



## 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, December 17, 2013 beginning at 9:30 a.m., at the County Building at 225 W. Main Street, Room 100, Gaylord, Michigan 49735.

### AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Regular Minutes of November 26, 2013 w/attachments

Consent Agenda

- A. Airport Advisory Committee Reappointment (Muzyl) - Motion to Approve
- B. Airport Advisory Committee Reappointment (Stubenvoll) - Motion to Approve
- C. Construction Board of Appeals Reappointment (Butcher) - Motion to Approve
- D. Construction Board of Appeals Reappointment (Mankowski) - Motion to Approve
- E. Construction Board of Appeals Reappointment (Touroo) - Motion to Approve
- F. Parks and Recreation Commission Reappointment (Johnson) - Motion to Approve
- G. Planning Commission Reappointment (Bono) - Motion to Approve
- H. Planning Commission Reappointment (Brown) - Motion to Approve
- I. Planning Commission Reappointment (Hendershot) - Motion to Approve
- J. Planning Commission Reappointment (Stults) - Motion to Approve
- K. Zoning Board of Appeals Reappointment (McCarthy) - Motion to Approve

Department Head Report

- A. Prosecutor Update - Mike Rola

Committee Reports

- A. Budget & Finance Committee
  1. Friend of the Court Loan
  2. Courthouse Project
  3. 2013 Animal Control Budget Amendment
  4. 2013 Capital Projects Budget Amendment
  5. MERS Adoption Agreement

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
  1. December 3, 2013 Warrant
  2. December 10, 2013 Warrant
  3. December 17, 2013 Warrant
- B. Lease Agreement
- C. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment

November 26, 2013

The Regular meeting of the Otsego County Board of Commissioners was held in the County Building at 225 West Main Street, Room 100. The meeting was called to order at 9:32 a.m. by Chairman Lee Olsen. Invocation by Commissioner Ken Borton, followed by the Pledge of Allegiance led by County Surveyor Ron Brand.

Roll call:

Present: Tammy LaBouef, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Motion by Commissioner Paul Liss, to approve the regular minutes of November 5, 2013 with attachments and the Minutes of the Special Meeting of November 6, 2013. Ayes: Unanimous. Motion carried.

Truth in Taxation hearing was opened at 9:34 a.m.

Consent Agenda:

Motion to approve OCR-13-24 Mortgage Discharge of George A. Glinz and Shirley A. Glinz.

Roll Call Vote:

Ayes: Tammy LaBouef, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion to approve the 2014 meeting schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the 2014 Holiday schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the reappointment of Steven Riozzi to the Housing Committee with the term to expire December 8, 2016. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Don Peterson to the Veteran's Board with the term to expire on December 31, 2016. Ayes: Unanimous. Motion carried.

Motion to approve the Jail budget amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Parks and Recreation budget amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion to grant authority to the County Administrator to amend all budgets up to \$5,000 per line item, with subsequent approval by the Otsego County Board of Commissioner at their January Board meeting. Ayes: Unanimous. Motion carried.

Administrator's Report:

John Burt reported he met with Patricia Osborn regarding the gypsy moth count; ratified union agreements with teamsters clerical, bus, POAM, settlement with 9-1-1 dispatchers.

Motion by Commissioner Paul Liss, to ratify the 2014 Teamsters State, County and Municipal Workers Local 214 Bus tentative agreement; the 2014 Teamsters State, County and Municipal Workers Local 214 Clerical tentative agreement; the 2014 Police Officers Association of Michigan tentative agreement; and the closing and settlement agreement with the Police Officers Association of Michigan. Ayes: Unanimous. Motion carried.

Special Presentation:

Cynthia Pushman from the Michigan Department of Human Services reported on the programs and services they have and the funding they provide.

Department Head Report:

County Surveyor, Ron Brand reported on the Remonumentation program, 2073 corners still need to be completed in Otsego County, 864 has been completed.

Matt Barresi reported on the Airport, and the involvement with the Community, the infrastructures at the Airport, and the fuel revenues through September 2013.

Roberta Tholl from the Road Commission reported on the Chamber expo that was held in October; launching their own website; received 2 new trucks; new health insurance; Map 21 hearing today.

Motion by Commissioner Tammy LaBouef to support the Fire Department and EMS Services for the December 5<sup>th</sup> parade to raise awareness of Toys for Tots in Otsego County and to send a letter to MDOT to support the parade permit. Ayes: Unanimous. Motion carried.

Public hearing closed at 10:38 a.m.

Committee Reports:

Motion by Commissioner Paul Beachnau, to adopt Resolution OCR 13-23 2014 Budget and General Appropriations Act Resolution.

Roll Call Vote:

Ayes: Tammy LaBouef, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Beachnau, to approve the updated Otsego County Fee Schedule with replacing all instances of the term 'Deputy Medical Examiner' to 'Deputy Medical Investigator' to take effect on January 1, 2014. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, to approve the addition of a part-time(20 hours per week) Kennel Attendant, with the updated job description, at a cost of \$11,800 for 2014 and a full-time (37.5 hours per week) Assistant Animal Control Officer at an increased cost of \$2,960 for 2014 to be paid out of the Animal Control Budget (Fund 212). Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss to approved the Medical Examiner Policy with replacing all instances of the term 'Deputy Medical Examiner' to 'Deputy Medical Investigator'. Ayes: Unanimous. Motion carried. (see attached)

City Liaison, Township and Village Representatives- None

Correspondence:

The October financial reports were reviewed.

Chairman Lee Olsen received a letter from the Department of Air Quality.

New Business:

Motion by Commissioner Tammy LaBouef, to approve the November 12, 2013 Warrant in the amount of \$152,216.57 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, to approve the November 19, 2013 Warrant in the amount of \$72,529.07 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Borton, to approve the November 26, 2013 Warrant in the amount of \$768,784.93 as presented. Ayes: Unanimous. Motion carried.

Public Comment:

Mike Burzynski addressed the Board regarding his involvement with the Land Use Services requesting the Board to possibly come up with a procedure when a structure needs repairing and give the citizen a chance to pay for it through taxes and pay over time.

Chairman Lee Olsen referred this request to the Budget and Finance committee.

Paul Sopsich attended the Downtown Renaissance open house, the City and the DDA are having meetings in March 2014 and was inquiring if the County was planning on doing anything.

Prosecutor Mike Rola announced Assistant Prosecutor Brian Kasiborski is leaving the Prosecutor's office, his last day is December 11, 2013.

Larry Corell updated the Board on the homeless issue. Churches have stepped up to house single men and women. Local motels still housing families. The churches are open 6pm-6am.

Board Remarks:

Commissioner Erma Backenstose had no report.

Commissioner Bruce Brown reported the E-Free church handed out 670 Thanksgiving dinners for families.

Commissioner Rich Sumerix reported on the Health Department flu shots; Kiwanis Christmas baskets are up to 700.

Commissioner Ken Borton reported on December 6, 2013 he will be attending the MAC Committee meetings for Environmental and Transportation.

Commissioner Paul Beachnau handed out the new Chamber membership directory, on budget and on time for the Chambers new building.

Commissioner Tammy LaBouef reported on the City Council meeting, the DDA director is making plans for New Years Eve starting at 6pm; 3<sup>rd</sup> phase of Sheldon's place complex and apartments.

Commissioner Doug Johnson had no report.

Chairman Lee Olsen attended the Veteran's Day Ceremony at the Middle School; announced the next Board meeting is December 17, 2013.

Meeting adjourned at 11:21 a.m.

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Lee F. Olsen, Chairman

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Susan I. DeFeyter, Otsego County Clerk

**RESOLUTION NO. OCR 13-24**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 6469 Whitehouse Trail, Vanderbilt, Michigan 49795 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 930, Pages 389-402 and a Loan Modification recorded in Liber 1027 Pages 579-580, in the name George A. Glinz and Shirley A. Glinz, husband and wife, as joint tenants with full rights of survivorship, and

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

**RESOLVED**, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to, George A. Glinz and Shirley A. Glinz, husband and wife, as joint tenants with full rights of survivorship and, be it further

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



## BOARD OF COMMISSIONERS 2014 MEETING SCHEDULE

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

January 7\* (*Organizational Meeting*)  
January 14  
January 28  
February 11  
February 25  
March 11  
March 27\* (*fourth Thursday - due to MAC Conference*)  
April 8  
April 22  
May 13  
May 27  
June 10  
June 24  
July 8  
July 22  
August 12  
August 26  
September 9  
September 23  
October 14  
October 28  
November 12\* (*Wednesday-due to Veterans' Day closure*)  
November 25  
December 16\* (*third Tuesday*)



## 2014 Holiday Schedule

Wednesday, January 1 <sup>st</sup>	New Year's Day
Monday, February 17 <sup>th</sup>	Presidents' Day
Friday, April 18 <sup>th</sup>	Good Friday
Monday, May 26 <sup>th</sup>	Memorial Day
Friday, July 4 <sup>th</sup>	Independence Day
Monday, September 1 <sup>st</sup>	Labor Day
Tuesday, November 11 <sup>th</sup>	Veterans' Day
Thursday, November 27 <sup>th</sup>	Thanksgiving Day
Friday, November 28 <sup>th</sup>	Friday after Thanksgiving
Wednesday, December 24 <sup>th</sup>	Christmas Eve
Thursday, December 25 <sup>th</sup>	Christmas Day
Wednesday, December 31 <sup>st</sup>	New Year's Eve
Thursday, January 1 <sup>st</sup> (2015)	New Year's Day



## OTSEGO COUNTY BUDGET AMENDMENT

### FUND/DEPARTMENT: General Fund (Contingency/Jail)

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

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

#### REVENUE

Account Number	Decrease	Increase
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
<b>Total</b>	\$	\$

#### EXPENDITURE

Account Number	Increase	Decrease
101-941-999.010 Contingency	\$	\$7,280
101-351-703.030 Regular - Hourly	\$4,675	\$
101-351-704.300 Retirement Contributions	\$500	\$
101-351-704.110 Hospitalization	\$1,355	\$
101-351-704.140 Life and Disability	\$35	\$
101-351-704.600 Workers Compensation	\$165	\$
101-351-704.200 Social Sec Contributions	\$360	\$
101-351-704.500 Unemployment Compensation	\$190	\$
<b>Total</b>	\$	\$

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

<b>Finance Department</b>
Entered:
By:

\_\_\_\_\_  
Board Approval Date (if necessary)  
OCF-3 (10/14/05)

\_\_\_\_\_  
Budget Adjustment #

\_\_\_\_\_  
Posting Number



Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100, 225 West Main, Gaylord, MI 49735, on the 26<sup>th</sup> day of November, 2013, at 9:30 a.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commissioner Beachnau.

**OCR 13-23**  
**Fiscal Year 2014 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 2014 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 2014 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 2014 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 2014 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 2014, and that such funds shall be used in accordance with all applicable state and federal laws and County policies.
5. That all County elected officials and department heads shall abide by all County policies, including the Purchasing policy, personnel policies, and applicable labor agreements, as adopted and amended by this Board and that the budgeted funds are appropriated contingent upon compliance with these policies.
6. That the approved employee positions on the Approved Position Control Number Roster contained in this Budget as Appendix B, shall limit the number of employees who can be employed. No funds are appropriated for any position or employee not on the Approved Position Control Number Roster. Further, there may be a need to increase or decrease various positions within the Budget and/or impose a hiring freeze and/or impose lay-offs due to the unforeseen financial changes; therefore, the Approved Position Control Number Roster List may be changed from time to time by the Board and/or the Board may impose a hiring freeze. County elected officials and department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the Approved Position Control Number Roster List.
7. That the authorized positions in the Approved Position Control Number Roster List contained in each budget indicates the authorized maximum number of employees in their respective classifications for that budget. Any deviations from said list must be specifically approved by the Board.
8. That certain positions contained in the Approved Position Control Number Roster List which are supported in some part by a grant, cost sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said positions shall be considered unfunded and removed from the Approved Position Control Number Roster List.
9. That the Administrator is authorized upon request of the respective elected official or department head to transfer persons from certain positions contained in the Approved Position Control Number Roster List, which are supported in some part by grant, cost sharing, child care reimbursement or other source of outside funding, to another grant funded position in order to reduce County cost.
10. That revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility Tax revenues) shall not be used to reduce the County's operating millage levy (2014 Budget Year) as defined by Public Act 2 of 1986.

11. That in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, 50% or approximately \$111,402 of the estimated \$222,804 of the Convention Facility Tax revenues not used to reduce the County's operating tax rate, shall be transmitted to the Northern Michigan Substance Abuse Services with remaining revenues to be deposited into the County's General Fund.
12. That revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's operating millage levy (2014 Budget Year).
13. That in accordance with Public Act 264 of 1987, that 12/17 of the estimated Cigarette Tax revenue, not used to reduce the County's operating tax rate, shall be appropriated to the Northwest Michigan Health Department, for public health prevention programs and services, with remaining revenues to be deposited into the County's general fund. The County's estimated Cigarette Tax revenue for 2014 is \$0.
14. That the Administrator is hereby appointed "Budget Administrator," pursuant to the Uniform Budget and Accounting Act, MCLA 141.421 et seq., with power to administer such duties in connection with said budget, as may be from time to time, delegated to the Office of the County Administrator by this Board.
15. That the Budget Administrator be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds.
16. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County if there is no local match required, or ongoing programming or funding which would require additional appropriations or staffing in current or future fiscal years.
17. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County in an amount up to \$50,000 with a local match not to exceed 10% (\$5,000), if required, and if available within the requesting department's current budget, and to record the appropriate budget amendment.
18. That the County Administrator is required and directed to automatically reduce any department each time a reduction is made in federal, state or local funds. The County Administrator, in conjunction with the affected elected official or department head, shall promptly make the necessary lay-offs and advise those affected by the service that those services are being discontinued as a result of said cutbacks.
19. That the County Administrator is authorized to cause the drafting of contracts where necessary and appropriate within established budgetary limitations and that the County Administrator is authorized to sign said contracts after legal counsel approved each contract as to legal form, and the Board of Commissioners has approved each contract. The County Administrator is authorized to sign all contract renewals without prior approval of the Board if funds are previously approved for said contract and there are no changes to the contract as part of the renewal.

20. The Board of Commissioners has determined it would be fiscally prudent to set a goal to add approximately \$100,000 to the Budget Stabilization fund (Fund 257).
21. That the Board of Commissioners has determined that it is fiscally prudent to carry a \$500,000 fund balance in the Health Care fund (Fund 647). Funds in excess of this amount shall be refunded to the contributing funds outside of the general fund as follows: 208 Parks and Recreation, 588 Bus, 212 Animal Control, 232 Housing, 281 Airport, 261 9-1-1, 249 Land Use Services. All remaining leftover funds will be transferred to the General Fund.
22. The Board of Commissioners has determined that it is fiscally prudent to maintain a Legal Defense Fund, Fund 260.
23. The Board of Commissioners has determined that it is fiscally prudent to carry a fund balance level of 10% of expenditures from year-to-year in the Building and Grounds Fund, Fund 637, in order to avoid cash flow shortfalls.
24. The Board of Commissioners has determined that the Administrative Services Fund, Fund 645, will need to maintain a fund balance level of 5% of expenditures from year-to-year, in order to avoid cash flow shortfalls.
25. That the amounts indicated in the "Budgetary Detail" are hereby appropriated from the General Funds and other funds of Otsego County according to the Activity Centers (Departments) contained in that detail which is incorporated herein by reference, and that such appropriations shall be restricted to the functioning of those Activity Centers (Departments), all applicable federal and state laws, County policies, and the provisions of this Act. The "Budgetary Detail" chart is included in this document at Appendix C.
26. The Administrator has the authority to approve all amendments made to the 2014 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.



## Otsego County Fee Schedule

Updated: October 22, 2013

### AIRPORT

**Landing Fees (waived with minimum fuel purchase):**

Commercial	Minimum Fuel	
Single Piston	20 Gallons	\$20.00
Single Turbine	40 Gallons	\$25.00
Twin Piston	40 Gallons	\$25.00
Turbo Prop/Light Jets	80 Gallons	\$50.00
Jets Over 20,000 lbs.	160 Gallons	\$80.00

**Other Fees:**

Cold Hangar		\$50.00
Additional Night		\$25.00
Heated Hangar Nightly		\$85.00
Forklift		\$50.00
De-Ice	\$40.00 plus \$13.00 a Gallon	
Parking light Aircraft		\$5.00
Parking Turbine/Jets		\$25.00
After Hours / First Hour		\$125.00
Additional Hour		\$100.00
Miscellaneous Charge, Requiring Manpower. Example: AC plug in		\$25.00
Ground Power Unit	\$40.00 plug in \$20.00 an hour	
Off Airport Service		\$250.00
Off Airport Service additional hour		\$100.00
Off Airport Service Weekend/Holiday		\$350.00
Off Airport Service Weekend/Holiday additional hour		\$150.00

**Hangar Rentals:**

Range from \$165 to \$220 a month depending on hangar size/conditions and amenities.

Example: Does the door open manually or with automatic opener.

**Fuel**

Amount based on the market.

Note: Otsego County does not charge Recreational Flyers for landing. The only charge is for parking.

Note: We do not charge Emergency Service Aircraft like "Life Flight" for landing or parking.

### ANIMAL CONTROL DEPARTMENT

**License Fees:**

**Before March 1:**

Spayed or Neutered	\$10.00
Unaltered	\$20.00
Unaltered with Pedigree	\$10.00

March 1 or After	
Spayed or Neutered	\$15.00
Unaltered	\$25.00
Unaltered with Pedigree	\$15.00

When a citation is issued for dog(s) there is a \$30.00 fee for the first dog and then late fees apply to each dog listed on the citation.

Dog owners that purchase dog licenses within 48 hours of receiving the citation, the citation becomes void.

For dog owners that do not purchase their licenses within 48 hours of receiving the citation, the citation will be forwarded to the Courts. The Courts have a \$125.00 fine and cost for failure to license a dog.

<b>Dog Adoption Fees:</b>	
Adoption Fee	\$20.00
Dog License	\$10.00
Sterilization Fee (payback) if animal is sterilized by Otsego County	\$25.00
If not altered a \$25.00 good faith contract is signed stating the animal will be altered: The \$25.00 is reimbursable with proof of sterilization. (Voucher from County)	
<b>Total Cost of Adoption per Dog:</b>	<b>\$55.00</b>

The sterilization cost for shelter dogs is \$68.00 to \$110.00 dollars at local veterinarian's office.

<b>Cat Adoption Fees:</b>	
Adoption Fee	\$20.00
Sterilization Fee (payback) if animal is sterilized by Otsego County	\$25.00
If not altered a \$25.00 good faith contract is signed stating the animal will be altered: The \$25.00 is reimbursable with proof of sterilization. (Voucher from County)	
<b>Total Cost of Adoption per Cat:</b>	<b>\$45.00</b>

<b>Submission Fees for Adopted Dogs:</b>	
Dog Submitted by Owner	\$20.00
Dog Submitted Out of County	\$50.00
Stray Dog found in County	No Charge
Stray dogs from Out of County	\$50.00

<b>Litter of Puppies:</b>	
Up to 3 Puppies – In County	\$30.00
Up to 3 Puppies – Out of County	\$60.00
4 to 5 Puppies – In County	\$50.00
4 to 5 Puppies – Out of County	\$65.00
6 Puppies and Up – In County	\$60.00
6 Puppies and Up – Out of County	\$85.00

Please Note: Otsego County does not accept vicious animals, old, elderly animals, animals with medical problems, or animals requiring convalescent care.

**Impoundment Fees of Dogs Picked Up by Officer and Reclaimed**

by their Owner:

First Time Impoundment P/U Fee:	\$20.00
Plus \$5.00 Per Day Boarding Fee Plus License Fee if the Dog Does Not have Current License:	\$5.00
Second Offense of Impoundment P/U Fee:	\$40.00
Third Offense of Impoundment P/U Fee:	\$60.00
A Citation may also be issued along with continuous P/U fees.	

