



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, November 24, 2015 beginning at 9:30 a.m., at the **County's Alpine Center at 800 Livingston Blvd, Multi-purpose Room**, Gaylord, Michigan 49735.

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Regular Minutes of November 10, 2015 w/attachments

Consent Agenda

A. Housing Committee Recommendations

1. OCR 15-36 2015 CDBG Grant Resolution - Motion to Adopt

2. OCR 15-37 Fair Housing Resolution - Motion to Adopt

3. OCR 15-38 Discharge of Mortgage (Otsego Property LLC) - Motion to Adopt

4. NEMCSA Letter of Support - Motion to approve

B. 2016 Board of Commissioners Schedule - Motion to Approve

C. 2016 Holiday Schedule - Motion to Approve

Truth in Taxation Hearing (**Open Public Hearing**)

Committee Reports

A. Budget & Finance Committee

1. Bus Loan

2. OCR 15-35 2016 Budget and General Appropriations Act Resolution

Administrator's Report

A. Trail Grant Application Agreement

Special Presentations

A. Gaylord Schools Update - Cheryl Wojtas, Superintendent

City Liaison, Township & Village Representatives

Correspondence

New Business

A. Financials

1. November 17, 2015 Warrant

2. November 24, 2015 Warrant

B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment

November 10, 2015

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

Roll Call:

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

Motion by Commissioner Ken Glasser, seconded by Commissioner Lee Olsen, to approve the Regular minutes of October 27, 2015 with attachments. Ayes: Unanimous. Motion carried.

Consent Agenda:

Motion to adopt OCR 15-33 Veterans' Day Ceremony.

Roll Call Vote:

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

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion to approve the reappointment of Judith Jarecki to the Planning Commission with the term to expire December 31, 2018. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of James Camiller to the Commission on Aging with the term to expire on December 31, 2018. Ayes: Unanimous. Motion carried.

Motion to approve the FY 2015 Delinquent Tax/Capital Projects Budget amendment. Ayes: Unanimous. Motion carried. (See attached)

Motion to approve the FY 2015 Equipment Fund Budget amendment. Ayes: Unanimous. Motion carried. (See attached)

Motion to approve the FY 2015 Parks Budget amendment. Ayes: Unanimous. Motion carried. (See attached)

Motion by Commissioner Lee Olsen, seconded by Commissioner Ken Glasser, to approve the contract with County Equalization Services, LLC as presented. Ayes: Unanimous. Motion carried. (See attached)

Administrator's Report:

John Burt reported on the Courthouse plaza project progress; update on the Land Use service remodel; Parks and Recreation director position posted; attending municipality meeting.

Special Presentations:

Gaylord Community Schools updated from Superintendent Cheryl Wojtas has been rescheduled.

City Liaison, Township and Village Representative: None.

Commissioner Julie Powers-Gehman reported on the City Council meeting, Skate Park discussed.

Motion by Commissioner Julie Powers-Gehman, seconded by Commissioner Paul Beachnau, to allocate \$1,000.00 to help with expenses associated with construction of the foundation as part of moving the Skateboard Park to the Sportsplex with funds to come from the General Fund Contingency Fund. Funds to remain to the County if the project does not proceed. Ayes: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Doug Johnson, Ken Borton, Bruce Brown. Nays: Ken Glasser. Motion carried.

Correspondence:

Finance Director/Assistant Administrator Rachel Frisch presented the September Financial reports.

New Business:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Julie Powers-Gehman, to approve the October 23, 2015 Special Warrant and the November 3, 2015 Warrant for a total amount of \$110,355.99 Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Lee Olsen, to approve the November 10, 2015 Warrant in the amount of \$379,325.07. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers-Gehman, seconded by Commissioner Ken Glasser, to adopt resolution OCR 15-34 Aquaculture Support.

Roll Call Vote:

Ayes: Ken Borton.

Nays: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Ken Glasser, Doug Johnson, Bruce Brown. **Motion defeated.**

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Erma Backenstose had no report.

Commissioner Paul Liss attended the Community Mental Health conference, FOIA presentation at the conference, health department funding issues.

Commissioner Bruce Brown toured the EMS building, reported on the progress.

Commissioner Ken Glasser is asking a resolution to be put on the Housing Committee agenda regarding NEMSCA that will come to the full board at a later date.

Commissioner Doug Johnson reported on the Parks and Recreation meeting, a support group is starting for first time parents at the Community Center, a superhero's gathering is starting, all parks are closed, community center is open, Groen Nature preserve trail ranger, developing new hours to be open 7 days a week.

Commissioner Paul Beachnau had no report.

Commissioner Julie Powers-Gehman addressed concerns over the sexting issue at the schools.

Commissioner Lee Olsen presented a letter of resignation of District 4 Chester/Charlton Townships effective December 31, 2015.

Commissioner Ken Borton attending a MAC Board meeting in Lansing, November 13th finalizing all the Committee platforms.

Meeting adjourned at 10:26 a.m.

Kenneth C. Borton Chairman

Susan I. DeFeyter, Otsego County Clerk

OCR 15-33
RESOLUTION OF APPRECIATION
GAYLORD MIDDLE SCHOOL VETERANS' DAY CEREMONY
Otsego County Board of Commissioners
November 10, 2015

WHEREAS, President Woodrow Willson proclaimed an Armistice Day on November 11, 1919; and

WHEREAS, on May 13, 1938, Congress passed an Act making November 11th each year a federal holiday, celebrated as Armistice Day; and

WHEREAS, on June 1, 1954, President Dwight Eisenhower renamed the holiday to Veterans Day; and

WHEREAS, the Gaylord Middle School is hosting their 19th Veterans' Day Celebration on Wednesday, November 11, 2015;

WHEREAS, this event recognizes both peace and wartime veterans; and

WHEREAS, this event helps students learn respect for our country as well as for the sacrifices Veterans have made for our country; and

WHEREAS, this event is organized by Principal Jerry Belanger, along with Clarence Ralston, Alex Greficz, and in the past by the late Sylvester Lenartowicz; and

WHEREAS, the participation of the students and student council are also essential in the preparation for this important ceremony; now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners, hereby officially honors and praises Principal Jerry Belanger, Clarence Ralston, Alex Greficz, and the late Sylvester Lenartowicz as well as the whole Gaylord Middle School student body and its Student Council for their efforts on behalf of all Otsego County veterans; and, further, be it

RESOLVED, that the Otsego County Board of Commissioners, hereby officially honors and praises our Veterans and solemnly thank them for the burdens they have carried on our behalf.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Delinquent Tax/Capital Projects Funds

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

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

DESCRIPTION Transfer funds to remodel Room 108 of the County bldg into a wellness

REVENUE initiative facility, estimated cost not to exceed \$22,000.

Account Number	Decrease	Increase
516-050-400.001 Budgeted Use of Fund Balance	\$	\$ 22,000
499-050-699.030 Transfer In	\$	\$ 22,000
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
516-999-999.000 Transfer Out	\$ 22,000	\$
499-901-970.300WELLRM Property Improvements	\$ 22,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Rachel Frisch

Department Head Signature

10/27/15

Date

J.A.

Administrator's Signature

10/27/15

Date

11/10/15

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

Finance Department
Entered:
By:



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Parks and Recreation

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

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

DESCRIPTION Add part time staffing due to vacancy in Director position -2015

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
208-752-703.010 Director Salary	\$	\$ 3,000
208-752-703.060 Part Time Hourly	\$ 3,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 3,000	\$ 3,000

Rachel Trisch 11/3/15
 Department Head Signature Date

[Signature] 11/3/15
 Administrator's Signature Date

11/10/15
 Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

Finance Department
Entered:
By:

AGREEMENT FOR PROFESSIONAL SERVICES

11/10/2015

This agreement is made between the County of Otsego, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, (hereafter "County"), and County Equalization Services, LCC, presently of Gaylord, Michigan 49735, (hereafter "Contractor").

Recitals

WHEREAS the County wishes to contract for assessing and equalization services necessary for compliance with Section 34 of the Michigan General Property Tax Act and other applicable laws; and

WHEREAS the Contractor represents that he is a Michigan Master Assessing Officer, Level IV, with expertise and experience qualifying him to perform such services; and

THEREFORE, in consideration of the foregoing representations and the following terms and conditions, the parties agree:

1. SERVICES TO BE PROVIDED. The contractor shall provide the services set forth in the attached Exhibit A, entitled "Scope of Work."
2. COMPENSATION. The County shall pay compensation to the Contractor for the performance of services under this Agreement in the total annual amount of \$60,000.00 to be paid in monthly installments of \$5,000.00. Payment shall be made by the County within 30 days of receipt of the Contractor's invoice.
3. TERM. The term of this Agreement shall be (4) years commencing on, December 29, 2015 and expiring on December 31, 2019. This Agreement may be extended, if mutually agreed in writing as provided herein.
4. LOCATION. The Contractor shall be entitled to perform the services required by this Agreement at any place or location as the Contractor shall determine. Provided however that the Director agrees to make himself available at the request of the County Administrator, further he acknowledges that he may be required to attend meetings on site and off site as determined by the County Administrator during the term of this Agreement.
5. SUPERVISION. The Contractor retains the sole right to control the manner in which the services are performed. Subject to the foregoing, the County retains the right to review the Contractor's performance of services to assure conformity with this Agreement and the best interests of the County.
6. CONFLICT OF INTEREST. The Contractor agrees not to enter into other contracts or become employed in a position that would be incompatible or in

conflict of interest with the Contractor's responsibilities under this Agreement. Violation of this provision will constitute a breach of this Agreement.

