

November 24, 2015

The regular meeting of the Otsego County Board of Commissioners was held at the Alpine Center, 800 Livingston Blvd., Multi-Purpose Room, Gaylord, Michigan. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Paul Beachnau, followed by the Pledge of Allegiance led by Randy Stults.

Roll Call:

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

Excused: Bruce Brown.

Motion by Commissioner Lee Olsen, seconded by Commissioner Paul Liss, to approve the Regular minutes of November 10, 2015 with attachments. Ayes: Unanimous. Motion carried.

Consent Agenda:

Motion to adopt OCR 15-36 2015 CDBG Grant Resolution.

Roll Call Vote:

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

Nays: None.

Excused: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion to adopt OCR 15-37 Fair Housing Resolution.

Roll Call Vote:

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

Nays: None.

Excused: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion to adopt OCR 15-38 Discharge of Mortgage Otsego Property LLC.

Roll Call Vote:

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

Nays: None.

Excused: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion to approve NEMSCA Letter of Support. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the 2016 Board of Commissioners schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the 2016 Holiday Schedule. Ayes: Unanimous. Motion carried. (see attached)

Truth in Taxation public hearing was opened at 9:34 a.m.  
Public hearing was closed at 9:36 a.m.

#### Committee Reports:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Lee Olsen, to advance \$25,000 to the Bus System (fund 588) as of September 30, 2015 and an additional \$125,000 by the end of 2015 to assist with cash flow shortages caused by lag time in State funding payments, set up as a short term due to/due from loan from the Delinquent Tax Fund (fund 516) to be repaid in full by March 2016. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, to adopt Resolution OCR 15-35, the FY 2016 Budget and General Appropriations Act Resolution.

#### Roll Call Vote:

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

Nays: None.

Excused: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

#### Administrator's Report:

John Burt reported the County Commissioner District IV vacancy has been posted; Courthouse plaza process, they are working on the fountain; waiting for health care rates; Land Use remodel is almost complete; Parks director position posted; \$18,000 grant for mobile laptops for police cars; Trail Grant application motion.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Lee Olsen, to approve the Budget Amendment for trail grant application services agreement with C2AE in the amount of \$2,100 to come from the General Fund Contingency Fund. Ayes: Unanimous. Motion carried. (see attached)

#### Special Presentations:

Gaylord Community Schools Superintendent Cheryl Wojtas reported on the early college program offered at the High School.

City Liaison, Township and Village Representative: None.

Commissioner Paul Beachnau reported on the City Council meeting, Stephen Hartz was appointed immediately as City Council member.

Correspondence: None.

New Business:

Motion by Commissioner Paul Liss, seconded by Commissioner Lee Olsen, to approve the November 6, 2015 Special Warrant and the November 17, 2015 Warrant for a total amount of \$56,269.48 Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to approve the November 17, 2015 Special Warrant and the November 24, 2015 Warrant for a total amount of \$168,911.80. Ayes: Unanimous. Motion carried.

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Beachnau reported the Chambers Holiday after hours is December 2<sup>nd</sup> at the Otsego Club, the Downtown Santa parade is December 5<sup>th</sup>.

Commissioner Julie Powers-Gehman reported on the skateboard project progress.

Commissioner Lee Olsen had no report.

Commissioner Erma Backenstose had no report.

Commissioner Paul Liss reported on the Vanderbilt Gateway trail head project progress; Corwith Township library is open, the open house is December 6<sup>th</sup> from 1pm-4pm.

Commissioner Ken Glasser had no report.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton attended the MAC transportation board meeting in Lansing.

Meeting adjourned at 10:12 a.m.

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Kenneth C. Borton Chairman

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Susan I. DeFeyter, Otsego County Clerk

**RESOLUTION NO. OCR 15-36**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
November 24, 2015

**WHEREAS**, the County of Otsego is interested in the continuing effort to rehabilitate housing conditions for its low income residents; and

**WHEREAS**, the County of Otsego has demonstrated a need for this assistance with data outlined in the application; and

**WHEREAS**, the County of Otsego intends to meet this need by submission of an application to the Michigan State Housing Authority (MSHDA) Housing Resource Fund (HRF) Allocation Community Development Block Grant and 50% leveraged funds of \$112,500 with MSHDA Property Improvement Program (PIP), Federal Home Loan Bank - Neighborhood Impact Program and Accessibility Modifications Programs, thus meeting more needs; and