All dogs four months of age and older that become property of Otsego County, either by submission or animals picked up by officer are evaluated by the animal behavior specialist at a cost of \$75 per animal. This is a contracted service.

Dogs and cats that become the responsibility of Otsego County are: vaccinated, de-wormed, and treated for fleas and lice. Injured or sick animals are transported for treatment up to a \$200.00 veterinarian expense including medication.

Submission Fees for Adoptable Cats:	
Feral Cats	\$20.00
All Other Cats – In County	\$20.00
Cats – Out of County	\$50.00
Litters of Kittens:	
Up to 4 Kittens – In County	\$30.00
Up to 4 Kittens – Out of County	\$50.00
5 or more Kittens – In County	\$60.00
5 or more Kittens – Out of County	\$85.00

#### BUS SYSTEM

System Fares:	
Seniors	\$2.00 one way
Disabled	\$2.00 one way
Students	\$2.50 one way
Adults	\$3.00 one way
Internal Fees:	
Lube, Oil & Filter Change for County Departments	\$28.00
Labor Charge for vehicle repairs	\$45.00 per hour

#### CLERK/REGISTER OF DEEDS OFFICE

Vital Record Copies	
First Page	12.00
Each Additional Page	5.00
Note: \$4.00 of deed fee deposited to the MI State Survey and Remonumentation Fund Portion of fees deposited into Register of Deeds' Automation Fund per MCL 600.25	
Qualified Voter Registration File (Bagley Twp is not available)	
Digital Copy	\$.02 per voter

Hardcopies	\$10.00 per municipality
Clerk & Register of Deeds Record Copies	\$1.00 per page
Carrying Concealed Weapons Permit (CCW)	\$105.00
Register of Deeds Record Searches	\$5.00 per name searched
Register of Deed Document Recordings	
Recording Fees	
First Page	14.00
Additional Pages	3.00 Each
Recording Fee Check Overages	
County retains first \$10.00 of recording check overages.	
Recording check overages over \$10.00 result in document rejection.	

#### COMMISSIONERS

Annual Salaries	
Chairperson	\$10,800
Commissioners:	\$9,600
Per Diem Rates	
Half-Day (under 4 hours)	\$40.00
Full-Day (over 4 hours)	\$80.00

#### EQUALIZATION OFFICE

Copies in the Office:	
Self Serve	
Single copies (8½" x 11", 8½" x 14")	\$1.00 each
Single Color Copies (8½" x 11", 8½" x 14")	\$3.00 each
Up to four copies (11" x 17")	\$2.00 each
4 or more copies (11" x 17") if from plat book for other than owner.	\$3.00 each
Color Copies (8	
If Done by Staff	Double the cost for copies
Print Outs from Equalizer:	\$1.00 each
For printing on 8½" x 11" paper.	
Lists from the Equalizer:	
Name and address only	\$0.30 each
Name, address and description	\$0.35 each
Name, address, description and value	\$0.40 each
If done by staff from mapping computer	\$0.50 each
For Downloads of Electronic Data (Equalizer Program)	
For entire County or entire Township	
Public sector	\$500.00 per request

Private sector

\$1,000.00 per request

Maps (8½" x 11") from MapInfo

Maps from computer with staff assistance

\$20.00 each

If additional information is required on maps, use pricing from above list.

Other Office Fees:

Aerials

1st copy

\$20.00 each

Each additional copy

\$15.00 each

Color (11" x 17")

\$25.00

Color (D and E Size)

\$40.00

Faxed Information

Each sheet

\$ 5.00 each

House Numbers

\$25.00 per request

Geographic Information System Map Digital Data Pricing:

For Public Sector

Subscriptions Rate:

(Layers include Road, Water, and Parcel)

Public Sector (single town and range)

Annual Update:

0.20 per parcel

Quarterly Update:

\$0.35 per parcel

Public Sector (for multiple town and ranges)

Annual Update:

\$0.20 per parcel

Quarterly Update:

\$0.35 per parcel

Public Sector (entire county)

Annual Update:

\$0.20 per parcel

Quarterly Update:

\$0.35 per parcel

For Private Sector

Subscriptions Rate:

(Layers include Road, Water, and Parcel)

Private Sector (single town and range)

Annual Update:

\$0.30 per parcel

Quarterly Update:

\$0.50 per parcel

Private Sector (for multiple town and ranges)

Annual Update:

\$0.30 per parcel

Quarterly Update:

\$0.50 per parcel

Private Sector (entire county)

Annual Update:

\$6,500.00

Quarterly Update:

\$2,500.00 per quarter

Road Centerline GIS Layer

\$1,000.00

The Equalization Department fees were established in accordance with the Otsego County Enhanced Access Policy, as required by the State of Michigan Public Act 462 of 1996.

The Equalization Director has the right to waive fees in exchange for data relevant to the work done by the Equalization Department.

#### FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

The cost for FOIA Requests include the cost of the wages and fringe benefits of the lowest paid employee in the office capable of gathering data for the duration of the time it takes to process/prepare request, along with a cost of \$1.00 per page for copies, and any postage fees. (Please see the Otsego County FOIA Policy for more information)

#### HOUSING DEPARTMENT

Copies	\$1.00 per page
Fax	\$1.00 per page
Each Delinquent Mortgage Payment	\$25.00
Payoff Request	\$25.00

#### LAND USE SERVICES DEPARTMENT

##### Building Fees:

Permit Application Fee	35.00
For Building Permits:	
ICC Fee Schedule and type of construction is used for all permits.	
Electrical, Mechanical and Plumbing Permits are calculated based upon the itemized permit applications.	
For projects not involving a square footage calculation	\$50.00
Residential Plan Reviews	15% of Permit Fee
Commercial Plan Reviews	.0015 times the value of the project
Inspections	\$50.00 per inspection

##### Planning & Zoning Fees:

###### Zoning Permits:

Application Fee	\$35.00
Single Family Dwelling	\$45.00
Residential Addition	\$45.00
Accessory buildings	\$45.00
Decks	\$30.00
Non-residential Signs	\$45.00
Residential Signs	No charge
Shoreland Permits	\$100.00
Sheds less than 200 sf	\$25.00
Fences	\$25.00

Camping Trailers	\$30.00
Home Occupations	\$30.00
Zoning Re-Inspection Fee (additional inspections)	\$50.00
Commercial Site Plan Review - In-house	\$100.00
Land Divisions:	
Hayes, Livingston & Chester Twps.	\$100.00
Bagley, Corwith, Dover, Elmira & Otsego Lake Twps.	\$25.00
Planning Commission Permits:	
Site Plan Review	\$500.00
Special Use Permit	\$700.00
Rezoning Request	\$700.00
Planning Commission Permits: (When Special Meeting is Required)	
Site Plan Review	\$950.00
Special Use Permit	\$950.00
Rezoning Request: (1 to 5 parcels)	\$950.00
Rezoning Request: (6 to 10 parcels)	\$1,050.00
Rezoning Request: (11 or more parcels)	\$1,150.00
Zoning Board of Appeals Hearings:	
Variance Request	\$400.00
Appeal-Interpretation	\$400.00
Zoning Board of Appeals Hearings: (When Special Meeting is Required)	
Variance Request	\$800.00
Appeal-Interpretation	\$800.00

**MEDICAL EXAMINER**

Current rates:

Medical Examiner	\$10,000/annual
Deputy Medical Examiner On-Call	\$65/mo
Chief Deputy M.E. Administrative	\$65/mo
Autopsy	\$65/hr
Body Transport	\$55/hr
Training Time	\$25/hr
ME Records Clerk	\$500/annual

Proposed rates:

Medical Examiner	\$10,000/annual
Deputy Medical Examiner On-Call	\$100/mo
On Scene Response and In-person autopsy consultation	\$60/hr
Body Transport	\$50/hr
Training Time	\$25/hr
ME Records Clerk	\$500/annual
Chief Deputy Medical Examiner	\$5,000/annual

This includes all duties of the Chief Deputy Medical Examiner including, but not limited to deputy medical examiner scheduling, autopsy scheduling and phone

consultation, all other communications, preparation of paperwork, billing preparation and review, scheduling autopsies at the most reasonable cost, and all other items not specifically listed in the fee schedule. Arrange for autopsies at the most reasonable cost. The annual payment amount shall be paid in monthly increments, and shall be based on performing all duties listed in the above description.

Chief Deputy Medical Examiner Cell Phone Reimbursement \$40/mo

**PARKS & RECREATION**

Otsego Lake County Park

Otsego County Residents:

Day Park Pass	\$4.00
Season Park Pass	\$15.00
Season Park Pass - Seniors (age 60 and over)	\$7.00
Camping Vehicle Permits (May 2 - September 25)	\$25.00 per night
Camping Vehicle Permits (April 1 - May 1; Sept. 26 - Nov. 1)	\$12.00 per night
Pavillion Rental (Saturday and Sunday)	\$65.00
Pavillion Rental (Weekdays)	\$60.00
Camping Vehicle Permits	\$3.00
Special Event Camping Fee (addition to standard fees)	\$10.00 per stay

Non-Otsego County Residents:

Day Park Pass	\$4.00
Season Park Pass	\$15.00
Season Park Pass - Seniors (age 60 and over)	\$7.00
Camping Vehicle Permits (May 2 - September 25)	\$26.00 per night
Camping Vehicle Permits (April 1 - May 1; Sept. 26 - Nov. 1)	\$12.00 per night
Pavillion Rental (Saturday and Sunday)	\$65.00
Pavillion Rental (Weekdays)	\$60.00
Camping Vehicle Permits	\$4.00
Special Event Camping Fee (addition to standard fees)	\$10.00 per stay

Community Center

Day Pass	\$1.00
Rental of Entire Community Center 1-1/2 hours	\$25.00
Rental of Half of Community Center 1-1/2 hours	\$15.00
Rental of Entire Community Center 2 hours	\$30.00
Rental of Entire Community Center 3 hours	\$50.00
Rental of Entire Community Center 4 hours	\$60.00
Use of Scoreboard and/or Volleyball Equipment	\$5.00
Overnight Lock-ins (Friday or Saturday) 8pm - 8am	\$175.00

**SHERIFF**

Civil Division

Service of Civil Process \$21.00 plus \$0.75 per mile

Corrections Division

Jail

PBT (Preliminary Breath Test)	\$2.00 plus \$1.00 breath tube
State Booking Fee/MCOTC	\$2.00
Local Booking Fee	\$10.00

Bond Fee	\$10.00
Damages to Jail Property	Replacement/Prosecution
Housing	\$30.00 per day/Sentenced
Indigent Supplies	Cost per item provided
Medical	As billed by provider
OTC Medical	Per store receipt
Rx Medication	As billed by pharmacy
OUIL Fee	\$5.00
Postage	Current USPS rates
Safety Ink Pen	\$0.60
Starter Pak (Grooming Items)	\$1.50 (Indigent)
Tether	\$15.00/day
Work Release	\$15.00/day

Work Camp	
Drug/PBT Test	\$5.00
Participant Daily Fee	\$15.00
	\$7.50 If determined to be Indigent

Sheriff's Office	
Incident Reports/FOIA Request	\$5.00 plus \$1.00 per additional page
Photographs	\$5.00 per page
Electronic Media (DVD,CD)	\$50.00
Traffic Crash Reports (UD-10)	\$5.00 + \$1.00 per additional page
Fingerprinting	\$15.00
Handgun Purchase Permit	\$5.00 Notary Fee
Notary Fee	\$5.00
Salvage Vehicle Inspections	\$100.00

**SOIL EROSION PERMIT FEES**

Residential Soil Erosion Permit	\$150
Commercial Soil Erosion Permit	\$300 <sup>1</sup> /\$50 <sup>2</sup>
<sup>1</sup> Price for first acre	
<sup>2</sup> Price for each additional acre	

**TREASURER**

Copies	\$1.00 per page
Tax Certification Fee	\$1.00
Notary Fee	\$3.00
Tax Search	\$.50 per parcel
Detailed Tax Search	\$25.00 per parcel (old records)
Delinquent Tax Export (onto CD)	\$0.25 per parcel

**Check Overages**

County retains first \$10.00 of check overages.  
Check overages over \$10.00 result in payment rejection.

**VETERANS**

Copies	\$1.00 per page
Fax	\$1.00 per page

**GENERAL**

Checks returned for Non Sufficient Funds	\$25.00
Conference Room Rental	
Half-Day	\$45.00
Full-Day	\$60.00
Clean-Up Fee - Charged when room is not returned in original setup and condition.	\$25.00

Note: Fees for conference room rentals are waived for court-ordered meetings.

Laminating	\$1.00 per item unless otherwise noted
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Mileage: (only valid for trips over 1 mile)	\$0.50 per mile
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Note: Otsego County Departments are exempt from fees concerning county-related requests.



## OTSEGO COUNTY POSITION DESCRIPTION

**Position: Kennel Attendant  
Animal Control Department**

- A. Summary. Maintains a clean and safe environment for animals housed at the animal shelter; responsible for providing daily exercise, minor medical attention and grooming to animals housed at the shelter.
- B. Supervision Received. Work is performed under the general supervision of the Animal Control Director.
- C. Supervision Exercised. None.
- D. Responsibilities, Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform).
1. Cleans and disinfects all areas of the shelter including dog kennels and cat areas.
  2. Administers vaccinations and medications to animals as needed.
  3. Feeds and water all animals
  4. Maintains appropriate identification for animals housed at the shelter
  5. Maintains web site information in the internet
  6. Provides guidance and instructions to volunteers, community service workers, and trustees
  7. May occasionally assist animal control officers with picking up stray dogs and animals running at large and reports of possible neglect or other complaints
  8. Loads/unloads animals from vehicles, cages, kennels and other areas for transport and/or relocation
  9. Assists in maintaining the Animal Shelter building and grounds to include snow removal, lawn mowing, general cleaning and upkeep
  10. Assists Director with behavior testing of animals and monitors animals for behavioral changes
  11. Assists public by answering questions about animals and retrieving dogs from kennels
  12. Baths and grooms animals as needed
  13. Performs related duties as required

- 
- E, Essential Functions, Qualifications, and KSAs for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Basic knowledge of animal handling including basic dog training, and use of animal equipment such as collars and leashes

Ability to use the Internet and MS office programs in an efficient manner

Ability to follow direction yet work independently.

Ability to handle animals in a safe and effective manner.

Ability to work effectively with the general public.

Ability to administer vaccinations and medications to animals as needed.

High School Diploma or GED. Experience in an animal shelter preferred.

Possession of a valid Michigan Driver's License.

Ability to pass a pre-employment drug test and post offer physical examination.

Ability to pass a criminal history background check.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stand; walk; and use entire body to handle animals. The employee is regularly required to sit, stoop, kneel, and crouch. The employee will be required to lift up to 100 lbs. Exposure to diseases communicated by animals, high levels of noise and odor of impounded animals and exposure to being bitten by animals.

- F. Employment Conditions.

1. For purposed of the Fair Labor Standards Act, this is a "non-exempt" position.
2. This is a full-time position and is eligible for Otsego County fringe benefits.
3. Hours: Rotating Days (20 hours per week) – Weekend work is required.
4. 2014 Otsego County Non-Union Pay Grade 1: \$10.02 per hour

Otsego County is an equal opportunity employer



*Otsego*  
**COUNTY**  
M I C H I G A N

## ASSISTANT ANIMAL CONTROL OFFICER

### General Summary

Under the supervision of the Animal Control Officer, enforces state laws and local ordinances dealing with animal control and issues citations for violations. Responds to citizen complaints regarding animals and patrols the county to pick-up stray animals and respond to other animal related concerns. Investigates and follows up on charges of animal abuse. Participates in the maintenance and cleaning of the shelter and performs a variety of other tasks related to shelter operations.

### Essential Functions

1. Responds to and investigates complaints related to barking dogs, stray animals, vicious dogs, animal bites, dead or injured animals, livestock killings and other animal related complaints and takes action to resolve the matter. Works with owners and neighbors in the attempted resolution of animal related problems. Educates the public regarding animal care and the law.
2. Investigates suspected cases of animal abuse or neglect, includes reviewing the condition of the animals, interviewing the owner and witnesses, and determining whether to issue a citation. Works with the Prosecutor's Office to obtain warrants, completes case reports, and testifies in court regarding investigations.
3. Patrols the county to assist in enforcing animal laws and pick-up stray animals. Uses catchpoles, traps, and other devices to capture and impound animals. Uses firearm to destroy animals as necessary.
4. Issues appearance tickets on animal violations as necessary.
5. Maintains a daily log of animal control incidents, dog quarantines, citations issued and other enforcement activities.
6. Captures and impounds dogs and cats that have bitten individuals to quarantine them as required.
7. Documents results of investigations by completing reports on animal bites, livestock killings and related activities. Documents information on animals that have been picked up.
8. Accepts animals delivered to the shelter. Collects background information and prepares records, tags animals and assigns kennels. Maintains records of receipt, adoption and disposal of all animals brought to the animal shelter. Maintains identification system on all animals brought to the shelter.
9. Cleans and disinfects all areas of the Animal Shelter including the kennels. Assists in the supervision of community service and volunteer workers in the maintenance of the shelter, including cleaning and disinfecting kennels and

feeding and caring for the animals. Trains workers on animal care and use of chemical cleaning and disinfectant products. Sweeps and mops floors and performs other custodial tasks. Cleans water pans and food buckets.

10. Informs the public about animal control laws and ordinances and related issues. Makes presentations to community groups, elementary schools, and other organizations on animal control.
11. May remove heads of animals suspected of rabies for shipping to the Department of Public Health for testing.
12. Assists residents in the removal of stray domestic animals from properties, buildings or residences.
13. Conducts inspections of kennels within the county in accordance with state and local requirements.
14. Assists in picking up farm or exotic animals that are on the loose.
15. Provides on-call emergency service on evenings, weekends and holidays.

#### Other Functions

16. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

#### Employment Qualifications

**Education:** High school graduation or equivalent.

**Experience:** Some prior related experience working with animals and/or law enforcement.

**Other Requirements:** Required to complete 100 hours of training in order to be certified by the Department of Agriculture. Must be a Certified Euthanasia Technician. Requires a valid Michigan Driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to operate vehicles to patrol county and investigate complaints.  
Ability to subdue, capture and transport animals.  
Walks over uneven terrain to conduct investigations and collect animals.  
Ability to lift animals weighing up to 100 lbs. to vehicle or other location.  
Ability to lift and carry animal cages to vehicle. Ability to lift and carry dead animals.  
Ability to bend, stoop and crawl under porches, in crawlspaces and other locations in order to retrieve animals.  
Ability to climb trees, ladders and stairs in order to capture animals.  
Ability to utilize sidearm, shotgun, other firearms and a tranquilizer gun.  
Ability to lift bags of dog food weighing up to 50 lbs.

**Working Conditions:**

Works outside in varying weather conditions.  
Exposure to the risk of being bitten by animals.  
Subject to work-related calls after normal hours.  
Exposure to high levels of noise and odor of impounded animals.  
Exposure to diseases communicated by animals.

**Job Posting Information:**

This is a full-time non-union position and is eligible for Otsego County fringe benefits.  
Rotating Days (40 hours per week) – Weekend work is required.

For purposes of FLSA, this is a non-exempt position.

Otsego County is an Equal Opportunity Employer



## Medical Examiner Policy

1. Purpose. The Office of the Medical Examiner (M.E.) is mandated under state statute to investigate certain types of death. These deaths include sudden and unexpected deaths, accidental deaths and violent deaths. The purpose of this policy is to establish best practices and procedures for the M.E. Office.
  
2. Authority. The Medical Examiner has the authority under Public Act 181, P.A. 1953, as amended and the Michigan Public Health Code, Act 368, P.A. 1978, to order an autopsy to determine or confirm the cause and manner of death. The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of the Public Acts of 1851, as amended.
  