7. NONDISCRIMINATION. The Contractor agrees not to unlawfully discriminate against a person to be served, or any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, pregnancy, protected activity, or genetic information, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of these provisions may be regarded as a material breach of this Agreement.
8. COMPLIANCE WITH LAW. The Contractor shall comply with all applicable federal, state and local laws, ordinances, rules, and regulations in the provision of services under this Agreement.

The contractor shall maintain all professional licenses and/or certifications necessary to provide the services under this Agreement, and shall provide the Board with a copy of the same. The Contractor shall immediately advise the Board of any loss or surrender of such license or certification.

9. CONFIDENTIALITY. During and after the term of this Agreement, Contractor shall not use or disclose, and records or other documents (including copies, summaries, or digital files or other such medium for electronic storage of information) that Contractor may acquire during the performance of services under this Agreement, to any person or organization, without prior written consent from the County. The County shall be entitled to injunctive relief, reasonable attorney fees, and costs if Contractor violates this Agreement, in addition to any other remedy provided by law. Any records or other documents (including copies, summaries, or digital files or other such medium for electronic storage of information) prepared or acquired by Contractor in performing services for the County shall belong to the County and shall be surrendered to it upon termination of this Agreement.
10. INDEMNIFICATION. Contractor agrees to, and does hereby, hold harmless and fully indemnify County and its board members, officers, employees, and successors of and from any and all liability, damage, cost, or expense whatsoever incurred, relating to, or by reason of, wrongful acts or omissions (including allegations and claims of wrongful acts or omissions) of Contractor in the course of performing the duties pursuant to this Agreement. County agrees to, and does hereby, hold harmless and fully indemnify Contractor and its successors of and from any and all liability, damage, cost, or expense whatsoever incurred, relating to, or by reason of, wrongful acts or omissions (including allegations and claims of wrongful acts or omissions) of the County and its board members, officers, employees, and successors in the course of performing the duties pursuant to this Agreement.
11. INDEPENDENT CONTRACTOR. In performing the responsibilities pursuant to this Agreement, it is understood and agreed that Contractor is at all times

acting as Independent Contractor(s) of the County. Contractor is not a partner, joint-venturer, or employee of the County.

The parties recognize and agree that County shall neither have nor exercise any control or direction over methods or manner by which Contractor performs said work and functions under this Agreement.

Contractor understands and agrees that:

- (a) County will not pay any compensation other than as set forth in Paragraph 2 of this Agreement; and
- (b) County will not withhold any sums for income tax, unemployment insurance, social security or any other withholding or make available any benefits afforded to County employees (including disability, life insurance, pension, annuity benefits, workers' compensations, health insurance, professional membership dues, sick, holiday, and vacation pay).

12. INSURANCE. Contractor agrees to maintain general liability insurance in the amount of at least One Million Dollars (\$1,000,000), general errors, omissions insurance, including comprehensive motor vehicle insurance covering the use of a motor vehicle by agents or employees of Contractor while performing services under this Agreement.

13. TERMINATION. Either party may terminate this Agreement prior to its expiration as follows:

A. By mutual written agreement of the parties; or

B. In the event of default or breach of this Agreement by either party, the other party may give the defaulting party written notice of each claimed default or breach and a date after receipt of such notice by which the default or breach must be remedied. If such default or breach is not remedied by said date, the non-defaulting party may terminate this Agreement by giving written notice of the same, and the defaulting party may also be liable for all damages sustained by the other party by reason of the default or breach; or

C. For reasonable cause; or

D. Either party may terminate this Agreement, with or without cause, upon one hundred and eighty (180) days prior notice to the other party.

14. WAIVER. A waiver of a breach of any term of this Agreement will not be considered (1) a waiver of a further breach of the same term, or (2) a waiver of a breach of any other term, or a waiver of a party's right to declare an immediate or a subsequent default.

15. AMENDMENTS. The parties can amend this Agreement only by a written document signed by both parties.

16. ASSIGNMENTS. A party cannot assign this Agreement or any right or obligation under this Agreement without the prior written consent of the other party.
17. SEVERABILITY. Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the Agreement will remain in full effect.
18. DISPUTE RESOLUTION. If a dispute arises between the parties relating to or arising out of this Agreement, either party shall notify the other party in writing of the dispute and the parties shall confer in good faith and use all reasonable efforts to resolve the dispute. If the parties are unable to resolve the dispute during mediation, such dispute can be only be resolved only through binding arbitration pursuant to the terms of this arbitration provision. Within one hundred eighty (180) days of the event or occurrence which gives rise to the dispute, either Party may file a demand for arbitration with the American Arbitration Association ("AAA"). Such arbitration shall be conducted in accordance with AAA's commercial arbitration rules. All expenses, costs, administrative filing fees and arbitrator's fees shall be shared equally by the Parties. The parties further agree that they will comply with the terms of this arbitration provision and any award rendered by the arbitrator, and that a judgment of a court having jurisdiction.
19. NOTICES. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If the County:

John M. Burt, Administrator
County of Otsego
225 W Main Street
Gaylord, MI 49735

If the Contractor:

County Equalization Services, LLC
by F. William Kerr, Its Member
246 E Felshaw Street
Gaylord, MI 49735

20. TITLES AND HEADINGS. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.
21. COUNTERPARTS. This Agreement may be signed in one or more counterparts, and each counterpart will be considered an original Agreement. All of the counterparts will be considered one document and become a binding agreement when one or more counterparts have been signed by each of the parties and delivered to the other.
22. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties.

AGREED to this _____ day of _____, 2015, at Gaylord, Michigan.

WITNESSES:

COUNTY OF OTSEGO

CONTRACTOR

EXHIBIT A

"SCOPE OF WORK"

OTSEGO COUNTY
CONTRACTED EQUALIZATION DIRECTOR

General Summary

Provide guidance and direction to the County Equalization Department to assure that the County Board of Commissioners is in compliance with applicable Michigan general property tax law.

To maintain the required certification level of assessment administration, Michigan Master Assessing Officer, Level IV, throughout this contract.

To thoroughly review and have a clear and knowledgeable understanding of the development of data required on all state mandated forms to be signed by the properly certified Equalization director and to assure that all forms are filed with the State Tax Commission in a timely manner.

Essential Functions

To review and assist with the following functions and assure compliance in accordance to State Tax Commission guide lines.

Monitor and review the calculation of all forms required to be filed by the Equalization Department with the STC.

Monitor the collection, analysis and evaluation of all data relative to property valuation and assessment.

Review, monitor and approve annual equalization studies including but not limited to:

- Land value grids.
- Economic condition factor (ECF) determination.
- Appraisal and or/ sales studies by class for all real and personal property, to be completed no later than December 31 of each year.

Monitor and approve the preparation of the annual Otsego County Equalization Report.

Present the Otsego County Equalization Report to the County Board of Commissioners prior to the first Monday of May.

Review calculation of all millage rollback fraction required by law (Headlee, Truth in Assessing, Truth in County Equalization and Truth in Taxation) for all taxing jurisdictions within Otsego County.

Monitor and approve the preparation of the annual Otsego County Apportionment Report.

Present the Otsego County Apportionment Report to the County Board of Commissioners at the annual October meeting.

Be available for consultation upon request by the County Administrator or the County Board of Commissioners.

The Contractor shall be required to oversee and administer lot splits and combinations and any work related thereto.

The Director shall be responsible to manage and oversee fieldwork and data gathering.

The Director shall be responsible for ensuring full compliance that all data is organized and properly archived and the County is complying with all requirements of record retention and maintenance in accordance with State law. This contract would include representation as Otsego County Equalization Director before the Michigan Tax Tribunal in the case of an Equalization appeal

Contract Term: Four years

OCR 15-34

RESOLUTION IN SUPPORT OF AQUACULTURE IN THE STATE OF MICHIGAN

Otsego County Board of Commissioners

November 10, 2015

WHEREAS, 92% of the seafood consumed in the United States is imported and only 2% of that is inspected by US authorities; and

WHEREAS, 80% of the world's aquaculture production occurs in Asia and less than 1% occurs in the United States; and

WHEREAS, it is projected that world food production will need to double by 2050 to meet the demands of the world population; and

WHEREAS, it is projected that animal protein (meat and fish) production will need to triple by 2050; and

WHEREAS, in the State of Michigan, there are few private farms that primarily produce fish for consumption; one such farm has located in Grayling under what is arguably the strictest Michigan Department of Environmental Quality permit issued in the State of Michigan; and

WHEREAS, Harrietta Hills, the owner of the fish farm has been forced to defend the permit, along with the Michigan Department of Environmental Quality from legal challenges brought forth by the Sierra Club and the Anglers of the AuSable; now, therefore, be it

RESOLVED that the County of Otsego and its Commissioners supports Harrietta Hills and small businesses everywhere operating within the guidelines of lawfully issued permits against frivolous litigation by special interest groups; and be it further

RESOLVED, that copies of this resolution be forwarded to the Governor, our State Legislators, and the Michigan Association of Counties.



