Program, on whose behalf MERS performs all plan administration and investment functions, and such participating municipalities and courts have full membership, representation and voting rights at the Annual Meeting as provided under Plan Section 45; MCL 38.1545.

WHEREAS, the Board also acts as investment fiduciary for those participating employers who are non-MERS participating municipalities and courts that have adopted the

MERS Health Care Savings Program, Retiree Health Funding Vehicle, or Investment Service Pool Program, and such entities are not accorded membership, representation or voting rights provided to MERS participating municipalities and courts at the Annual meeting under Plan Section 45; MCL 38.1545.

WHEREAS, adoption of this Uniform Resolution and Participation Agreement (the "Uniform Resolution") by each Eligible Employer is necessary and required in order that the benefits available under the MERS HCSP may be extended;

- It is expressly agreed and understood as an integral and nonseverable part of extension or continuation of coverage under this HCSP Resolution that Section 43B of the MERS Plan Document shall not apply to this Uniform Resolution Adopting MERS HCSP, the Participation Agreement, the Trust Plan Document, the Trust Agreement, and their administration or interpretation.
- In the event any alteration of the language, terms or conditions stated in this Uniform Resolution Adopting MERS HCSP is made or occurs, under MERS Plan Document Section 43B or other plan provision or other law, it is expressly recognized that MERS and the Board, as fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty: to administer (or to have administered) the Trust; or to continue administration by the Program Administrator or by MERS directly.

WHEREAS, concurrent with this HCSP Uniform Resolution, and as a continuing obligation, this governing body has completed, approved, and submitted to MERS documents necessary for participation in and implementation of the HCSP. This obligation applies to any documents deemed necessary to the operation of the Trust by the Program Administrator;

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts (or readopts) the MERS HCSP as provided below.

SECTION 1. HCSP PARTICIPATION

EFFECTIVE November 1, 2007, the MERS HCSP is hereby adopted by the County of Otsego
(MERS municipality or court or other eligible employer)

CONTRIBUTIONS. Basic Employer contributions, Mandatory Salary Reduction Contributions, Mandatory Leave Conversion Contributions, and Post-tax Employee Contributions, shall be remitted pursuant to MERS by the Eligible Employer, and credited to the Eligible Employer's separate fund within the MERS Trust Fund. Employer contributions may be made as a percentage of salary and/or by a specified dollar amount.

INVESTMENT of funds accumulated and held in the Health Care Savings Program Trust Fund shall be held in a separate reserve and invested on a pooled basis by MERS subject to

the Public Employee Retirement System Investment Act ("PERSIA"), 1965 PA 314, as provided by MERS Plan Document Section 39; MCL 38.1539, and PA 149.

THE ELIGIBLE EMPLOYER shall abide by the terms of the HCSP, including all investment, administration, and service agreements, and all applicable provisions of the Code and other law. It is affirmed that no assets from any defined benefit health account established under Section 401(h) of the Internal Revenue Code shall be transferred to, or accepted by, MERS.

SECTION 2. IMPLEMENTATION DIRECTIONS FOR MERS AS HCSP INVESTMENT FIDUCIARY AND TRUSTEE

- (A) The governing body of this Eligible Employer desires that all assets placed in its MERS HCSP Trust Fund (as a sub-fund within all pooled HCSP trust funds with MERS) be administered by MERS, which shall act as investment fiduciary with all powers provided under Public Employee Retirement System Investment Act, pursuant to PA 149, all applicable provisions of the Internal Revenue Code and other relevant law.
- (B) The governing body desires, and MERS upon its approval of this Resolution agrees, that all funds accumulated and held in the MERS HCSP Trust Fund shall be invested and managed by MERS within the collective and commingled investment of all HCSP funds held in trust for all Eligible Employers.
- (C) All monies in the MERS HCSP Trust Fund (and any earnings thereon, positive or negative) shall be held and invested for the sole purpose of paying health care benefits for the exclusive benefit of "Eligible Employees" who shall constitute "qualified persons" who have retired or separated from employment with the Eligible Employer, and for any expenses of administration, and shall not be used for any other purpose, and shall not be distributed to the State.
- (D) The Eligible Employer will fund on a defined contribution, individual account, basis its MERS HCSP Trust sub-fund to provide funds for health care benefits for "Eligible Employees" who shall constitute "qualified persons." Participation in and any coverage under HCSP shall not constitute nor be construed to constitute an "accrued financial benefit" under Article 9 Section 24 of the Michigan Constitution of 1963.
- (E) The Eligible Employer designates and incorporates as "Eligible Employees" who shall constitute "qualified persons" under this HCSP Resolution those who are "Eligible Employees as defined in the HCSP Participation Agreement under this HCSP.
- (F) The Human Resources Director (Use title of official, not name) shall be the Eligible Employer's HCSP Coordinator; shall designate in writing the "qualified persons" on whose behalf trust fund monies shall be made available under any MERS (or non-MERS) retiree health care benefit program, including, but not limited to, MERS HCSP, or MERS Premier Health; receive necessary

reports, notices, etc.; shall act on behalf of the Eligible Employer; and may delegate any administrative duties relating to the Fund to appropriate departments.

- (G) Fees and Expenses for the MERS HCSP are contained in Addendum A to this Resolution.

SECTION 3. EFFECTIVENESS OF THIS HCSP UNIFORM RESOLUTION

This Resolution shall have no legal effect until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under MERS Plan Document Section 36(2)(a), 1999 PA 149 and other relevant laws, and this Resolution have been met. Upon MERS' determination that all necessary documents have been submitted, MERS shall record its formal approval upon this Resolution, and return a copy to the Eligible Employer's HCSP Coordinator as identified above.

In the event an amendatory resolution or other action by the Eligible Employer is required by MERS, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the Program Administrator if necessary). Section 54 of the MERS Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of the Uniform Resolution Adopting The MERS Health Care Savings Program, adopted at the official meeting held by the governing body of this municipality:

On September 25, 2007 _____
(Signature of authorized official)

Please send MERS fully executed copy of:

1. This HCSP Uniform Resolution;
2. Participation Agreement;
3. Certified minutes stating Governing Body approval; and
4. Union contract language and/or personnel policy.

**RECEIVED AND APPROVED BY THE MUNICIPAL EMPLOYEES'
RETIREMENT SYSTEM OF MICHIGAN**

Dated: _____, 20 _____
(Authorized MERS signatory)

ADDENDUM A

Fees and Expenses for the MERS HCSP are as follows:

(a) The administrative fee is \$25 per year and 50 basis points (50 hundredths of 1 percent). The basis point fee will be applied by MERS to the fair market value of assets determined as of the first business day of each month. The fees will be deducted from the individual's account. A quarterly statement will be provided following each quarter.

(b) The administrative fee is separate from and does not include underlying investment management expenses netted from all MERS trust funds under investment on a daily valuation basis.

Dated: September 25, 2007

(Signature of authorized official)

(Title)

**RECEIVED AND APPROVED BY THE MUNICIPAL EMPLOYEES'
RETIREMENT SYSTEM OF MICHIGAN**

Dated: _____, 20__

(Authorized MERS HCSP signatory)

The County is offering a post employment health care savings plan to all POLC union employees and current employees opt out of the monthly employer contribution for retiree health care until Medicare age.

Program Summary: The post-employment Health Care Savings Program (HCSP) is an employer-sponsored savings account designed for you and your spouse and/or legal dependents to set aside money to cover the escalating costs of post-employment health care. Under the program, contributions are made while you are an active employee and then once you leave employment with the County regardless of the reason you leave or the age you leave, you may be reimbursed for healthcare related expenses (i.e. insurance premiums, doctor co-pays, cobra, drug co-pays, many over-the-counter medications, etc.).

Basic Employer Contribution:

The county will contribute \$40 per month into the HCSP. A one year vesting cycle will apply.

Mandatory Salary Reduction Contribution:

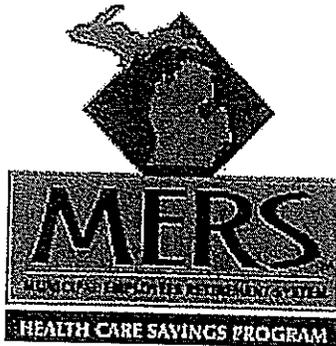
All employees will contribute \$40 per month in the HCSP.

Personal Leave Contribution:

Two weeks prior to November 30th, employees may choose to cash out eligible personal leave. As of the date of November 30th however, 100% of eligible personal leave will be contributed to the MERS HCSP

Post-Tax Employee Contributions

Employees can make Post-Tax voluntary contributions to the MERS HCSP.



**HEALTH CARE SAVINGS PROGRAM
PARTICIPATION AGREEMENT**

Otsego County

(Participating Employer)

**Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, MI 48917
517-703-9030**

**Restated: November 15, 2005
(Approved May 14, 2003 and
amended August 19, 2004)**

HEALTH CARE SAVINGS PROGRAM EMPLOYER

Effective Date of this Participation Agreement November 1, 2007

Health Care Savings Program Coordinator (Name and title) Trisha Adam, Human Resources Director

Address 225 W. Main Street Gaylord, MI 49735-0537

Phone (989) 731 - 7522 Facsimile (989) 731 - 7529

E-mail tadam@otsegocountymi.gov

COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/employee classifications ("Covered Group"), in Health Care Savings Program or select from the listing below. Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator. If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the group(s) listed below:

All Eligible Employees within the following bargaining unit(s) or personnel/employee classification(s) (must specify below, e.g., MERS Division 1; All Police & Fire; or Police Command):

All POLC Division 20 employees hired after July 1, 2007 and current employees that

opted out of the monthly employer contribution for retiree health care until Medicare age

ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program. 2. Subject to other conditions in the Trust Document and this Participation Agreement, the following Covered Group of Employees are deemed to be "qualified persons" eligible to participate in the Health Care Savings Program:

Check one or both:

- With respect to Covered Groups, this Participation Agreement covers all employees who are in a collective bargaining unit, subject to the terms of the collective bargaining agreement.

- With respect to Covered Groups, this Participation Agreement covers all employees who are subject to the same personnel policy, according to the terms of the policy.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement on Employee Enrollment and Beneficiary Designation forms to be provided by MERS Health Care Savings Program.

EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Once you have determined the contribution structure, language should be added in the appropriate area below. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Program Administrator along with the Participation Report, to be credited to the individual accounts of Eligible Employees as follows:

Check one or more, as applicable:

- Basic Employer (Before-Tax) Contributions**

These employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify): Employees with receive \$40 per month from the
employer into their HCSP.

- Vesting Cycle For Basic Employer Contributions Only**

The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

| Years of Service | Percentage Vested |
|------------------|-------------------|
| <hr/> | <hr/> |
| 1 | 100% |

FORFEITURE PROVISION. Upon separation from the service with the Employer prior to meeting required vesting schedule set out above, or upon Death of the Participant, prior to meeting the required vesting schedule, a Participant's account assets shall:

Check only one, as applicable:

- Remain in the HCSP sub-trust to be reallocated among all Plan Participants in on equal dollar basis
- Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- Be transferred to the Employer's Health Funding Vehicle ("RHFV").