**WHEREAS**, the Otsego County Board of Commissioners accepts the recommendation of the Otsego County Housing Committee to apply for \$223,500 at 0-80% area median income – 50% forgiven not prorated, monthly payments over 10 years, zero percent interest; now, therefore, be it

**RESOLVED**, that the Otsego County Administrator, John M. Burt on behalf of the Otsego County Board of Commissioners, be the Authorized Official to sign and submit said MSHDA's HRF Application and Marlene K. Hopp, Director of the Otsego County Housing Committee be the Agency Administrator to prepare the grant and submit other documents as required.

**OTSEGO COUNTY HOUSING COMMITTEE**  
**Housing Resource Fund**  
**Community Development Block Grant Funds**  
**Program Summary**

**Project Description**

The Otsego County Housing Committee will be requesting a grant through Michigan State Housing Development Authorities (MSHDA's) Housing Resource Funding (HRF) of Community Development Block Grant (CDBG) rehabilitation funds of \$223,500. The rehabilitation grant will be in the targeted strategy within the county areas of the City of Gaylord, Bagley Township, Village of Vanderbilt and Village of Johannesburg, whereas the emergency repairs not exceeding 15% of the grant and all program income will be utilized county wide for single-family residential dwellings to all qualified homeowners on an equal opportunity basis.

These and leveraged funds will assist 20 low income residents not exceeding 80% of the county median income, by assisting rehabilitation to single-family residential dwellings. Otsego County's geographic area contains 24,164 persons, with 14,731 housing units of which 7,776 are owner-occupied, 1,980 renter-occupied and 4,975 are vacant, according to the 2010 census.

MSHDA - Property Improvement Program and Federal Home Loan Bank - Neighborhood Impact Program and Accessibility Modifications Program of approximately \$112,500 will be the leveraged funds of the grant during the twenty-four month period. The following activities that will be promoted are listed below.

**Budget**

<u>Component-Activity</u>	<u>MSHDA Funds</u>	<u>Proposed Units</u>	<u>Leverage Funds</u>
Homeowner Rehabilitation	\$175,000	5	
Emergency Repair Administration	\$48,500	5	
<u>Leverage Funds</u>		10	\$112,500
MSHDA- Property Improvement Program FHLB- Neighborhood Impact Program & Accessibility Modifications Program			
<b>Total</b>	<b>\$223,500</b>	<b>20</b>	<b>\$112,500</b>

**Homeowner Assistance Rehabilitation and Emergency Repair (\$223,500)**

**Activity Description:** The homeowner assistance rehabilitation program will assist 20 very-low to modest income individuals and families with rehabilitation, emergency repair and reduce lead-based paint to their existing dwelling. Repairs performed to the dwelling will meet the HUD Uniform Physical Conditions Standards and local codes, ordinances and standards. Funds will be secured by a mortgage at a 0% interest deferred loan or 0 - 3% interest loan with payments. Potential homeowners will apply for the program based on qualifications and program guidelines.

**Rehabilitation Classification:**

Single-family rehabilitation is categorically excluded subject to section 58.5 (24 Code of Federal Regulations (CFR) (58.35(a)) targeted strategy areas in Otsego County areas of the City of Gaylord, Bagley Township, Village of Vanderbilt and Village of Johannesburg, with Section 58.6 authorities and requires a two-tiered environmental review of each project. Emergency repairs are exempt activities subject to section 58.34 (24 CFR 58.34 (a)1-(a)12) and will be throughout Otsego County subject to Section 58.6 authorities.

**Administration**

Administration will be \$40,230, 18% of grant and collected throughout the duration of the grant to administer the home owner rehabilitation program. Administrative funds are classified as exempt activity under 24 CFR 58.34(a)1-(a)12.