November 24, 2015 Agenda

Agenda Questions

Questions concerning anything on the Board of Commissioners agenda can be directed in advance by calling John Burt at 989-731-7520 or via email at jburt@otsegocountymi.gov, or during the Board meeting.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 15-36 CDBG Grant Resolution	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Consent Agenda, A. Housing Committee Recommendations, Item 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County receives funds annually through the Michigan State Housing Authority (MSHDA) Housing Resource Fund (HRF) to provide a housing grants and loans. There is no grant match requirement.

The County must adopt a resolution authorizing the submittal of the HRF application in order to receive the grant funds.

The full application can be viewed on-line at <http://www.otsegocountymi.gov/uploads/HRF-2015-0812-6430-GRANT-APPLICATION.pdf>

RECOMMENDATION:

Staff requests Board adoption of the proposed resolution OCR 15-36.

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 Counties 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	\$48,500	5	
Administration			
<u>Leverage Funds</u>		10	\$112,500
MSHDA- Property Improvement Program			
FHLB- Neighborhood Impact Program & Accessibility Modifications Program			
Total	<u>\$223,500</u>	<u>20</u>	<u>\$112,500</u>

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



OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 15-37 Fair Housing Resolution	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Consent Agenda, A. Housing Committee Recommendations, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County receives funds annually through the Michigan State Housing Authority (MSHDA) Housing Resource Fund (HRF) to provide a housing grants and loans. There is no grant match requirement.

The County must adopt a Fair Housing Resolution in order to receive the grant funds. .

RECOMMENDATION:

Staff requests Board adoption of the proposed resolution OCR 15-37.

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 24th, 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 there under 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](#)

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 15-38 Mortgage Discharge (Otsego Property, LLC)	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Consent Agenda, A. Housing Committee Recommendations, Item 3.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

This resolution is for the discharge of a mortgage for Otsego Property, LLC.

As a matter of process, the County issues resolutions to discharge mortgages once payment to the County is completed.

RECOMMENDATION:

Staff requests Board adoption of the proposed resolution OCR 15-38.

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.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: NEMCSA Letter of Support	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Consent Agenda, A. Housing Committee Recommendations, Item 4.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The motion on the Consent Agenda would be to allow the Board Chairman to send a letter of support for the Northeast Michigan Community Service Agency's (NEMCSA) application to apply for Michigan State Housing Development Authority's (MSHDA) Homebuyer Purchase Rehabilitation (HPR) HOME funds for the northeast region.

RECOMMENDATION:

Staff requests Board approve the letter as detailed above.



Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735
989-731-7520 • Fax 989-731-7529

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

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: 2016 Board of Commissioners Schedule	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Consent Agenda, Item B.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County Board annually adopts a schedule for the regular meetings for the following year.

RECOMMENDATION:

Staff requests the approval of the 2016 Board of Commissioners Schedule.



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)*

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: 2016 Holiday Schedule	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Consent Agenda, Item C.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County Board annually adopts a holiday schedule for the following year.

RECOMMENDATION:

Staff requests the approval of the 2016 Holiday Schedule.



2016 Holiday Schedule

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

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Bus Loan	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Committee Reports, A. Budget & Finance Committee, Item 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

Otsego County Bus is requesting a cash advance in the amount of \$150,000 to cover operating expenses. \$25,000 will be used to cover a negative cash balance the last week of September 2015, and the remaining \$125,000 will be used to cover operating expenses through December 31, 2015. Repayment of the advance will be completed within 90 days. The \$25,000 portion of the advance will be paid in November 2015, and the remaining \$125,000 advance will be paid back monthly beginning in January 2016 for 3 Months. Monthly payments of \$41,666.00 will continue through March 2016 to complete the payment schedule. The Budget & Finance Committee recommended this loan to the full Board.

The Bus Director has increased his budget request to the State to help alleviate cash flow issues in the future. Funds will be borrowed from the Delinquent Tax Fund.

RECOMMENDATION:

Staff requests the approval of the loan to Otsego County Bus as recommended.



Otsego County Bus System

1254 Energy Drive, Gaylord MI 49735

Secretary Phone: 989 731-5865

Managers Phone: 989 731-1204

Dispatch Phone for rides: 732-6224

Fax: 989 731-9924

9 November 2015

TO: County Administrator/John Burt

FROM: Otsego County Bus System/Theron Higgins, Transportation Manager

SUBJECT: Cash Advance/Remediation Plan

1. Otsego County Bus is requesting a cash advance in the amount of \$150,000.00 to cover operating expenses. \$25,000 will be used to cover a negative cash balance the last week of September 2015, and the remaining \$125,000 will be used to cover operating expenses through December 31st 2015. Re-payment of this advance will be completed within 90 days. The \$25,000 portion of the advance will be paid in November 2015, and the remaining \$125,000 advance will be paid back monthly beginning in January 2016 for 3 Months. Monthly payments of \$41,666.00 will continue through March 2016 to complete the payment schedule. This request is being made due to the County Bus not having sufficient cash flow to cover the last four weeks of expenses in calendar year 2015, and a negative cash balance the last week of September 2015 while we were waiting on our 4th quarter federal payment which was actually due to us in September 2015 and we did not receive it until the first week of November 2015.
2. There are two issues that have impacted our cash flow. The first issue is The County Bus has had to adapt to a 4% payroll increase that began January 1st 2015, but our operational budget was submitted to MDOT on the required date of 1 March 2014 and that pay increase of 4% to our employees and all County employees was not known at the time the County Bus's budget was submitted to MDOT. Our cash flow will not be an issue once we receive our Millage funding which starts coming in in January 2016. The Second issue is a yearly MDOT funding delay which normally occurs at the beginning of each Fiscal Year. At the beginning of each Fiscal(1 October) year MDOT holds back Public Transportation funding checks which include State Operating formula funding and Federal 5311 operating Funds. Normally we receive our State formula funding checks every month, and our Federal funding checks the first month of each quarter. During the first quarter of each new fiscal year MDOT holds back funding until sometime in December for the purpose of MDOT's end of year reconciliation. This delay in funding exceeds 2 months during some years and puts many transit agencies in a funding dilemma if they do not have a surplus of funding saved.

3. Budgeting with MDOT for operating expenses is done 8 months prior to the beginning of the fiscal year and is actually a projected budget due to many unknown expenses or increases that might occur during the operating year (i.e fuel, overtime, equipment breakdowns, radio replacement, longevity pay, personal time pay-out etc.).
4. Otsego County Bus has in the past attempted to budget very close to actual expenses bases on the previous year's audit. If we over budget to leave room for unforeseen expenses and we do not incur those expenses we must pay MDOT back for the over budget. If we under budget for a projected year and we incur more expenses that were not known at the time of budgeting, MDOT will pay us back but that usually takes one to two years. MDOT reconciles at their level and sends a letter stating how much they owe us and that "Payment will be made when funds become available".
5. Otsego County Bus will for future budgeting over budget and has done so for the current fiscal year of 2016 and attempt to balance the over budget so as not to have a large dollar amount that would need to be paid back to MDOT. This will help get the County Bus through the delay of funding incurred during our first quarter of each fiscal year. Additionally we will monitor our known operating expense line items monthly and track our funding balance in a timely manner.

Theron D. Higgins
Transportation Manager
Otsego County Bus System

Ken Borton
Board Chairman
Otsego County



Budget & Finance Committee

Tuesday, November 10, 2015 at 1:30 p.m.
Room 100 – Otsego County Building
225 West Main Gaylord, MI 49735

MINUTES

CALL TO ORDER

Mr. Beachnau called the meeting to order at 1:30 p.m.

Roll call – Present: Paul Beachnau, Ken Borton, Erma Backenstose, Lee Olsen, John Burt

Others present –Diann Axford, Rachel Frisch, Theron Higgins, Dona Wishart, Tom Deans, Becky Jerry, Maureen Derenzy

APPROVAL OF MINUTES

Motion by Mr. Olsen to approve the amended minutes from the November 10, 2015 Budget and Finance Committee meeting. Seconded by Mr. Borton. Motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Bus System Request for Cash Flow Advance

Ms. Frisch explained that she had discussed the issue of cash flow shortfalls with Mr. Higgins, Director of the Bus System. The shortfalls are mainly due to a lag time in payments from the State. Mr. Higgins distributed a cash advance request/remediation plan narrative for the Committee's consideration. He is requesting that \$25,000 be advanced as a short-term due to/due from loan at September 30, 2015, and then an additional \$125,000 by the end of 2015. The monies will be repaid by the end of March 2016. The advance will come from the Delinquent Tax Fund (fund 516). Mr. Higgins also indicated that he has increased his budget request from the State going forward, to help alleviate some of the cash flow challenges the Bus System has been experiencing.

Motion by Mr. Olsen to recommend 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 a 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. Seconded by Mr. Borton. Motion passed unanimously.