3. General Information.
  - A. The Office of the Medical Examiner may include Deputy Medical Examiners, and one Chief Deputy Medical Examiner. Additionally, a Records Clerk may be appointed to file and track records associated with ME cases. Such appointments to be recommended by the Medical Examiner and approved by the Board of Commissioners. Appointees are not employees of the County, they are independent contractors.
  
  - B. The Board of Commissioners may revoke the approved status of a Deputy Medical Examiner or a Chief Deputy Medical Examiner if he/she is found to have violated any portion of this policy.
  
  - C. The primary contact within the County for representatives of the Medical Examiner's Office is the County Administrator for questions of policy or budget. The Chairperson of the Criminal Justice Coordinating Committee will serve as a liaison to the Medical Examiner's Office concerning all other matters.
  
4. Procedures and Practices
  - A. Medical Examiner Deputies and Chief Deputy shall follow all safety protocols established by the Medical Examiner.
  
  - B. Representatives of the Medical Examiner's Office will not interfere with the

investigative process of any local police officers, Sheriff's deputies, or Michigan State Troopers.

- C. Representatives of the Medical Examiner's Office will treat the dead and first responders with respect at all times, and will deal with families in a compassionate way. In no way will inappropriate comments concerning the deceased be tolerated. Additionally, they will follow the County's Professionalism Policy.
- D. Representatives of the Medical Examiner's Office will wear appropriate attire when representing Otsego County.
- E. The Chief Deputy Medical Examiner will approve via email or in writing all expense sheets for the Deputy Medical Examiners. The Medical Examiner will approve via email or in writing all expense sheets for the Chief Deputy Medical Examiner. Expense sheets must show time spent to the nearest 15 minute increment. Reimbursement requests will be submitted in the format required by the County Administrator.
- F. Otsego County Emergency Medical Services (OCEMS) are to be utilized for transporting a body or bodies from the scene (place of death) to the county morgue.

Adopted:

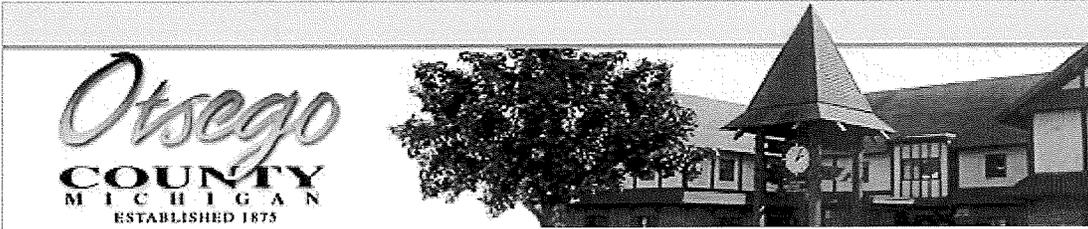


# December 17, 2013 Agenda

## 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](mailto:jburt@otsegocountymi.gov), or during the Board meeting.

**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Friday, December 13, 2013 8:16 AM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

<b>Date Submitted</b>	12 / 13 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Gaylord Regional Airport Advisory Committee
<b>Name</b>	Bill Muzyl
<b>Address</b>	418 Goslow Road
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	989-732-8100
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	1
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Livingston Twp.
<b>List boards, commissions, committees or community service organizations that you</b>	Michigan Oil & Gas Association Board Member. Otsego County Hockey Association Board Member. Northland Sportsmens Club

<b>are currently serving or have served upon, offices held and in what municipality or county</b>	Board Member.
<b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b>	I have been a pilot using the Gaylord Regional Airport for the past 29 years. I currently own 2 hangars and several aircraft based in Gaylord. I would like to see the Gaylord Regional Airport managed in a way that will preserve it for long term future use.
<b>I have worked for Otsego County before</b>	No
<b>I am aware of potential conflicts of interest</b>	No
<b>Otsego County Building 225 W Main Gaylord, MI 49735 989-731-7520 - Phone</b>	

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**TERM EXPIRES ON:  
12/31/2016**

**Susan Premo**

**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Thursday, December 12, 2013 11:35 AM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



## Application For Appointment to Committees, Boards and Commissions

### Submitted Information

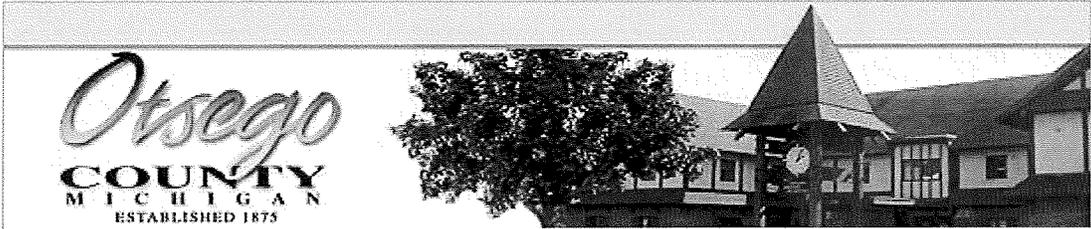
<b>Date Submitted</b>	12 / 12 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Gaylord Regional Airport Advisory Committee
<b>Name</b>	Donna Stubenvoll
<b>Address</b>	822 Pine Briar
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	989-731-4221 or 370-0270
<b>Other</b>	email: <a href="mailto:donnastubenvoll@yahoo.com">donnastubenvoll@yahoo.com</a>
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	VII
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Bagley Twp.
<b>List boards, commissions,</b>	Current Airport Advisory Committee Board

<p><b>committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county</b></p>	<p>member. Past: Habitat for Humanity; Gaylord Chamber of Commerce; Waterwonderland Board of Realtors; Civil Air Patrol; Hartland Fire Department.</p>
<p><b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b></p>	<p>I am only a few flight hours away from a private aircraft license. 2009 graduate of the Otsego County Leadership class. I also have a business management degree from NMC.</p>
<p><b>I have worked for Otsego County before</b></p>	<p>No</p>
<p><b>I am aware of potential conflicts of interest</b></p>	<p>No</p>
<p><b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b></p>	<p>I enjoy flying and as stated above I am close to having a Private Aircraft License which I believe helps me understand what a pilot is looking for in an airport. Having most of my training in Glass Cockpits, I have knowledge of where airports need to keep up. As being an Airport Advisory Committee member I became active in obtaining donations and helping to organize the "Wings Over Gaylord" event which takes place annually on Father's Day weekend.</p>
<p><b>Otsego County Building 225 W Main Gaylord, MI 49735 989-731-7520 - Phone</b></p>	

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**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Thursday, December 12, 2013 11:53 AM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

<b>Date Submitted</b>	12 / 12 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Otsego County Construction Board of Appeals - alternate member
<b>Name</b>	Bradley J. Butcher, AIA
<b>Address</b>	141 Meadowview Lane
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	989-705-8400
<b>Other</b>	989-731-6062
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	1
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Livingston Twp.
<b>List boards, commissions,</b>	Board Member-Otsego Memorial Hospital

<p><b>committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county</b></p>	<p>Foundation. Current President-American Institute of Architects-Upper Great Lakes Chapter. Member-Otsego County Communities for a Lifetime Committee. Past President-Gaylord Area Council for the Arts. Former Member-City of Farmington, Michigan Planning Commission.</p>
<p><b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b></p>	<p>Professionally Licensed Architect since 1989. Licensed to practice architecture in MI, IN, OH, NY. Bachelor of Science in Architecture-1986. Bachelor of Architecture (Professional Degree)-1988. Current-Senior Project Manager at Sidock Architects.</p>
<p><b>I have worked for Otsego County before</b></p>	<p>No</p>
<p><b>I am aware of potential conflicts of interest</b></p>	<p>No</p>
<p><b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b></p>	<p>Architecture and Planning background and professional practice; working knowledge of current construction codes and local ordinances.</p>
<p align="center"><b>Otsego County Building 225 W Main Gaylord, MI 49735 989-731-7520 - Phone</b></p>	

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**Susan Premo**

**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

**Date Submitted** 12 / 10 / 2013

**To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.** Reappointment to the Otsego County Construction Board of Appeals

**Name** Carl (Butch) Mankowski

**Address** 2266 Old 27 North

**City** Gaylord

**State** MI

**Zip** 49735

**Phone** 989-732-1972

**Other** 989-350-6073

**Date available for appointment** 12 / 31 / 2013

**County Commission District** #2

**I am a registered voter in Otsego County** Yes

**If yes, which township, city or village?** Livingston Twp.

**List boards, commissions,** Current board member-Otsego Co.

**committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county** Construction Board of Appeals Volunteer Ambulance Corp. - 1970s-80s Otsego County Ambulance Board of Directors-President 1985 Knights of Columbus, Gaylord Eagles, VFW Gaylord Post MI Plumbing, Heating, Cooling Assoc. North Central Home Builders Assoc.

**List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained** 45 years in construction industry Licensed Master Plumber 38+ yrs. V.P. Elec. & Plumbing firm, Supervision and hands on - experience. H.S. graduate, many trade schools- construction related. Alpena Community College Annual code update classes.

**I have worked for Otsego County before** No

**I am aware of potential conflicts of interest** No

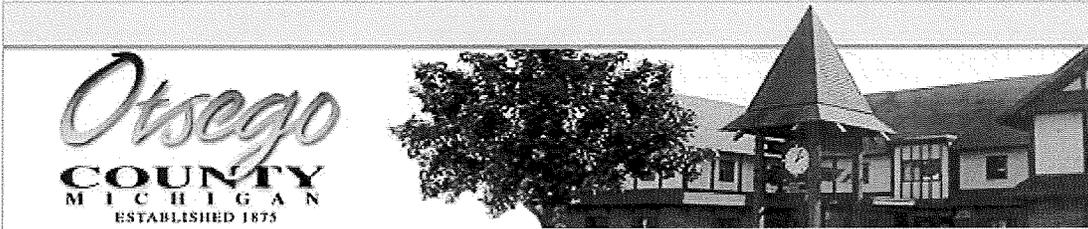
**Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek** Daily contact with the construction industry. Continual updates on new code revisions, what is right and proper. Constant contact with Otsego County Building Dept. & Inspectors.

Otsego County Building 225 W Main Gaylord, MI 49735 989-731-7520 - Phone

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**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Wednesday, December 11, 2013 10:35 AM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

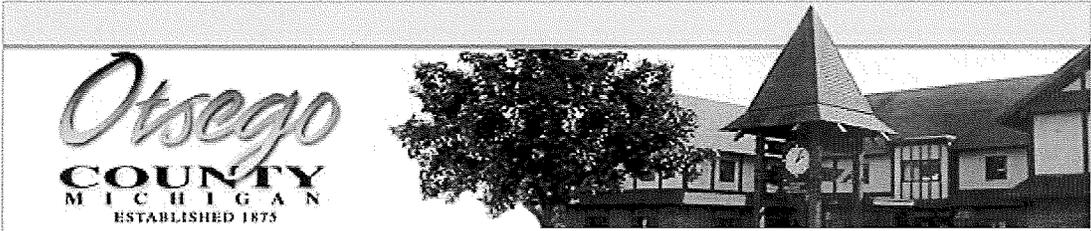
<b>Date Submitted</b>	12 / 11 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Otsego County Construction Board of Appeals
<b>Name</b>	Bill Touroo
<b>Address</b>	2500 Hickorywood Drive
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	989-390-0192
<b>Other</b>	989-858-1375 or 732-3604
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	07
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Bagley Twp.
<b>List boards, commissions,</b>	Currently serve on the Otsego County Board of

<b>committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county</b>	Appeals-Mechanical.
<b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b>	Educational level-High School diploma. Owned and operated Gaylord Plumbing & Heating for 21 years; Licensed Master Plumber #07791; Licensed Mechanical Contractor #71-03468; Licensed Boiler Installer #313247B; State Certified Backflow Tester #90-227; Currently employed with Listvan, Inc. as Installation Manager.
<b>I have worked for Otsego County before</b>	No
<b>I am aware of potential conflicts of interest</b>	No
<b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b>	Licensed Master Plumber #07791; Licensed Mechanical Contractor #71-03468; Licensed Boiler Installer #313247B; State Certified Backflow Tester #90-227.
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**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Thursday, December 12, 2013 1:14 PM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

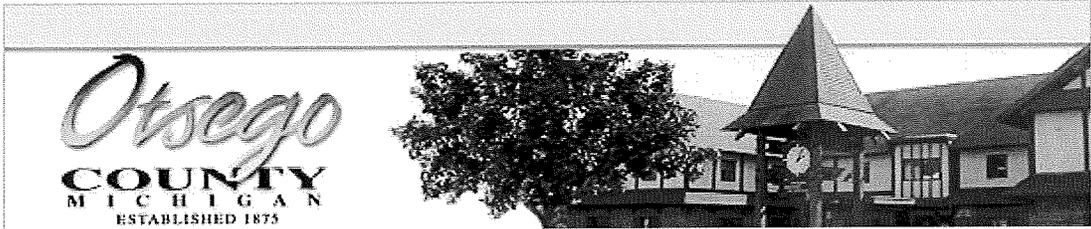
<b>Date Submitted</b>	12 / 12 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Otsego County Parks & Recreation Board
<b>Name</b>	Tom Johnson
<b>Address</b>	10141 Geronimo's Trail
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	231-585-6179 or 989-614-1298
<b>Other</b>	email: <a href="mailto:g.tom.johnson13@gmail.com">g.tom.johnson13@gmail.com</a>
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	VIII
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Hayes Twp.
<b>List boards, commissions,</b>	Otsego County Parks & Recreation Board

<p><b>committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county</b></p>	<p>member.</p>
<p><b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b></p>	<p>Eastern Michigan University graduate/degree in Physical Education &amp; Health. Retired school teacher from Gaylord School District.</p>
<p><b>I have worked for Otsego County before</b></p>	<p>No</p>
<p><b>I am aware of potential conflicts of interest</b></p>	<p>No</p>
<p><b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b></p>	<p>Physical Education &amp; Health degree. Current Parks &amp; Recreation board member.</p>
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**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Friday, November 22, 2013 10:43 AM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

<b>Date Submitted</b>	11 / 22 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to Otsego County Zoning Board of Appeals
<b>Name</b>	Christa M. Bono
<b>Address</b>	1712 Baden Strasse
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	989-732-8474
<b>Other</b>	989-732-3340 wk.
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	09
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Livingston Township
<b>List boards, commissions,</b>	Board Member: Otsego County Soning Board

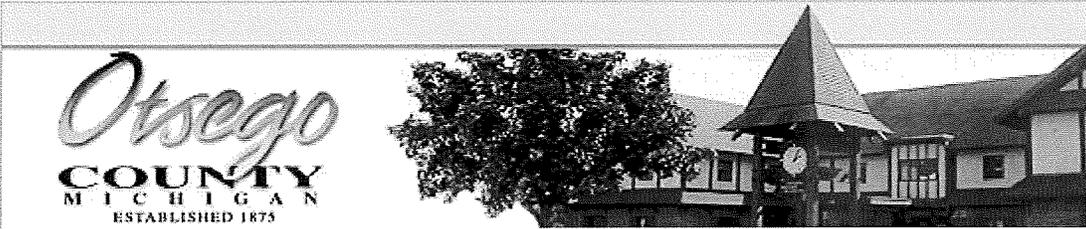
<p><b>committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county</b></p>	<p>of Appeals. Gaylord/Otsego Chamber of Commerce.</p>
<p><b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b></p>	<p>BA in Biology-Kalamazoo College 1980. Borgess Medical Center 1980-1990; ran Osteoporosis Testing Center, Organ Donation &amp; Transplant Team. Gerta's Draperies: Owner 1990 to present.</p>
<p><b>I have worked for Otsego County before</b></p>	<p>No</p>
<p><b>I am aware of potential conflicts of interest</b></p>	<p>No</p>
<p><b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b></p>	<p>Current Board Member on the Otsego County Zoning Board of Appeals.</p>
<p><b>Otsego County Building 225 W Main Gaylord, MI 49735 989-731-7520 - Phone</b></p>	

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**Susan Premo**

**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Monday, November 25, 2013 3:54 PM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

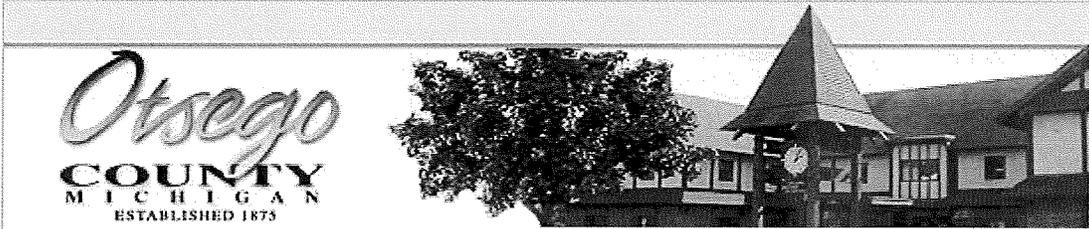
<b>Date Submitted</b>	11 / 25 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Otsego County Planning Commission
<b>Name</b>	Willard L. Brown
<b>Address</b>	764 Meridian Line Road
<b>City</b>	Johannesburg
<b>State</b>	MI
<b>Zip</b>	49751
<b>Phone</b>	989-786-2677
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	IV
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Charlton Township
<b>List boards, commissions, committees or community service organizations that you</b>	Currently serving on the Planning Commission and Charlton Township Board of Review. I recently finished up heading up the committee

<b>are currently serving or have served upon, offices held and in what municipality or county</b>	that established the Johannesburg Veterans Memorial. In the past I served as Charlton Township Supervisor and Assessor. Also served on Johannesburg/Lewiston School Board and years ago on various committees/commissions for Otsego County.
<b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b>	I was a manager at Standard Products for most of my 39 years there. Accounting Degree with many additional certificates in engineering, quality and leadership.
<b>I have worked for Otsego County before</b>	Yes
<b>If yes, please list dates and name(s) of departments</b>	Several years ago on Planning & Zoning.
<b>I am aware of potential conflicts of interest</b>	No
<b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b>	I was a manager at Standard Products for most of my 39 years there. Accounting Degree with many additional certificates in engineering, quality and leadership.
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**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Tuesday, December 03, 2013 9:39 AM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

<b>Date Submitted</b>	12 / 03 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Otsego County Planning Commission
<b>Name</b>	Gary A. Hendershot
<b>Address</b>	10217 Players View
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	231-585-7155
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	Hayes Township
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Hayes Township
<b>List boards, commissions, committees or community service organizations that you</b>	Currently serving on the Otsego County Planning Commission. Currently serving as liaison to the Oil & Gas Industry as it affects

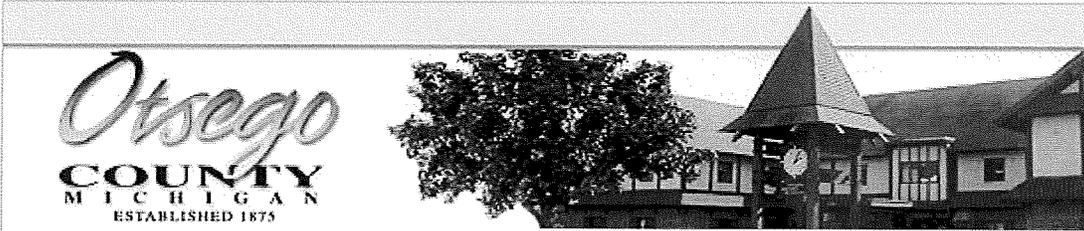
<p><b>are currently serving or have served upon, offices held and in what municipality or county</b></p>	<p>our Home Owners Association. Volunteer with the United Way "Caramel Apple" event as well as volunteering with RSVP. I have served as President of the "WVPOA", and as Chairman of the Lake Comm. &amp; Special Events over the past 7-8 years. Volunteer &amp; work with the Gaylord Chamber of Commerce/Tourism Bureau. Also work with the Gaylord Area Snowmobile Council, i.e. updating the yearly maps and work at obtaining trail leases and interfacing with the DNR, etc.</p>
<p><b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b></p>	<p>Retired from GM as an Engineering Design Manager with the Truck Group. Was responsible for the design, managing, and release of programs with budgeting/manpower requirements to support 62 designers with 6 Supervisors, as well as the necessary support staff, i.e. Secretary, and 2 clerks.</p>
<p><b>I have worked for Otsego County before</b></p>	<p>Yes</p>
<p><b>If yes, please list dates and name(s) of departments</b></p>	<p>Currently, as a representative on the Otsego County Planning Commission-Hayes Twp.</p>
<p><b>I am aware of potential conflicts of interest</b></p>	<p>No</p>
<p><b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b></p>	<p>Specific training relative to County planning, I lack. I do have experience in working with our Home Owners Board of the WVPOA and residents regarding the building of homes, use restrictions and property usage for the development of the Association.</p>
<p align="center"><b>Otsego County Building 225 W Main Gaylord, MI 49735 989-731-7520 - Phone</b></p>	