Marlene K. Hopp

Marlene K. Hopp, Director  
 Otsego County Housing Committee

November 10, 2015

Dated



AN EQUAL OPPORTUNITY HOUSING PROGRAM



**RESOLUTION NO. OCR 15-37**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
November 24, 2015

**FAIR HOUSING RESOLUTION**

**WHEREAS**, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, gender, physical or mental disabilities or national origin; and

**WHEREAS**, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status; and

**WHEREAS**, LET IT BE KNOWN TO ALL PERSONS that it is the policy of **Otsego County** to implement mortgage programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status. Therefore, **Otsego County** does hereby pass the following Resolution:

**BE IT RESOLVED** that in accordance with Executive Order 11063, **Otsego County** shall not discriminate in the sale, rental, leasing, or financing of housing because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status; and

**Otsego County** will assist all persons who feel they have been discriminated against because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights; and

**Otsego County** will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott Larsen Act; and, now, therefore be it

**RESOLVED**, that the opportunity to participate in federal, state and locally funded programs without discrimination because of race, religion, national origin, color, sex, marital status, age or disability is hereby recognized and declared to be a civil right; and be it further

**RESOLVED**, that the Otsego County Board of Commissioners hereby appoints Cynthia Polena, Otsego County Housing Clerk on November 24<sup>th</sup>, 2015 as the Otsego County Housing Program Fair Housing contact person. Upon any complaints that refer to any discrimination with the Otsego County Housing Program based on the above description Mrs. Polena will follow the Otsego County Fair Housing Policy, attached.

## OTSEGO COUNTY FAIR HOUSING POLICY

The Otsego County Housing Program (known as *The Housing Program* throughout the remainder of this policy) is committed to fair housing and will work aggressively to ensure that the Otsego County housing developments comply fully with all state, federal and local fair housing laws. The Housing Program has appointed Cynthia Polena, Housing Clerk as their fair housing contact person. Ms. Polena has an understanding of the Fair Housing Laws and will attend applicable training to remain informed.

The Housing Program has established a Fair Housing Log. The Fair Housing Log will be maintained by Cindee Polena, and will disclose information regarding any and all fair housing concerns and their outcomes. Fair housing issues identified in the community, such as in the newspaper; will be recorded in the log. Persons wishing to file a housing related complaint or concern will be referred to the Michigan Department of Civil Rights, HUD, and their local Fair Housing Center. Persons wishing to file a complaint or concern that is employment related will be referred to the Equal Employment Opportunity Committee and the Michigan Department of Civil Rights. The Housing Program will notify MSHDA if a complaint or concern is filed.

The offices of The Housing Program are accessible and barrier free. The Otsego County Housing office will make every attempt to reasonably accommodate all of its customers.

The Housing Program will include the Fair Housing Logo on all of its documents and advertisements. The Housing Program will post a Fair Housing poster in a place visible to the public. The Housing Program will secure and distribute Fair Housing material provided by MSHDA and various other Fair Housing agencies and organizations. "*Fair Housing, Equal Opportunity for All*" brochure #HUD-1686-FHEO (revised January 2002) will be distributed to all applicants.

The Housing Program will consider all applicants and contractors based on qualifications. No applicant or contractor will be denied housing or a contract based on their race, color, national origin, religion, age, sex, marital status, familiar status and/or disability. Persons raising concerns regarding discrimination will not be retaliated against. The Housing Program will request that both minority and women apply for assistance through the single-family and emergency assistance programs.

The Housing Program is committed to affirmative marketing and will identify their fair housing needs and barriers. The Housing Program will address these needs and barriers by establishing a plan to resolve and meet fair housing needs.

The Housing Program is committed to providing safe, affordable, decent, and sanitary housing located in areas where people choose to live.

Revised 1/2002

To this policy includes language of the attached executive order 11063.

# Executive Order 11063

DATE: 11-20-62

24 -- Housing and Urban Development

Equal opportunity in housing

WHEREAS the granting of Federal assistance for the provision, rehabilitation, or operation of housing and related facilities from which Americans are excluded because of their race, color, creed, or national origin is unfair, unjust, and inconsistent with the public policy of the United States as manifested in its Constitution and laws; and

WHEREAS the Congress in the Housing Act of 1949 has declared that the general welfare and security of the Nation and the health and living standards of its people require the realization as soon as feasible of the goal of a decent home and a suitable living environment for every American family; and

WHEREAS discriminatory policies and practices based upon race, color, creed, or national origin now operate to deny many Americans the benefits of housing financed through Federal assistance and as a consequence prevent such assistance from providing them with an alternative to substandard, unsafe, unsanitary, and overcrowded housing; and