B. Copier Leases

Ms. Frisch informed the Committee that three bids were received for new copiers from: Dunn's Business Solutions, Vans Business Machines, and Michigan Officeways. She distributed a financial summary of the proposed prices. She indicated that Dunn's erroneously included in its

proposal a copy machine that did not meet the bid specifications that were provided in the request for proposal. She stated that Dunn's was allowed to make the correction, and they held the price at the same rate in the original proposal, so no amounts were changed. The Committee agreed this was a fair way to proceed. Dunn's is a local vendor and was given the 5% allowance as authorized in the County's purchasing policy. Even without the allowance, Dunn's bid was the lowest one.

Motion by Mr. Borton to recommend to the full Board entering into a 48-month leasing agreement with Dunn's Business Solutions for 8 new copiers, at a total cost of \$951.87 per month. Seconded by Mr. Olsen. Motion passed unanimously.

C. **Budget Discussion 2016**

Ms. Frisch distributed the fourth version of the General Fund (fund 101) proposed 2016 budget document. The Committee discussed the main changes and updates from the previous version. The Equalization Director has indicated that we can safely increase the estimated property tax income to a 1% gain over 2015. This provides us with enough funds to balance the General Fund budget. Ms. Frisch had also distributed the budgets for all other funds of the County, and the Appropriations Act for the Committee's review. Mr. Burt and Ms. Frisch also explained that Consumer's Mutual, the company that provides the County's health insurance, is going bankrupt. We will have to change vendors, and there may be a change in cost. However, the cost differential is unknown at this time, and the best way to move forward with the 2016 budget is to adopt it as is, and we can amend it when the new healthcare figures are available. Mr. Burt and Ms. Frisch have already investigated the matter to the extent possible and have come up with options to fund a potential cost increase if necessary. Ms. Frisch then indicated that this is the last scheduled budget workshop, and if the Committee feels that they have reviewed the information thoroughly and had all questions answered, then the next step is to recommend the budget to the full board for approval.

Motion by Mr. Olsen to recommend to the full Board entering into a truth-in-taxation hearing for the purpose of adopting the 2016 budget for Otsego County. Seconded by Mr. Borton. Motion passed unanimously.

D. **Budget Presentations – Commission on Aging, Road Commission, Library**

Commission on Aging – Ms. Wishart distributed the 2015/2016 budget for the Commission on Aging (a 9/30 year end component unit). She discussed the funding challenges the COA is facing. She also provided a history of the fund balance level and that their Board has a goal to retain 35% expenditures in fund balance – they are projected at the end of 2016 to be at 33%. She indicated that there is a staff of 37, ranging from \$11.44/hour to \$32/hour.

Road Commission – Mr. Deans and Ms. Jerry distributed the 2016 budget for the Road Commission. They discussed plans for the millage dollars they now collect and the status of ongoing projects. They also indicated that they are now paying in an additional \$120,000 each year toward their MERS obligation but are still at only 63% funded. Employees now contribute 1.5% toward MERS, and they recently changed their plan from a B4 to a B2.

Library – Ms. Derenzy distributed the Library’s 2016 budget and discussed revenue sources and how she is managing expenditure levels. She indicated that the majority of her staff is part-time clerical, with a pay range of \$9-\$12/hour.

Mr. Beachnau adjourned the meeting at 3:45 p.m.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 15-35 2016 Budget and General Appropriations Act	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Committee Reports, A. Budget & Finance Committee, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County must adopt their budget prior to December 31 of each year after first holding a Truth in Taxation Hearing (scheduled for this meeting).

OCR 15-35 is the Fiscal Year 2016 Budget Resolution and General Appropriations Act adopting the budget for Fiscal Year 2016.

The full budget can be viewed at our website at www.otsegocountymi.gov or in hardcopy format at the County Clerk's Office at 225 W. Main Street, Gaylord, MI.

RECOMMENDATION:

Staff requests the adoption of Resolution OCR 15-35.

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 24th 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
Board of Commissioners	
Commissioner, Board Chair	1
Commissioner	8
Non-Union	
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
Seasonal/Irregular PT Positions	
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
Clerical Teamsters Union	
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
POLC	
Deputy Sheriff	7
Sergeant	2
POAM	
Clerk II	1
Correction Officers	10
Teamsters Bus	
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

104.75

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**

	2016
	<u>PROPOSED BUDGET</u>
General Funds	
101 General Fund	\$ 7,710,250
257 Budget Stabilization	\$ 9,500
260 Legal Defense Fund	<u>\$ 45,000</u>
	\$ 7,764,750
Special Revenue Funds	
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	<u>\$ 15,000</u>
	\$ 5,509,742
Debt Service Funds	\$ 245,275
Internal Service Funds	
637 Building and Grounds Fund	\$ 483,640
645 Administrative Services Fund	\$ 562,404
647 Health Care Fund	<u>\$ 1,040,000</u>
	\$ 2,086,044
Enterprise Funds	
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.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Trail Grant Application Agreement	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: Administrator's Report, Item A.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County has been working with Bagley Township and Otsego Lake Township on an extension of the North Central State Trail from Grandview Avenue south to the County border.

The County will consider a proposal from C2AE to prepare the grant application to the MI Department of Natural Resources for a Trust Fund Grant for funds towards the extension of the trail. The grant application is due by April 1, 2016. The proposal cost is \$2,100. Requests have been made to Bagley Township and Otsego Lake Township to share in the cost.

RECOMMENDATION:

Staff requests the approval of the budget amendment as detailed above.



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General Fund/Capital Projects

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

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

REVENUE C2AE Agreement for DNR Trust Fund Grant Application

Account Number	Decrease	Increase
499-050-699.030 Transfer In	\$	\$2,100
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-941-999.990 Contingency	\$	\$2,100
101-972-999.000 Transfer to Capital Projects Fund	\$2,100	\$
499-901-970.300 Property Improvements	\$2,100	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Department Head Signature

Date

Administrator's Signature

Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: November 17, 2015 Warrant	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: New Business, A. Financials, Item 1	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, Finance Director/Assistant Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrants will be on the agenda.

The November 06, 2015 Special Warrant: Totaling \$13,254.33.

The November 17, 2015 Warrant: Totaling \$43,015.15.

The total of the two warrants is \$56,269.48.

RECOMMENDATION:

Approval of the warrants as detailed above with a total amount of \$56,269.48.

11/17/2015 07:58 AM
User: dlandrie
DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 59214

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/06/2015	AP	59214	GAYLORD ARFF INC	NOVEMBER PAYMENT	281-537-940.010	13,254.33
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		13,254.33
--- GL TOTALS ---						
			281-537-940.010	OUTSIDE CONTRACTED SERVICES		13,254.33

11/17/2015 07:59 AM

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO

Pag 1/1

User: dlandrie

CHECK NUMBER 59214

DB: Otsego Co

Total for fund 281 AIRPORT

13,254.33

13,254.33

11/17/2015 07:59 AM
User: dlandrie
DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 56647

Pag 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/12/2015	AP	56647	FAMILY FARE	REST PMT BY MATTHEW MONTGOMERY 15-		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

--- GL TOTALS ---

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User: dlandrie
DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 56651

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/12/2015	AP	56651	GAWAIN MANDEVILLE-NELSON	REST PMT BY MICHAEL HARMER 14-		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

--- GL TOTALS ---

11/17/2015 08:00 AM
User: dlandrie
DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 56688

Pag 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/12/2015	AP	56688	MATHEW EDWARD MCLAUGHLIN	REST PMT BY DAVID PETHERS 07-20254		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

--- GL TOTALS ---

11/17/2015 08:00 AM
User: dlandrie
DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 57821

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/04/2015	AP	57821	KAYLA ALEXANDER	JULY BOARD OF REVIEW GRANTING PRE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

--- GL TOTALS ---

11/17/2015 08:01 AM
 User: dlandrie
 DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 11/17/2015 - 11/17/2015