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**Susan Premo**

**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Thursday, November 21, 2013 9:51 AM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



**Application For Appointment to Committees, Boards and Commissions**

**Submitted Information**

<b>Date Submitted</b>	11 / 21 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Otsego County Planning Commission
<b>Name</b>	Randy Stults
<b>Address</b>	1145 North Shore Drive
<b>City</b>	Gaylord
<b>State</b>	MI
<b>Zip</b>	49735
<b>Phone</b>	989-732-8372
<b>Other</b>	989-370-5060
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	5
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Otsego Lake Township
<b>List boards, commissions,</b>	Current board member of the Otsego County

<p><b>committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county</b></p>	<p>Planning Commission - Chairperson. Otsego Lake Township Planning Commission- Past Chairperson, Past Secretary. Gaylord Intergovernmental Planning Committee - Past Member. Planning Commission Representative on the ZBA for Otsego County-Past. Planning Commission Representative on the Parks &amp; Recreation Board for Otsego County.</p>
<p><b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b></p>	<p>Over 35+ years experience in the insurance business including a background in Underwriting Marketing, Sales, and Management. I have completed many insurance and management programs. I have attended many planning and zoning seminars.</p>
<p><b>I have worked for Otsego County before</b></p>	<p>No</p>
<p><b>I am aware of potential conflicts of interest</b></p>	<p>No</p>
<p><b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b></p>	<p>Current member of the Otsego County Planning Commission-Secretary (past chairperson). Current member of the Otsego County ZBA as PC Rep. until 12/31/2013.</p>
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**TERM EXPIRES ON:  
12/31/2016**

**Susan Premo**

**From:** Otsego County <news@otsegocountymi.gov>  
**Sent:** Wednesday, December 11, 2013 10:23 AM  
**To:** Susan Premo; John M. Burt  
**Subject:** Application For Appointment to Committees, Boards and Commissions



## Application For Appointment to Committees, Boards and Commissions

### Submitted Information

<b>Date Submitted</b>	12 / 11 / 2013
<b>To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.</b>	Reappointment to the Otsego County Zoning Board of Appeals
<b>Name</b>	Michael A. McCarthy
<b>Address</b>	10337 Birchview
<b>City</b>	Johannesburg
<b>State</b>	MI
<b>Zip</b>	49751
<b>Phone</b>	989-939-8825
<b>Other</b>	email: <a href="mailto:mike.mccarthy@motion-ind.com">mike.mccarthy@motion-ind.com</a>
<b>Date available for appointment</b>	12 / 31 / 2013
<b>County Commission District</b>	04
<b>I am a registered voter in Otsego County</b>	Yes
<b>If yes, which township, city or village?</b>	Charlton Twp.
<b>List boards, commissions,</b>	Current Board Member: Otsego County Zoning

<p><b>committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county</b></p>	<p>Board of Appeals. Current Trustee for Charlton Twp. Currently serve of the Otsego County Recycling Committee; Citizens Jail Committee.</p>
<p><b>List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained</b></p>	<p>I began my career with Motion Industries, a leader in the distribution of bearings and power transmission equipment in 1981. I was a branch manager for twenty years; currently I serve as an account manager for all of Northern Michigan. I attended MCCC, studying business management.</p>
<p><b>I have worked for Otsego County before</b></p>	<p>No</p>
<p><b>I am aware of potential conflicts of interest</b></p>	<p>No</p>
<p><b>Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek</b></p>	<p>Current board member on the Otsego County Zoning Board of Appeals. 28 years experience in the business climate. Ability to work well with employees, upper management and customers alike.</p>
<p align="center"><b>Otsego County Building 225 W Main Gaylord, MI 49735 989-731-7520 - Phone</b></p>	

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E Three, Inc.  
12719 West Bay Shore Drive  
Traverse City, MI 49684  
www.e3inc.us

## **PROPOSAL FOR PROFESSIONAL SERVICES**

### **THERMAL ENVELOPE – INSPECTION & CORRECTION**

Date: December 10, 2013

To the Client: Otsego County  
225 W Main Street  
Gaylord, Michigan 49735  
(v) 989- 731-7520

Offered by: E Three, Inc. (E3)  
12719 West Bay Shore Drive, Suite 10  
Traverse City, MI 49684  
(v) 855-338-4733

The Project is: 225 W Main Street – The County Building – Attic Insulation Correction

We are pleased to offer our proposal for professional services to inspect and correct the attic insulation at the County's 225 W Main Street Building.

#### **THE PROBLEM:**

Thermal imaging and inspection of the building exterior revealed that much of the building is not performing well thermally. Inspection of the attic revealed several areas where the insulation had fallen into the building leaving large “holes” in the building thermal envelope. These areas are wherever drywall was not installed on the bottom of the roof trusses. The attic insulation consists of a layer of kraft-faced fiberglass batt insulation, presumed original to the building, and a fair-amount of blown cellulose that was added in the last few years. The additional weight of the cellulose insulation has caused tearing of the kraft-faced batt insulation. There are some areas where visquene sheet was installed but not adequately attached to the trusses.

#### **DIAGNOSING THE PROBLEM:**

E3 has inspected the building from inside out using both visual and thermal imaging during the late winter and mid-fall months. Our team met with Facilities Maintenance and explored the building together on 3 separate site visits. Joe Switalski, Director of Maintenance were part of our exploration and discovery on each of these visits. E3 performed thermal imaging from the outside and inside of the building to “see” where the building was losing heat. These images provide us a clear understanding of where the building is losing energy. A complete inspection of the building envelope was completed with our insulator present. Our investigation on these visits was very telling prompting us to create a plan of action based on the gathered data.



E Three, Inc.  
 12719 West Bay Shore Drive  
 Traverse City, Michigan  
 www.e3inc.us

Kirtland Community College  
 Instructional Building Insulation  
 Roscommon, Michigan

**PLAN OF ACTION / SCOPE OF WORK:**

**Attic Space without Drywall Ceiling Below:** Work on the 2-story building will be performed to correct insulation deficiencies and restore a well insulated / sealed thermal envelope in the attic as follows.

- 1) Remove blown cellulose insulation (re-install in step 5).
  - 2) Remove batt insulation (re-install in step 4).
  - 3) Install reinforced visquene membrane and staple securely in-place.
  - 4) Re-install batt insulation over visquene membrane.
  - 5) Re-install blown cellulose insulation mixing-in with some new cellulose.
- Total R-value will be over 50 when complete.
  - **Clean all areas** affected by the Work. Vacuum and remove leaving rooms and spaces in clean and in good condition.

**CLOSEOUT:** Provide a detailed report of the work performed for the Client's records. Assist the Client in applying for any available rebates from their utility provider.

**WARRANTY:** 1-year warranty on materials and labor.

**CONTINUED SERVICE:** Review utility usage and degree day data with the Client every 3 months for a period of 1 year.

**TERMS:** 50% down, balance upon completion.

**COST:** \$24,300.00...Twenty Four Thousand Three Hundred Dollars.

This proposal is open for acceptance for a period of 15 days from the date first written above.

**OFFERED BY**

**ACCEPTED BY**

John Richards, PE

John Burt, Administrator



## OTSEGO COUNTY BUDGET AMENDMENT

### FUND/DEPARTMENT: Contingency/Courthouse Restoration

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 Courthouse Insulation Repair

Account Number	Decrease	Increase
497-030-400.001 Budgeted Use of Fund Balance	\$	\$12,150
497-050-699.030 Transfer In	\$	\$12,150
-                    -	\$	\$
-                    -	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

#### EXPENDITURE

Account Number	Increase	Decrease
101-941-999.990 Contingency	\$	\$12,150
101-941-999.000 Transfer Out	\$12,150	\$
497-901-970.300 Property-Buildings	\$24,300	\$
-                    -	\$	\$
-                    -	\$	\$
-                    -	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

<b>Finance Department</b>
Entered:
By:

\_\_\_\_\_  
Board Approval Date (if necessary)

\_\_\_\_\_  
Budget Adjustment #

\_\_\_\_\_  
Posting Number



## OTSEGO COUNTY BUDGET AMENDMENT

### FUND/DEPARTMENT: Animal Control

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

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

#### REVENUE Funds to come from Animal Control Fund Balance

Account Number	Decrease	Increase
-                    -	\$	\$
-                    -	\$	\$
-                    -	\$	\$
-                    -	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

#### EXPENDITURE

Account Number	Increase	Decrease
212-941-999.990 Contribution to Fund Balance	\$	\$10,000
212-430-801.020 Professional	\$500	\$
212-430-930.100 Insurance and Bonds	\$2,500	\$
212-430-930.471 Medical	\$3,500	\$
212-430-930.980 Sterilization	\$3,500	\$
-                    -	\$	\$
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**Finance Department**

Entered:

By:

\_\_\_\_\_  
Board Approval Date (if necessary)

\_\_\_\_\_  
Budget Adjustment #

\_\_\_\_\_  
Posting Number



## OTSEGO COUNTY BUDGET AMENDMENT

### FUND/DEPARTMENT: Contingency/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    Info Center Renovation

Account Number	Decrease	Increase
499-050-699.030 Transfer In	\$	\$17,000
-                    -	\$	\$
-                    -	\$	\$
-                    -	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

#### EXPENDITURE

Account Number	Increase	Decrease
101-941-999.990 Contingency	\$	\$17,000
101-969-999.000 Transfer to Capital Projects Fund	\$17,000	\$
499-901-970.300 Property Improvements	\$17,000	\$
-                    -	\$	\$
-                    -	\$	\$
-                    -	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Finance Department
Entered:
By:

\_\_\_\_\_  
Board Approval Date (if necessary)

\_\_\_\_\_  
Budget Adjustment #

\_\_\_\_\_  
Posting Number

# Defined Benefit Adoption Agreement

(For the MERS Defined Benefit Plan)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersolmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Otsego Co Municipality #: 6902

If new to MERS, please provide your municipality's fiscal year: \_\_\_\_\_ through \_\_\_\_\_.  
Month Month

## II. Effective Date

Check one:

A.  If this is the initial Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_.

Link this new division to division number \_\_\_\_\_ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

Service credit rendered prior to the initial MERS effective date by each eligible employee shall be credited as provided as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

B.  If this is an amendment of an existing Adoption Agreement (division number 14), the effective date shall be the first day of January, 2014. Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C.  If this is a temporary benefit that lasts 2-6 months, the effective dates of this temporary benefit are from \_\_\_/01/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ for division number \_\_\_\_\_. Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D.  If this is to separate employees from an existing division (existing division number(s) \_\_\_\_\_) into a new division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_.

## Defined Benefit Adoption Agreement (For the MERS Defined Benefit Plan)

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### III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group of employees are eligible to participate: 46th Trial Court

Only retirees will be in this division.

**These employees are (check one or both):**

- In a collective bargaining unit (attach cover page, retirement section, signature page)  
 Subject to the same personnel policy

**To receive one month of service credit (check one):**

- An employee shall work 10 \_\_\_\_\_ hour days.  
 An employee shall work \_\_\_\_\_ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be \_\_\_\_\_ months.
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be \_\_\_\_\_ months.

### IV. Provisions

Valuation Date: \_\_\_\_\_, 20\_\_\_\_

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

# Defined Benefit Adoption Agreement (For the MERS Defined Benefit Plan)

3. Benefit Multiplier (1%-2.5%, Increments of 0.05%) \_\_\_\_\_ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

Termination Final Average Compensation (calculated over the members entire wage history)

Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

4. Final Average Compensation (Min 3 yr, Increments of 1 yr) \_\_\_\_\_ years

5. Vesting (5 -10 yrs, increments of 1 yr) \_\_\_\_\_ years

6. Required employee contribution (Max 10%, Increments of 0.1%) 0.00 %

7. Compensation, for retirement purposes, is defined as base wages and all of the following. Check applicable boxes to **exclude** these types from your MERS reported wages:

Longevity pay

Overtime pay

Shift differentials

Pay for periods of absence from work by reason of vacation, holiday, and sickness

Workers' compensation weekly benefits (if reported and are higher than regular earnings)

A member's pre-tax contributions to a plan established under Section 125 of the IRC

Transcript fees paid to a court reporter

A taxable car allowance

Short term or long term disability payments

Payments for achievement of established annual (or similar period) performance goals

Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications

Lump sum payments attributable to the member's personal service rendered during the FAC period

Other: \_\_\_\_\_

Other 2: \_\_\_\_\_

# Defined Benefit Adoption Agreement (For the MERS Defined Benefit Plan)

## 8. Early Normal Retirement

- Age 50 with 25 years of service       Age 50 with 30 years of service  
 Age 55 with 15 years of service       Age 55 with 20 years of service  
 Age 55 with 25 years of service       Age 55 with 30 years of service  
 Any age with 20-30 yrs (in 1 yr increments) \_\_\_ years of service  
 \_\_\_\_\_

## 9. Other

- Surviving Spouse benefit – receive RS \_\_\_\_\_% of Straight Life benefit  
 Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)  
 DROP + with \_\_\_\_\_%

## 10. Cost-of-Living Adjustment

<input type="checkbox"/> All <b>current</b> retirees as of effective date <input type="checkbox"/> Retirees who retire <b>between</b> _____/01/_____ and _____/01/_____ <i>(one time increase only)</i>	<input type="checkbox"/> <b>Future</b> retirees who retire after effective date
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

## V. Appointing MERS As The Plan Administrator

The Employer hereby agrees to the provisions of the MERS Plan Document and this Defined Benefit Adoption Agreement, and appoints MERS as the Plan Administrator. The Employer also agrees that in the event any conflict between the MERS Plan Document and the MERS Defined Benefit Plan exists, the provisions of the Plan Document control.

## Defined Benefit Adoption Agreement (For the MERS Defined Benefit Plan)

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### VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

### VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction.
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 45A(3), and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

# Defined Benefit Adoption Agreement (For the MERS Defined Benefit Plan)

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## VIII. Execution

### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by \_\_\_\_\_  
on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. (Name of Approving Employer)

Authorized signature: \_\_\_\_\_

Title: Court Administrator

Witness signature: \_\_\_\_\_

### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

12/03/2013

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
DECEMBER 3, 2013 WARRANT

Check #	Check Date	Payee	Description	GL #	Amount
1234(E)	12/03/2013	MEDTIPSTER, LLC	RX 11/1/2013 - 11/15/2013	647-851-704.120	15,172.07
49761	12/03/2013	ALPINE TITLE & ESCROW	OVERPAYMENT 041-034-300-065-00	516-030-694.000	15.00
49762	12/03/2013	ANN CARLU	07-180-DL SAVANNAH LAPORTE - REFUND OF 292-030-676.010		1,000.00
49763	12/03/2013	AUTO OWNERS INSURANCE CO.	RESTITUTION CLAIM#82-4263-08	701-000-271.000	100.00
49764	12/03/2013	BERNIE LAPOINTE	RESTITUTION 10-4246	701-000-271.000	42.00
49765	12/03/2013	BRENT & TAMMY GABRIEL	13-71-NA N. FERRANTI PLACEMENT 10/18 TO 292-662-930.700		267.67
49766	12/03/2013	BRUCE TILLINGER	CONTRACTED PLMB/MECH INSPECTOR	249-371-801.027	1,185.00
49767	12/03/2013	CATHERINE ISBELL	10-84-DL N. FUHST TRANSPORT ON 11/19/13	101-134-930.500	81.45
49767	12/03/2013	CATHERINE ISBELL	10-84-DL N. FUHST TRANSPORT ON 11/19/13	101-134-940.010	20.00
49767	12/03/2013	CATHERINE ISBELL	13-76-DL KEMPTON TRANSPORTS ON 10/31/13	292-662-930.500	158.20
49767	12/03/2013	CATHERINE ISBELL	13-76-DL KEMPTON TRANSPORTS ON 10/31/13	292-662-930.830	58.00
					317.65

49768	12/03/2013	CHARLES BERLIN	11/21 PER DIEM AND TRAVEL REIMBURSEME  233-691-703.040	40.00
49768	12/03/2013	CHARLES BERLIN	11/21 PER DIEM AND TRAVEL REIMBURSEME  233-691-930.500	2.85
				<u>42.85</u>
49769	12/03/2013	CHASE CREDIT CARD SERVICES	RESTITUTION 12-94656 701-000-271.000	500.00
49770	12/03/2013	CYGNET COUNSELING	13-50-DL S. KITCHEN COUNSELING - OCTOBER 292-662-940.010	240.00
49771	12/03/2013	DANIEL AND CHRISTI PRATT	13-71-NA K. FERRANTI PLACEMENT 10/18 TO 292-662-930.700	323.23
49772	12/03/2013	DELTA DENTAL OF MICHIGAN	RIS0000424971 DECEMBER DENTAL 647-851-704.110	6,172.89
49773	12/03/2013	DELTA DENTAL OF MICHIGAN	MI001160001 DECEMBER 2013 COURT DENT/ 101-131-704.110	852.84
49773	12/03/2013	DELTA DENTAL OF MICHIGAN	MI001160001 DECEMBER 2013 COURT DENT/ 101-136-704.110	80.13
49773	12/03/2013	DELTA DENTAL OF MICHIGAN	MI001160001 DECEMBER 2013 COURT DENT/ 101-148-704.110	101.57
49773	12/03/2013	DELTA DENTAL OF MICHIGAN	MI001160001 DECEMBER 2013 COURT DENT/ 215-141-704.110	500.57
49773	12/03/2013	DELTA DENTAL OF MICHIGAN	MI001160001 DECEMBER 2013 COURT DENT/ 292-662-704.110	82.36
49773	12/03/2013	DELTA DENTAL OF MICHIGAN	MI001160001 DECEMBER 2013 COURT DENT/ 704-000-231.261	404.36
				<u>2,021.83</u>
49774	12/03/2013	DENISE SOCIA	RESTITUTION 08-3862 701-000-271.000	20.00
49775	12/03/2013	EREMAL L. REPP	CONTRACTED ELECTRICAL INSPECTOR 249-371-801.026	1,480.00
49776	12/03/2013	FARM BUREAU INSURANCE	RESTITUTION 00-2509 701-000-271.000	120.00

49777	12/03/2013	FRONTIER	CENTER PHONE BILL	208-752-930.210	58.04
49777	12/03/2013	FRONTIER	ACCT# 231-189-0447-031698-5	261-427-930.210	430.81
					<u>488.85</u>
49778	12/03/2013	GASLIGHT MEDIA	VIRTUAL SERVER-NOV 2013	101-228-801.020	50.00
49779	12/03/2013	GREAT LAKES ENERGY	GROEN ELECTRIC BILL	209-751-930.620	92.27
49780	12/03/2013	GREG & KIMBERLY ROSS	RESTITUTION 02-2783	701-000-271.000	75.00
49781	12/03/2013	HOME DEPOT # 2759	RESTITUTION 08-3947	701-000-271.000	50.00
49782	12/03/2013	JIM WERNIG INC	OIL CHANGE & TIRE ROTATION FOR LAND USE	249-371-940.010	48.15
49783	12/03/2013	JNJ ALPINE AUTOWASH LLC	LAND USE TRUCK/ CAR WASH/ INV#1789	249-371-940.010	10.80
49784	12/03/2013	JOHN BOTT	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
49785	12/03/2013	JOHN LAFAVE	11/21 PER DIEM & TRAVEL REIMBURSEMENT,	233-691-703.040	40.00
49785	12/03/2013	JOHN LAFAVE	11/21 PER DIEM & TRAVEL REIMBURSEMENT,	233-691-930.500	6.00
					<u>46.00</u>
49786	12/03/2013	JOSEPH SEIFERT	CONTRACTED ELECTRICAL INSPECTOR	249-371-801.026	400.00