WHEREAS such discriminatory policies and practices result in segregated patterns of housing and necessarily produce other forms of discrimination and segregation which deprive many Americans of equal opportunity in the exercise of their unalienable rights to life, liberty, and the pursuit of happiness; and

WHEREAS the executive branch of the Government, in faithfully executing the laws of the United States which authorize Federal financial assistance, directly or indirectly, for the provision, rehabilitation, and operation of housing and related facilities, is charged with an obligation and duty to assure that those laws are fairly administered and that benefits thereunder are made available to all Americans without regard to their race, color, creed, or national origin:

NOW, THEREFORE, by virtue of the authority vested in me as President of the United States by the Constitution and laws of the United States, it is ordered as follows:

## Part I -- Prevention of Discrimination

Section 101. I hereby direct all departments and agencies in the executive branch of the Federal Government, insofar as their functions relate to the provision, rehabilitation, or operation of housing and related facilities, to take all action necessary and appropriate to prevent discrimination because of race, color, creed, or national origin -- \1\ (FOOTNOTE)

(FOOTNOTE) \1\ Editorial note: Executive Order 12259 of Dec. 31, 1980, 46 FR 1253, 3 CFR, 1980 Comp., p. 307, revises section 101 to apply to discrimination because of race, color, religion (creed), sex, or national origin.

(a) in the sale, leasing, rental, or other disposition of residential property and related facilities (including land to be developed for residential use), or in the use or occupancy thereof, if such property and related facilities are --

(I) owned or operated by the Federal Government, or

(II) provided in whole or in part with the aid of loans, advances, grants, or contributions hereafter agreed to be made by the Federal Government, or

(III) provided in whole or in part by loans hereafter insured, guaranteed, or otherwise secured by the credit of the Federal Government, or

(iv) provided by the development or the redevelopment of real property purchased, leased, or otherwise obtained from a State or local public agency receiving Federal financial assistance for slum clearance or urban renewal with respect to such real property under a loan or grant contract hereafter entered into; and

(b) in the lending practices with respect to residential property and related facilities (including land to be developed for residential use) of lending institutions, insofar as such practices relate to loans hereafter insured or guaranteed by the Federal Government.

Sec. 102. I hereby direct the Department of Housing and Urban Development and all other executive departments and agencies to use their good offices and to take other appropriate action permitted by law, including the institution of appropriate litigation, if required, to promote the abandonment of discriminatory practices with respect to residential property and related facilities heretofore provided with Federal financial assistance of the types referred to in Section 101(a)(ii), (iii), and (iv).

[Sec. 102 amended by EO 12259 of Dec. 31, 1980, 46 FR 1253, 3 CFR, 1980 Comp., p. 307]

#### Part II -- Implementation by Departments and Agencies

Sec. 201. Each executive department and agency subject to this order is directed to submit to the President's Committee on Equal Opportunity in Housing established pursuant to Part IV of this order (hereinafter sometimes referred to as the Committee), within thirty days from the date of this order, a report outlining all current programs administered by it which are affected by this order.

Sec. 202. Each such department and agency shall be primarily responsible for obtaining compliance with the purposes of this order as the order applies to programs administered by it; and is directed to cooperate with the Committee, to furnish it, in accordance with law, such information and assistance as it may request in the performance of its functions, and to report to it at such intervals as the Committee may require.

Sec. 203. Each such department and agency shall, within thirty days from the date of this order, issue such rules and regulations, adopt such procedures and policies, and make such exemptions and exceptions as may be consistent with law and necessary or appropriate to effectuate the purposes of this order. Each such department and agency shall consult with the Committee in order to achieve such consistency and uniformity as may be feasible.

#### Part III -- Enforcement

Sec. 301. The Committee, any subcommittee thereof, and any officer or employee designated by any executive department or agency subject to this order may hold such hearings, public or private, as the Committee, department, or agency may deem advisable for compliance, enforcement, or educational purposes.