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/17/2015	AP	1392(E) 1392(E)	CONSUMERS ENERGY	LIBKE AND WAH WAH ELECTRIC BILLS 100021190929	208-751-930.620 637-265-930.620-SILLI00000	46.68 62.38 <hr/> 109.06
11/17/2015	AP	1393(E)	MUNICIPAL EMPLOYEES	OCTOBER 2015 COURT MERS	704-000-231.700	10,616.84
11/17/2015	AP	1394(E)	MUNICIPAL EMPLOYEES	OCTOBER 2015 COURT MERS HYBRID	704-000-231.700	913.23
11/17/2015	AP	59215	123NET	ACCOUNT 110735	637-265-930.210	1,307.66
11/17/2015	AP	59216	46TH CIRCUIT TRIAL COURT	03-248-DL REST PMT BY	701-000-271.148	88.00
11/17/2015	AP	59217 59217	ABEL M CRUZ	PER DIEM, TRAVEL NOVEMBER MEETING PER DIEM, TRAVEL NOVEMBER MEETING	208-752-703.040 208-752-930.500	40.00 1.00 <hr/> 41.00
11/17/2015	AP	59218	ASPEN VILLAGE	15-05-DL RESTITUTION PAYMENT BY	701-000-271.148	50.00
11/17/2015	AP	59219	BERNARD SENSKE	14-73-DL REST PMT BY JACK LINDHOLM	701-000-271.148	100.00
11/17/2015	AP	59220 59220 59220 59220 59220 59220 59220	BLUE CARE NETWORK	00182055-0001 12-1-15 00182055-0001 12-1-15 00182055-0001 12-1-15 00182055-0001 12-1-15 00182055-0001 12-1-15 00182055-0001 12-1-15 00182055-0001 12-1-15	101-131-704.110 101-136-704.110 101-148-704.110 215-141-704.110 215-141-940.110 292-662-704.110 704-000-231.261	6,018.13 977.69 1,277.07 6,254.38 934.83 2,809.56 4,334.21 <hr/> 22,605.87
11/17/2015	AP	59221 59221	BONNY MILLER	PER DIEM, TRAVEL NOVEMBER MEETING PER DIEM, TRAVEL NOVEMBER MEETING	208-752-703.040 208-752-930.500	40.00 20.00 <hr/> 60.00
11/17/2015	AP	59222 59222	BUTCH FLEMING	PER DIEM, TRAVEL NOVEMBER MEETING PER DIEM, TRAVEL NOVEMBER MEETING	208-752-703.040 208-752-930.500	40.00 12.00 <hr/> 52.00
11/17/2015	AP	59223	CHARTER COMMUNICATIONS	CABLE BILL	208-752-726.000	77.16
11/17/2015	AP	59224 59224 59224	CHOICE PUBLICATIONS	ADS ADS ADS	208-751-930.300 208-752-930.300 209-751-930.300	118.80 79.20 158.40 <hr/> 356.40
11/17/2015	AP	59225	CITY OF GAYLORD	WATER BILL AIRPORT # 001100-0000-	281-537-920.200	242.75
11/17/2015	AP	59226	CORECOMM	115039078 - NOVEMBER	101-131-930.210	21.95
11/17/2015	AP	59227	DAVE BARAGREY	PER DIEM, TRAVEL NOVEMBER MEETING	208-752-703.040	40.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		59227		PER DIEM, TRAVEL NOVEMBER MEETING	208-752-930.500	1.00
						<u>41.00</u>
11/17/2015	AP	59228	DE LAGE LANDEN PUBLIC FINANCE	NOVEMBER 2015 COURT	101-131-920.520	104.77
		59228		NOVEMBER 2015 FOC COPIER LEASE	215-141-920.520	80.74
						<u>185.51</u>
11/17/2015	AP	59229	DTE ENERGY	GAS BILL	208-752-930.610	115.33
		59229		NATURAL GAS	637-265-930.610-ALPCT00000	2,373.57
		59229		NATURAL GAS	637-265-930.610-CRTHS00000	944.95
		59229		NATURAL GAS	637-265-930.610-INFO CTR00	64.11
		59229		NATURAL GAS	637-265-930.610-SILLI00000	36.36
						<u>3,534.32</u>
11/17/2015	AP	59230	DUNNS	OCTOBER 2015 COURT COPY FEES &	101-131-920.520	139.69
		59230		OCTOBER 2015 CIRCUIT SECRETARY	101-131-940.111	25.34
		59230		ACCT #2647 COPIER CONTRACT, MONTH	101-682-920.410	26.42
		59230		OCTOBER 2015 FOC COPY	215-141-920.520	73.27
		59230		ACCT #2647 COPIER CONTRACT, MONTH	232-690-920.410	26.42
						<u>291.14</u>
11/17/2015	AP	59231	DUSTIN MUSALL	REST PMT BY SHERINA MARIE HOLBORN	701-000-271.130	107.10
11/17/2015	AP	59232	FIRST PRESBYTERIAN CHURCH	RE-ISSUE VOIDED CK #58016 - REST	701-000-271.130	205.00
11/17/2015	AP	59233	JUDITH JARECKI	PER DIEM, TRAVEL NOVEMBER MEETING	208-752-703.040	40.00
		59233		PER DIEM, TRAVEL NOVEMBER MEETING	208-752-930.500	16.00
						<u>56.00</u>
11/17/2015	AP	59234	MATTHEW SODERQUIST	OVER PAID FOR CO-ED VOLLEYBALL	208-442-626.030-VOLLEYBALL	15.00
11/17/2015	AP	59235	MPARKS	JOB POSTING	208-751-726.000	50.00
11/17/2015	AP	59236	NICHOLAS JAMES ANTHONY	NOVEMBER 2015 WEEKEND DRUG TESTER:	101-133-940.010	120.00
11/17/2015	AP	59237	OMH MEDICAL GROUP & MEDCAR	ACCT#60162	588-699-940.010	123.00
11/17/2015	AP	59238	PETE AWREY	PER DIEM, TRAVEL	208-752-703.040	80.00
		59238		PER DIEM, TRAVEL	208-752-930.500	1.00
						<u>81.00</u>
11/17/2015	AP	59239	PROTECTION ONE	11-28-15 TO 12-27-15 DC/FAMILY	101-131-940.010	82.59
		59239		11-28-15 TO 12-27-15 ADMIN/PA WING	101-267-920.410	27.53
		59239		11-28-15 TO 12-27-15 FOC WING	215-141-940.010	44.04
						<u>154.16</u>
11/17/2015	AP	59240	ROSCOMMON COUNTY	15-54-DL MARCINIAK PLACEMENT	292-662-930.810	336.00

11/17/2015 08:01 AM
 User: dlandrie
 DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 11/17/2015 - 11/17/2015

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/17/2015	AP	59241	SATELLITE TRACKING OF PEOPLE	OCTOBER 2015 JUVENILE TETHER	292-662-940.010	798.00
11/17/2015	AP	59242	SCOTT COURTERIER	PER DIEM, TRAVEL NOVEMBER MEETING	208-752-703.040	40.00
		59242		PER DIEM, TRAVEL NOVEMBER MEETING	208-752-930.500	8.00
						48.00
11/17/2015	AP	59243	SOUL PURPOSE COUNSELING &	14-14-DL RAPPLEY COUNSELING -	292-662-940.010	70.00
11/17/2015	AP	59244	TINA VANTIL	REST PMT BY MELANIE HOPE MOORE 15-	701-000-271.130	90.00
11/17/2015	AP	59245	UP RENTAL	10-175-DL REST PMT BY KODY PADGETT	701-000-271.148	25.00
11/17/2015	AP	59246	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL NOVEMBER MEETING	208-752-703.040	40.00
		59246		PER DIEM, TRAVEL NOVEMBER MEETING	208-752-930.500	3.00
						43.00
TOTAL - ALL FUNDS				TOTAL OF 35 CHECKS		43,015.15

--- GL TOTALS ---

101-131-704.110	HOSPITALIZATION	6,018.13
101-131-920.520	RENTAL - EQUIP/VEHICLES	244.46
101-131-930.210	TELEPHONE	21.95
101-131-940.010	OUTSIDE CONTRACTED SERVICES	82.59
101-131-940.111	TRI COUNTY COURT EXPENSES	25.34
101-133-940.010	OUTSIDE CONTRACTED SERVICES	120.00
101-136-704.110	HOSPITALIZATION	977.69
101-148-704.110	HOSPITALIZATION	1,277.07
101-267-920.410	SERVICE CONTRACTS	27.53
101-682-920.410	SERVICE CONTRACTS	26.42
208-442-626.030-VOLLEYBALL	SERVICE - CURRENT SERVICES	15.00
208-751-726.000	SUPPLIES - GENERAL	50.00
208-751-930.300	ADVERTISING	118.80
208-751-930.620	ELECTRICITY	46.68
208-752-703.040	PER DIEM	360.00
208-752-726.000	SUPPLIES - GENERAL	77.16
208-752-930.300	ADVERTISING	79.20
208-752-930.500	TRAVEL	62.00
208-752-930.610	NATURAL GAS	115.33
209-751-930.300	ADVERTISING	158.40
215-141-704.110	HOSPITALIZATION	6,254.38
215-141-920.520	RENTAL - EQUIP/VEHICLES	154.01
215-141-940.010	OUTSIDE CONTRACTED SERVICES	44.04
215-141-940.110	HOSPITALIZATION/DENTAL	934.83
232-690-920.410	SERVICE CONTRACTS	26.42
281-537-920.200	WATER/SEWAGE	242.75
292-662-704.110	HOSPITALIZATION	2,809.56
292-662-930.810	OTHER INSTITUTIONS	336.00
292-662-940.010	OUTSIDE CONTRACTED SERVICES	868.00

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CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK DATE FROM 11/17/2015 - 11/17/2015

Check Date	Bank	Check #	Payee	Description	GL #	Amount
588-699-940.010				OUTSIDE CONTRACTED SERVICES		123.00
637-265-930.210				TELEPHONE		1,307.66
637-265-930.610-ALPCT00000				NATURAL GAS		2,373.57
637-265-930.610-CRTHS00000				NATURAL GAS		944.95
637-265-930.610-INFO CTR00				NATURAL GAS		64.11
637-265-930.610-SILLI00000				NATURAL GAS		36.36
637-265-930.620-SILLI00000				ELECTRICITY		62.38
701-000-271.130				RESTITUTIONS PAYALBE - DIST CT		402.10
701-000-271.148				RESITUTIONS PAYABLE-PRBT CT		263.00
704-000-231.261				HEALTH CARE CONTRIBS COURT		4,334.21
704-000-231.700				RETIREMENT -MERS		11,530.07

Total for fund 101 GENERAL FUND	8,821.18
Total for fund 208 PARKS AND RECREATION	924.17
Total for fund 209 GROEN NATURE PRESERVE FUND	158.40
Total for fund 215 FRIEND OF THE COURT	7,387.26
Total for fund 232 HOUSING COMMISSION	26.42
Total for fund 281 AIRPORT	242.75
Total for fund 292 CHILD CARE FUND	4,013.56
Total for fund 588 TRANSPORTATION FUND	123.00
Total for fund 637 BUILDING AND GROUNDS	4,789.03
Total for fund 701 GENERAL AGENCY	665.10
Total for fund 704 PAYROLL IMPREST FUND	15,864.28
	43,015.15

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: November 24, 2015 Warrant	AGENDA DATE: November 24, 2015
AGENDA PLACEMENT: New Business, A. Financials, Item 2	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, Finance Director/Assistant Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrants will be on the agenda.