49787	12/03/2013	JOSEPH WAMBOLD	11/21 PER DIEM AND TRAVEL REIMBURSEME	233-691-703.040	40.00
49788	12/03/2013	KAYCEE LAVALLE	13-71-NA A. FERRANTI PLACEMENT 10/18/13	292-662-930.700	267.67
49789	12/03/2013	KEVAN D FLORY	CONTRACTED BUILDING/ZONING INSPECTOR	101-721-801.020	40.00
49789	12/03/2013	KEVAN D FLORY	CONTRACTED BUILDING/ZONING INSPECTOR	249-371-801.024	1,720.00
					<u>1,760.00</u>
49790	12/03/2013	KEYSER BUILDERS	UNUSED FEES ON PB12-0657/V13-20	249-260-451.011	20.00
49790	12/03/2013	KEYSER BUILDERS	UNUSED FEES ON PB12-0657/V13-20	249-260-451.012	80.00
					<u>100.00</u>
49791	12/03/2013	KIMBERLY BROWN	RESTITUTION 10-4246	701-000-271.000	7.00
49792	12/03/2013	MCNAMARA INSURANCE AGENCY	RESTITUTION 04-3073	701-000-271.000	12.50
49793	12/03/2013	MIDCOURSE CORRECTION	13-76-DL KEMPTON PLACEMENT 10-25 TO 10	292-662-930.810	770.00
49794	12/03/2013	NEWKIRK ELECTRC ASSOCIATES INC	REFUND OF CANCELLED PERMIT/PE13-189/V:	249-260-451.040	40.00
49794	12/03/2013	NEWKIRK ELECTRC ASSOCIATES INC	REFUND OF CANCELLED PERMIT/PE13-189/V:	249-260-451.041	66.00
					<u>106.00</u>
49795	12/03/2013	NISA CURTIS-QUICK	13-71-NA J.FERRANTI PLACEMENT 10/18 TO 1	292-662-930.700	537.60

49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-101-704.400	82.03
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-101-726.000	8.99
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-131-726.000	3.52
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-267-801.020	10.00
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-301-704.400	540.82
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-301-726.000	71.99
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		212-430-726.050	149.22
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		226-528-940.010	4,999.71
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		261-901-970.435	296.46
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		292-662-726.000	101.74
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		637-265-726.050	436.08
49796	12/03/2013	NORTHWESTERN BANK-CARDMEMBEI ...7318		645-172-930.500	22.63
					<u>6,723.19</u>
49797	12/03/2013	OMS COMPLIANCE SERVICES INC	72396 PRE EMPLOYMENT DRUG TESTING	101-301-726.000	75.75
49797	12/03/2013	OMS COMPLIANCE SERVICES INC	72467 72451 PREEMPLOYMENT AND RANDO	588-699-940.010	159.00
					<u>234.75</u>
49798	12/03/2013	OTSEGO COUNTY BUS SYSTEM	OCTOBER 2013 ALTERNATIVE EDUCATION BU	292-662-930.500	192.50
49799	12/03/2013	OTSEGO COUNTY TREAS	POSTAGE DUE NOTICES	516-253-930.450	5.15
49800	12/03/2013	PROGRESSIVE INSURANCE COMPANY	RESTITUTION 04-3045	701-000-271.000	100.00
49801	12/03/2013	REDWOOD TOXICOLOGY LABORATOR'	OCTOBER 2013 JUVENILE DRUG TESTING	292-662-801.030	279.65
49802	12/03/2013	RICHARD CILWA	RESTITUTION 12-4496	701-000-271.000	25.00

49803	12/03/2013	ROBERT HARMER	RESTITUTION 10-4246	701-000-271.000	51.00
49804	12/03/2013	ROBERT PAUL BRADLEY	NOVEMBER 2013 WEEKEND DRUG TESTER: N	101-133-940.010	280.00
49805	12/03/2013	RODNEY REININGER	RESTITUTION 07-3848	701-000-271.000	20.00
49806	12/03/2013	SATELLITE TRACKING OF PEOPLE LLC	10-84 FUHST & 12-51 STEIGER OCTOBER 2013	292-662-940.010	180.50
49807	12/03/2013	SHERRY FORBES	DECEMBER 2013 COURT CLEANING FEES	101-131-726.025	150.00
49807	12/03/2013	SHERRY FORBES	DECEMBER 2013 FOC CLEANING FEE	215-141-726.025	150.00
					<u>300.00</u>
49808	12/03/2013	STEVE RIOZZI	11/21 HOUSING PER DIEM	233-691-703.040	40.00
49809	12/03/2013	STEVEN AND SHANNON MENCH	06-178-NA N. SMITH PLACEMENT 10/1/13 TO	292-662-930.700	689.44
49810	12/03/2013	TONYA KLEE-JURCZYK	RESTITUTION 08-3870	701-000-271.000	30.00
49811	12/03/2013	WAL-MART STORES ASSET PROTECTIO	RESTITUTION 02-2728	701-000-271.000	25.00
49812	12/03/2013	WAYNE ISBELL	10-84-DL N.FUHST TRANSPORT ON 11/19/13	101-134-940.010	20.00
49812	12/03/2013	WAYNE ISBELL	13-76-DL KEMPTON TRANSPORTS ON 10/31/13	292-662-930.830	58.00
					<u>78.00</u>

49813 12/03/2013 WINN TELECOM

ACCT# 9897326108  
TOTAL OF 54 CHECKS

261-427-930.210

63.16  
43,499.37

Fund	Amount
------	--------

Total for fund 101 GENERAL FUND	2,769.09
Total for fund 208 PARKS AND RECREATION	58.04
Total for fund 209 GROEN NATURE PRESERVE	92.27
Total for fund 212 ANIMAL CONTROL	149.22
Total for fund 215 FRIEND OF THE COURT	650.57
Total for fund 226 RECYCLING FUND	4,999.71
Total for fund 233 HUD GRANT FUND	168.85
Total for fund 249 BUILDING INSPECTION FUN	5,049.95
Total for fund 261 911 SERVICE FUND	790.43
Total for fund 292 CHILD CARE FUND	5,206.56
Total for fund 516 DELINQUENT TAX REVOLVI	20.15
Total for fund 588 TRANSPORTATION FUND	159
Total for fund 637 BUILDING AND GROUNDS	436.08
Total for fund 645 ADMINISTRATIVE SERVICES	22.63
Total for fund 647 HEALTH CARE FUND	21,344.96
Total for fund 701 GENERAL AGENCY	1,177.50
Total for fund 704 PAYROLL IMPREST FUND	404.36
TOTAL - ALL FUNDS	43,499.37

12/10/2013

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
DECEMBER 10, 2013 WARRANT

Check #	Check Date	Payee	Description	GL #	Amount
47233	06/18/2013	CANDY WILLOBEE**VOID**	RESTITUTION	701-000-271.000	(5.80)
49746	11/26/2013	UNIVERSITY CENTER AT GAYLORD**V	CLASSROOM RENTAL	262-431-940.010-HSGP000000	(75.00)
49746	11/26/2013	UNIVERSITY CENTER AT GAYLORD**V	GED INTAKE FOR STARDEVANT J. #493	595-351-726.000	(50.00)
1235(E)	12/10/2013	MEDTIPSTER, LLC	50823306	647-851-704.120	6,912.45
1236(E)	12/10/2013	MUNICIPAL EMPLOYEES RETIREMENT	COUNTY RETIREMENT - NOVEMBER	704-000-231.700	50,168.32
1237(E)	12/10/2013	MUNICIPAL EMPLOYEES RETIREMENT	NOVEMBER 2013 COURT MERS	704-000-231.700	7,847.13
1238(E)	12/10/2013	MUNICIPAL EMPLOYEES RETIREMENT	NOVEMBER 2013 COURT MERS HYBRID	704-000-231.700	538.49
49814	12/10/2013	AMY BRADFIELD	13-006-DL S. SCHIEFEL PLACEMENT 10/1	292-662-930.700	1,378.88
49815	12/10/2013	ANN CHARBONEAU CHELSEA	REST PMT BY ADAM FINNERTY 13-2980C	701-000-271.130	10.00
49816	12/10/2013	ASHELY KLEPADELO	REST PMT BY BARBARA KUZNICKI 13-298	701-000-271.130	45.00
49817	12/10/2013	BRADLEY J. BUTCHER	REST PMT BY CONNIE JOSEPH 05-16547-	701-000-271.130	100.00
49818	12/10/2013	BRUCE SCOTT	11/15/2013 HO-0812-121006 INITIAL W	233-690-940.010	200.00

49819	12/10/2013	BUTCH FLEMING	PER DIEM, TRAVEL NOVEMBER	208-752-703.040	40.00
49819	12/10/2013	BUTCH FLEMING	PER DIEM, TRAVEL NOVEMBER	208-752-930.500	10.00
					----- 50.00
49820	12/10/2013	CATHERINE ISBELL	13-76-DL KEMPTON TRANSPORT ON 11/	101-134-930.500	59.33
49820	12/10/2013	CATHERINE ISBELL	13-76-DL KEMPTON TRANSPORT ON 11/	101-134-940.010	16.00
49820	12/10/2013	CATHERINE ISBELL	10-84-DL FUHST TRANSPORT ON 11/19/	292-662-930.500	50.85
49820	12/10/2013	CATHERINE ISBELL	10-84-DL FUHST TRANSPORT ON 11/19/	292-662-930.830	18.00
					----- 144.18
49821	12/10/2013	CENTRAL LAKE ARMOR EXPRESS INC	BULLETPROOF VESTS HSGP	262-431-940.010-HSGP000000	5,844.00
49822	12/10/2013	CHRIS DECKROW	RESTITUTION 04-3076	701-000-271.000	205.16
49823	12/10/2013	CITY OF GAYLORD	WATER BILLS	208-752-920.200	80.37
49824	12/10/2013	CONSUMERS ENERGY	206787365828 CENTER ELECTRIC BILL	208-752-930.620	420.89
49825	12/10/2013	CUMMINS BRIDGEWAY	REST PMT BY HANS HEIM 07-19960-FY-3	701-000-271.130	300.00
49826	12/10/2013	CYNTHIA GRANT FORNIER	RESTITUTION PAYMENT BY KEVIN STOCK	701-000-271.130	1,000.00
49827	12/10/2013	DAVE BARAGREY	PER DIEM, TRAVEL NOVEMBER MEETING	208-752-703.040	40.00
49827	12/10/2013	DAVE BARAGREY	PER DIEM, TRAVEL NOVEMBER MEETING	208-752-930.500	2.00
					-----

				42.00
49828	12/10/2013	DAVID B PARSELL	13-40-DL PEAVY TRANSPORT ON 12/01/ 101-134-930.500	51.42
49828	12/10/2013	DAVID B PARSELL	13-40-DL PEAVY TRANSPORT ON 12/01/ 101-134-940.010	12.00
49828	12/10/2013	DAVID B PARSELL	13-40-DL PEAVY TRANSPORT ON 12/01/ 292-662-930.830	4.00
				<u>67.42</u>
49829	12/10/2013	DE LAGE LANDEN PUBLIC FINANCE	NOVEMBER 2013 COURT COPIER LEASE 101-131-920.520	104.77
49829	12/10/2013	DE LAGE LANDEN PUBLIC FINANCE	NOVEMBER 2013 FOC COPIER LEASE PA 215-141-920.520	80.74
				<u>185.51</u>
49830	12/10/2013	DEPENDABLE CONCRETE	RESTITUTION 07-3745 701-000-271.000	32.00
49831	12/10/2013	DUNNS	COPIES, CALENDARS,TONER,FLASH DRIV 101-721-726.000	14.19
49831	12/10/2013	DUNNS	COPIES, CALENDARS,TONER,FLASH DRIV 249-371-726.000	123.74
				<u>137.93</u>
49832	12/10/2013	ELIZABETH PEARL SLIVINSKI	REST PMT BY TYLER ANNIS 13-27167-FY- 701-000-271.130	26.50
49833	12/10/2013	EREMAL L. REPP	CONTRACTED ELECTRICAL INSPECTOR 249-371-801.026	505.00
49834	12/10/2013	ETHEL EVEDIL FALK	REST PMT BY ANTHONY VANLOON 13-27167-FY- 701-000-271.130	60.00
49835	12/10/2013	FRONTIER	989-731-6448 & 989-705-2181 208-752-930.210	26.34
49835	12/10/2013	FRONTIER	989-731-6448 & 989-705-2181 209-751-930.210	49.40
49835	12/10/2013	FRONTIER	ACCT# 989-732-7858-011910-5 261-427-930.210	154.42
				<u>154.42</u>

				230.16
49836	12/10/2013	FRONTIER	989-732-5130-052208-5 NOVEMBER 20: 101-131-930.210	67.67
49837	12/10/2013	GAYLORD CITY TREASURER	211D NOVEMBER 2013 DISTRICT COURT 701-000-221.000	518.10
49838	12/10/2013	GAYLORD MACHINE & FABRICATION L 18262-134N REPAIRS TO LAWN MOWER	208-752-726.050	45.00
49839	12/10/2013	GINA CONRAD	GYPSY MOTH SUPPRESSION PROGRAM 241-621-801.020	920.00
49840	12/10/2013	HEALTH DEPT. OF NORTHWEST MI	CAMPGROUND INSPECTION FEE 208-752-726.000	160.00
49841	12/10/2013	HOWARD L SHIFMAN PC	INVOICE 12032 LEGAL THROUGH 11/30/ 260-270-801.020	483.00
49842	12/10/2013	JEANNETTE EDWARDS	COUNTY VETERAN BURIAL BENEFIT 101-681-930.960	300.00
49843	12/10/2013	JIM'S ALPINE AUTOMOTIVE	REST PMT BY JOSHUA STEAD 09-22246-5 701-000-271.130	22.25
49844	12/10/2013	JOHN HUGHES	REST PMT BY WILLIAM WELLS 13-29417 701-000-271.130	51.50
49845	12/10/2013	JOHNSON OIL COMPANY	REST PMT BY NICOMA CREAGER 04-1586 701-000-271.130	5.01
49846	12/10/2013	JOHNSON OIL COMPANY	MTT DECREASE IN TV 090-028-300-010-4 516-000-026.022	9,881.49

49847	12/10/2013	KEN AND KATHLEEN ARNDT	04-15-NA H. SMITH PLACEMENT 10/1/1: 292-662-930.700	638.29
49848	12/10/2013	KEVAN D FLORY	CONTRACTED BUILDING/ZONING INSPEC 101-721-801.020	40.00
49848	12/10/2013	KEVAN D FLORY	CONTRACTED BUILDING/ZONING INSPEC 249-371-801.024	835.00
				----- 875.00
49849	12/10/2013	KIRTLAND COMMUNITY COLLEGE	TO ZERO OUT LINE AS OF 11/30/13 214-806-940.010	2,289.25
49850	12/10/2013	KOHL'S CORPORATE LOSS PREVENTION	REST PMT BY CHRISTINA PARKER 13-298 701-000-271.130	158.00
49851	12/10/2013	LARRY'S LANDSCAPING	201329 WINTERIZE SPRINKLER SYSTEM / 208-752-726.050	200.00
49852	12/10/2013	MAGER CONSTRUCTION	REFUND UNUSED FEES/PB13-0624/V13- 249-260-451.011	10.00
49852	12/10/2013	MAGER CONSTRUCTION	REFUND UNUSED FEES/PB13-0624/V13- 249-260-451.012	40.00
				----- 50.00
49853	12/10/2013	MATTHEW GREEN	RESTITUTION 06-3581 701-000-271.000	50.00
49854	12/10/2013	MMTA	2 RENEWAL MEMBERSHIPS; 1 NEW MEM 101-253-930.600	150.00
49855	12/10/2013	NORTHERN CREDIT BUREAU	INVOICE #9932, CREDIT REPORTS 233-690-930.150	40.00
49856	12/10/2013	NORTHERN MICHIGAN REVIEW	STEP FORWARD MEETING ADVERTISEMEN 617-253-930.300	259.35

49857	12/10/2013	OMH MEDICAL GROUP & MEDCAR W/ 60162 11/30/13 PRE EMPLOYMENT PHY 101-351-726.000		55.00	
49857	12/10/2013	OMH MEDICAL GROUP & MEDCAR W/ 60162 11/30/13 PRE EMPLOYMENT PHY 588-699-940.010		55.00	
				----- 110.00	
49858	12/10/2013	OTSEGO CLUB & RESORT	RESTITUTION 04-3045	701-000-271.000	100.00
49859	12/10/2013	OTSEGO COUNTY TREAS	JURY BOX REIMB 12/4/13	101-145-930.930	29.00
49860	12/10/2013	PAK MAIL CENTERS OF AMERICA	TRANSACTION 140627	215-141-930.450	17.76
49861	12/10/2013	PETE AWREY	PER DIEM	208-752-703.040	80.00
49862	12/10/2013	RANDY REIMAN	REST PMT BY RYAN GREEN 07-19761-SD	701-000-271.130	586.00
49863	12/10/2013	RANDY STULTS	PER DIEM, TRAVEL NOVEMBER MEETINC	208-752-703.040	40.00
49863	12/10/2013	RANDY STULTS	PER DIEM, TRAVEL NOVEMBER MEETINC	208-752-930.500	10.00
					----- 50.00
49864	12/10/2013	RICHARD & RISA SHERMAN	REST PMT BY PAMELA FENNELL 13-2984	701-000-271.130	75.00
49865	12/10/2013	RICK RABIDEAU	REFUNDING FEES FOR POLEBARN/NOT C	249-260-451.011	364.00
49865	12/10/2013	RICK RABIDEAU	REFUNDING FEES FOR POLEBARN/NOT C	249-260-451.012	120.00
					----- 484.00

49866	12/10/2013	SCOTT COURTERIER	PER DIEM, TRAVEL NOVEMBER MEETINC 208-752-703.040	40.00
49866	12/10/2013	SCOTT COURTERIER	PER DIEM, TRAVEL NOVEMBER MEETINC 208-752-930.500	8.00
				<u>48.00</u>
49867	12/10/2013	SCOTT T. BEATTY	NOVEMBER 2013 FOC REFEREE HEARINC 215-141-940.010	2,250.00
49868	12/10/2013	SMART START MICHIGAN	OCTOBER 2013 DRUG COURT PBT LEASE 101-133-940.010	45.00
49869	12/10/2013	SOUL PURPOSE COUNSELING & CONSI	NOVEMBER 2013 MENTAL HEALTH COU 101-133-940.010	91.25
49870	12/10/2013	STAPLES BUSINESS ADVANTAGE	8027865373 OFFICE CHAIR 637-265-726.050	264.03
49871	12/10/2013	STATE OF MICHIGAN	211D NOVEMBER 2013 DISTRICT COURT 701-000-228.020	245.00
49871	12/10/2013	STATE OF MICHIGAN	211D NOVEMBER 2013 DISTRICT COURT 701-000-228.030	105.00
49871	12/10/2013	STATE OF MICHIGAN	211D NOVEMBER 2013 DISTRICT COURT 701-000-228.037	4,476.75
49871	12/10/2013	STATE OF MICHIGAN	211D NOVEMBER 2013 DISTRICT COURT 701-000-228.042	180.00
49871	12/10/2013	STATE OF MICHIGAN	211D NOVEMBER 2013 DISTRICT COURT 701-000-228.057	105.00
49871	12/10/2013	STATE OF MICHIGAN	211D NOVEMBER 2013 DISTRICT COURT 701-000-228.058	3,451.00
49871	12/10/2013	STATE OF MICHIGAN	211D NOVEMBER 2013 DISTRICT COURT 701-000-228.059	8,926.50
				<u>17,489.25</u>
49872	12/10/2013	STATE OF MICHIGAN	PARK AND IRONTONE WATER BILLS 208-752-920.200	650.70
49873	12/10/2013	STEVEN LEE MATTHES	REST PMT BY BYRON MARTIN JR 07-201' 701-000-271.130	100.00