Sec. 302. If any executive department or agency subject to this order concludes that any person or firm (including but not limited to any individual, partnership, association, trust, or corporation) or any State or local public agency has violated any rule, regulation, or procedure issued or adopted pursuant to this order, or any non-discrimination provision included in any agreement or contract pursuant to any such rule, regulation, or procedure, it shall endeavor to end and remedy such violation by informal means, including conference, conciliation, and persuasion unless similar efforts made by another Federal department or agency have been unsuccessful. In conformity with rules, regulations, procedures, or policies issued or adopted by it pursuant to Section 203 hereof, a department or agency may take such action as may be appropriate under its governing laws, including, but not limited to, the following:

It may --

(a) cancel or terminate in whole or in part any agreement or contract with such person, firm, or State or local public agency providing for a loan, grant, contribution, or other Federal aid, or for the payment of a commission or fee;

(b) refrain from extending any further aid under any program administered by it and affected by this order until it is satisfied that the affected person, firm, or State or local public agency will comply with the rules, regulations, and procedures issued or adopted pursuant to this order, and any nondiscrimination provisions included in any agreement or contract;

(c) refuse to approve a lending institution or any other lender as a beneficiary under any program administered by it which is affected by this order or revoke such approval if previously given.

Sec. 303. In appropriate cases executive departments and agencies shall refer to the Attorney General violations of any rules, regulations, or procedures issued or adopted pursuant to this order, or violations of any nondiscrimination provisions included in any agreement or contract, for such civil or criminal action as he may deem appropriate. The Attorney General is authorized to furnish legal advice concerning this order to the Committee and to any department or agency requesting such advice.

Sec. 304. Any executive department or agency affected by this order may also invoke the sanctions provided in Section 302 where any person or firm, including a lender, has violated the rules, regulations, or procedures issued or adopted pursuant to this order, or the nondiscrimination provisions included in any agreement or contract, with respect to any program affected by this order administered by any other executive department or agency.

Part IV -- Establishment of the President's Committee on Equal Opportunity in Housing [Part IV revoked by EO 12259 of Dec. 31, 1980, 46 FR 1253, 3 CFR, 1980 Comp., p. 307]

Part V -- Powers and Duties of the President's Committee on Equal Opportunity in Housing Sec. 501. [Revoked]

[Sec. 501 revoked by EO 12259 of Dec. 31, 1980, 46 FR 1253, 3 CFR, 1980 Comp., p. 307]

Sec. 502. (a) The Committee shall take such steps as it deems necessary and appropriate to promote the coordination of the activities of departments and agencies under this order. In so doing, the Committee shall consider the overall objectives of Federal legislation relating to housing and the right of every individual to participate without discrimination because of race, color, creed, or national origin in the ultimate benefits of the Federal programs subject to this order.  
\1\ (FOOTNOTE)

(FOOTNOTE) \1\ Editorial note: Executive Order 12259 of Dec. 31, 1980, 46 FR 1253, 3 CFR, 1980 Comp., p. 307, revises section 502 to apply to discrimination because of race, color, religion (creed), sex, or national origin.

(b) The Committee may confer with representatives of any department or agency, State or local public agency, civic, industry, or labor group, or any other group directly or indirectly affected by this order; examine the relevant rules, regulations, procedures, policies, and practices of any department or agency subject to this order and make such recommendations as may be necessary or desirable to achieve the purposes of this order.

(c) The Committee shall encourage educational programs by civic, educational, religious, industry, labor, and other nongovernmental groups to eliminate the basic causes of discrimination in housing and related facilities provided with Federal assistance.

Sec. 503. [Revoked]

[Sec. 503 revoked by EO 12259 of Dec. 31, 1980, 46 FR 1253, 3 CFR, 1980 Comp., p. 307]

Part VI -- Miscellaneous

Sec. 601. As used in this order, the term "departments and agencies" includes any wholly-owned or mixed-ownership Government corporation, and the term "State" includes the District of Columbia, the Commonwealth of Puerto Rico, and the territories of the United States.

Sec. 602. This order shall become effective immediately.

The provisions of Executive Order 11063 of Nov. 20, 1962, appear at 27 FR 11527, 3 CFR, 1959 - 1963 Comp., p. 652, unless otherwise noted.