The November 17, 2015 Special Warrant: Totaling \$12,111.00.

The November 24, 2015 Warrant: Totaling \$156,800.80

The total of the two warrants is \$168,911.80.

RECOMMENDATION:

Approval of the warrants as detailed above with a total amount of \$168,911.80.

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CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 59184

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/10/2015	AP	59184	STATE OF MICHIGAN	SNOWMOBILE REGISTRATION		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00
--- GL TOTALS ---						

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 11/24/2015 - 11/24/2015

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/24/2015	AP	1395 (E)	CONSUMERS ENERGY	ELECTRIC BILLS	208-751-930.620	648.60
		1395 (E)		ELECTRIC BILLS	208-752-930.620	360.09
		1395 (E)		MULTIPLE ELECTRIC ACCOUNTS AIRPORT	281-537-930.620	2,288.05
		1395 (E)		100006936593	637-265-930.620-ALPCT00000	252.53
		1395 (E)		100000067155	637-265-930.620-CRTHS00000	2,962.93
		1395 (E)		103015852710	637-265-930.620-INFO CTRO0	23.99
						6,536.19
11/24/2015	AP	1396 (E)	SPEEDWAY SUPERAMERICA LLC	ACCOUNT 1001181575	101-301-930.660	1,638.37
		1396 (E)		ACCOUNT 1001181575	101-648-930.660	36.82
		1396 (E)		ACCOUNT 1001181575	101-721-930.660	93.02
		1396 (E)		ACCOUNT 1001181575	205-301-930.660	311.65
		1396 (E)		ACCOUNT 1001181575	208-752-930.660	218.33
		1396 (E)		ACCOUNT 1001181575	210-651-700.000	4,318.31
		1396 (E)		ACCOUNT 1001181575	212-430-930.660	404.07
		1396 (E)		ACCOUNT 1001181575	249-371-930.660	31.01
		1396 (E)		ACCOUNT 1001181575	281-537-930.660	122.67
		1396 (E)		ACCOUNT 1001181575	637-265-930.660	27.61
		1396 (E)		ACCOUNT 1001181575	645-172-930.660	108.90
						7,310.76
11/24/2015	AP	1397 (A)	GARY GELOW	DECEMBER 2015 CAA CONTRACT PAYMENT	101-131-801.021	11,940.67
11/24/2015	AP	59249	87- A DISTRICT	2015 TAX INTERCEPTS -	101-131-930.150	3,225.55
11/24/2015	AP	59250	ACROPRINT TIME RECORDER CO	INV#0000456484	256-215-726.000	160.98
11/24/2015	AP	59251	ADVANCED MARKETING PARTNERS,	LEIN PAPER #214264	101-351-726.000	123.44
11/24/2015	AP	59252	AIRGAS USA LLC	CYLINDER RENTAL	281-537-920.410	32.30
11/24/2015	AP	59253	ALPINE ANIMAL HOSPITAL	OCT 2015	212-430-930.471	276.00
		59253		OCT 2015	212-430-930.980	315.00
						591.00
11/24/2015	AP	59254	AMERICAN FIDELITY ASSURANCE	NOVEMBER 2015 FLEX SPENDING ACCT	704-000-231.285	634.15
11/24/2015	AP	59255	AMERICAN FIDELITY ASSURANCE	NOVEMBER 2015	704-000-231.285	455.84
11/24/2015	AP	59256	AMERICAN WASTE	1288562 GARBAGE BILL	208-752-920.200	80.00
		59256		1284408 NOV 2015	212-430-920.410	70.00
		59256		GARBAGE PICK UP	637-265-920.410	370.00
						520.00
11/24/2015	AP	59257	AMY BRADFIELD	REIMBURSEMENT	701-000-230.000	121.00
11/24/2015	AP	59258	ANIMAL MEDICAL CENTER OF TC	216488 11/9/2015	212-430-930.980	900.00
11/24/2015	AP	59259	ARROW UNIFORM RENTAL	BROWN CARPET RENTAL	281-537-920.410	36.66

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CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 11/24/2015 - 11/24/2015

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/24/2015	AP	59288	GAYLORD HERALD TIMES	ONE-YEAR RENEWAL FOR ACCT#108224	101-101-930.600	63.00
11/24/2015	AP	59289	GAYLORD VETERINARY SERVICES	OCT 2015	212-430-930.471	1,113.00
		59289		OCT 2015	212-430-930.980	798.00
						<u>1,911.00</u>
11/24/2015	AP	59290	GILL ROYS HARDWARE	SUPPLIES	208-751-726.000	38.97
		59290		SUPPLIES	208-752-726.000	263.12
		59290		SUPPLIES	208-752-726.025	50.53
		59290		MULITPLE INVOICES AIRPORT	281-537-920.400	194.11
						<u>546.73</u>
11/24/2015	AP	59291	GORDON FOOD SERVICES	INMATE FOOD SUPPLIES SEE ATTACHED	101-351-726.030	363.73
		59291		INMATE FOOD SUPPLIES SEE ATTACHED	101-351-930.700	3,502.91
		59291		788178673 788186253	212-430-726.000	164.62
						<u>4,031.26</u>
11/24/2015	AP	59292	GRAINGER	AIRPORT # 885314476	281-537-920.400	163.18
11/24/2015	AP	59293	HOME DEPOT CREDIT SERVICES	1573004 160321 9590635 5590708	212-430-726.000	105.58
11/24/2015	AP	59294	HON. JANET M. ALLEN	2015 MICH SUPREME	101-131-940.111	233.00
11/24/2015	AP	59295	HONORABLE DORENE S ALLEN	2015 - 2016 DUES - OTSEGO COUNTY	101-131-930.600	400.00
11/24/2015	AP	59296	HRDIRECT	COURT POSTER GUARD MICHIGAN	101-131-726.000	69.99
		59296		FOC POSTER GUARD MICHIGAN RENEWAL	215-141-726.000	69.99
						<u>139.98</u>
11/24/2015	AP	59297	IDENTISYS	INV#274697	263-030-476.050	1,547.02
11/24/2015	AP	59298	IMPREST CASH, OTSEGO COUNTY	OCTOBER 2015 IMPREST CASH	101-301-726.000	27.10
		59298		OCTOBER 2015 IMPREST CASH	101-301-930.450	2.54
		59298		OCTOBER 2015 IMPREST CASH	101-302-726.000	5.90
		59298		OCTOBER 2015 IMPREST CASH	101-351-726.000	2.12
						<u>37.66</u>
11/24/2015	AP	59299	JAMES MOUCH	REIMBURSEMENT - STAMPS	249-371-930.450	19.60
11/24/2015	AP	59300	JANET ASTRID FLINT	CANVASS 11-3-15 CITY ELECTION	101-262-703.040	40.00
		59300		CANVASS 11-3-15 CITY ELECTION	101-262-930.500	0.40
						<u>40.40</u>
11/24/2015	AP	59301	JEFFERY B PROUX	SERVICES THROUGH 11.12.15	249-371-801.024	1,605.00
11/24/2015	AP	59302	JIM'S ALPINE AUTOMOTIVE	MULTIPLE INVOICES AIRPORT	281-537-920.400	311.68
11/24/2015	AP	59303	JOHNSON OIL COMPANY	INV# 43871 10/15/2015 TWO (2)	101-301-726.050	347.85
		59303		32710004	208-752-726.050	694.89