49874	12/10/2013	SUSAN BROCK	OVERPAYMENT 072-100-000-100-00	516-030-694.000	17.79
49875	12/10/2013	SUZANNE PARSELL	13-40-DL PEAVY & 13-76-DL KEMPTON	1101-134-930.500	47.46
49875	12/10/2013	SUZANNE PARSELL	13-40-DL PEAVY & 13-76-DL KEMPTON	1101-134-940.010	24.00
49875	12/10/2013	SUZANNE PARSELL	13-40-DL PEAVY TRANSPORT ON 12/1/1	292-662-930.500	5.66
49875	12/10/2013	SUZANNE PARSELL	13-40-DL PEAVY TRANSPORT ON 12/1/1	292-662-930.830	4.00
					----- 81.12
49876	12/10/2013	THOMAS JOHNSON	PER DIEM, TRAVEL NOVEMBER MEETINC	208-752-703.040	40.00
49876	12/10/2013	THOMAS JOHNSON	PER DIEM, TRAVEL NOVEMBER MEETINC	208-752-930.500	15.00
					----- 55.00
49877	12/10/2013	TONYA KLEE-JURCZYK	RESTITUTION 08-3870	701-000-271.000	30.00
49878	12/10/2013	UCMAN	1158 WIRELESS AT CENTER FOR DECEME	208-752-726.000	59.95
49879	12/10/2013	UNIVERSITY CENTER AT GAYLORD	9/10/2013 CLASSROOM R7 HSPB	262-431-940.010-HSGP000000	75.00
49880	12/10/2013	UNIVERSITY CENTER AT GAYLORD	GED INTAKE FOR STARDEVANT J. #493	595-351-726.000	50.00
49881	12/10/2013	UPPER LAKES TIRE	REST PMT BY BUBBA FINCH 10-23315-SM	701-000-271.130	325.00
49882	12/10/2013	VERIZON WIRELESS	ACCT 483106843-00001	101-301-930.230	129.32
49882	12/10/2013	VERIZON WIRELESS	ACCT 483106843-00001	101-351-930.230	59.49
49882	12/10/2013	VERIZON WIRELESS	ACCT 483106843-00001	205-301-930.210	118.98
49882	12/10/2013	VERIZON WIRELESS	ACCT 483106843-00001	208-752-930.230	87.28

49882	12/10/2013	VERIZON WIRELESS	ACCT 483106843-00001	261-427-930.230	37.26
49882	12/10/2013	VERIZON WIRELESS	ACCT 483106843-00001	281-537-930.230	59.49
49882	12/10/2013	VERIZON WIRELESS	ACCT 483106843-00001	645-172-930.230	62.92
					----- 554.74
49883	12/10/2013	VILLAGE OF VANDERBILT TREASURER	NOVEMBER 2013 VILLAGE COLLECTION	516-000-026.000-TAX2013000	314.92
49883	12/10/2013	VILLAGE OF VANDERBILT TREASURER	NOVEMBER 2013 VILLAGE COLLECTION	516-170-445.100-TAX2013000	9.45
					----- 324.37
49884	12/10/2013	WAL-MART STORES ASSET PROTECTIO	REST PMT BY TINISHA KIRK 13-27069-SN	701-000-271.130	28.88
49885	12/10/2013	WASTE MANAGEMENT	CENTER GARBAGE BILL	208-752-920.200	165.22
49885	12/10/2013	WASTE MANAGEMENT	ALPINE CENTER-DEC 2013	637-265-920.410	367.66
					----- 532.88
49886	12/10/2013	WAYNE ISBELL	13-76-DL KEMPTON TRANSPORT ON 11/	101-134-940.010	16.00
49886	12/10/2013	WAYNE ISBELL	10-84-DL FUHST TRANSPORT ON 11/19/	292-662-930.830	18.00
					----- 34.00
49887	12/10/2013	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL NOVEMBER MEETINC	208-752-703.040	40.00
49887	12/10/2013	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL NOVEMBER MEETINC	208-752-930.500	3.00
					----- 43.00
			TOTAL OF 78 CHECKS		118,377.02
			VOIDED CHECKS (2)		(130.80)
			NET CASH DISBURSEMENT		118,246.22

Fund	Amount
-----	
Total for fund 101 GENERAL FUND	1,311.90
Total for fund 205 WORK CAMP	118.98
Total for fund 208 PARKS AND RECREATI	2,263.75
Total for fund 209 GROEN NATURE PRES	49.40
Total for fund 214 M TEC	2,289.25
Total for fund 215 FRIEND OF THE COUR	2,348.50
Total for fund 233 HUD GRANT FUND	240.00
Total for fund 241 GYPSY MOTH CONTRC	920.00
Total for fund 249 BUILDING INSPECTIOF	1,997.74
Total for fund 260 LEGAL DEFENSE FUNE	483.00
Total for fund 261 911 SERVICE FUND	191.68
Total for fund 262 HOMELAND SECURITY	5,919.00
Total for fund 281 AIRPORT	59.49
Total for fund 292 CHILD CARE FUND	2,117.68
Total for fund 516 DELINQUENT TAX REV	10,223.65
Total for fund 588 TRANSPORTATION FU	55.00
Total for fund 595 JAIL COMMISSARY	50.00
Total for fund 617 TAX FORECLOSURE FL	259.35
Total for fund 637 BUILDING AND GROU	631.69
Total for fund 645 ADMINISTRATIVE SER	62.92
Total for fund 647 HEALTH CARE FUND	6,912.45
Total for fund 701 GENERAL AGENCY	21,317.65
Total for fund 704 PAYROLL IMPREST FU	58,553.94
TOTAL - ALL FUNDS	118,377.02
VOIDED CHECKS	(130.80)
NET WARRANT AMOUNT	118,246.22

12/11/2013

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
DECEMBER 17, 2013 WARRANT

Check #	Check Date	Payee	Description	GL #	Amount
49888	12/17/2013	123NET	110735	637-265-930.210	1,393.12
49889	12/17/2013	45TH PARALLEL EMRG PREPAREDNE PAYMENT NO 8		262-431-940.010-HSGP000000	5,140.00
49890	12/17/2013	87- A DISTRICT	OCTOBER 2013 CREDIT CARD FEES	101-131-930.150	630.40
49891	12/17/2013	ABEL M CRUZ	DECEMBER 2013 DRUG COURT PHONE	101-131-930.210	30.00
49892	12/17/2013	ADVANCE AUTO PARTS	6724 STOCK	588-699-726.050	17.62
49893	12/17/2013	ADVANCED MARKETING PARTNERS, LEIN PAPER #207385		101-351-726.000	131.98
49894	12/17/2013	AIRGAS USA LLC	CYL RENT	281-537-920.410	27.96
49895	12/17/2013	ALPINE COMPUTERS	6FT USB TO DB25 FEMALE CONVERTER	256-215-726.000	19.99
49896	12/17/2013	ALPINE LANDSCAPE & SNOW LLC	SNOWPLOWING (11/23, 11/24, 11/27)	226-528-940.010	180.00

49897	12/17/2013	ANIMAL MEDICAL CENTER OF TC	NOV 22, 2013	212-430-930.980	800.00
49898	12/17/2013	ARROW UNIFORM RENTAL	AIRPORT CARPET CLEANING	281-537-920.410	69.90
49899	12/17/2013	AUSABLE VALLEY EMERGENCY MAN	PAYMENT NO 8	262-431-940.010-HSGP000000	5,000.00
49900	12/17/2013	AUTO VALUE - GAYLORD	259-233462 SHOP TRACTOR; 259-23348	588-699-726.025	15.48
49900	12/17/2013	AUTO VALUE - GAYLORD	259-234208; 259-234327 SHOP	588-699-726.050	241.58
					<u>257.06</u>
49901	12/17/2013	BAGLEY TOWNSHIP TREASURER	DEFRANCESCO- PAID 2013 WITH CC	516-030-694.000	110.87
49902	12/17/2013	BARBARA J GOWARD	GUARDIANSHIP REVIEW ON 11/12/13	101-131-930.500	10.60
49902	12/17/2013	BARBARA J GOWARD	GUARDIANSHIP REVIEW ON 11/12/13	101-131-930.830	30.00
					<u>40.60</u>
49903	12/17/2013	BEAR'S DEN PIZZERIA	PAYMENT NO 8	262-431-940.010-HSGP000000	215.38
49904	12/17/2013	BELLROC TIRE SERVICES	42427 STOCK & BUS #27	588-699-726.050	798.97
49905	12/17/2013	BLUE CROSS BLUE SHIELD OF MICHIGAN	007015253-0000 12/28/13 TO 01/27/14	101-131-704.110	11,699.43
49905	12/17/2013	BLUE CROSS BLUE SHIELD OF MICHIGAN	007015253-0000 12/28/13 TO 01/27/14	101-136-704.110	1,206.65
49905	12/17/2013	BLUE CROSS BLUE SHIELD OF MICHIGAN	007015253-0000 12/28/13 TO 01/27/14	101-148-704.110	1,508.30
49905	12/17/2013	BLUE CROSS BLUE SHIELD OF MICHIGAN	007015253-0000 12/28/13 TO 01/27/14	215-141-704.110	7,440.98
49905	12/17/2013	BLUE CROSS BLUE SHIELD OF MICHIGAN	007015253-0000 12/28/13 TO 01/27/14	292-662-704.110	970.34
49905	12/17/2013	BLUE CROSS BLUE SHIELD OF MICHIGAN	007015253-0000 12/28/13 TO 01/27/14	704-000-231.261	5,706.42
					<u>5,706.42</u>

					28,532.12
49906	12/17/2013	BLUE CROSS BLUE SHIELD OF MICHIGAN 007015253-0002 12-28-13 TO 01-27-14 704-000-231.262			1,860.15
49907	12/17/2013	BRIAN HUNTER, MD	AUTOPSY	101-648-930.920	2,400.00
49908	12/17/2013	CARRIE C PRENDERGAST	CITY ELECTION 11-5-13 CANVASS	101-262-703.040	40.00
49908	12/17/2013	CARRIE C PRENDERGAST	CITY ELECTION 11-5-13 CANVASS	101-262-930.500	4.00
					-----
					44.00
49909	12/17/2013	CATHOLIC HUMAN SERVICES INC	NOVEMBER 2013 MENTAL HEALTH COUNSELING	101-133-940.010	130.00
49910	12/17/2013	CDW GOVERNMENT INC	LEXMARK MS310DN - PRINTER QUOTE	101-267-726.000	239.00
49910	12/17/2013	CDW GOVERNMENT INC	MS OFFICE 2013 STANDARD (5) QUOTE	256-215-726.000	804.00
49910	12/17/2013	CDW GOVERNMENT INC	MS OFFICE 2013 STANDARD (5) QUOTE	266-901-970.440	536.00
					-----
					1,579.00
49911	12/17/2013	CHARTER COMMUNICATIONS	TV PHONE CABLE COMPUTER	281-537-920.410	219.93
49912	12/17/2013	CHRISTOPHER MARTIN	MEDICAL EXAMINER	101-648-801.020	390.00
49912	12/17/2013	CHRISTOPHER MARTIN	MEDICAL EXAMINER	101-648-930.460	122.00
					-----
					512.00
49913	12/17/2013	CHUCKS ELECTRIC OF GAYLORD	INV#4995 (REPLACED/WIRED 10HP CIRC	637-265-726.050	80.00

49914	12/17/2013	CITY OF GAYLORD	001254-0000-02 NOVEMBER	588-699-920.200	70.71
49915	12/17/2013	CLIMATE ENGINEERING, LLC	SERVICE CALL NO HEAT IN LOBBY	281-537-920.400	95.00
49916	12/17/2013	CMP DISTRIBUTORS	C/O UNIFORM AND EQUIP #39147/3908	101-351-726.046	200.44
49917	12/17/2013	CONSUMERS ENERGY	100060707310 10/12-11/13 2013	212-430-930.620	1,041.45
49917	12/17/2013	CONSUMERS ENERGY	ELECTRIC BILLS	281-537-930.620	2,816.97
					<u>3,858.42</u>
49918	12/17/2013	COPQUEST INC	JAIL TRAINING SUPPLIES #330177	264-362-704.400	236.78
49919	12/17/2013	CROSSROADS INDUSTRIES	SHREDDING SERVICES	101-101-726.000	35.00
49919	12/17/2013	CROSSROADS INDUSTRIES	SHREDDING SERVICES	101-267-920.410	35.00
49919	12/17/2013	CROSSROADS INDUSTRIES	SHREDDING SERVICES	101-301-920.410	35.00
					<u>105.00</u>
49920	12/17/2013	CUMMINGS, MCCLOREY, DAVIS &	A GENERAL LEGAL AFFAIRS	260-270-801.020	854.00
49921	12/17/2013	DEKETO	NOVEMBER 2013 DOCUMENTS	101-215-920.410	370.67
49921	12/17/2013	DEKETO	NOVEMBER 2013 DOCUMENTS	256-215-920.410	741.33
					<u>1,112.00</u>
49922	12/17/2013	DELL MARKETING LP	OPTIPLEX 7010*** QUOTE 667716154	266-901-970.440	3,270.40

49923	12/17/2013	DIANA M BOYD	GUARDIANSHIP REVIEW ON 11/13/13	101-131-930.500	6.00
49923	12/17/2013	DIANA M BOYD	GUARDIANSHIP REVIEW ON 11/13/13	101-131-930.830	30.00
					----- 36.00
49924	12/17/2013	DORY A. BARON	MAACS COUNSEL APPT - DEAN PADGET	101-131-801.023	818.45
49925	12/17/2013	DOUGLAS FRANCKOWIAK	INV#341 (SNOWPLOWING)	261-427-940.010	80.00
49926	12/17/2013	DTE ENERGY	456939000067 NOV 2013	212-430-930.610	387.46
49926	12/17/2013	DTE ENERGY	GAS BILLS	281-537-930.610	649.22
49926	12/17/2013	DTE ENERGY	4633-151-0002-4 NOVEMBER	588-699-930.610	1,035.43
49926	12/17/2013	DTE ENERGY	500 LIVINGSTON BLVD	637-265-930.610-ALPCT00000	4,568.80
49926	12/17/2013	DTE ENERGY	225 W MAIN STREET	637-265-930.610-CRTHS00000	1,657.53
49926	12/17/2013	DTE ENERGY	611 S ILLINOIS	637-265-930.610-SILLI00000	28.91
					----- 8,327.35
49927	12/17/2013	DUNNS	FILE FOLDERS	101-131-726.000	223.58
49927	12/17/2013	DUNNS	NOVEMBER 2013 COURT COPY FEES	101-131-920.520	83.41
49927	12/17/2013	DUNNS	NOVEMBER 2013 CIRCUIT SECRETARY'S	101-131-940.111	54.04
49927	12/17/2013	DUNNS	5179	101-149-726.000	202.26
49927	12/17/2013	DUNNS	TAPE,LAMINATION POUCHES,STAPLES	101-215-726.000	23.31
49927	12/17/2013	DUNNS	INV# 764067-0 (\$6.57) HI-LITERS & INV#	101-301-726.000	22.43
49927	12/17/2013	DUNNS	INV# 764067-0 (\$6.57) HI-LITERS & INV#	101-302-726.000	5.64
49927	12/17/2013	DUNNS	INV# 764067-0 (\$6.57) HI-LITERS & INV#	101-334-726.000	1.88
49927	12/17/2013	DUNNS	INV# 764067-0 (\$6.57) HI-LITERS & INV#	101-351-726.000	81.04
49927	12/17/2013	DUNNS	764550/765272	101-864-726.000	629.22
49927	12/17/2013	DUNNS	TONER FOR PRINTER AT CENTER	208-752-726.000	125.00
49927	12/17/2013	DUNNS	764274 FILE FOLDERS	212-430-726.000	20.90
49927	12/17/2013	DUNNS	764550/765272	212-430-920.410	61.24
49927	12/17/2013	DUNNS	NOVEMBER 2013 FOC COPY FEES	215-141-920.520	66.54

49927	12/17/2013	DUNNS	PRINTING	281-537-726.000	77.40
49927	12/17/2013	DUNNS	LABELS, MARKERS, PENS	292-662-726.000	10.00
49927	12/17/2013	DUNNS	7657840 P. TOWELS; COPY PAPER	588-699-726.000	313.47
49927	12/17/2013	DUNNS	7657840 P. TOWELS; COPY PAPER	588-699-726.025	157.81
49927	12/17/2013	DUNNS	1738	645-201-726.000	246.00
49927	12/17/2013	DUNNS	764550/765272	645-201-920.400	135.00
					-----
					2,540.17
49928	12/17/2013	VOID	** VOIDED **		** VOIDED **
49929	12/17/2013	ELLSWORTH FARMERS EXCHANGE	1-9103113 WILLIAMS	212-430-726.050	18.20
49930	12/17/2013	EMPIRIC SOLUTIONS INC	NOV 2013 IT CHARGES	101-131-801.020	1,081.48
49930	12/17/2013	EMPIRIC SOLUTIONS INC	NOV 2013 IT CHARGES	101-228-801.020	133.00
49930	12/17/2013	EMPIRIC SOLUTIONS INC	INV# 6173 (COMPASS MGMT. FEE)	101-228-801.030	2,179.85
49930	12/17/2013	EMPIRIC SOLUTIONS INC	NOV 2013 IT CHARGES	101-267-801.020	16.00
49930	12/17/2013	EMPIRIC SOLUTIONS INC	NOV 2013 IT CHARGES	212-430-801.020	37.50
					-----
					3,447.83
49931	12/17/2013	ENGINEERED PROTECTION SYSTEMS	CHECK CAMERA TROUBLE	281-537-920.400	115.00
49932	12/17/2013	ESPAR OF MICHIGAN	00020239 STOCK	588-699-726.025	549.23
49932	12/17/2013	ESPAR OF MICHIGAN	00020147 BUS #21	588-699-726.050	120.21
					-----
					669.44
49933	12/17/2013	EXPLORER SOLUTIONS	INV# US131103 (4 OF 5 INSTALLMENTS)	283-537-940.010	15,800.00

49934	12/17/2013	FEENY	5004929 STOCK	588-699-726.050	129.03
49935	12/17/2013	FIFTH THIRD BANK	SAFETY DEPOSIT BOX	516-253-920.410	67.50
49936	12/17/2013	FRONTIER	ACCT#989-732-9752-032210-5	261-427-930.210	43.07
49937	12/17/2013	GAYLORD DRY CLEANERS	NOVEMBER 2013 DRYCLEANING & ALTE 101-301-920.410		90.00
49937	12/17/2013	GAYLORD DRY CLEANERS	NOVEMBER 2013 DRYCLEANING & ALTE 101-302-920.410		61.00
49937	12/17/2013	GAYLORD DRY CLEANERS	NOVEMBER 2013 DRYCLEANING & ALTE 101-334-920.410		21.00
49937	12/17/2013	GAYLORD DRY CLEANERS	NOVEMBER 2013 DRYCLEANING & ALTE 101-351-920.410		16.00
					----- 188.00
49938	12/17/2013	GAYLORD FORD	38271 SHERIFF #697	588-699-726.050	277.19
49939	12/17/2013	GAYLORD HERALD TIMES	2014 SUBSCRIPTION	212-430-920.410	59.00
49940	12/17/2013	GAYLORD VETERINARY SERVICES	OCT 2013	212-430-930.471	1,169.34
49940	12/17/2013	GAYLORD VETERINARY SERVICES	OCT 2013	212-430-930.980	1,158.00
					----- 2,327.34
49941	12/17/2013	GILL-ROYS HARDWARE	INV# 1311-991819 SIX KEYS (PATROL VE 101-301-726.050		14.95
49941	12/17/2013	GILL-ROYS HARDWARE	INV# 1311-991819 SIX KEYS (PATROL VE 101-302-726.050		2.99
49941	12/17/2013	GILL-ROYS HARDWARE	1311-954673 986497	212-430-726.000	39.49
49941	12/17/2013	GILL-ROYS HARDWARE	PARTS	281-537-920.400	52.29
					----- 109.72