Mandatory Salary Reduction (Before-Tax) Contributions

Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify): All employees will contribute \$40 per month into the
MERS HCSP.

Mandatory Leave Conversion (Before-Tax) Contributions

Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

The following type of leave shall be converted to an employer cash contribution to Health Care Savings Program:

Check one or more, as applicable:

Vacation Leave Conversion Contribution Structure:

As of _____, _____% of vacation leave must be contributed to HCSP.
(Annual Date or X weeks prior to termination)

Other (specify): _____

- Sick Leave Conversion Contribution Structure:**
- As of _____, _____ % of sick leave must be contributed to HCSP.
(Annual Date or X weeks prior to termination)
- Other (specify): _____

- Personal Leave Conversion Contribution Structure:**
- As of November 30th, 100 % of personal leave must be contributed to HCSP.
(Annual Date or X weeks prior to termination)
- Other (specify): _____

- Severance Pay Conversion Contribution Structure:**
- As of _____, _____ % of severance pay must be contributed to HCSP.
(Annual Date or X weeks prior to termination)
- Other (specify): _____

Post-Tax Employee Contributions

The Participating Employer hereby elects to permit post-tax Employee Contributions to be made by Eligible Employees within the Covered Group(s), which shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Plan Document have been implemented.

STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Plan Document.

EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the 25th day of September, 2007.

GOVERNING BODY

County of Otsego
Name of Employer

Signed _____

Printed Name _____

Title _____

Date of Signature _____

MERS APPROVAL

The Participation Agreement is approved by MERS. Contributions shall first be remitted beginning with the month of _____, 20____.

Dated: _____, 20____

By _____
(Authorized MERS signatory)

Title _____

**RESOLUTION NO. OCR 07-40
Resolution of Support to Retain
Long Term Care Ombudsman Program
(NEMCSA)**

OTSEGO COUNTY BOARD OF COMMISSIONERS
September 25, 2007

- WHEREAS**, the Long Term Care Ombudsman Program was established to help address the quality of care and quality of life experience by residents of long-term care facilities; and
- WHEREAS**, it is the responsibility of the Long Term Care Ombudsman to protect the rights of these individuals by providing information, investigation and advocacy; and
- WHEREAS**, the Michigan Office of Services to the Aging has proposed restructuring of the Long Term Care Ombudsman Program to become a separate, single agency rather than the current multi-party arrangement; and
- WHEREAS**, the Region 9 Area Agency on Aging has supplemented the cost of a full-time Ombudsman for the northeast Michigan region, the current state level of funding of \$115,000 from Title III-B allocation will not support a full-time Ombudsman for each Area Agency on Aging region in the state; and
- WHEREAS**, the Region 9 Area Agency on Aging has developed an effective volunteer program within long-term care facilities to explain residents' rights, empower residents to communicate their concerns individually or collectively, assist in the resolution of resident concerns; and
- WHEREAS**, local control and oversight of the Long Term Care Ombudsman Program has provided for efficient, effective assistance to nursing facility residents as well as community education and awareness regarding long term care issues, now, therefore, be it
- RESOLVED**, that the Otsego County Board of Commissioners expresses its desire and support for retaining the Long Term Care Ombudsman Program as a locally administered program; and be it further
- RESOLVED**, that after adoption, this resolution be forwarded on to the appropriate State elected officials and governmental entities.



October 9, 2007
Agenda

- 5. Consent Agenda
 - a. Airport Advisory Committee Recommendation
 - 1. Airport Advisory Committee Appointment – Norm Brecheisen

Motion to appoint Norm Brecheisen to the Airport Advisory Committee in replacement of Mark LaForest with the term ending December 31, 2007.



Otsego
COUNTY
M I C H I G A N

**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?

AIR PORT ADVISORY COMMITTEE

Please print or type.

Name: NORM BRECHSEIN Email nbrech@charter-internet.com

Address: 361 McLOUTH Zip Code 49735

Telephone: 732 7688 Other: _____

Date available for appointment _____

County Commission District _____

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.

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.

CITY, IDC, TOWNSHIP

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

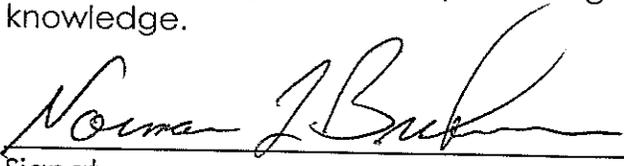
If yes, please indicate potential conflicts.

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


Signature

9-28-07
Date

Mail your completed application to:

**Otsego County
Attn: County Administration
225 West Main Street, Room 203
County/City Building
Gaylord, MI 49735**

or

Email your completed application to:

spremo@otsegocountymi.gov

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

AGREEMENT FOR SALE OF LOADER

THIS AGREEMENT is made on the 9th day of October 2007 by and between the County of Otsego whose address is 225 West Main, Gaylord, Michigan 49735 (hereafter County) and Gaylord ARFF, Inc., whose address is 6161 West Main Street, Pellston, Michigan 49769 (hereafter Contractor)

Recitals

- A. WHEREAS the County through the Gaylord Regional Airport has in its possession one (1) 1978 John Deere 544 Loader;
- B. WHEREAS Contractor has provided certain services to Gaylord Regional Airport as a contractor for Otsego County and has incurred expenses in the amount of Three Thousand Three Hundred and 00/100 Dollars (\$3,300.00);
- C. WHEREAS the County no longer needs the above described Loader in its possession;
- D. WHEREAS the County desires to sell and Contractor desires to purchase said Loader as compensation for certain services provided by Contractor to Gaylord Regional Airport in the amount of Three Thousand Three Hundred and 00/100 Dollars (\$3,300.00);
- E. WHEREAS the parties desire to set forth in this Agreement the terms and provisions of their agreements and understandings;
- F. WHEREAS in consideration of the foregoing, the parties agree as follows:

Agreement

- 1. Term and Termination. This Agreement shall begin on October 9, 2007, and continue in effect until December 31, 2007. If the closing of this transaction is not consummated on or before December 31, 2007, this Agreement shall terminate and neither party to this Agreement shall have any further obligation or liability to the other party.
- 2. Sale. County agrees to sell, and Contractor agrees to buy, one (1) 1978 John Deere 544 Loader bearing the Vehicle Identification Number (VIN) 2008881 (hereafter Loader).
- 3. Purchase Price. The purchase price for the Loader is Six Thousand Seven Hundred and 00/100 Dollars (\$6,700.00), which shall be paid in cash or certified check on or before December 31, 2007. Said purchase price reflects the difference between the appraised value of the Loader at Ten Thousand and 00/100 Dollars (\$10,000.00), and the amount owed to Contractor for services provided to Gaylord Regional Airport as indicated herein.
- 4. Disclaimer of All Warranties. County disclaims all warranties in connection with the Loader, express or implied, as to any matter whatsoever, including without limitation

quality, performance, condition, merchantability, and fitness for any particular purpose. The Loader covered by this Agreement has been purchased by Contractor "As Is" and "With All Faults," and Contractor acknowledges that no warranties of merchantability or fitness for any particular purpose are to be implied in this transaction.

5. Entire Agreement. This Agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated in this Agreement. None of the previous and contemporaneous negotiations, preliminary drafts, or previous versions of this Agreement leading up to its execution and not set forth in this Agreement shall be used by any of the parties to construe or affect the validity of this Agreement. Each party acknowledges that no representation, inducement, or condition not set forth in this Agreement has been made or relied on by either party.
6. Waiver and Amendment. All modifications to this Agreement and all waivers of any of the provisions of this Agreement, to be effective, shall be in writing and signed by both parties.
7. Severability. If any provision in this Agreement is held to be invalid or unenforceable, it shall be ineffective only to the extent of the invalidity, without affecting or impairing the validity and enforceability of the remainder of the provision or the remaining provisions of this Agreement.

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

COUNTY OF OTSEGO

By:

John M. Burt

Its: County Administrator

GAYLORD ARFF, INC.

By:

Randolph L. Bricker

Its: President

5. Consent Agenda
- c. Budget & Finance Committee Recommendation
1. Carpet Bid Award

Motion to approve the bid of \$16,744.94 by Northern Custom Carpeting for the 3rd floor of the Alpine Center to be paid out of the Capital Outlay Fund 499E901.

5. Consent Agenda
- c. Budget & Finance Committee Recommendation
2. Roof Bid Award

Motion to approve the bid of \$27,801.00 by Great Lakes Roofing for the Cross Street Building and a portion of the main Alpine Center Complex to be paid out of the Capital Outlay Fund 499E901.



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Sheriff (301)/Jail (351)

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 *Overtime addition*

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

EXPENDITURE

| Account Number | Increase | Decrease |
|-----------------------------------|-----------------|-----------------|
| 101E301 703070 Overtime | \$8,000 | \$ |
| 101E351 703070 Overtime | \$6,000 | \$ |
| 101E301 704800 Sick Pay Buyout | \$ | \$8,000 |
| 101E351 704800 Sick Pay Buyout | \$ | \$6,000 |
| - - | \$ | \$ |
| - - | \$ | \$ |
| Total | \$14,000 | \$14,000 |

James P. McBride
Department Head Signature

10/2/07
Date

John A. Burt
Administrator's Signature

10/4/07
Date

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

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Sheriff (301)/Jail (351)

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 *For POLE Contract wage adjustments*

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

EXPENDITURE

| Account Number | Increase | Decrease |
|---------------------------------|----------------|----------------|
| 101E301 703030 Hourly Wages | \$5,983 | \$ |
| 101E301 704200 Payroll Taxes | \$ 459 | \$ |
| 101E301 704300 Retirement | \$ 697 | \$ |
| 101E941 999000 Contingency | \$ | \$7,139 |
| - - | \$ | \$ |
| - - | \$ | \$ |
| Total | \$7,139 | \$7,139 |