Content updated June 30, 2002

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U.S. Department of Housing and Urban Development  
451 7th Street S.W., Washington, DC 20410  
Telephone: (202) 708-1112 TTY: (202) 708-1455  
[Find the address of a HUD office near you](#)

**RESOLUTION NO. OCR 15-38**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
November 24, 2015

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 340 W. Main Street, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1243, Pages 827-830 in the name of Otsego Property, LLC, a Michigan Limited Liability Company, and

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

**RESOLVED**, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Otsego Property, LLC, a Michigan Limited Liability Company and be it further

**RESOLVED**, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.



**Board of Commissioners**  
225 West Main Street • Gaylord, Michigan 49735  
989-731-7520 • Fax 989-731-7529

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November 24, 2015

Michigan State Housing Development Authority  
735 E. Michigan Avenue  
PO Box 30044  
Lansing, MI 48909  
Attn: Community Development Division

To Whom It May Concern:

The Otsego County Board of Commissioners would like to express support of the Northeast Michigan Community Service Agency, Inc. (NEMCSA) application for HOME funds to implement a regional homebuyer purchase rehabilitation program. NEMCSA's vast experience administering regional programs demonstrates that they understand the regional concept and are equipped with the necessary resources, both internal and external, to manage a program of this nature.

It is understood that NEMCSA intends to collaborate, to the extent possible, and utilize all existing relationships with county housing commissions to ensure a cost effective delivery of services. The Otsego County Board of Commissioners agrees that this project will provide an affordable opportunity for low income individuals and families within the service area to achieve the dream of owning their own home.

Sincerely,

Kenneth C. Borton  
Chairman, Otsego County Board of Commissioners



**2016  
BOARD OF COMMISSIONERS  
MEETING SCHEDULE**

**Second and fourth Tuesdays of each month  
*\*(unless noted), beginning at 9:30 a.m., in Room #100,  
Otsego County Building, 225 West Main Street***

January 5\* *(Organizational Meeting)*  
January 12  
January 26  
February 9  
February 23  
March 8  
March 22  
April 12  
April 26  
May 10  
May 24  
June 14  
June 28  
July 12  
July 26  
August 9  
August 23  
September 13  
September 27  
October 11  
October 25  
November 8  
November 22  
December 13\* *(one meeting held this month)*



## 2016 Holiday Schedule

Friday, January 1 <sup>st</sup>	New Year's Day
Monday, February 15 <sup>th</sup>	Presidents' Day
Friday, March 25 <sup>th</sup>	Good Friday
Monday, May 30 <sup>th</sup>	Memorial Day
Monday, July 4 <sup>th</sup>	Independence Day
Monday, September 5 <sup>th</sup>	Labor Day
Friday, November 11 <sup>th</sup>	Veterans' Day
Thursday, November 24 <sup>th</sup>	Thanksgiving Day
Friday, November 25 <sup>th</sup>	Friday after Thanksgiving
Friday, December 23 <sup>rd</sup> (observed)	Christmas Eve
Monday, December 26 <sup>th</sup> (observed)	Christmas Day
Friday, December 30 <sup>th</sup> (observed)	New Year's Eve
Monday, January 2 <sup>nd</sup> (2017) (observed)	New Year's Day

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in the multi-purpose room at the J. Richard Yuill Alpine Center Complex, 800 Livingston Blvd., Gaylord, Michigan on the 24<sup>th</sup> day of November, 2015 beginning at 9:30 a.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commissioner Beachnau.

**OCR 15-35**  
**Fiscal Year 2016 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 2016 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 2016 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 2016 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 2016 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 2016, 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 the Board of Commissioners elects to set the limit that Otsego County, as employer, will pay for medical benefit plan coverage at 80% for all Otsego County employees to comply with Michigan Public Act 152 of 2011.

11. 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 (2016 Budget Year) as defined by Public Act 2 of 1986.
12. That in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, 50% or approximately \$86,246 of the estimated \$172,492 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.
13. 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 (2016 Budget Year).
14. 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 2016 is \$0.
15. 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.
16. 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.
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 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.
18. 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.
19. 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.

20. 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.
21. That the Board of Commissioners has determined that it is fiscally prudent to carry a \$350,000 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, 209 Groen Operating Fund, 588 Bus, 212 Animal Control, 232 Housing, 281 Airport, 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. The Board of Commissioners has determined that the Tax Foreclosure Fund, Fund 617, will need to maintain a minimum Fund Balance of \$200,000 to offset potential foreclosure sale losses, and to have funds to pay for property clean-up and maintenance for those parcels that have become County-owned property via the foreclosure process, and to have funds to pay for payroll expenses for staff time spent on managing the foreclosure process and accounting for foreclosures.
26. 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.
27. The Administrator has the authority to approve all amendments made to the 2016 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.



