

November 22, 2011

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

Roll call:

Present: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton.

Excused: Bruce Brown.

Motion by Commissioner Paul Liss, to approve the regular minutes of November 8, 2011 with attachments were approved via unanimous consent.

Truth in Taxation Public Hearing was opened at 9:33 a.m. by Chairman Paul Beachnau.

Consent Agenda:

Motion to approve the Groen Nature Preserve Fiscal and Property Management Policy. Ayes: Unanimous. Motion carried. (see attached)

Motion to set the medical benefit plan (medical and Rx) employee costs share at 20% for 2012 for the Non-union regular employees, Teamsters State, County and Municipal Workers local 214 Clerical employees, and the Police Officers Association of Michigan Corrections/Dispatch Unit employees, per Michigan Public Act 152 of 2011. The Non-union regular employees' vision/dental employee cost share for 2012 is set at 0%. The cost share for any bargaining unit employees are subject to change per any bargaining unit agreements approved the County Board before December 31, 2011. Ayes: Unanimous. Motion carried.

Motion to approve the Historical Society Service Agreement. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported on the Animal Control building progress; memorial bench installed; Groen property; patrol vehicle bids

Motion by Commissioner Lee Olsen, to award BID 2011-17 to Feeny of Gaylord in the amount of \$23,279 with funds to come from the Equipment Fund (fund 266) . Ayes: Unanimous. Motion carried.

Department Head Report:

Undersheriff Matt Nowicki reported on the Sheriff's Department.

Joe Ferrigan reported on the Land Use Services department.

Matt Barresi reported on the Airport.

Public hearing closed at 9:59 a.m.

Motion by Commissioner Lee Olsen, to approve OCR-11-34 FY 2012 Budget Resolution and General Appropriations Act.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton.

Nays: None.

Excused: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Liss, to approve the Otsego County Bus System Operational Policy. Ayes: Unanimous. Motion carried. (see attached)

Mary Sanders reported Bob Dising is retiring; Assessors met with the Equalization Dept.

Elizabeth Haus reported on the Village of Vanderbilt.

Vicki Courterier reported that the Polycom systems have been installed in both Courtrooms.

Roberta Tholl reported on the Road Commission.

Correspondence:

Chairman Paul Beachnau received a letter from the DEQ; Letter from the United States Postal Service; announced various vacancies for various boards.

Rachel Frisch reported on the October 2011 Financial reports.

New Business:

Motion by Commissioner Doug Johnson, to approve the November 15, 2011 Warrant in the amount of \$516,805.43 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Borton, to approve the November 22, 2011 Warrant in the amount of \$233,174.98 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Erma Backenstose, to adopt Resolution OCR 11-35 Recognizing Phil Curtiss.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton.

Nays: None.

Excused: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Board Remarks:

Commissioner Clark Bates: Round-about traffic issues.

Commissioner Erma Backenstose: Township meeting.

Commissioner Ken Borton: MAC Board of Directors meeting.

Commissioner Lee Olsen: Road Commission.
Thanked John and the Transportation Committee for the bus policy.

Commissioner Paul Liss: Transportation Committee meeting.
Union contract negotiations.

Chairman Paul Beachnau: Thanked the Board of Commissioners.

Meeting adjourned at 10:29 a.m.

Paul M. Beachnau, Chairman

Susan I. DeFeyer, Otsego County Clerk

Louis M. Groen Nature Preserve Fiscal and Property Management Policy

The purpose of this Policy is to define the procedures involved with the management and funding of the Louis M. Groen Nature Preserve.