James D. McLeod

 Department Head Signature

10/2/07

 Date

JL Root

 Administrator's Signature

10/4/07

 Date

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

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____

OTSEGO COUNTY CLERK/REGISTER OF DEEDS

TRANSMITTAL
7/1/2007 - 9/30/2007

| ACCOUNT NUMBER | ACCOUNT NAME | SUBACCOUNT NAME | AMOUNT |
|------------------|--------------------------|-----------------|--|
| July 2007 | | | |
| 0701L-228040 | REMONUMENTATION - STATE | | \$2553.12 |
| 0701L-228044 | STATE TRANSFER TAX | | \$100833.75 |
| 0701L-228050 | REMONUMENTATION - COUNTY | | \$38.88 |
| 1010215-607200 | COUNTY TRANSFER TAX | | \$15325.20 |
| 1010215-607210 | RECORDING FEES | | \$9993.00 |
| 1010215-626030 | COPIES & CERT. SEARCHES | | \$4349.90 |
| 1010215-694000 | OVER/SHORT | | \$112.00 |
| 2560170-607210 | TECHNOLOGY FUND | | \$3420.00 |
| | | | July 2007 Subtotal: \$136625.85 |

| | | | |
|--------------------|--------------------------|--|---|
| August 2007 | | | |
| 0701L-228040 | REMONUMENTATION - STATE | | \$2643.74 |
| 0701L-228044 | STATE TRANSFER TAX | | \$51858.75 |
| 0701L-228050 | REMONUMENTATION - COUNTY | | \$40.26 |
| 1010215-607200 | COUNTY TRANSFER TAX | | \$8468.35 |
| 1010215-607210 | RECORDING FEES | | \$15023.00 |
| 1010215-626030 | COPIES & CERT. SEARCHES | | \$3952.05 |
| 1010215-694000 | OVER/SHORT | | \$442.00 |
| 2560170-607210 | TECHNOLOGY FUND | | \$3820.00 |
| | | | August 2007 Subtotal: \$86248.15 |

| | | | |
|-----------------------|--------------------------|--|--|
| September 2007 | | | |
| 0701L-228040 | REMONUMENTATION - STATE | | \$2088.20 |
| 0701L-228044 | STATE TRANSFER TAX | | \$38085.00 |
| 0701L-228050 | REMONUMENTATION - COUNTY | | \$31.80 |
| 1010215-607200 | COUNTY TRANSFER TAX | | \$6226.55 |
| 1010215-607210 | RECORDING FEES | | \$9825.00 |
| 1010215-626030 | COPIES & CERT. SEARCHES | | \$4103.80 |
| 1010215-694000 | OVER/SHORT | | \$78.00 |
| 2560170-607210 | TECHNOLOGY FUND | | \$3085.00 |
| | | | September 2007 Subtotal: \$63523.35 |

GRAND TOTAL: \$286397.35

OTSEGO COUNTY CLERK/REGISTER OF DEEDS

GENERAL RECEIPT SUMMARY

12:00 AM 7/1/2007 - 11:59 PM 9/30/2007

| ITEM CODE | ITEM DESCRIPTION | QTY | AMOUNT | |
|-----------|----------------------|--------------|-------------|--------------------|
| COPIES | COPIES | 4729 | 4729.00 | |
| DEED | DEED | 448 | 7262.00 | |
| DEED.C | REDEEM/FORFEITURE | 132 | 1320.00 | |
| DEED.CTY | COUNTY DEED | 42 | 420.00 | |
| DEED.SH | SHERIFF'S DEED | 26 | 820.00 | |
| FIX | FIXTURE FILING | 7 | 105.00 | |
| LC | LAND CONTRACT | 22 | 452.00 | |
| LCRC | LAND CORNER | 5 | 70.00 | |
| LIEN | LIEN | 65 | 952.00 | |
| LIEN.MES | MESC LIEN | 2 | 4.00 | |
| LIEN.R | RELEASE TAX LIEN | 10 | 76.00 | |
| LIEN.SF | STATE/FED LIEN | 21 | 238.00 | |
| MISC REC | MISCELLANEOUS RECORD | 359 | 7105.00 | |
| MORT | MORTGAGE | 411 | 19071.00 | |
| MORT.A | MORTGAGE ASSIGNMENT | 72 | 1170.00 | |
| MORT.D | MORTGAGE DISCHARGE | 354 | 5073.00 | |
| MORT.LP | ASSN/DISCH EXTRA L/P | 26 | 300.00 | |
| NC DOC | NO CHARGE DOCUMENT | 2 | 0.00 | |
| OG | OIL & GAS | 87 | 3774.00 | |
| OG.A | O/G ASSN EXTRA PAGES | 14 | 4350.00 | |
| OVERPAY | OVER/SHORT | 51 | 632.00 | |
| SEARCH | SEARCH | 39 | 7676.75 | |
| TTAX | TRANSFER TAX | 209 | 218758.20 | |
| TTAX EX | TRANSFER TAX EXEMPT | 21 | 2039.40 | |
| | | TOTAL | 7154 | \$286397.35 |

| | |
|-----------------------|--------------------|
| Cash In | \$2523.60 |
| Cash Out | \$281.00 |
| Total Cash | \$2242.60 |
| Checks | \$282046.75 |
| Charges | \$2108.00 |
| Escrow | \$0.00 |
| Total Receipts | \$286397.35 |

10/02/2007
08:10 MAF

OTSEGO COUNTY
PREPAID INVOICE LIST

PG 1
apwarrnt

WARRANT: B2007-40 10/02/2007

VENDOR VENDOR NAME R INVOICE PO TYPE DUE DATE AMOUNT VOUCHER CHECK COMMENT

CASH ACCOUNT: 0001A 001000 CASH

| INVOICE NO | DESCRIPTION | AMOUNT | TYPE | DUE DATE | CASH ACCOUNT | CHECK NO | COMMENT |
|------------|------------------------------------|------------|------|------------|--------------|---------------------------------|----------------------|
| 4921 | LIFE STAR RESCUE 00000 17228 | 138,475.00 | INV | 09/25/2007 | 0001A | 181369 | 17228 2007 AMBULANCE |
| 3434 | NORTHWESTERN BAN 00000 AUG-SEPT-07 | 212.00 | INV | 09/25/2007 | 0001A | 181370 | AUG/SEPT 07 FRISCH |
| 3434 | NORTHWESTERN BAN 00000 AUG-SEP-07 | 575.43 | INV | 09/25/2007 | 0001A | 181371 | AUG/SEPT 07 BURT |
| | | | | | 139,262.43 | CASH ACCOUNT 0001A 001000 TOTAL | |

10/02/2007
08:10 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-40 10/02/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------|---------------------------|---------------|----|------------|------------|-----------|-------------|---------|-------|
| 2058 | IMPREST CASH-OTSEGO GARN | 00002 | | INV | 10/02/2007 | | | | |
| | 1 101E131 726000 | CIRCT CT | | SUPPLIES | | 6.00 | 04-16249-FY | 28551 | |
| 2058 | IMPREST CASH-OTSEGO GARN | 00002 | | INV | 10/02/2007 | | | | |
| | 1 101E131 726000 | CIRCT CT | | SUPPLIES | | 6.00 | AUG-2007 | 28552 | |
| 1091 | IMPREST CASH - JURY FUND | 00002 | | INV | 10/02/2007 | | | | |
| | 1 101E131 930940 | CIRCT CT | | WITNESS | | 15.00 | 07-20202-FY | 28550 | |
| 1570 | ALLTEL | 00000 | | INV | 10/02/2007 | | | | |
| | 1 101E721 930230 | PLAN ZONE | | CELL PH | | 30.01 | SEPT-0407 | 28608 | |
| | 2 261E427 930230 | EMGR SVCS | | CELL PH | | 50.18 | | | |
| 1504 | AMERICAN FIDELITY ASSURAN | 00000 | | INV | 10/02/2007 | | | | |
| | 1 0704L 231285 | PAYROLL | | COURT AFA | | 39.00 | A043379 | 28560 | |
| 1027 | AVFUEL CORPORATION | 000053700878 | | INV | 09/24/2007 | | | | |
| | 1 281E537 930664 | AIRPORT | | AIRPL FUEL | | 31,654.26 | 002431745 | 28603 | |
| 1027 | AVFUEL CORPORATION | 000053700879 | | INV | 09/24/2007 | | | | |
| | 1 281E537 930664 | AIRPORT | | AIRPL FUEL | | 6,785.11 | 002441675 | 28604 | |
| 4915 | CHARLES BELT | 0000037100794 | | INV | 09/24/2007 | | | | |
| | 1 2490260 451010 | P/S CHG/SV | | BLDG PRMTS | | 45.00 | REFUND | 28509 | |
| 4928 | BEVERLY ENTERPRISES | 00000 | | INV | 09/21/2007 | | | | |
| | 1 0701L 271000 | GEN AGENCY | | RESTITUT | | 184.00 | P-V-EVANS | 28498 | |
| 3728 | TIMOTHY BORDNER | 0000037100795 | | INV | 09/24/2007 | | | | |
| | 1 249E371 801020 | BUILDING | | PROFESSNL | | 1,779.00 | 9-10-22-07 | 28510 | |

CHECK TOTAL 1,779.00

CHECK TOTAL 1,779.00

10/02/2007
08:10 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-40 10/02/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|-------------------------------|------------------|---------------|------------------|-------------|------------|--------|--------------|---------|-------|
| 4482 BURNASKA, GORDON, | 1 0701L 271148 | 00000 | GEN AGENCY | INV | 10/02/2007 | 10.00 | 1212 | 28491 | |
| | | | | RESTITUT | | 10.00 | | | |
| | | | | CHECK TOTAL | | 10.00 | | | |
| 4455 CATHOLIC HUMAN SERVICES | 1 292E662 801030 | 00000 | CHILD CARE | INV | 10/02/2007 | 110.00 | JUNE | 28487 | |
| | | | | TECHNICAL | | 110.00 | | | |
| | | | | CHECK TOTAL | | 110.00 | | | |
| 2064 CENTURYTEL | 1 261E427 930210 | 0000042700749 | EMGR SVCS | INV | 09/24/2007 | 54.94 | SEPT-7-07 | 28405 | |
| | | | | TELEPHONE | | 54.94 | | | |
| | | | | CHECK TOTAL | | 54.94 | | | |
| 1049 CHEBOYGAN COUNTY AIRPORT | 1 101E332 920510 | 0000069000881 | MOTORCYCLE | INV | 09/24/2007 | 336.00 | 13043 | 28406 | |
| | | | | RENT-BLDG | | 336.00 | | | |
| | | | | CHECK TOTAL | | 336.00 | | | |
| 2905 CITIZENS INSURANCE C | 1 0701L 271000 | 00000 | GEN AGENCY | INV | 09/21/2007 | 43.77 | FENNELL | 28447 | |
| | | | | RESTITUT | | 43.77 | | | |
| | | | | CHECK TOTAL | | 43.77 | | | |
| 2905 CITIZENS INSURANCE C | 1 0701L 271000 | 00000 | GEN AGENCY | INV | 09/21/2007 | 232.08 | PV-FENNELL | 28446 | |
| | | | | RESTITUT | | 232.08 | | | |
| | | | | CHECK TOTAL | | 232.08 | | | |
| 1051 CITY OF GAYLORD | 1 588E699 920200 | 0000069901159 | OPERATIONS | INV | 09/24/2007 | 48.95 | BUS-0807 | 28401 | |
| | | | | H2O/SEWAGE | | 48.95 | | | |
| | | | | CHECK TOTAL | | 48.95 | | | |
| 3389 CITY OF SAULT STE. MARIE | 1 101E332 920510 | 0000069000889 | MOTORCYCLE | INV | 09/24/2007 | 600.00 | STORAGE-07 | 28502 | |
| | | | | RENT-BLDG | | 600.00 | | | |
| | | | | CHECK TOTAL | | 600.00 | | | |
| 1059 CONSUMERS ENERGY | 1 281E537 930620 | 0000053700867 | AIRPORT | INV | 09/24/2007 | 20.74 | 038168020907 | 28605 | |
| | | | | ELECTRIC | | 20.74 | | | |
| | | | | CHECK TOTAL | | 20.74 | | | |
| 1059 CONSUMERS ENERGY | 1 637E265 930620 | 00000 | ALPCT BLDG GRNDS | INV | 09/24/2007 | 8.00 | 1203000907 | 28408 | |
| | | | | ELECTRIC | | 8.00 | | | |
| | | | | CHECK TOTAL | | 8.00 | | | |
| 1059 CONSUMERS ENERGY | 1 637E265 930620 | 00000 | ALPCT BLDG GRNDS | INV | 09/24/2007 | 142.59 | 37510080907 | 28519 | |
| | | | | ELECTRIC | | 142.59 | | | |
| | | | | CHECK TOTAL | | 142.59 | | | |