**APPENDIX A  
AUTHORIZED TAX RATES 2016 BUDGET YEAR**

<u>TAXING ENTITY</u>	<u>MILLAGE RATE</u>
COUNTY OPERATING*	0.0040502
BUS	0.0002500
COMMISSION ON AGING	0.0010000
PARKS AND RECREATION/COMMUNITY CENTER	0.0001875
SPORTSPLEX OPERATING	0.0002500
SPORTSPLEX BUILDING AND MAINTENANCE	0.0001875
LIBRARY	0.0004000
EMERGENCY SERVICES	0.0004000
UNIVERSITY CENTER OF GAYLORD	0.0005569
M TEC	0.0006464
ANIMAL CONTROL	0.0003000
RECYCLING	0.0002500
ROAD COMMISSION	<u>0.0010000</u>
TOTAL	0.0094785

\* In accordance with the state mandated tax shift, the county operating millage will be levied in July, 2016; all other millages listed will be levied in December, 2015 for the 2016 budget year.

APPENDIX B

2016  
Otsego County Roster

Position Title	No. Emp In position
<b>Board of Commissioners</b>	
Commissioner, Board Chair	1
Commissioner	8
<b>Non-Union</b>	
PT Trail Rangers - Groen Property	1.2
Kennel Attendant	0.5
Housing/Veteran's Clerk	1
Part-time Clerk - County Clerk's Office	0.53
Airport Operations Specialist	1
Community Center Monitor	1
MSU Extension Clerk	0.53
Part-time Clerk - Treasurer's Office	0.67
Part-time Prosecutor's Clerk	0.53
Jail Cook	1
Work Camp Corrections Officer	1
Asst Animal Control Officer	2
Parks and Recreation Coordinator	1
Asst to County Administrator	1
Office Manager - Transportation	1
Sheriff's Administrative Assistant	1
Zoning Enforcement Officer	0.8
Office Manager - Prosecuting Attorney	1
Work Camp Supervisor	1
Animal Control Director (Officer)	1
Administrator of Special Grants and Programs	1
Deputy Equalization Director	1
Parks and Recreation Director	1
Jail Administrator	1
Asst Prosecuting Attorney	1
Airport Manager	1
County Clerk/Register of Deeds	1
County Treasurer	1
Undersheriff	1
Transportation Manager	1
Director of Land Use Services	1
Chief Asst Prosecuting Attorney	1
Sheriff	1
Human Resources Director/Assistant County Administrator	1
Finance Director/Assistant County Administrator	1
Prosecuting Attorney	1
County Administrator	1
<b>Seasonal/Irregular PT Positions</b>	
Irregular PT Bus Aids	1.5
Irregular PT Bus Driver	1
Meals on Wheels	1

**APPENDIX B**

Park Rangers	2.15
PT Irregular Community Center Monitor	0.5
PT Seasonal Play Group Aide	0.15
PT Process Servers	1
PT Irregular Veteran's Advocate	0.23
Seasonal Marine/Snowmobile Deputy	0.5
<b>Clerical Teamsters Union</b>	
Animal Control Clerk Level II	1
Prosecutor Clerk 3	1
Prosecutor Clerk 2	2
Appraiser II	1
Statistical Clerk - Equalization/Planning Zoning/Building	0.53
Chief Deputy Cler - Treasurer's Office	1
Deputy Treasurer II (Level 3)	1
Chief Deputy Clerk - County Clerk's Office	1
Deputy Clerk (Level 2) ROD	1
Deputy Clerk (Level 3) ROD	1
Accounting Clerk	0.8
<b>POLC</b>	
Deputy Sheriff	7
Sergeant	2
<b>POAM</b>	
Clerk II	1
Correction Officers	10
<b>Teamsters Bus</b>	
Bus Driver	11
Bus Driver - Part-Time	1.625
Dispatcher	2
Sec/Bookkeeper/Dispatcher	1
Mechanic	1
Chief Dispatcher	1
Lead Mechanic	1
Driver/Dispatcher	1
General Maintenance	1