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		59303		32710004	209-751-930.660	19.47
		59303		CL32842 FUEL	588-699-930.660	10,767.39
						11,829.60
11/24/2015	AP	59304	JOSEPH SEIFERT	SERVICES THROUGH 11.13.15	249-371-801.026	1,720.00
11/24/2015	AP	59305	JUDITH JARECKI	PLANNING COMMISSION SPECIAL	101-721-703.040	40.00
		59305		PLANNING COMMISSION SPECIAL	101-721-930.500	15.50
						55.50
11/24/2015	AP	59306	JULIE CHUDZINSKI	JULIE CHUDZINSKI - 2015 FLU SHOT	101-131-704.110	30.00
11/24/2015	AP	59307	KAYLA ALEXANDER	JULY BOARD OF REVIEW GRANTING PRE	516-000-026.021	212.40
11/24/2015	AP	59308	KEVAN D FLORY	SERVICES THROUGH 11.10.15	249-371-801.024	2,285.00
11/24/2015	AP	59309	LARRY A CORELL	CANVASS 11-3-15 CITY ELECTION	101-262-703.040	40.00
		59309		CANVASS 11-3-15 CITY ELECTION	101-262-930.500	10.00
						50.00
11/24/2015	AP	59310	LEE'S ALPINE FENCE	MULTIPLE FIXES	481-901-970.300	2,435.45
11/24/2015	AP	59311	LINCOLN FINANCIAL	ACCT#CICOTSEGO-BL-925664	704-000-231.870	2,894.95
11/24/2015	AP	59312	LISTVAN PLUMBING & HEATING	112886/112894	208-752-726.050	979.36
		59312		BOILER TESTING REQUIRED	281-537-920.400	147.00
						1,126.36
11/24/2015	AP	59313	MAKE IT MINE DESIGN	JAIL/CAMP EMROIDERY	101-351-726.046	94.00
		59313		JAIL/CAMP EMROIDERY	205-301-726.046	164.00
						258.00
11/24/2015	AP	59314	MAXIMUM SECURITY	DEC - FEB MONITOR	637-265-920.410	89.97
11/24/2015	AP	59315	MEDTOX	WORK CAMP DRUG TESTS #459085	205-301-801.020	214.44
11/24/2015	AP	59316	MICHAEL ALLAN BACON	RESTITUTION FROM TIMOTHY PIERZ II,	701-000-299.000	239.68
11/24/2015	AP	59317	MICHAEL M MISHIC PC	DEFERRAL HEARING ON	101-131-801.022	75.00
11/24/2015	AP	59318	MICHAEL MANG	PLANNING COMMISSION SPECIAL	101-721-703.040	40.00
		59318		PLANNING COMMISSION SPECIAL	101-721-930.500	4.00
						44.00
11/24/2015	AP	59319	MICHAEL OLTERSDORF	REIMBURSEMENT FOR SAFETY BOOTS	209-751-726.046	50.00
11/24/2015	AP	59320	MICHIGAN DEPT OF LICENSE &	AIRPORT INSPECTION # BLR378781	281-537-920.400	132.20
11/24/2015	AP	59321	MICHIGAN DEPT OF	AIRPORT WEATHER	281-537-920.410	103.50
11/24/2015	AP	59322	MICHIGAN DEPT. OF	FISCAL YEAR 2016 AIRPORT #	201-000-001.001	200.00

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CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 11/24/2015 - 11/24/2015

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/24/2015	AP	59341	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE USAGE	101-351-651.070	5,912.00
11/24/2015	AP	59342	STANDARD ELECTRIC COMPANY	MULTIPLE INVOICES AIRPORT	281-537-920.400	317.67
11/24/2015	AP	59343	STAPLES BUSINESS ADVANTAGE	SUPPLIES	101-000-106.000	116.97
		59343		INV#3283093890 (14 MO. CALENDARS	101-101-726.000	43.46
						<hr/> 160.43
11/24/2015	AP	59344	STATE OF MICHIGAN	INV# 551-456054 (STATE PORTION)	701-000-228.018	30.00
11/24/2015	AP	59345	STATE OF MICHIGAN	NEW APPLICATIONS INVE#551-455907	701-000-228.016	1,856.00
11/24/2015	AP	59346	STATE OF MICHIGAN	WATER FEES	208-751-920.200	636.05
11/24/2015	AP	59347	TELE-RAD	INV#868535	261-901-970.435	1,181.00
11/24/2015	AP	59348	TERRANCE M COTTLE	OCTOBER 2015 MENTAL HEALTH	101-133-940.010	1,360.00
11/24/2015	AP	59349	TITAN STRENGTH FITNESS	EST.#2178 (50% DOWN PAYMENT)	499-901-970.300-WELLNESS__	8,721.50
11/24/2015	AP	59350	TITLE CHECK LLC	NOVEMBER PARCEL ADMIN FEES	516-253-920.410	2,099.90
11/24/2015	AP	59351	TOPCOMP COMPUTER	TOPCOMP MAINTENANCE	618-447-920.410	1,200.00
11/24/2015	AP	59352	TRACTOR SUPPLY CO-DEPT 30-	BARBLESS CABLE	209-751-726.000	359.94
11/24/2015	AP	59353	TRI-STAR HOSPITALITY LLC	INV#761, JURY LUNCH, P VS	101-145-930.500	74.10
11/24/2015	AP	59354	TRINITY SERVICES GROUP INC	INMATE COMMISSARY	595-351-726.000	858.12
11/24/2015	AP	59355	UCMAN	WORK CAMP CONNECTIVITY #1928/1968	205-301-726.000	32.00
		59355		#1969 AIRPORT WIRELESS CONNECTION	281-537-920.410	16.00
						<hr/> 48.00
11/24/2015	AP	59356	UNIVERSITY CENTER AT GAYLORD	GED INTAKE AND TEST FEE'S #613	595-351-726.000	137.50
11/24/2015	AP	59357	UPPER LAKES TIRE	INVOICE # 334651-91	281-537-726.050	820.00
11/24/2015	AP	59358	UPS	SHIPPER #493AE4	101-215-930.450	6.03
11/24/2015	AP	59359	VERIZON WIRELESS	ACCT 483106843	101-301-930.230	136.25
		59359		ACCT 483106843	101-351-930.230	59.68
		59359		ACCT 483106843	205-301-930.210	119.36
		59359		ACCT 483106843	208-752-930.230	111.12
		59359		ACCT 483106843	261-427-930.230	38.01
		59359		ACCT 483106843	281-537-930.230	59.68
		59359		ACCT 483106843	645-172-930.230	61.81
						<hr/> 585.91
11/24/2015	AP	59360	VERN SCHLAUD	REIMBURSEMENT - STAMPS	249-371-930.450	9.80
11/24/2015	AP	59361	VITALCARE HOME MEDICAL	INMATE MEDICAL SUPPLIES #VIN209	101-351-726.035	181.42
11/24/2015	AP	59362	WALZ POSTAL SOLUTIONS INC	CERTIFIED MAILERS	101-131-726.000	185.06

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/24/2015	AP	59363	WILBER AUTOMOTIVE SUPPLY INC	MULTIPLE INVOICES AIRPORT	281-537-920.400	308.89
11/24/2015	AP	59364	WILLARD L BROWN	PLANNING COMMISSION SPECIAL	101-721-703.040	40.00
		59364		PLANNING COMMISSION SPECIAL	101-721-930.500	20.00
						60.00
11/24/2015	AP	59365	WILLIAM LIGHT	CANVASS 11-3-15 CITY ELECTION	101-262-703.040	40.00
		59365		CANVASS 11-3-15 CITY ELECTION	101-262-930.500	12.00
						52.00
TOTAL - ALL FUNDS				TOTAL OF 120 CHECKS		156,800.80

--- GL TOTALS ---

101-000-106.000	SUPPLIES INVENTORY	230.12
101-101-726.000	SUPPLIES - GENERAL	43.46
101-101-930.300	ADVERTISING	52.50
101-101-930.600	MEMBERSHIP AND DUES	63.00
101-131-704.110	HOSPITALIZATION	30.00
101-131-726.000	SUPPLIES - GENERAL	911.53
101-131-801.020	PROFESSIONAL	3,250.00
101-131-801.021	COURT APPOINTED ATTORNEY FEES	11,940.67
101-131-801.022	PROBATE ATTORNEY FEES	75.00
101-131-930.150	SERVICE CHARGES	3,225.55
101-131-930.210	TELEPHONE	4.24
101-131-930.600	MEMBERSHIP AND DUES	400.00
101-131-940.111	TRI COUNTY COURT EXPENSES	233.00
101-133-930.500	TRAVEL	440.00
101-133-940.010	OUTSIDE CONTRACTED SERVICES	1,859.15
101-145-930.500	TRAVEL	74.10
101-215-726.000	SUPPLIES - GENERAL	41.76
101-215-920.410	SERVICE CONTRACTS	459.33
101-215-930.450	SHIPPING AND MAILING	6.03
101-228-726.000	SUPPLIES - GENERAL	169.99
101-228-801.020	PROFESSIONAL	100.00
101-228-930.240	DATA/NETWORK SVCS	7,418.69
101-257-726.000	SUPPLIES - GENERAL	1,307.71
101-257-920.400	REPAIRS AND MAINTENANCE SVCS	750.00
101-257-920.410	SERVICE CONTRACTS	3,267.00
101-262-703.040	PER DIEM	160.00
101-262-930.500	TRAVEL	25.60
101-301-726.000	SUPPLIES - GENERAL	27.10
101-301-726.046	SUPPLIES - UNIFORM/ACC	10,666.83
101-301-726.050	REPAIRS AND MAINT SUPPLIES	734.57
101-301-930.230	CELLULAR	136.25
101-301-930.450	SHIPPING AND MAILING	2.54
101-301-930.660	GASOLINE	1,638.37