10/02/2007
08:10 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-40 10/02/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------|-----------------------------------|---------------|----|-----------|------------|----------|-------------|---------|-------|
| 1059 | CONSUMERS ENERGY | 00000 | | INV | 09/24/2007 | | | | |
| | 1 637E265 930620 ALPCT BLDG GRNDS | | | ELECTRIC | | 139.55 | 48430010907 | 28518 | |
| 1059 | CONSUMERS ENERGY | 0000053700866 | | INV | 09/24/2007 | | | | |
| | 1 281E537 930620 AIRPORT | | | ELECTRIC | | 574.58 | 49490060907 | 28507 | |
| 1059 | CONSUMERS ENERGY | 0000221200875 | | INV | 09/24/2007 | | | | |
| | 1 212E430 930620 ANM CTRL | | | ELECTRIC | | 253.82 | 7730020907 | 28570 | |
| 1059 | CONSUMERS ENERGY | 00000 | | INV | 09/24/2007 | | | | |
| | 1 637E265 930620 ALPCT BLDG GRNDS | | | ELECTRIC | | 3,849.31 | 81080010807 | 28409 | |
| 1865 | CORRECTIONAL MANAGEMENT | 00000 | | INV | 10/02/2007 | | | | |
| | 1 292E662 930810 CHILD CARE | | | OTHR INST | | 2,490.00 | 11808 | 28486 | |
| 1839 | BRUCE GRANHAM, ATTY | 00000 | | INV | 10/02/2007 | | | | |
| | 1 101E141 940010 FOC | | | OUTSIDE | | 1,912.50 | AUG-2007 | 28558 | |
| | 2 215E141 940010 FOC | | | OUTSIDE | | 337.50 | | | |
| 4857 | CRIME VICTIM SERVICES COM | 00000 | | INV | 09/21/2007 | | | | |
| | 1 0701L 271000 GEN AGENCY | | | RESTITUT | | 72.00 | P-V-BARBER | 28435 | |
| 1065 | CROSSROADS INDUSTRIES | 00000 | | INV | 09/24/2007 | | | | |
| | 1 0701L 271000 GEN AGENCY | | | RESTITUT | | 300.00 | 72948 | 28439 | |
| 2904 | DACEY, JOSEPH | 00000 | | INV | 09/21/2007 | | | | |
| | 1 0701L 271000 GEN AGENCY | | | RESTITUT | | 59.40 | FENNELL | 28448 | |
| 1962 | JULIE DELANEY | 00000 | | INV | 10/02/2007 | | | | |
| | 1 101E131 930210 CIRCT CT | | | TELEPHONE | | 23.00 | 9-30-07 | 28559 | |
| 1528 | EMPLOYERS MUTUAL CASUALTY | 00000 | | INV | 09/21/2007 | | | | |
| | 1 0701L 271000 GEN AGENCY | | | RESTITUT | | 400.00 | BRIAN-DALY | 28449 | |

10/02/2007
08:10 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-40 10/02/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------------------------------|------------------|---------------|------------|---------------|------------|--------|--------------|---------|-------|
| 2502 JOHANNESBURG/LEWISTON SCH | 1 0701L 271148 | 00000 | GEN AGENCY | INV RESTITUT | 10/02/2007 | 25.00 | 1216 | 28496 | |
| | | | | CHECK TOTAL | | 44.10 | | | |
| 1156 KMART | 1 0701L 271000 | 00001 | GEN AGENCY | INV RESTITUT | 09/21/2007 | 29.00 | PV-CRYDERMAN | 28450 | |
| | | | | CHECK TOTAL | | 29.00 | | | |
| 4483 LAMKIN, JACQUELINE, | 1 0701L 271148 | 00000 | GEN AGENCY | INV RESTITUT | 10/02/2007 | 5.00 | 1213 | 28493 | |
| | | | | CHECK TOTAL | | 5.00 | | | |
| 3620 LATITUDE SUBROGATION SERV | 1 0701L 271148 | 00000 | GEN AGENCY | INV RESTITUT | 10/02/2007 | 100.00 | 1215 | 28497 | |
| | | | | CHECK TOTAL | | 100.00 | | | |
| 4198 MAURER'S TEXTILE RENTAL | 1 101E141 726000 | 00000 | FOC | INV SUPPLIES | 10/02/2007 | 14.94 | 227992 | 28556 | |
| | 2 215E141 726000 | 00000 | FOC | INV SUPPLIES | 10/02/2007 | 2.64 | | | |
| | | | | CHECK TOTAL | | 17.58 | | | |
| 4198 MAURER'S TEXTILE RENTAL | 1 101E141 726000 | 00000 | FOC | INV SUPPLIES | 10/02/2007 | 14.94 | 234473 | 28557 | |
| | 2 215E141 726000 | 00000 | FOC | INV SUPPLIES | 10/02/2007 | 2.64 | | | |
| | | | | CHECK TOTAL | | 17.58 | | | |
| 1384 MAXIMUM SECURITY | 1 101E141 920400 | 00000 | FOC | INV MAINT SVC | 10/02/2007 | 76.37 | 1134661 | 28562 | |
| | 2 215E141 920400 | 00000 | FOC | INV MAINT SVC | 10/02/2007 | 13.48 | | | |
| | | | | CHECK TOTAL | | 89.85 | | | |
| 1384 MAXIMUM SECURITY | 1 101E131 920400 | 00000 | CIRCT CT | INV MAINT SVC | 10/02/2007 | 89.85 | 1134662 | 28561 | |
| | | | | CHECK TOTAL | | 179.70 | | | |
| 3638 MCMURRAY, ROBERT | 1 0701L 271148 | 00000 | GEN AGENCY | INV RESTITUT | 10/02/2007 | 5.00 | 1214 | 28494 | |
| | | | | CHECK TOTAL | | 5.00 | | | |
| 2930 MCPHERSON, MILES | | 0000069000888 | INV | INV | 09/24/2007 | 5.00 | 092407 | 28506 | |
| | | | | CHECK TOTAL | | 5.00 | | | |

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DETAIL INVOICE LIST

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CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-40 10/02/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------------------------------|------------------|---|----|------------------|------------|-------------|--------------|---------|-------|
| 1170 TIMOTHY MCPHERSON | 1 101E332 726000 | | | MOTORCYCLE | 09/24/2007 | 143.39 | 092407 | 28505 | |
| | 2 101E332 940010 | | | DONAT MOTORCYCLE | OUTSIDE | 1.39 | | | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 144.78 | | | |
| 4788 MICHIGAN OFFICE SOLUTIONS | 1 256E215 726000 | | | ROD AUTO | 09/21/2007 | 225.37 | 62864A | 28399 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 225.37 | | | |
| 4927 MONTMORENCY INVESTMENTS | 1 0701L 275000 | | | GEN AGENCY | 09/26/2007 | 111.05 | | 28464 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 111.05 | | | |
| 1854 MSF RIDER COURSE INSURANC | 1 101E332 930100 | | | MOTORCYCLE | 09/24/2007 | 868.47 | INSURANCE07 | 28503 | |
| 1854 MSF RIDER COURSE INSURANC | 1 101E332 726000 | | | MOTORCYCLE | 09/24/2007 | 156.84 | WKBKS | 28504 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 1,025.31 | | | |
| 2580 NAEEMD | 1 261E427 704400 | | | EMGR SVCS | 09/24/2007 | 45.00 | SHERFIELD-RE | 28402 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 45.00 | | | |
| 1218 NELSONS DRUG STORE | 1 101E351 726035 | | | JAIL | 09/24/2007 | 2,955.37 | JUNE-JULY-07 | 28403 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 2,955.37 | | | |
| 1220 NEMCOG | 1 101E721 704400 | | | PLAN ZONE | 09/24/2007 | 110.00 | TRNG | 28516 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 110.00 | | | |
| 2476 NORTHERN CREDIT BUREAU | 1 233E690 930150 | | | SCDBG HOUSING | 09/24/2007 | 33.75 | 7706 | 28511 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 33.75 | | | |

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DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-40 10/02/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------------------------------|--------------|------------|----|-------------|------------|----------|--------------|---------|-------|
| 3434 NORTHWESTERN BANK-CARDMEM | 00000 | | | INV | 09/24/2007 | | | | |
| 1 101E253 | 930500 | TREASURER | | TRAVEL | | 162.75 | AXFORD080907 | 28523 | |
| 2 101E131 | 920400 | CIRCT CT | | MAINT SVC | | 160.00 | | | |
| | | | | CHECK TOTAL | | 322.75 | | | |
| 1872 OTSEGO COUNTY | | | | INV | 10/02/2007 | | | | |
| 1 292E662 | 801030 | CHILD CARE | | TECHNICAL | | 2.50 | 70909 | 28468 | |
| | | | | CHECK TOTAL | | 2.50 | | | |
| 4484 PABLIN, RICHARD, | | | | INV | 10/02/2007 | | | | |
| 1 0701L | 271148 | GEN AGENCY | | RESTITUT | | 5.00 | 1211 | 28492 | |
| | | | | CHECK TOTAL | | 5.00 | | | |
| 1252 PITNEY BOWES INC | | | | INV | 10/06/2007 | | | | |
| 1 101E141 | 930450 | FOC | | SHIP/MAIL | | 532.95 | 7566442-SP07 | 28554 | |
| 2 215E141 | 930450 | FOC | | SHIP/MAIL | | 94.05 | | | |
| | | | | CHECK TOTAL | | 627.00 | | | |
| 1554 REDWOOD TOXICOLOGY LABORA | | | | INV | 10/02/2007 | | | | |
| 1 292E662 | 930999 | CHILD CARE | | OTH SVCS | | 352.00 | 01225920078 | 28466 | |
| | | | | CHECK TOTAL | | 352.00 | | | |
| 1867 ROSCOMMON COUNTY | | | | INV | 10/02/2007 | | | | |
| 1 292E662 | 930810 | CHILD CARE | | OTHR INST | | 316.00 | 986 | 28488 | |
| | | | | CHECK TOTAL | | 316.00 | | | |
| 1867 ROSCOMMON COUNTY | | | | INV | 10/02/2007 | | | | |
| 1 292E662 | 930810 | CHILD CARE | | OTHR INST | | 4,898.00 | 988 | 28490 | |
| | | | | CHECK TOTAL | | 4,898.00 | | | |
| 1867 ROSCOMMON COUNTY | | | | INV | 10/02/2007 | | | | |
| 1 292E662 | 930810 | CHILD CARE | | OTHR INST | | 474.00 | 989 | 28474 | |
| | | | | CHECK TOTAL | | 474.00 | | | |
| 1544 GLORIA SAWYER | | | | INV | 10/02/2007 | | | | |
| 1 292E662 | 930830 | CHILD CARE | | CARE GIVER | | 8.00 | 9-11-07 | 28475 | |
| | | | | CHECK TOTAL | | 8.00 | | | |
| 1544 GLORIA SAWYER | | | | INV | 10/02/2007 | | | | |
| 1 292E662 | 930830 | CHILD CARE | | CARE GIVER | | 92.00 | 9-11-07A | 28476 | |
| | | | | CHECK TOTAL | | 92.00 | | | |
| 1544 GLORIA SAWYER | | | | INV | 10/02/2007 | | | | |
| 1 101E133 | 940010 | UNSHARED | | OUTSIDE | | 24.00 | 9-11-07B | 28484 | |
| | | | | CHECK TOTAL | | 24.00 | | | |