Fiscal Management

- **Property Caretakers:** There are two caretakers employed and funded directly by the Louis M. Groen Charitable Trust, per the Caretaker Agreement of 11/22/11.
- **Establishment of the Groen Nature Preserve Fund:** The County shall establish a fund named the Groen Nature Preserve Fund. All revenues from the Louis M. Groen Charitable Trust, as well revenues from other sources related to the Louis M. Groen Nature Preserve, shall be deposited in the Groen Nature Preserve Fund. These funds shall be used only for expenditures related to the Louis M. Groen Nature Preserve.
- **Groen Nature Fund Budget:** The Parks and Recreation Director and the Parks and Recreation Commission shall prepare the annual budget, subject to input and approval by the County Administrator and the Otsego County Board of Commissioners.
- **Groen Visioning Committee:** The Groen Visioning Committee shall provide input and recommendations concerning long-range planning and the annual capital project budget for the property.
- **Otsego County Planning Commission:** Plans for new construction, or for repairs/alterations over \$200,000, must be presented to the Planning Commission for input and recommendations.
- **Groen Nature Fund Budget Expenditures:** The Parks and Recreation Department, including its Director and Commission, shall have general oversight over expenditures from the Groen Nature Preserve Fund, subject to Otsego County Policies. Capital outlay expenditures shall also be approved by the County Administrator.

Property Management

- **General Property Management:** General management of the Louis M. Groen Nature Preserve property shall be under the general direction of the Parks and Recreation Director and the Parks and Recreation Commission, subject to County Policies. The County Administrator has broad oversight over all Otsego County properties and facilities.
- **Nature Preserve Policies:** Policies related to the Nature Preserve must be approved by the County Administrator and Otsego County Board of Commissioners, with input from the Parks and Recreation Director and the Parks and Recreation Commission.
- **Nature Preserve Staff:** Any staff paid out of the Groen Nature Preserve Trust Fund or directly by the Louis M. Groen Nature Preserve, other than those referenced in the Caretaker Agreement, shall be County employees within the Parks and Recreation Department.



320 W. Main Street, Gaylord, Michigan 49735

November 2, 2011

Service Agreement

This letter is to serve as a service agreement between the Otsego County Historical Society and the Otsego County Board of Commissioners.

The Otsego County Board of Commissioners agrees to pay \$1,000 to the Otsego County Historical Society in return for the services listed below. The payment shall be dispersed as follows:

- 50-percent (\$500) in January of 2012
- 50-percent (\$500) upon the completion of the following services provided by the Otsego County Historical Society

Services to include:

- Historical Society will search their records for any photos or information on the Groen property including the Johannesburg Manufacturing Company, and the Echo Valley Lodge. This must be done by March 2012.
- Also by March, the County Administrator must have access to the information and be allowed to remove for a very brief period (1 – 2 weeks) to reproduce the information.

Signed

Stacy Jo Schiller, President
Otsego County Historical Society

John M, Burt
Otsego County Administrator

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100, 225 West Main, Gaylord, MI 49735, on the 22nd day of November, 2011, at 9:30 a.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commissioner Olsen.

**OCR 11-34
Fiscal Year 2012 Budget Resolution
And General Appropriations Act**

WHEREAS, the Uniform Budget and Accounting Act ("UBAA") MCLA 141.421 et seq., requires that the Board enact a general appropriations act designed to meet County-funded expenditures; and

WHEREAS, County offices, the courts, county departments, agencies and others have submitted requests for a county appropriation in the 2012 budget; and

WHEREAS, the County Administrator has submitted a proposed budget as required by statute; and

WHEREAS, the Board of Commissioners has taken into consideration the fact that there are required functions of county government or operations which must be budgeted at a serviceable level in order to provide required services programs; and

WHEREAS, the Board of Commissioners has determined the amount of money to be raised by taxation necessary for expenditures and liabilities for the 2012 fiscal year and has ordered that money to be raised by taxation within statutory and constitutional limitations.

NOW, THEREFORE, BE IT RESOLVED

1. That the 2012 Otsego County Budget for the General Fund which is incorporated by reference herein, is hereby adopted on a basis consistent with the Otsego County policies, subject to all County policies regarding the expenditure of funds as well as the conditions set forth in this resolution.
2. Tax rates are to be levied for the 2012 fiscal year as summarized in Appendix A of this document.
3. That this budget reflects a reasonable allocation of available resources to the various County departments, boards, and agencies, and allows for all mandated services, programs, and activities, including the courts to be performed at or beyond a serviceable level.