**Total FTE approved positions for 2016**

**104.76**

**OTSEGO COUNTY – 2016 COURT EMPLOYEE CENSUS**

TITLE	No. Emp
Judge	1
Judge	1
Court Administrator	1
Admin Assistant/Financial Officer	1
Judicial Secretary/Admin Assistant	1
Law Clerk	1
Drug Court Probation Officer	1
FOC Supervisor	1
Juvenile Register	1
Juvenile Case Worker	2
Probate Register	1
FOC Case Manager	2
FOC Account Specialist	1

TITLE	No. Emp
Deputy Court Clerk – Traffic	1
FOC Senior Account Specialist	1
Collections Clerk	1
FOC Legal Sec./Acct. Specialist	1
Deputy Court Clerk – Criminal	1
Deputy Court Clerk – Civil	1
Juvenile Officer/Case Manager	1
Probation Compliance Officer	1
Court Clerk/Supervisor	1
Part-time Secretary/Receptionist	1
Part-time Court Officer	2

**OTSEGO COUNTY PROPOSED BUDGET  
FOR THE YEAR ENDED DECEMBER 31, 2016  
ALL FUNDS AND COMPONENT UNITS  
SUMMARY OF BUDGET TOTALS**

	<b>2016 PROPOSED BUDGET</b>
<b>General Funds</b>	
101 General Fund	\$ 7,710,250
257 Budget Stabilization	\$ 9,500
260 Legal Defense Fund	\$ 45,000
	<u>\$ 7,764,750</u>
<b>Special Revenue Funds</b>	
205 Work Camp Fund	\$ 113,531
208 Parks and Recreation	\$ 408,734
209 Groen Nature Preserve Fund	\$ 77,805
212 Animal Control	\$ 403,348
215 Friend of the Court Fund	\$ 456,366
226 Recycling Fund	\$ 295,000
232 Housing Fund	\$ 165,648
233 HUD Grant Fund	\$ 867,000
243 Brownfield Redevelopment	\$ 47,047
245 Public Improvement Fund	\$ 20,000
249 Building Inspection Fund	\$ 362,575
256 Register of Deeds Automation	\$ 35,000
261 911 Service Fund	\$ 649,333
264 LCL Officers Training Fund	\$ 3,000
266 Equipment Fund	\$ 50,000
269 Law Library	\$ 3,500
271 Library	\$ 702,378
290 Social Welfare Fund	\$ 8,904
292 Child Care Fund	\$ 817,073
293 Soldiers' Relief Fund	\$ 8,500
294 Veterans' Trust Fund	\$ 15,000
	<u>\$ 5,509,742</u>
<b>Debt Service Funds</b>	<b>\$ 245,275</b>
<b>Internal Service Funds</b>	
637 Building and Grounds Fund	\$ 483,640
645 Administrative Services Fund	\$ 562,404
647 Health Care Fund	\$ 1,040,000
	<u>\$ 2,086,044</u>
<b>Enterprise Funds</b>	
281 Airport	\$ 1,111,066

282	Airport Special Events Fund	\$	80,000
516	Delinquent Tax Fund	\$	273,999
588	Otsego County Bus System	\$	1,783,967 *
595	Jail Commisary	\$	20,000
616	Homestead Audit Fund	\$	3,100
617	Tax Foreclosure Fund	\$	126,212
618	GIS Project and Aerial	\$	29,300
		\$	<u>3,427,644</u>

**Capital Projects Funds**

481	Airport Capital Projects	\$	25,000
497	Courthouse Restoration Fund	\$	43,000
499	Capital Projects Fund	\$	30,000
		\$	<u>98,000</u>

**TOTAL COUNTY BUDGET, WITHOUT  
COMPONENT UNITS**

**\$ 19,131,455**

**Component Units**

201	Road Commission	\$	7,987,600
210	EMS/Ambulance	\$	1,942,200
213	University Center - Restricted	\$	388,500
216	University Center - Unrestricted	\$	219,700
217	Sportsplex Operating	\$	862,905
297	Commission on Aging	\$	1,861,117 *
465	Road Construction Fund	\$	980,000
468	Sportsplex Building Maintenance Fund	\$	200,000
594	UCMAN	\$	82,200
		\$	<u>14,524,222</u>

**TOTAL COUNTY BUDGET, INCLUDING  
COMPONENT UNITS**

**\$ 33,655,677**

\* Fund has a fiscal year ending 9/30.