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DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-40 10/02/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------|-----------------------|-------|------------|------------|------------|--------|----------|---------|-------|
| 1544 | GLORIA SAWYER | 00000 | CHILD CARE | INV | 10/02/2007 | 8.00 | 9-13-07 | 28473 | |
| | 1 292E662 930830 | | | CARE GIVER | | | | | |
| 1544 | GLORIA SAWYER | 00000 | UNSHARED | INV | 10/02/2007 | 8.00 | 9-13-07A | 28485 | |
| | 1 101E133 940010 RDSS | | | OUTSIDE | | | | | |
| 1544 | GLORIA SAWYER | 00000 | UNSHARED | INV | 10/02/2007 | 16.00 | 9-7-07 | 28483 | |
| | 1 101E133 940010 RDSS | | | OUTSIDE | | | | | |
| 1432 | THOMAS SAWYER | 00000 | CHILD CARE | INV | 10/02/2007 | 13.80 | 9-11-07 | 28469 | |
| | 1 292E662 930500 | | | TRAVEL | | | | | |
| | 2 292E662 930830 | | | CARE GIVER | | | | | |
| 1432 | THOMAS SAWYER | 00000 | CHILD CARE | INV | 10/02/2007 | 8.00 | 9-11-07A | 28470 | |
| | 1 292E662 930500 | | | CARE GIVER | | | | | |
| | 2 292E662 930830 | | | | | | | | |
| 1432 | THOMAS SAWYER | 00000 | UNSHARED | INV | 10/02/2007 | 40.74 | 9-11-07B | 28481 | |
| | 1 101E133 930500 RDSS | | | TRAVEL | | | | | |
| | 2 101E133 940010 RDSS | | | OUTSIDE | | | | | |
| 1432 | THOMAS SAWYER | 00000 | CHILD CARE | INV | 10/02/2007 | 13.80 | 9-13-07 | 28472 | |
| | 1 101E133 930500 | | | TRAVEL | | | | | |
| | 2 292E662 930830 | | | CARE GIVER | | | | | |
| 1432 | THOMAS SAWYER | 00000 | UNSHARED | INV | 10/02/2007 | 23.28 | 9-13-07A | 28479 | |
| | 1 101E133 930500 RDSS | | | TRAVEL | | | | | |
| | 2 101E133 940010 RDSS | | | OUTSIDE | | | | | |
| 1432 | THOMAS SAWYER | 00000 | CHILD CARE | INV | 10/02/2007 | 23.40 | 9-17-07 | 28471 | |
| | 1 292E662 930500 | | | TRAVEL | | | | | |
| | 2 292E662 930830 | | | CARE GIVER | | | | | |
| 1432 | THOMAS SAWYER | 00000 | UNSHARED | INV | 10/02/2007 | 33.47 | 9-17-07A | 28480 | |
| | 1 101E133 930500 RDSS | | | TRAVEL | | | | | |
| | 2 101E133 940010 RDSS | | | OUTSIDE | | | | | |
| 1432 | THOMAS SAWYER | 00000 | CHILD CARE | INV | 10/02/2007 | 13.80 | 9-5-07A | 28477 | |
| | 1 292E662 930500 | | | TRAVEL | | | | | |
| | 2 292E662 930830 | | | CARE GIVER | | | | | |
| 1432 | THOMAS SAWYER | 00000 | UNSHARED | INV | 10/02/2007 | 21.80 | 9-7-07 | 28482 | |
| | 1 101E133 930500 RDSS | | | TRAVEL | | | | | |
| | 2 101E133 940010 RDSS | | | OUTSIDE | | | | | |

CHECK TOTAL 32.00
180.00

120.38

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-40 10/02/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------------------------------|------------------|---------------|------------|----------------|----------|-------------|--------------|---------|-------|
| 3006 SAULT STE MARIE TRIBE | 1 292E662 930810 | C 00000 | CHILD CARE | INV 10/02/2007 | | 661.96 | | | |
| | | | OTHR INST | | | | | | |
| | | | | | | 720.00 | 8-31-07 | 28489 | |
| | | | | | | CHECK TOTAL | | | |
| 4858 SUITER, RUSSELL, | 1 0701L 271000 | 00000 | GEN AGENCY | INV 09/21/2007 | | 18.00 | | | |
| | | | RESTITUT | | | | | | |
| | | | | | | 18.00 | P-V-BARBER | 28436 | |
| | | | | | | CHECK TOTAL | | | |
| 1347 TELEPHONE SUPPURT SYSTEMS | 1 101E141 920400 | 00000 | FOC | INV 10/02/2007 | | 44.50 | | | |
| | 2 215E141 920400 | FOC | MAINT SVC | | | | | | |
| | | | MAINT SVC | | | 6.67 | | | |
| | | | | | | 37.83 | 35992 | 28555 | |
| | | | | | | CHECK TOTAL | | | |
| 4925 TITLE CHECK | 1 516E253 920410 | 00000 | TRS DELQ | INV 09/26/2007 | | 805.00 | | | |
| | | | SVC CNTRCT | | | 44.50 | 2005-INSPEC | 28467 | |
| | | | | | | 805.00 | | | |
| | | | | | | CHECK TOTAL | | | |
| 4925 TITLE CHECK | 1 516E253 920410 | 00000 | TRS DELQ | INV 09/26/2007 | | 1,890.00 | | | |
| | | | SVC CNTRCT | | | 1,890.00 | 2005-INSPECT | 28465 | |
| | | | | | | 1,890.00 | | | |
| | | | | | | CHECK TOTAL | | | |
| 4925 TITLE CHECK | 1 516E253 920410 | 00000 | TRS DELQ | INV 09/26/2007 | | 355.00 | | | |
| | | | SVC CNTRCT | | | 355.00 | INSPECTION | 28500 | |
| | | | | | | 355.00 | | | |
| | | | | | | CHECK TOTAL | | | |
| 4925 TITLE CHECK | 1 516E253 920410 | 00000 | TRS DELQ | INV 09/26/2007 | | 4,740.00 | | | |
| | | | SVC CNTRCT | | | 4,740.00 | INSPECTIONS | 28463 | |
| | | | | | | 4,740.00 | | | |
| | | | | | | CHECK TOTAL | | | |
| 2454 UP RENTAL, | 1 0701L 271148 | 00000 | GEN AGENCY | INV 10/02/2007 | | 200.00 | | | |
| | | | RESTITUT | | | 200.00 | 1217 | 28495 | |
| | | | | | | 200.00 | | | |
| | | | | | | CHECK TOTAL | | | |
| 1122 VERIZON NORTH | 1 101E267 920410 | 0000126700780 | PROSECUTOR | INV 09/24/2007 | | 38.88 | | | |
| | | | SVC CNTRCT | | | 38.88 | 200502020907 | 28513 | |
| | | | | | | 38.88 | | | |
| | | | | | | CHECK TOTAL | | | |
| 1122 VERIZON NORTH | | 000001 | INV | 09/24/2007 | | 38.88 | | | |
| | | | | | | 38.88 | 8712280907 | 28517 | |

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WARRANT: B2007-41 10/04/2007

| VENDOR | VENDOR NAME | R | INVOICE | PO | TYPE | DUE DATE | AMOUNT | VOUCHER | CHECK COMMENT |
|---------------------------------|-------------|------|---------|-------------|------|------------|-----------|--------------|--------------------------------|
| CASH ACCOUNT: 0001A 001000 CASH | | | | | | | | | |
| 1946 | PHARMACARE | | 00000 | 7004581-603 | DD | 09/25/2007 | 8,443.66 | 28572 | 148180 RX 9/1/07 - 9/15/07 |
| 1411 | BLUE CROSS | BLUE | 00000 | 11-2007 | DD | 09/25/2007 | 49,283.00 | 28588 | 148181 COUNTY HEALTH INSURANCE |
| 1946 | PHARMACARE | | 00000 | 7004581-605 | DD | 09/25/2007 | 5,882.11 | 28602 | 148182 RX 9/16/07 - 9/30/07 |
| | | | | | | | 63,608.77 | CASH ACCOUNT | 0001A 001000 TOTAL |

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L | ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------|---------------------------|---------------------|---------------|----|------------|------------|-------------|--------------|---------|-------|
| 4417 | AAA | MICHIGAN, #7768 | 00000 | | INV | 09/19/2007 | | | | |
| | 1 | 249E371 930600 | BUILDING | | MEMB/DUES | | 26.19 | dues | 28672 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 26.19 | | | |
| 4841 | ALCHEMY MIND, LLC | | 0000035100926 | | INV | 09/19/2007 | | | | |
| | 1 | 595E351 726000 | JAIL COMM | | SUPPLIES | | 26.19 | 9-20-07 | 28641 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 364.00 | | | |
| 1570 | ALITEL | | 0000042700753 | | INV | 09/19/2007 | | | | |
| | 1 | 261E427 930230 | EMGR SVCS | | CELL PH | | 13.63 | SEPT-21-07 | 28657 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 13.63 | | | |
| 1525 | ALTER START | | 0000030100866 | | INV | 09/19/2007 | | | | |
| | 1 | 101E331 726050 | MARINE | | MAINT SUPP | | 271.24 | 005842 | 28640 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 271.24 | | | |
| 4306 | ANIMAL CARE EQUIPMENT | | 0000021200886 | | INV | 09/19/2007 | | | | |
| | 1 | 212E430 726000 | ANM CTRL | | SUPPLIES | | 32.76 | 1074817 | 28621 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 32.76 | | | |
| 1026 | ARTS AUTO ELECTRIC SERVIC | | 0000069901156 | | INV | 09/19/2007 | | | | |
| | 1 | 588E699 726050 | OPERATIONS | | MAINT SUPP | | 699.70 | 996431 | 28420 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 699.70 | | | |
| 1026 | ARTS AUTO ELECTRIC SERVIC | | 0000069901157 | | INV | 09/19/2007 | | | | |
| | 1 | 588E699 726050 | OPERATIONS | | MAINT SUPP | | 43.76 | 996590 | 28419 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 43.76 | | | |
| 4211 | BANK OF NEW YORK | | 00000 | | INV | 10/01/2007 | | | | |
| | 1 | 569E906 990210 1994 | DEBT SVC | | AGENT FEE | | 225.00 | 1994-BOND-PA | 28565 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 225.00 | | | |
| 4914 | BASIC COMMUNICATIONS | | 00000 | | INV | 09/19/2007 | | | | |
| | 1 | 637E265 930210 | BLDG GRNDS | | TELEPHONE | | 135.96 | BCGAYIN172 | 28355 | |
| | 2 | 249E371 930210 | BUILDING | | TELEPHONE | | 61.98 | | | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 197.94 | | | |
| 4914 | BASIC COMMUNICATIONS | | 00000 | | INV | 09/19/2007 | | | | |
| | 1 | 212E430 930210 | ANM CTRL | | TELEPHONE | | 67.98 | BCGAYIN201 | 28354 | |
| | | | | | | | CHECK TOTAL | | | |
| | | | | | | | 265.92 | | | |