4. That the Board of Commissioners hereby authorizes monthly county-based surcharge of \$1.72 be placed on all communications service provider equipment able to call 9-1-1 for service as allowed under Public Act 164 of 2007 to defray the costs of being ready to process and of actually processing 9-1-1 calls placed within Otsego County for Fiscal Year 2012, and that such funds shall be used in accordance with all applicable state and federal laws and County policies.
5. That all County elected officials and department heads shall abide by all County policies, including the Purchasing policy, personnel policies, and applicable labor agreements, as adopted and amended by this Board and that the budgeted funds are appropriated contingent upon compliance with these policies.
6. That the approved employee positions on the Approved Position Control Number Roster contained in this Budget as Appendix B, shall limit the number of employees who can be employed. No funds are appropriated for any position or employee not on the Approved Position Control Number Roster. Further, there may be a need to increase or decrease various positions within the Budget and/or impose a hiring freeze and/or impose lay-offs due to the unforeseen financial changes; therefore, the Approved Position Control Number Roster List may be changed from time to time by the Board and/or the Board may impose a hiring freeze. County elected officials and department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the Approved Position Control Number Roster List.
7. That the authorized positions in the Approved Position Control Number Roster List contained in each budget indicates the authorized maximum number of employees in their respective classifications for that budget. Any deviations from said list must be specifically approved by the Board.
8. That certain positions contained in the Approved Position Control Number Roster List which are supported in some part by a grant, cost sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said positions shall be considered unfunded and removed from the Approved Position Control Number Roster List.
9. That the Administrator is authorized upon request of the respective elected official or department head to transfer persons from certain positions contained in the Approved Position Control Number Roster List, which are supported in some part by grant, cost sharing, child care reimbursement or other source of outside funding, to another grant funded position in order to reduce County cost.
10. That revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility Tax revenues) shall not be used to reduce the County's operating millage levy (2012 Budget Year) as defined by Public Act 2 of 1986.

11. That in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, 50% or approximately \$96,381 of the estimated \$192,761, of the Convention Facility Tax revenues not used to reduce the County's operating tax rate, shall be transmitted to the Northern Michigan Substance Abuse Services with remaining revenues to be deposited into the County's General Fund.
12. That revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's operating millage levy (2012 Budget Year).
13. That in accordance with Public Act 264 of 1987, that 12/17 of the estimated Cigarette Tax revenue, not used to reduce the County's operating tax rate, shall be appropriated to the Northwest Michigan Health Department, for public health prevention programs and services, with remaining revenues to be deposited into the County's general fund. The County's estimated Cigarette Tax revenue for 2012 is \$0.
14. That the Administrator is hereby appointed "Budget Administrator," pursuant to the Uniform Budget and Accounting Act, MCLA 141.421 et seq., with power to administer such duties in connection with said budget, as may be from time to time, delegated to the Office of the County Administrator by this Board.
15. That the Budget Administrator be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds.
16. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County if there is no local match required, or ongoing programming or funding which would require additional appropriations or staffing in current or future fiscal years.
17. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County in an amount up to \$50,000 with a local match not to exceed 10% (\$5,000), if required, and if available within the requesting department's current budget, and to record the appropriate budget amendment.
18. That the County Administrator is required and directed to automatically reduce any department each time a reduction is made in federal, state or local funds. The County Administrator, in conjunction with the affected elected official or department head, shall promptly make the necessary lay-offs and advise those affected by the service that those services are being discontinued as a result of said cutbacks.
19. That the County Administrator is authorized to cause the drafting of contracts where necessary and appropriate within established budgetary limitations and that the County Administrator is authorized to sign said contracts after legal counsel approved each contract as to legal form, and the Board of Commissioners has approved each contract. The County Administrator is authorized to sign all contract renewals without prior approval of the Board if funds are previously approved for said contract and there are no changes to the contract as part of the renewal.