49942	12/17/2013	GORDON FOOD SERVICES	788158481 THRU 788159284	101-351-930.700	4,750.29
49943	12/17/2013	HEALTH DEPT. OF NORTHWEST MI	2013 4TH QTR APPROPRIATION	101-601-940.010	43,524.00
49944	12/17/2013	HOEKSTRA TRANSPORTATION INC	C10114121 STOCK & BUS #27 ;; C101113	588-699-726.050	129.05
49945	12/17/2013	HOME DEPOT CREDIT SERVICES	OTSEGO CO ANIMAL CONTROL NOV 13	212-430-726.000	122.52
49946	12/17/2013	INSTITUTE OF CONTINUING LEGAL E MI	MODEL CIVIL JURY INSTRUCTIONS 20	101-131-726.200	440.00
49947	12/17/2013	INTERSTATE BATTERY SYSTEM OF CN	23377927 SHERIFF #005; ***23377078	588-699-726.050	57.95
49948	12/17/2013	JIM WERNIG INC	11376 STOCK	588-699-726.050	456.67
49949	12/17/2013	JOHNSON OIL COMPANY	CL29023 FUEL	588-699-930.660	15,806.21
49950	12/17/2013	KENMAR COMPANY	JAIL FILE JACKETS #67933	101-351-726.000	150.00
49951	12/17/2013	KENNETH GLASSER	NEMCSA	101-101-703.040	80.00
49952	12/17/2013	LAWSON PRODUCTS, INC.	9302074536 STOCK	588-699-726.050	653.05
49953	12/17/2013	LEXIS NEXIS	PUBLIC PATRON ACESS @ LIBRARY - NO'	269-145-726.210	262.00

49954	12/17/2013	LISA VANLIERE	DECEMBER 2013 MAGISTRATE PHONE	101-131-930.210	30.00
49955	12/17/2013	LISTVAN PLUMBING & HEATING	JAIL TOILET REPAIR/MAX #110479	101-351-920.400	421.20
49956	12/17/2013	MARCY L. SMITH	PEOPLE V PERRY PROCTOR	101-131-801.030	73.99
49957	12/17/2013	MAURERS TEXTILE RENTAL	FOC MATS	215-141-726.000	23.00
49958	12/17/2013	MEDTOX	WORK CAMP DRUG TESTS #377676	205-301-726.000	212.34
49959	12/17/2013	MERCY HEALTH PARTNERS	AUTOPSY	101-648-930.920	450.00
49960	12/17/2013	MICHAEL M MISHIC PC	DEFERRAL HEARING ON 10/7/13	101-131-801.022	75.00
49961	12/17/2013	MICHELLE FRAKES	MEDICAL EXAMINER SERVICES	101-648-801.020	715.00
49961	12/17/2013	MICHELLE FRAKES	MEDICAL EXAMINER SERVICES	101-648-930.460	461.00
					----- 1,176.00
49962	12/17/2013	MICHIGAN DEPT. OF ENVIRONMENT UNDERGROUND STORAGE TANKS ANNL	281-537-920.410		200.00
49963	12/17/2013	MICHIGAN JUDGES ASSOCIATION	2014 MEMBERSHIP DUES - HONORABLE	101-131-940.111	450.00

49964	12/17/2013	MICHIGAN STATE POLICE BFS-CASHII	LIVESCAN FEE'S #551-405065	701-000-228.017	511.50
49965	12/17/2013	MID STATES BOLT & SCREW CO	30228808 SHOP	588-699-726.050	84.07
49966	12/17/2013	MISTER T'S GLASS	A05677 BUS #11	588-699-726.050	402.29
49967	12/17/2013	MYRON CORP	DRUG COURT PLANNERS	101-131-726.000	105.70
49968	12/17/2013	NEMCOG	HAZARD MITIGATION	263-427-940.010	4,898.25
49969	12/17/2013	NORTH POINTE PLUMBING & HEATII	207248 FILTERS	212-430-726.050	91.08
49970	12/17/2013	NORTHERN MICHIGAN REVIEW	ACCT#14119056 (FY2013 BUDGET HEAR	101-101-930.300	135.00
49970	12/17/2013	NORTHERN MICHIGAN REVIEW	ACCT#14120357 (BID NOTICE-SNOWPLC	226-528-940.010	60.00
49970	12/17/2013	NORTHERN MICHIGAN REVIEW	HOUSING INSPECTOR 2 RUN AD, ACCT #	233-691-930.300	132.00
49970	12/17/2013	NORTHERN MICHIGAN REVIEW	00361041 PRIME TIMES	588-699-930.300	57.60
					----- 384.60
49971	12/17/2013	NORTHERN MICHIGAN SUBSTANCE /	SUBSTANCE ABUSE PORTION	101-631-940.010	36,454.50
49972	12/17/2013	NORTHERN PATHOLOGY ASSOCIATE:	AUTOPSY SERVICES	101-648-930.920	971.00
49973	12/17/2013	NORTHERN PUMP SERVICE INC	JET A TRUCK HOSE REPLACE	281-537-920.400	965.40

49974	12/17/2013	NORTHWEST MICHIGAN COMMUNI	INMATE DENTAL SER F/SIDES/MANDEVI 101-351-930.470		713.00
49975	12/17/2013	NYE UNIFORM COMPANY	INV# 441221 (\$98.30) TWO L/S SHIRTS-I 101-301-726.046		98.30
49975	12/17/2013	NYE UNIFORM COMPANY	INV# 441221 (\$98.30) TWO L/S SHIRTS-I 101-334-726.046		98.31
					<u>196.61</u>
49976	12/17/2013	OTSEGO CONSERVATION DISTRICT	NEW PLAT BOOK FOR ROD OFFICE 256-215-726.000		24.00
49977	12/17/2013	OTSEGO COUNTY	JUNE 2865 SEPT 3114 OCT 3134 212-430-920.410		1,240.00
49978	12/17/2013	OTSEGO COUNTY BUS SYSTEM	NOVEMBER 2013 DRUG COURT BUS 101-133-930.500		180.00
49979	12/17/2013	OTSEGO COUNTY EMS	4TH QTR. 2013 EMER. MGMT. SERVICES 101-427-940.010		7,500.00
49980	12/17/2013	OTSEGO OUTDOOR MAINTENANCE	5955 SNOW PLOWING AT CENTER 208-752-920.320		46.00
49981	12/17/2013	OUR HOME TOWN, INC	BID NOTICE-SNOW REMOVAL SVCS. 226-528-940.010		61.00
49982	12/17/2013	PADDY L DUBOIS	NOVEMBER 2013 ALTERNATIVE EDUCAT 292-662-940.010		2,880.00
49983	12/17/2013	PATRIOT STEEL FABRICATION	49123 BUS #21 588-699-726.050		89.04
49984	12/17/2013	PAULA MARIE WILSON MA LPC	NOVEMBER 2013 DRUG COURT COUNSI 101-133-940.010		140.00

49985	12/17/2013	PENELOPE SHEPHERD	PEOPLE V CARLOS A. CHIVERS	101-131-801.030	78.17
49986	12/17/2013	PERPICH CAPITAL GROUP INC	115989 SHOP TOOLS	588-699-726.050	20.45
49987	12/17/2013	QUILL CORPORATION	COPY PAPER, BATTERIES, WHITE OUT, P	101-131-726.000	176.79
49988	12/17/2013	REDWOOD BIOTECH	DRUG TEST CUPS	101-131-726.000	914.00
49988	12/17/2013	REDWOOD BIOTECH	DRUG TEST CUPS	101-133-726.000	684.00
49988	12/17/2013	REDWOOD BIOTECH	DRUG TEST CUPS	292-662-726.000	684.00
					----- 2,282.00
49989	12/17/2013	RELIABLE OFFICE SUPPLIES	COPY PAPER	101-131-726.000	146.43
49990	12/17/2013	RESTAT	#1482316/1487587 INMATE PHARMAC	101-351-726.035	4,294.47
49991	12/17/2013	RON'S WRECKER	118104 11/12/2013	212-430-726.050	60.00
49991	12/17/2013	RON'S WRECKER	117617 BUS #7	588-699-940.010	170.00
					----- 230.00
49992	12/17/2013	SCIENTIFIC BRAKE & EQUIPMENT CO	2233230024 BUS #21	588-699-726.050	109.41
49993	12/17/2013	SPARTAN STORES LLC	ACCT #16324 NATIONAL ADOPTION DA\	101-131-726.000	43.00
49994	12/17/2013	STANDARD ELECTRIC COMPANY	LIGHTS	281-537-726.050	42.83

49995	12/17/2013	STANDARD SIGNS INC	FIX RUNWAY LIGHTING PARTS	281-537-920.400	231.56
49996	12/17/2013	STAPLES BUSINESS ADVANTAGE	DET 1046110	101-000-106.000	362.45
49996	12/17/2013	STAPLES BUSINESS ADVANTAGE	REST POST IT FLAGS, COPY PAPER, FAX C	101-131-726.000	227.74
49996	12/17/2013	STAPLES BUSINESS ADVANTAGE	REST POST IT FLAGS, COPY PAPER, FAX C	101-131-940.111	76.64
49996	12/17/2013	STAPLES BUSINESS ADVANTAGE	DET 1046110	645-201-726.000	71.57
					----- 738.40
49997	12/17/2013	STATE OF MICHIGAN	NEW AND RENEWALS CCW NOV 2013	701-000-228.016	1,280.00
49998	12/17/2013	STATE OF MICHIGAN	CIRCUIT COURT M/E	701-000-228.037	497.28
49998	12/17/2013	STATE OF MICHIGAN	CIRCUIT COURT M/E	701-000-228.042	230.00
49998	12/17/2013	STATE OF MICHIGAN	CIRCUIT COURT M/E	701-000-228.057	75.00
49998	12/17/2013	STATE OF MICHIGAN	CIRCUIT COURT M/E	701-000-228.058	952.00
49998	12/17/2013	STATE OF MICHIGAN	CIRCUIT COURT M/E	701-000-228.059	581.75
					----- 2,336.03
49999	12/17/2013	STATE OF MICHIGAN	PROBATE COURT M/E	701-000-228.006	884.05
49999	12/17/2013	STATE OF MICHIGAN	PROBATE COURT M/E	701-000-228.037	45.00
49999	12/17/2013	STATE OF MICHIGAN	PROBATE COURT M/E	701-000-228.042	265.00
49999	12/17/2013	STATE OF MICHIGAN	PROBATE COURT M/E	701-000-228.058	1,883.00
49999	12/17/2013	STATE OF MICHIGAN	PROBATE COURT M/E	701-000-228.059	100.00
					----- 3,177.05
50000	12/17/2013	STATE OF MICHIGAN	MONTH END	701-000-228.005	16.00

50001	12/17/2013	STATE OF MICHIGAN	NOTARY FILING FEE (R PUZON) TO RENI 101-301-801.020	10.00
50002	12/17/2013	SUSAN L KNOWLES	GUARDIANSHIP REVIEW HEARING ON 1: 101-131-930.500	10.00
50002	12/17/2013	SUSAN L KNOWLES	GUARDIANSHIP REVIEW HEARING ON 1: 101-131-930.830	30.00
				----- 40.00
50003	12/17/2013	SUZANNE PARSELL	13-40-DL PEAVY & 13-76-DL KEMPTON ` 292-662-930.500	5.64
50003	12/17/2013	SUZANNE PARSELL	13-40-DL PEAVY & 13-76-DL KEMPTON ` 292-662-930.830	4.00
				----- 9.64
50004	12/17/2013	SYSCO - GRAND RAPIDS	311200270 101-351-930.700	376.82
50005	12/17/2013	TAMMY PICKELMANN	DECEMBER 2013 MAGISTRATE PHONE 101-131-930.210	30.00
50006	12/17/2013	TARGET INFORMATION MANAGEME	MC222 REQUEST FOR CAA FORMS 101-131-726.000	85.43
50007	12/17/2013	TELE-RAD	INV#851001 (DEC. 2013 MAINTENANCE 261-427-940.010	2,636.95
50008	12/17/2013	TELEPHONE SUPPORT SYSTEMS INC	REPAIR OF MAILBOXES - EXT 203 & 210 101-131-920.400	105.00
50008	12/17/2013	TELEPHONE SUPPORT SYSTEMS INC	SERVICE ON 11/5/13 101-261-726.000	46.00
50008	12/17/2013	TELEPHONE SUPPORT SYSTEMS INC	INV# 40036 (ADMIN FAX) 645-172-801.020	46.00
				----- 197.00
50009	12/17/2013	TERRANCE M. COTTLE	NOVEMBER 2013 MENTAL HEALTH COU 101-133-940.010	800.00

50010	12/17/2013	THOMAS J PUDVAN	MEDICAL EXAMINER SERVICES	101-648-801.020	1,072.50
50010	12/17/2013	THOMAS J PUDVAN	MEDICAL EXAMINER SERVICES	101-648-930.210	40.00
50010	12/17/2013	THOMAS J PUDVAN	MEDICAL EXAMINER SERVICES	101-648-930.460	484.50
					----- 1,597.00
50011	12/17/2013	TOPCOMP COMPUTER SOFTWARE S	GIS/GPS MAINTENANCE	618-447-920.410	1,200.00
50012	12/17/2013	TRACEY CRUZ	DECEMBER 2013 MAGISTRATE PHONE	101-131-930.210	30.00
50013	12/17/2013	TRAVERSE REPRODUCTION & SUPPL	PAPER	618-447-726.000	66.18
50014	12/17/2013	TREETOPS ACQUISITION COMPANY I	TREETOPS PAID 2012 TAXES BASED ON	516-030-694.000	14,228.58
50015	12/17/2013	U.S POSTAL SERVICE	POSTAGE	101-000-103.000	2,000.00
50016	12/17/2013	UCMAN	ALPINE CTR/COURTHOUSE CONNECTION	101-864-930.240	800.00
50016	12/17/2013	UCMAN	DEC WORK CAMP CONNECTION	205-301-940.010	16.00
50016	12/17/2013	UCMAN	1152 DEC 2013	212-430-920.410	400.00
50016	12/17/2013	UCMAN	INV#1149 (CONNECTIVITY BETWEEN 91	261-427-940.010	200.00
50016	12/17/2013	UCMAN	PORT FEE DEC	281-537-920.410	16.00
50016	12/17/2013	UCMAN	1154 DECEMBER	588-699-940.010	59.95
					----- 1,491.95
50017	12/17/2013	UNIVERSITY CENTER AT GAYLORD	PAYMENT NO 3	262-431-940.010-HSGP000000	118.00
50018	12/17/2013	UNIVERSITY CENTER AT GAYLORD	GED TEST FEE'S FOR WILSON CHARLES #	595-351-726.000	25.00

50019	12/17/2013	VERIZON WIRELESS	9715347174 NOVEMBER	588-699-930.210	79.85
50020	12/17/2013	VESCO OIL CORPORATION	348875600 SHOP	588-699-726.025	45.95
50021	12/17/2013	WALKER BROTHERS	W 21033 BUS #11	588-699-920.400	335.50
50022	12/17/2013	WALMART COMMUNITY GEMB	6032202000802117 A/C OCT 2013	212-430-726.000	133.99
50023	12/17/2013	WASH N GO MANAGEMENT INC	INV# 5657 VEH WASHES OCT 28 - NOV 1	101-301-920.410	20.00
50023	12/17/2013	WASH N GO MANAGEMENT INC	INV# 5657 VEH WASHES OCT 28 - NOV 1	1212-430-920.410	5.00
					----- 25.00
50024	12/17/2013	WASTE MANAGEMENT	7311704-1838-8 A/C	212-430-920.410	88.19
50024	12/17/2013	WASTE MANAGEMENT	AIRPORT TRASH PICK UP	281-537-920.410	124.59
50024	12/17/2013	WASTE MANAGEMENT	7311679-1838-2 NOVEMBER	588-699-940.010	128.93
					----- 341.71
50025	12/17/2013	WEBER&DEVERS PSYCHOLOGICAL SI	INDEPENDENT MEDICAL EXAMINATION	101-131-801.022	310.00
50026	12/17/2013	WESTSHORE DIAGNOSTICS, PC	AUTOPSY	101-648-930.920	750.00
50027	12/17/2013	WILBER AUTOMOTIVE SUPPLY INC	PARTS	281-537-920.400	62.89
50027	12/17/2013	WILBER AUTOMOTIVE SUPPLY INC	896032 BUS #9	588-699-726.050	199.37
					----- 262.26

50028	12/17/2013	WILLIAM A. PFEIFER	DEFERAL HEARING ON 11/22/13	101-131-801.022	75.00
50029	12/17/2013	WINN TELECOM	989-705-1786 NOVEMBER TOTAL OF 142 CHECKS (1 voided)	588-699-930.210	539.91 265,602.71

Fund	Amount
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Total for fund 101 GENERAL FUND	137,141.23
Total for fund 205 WORK CAMP	228.34
Total for fund 208 PARKS AND RECREAT	171.00
Total for fund 212 ANIMAL CONTROL	6,933.36
Total for fund 215 FRIEND OF THE COUR	7,530.52
Total for fund 226 RECYCLING FUND	301.00
Total for fund 233 HUD GRANT FUND	132.00
Total for fund 256 REGISTER OF DEEDS /	1,589.32
Total for fund 260 LEGAL DEFENSE FUNI	854.00
Total for fund 261 911 SERVICE FUND	2,960.02
Total for fund 262 HOMELAND SECURIT	10,473.38
Total for fund 263 PRE-DISASTER MITIG/	4,898.25
Total for fund 264 LCL CORRECTIONS OF	236.78
Total for fund 266 EQUIPMENT FUND	3,806.40
Total for fund 269 LAW LIBRARY	262.00
Total for fund 281 AIRPORT	5,766.94
Total for fund 283 AIRPORT PLANNING (	15,800.00
Total for fund 292 CHILD CARE FUND	4,553.98
Total for fund 516 DELINQUENT TAX REY	14,406.95
Total for fund 588 TRANSPORTATION FL	23,151.98
Total for fund 595 JAIL COMMISSARY	25.00

Total for fund 618 GIS PROJECT AND AEI	1,266.18
Total for fund 637 BUILDING AND GROU	7,728.36
Total for fund 645 ADMINISTRATIVE SER	498.57
Total for fund 701 GENERAL AGENCY	7,320.58
Total for fund 704 PAYROLL IMPREST FL	7,566.57
TOTAL - ALL FUNDS	265,602.71

**REAL PROPERTY LEASE**

**125 S. Otsego Avenue  
Gaylord, MI 49735**

**LANDLORD:  
COUNTY OF OTSEGO**

**TENANT:  
THE AMERICAN NATIONAL RED CROSS**

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### **LIST OF EXHIBITS:**

Exhibit A: Legal Description of Land

Exhibit B: Site Plan of Property (if available) and Floor Plan of Premises

## REAL PROPERTY LEASE

This is a commercial real property lease ("Lease") between **County of Otsego**, a Michigan municipality, ("Landlord") and **The American National Red Cross**, a nonprofit corporation, a Federally chartered instrumentality of the United States, and a body corporate and politic under the laws of the United States (36 U.S.C. §§ 300101-300111 (2007)) ("Tenant").