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DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|-----------------------------|--------------|---------------|----|------------|------------|----------|------------|---------|-------|
| 3687 ANN BERRY | 1 07011 | 00000 | | INV | 09/28/2007 | 6.00 | DAUTEL- | 28610 | |
| | | GEN AGENCY | | RESTITUTI | | | | | |
| | | | | | | 6.00 | | | |
| 4547 BJ'S RENTAL & CATERING | 1 101E351 | 0000035100935 | | INV | 09/19/2007 | 2,538.00 | 3635 | 28575 | |
| | | JAIL | | ROOM BOARD | | | | | |
| | | | | | | 2,538.00 | | | |
| 1033 CONSTANCE BLOTSKE | 1 101E262 | 00000 | | INV | 09/28/2007 | 35.00 | REISSUE | 28520 | |
| | | ELECT | | PER DIEM | | | | | |
| | | ELECT | | TRAVEL | | .60 | | | |
| | | | | | | 35.60 | | | |
| 3069 BLUEGLOVES, INC | 1 281E537 | 0000053700875 | | INV | 09/19/2007 | 230.76 | 7535 | 28629 | |
| | | AIRPORT | | MAINT SUPP | | | | | |
| | | | | | | 230.76 | | | |
| 1376 BS&A SOFTWARE INC | 1 101E257 | 0000025700736 | | INV | 09/19/2007 | 100.00 | 047966 | 28412 | |
| | | EQ | | TRAINING | | | | | |
| | | | | | | 100.00 | | | |
| 1048 CARQUEST AUTO PARTS | 1 588E699 | 0000069901158 | | INV | 09/19/2007 | 142.54 | 5620-27039 | 28421 | |
| | | OPERATIONS | | MAINT SUPP | | | | | |
| 1048 CARQUEST AUTO PARTS | 1 588E699 | 0000069901168 | | INV | 09/19/2007 | 30.26 | 562027415 | 28532 | |
| | | OPERATIONS | | MAINT SUPP | | | | | |
| | | | | | | 30.26 | | | |
| 1711 CASE CREDIT | 1 588E699 | 0000069901166 | | INV | 09/19/2007 | 462.82 | 22869 | 28415 | |
| | | OPERATIONS | | MAINT SUPP | | | | | |
| 1711 CASE CREDIT | 1 588E699 | 0000069901165 | | INV | 09/19/2007 | 783.24 | 22989 | 28416 | |
| | | OPERATIONS | | MAINT SUPP | | | | | |
| | | | | | | 783.24 | | | |
| 1046 CDW GOVERNMENT INC | 1 101E267 | 0000026700776 | | INV | 09/19/2007 | 366.90 | GVC8519 | 28524 | |
| | | PROSECUTOR | | SUPPLIES | | | | | |
| 1046 CDW GOVERNMENT INC | 1 101E267 | 0000026700775 | | INV | 09/19/2007 | 545.46 | GVF6859 | 28525 | |
| | | PROSECUTOR | | SUPPLIES | | | | | |
| | | | | | | 545.46 | | | |

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------|------------------------|------------------|----|--------------------|----------------|-------------|--------------|---------|----------|
| 1046 | CDM GOVERNMENT INC | | | 0000030100860 INV | 09/19/2007 | | | | |
| | 1 101E301 940010 | SHERIFF | | OUTSIDE | | 252.31 | GWH6134 | 28594 | |
| 1046 | CDM GOVERNMENT INC | | | 00000215000714 INV | 09/19/2007 | | | | |
| | 1 256E215 726000 | ROD AUTO | | SUPPLIES | | 999.00 | GXM8528 | 28646 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 999.00 | | | 2,163.67 |
| 1047 | CELLULAR ONE | | | 0000026700784 INV | 09/19/2007 | | | | |
| | 1 101E267 930210 | PROSECUTOR | | TELEPHONE | | 55.24 | | 9-22-07 | 28637 |
| 1047 | CELLULAR ONE | | | 0000030100864 INV | 09/19/2007 | | | | |
| | 1 101E301 930210 | SHERIFF | | TELEPHONE | | 41.60 | | 9-24-07 | 28638 |
| | 2 101E351 930210 | FALL | | TELEPHONE | | 41.59 | | | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 83.19 | | | 138.43 |
| 1424 | CHERRY LAN SYSTEMS INC | | | 00000 | INV 09/28/2007 | | | | |
| | 1 256E215 920410 | ROD AUTO | | SVC CNTRCT | | 741.67 | SEPR-07 | 28599 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 741.67 | | | 741.67 |
| 4720 | DEBORAH CLEMENT | | | 0000065000884 INV | 09/19/2007 | | | | |
| | 1 233E690 703040 | SCDBG HOUSING | | PER DIEM | | 35.00 | 0920007 | 28427 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 35.00 | | | 35.00 |
| 1059 | CONSUMERS ENERGY | | | 00000 | INV 09/19/2007 | | | | |
| | 1 637E265 930620 | SILLI BLDG GRNDS | | ELECTRIC | | 23.33 | 031650010907 | 28665 | |
| 1059 | CONSUMERS ENERGY | | | 0000053700884 INV | 09/19/2007 | | | | |
| | 1 281E537 930620 | AIRPORT | | ELECTRIC | | 25.34 | 5688 | 28688 | |
| 1059 | CONSUMERS ENERGY | | | 0000053700883 INV | 09/19/2007 | | | | |
| | 1 281E537 930620 | AIRPORT | | ELECTRIC | | 28.35 | 6005 | 28686 | |
| 1059 | CONSUMERS ENERGY | | | 0000053700881 INV | 09/19/2007 | | | | |
| | 1 281E537 930620 | AIRPORT | | ELECTRIC | | 988.41 | 6543 | 28684 | |
| 1059 | CONSUMERS ENERGY | | | 0000053700882 INV | 09/19/2007 | | | | |
| | 1 281E537 930620 | AIRPORT | | ELECTRIC | | 32.63 | 8434 | 28685 | |
| 1059 | CONSUMERS ENERGY | | | 0000053700880 INV | 09/19/2007 | | | | |
| | 1 281E537 930620 | AIRPORT | | ELECTRIC | | 587.34 | LGHTS | 28681 | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 587.34 | | | 1,685.40 |

10/04/2007
10:36 MAP

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|-----------------------|------------------|---------------|------------|----------------|----------|--------|-----------|---------|-------|
| 1860 TRACEY CRUZ | 1 101E131 930210 | 00000 | CIRCT CT | INV 10/04/2007 | 23.00 | 23.00 | 9-30-07 | 28677 | |
| | | | | TELEPHONE | | | | | |
| | | | | CHECK TOTAL | | 23.00 | | | |
| 1383 DIANAS DELIGHTS | 1 101E131 930500 | 00000 | CIRCT CT | INV 10/10/2007 | 65.62 | 65.62 | 375753 | 28673 | |
| | | | | TRAVEL | | | | | |
| 1383 DIANAS DELIGHTS | 1 101E131 930500 | 00000 | CIRCT CT | INV 10/10/2007 | 95.25 | 95.25 | 670347 | 28675 | |
| | | | | TRAVEL | | | | | |
| | | | | CHECK TOTAL | | 160.87 | | | |
| 4930 DR. TIMOTHY HORD | 1 0701L 271000 | 00000 | GEN AGENCY | INV 09/28/2007 | 25.00 | 25.00 | P-V-CURRY | 28548 | |
| | | | | RESITUT | | | | | |
| | | | | CHECK TOTAL | | 25.00 | | | |
| 1082 DUNNS | 1 101E257 726000 | 0000025700734 | EQ | INV 09/19/2007 | 20.00 | 20.00 | 593940 | 28410 | |
| | | | | SUPPLIES | | | | | |
| 1082 DUNNS | 1 0101A 106000 | 00000 | GF ASSET | INV 09/19/2007 | 51.80 | 51.80 | 597445 | 28437 | |
| | | | | SUPP INV | | | | | |
| 1082 DUNNS | 1 645E172 726000 | 0000017200727 | ADMIN | INV 09/19/2007 | 40.00 | 40.00 | 597478 | 28442 | |
| | | | | SUPPLIES | | | | | |
| 1082 DUNNS | 1 588E699 726000 | 0000069901169 | OPERATIONS | INV 09/19/2007 | 52.13 | 52.13 | 5976250 | 28529 | |
| | | | | SUPPLIES | | | | | |
| 1082 DUNNS | 2 588E699 726025 | OPERATIONS | JANITORIAL | | 111.98 | 111.98 | | | |
| | | | | | | | | | |
| | | | | CHECK TOTAL | | 164.11 | | | |
| 1082 DUNNS | 1 0101A 106000 | 00000 | GF ASSET | INV 09/19/2007 | 77.70 | 77.70 | 597633 | 28438 | |
| | | | | SUPP INV | | | | | |
| 1082 DUNNS | 1 212E430 726000 | 0000021200877 | ANM CTRL | INV 09/19/2007 | 149.99 | 149.99 | 597696 | 28597 | |
| | | | | SUPPLIES | | | | | |
| 1082 DUNNS | 1 101E301 726000 | 0000030100863 | SHERIFF | INV 09/19/2007 | 28.88 | 28.88 | 597914 | 28576 | |
| | | | | SUPPLIES | | | | | |
| 1082 DUNNS | 2 101E351 726000 | JAIL | SUPPLIES | | 28.87 | 28.87 | | | |
| | | | | | | | | | |
| | | | | CHECK TOTAL | | 57.75 | | | |
| 1082 DUNNS | 1 101E141 726000 | 00000 | FOC | INV 10/10/2007 | 208.99 | 208.99 | 598419-0 | 28678 | |
| | | | | SUPPLIES | | | | | |
| 1082 DUNNS | 2 215E141 726000 | FOC | SUPPLIES | | 36.88 | 36.88 | | | |
| | | | | | | | | | |
| | | | | CHECK TOTAL | | 245.87 | | | |