20. The Board of Commissioners has determined it would be fiscally prudent to set a goal to add approximately \$100,000 to the Budget Stabilization fund (Fund 257).
21. That the Board of Commissioners has determined that it is fiscally prudent to carry a \$500,000 fund balance in the Health Care fund (Fund 647). Funds in excess of this amount shall be refunded to the contributing funds outside of the general fund as follows: 208 Parks and Recreation, 588 Bus, 212 Animal Control, 232 Housing, 281 Airport, 261 9-1-1, 249 Land Use Services. All remaining leftover funds will be transferred to the General Fund.
22. The Board of Commissioners has determined that it is fiscally prudent to maintain a Legal Defense Fund, Fund 260.
23. The Board of Commissioners has determined that it is fiscally prudent to carry a fund balance level of 10% of expenditures from year-to-year in the Building and Grounds Fund, Fund 637, in order to avoid cash flow shortfalls.
24. The Board of Commissioners has determined that the Administrative Services Fund, Fund 645, will need to maintain a fund balance level of 5% of expenditures from year-to-year, in order to avoid cash flow shortfalls.
25. That the amounts indicated in the "Budgetary Detail" are hereby appropriated from the General Funds and other funds of Otsego County according to the Activity Centers (Departments) contained in that detail which is incorporated herein by reference, and that such appropriations shall be restricted to the functioning of those Activity Centers (Departments), all applicable federal and state laws, County policies, and the provisions of this Act. The "Budgetary Detail" chart is included in this document at Appendix C.
26. The Administrator has the authority to approve all amendments made to the 2012 budget except for instances where a) the amendment will increase the department's total net budget or b) the amendment will affect a payroll account (defined as any account in the 700.000-705.000 expenditure section of the general ledger, except education and training 704.400) and exceeds \$500 in total.

AND FURTHER BE IT RESOLVED,

That the Chairman of the Otsego County Board of Commissioners be authorized to sign said document.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Paul Beachnau, Chairman
Otsego County Board of Commissioners

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at a regular meeting held on the 22nd day of November, 2011, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2011

**APPENDIX A
AUTHORIZED TAX RATES 2012 BUDGET YEAR**

<u>TAXING ENTITY</u>	<u>MILLAGE RATE</u>
COUNTY OPERATING*	0.0040502
BUS	0.0002500
COMMISSION ON AGING	0.0010000
COMMUNITY CENTER	0.0001875
SPORTSPLEX OPERATING	0.0002500
LIBRARY	0.0004000
EMERGENCY SERVICES	0.0004000
UNIVERSITY CENTER OF GAYLORD	0.0005569
M TEC	0.0006464
ANIMAL CONTROL	0.0003000
TOTAL	<hr/> 0.0080410

*In accordance with the state mandated tax shift, the county operating millage will be levied in July 2012; all other millages listed are to be levied in December 2011.



9 November 2011

Hours of operation:

The Otsego County Bus System (OCBS) dispatch center opens at 6:00 a.m. until 6:00 p.m. Monday through Friday. Saturday bus service is 7:00 a.m. until 7:00 p.m. and is limited to two buses being used for service.

Fare structure:

Fare costs for riding the County bus are approved by County Commissioners. The following Fares were voted on and approved in 2005:

- Senior Citizens (60 and over)/Disabled Passengers-- \$2.00 one way
- Students (Head Start-College) ----- \$2.50 one way
- General Passengers (under 60 years old) ----- \$3.00 one way

Passengers must have exact fare amount for ride as our drivers do not carry money to make change.

NOTE—Federal Transportation Administration and MDOT determine which category of passengers must receive the lowest fare rates.

Boundaries of operation:

The Otsego County Bus System operates within the entire County of Otsego to include all roads. OCBS treats all roads the same whether they are private or public/County maintained. We will go down any road and provide door to door service, as long as the road is passable for our buses. Roads are determined as non-passable due to tree limbs hanging so low that they hit and damage our buses or there is too much snow or ice to get down the road in a safe manner.

According to Federal Transportation Administration rules, Senior Citizens and Disabled passengers are the only category of passengers whom we are allowed to transport out of our County for special outings/trips. These trips are organized and operated in compliance with Title VI of the Civil Rights Act of 1964, and section 19 of the Federal Mass Transit Act of 1964, as amended, and 49 CFR part 27; or 45 CFR part 80.