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Check Date	Bank Check #	Payee	Description	GL #	Amount
101-302-726.000			SUPPLIES - GENERAL		5.90
101-351-651.070			USE - INMATE TELEPHONE		5,912.00
101-351-726.000			SUPPLIES - GENERAL		125.56
101-351-726.030			SUPPLIES - KITCHEN		363.73
101-351-726.035			SUPPLIES - MEDICAL/PHARMACY		4,274.92
101-351-726.046			SUPPLIES - UNIFORM/ACC		94.00
101-351-920.400			REPAIRS AND MAINTENANCE SVCS		163.00
101-351-930.230			CELLULAR		59.68
101-351-930.700			ROOM AND BOARD		3,502.91
101-648-930.460			TRANSPORTING		3,800.50
101-648-930.660			GASOLINE		36.82
101-648-930.920			AUTOPSIES		43.00
101-681-930.960			VETERANS BURIAL		380.00
101-721-703.040			PER DIEM		280.00
101-721-930.300			ADVERTISING		273.75
101-721-930.500			TRAVEL		80.00
101-721-930.660			GASOLINE		93.02
101-864-726.000			SUPPLIES - GENERAL		1,266.90
201-000-001.001			EQUITY IN POOLED CASH		200.00
205-301-726.000			SUPPLIES - GENERAL		70.99
205-301-726.046			SUPPLIES - UNIFORM/ACC		883.30
205-301-801.020			PROFESSIONAL		214.44
205-301-930.210			TELEPHONE		119.36
205-301-930.660			GASOLINE		311.65
208-442-626.030-VOLLEYBALL			SERVICE - CURRENT SERVICES		15.00
208-751-726.000			SUPPLIES - GENERAL		38.97
208-751-920.200			WATER/SEWAGE		636.05
208-751-930.210			TELEPHONE		36.88
208-751-930.620			ELECTRICITY		648.60
208-752-726.000			SUPPLIES - GENERAL		1,767.03
208-752-726.025			SUPPLIES - JANITORIAL		50.53
208-752-726.050			REPAIRS AND MAINT SUPPLIES		2,040.25
208-752-920.200			WATER/SEWAGE		80.00
208-752-930.210			TELEPHONE		49.83
208-752-930.230			CELLULAR		111.12
208-752-930.620			ELECTRICITY		360.09
208-752-930.660			GASOLINE		218.33
209-751-726.000			SUPPLIES - GENERAL		359.94
209-751-726.046			SUPPLIES - UNIFORM/ACC		50.00
209-751-930.210			TELEPHONE		83.22
209-751-930.660			GASOLINE		19.47
210-651-700.000			COMP UNIT EXPENSES		4,318.31
212-430-726.000			SUPPLIES - GENERAL		344.83
212-430-726.035			SUPPLIES - MEDICAL/PHARMACY		166.10
212-430-920.410			SERVICE CONTRACTS		70.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
212-430-930.471				MEDICAL		1,389.00
212-430-930.660				GASOLINE		404.07
212-430-930.980				ANIMAL STERILIZATION		2,013.00
215-141-726.000				SUPPLIES - GENERAL		256.72
233-690-930.150				SERVICE CHARGES		2.50
249-371-726.000				SUPPLIES - GENERAL		102.32
249-371-801.024				PROFESSIONAL-BUILDING INSPECTIONS		3,890.00
249-371-801.026				PROFESSIONAL-ELECTRICAL INSPECTIONS		1,720.00
249-371-801.027				PROFESSIONAL-PLUMB/MECH INSPECTIONS		2,135.00
249-371-930.450				SHIPPING AND MAILING		29.40
249-371-930.660				GASOLINE		31.01
256-215-726.000				SUPPLIES - GENERAL		234.45
256-215-920.410				SERVICE CONTRACTS		918.67
260-270-801.020				PROFESSIONAL		826.00
261-427-801.020				PROFESSIONAL		108.00
261-427-930.210				TELEPHONE		107.47
261-427-930.230				CELLULAR		38.01
261-427-940.010				OUTSIDE CONTRACTED SERVICES		115.97
261-901-970.435				PROPERTY - MACHINERY & EQUIPMENT		1,181.00
263-030-476.050				NON BUS - PISTOL PERMIT		1,547.02
266-901-970.435-PHONE _____				PROPERTY - MACHINERY & EQUIPMENT		75.00
281-537-726.000				SUPPLIES - GENERAL		194.65
281-537-726.050				REPAIRS AND MAINT SUPPLIES		877.60
281-537-920.200				WATER/SEWAGE		249.84
281-537-920.400				REPAIRS AND MAINTENANCE SVCS		1,574.73
281-537-920.410				SERVICE CONTRACTS		188.46
281-537-930.230				CELLULAR		59.68
281-537-930.450				SHIPPING AND MAILING		83.99
281-537-930.610				NATURAL GAS		228.84
281-537-930.620				ELECTRICITY		2,288.05
281-537-930.660				GASOLINE		122.67
281-537-940.010				OUTSIDE CONTRACTED SERVICES		218.50
481-901-970.300				PROPERTY - IMPROVEMENTS		2,435.45
499-901-970.300-WELLNESS _____				PROPERTY - IMPROVEMENTS		8,721.50
516-000-026.021				CHARGEBACK 3		212.40
516-253-920.410				SERVICE CONTRACTS		2,099.90
516-253-930.450				SHIPPING AND MAILING		35.05
588-699-920.200				WATER/SEWAGE		69.82
588-699-930.660				GASOLINE		10,767.39
595-351-726.000				SUPPLIES - GENERAL		1,408.71
618-447-920.410				SERVICE CONTRACTS		1,200.00
637-265-726.050				REPAIRS AND MAINT SUPPLIES		6,143.73
637-265-920.410				SERVICE CONTRACTS		459.97
637-265-930.620-ALPCT00000				ELECTRICITY		301.08
637-265-930.620-CRTHS00000				ELECTRICITY		2,962.93

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
637-265-930.620	INFO	CTR00		ELECTRICITY		23.99
637-265-930.660				GASOLINE		27.61
645-172-930.230				CELLULAR		61.81
645-172-930.660				GASOLINE		108.90
647-851-704.110				HOSPITALIZATION		5,387.36
701-000-228.016				PISTOL PERMITS		1,856.00
701-000-228.017				FINGERPRINT FEES		760.75
701-000-228.018				SEX OFFENDER REGISTRATION		30.00
701-000-230.000				DHS DONATION ACCOUNT		121.00
701-000-299.000				PROSEC TRST RESTITUTION		644.82
704-000-231.285				COURT AFA SEC 125		1,089.99
704-000-231.870				INSURANCE -LIFE/DISABILITY		2,894.95

Total for fund 101 GENERAL FUND	70,499.78
Total for fund 201 ROAD COMMISSION	200.00
Total for fund 205 WORK CAMP	1,599.74
Total for fund 208 PARKS AND RECREATION	6,052.68
Total for fund 209 GROEN NATURE PRESERVE FUND	512.63
Total for fund 210 AMBULANCE SERVICES	4,318.31
Total for fund 212 ANIMAL CONTROL	4,387.00
Total for fund 215 FRIEND OF THE COURT	256.72
Total for fund 233 HUD GRANT FUND	2.50
Total for fund 249 BUILDING INSPECTION FUND	7,907.73
Total for fund 256 REGISTER OF DEEDS AUTOMATION	1,153.12
Total for fund 260 LEGAL DEFENSE FUND	826.00
Total for fund 261 911 SERVICE FUND	1,550.45
Total for fund 263 CONCEALED PISTOL LICENSING FUND	1,547.02
Total for fund 266 EQUIPMENT FUND	75.00
Total for fund 281 AIRPORT	6,087.01
Total for fund 481 AIRPORT CAPITAL PROJECTS	2,435.45
Total for fund 499 CAPITAL PROJECTS FUND	8,721.50
Total for fund 516 DELINQUENT TAX REVOLVING	2,347.35
Total for fund 588 TRANSPORTATION FUND	10,837.21
Total for fund 595 JAIL COMMISSARY	1,408.71
Total for fund 618 GIS PROJECT AND AERIAL	1,200.00
Total for fund 637 BUILDING AND GROUNDS	9,919.31
Total for fund 645 ADMINISTRATIVE SERVICES	170.71
Total for fund 647 HEALTH CARE FUND	5,387.36
Total for fund 701 GENERAL AGENCY	3,412.57
Total for fund 704 PAYROLL IMPREST FUND	3,984.94
	156,800.80

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/17/2015	AP	59247	THOR CONTRACTING, INC	PROJECT #HO-0812-127934 50%	233-690-940.010	11,811.00
11/17/2015	AP	59248	VICTORIA SCHNEIDERWENDT	VETERAN, COUNTY BURIAL BENEFIT	101-681-930.960	300.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		12,111.00
--- GL TOTALS ---						
				VETERANS BURIAL	300.00	
				OUTSIDE CONTRACTED SERVICES	11,811.00	

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Total for fund 101 GENERAL FUND	300.00
Total for fund 233 HUD GRANT FUND	11,811.00
	12,111.00