CHECK TOTAL 807.22

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|-----------------------------|------------------|-------|------------|------------|------------|-------------|--------------|---------|-------|
| 1082 DUNNS | 1 101E131 726000 | 00001 | CIRCT CT | INV | 10/10/2007 | 34.73 | 596341-0 | 28680 | |
| 1082 DUNNS | 1 101E131 726000 | 00001 | CIRCT CT | INV | 10/10/2007 | 34.73 | 598384-0 | 28679 | |
| 1058 EMPERIC SOLUTIONS INC | 1 101E131 801020 | 00000 | CIRCT CT | INV | 09/19/2007 | 1,240.00 | 3864 | 28652 | |
| | 2 101E228 801020 | IT | | PROFESSNL | | 1,940.00 | | | |
| | | | | PROFESSNL | | | | | |
| 1445 EVERCOM SYSTEMS INC | 1 595E351 726000 | 00000 | JAIL COMM | INV | 09/19/2007 | 1,520.00 | AUG-07 | 28430 | |
| 3628 FLETC'H'S | 1 588E699 726050 | 00000 | OPERATIONS | INV | 09/19/2007 | 107.98 | 612390 | 28527 | |
| 1593 GALL'S INC. | 1 266E901 970420 | 00000 | CAP OUTLAY | PROP-VEHC | 09/19/2007 | 530.68 | 589928250001 | 28639 | |
| 2281 GASLIGHT MEDIA | 1 618E447 920430 | 00000 | MAP | WEB MAINT | 09/19/2007 | 30.00 | 20961 | 28413 | |
| 2281 GASLIGHT MEDIA | 1 212E430 920410 | 00000 | ANM CTRL | SVC CNTRCT | 09/19/2007 | 59.95 | 21190 | 28623 | |
| 2281 GASLIGHT MEDIA | 1 261E427 920410 | 00000 | EMGR SVCS | SVC CNTRCT | 09/19/2007 | 200.00 | 21192 | 28655 | |
| 2281 GASLIGHT MEDIA | 1 101E864 930240 | 00000 | DISTRIBUTE | NETWORK | 09/19/2007 | 800.00 | 21193 | 28537 | |
| 1054 GAYLORD CITY TREASURER | 1 0701L 221000 | 00000 | GEN AGENCY | INV | 10/20/2007 | 939.67 | 9-30-07 | 28692 | |
| | | | | DUE CITY | | 939.67 | | | |
| | | | | | | CHECK TOTAL | | | |
| | | | | | | 939.67 | | | |
| | | | | | | 939.67 | | | |

10/04/2007
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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|----------------------------|------------------|---------------|---------|------------|------------|----------|-----------|---------|-------|
| 1530 GORDON FOOD SERVICES | 1 101E351 726025 | 0000035100928 | INV | JAIL | 09/19/2007 | 10.12 | 788050934 | 28579 | |
| | 2 101E351 726030 | JAIL | JAIL | JANITORIAL | | 76.41 | | | |
| | 3 101E351 930700 | JAIL | JAIL | KITCHEN | | 740.52 | | | |
| | | | | ROOM BOARD | | | | | |
| | | | | | | 827.05 | | | |
| 1530 GORDON FOOD SERVICES | 1 101E351 726025 | 0000035100929 | INV | JAIL | 09/19/2007 | 237.31 | 788051083 | 28580 | |
| | 2 101E351 726030 | JAIL | JAIL | JANITORIAL | | 139.69 | | | |
| | 3 101E351 930700 | JAIL | JAIL | KITCHEN | | 1,255.23 | | | |
| | | | | ROOM BOARD | | | | | |
| | | | | | | 1,632.23 | | | |
| 1530 GORDON FOOD SERVICES | 1 101E351 726025 | 0000035100930 | INV | JAIL | 09/19/2007 | 17.37 | 788051649 | 28581 | |
| | 2 101E351 726030 | JAIL | JAIL | JANITORIAL | | 42.08 | | | |
| | 3 101E351 930700 | JAIL | JAIL | KITCHEN | | 1,045.85 | | | |
| | | | | ROOM BOARD | | | | | |
| | | | | | | 1,105.30 | | | |
| 1530 GORDON FOOD SERVICES | 1 101E351 726025 | 0000035100931 | INV | JAIL | 09/19/2007 | 245.51 | 788052346 | 28583 | |
| | 2 101E351 726030 | JAIL | JAIL | JANITORIAL | | 87.01 | | | |
| | 3 101E351 930700 | JAIL | JAIL | KITCHEN | | 469.46 | | | |
| | | | | ROOM BOARD | | | | | |
| | | | | | | 801.98 | | | |
| 1530 GORDON FOOD SERVICES | 1 101E351 726025 | 0000035100932 | INV | JAIL | 09/19/2007 | 59.06 | 788052721 | 28584 | |
| | 2 101E351 726030 | JAIL | JAIL | JANITORIAL | | 7.60 | | | |
| | 3 101E351 930700 | JAIL | JAIL | KITCHEN | | 929.67 | | | |
| | | | | ROOM BOARD | | | | | |
| | | | | | | 996.33 | | | |
| 1530 GORDON FOOD SERVICES | 1 101E351 726025 | 0000035100925 | INV | JAIL | 09/19/2007 | 50.72 | 788052854 | 28577 | |
| | 2 101E351 930700 | JAIL | JAIL | JANITORIAL | | 375.55 | | | |
| | | | | ROOM BOARD | | | | | |
| | | | | | | 426.27 | | | |
| 1530 GORDON FOOD SERVICES | 1 101E351 726025 | 0000035100933 | INV | JAIL | 09/19/2007 | 80.11 | 788053114 | 28585 | |
| | 2 101E351 726030 | JAIL | JAIL | JANITORIAL | | 25.30 | | | |
| | 3 101E351 930700 | JAIL | JAIL | KITCHEN | | 507.74 | | | |
| | | | | ROOM BOARD | | | | | |
| | | | | | | 613.15 | | | |
| 4510 GRAND TRAVERSE WIRING | 1 281E537 726000 | 0000053700877 | INV | ATRRPORT | 09/19/2007 | 287.39 | 202006-29 | 28627 | |
| | | | | SUPPLIES | | | | | |
| | | | | | | 287.39 | | | |
| 1129 LAVERNE HARDEN | 1 233E690 703040 | 0000069000882 | INV | HOUSING | 09/19/2007 | 35.00 | 092007 | 28425 | |
| | 2 233E690 930500 | SCDBG | HOUSING | PER DIEM | | 10.40 | | | |
| | | | | TRAVEL | | | | | |
| | | | | | | 45.40 | | | |
| | | | | | | 45.40 | | | |

10/04/2007
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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------|--|---|----|--------------------------------|------------------------------|----------|--------------|---------|-------|
| 4929 | HILL ROOFING 1 233E690 | | | 0000069000893 SCDBG HOUSING | INV 09/19/2007 OUTSIDE | 3,057.00 | 100646 | 28593 | |
| | | | | CHECK TOTAL | | 3,057.00 | | | |
| 1937 | HOPS & SCHNAPPS 1 0701L | | | 00001 GEN AGENCY | INV 09/28/2007 RESTITUT | 9.90 | DAUDEL- | 28609 | |
| | | | | CHECK TOTAL | | 9.90 | | | |
| 2500 | IMPREST CASH-ANIMAL CONTR 1 212E430 | | | 0000021200885 ANM CTRL | INV 09/19/2007 SUPPLIES | 22.62 | SEPT-07 | 28622 | |
| | | | | CHECK TOTAL | | 22.62 | | | |
| 2282 | IMPREST CASH, OTSEGO COUN 1 101E301 | | | 0000030100869 SHERIFF | INV 09/19/2007 SUPPLIES | 4.17 | SEPT-IMPREST | 28663 | |
| | | | | 2 101E301 | SHERIFF | 72.00 | | | |
| | | | | 3 101E301 | SHERIFF | 19.01 | | | |
| | | | | 4 101E320 | JUSTCE TRN | 24.00 | | | |
| | | | | 5 101E351 | JAIL | 21.87 | | | |
| | | | | CHECK TOTAL | | 141.05 | | | |
| 4246 | INTERIOR DESIGN OPTIONS 1 481E901 | | | 0000053700876 CAP OUTLAY | INV 09/19/2007 PROP-IMPRV | 3,165.00 | 1564-BAL | 28628 | |
| | | | | CHECK TOTAL | | 3,165.00 | | | |
| 4184 | JOHNSON OIL, 1 0701L | | | 00000 GEN AGENCY | INV 09/28/2007 RESTITUT | 143.47 | WILBUR | 28614 | |
| | | | | CHECK TOTAL | | 143.47 | | | |
| 4421 | WILLIAM KNAPP 1 101E131 | | | 00000 CIRCT CT | INV 10/10/2007 CARE GIVER | 30.00 | 89-5579-GA | 28676 | |
| | | | | 2 101E131 | CIRCT CT | 7.20 | | | |
| | | | | CHECK TOTAL | | 37.20 | | | |
| 4934 | LAPAYNE OIL 1 0701L | | | 00000 GEN AGENCY | INV 09/28/2007 RESTITUT | 109.38 | P-V-WILBUR | 28660 | |
| | | | | CHECK TOTAL | | 109.38 | | | |
| 1163 | LARRY L JOHNS & ASSOC INC 1 281E537 | | | 0000053700868 AIRPORT | INV 09/19/2007 INSURANCE | 946.00 | 353 | 28635 | |
| | | | | CHECK TOTAL | | 946.00 | | | |

10/04/2007
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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|------------------------------|------------------|---------------|------------|----------------|------------|-------------|--------------|---------|-------|
| 1393 METROPOLITAN UNIFORM | 1 101E351 726046 | 0000035100918 | JAIL | INV UNIFORM | 09/19/2007 | 677.83 | 785760 | 28429 | |
| | | | | | | CHECK TOTAL | 946.00 | | |
| 1202 MID NORTH PRINTING INC | 1 101E101 930300 | 0000017200728 | BOC | INV ADVERTISE | 09/19/2007 | 589.30 | 77418 | 28441 | |
| | | | | | | CHECK TOTAL | 589.30 | | |
| 1202 MID NORTH PRINTING INC | 1 101E301 726000 | 0000030100868 | SHERIFF | INV SUPPLIES | 09/19/2007 | 87.90 | 77480 | 28645 | |
| | | | | | | CHECK TOTAL | 87.90 | | |
| 1202 MID NORTH PRINTING INC | 1 101E141 726000 | FOC | | INV SUPPLIES | 10/16/2007 | 269.79 | 77422 | 28671 | |
| | 2 215E141 726000 | FOC | | INV SUPPLIES | | 47.61 | | | |
| | | | | | | CHECK TOTAL | 317.40 | | |
| 1203 MID STATES BOLT & SCREW | 1 588E699 726050 | 0000069901160 | OPERATIONS | INV MAINT SUPP | 09/19/2007 | 203.15 | 96072400 | 28423 | |
| | | | | | | CHECK TOTAL | 203.15 | | |
| 1203 MID STATES BOLT & SCREW | 1 588E699 726050 | 0000069901170 | OPERATIONS | INV MAINT SUPP | 09/19/2007 | 52.27 | 96174200 | 28528 | |
| | | | | | | CHECK TOTAL | 52.27 | | |
| 2754 MMRMA | 1 101E851 930100 | 00000 | INS BNDS | INV INSURANCE | 09/19/2007 | 164,132.00 | 91875-1 | 28649 | |
| | | | | | | CHECK TOTAL | 164,132.00 | | |
| 1205 MARGARET MONACO | 1 101E131 930830 | 00000 | CIRCT CT | INV CARE GIVER | 10/10/2007 | 30.00 | 07-7816-GA | 28677 | |
| | 2 101E131 930500 | 00000 | CIRCT CT | INV TRAVEL | | 5.40 | | | |
| | | | | | | CHECK TOTAL | 35.40 | | |
| 4294 MUTUAL OF OMAHA | 1 0704L 231870 | 00001 | PAYROLL | INV INS-LIFE/D | 09/25/2007 | 2,497.05 | 10-2007 | 28600 | |
| | | | | | | CHECK TOTAL | 2,497.05 | | |
| 4294 MUTUAL OF OMAHA | 1 101E131 704140 | 00001 | CIRCT CT | INV LIFE/DISAB | 10/04/2007 | 434.89 | 000020425169 | 28666 | |
| | | | | | | CHECK TOTAL | 434.89 | | |