Reservations for transportation:

Transportation requests are coordinated through the OCBS dispatch office at: 989-732-6224 ext. #1, between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday. Passengers can Schedule their rides up to 5 days in advance of the day they need transportation. If passengers are calling to set up a ride for that present day, they should try to give as much notice possible to ensure dispatch can coordinate and have a bus available. Two hour notice is normally a sufficient lead time, as most outlying communities/towns are within a 25 minute ride from Gaylord. OCBS will also schedule a return ride home if the passenger would like to do that at

the same time they schedule their pick-up. Passengers should also inform dispatch if they have a specific time they need to be at an appointment and dispatch will endeavor to provide enough time for the pick-up, so that the passenger can arrive prior to their appointment time.

Reservations for Saturday transportation can be made no earlier than the prior Friday, being the day before, beginning at 6:00 a.m. until 6:00 p.m. by calling the OCBS dispatch center at 989 732-6224 ext. #1. Passengers calling on Saturday for a Saturday ride should call the bus driver directly beginning at 7:00 a.m. at 989-614-6109. All reservations are first come first serve. The earlier passengers call on Saturdays for a Saturday ride, the better chance OCBS will be able to accommodate their transportation needs, as there are only two buses running on Saturdays. Saturday bus drivers start at 7:00 a.m. and provide rides until 7:00 p.m. The OCBS dispatch center is not open on Saturdays.

No-Show 3 minute wait rule:

The Otsego County Bus System Dispatch will apply the "No Show" rule to all adult passengers after a bus driver has waited three minutes at the designated pick up location, and at least one attempt to re-establish phone contact with the passenger who set up the ride to inform them the bus is waiting at their location. For contact to be re-established with the passenger or parent of a child, it is imperative that all dispatchers ensure a contact phone number is written down on the route sheet. This "No Show" rule **will never** be applied to children or students who ride the County Bus unless direct contact has been made with the child's parent or guardian and confirmation has been made that the child is not riding or other arraignments have been made for the safe and secure transportation of the child. Students or children who are being picked up from a School, Daycare, Head Start or any other location **will never** be left until dispatch has ensured contact with the parent, guardian or teacher. No exceptions.

Students and Children who are in a group requiring transportation for a field trip, or any other reason will be treated the same. Dispatch will ensure the correct pick-up location of the group trip by double-checking with the classroom or individual who set up the group trip to make sure our buses are at the right location. Dispatch will also request a cell phone number of an adult who is going on the trip with the students to ensure communication if something arises, such as a bus breaking down, bad weather, heavy traffic causing delays getting to the pick-up point etc.

Inclement weather closures:

The Otsego County Bus System Department Manager makes the determination if the County Bus will close due to inclement weather. The Department Manager will check the roads beginning at 4:00 a.m. and make a determination prior to 5:00 a.m. in order to ensure the closure information gets out to Community members at the earliest possible time. Closure information will be listed on all local Television stations, and Eagle 101.5 Radio.

RESOLUTION NO. OCR 11-35
COMMENDATION IN HONOR OF PHILIP CURTISS
OTSEGO COUNTY BOARD OF COMMISSIONERS AND
LIBRARY BOARD OF TRUSTEES
11/22/2011

WHEREAS, Phil Curtiss has been a strong advocate for quality library services in Otsego County for many years; and

WHEREAS, in 1994 Phil Curtiss took an early interest in the community's first Internet connection through the Otsego County Library; and,

WHEREAS, Phil was one of the first subscribers to a Northland Library Cooperative email account in the Gaylord area; and

WHEREAS, Phil helped others in the County to learn new Internet and computer skills through his membership and mentoring in the Library's Gaylord User's Group; and

WHEREAS, Phil became a member of the Library Board of Trustees in April 1997 and has faithfully served in this volunteer role for the past 14 years; and

WHEREAS, Phil represented our Library on the regional Northland Library Cooperative Board of Trustees, developing services of benefit to library users in northern Michigan; and

WHEREAS, Phil served as President of the Library Board of Trustees for 10 years, from 2001 through 2010, now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners and the Otsego County Library Board of Trustees honor and thank Philip Curtiss for his outstanding service to Otsego County, the Otsego County Library, and library patrons throughout the region.