10/04/2007
10:36 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------------------------------|------------------|---------------|-----------|-------------|------------|----------|--------------|---------|-------|
| 1215 CAROL NELSON SNYDER | 1 101E648 801020 | 00000 | MED EXAM | INV | 09/19/2007 | 225.00 | SEPT-07 | 28445 | |
| | | | | PROFESSNL | | | | | |
| | | | | CHECK TOTAL | | 225.00 | | | |
| 1217 NELSONS FUNERAL HOME | 1 101E648 930460 | 00000 | MED EXAM | INV | 09/19/2007 | 625.00 | 092107 | 28444 | |
| | | | | TRANSPORT | | | | | |
| | | | | CHECK TOTAL | | 625.00 | | | |
| 1221 NORTHERN FIRE & SAFETY | 1 281E537 726000 | 0000053700869 | AIRPORT | INV | 09/19/2007 | 216.90 | 086792 | 28636 | |
| | | | | SUPPLIES | | | | | |
| | | | | CHECK TOTAL | | 216.90 | | | |
| 4926 NORTHERN MICHIGAN REVIEW | 1 261E427 930300 | 00000 | EMGR SVCS | INV | 09/25/2007 | 112.93 | 14112438 | 28456 | |
| | | | | ADVERTISE | | | | | |
| | | | | CHECK TOTAL | | 112.93 | | | |
| 1227 NORTHWEST MICHIGAN COMMUN | 1 101E351 726035 | 0000035100917 | JAIL | INV | 09/19/2007 | 3,127.00 | ADAMOWICZ | 28428 | |
| | | | | MEDICAL | | | | | |
| | | | | CHECK TOTAL | | 3,127.00 | | | |
| 4826 OFFICE DEPOT | 1 261E427 726000 | 00000 | EMGR SVCS | INV | 09/25/2007 | 18.00 | 398948603-00 | 28568 | |
| | | | | SUPPLIES | | | | | |
| | | | | CHECK TOTAL | | 18.00 | | | |
| 1545 OMS COMPLIANCE SERVICES I | 1 101E302 726000 | 00000 | CIVIL DIV | INV | 09/25/2007 | 73.50 | 43386 | 28569 | |
| | | | | SUPPLIES | | | | | |
| | | | | CHECK TOTAL | | 73.50 | | | |
| 1872 OTSEGO COUNTY | 1 101E301 726050 | 0000030100858 | SHERIFF | INV | 09/19/2007 | 2,323.45 | 266 | 28432 | |
| | | | | MAINT SUPP | | | | | |
| | | | | CHECK TOTAL | | 2,323.45 | | | |
| 1243 OTSEGO MEMORIAL HOSPITAL | 00000 | | | INV | 09/19/2007 | 28650 | 9720602-1 | 28650 | |

10/04/2007
10:36 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------|---|----------------------------------|----|-----------------------------|------------|------------------|-------------|---------|-------|
| 1259 | QUILL CORPORATION 1 101E131 726000 | 00001 CIRCT CT | | INV SUPPLIES | 10/04/2007 | 289.41 | | | |
| | | | | CHECK TOTAL | | 289.41 | | | |
| | | | | 165.17 | | | 9947895 | 28669 | |
| 1678 | RADIO SHACK 1 588E699 726000 | 0000069901172 OPERATIONS | | INV SUPPLIES | 09/19/2007 | 165.17 | | | |
| | | | | CHECK TOTAL | | 165.17 | | | |
| | | | | 144.98 | | | 10056275 | 28531 | |
| 1260 | RAINBOW PLAQUE CO 1 101E301 726000 2 101E351 726000 | 0000030100861 SHERIFF JAIL | | INV SUPPLIES SUPPLIES | 09/19/2007 | 144.98 144.98 | | | |
| | | | | CHECK TOTAL | | 29.00 | | | |
| | | | | 29.00 | | | 3381 | 28443 | |
| 2443 | STEVE RIOZZI 1 233E690 703040 | 0000069000883 SCDBG HOUSING | | INV PER DIEM | 09/19/2007 | 58.00 | | | |
| | | | | CHECK TOTAL | | 58.00 | | | |
| | | | | 35.00 | | | 092007 | 28426 | |
| 1265 | RON'S WRECKER 1 281E537 726050 | 0000053700870 AIRPORT | | INV MAINT SUPP | 09/19/2007 | 35.00 | | | |
| | | | | CHECK TOTAL | | 35.00 | | | |
| | | | | 60.00 | | | 96220 | 28634 | |
| 1204 | SCHINDLER ELEVATOR CORP 1 637E265 920410 | 00000 BLDG GRNDS | | INV SVC CNTRCT | 09/19/2007 | 60.00 | | | |
| | | | | CHECK TOTAL | | 60.00 | | | |
| | | | | 271.29 | | | 8101915332 | 28539 | |
| 1204 | SCHINDLER ELEVATOR CORP 1 637E265 920410 | 00000 BLDG GRNDS | | INV SVC CNTRCT | 09/19/2007 | 271.29 | | | |
| | | | | CHECK TOTAL | | 271.29 | | | |
| | | | | 240.90 | | | 8101915333 | 28538 | |
| 1952 | SARA SCHMIDT 1 101E267 930450 | 0000026700785 PROSECUTOR | | INV SHIP/MAIL | 09/19/2007 | 240.90 | | | |
| | | | | CHECK TOTAL | | 240.90 | | | |
| | | | | 6.65 | | | PSTG | 28662 | |
| 1274 | SECRETARY OF STATE 1 0701L 228030 | 00000 GEN AGENCY | | INV DL REINST | 10/20/2007 | 6.65 | | | |
| | | | | CHECK TOTAL | | 6.65 | | | |
| | | | | 534.00 | | | 9-30-07 | 28687 | |
| 1280 | SIMONS VETERINARY CLINIC 0000021200880 INV | | | INV | 09/19/2007 | 534.00 | | | |
| | | | | CHECK TOTAL | | 534.00 | | | |
| | | | | | | | JULY-AUG-07 | 28625 | |

10/04/2007
10:36 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|-------------------------------|------------------|---|----|------------|----------|----------|---------|---------|-------|
| 1122 VERIZON NORTH | 1 261E427 920410 | | | EMGR SVCS | | 3,194.76 | | | |
| | | | | SVC CNTRCT | | | | | |
| | | | | | | 3,194.76 | | | |
| | | | | | | 3,194.76 | | | |
| 1122 VERIZON NORTH | 1 261E427 930210 | | | EMGR SVCS | | 420.28 | | | |
| | | | | EMGR SVCS | | | | | |
| | | | | TELEPHONE | | | | | |
| | | | | TELEPHONE | | | | | |
| | | | | | | 420.28 | | | |
| | | | | | | 420.28 | | | |
| 1122 VERIZON NORTH | 1 637E265 930210 | | | BLDG GRNDS | | 210.00 | | | |
| | | | | BLDG GRNDS | | | | | |
| | | | | TELEPHONE | | | | | |
| | | | | TELEPHONE | | | | | |
| | | | | | | 210.00 | | | |
| | | | | | | 210.00 | | | |
| 1122 VERIZON NORTH | 1 101E141 930210 | | | FOC | | 48.00 | | | |
| | | | | FOC | | | | | |
| | | | | TELEPHONE | | | | | |
| | | | | TELEPHONE | | | | | |
| | | | | | | 48.00 | | | |
| | | | | | | 48.00 | | | |
| 2406 VILLAGE MARKET | 1 07011 271000 | | | GEN AGENCY | | 141.55 | | | |
| | | | | GEN AGENCY | | | | | |
| | | | | RESTITUT | | | | | |
| | | | | | | 141.55 | | | |
| | | | | | | 141.55 | | | |
| 4933 WELTER, JAY F & PENNY S | 1 0516A 026020 | | | DELTQ TAX | | 208.07 | | | |
| | | | | DELTQ TAX | | | | | |
| | | | | CHG BACK | | | | | |
| | | | | | | 208.07 | | | |
| | | | | | | 208.07 | | | |
| 1869 WEST PAYMENT CENTER | 1 101E267 726200 | | | PROSECUTOR | | 432.00 | | | |
| | | | | PROSECUTOR | | | | | |
| | | | | BOOKS | | | | | |
| | | | | | | 432.00 | | | |
| | | | | | | 432.00 | | | |
| 1339 WILBER AUTOMOTIVE SUPPLY | 1 588E699 726050 | | | OPERATIONS | | 95.80 | | | |
| | | | | OPERATIONS | | | | | |
| | | | | MAINT SUPP | | | | | |
| | | | | | | 95.80 | | | |
| | | | | | | 95.80 | | | |
| 1339 WILBER AUTOMOTIVE SUPPLY | 1 588E699 726050 | | | OPERATIONS | | 108.75 | | | |
| | | | | OPERATIONS | | | | | |
| | | | | MAINT SUPP | | | | | |
| | | | | | | 108.75 | | | |
| | | | | | | 108.75 | | | |
| 1656 ZEH MEDICAL | 1 588E699 940010 | | | OPERATIONS | | 56.95 | | | |
| | | | | OPERATIONS | | | | | |
| | | | | OUTSIDE | | | | | |
| | | | | | | 56.95 | | | |
| | | | | | | 56.95 | | | |

10/04/2007
10:36 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

PG 18
apwarrnt

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2007-41 10/04/2007

| VENDOR | G/L ACCOUNTS | R | PO | TYPE | DUE DATE | AMOUNT | INVOICE | VOUCHER | CHECK |
|--------------|--------------|---|----|------|----------|---------------|---------|---------|-------|
| 161 INVOICES | | | | | | | | | |
| | | | | | | 284,163.08 | | | |
| | | | | | | 14,006,688.94 | | | |
| | | | | | | 284,163.08 | | | |
| | | | | | | 14,006,688.94 | | | |



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Policy Number

500.01

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

| | | | |
|---|---|--|---|
| <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 10/09/07</p> <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.

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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.



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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 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.

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

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures 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 3% cost variance for low bid determination. Such vendors are considered local if they maintain an office in Otsego County with at least one full time employee.

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

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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.

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

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.

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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 |

Approvals (name and department)
Board of Commissioners

April 13, 2004