### 1. EFFECTIVE DATE

This Lease is effective and binding on the parties upon the completion of the signatures of Landlord and Tenant (the "Effective Date"); provided, if a party fails to date its signature, then the Effective Date shall be the date that one party dated its signature, and, if neither party dates its signature, then the Effective Date shall be the Lease Commencement Date (as hereinafter defined).

### 2. GRANT OF THE PREMISES TO TENANT.

Landlord leases to Tenant and Tenant leases from Landlord 1,100 square feet of rentable area (the "Premises") in the building (the "Building") located on the land described in Exhibit A attached hereto and made a part hereof (the "Land"), commonly known as **125 S. Otsego Avenue, Gaylord, MI 49735**, together with the non-exclusive right to use, in common with Landlord and the other tenants of the Building, all exterior and interior, if any, common and public areas and facilities benefitting the Building, including, without limitation, as applicable, all lobbies, stairwells, freight and passenger elevators, hallways, beneficial easements, driveways, sidewalks, parking, loading areas, landscaped areas, and any detention and/or retention ponds benefitting the Building or the Land (hereinafter referred to as the "Common Areas"; the Building, Land and Common Areas being herein collectively referred to as the "Property"). A site plan of the Property and a floor plan of the Premises are attached hereto as Exhibit B.

### 3. TERM OF THE LEASE.

The initial term of this Lease (the "Initial Term") begins on **March 1, 2014** (the "Lease Commencement Date") and shall continue until **February 28, 2016**, unless sooner terminated or extended, as hereinafter provided. Notwithstanding the foregoing, in the event that Tenant remains in possession beyond the Expiration Date, the Initial Term of this Lease shall automatically be renewed on a month-to-month basis upon all of the terms and conditions herein set forth (including, without limitation, Base Rent at the rate in effect during the last month of the Initial Term) until terminated by either party

by the giving of at least thirty (30) days' prior Legal Notice to the other party (the Initial Term, as it may be so extended on a month-to-month basis, being herein called the "Term").

4. EARLY TERMINATION.

Intentionally Omitted.

5. BASE RENT.

Commencing on the Lease Commencement Date (the "Rent Commencement Date"), Tenant shall pay base rent to Landlord in the amount of \$14,400 per annum, payable in equal monthly installments of \$1,200 (the "Base Rent").

Each monthly installment of Base Rent thereafter is due in advance on the first day of each month. Tenant may pay Rent by electronic funds transfer. Base Rent for any partial month shall be prorated on a per diem basis. Landlord agrees to email Landlord's W-9 form, together with the address of the Premises to [realestateleasepayments@redcross.org](mailto:realestateleasepayments@redcross.org), and, notwithstanding anything contained herein to the contrary, until such email has been received by Tenant, Tenant shall have no obligation to commence making any Base Rent or other payments under this Lease.

6. DELIVERY OF POSSESSION OF THE PREMISES TO TENANT.

Landlord shall, at Landlord's sole cost and expense, in a good and workmanlike manner, (i) place the Building, the Premises and all mechanical equipment and systems serving the Building and Premises, in good condition and proper working order, and in compliance with all applicable "Laws" (as hereinafter defined), (ii) erect a wall where there is currently a small railing to create a storage room, (iii) repair the crack in the file on the floor of the restroom, (iv) update all lighting where needed, and (v) repaint where there is no paneling and recarpet the interior of the Premises with Building standard finishes using colors approved by Tenant (collectively, "Landlord's Work"). Landlord shall complete Landlord's Work and deliver possession of the Premises to Tenant on or before March 1, 2014 (the "Anticipated Completion Date").

7. USE OF PREMISES.

Tenant shall use the Premises solely for general office use, including, without limitation, general and administrative office purposes, for use as a Red Cross blood donation, processing, testing, storage and distribution facility, for use in connection with Red Cross training and classes, and for the storage and distribution of disaster relief supplies and materials, for any other purpose consistent with the mission or business of The

American National Red Cross ("Tenant's Use"), and for any other lawful purposes. Tenant may operate and shall have access to the Premises 24 hours per day, 7 days per week, and 365 days per year. Tenant shall comply, at its sole cost and expense, with all present and future federal, state and local laws, ordinances, regulations and orders (collectively, "Laws") applicable to (a) Tenant's particular use of the Premises for any purpose other than general office purposes and/or (b) any "Alterations" (as hereinafter defined) installed by Tenant, exclusive of any structural alterations and improvements to the Premises required by reason of a change in Laws (collectively, "Tenant's Compliance Obligations"). Except for Tenant's Compliance Obligations, Landlord, at its sole cost and expense, shall (a) maintain the Property (including the Premises) in compliance with all present and future Laws, and (b) make any structural alterations and/or improvements to the Property (including the Premises) required by reason of any change in Laws. Landlord covenants and agrees that no part of the Property shall be used for loitering, a billiard hall, strip club, gambling hall, liquor sales, agricultural production or sales, pornographic uses (including, without limitation, the sale of pornographic materials), animal care uses (including, without limitation, a veterinary clinic, pet grooming salon or animal day care), the emission of excessive noise or odors, or any other purposes which are inconsistent with the reputation or mission of Tenant.

#### 8. SUPPLYING SERVICES AND UTILITIES.

Landlord shall supply to the Premises (i) heating, ventilation and air-conditioning ("HVAC") with sufficient capacity to provide HVAC during the required seasons within the temperature and humidity ranges as follows: (x) spring/summer seasons: 74 degrees drybulb +/- 2 degrees (operating range of 72-76) with 50% relative humidity and (y) fall/winter seasons: 70 degrees drybulb +/- 2 degrees (operating range of 68-72); (ii) electricity, gas, water and other utilities necessary to operate the Premises for Tenant's Use; (iii) elevator service (if there is an elevator in the Building); (iv) weekly janitorial service and trash removal for the Premises; (v) exterior window-cleaning service, as reasonably required; (vi) illumination and systems sufficient to make secure all Common Areas (including light bulb replacement); (vii) snow and ice removal from all vehicular and pedestrian areas of the Common Areas, including, but not limited to, parking areas, driveways, sidewalks, loading areas, exterior stairs and porch areas (collectively, the "Paved Areas"); and (viii) landscape maintenance services. In the event that the HVAC equipment fails to maintain the temperature of the Premises in accordance with the operating ranges set forth above for a period that exceeds 72 hours, Landlord shall repair or replace the equipment.

9. PAYING FOR SERVICES AND UTILITIES.

The Base Rent includes all of the (a) taxes and assessments levied or assessed upon the Property and/or Landlord; (b) Landlord's insurance premiums and costs; (c) all expenses incurred by Landlord with respect to the operation, maintenance, repair, replacement and management of the Property and the Premises; and (d) all utility charges for the Property and the Premises (collectively, the "Expenses"), all of which Expenses shall be timely paid by Landlord, at its sole cost and expense, before any interest or penalties accrue. There are no "pass-through" expenses. Telephone service and other service not specified in this lease is the responsibility of the Tenant.

10. MAINTENANCE AND REPAIRS OF THE PREMISES AND THE BUILDING.

(a) Except as shall be the obligation of Landlord under this Lease, Tenant, at Tenant's sole cost and expense, shall maintain the Premises in clean and sanitary condition (collectively, "Tenant's Obligations"). If there is an "Event of Default" (as hereinafter defined) by Tenant in the performance of Tenant's Obligations, Landlord may, at Landlord's option, after Legal Notice to Tenant, perform such Tenant's Obligations, and Tenant shall reimburse Landlord for the cost thereof within ten (10) days after Landlord's written demand therefor accompanied by reasonable supporting documentation.

(b) Landlord, at Landlord's sole cost and expense, shall maintain and repair (including, without limitation, replacements, as reasonably required) the Property (including, without limitation, the Premises) in good condition and repair, including, without limitation, (i) the Building exterior walls, trim (including, but not limited to, the exterior paint and finish), (ii) the load bearing elements and foundations, (iii) the pipes and conduits, (iv) the roof, (v) the Building systems, including, without limitation, all mechanical, electrical, HVAC, plumbing, fire sprinkler and life safety systems serving the Building and/or the Premises, (vi) the Common Areas, including, without limitation, cleaning, sweeping, patching, repaving and removing snow and ice from the Paved Areas of the Common Areas, and (vii) all windows and doors (collectively, "Landlord's Obligations"). If there is an "Event of Default" (as hereinafter defined) by Landlord in the performance of Landlord's Obligations, Tenant may, at Tenant's option, after Legal Notice to Landlord, perform any Landlord's Obligations, and deduct the cost thereof from monthly installment of Base Rent until Tenant has been reimbursed in full therefor.

11. ALTERATIONS. Tenant shall not make or permit any of Tenant's employees, agents or contractors to make any alteration in or to the Premises (other than interior

cosmetic changes) or the Building (herein referred to as "Alterations") without Landlord's prior written consent, which consent Landlord shall not unreasonably withhold, condition or delay. Unless Landlord requires their removal by so stipulating at the time of providing consent, as set forth above, all Alterations which may be made on the Premises shall, at the expiration or termination of the Term, become the property of Landlord and remain upon and be surrendered with the Premises. Notwithstanding the provisions of this Section, Tenant's trade fixtures, furnishings, equipment and other personal property (collectively, "Tenant's Property") shall remain the property of Tenant and may be removed by Tenant at any time prior to the expiration or earlier termination of this Lease.

12. CONDITION OF THE PREMISES AT THE END OF THE TERM.

At the expiration or earlier termination of the Term, Tenant shall surrender the Premises in the condition in which Tenant was required to maintain the Premises (as modified by any Alterations which were not stipulated for removal pursuant to Section 11 above), casualty, condemnation, Landlord's obligations under this Lease, and ordinary wear and tear consistent with Tenant's Use hereunder excepted. If any of Tenant's Property is left in the Premises by Tenant upon expiration or earlier termination of the Term and is not removed within ten (10) days after Legal Notice thereof from Landlord, then the same may be deemed abandoned and thereupon become Landlord's property and Landlord has the right to dispose of such Tenant's Property without any liability or obligation to any party.

13. SIGNS.

Tenant, at its sole cost and expense, shall have the right to install (a) its sign on the exterior walls of the Building and in any vacant position on any monument sign serving the Property; and (b) its flag on any flagpole serving the Property; provided, that Tenant (i) obtains Landlord's prior written consent to the dimensions of the signs and the means and methods of installation, (ii) obtains all governmental permits and approvals required in connection therewith, (iii) maintains such sign(s) and flag, as applicable, in good condition and repair (iv) removes such sign(s) and flag, as applicable, upon the expiration or earlier termination of the Term and (v) repairs any damage to the Building or monument sign occasioned by such removal. Landlord approves the standard "American Red Cross" graphics standards.

14. SECURITY DEPOSIT.

In recognition of Tenant's charitable purpose, Landlord agrees to waive the requirement of a security deposit.

15. ASSIGNMENT AND SUBLETTING.

Tenant shall not assign this Lease or sublet the Premises or any part thereof, without the prior written consent of Landlord, which consent Landlord shall not unreasonably withhold, condition, or delay.

16. HOLDING OVER.

If Tenant does not immediately surrender the Premises or any portion thereof upon the expiration or earlier termination of the Term, then Tenant shall pay Base Rent at an increased rate equal to (i) for the first month of the holdover period, one hundred ten percent (110%) of the Base Rent, then (ii) for the next month of the holdover period, one hundred twenty percent (120%) of the Base Rent, then (iii) for any other period after that, one hundred fifty percent (150%) of the Base Rent ("Holdover Rent").

17. TENANT'S INSURANCE.

(a) Tenant, at its expense, shall keep, throughout the Term,

(1) Commercial General Liability insurance, with minimum limits of liability not less than \$1,000,000 per occurrence and naming Landlord as an additional insured;

(2) Property insurance (at full replacement value) on Tenant's contents, trade fixtures, equipment, furnishings, improvements and betterments wherein and with respect solely to such improvements and betterments Landlord is named as loss payee as its interests may appear;

(3) Workers Compensation insurance covering Tenant's employees in statutory limits and Employers Liability coverage with at least the following limits, \$250,000 per accident, \$500,000 per disease and \$250,000 per disease (each employee); and

(4) Auto Liability insurance including coverage for Tenant's owned, nonowned and hired vehicles in an amount not less than \$1,000,000.

(b) With respect to Tenant's operations and obligations under this Lease all such insurance shall be considered primary coverage and not contributing with or in excess of any similar insurance maintained by Landlord. On request, Tenant shall furnish to Landlord proof of Tenant's insurance coverage then in place, in compliance with these terms and conditions, via a Memorandum of Insurance or a Certificate of Insurance.

18. LANDLORD'S INSURANCE.

(a) Landlord, at its expense, shall have in full force and effect during the Term:

- (1) Commercial General Liability insurance, with minimum limits of liability not less than \$1,000,000 each occurrence and with respect to Landlord's obligations under this Lease wherein Tenant is named an additional insured;
- (2) Property insurance (at full replacement value) on the Building and Landlord's property and equipment therein;
- (3) Boiler and machinery/equipment breakdown insurance for all HVAC and other equipment of Landlord needed to operate the Building; and
- (4) Workers Compensation insurance covering Landlord's employees in statutory limits and Employers Liability coverage with at least the following limits, \$250,000 per accident, \$500,000 per disease and \$250,000 per disease (each employee).

(b) With respect to Landlord's operations and obligations under this Lease all such insurance shall be considered primary coverage and not contributing with or in excess of any similar insurance maintained by Tenant. On request, Landlord shall furnish to Tenant proof of Landlord's insurance coverage then in place, in compliance with these terms and conditions, via a Memorandum of Insurance or a Certificate of Insurance.

19. INDEMNITY.

(a) Tenant shall indemnify, defend and hold Landlord, its employees and agents, and any mortgagee of the Property harmless from and against legal liability for bodily injury, death or property damage to the extent that such legal liability is caused by the negligence of the Tenant, its governors, officers, directors, employees, volunteers and agents, in the Tenant's use of the Premises during the Term.

- (b) Landlord shall indemnify, defend and hold Tenant, its governors, volunteers, officers, directors, employees and agents harmless from and against legal liability arising from bodily injury, death or property damage to the extent that such legal liability is caused by the negligence of the Landlord, its directors, officers, employees, agents and contractors in its ownership and operation of the Common Areas, the Building and the Land during the Term.

20. DAMAGE OR DESTRUCTION.

If the Premises or the Building are totally or partially damaged or destroyed thereby rendering the Premises totally or partially unusable for the use permitted, then Landlord and Tenant each may terminate this Lease as of the date of such damage or destruction by giving the other Legal Notice of termination within twenty (20) days after the occurrence of the damage or destruction. If this Lease is not terminated as a result of such damage or destruction, then Landlord shall promptly repair and restore the Building and Premises (other than any Alterations previously made by Tenant), at Landlord's sole cost and expense, and Base Rent and other charges due hereunder shall be reduced in proportion to the area of the Premises which, in Tenant's reasonable opinion, cannot be used or occupied by Tenant for Tenant's Use as a result of such casualty, from the date of such casualty until the date on which the Premises are restored; provided, however, Landlord is not required to repair or restore any Alterations previously made by Tenant or any of Tenant's Property. In the event that this Lease is terminated, then all Base Rent and other charges due hereunder shall be apportioned and paid to the date of the damage or destruction, and Tenant shall vacate the Premises according to such notice of termination.

21. CONDEMNATION.

If any portion of the Premises or occupancy thereof is taken or condemned by any governmental or quasi-governmental authority for any public or quasi-public use or purpose or sold under threat of such a taking or condemnation (collectively, "condemned"), then this Lease shall terminate on the date title vests in such authority and Base Rent and all other charges shall be apportioned as of that date. All awards, damages and other compensation paid by such authority on account of such condemnation belong to Landlord, unless such award, or any portion thereof, is specifically awarded or designated to be paid to the Tenant.

22. TENANT'S DEFAULT.

- (a) An "Event of Default" by Tenant is any one or more of the following: (i) Tenant's failure to make when due any payment of the Base Rent, additional rent or other

sum due hereunder, which failure continues for ten (10) days after Landlord delivers written Legal Notice Tenant; (ii) Tenant's failure to perform or observe any term, covenant or condition of this Lease, which failure continues for thirty (30) days after Landlord delivers written Legal Notice thereof to Tenant, provided, however, that such cure period shall be extended for a reasonable period of time if the failure does not raise a life/safety issue or property protection issue and Tenant commences to cure within such 30-day period and thereafter, using good faith efforts, completes such cure; or (iii) Tenant shall become subject to any bankruptcy or insolvency proceeding.

- (b) If there is an Event of Default by Tenant, Landlord has the right, at its sole option, to terminate this Lease by the giving of an additional at least ninety (90) days' prior Legal Notice of such termination to Tenant (and if Tenant fails to cure such Event of Default within such 90-day period, then this Lease shall automatically terminate and be of no further force or effect on the expiration of such 90-day period). In addition, with or without terminating this Lease, Landlord may, after receipt of an order of possession from a court of competent jurisdiction, re-enter, terminate Tenant's right of possession and take possession of the Premises. Landlord shall give such notices as are required by law. Landlord shall use reasonable efforts to relet the Premises or any part thereof, alone or together with other premises, for such term(s) (which may extend beyond the date on which the Lease Term would have expired but for Tenant's default) and on such terms and conditions (which may include concessions or free rent and alterations of the Premises) as Landlord, in its sole discretion, may determine. If Landlord relets the Premises and collects rent in excess of the Base Rent and additional rent owed by Tenant hereunder, Landlord may retain any such excess and Tenant shall not be entitled to a credit for it.
- (c) Tenant waives any right of redemption, re-entry or restoration of the operation of this Lease under any present or future law, including any such right that Tenant would otherwise have if Tenant shall be dispossessed for any cause.
- (d) Landlord waives its right to non-judicial self-help remedies, a distress action for rent and any statutory or common law landlord's lien on Tenant's property in the Premises.
- (e) Upon occurrence of a bankruptcy or insolvency of Tenant or Landlord, the non-bankrupt party has all of the rights and remedies available under the Bankruptcy Code, to the extent applicable.

23. LANDLORD'S DEFAULT.

If Landlord fails to perform or observe any term, covenant or condition of this Lease, which failure continues for thirty (30) days after Tenant delivers Legal Notice thereof to Landlord; provided, however, that such cure period shall be extended for a reasonable period of time if the failure does not raise a life/safety issue or property protection issue and Landlord commences to cure within such 30-day period and thereafter, using good faith efforts, completes such cure (herein called an "Event of Default" by Landlord), in addition to the rights and remedies available to Tenant at law in equity, and elsewhere in this Lease, Tenant shall have the right to: (a) bring suit for the collection of any amounts for which Landlord may be in default, or for the performance of any other covenant or agreement devolving upon Landlord, without terminating this Lease; (b) terminate this Lease without waiving Tenant's rights to damages for Landlord's failure to perform any of its covenants or agreements hereunder by the giving of an additional at least ninety (90) days' prior Legal Notice of such termination to Landlord (and if Landlord fails to cure such Event of Default within such 90-day period, then this Lease shall automatically terminate and be of no further force or effect on the expiration of such 90-day period); and/or (c) cure such default for the account of Landlord, and Landlord, within ten (10) days of the receipt of a statement therefor, shall reimburse Tenant for any amount paid and any expense or contractual liability so incurred, and if no so reimbursed by Landlord, Tenant shall be entitled thereafter to offset the amounts owed by Landlord against Base Rent due hereunder until Tenant has been reimbursed in full therefor. Tenant's adherence to its agreements under this Lease is dependent on Landlord's adherence to its agreements.

24. SUBORDINATION TO MORTGAGE, ETC.

This Lease is subject and subordinate to the lien, provisions, operation and effect of a mortgage, deed of trust, or other security instrument (a "Mortgage") encumbering the Land, provided that Landlord obtains and delivers to Tenant a customary subordination, non-disturbance and attornment agreement in form reasonably satisfactory to Tenant and the holder of the Mortgage.

25. COVENANT OF QUIET ENJOYMENT.

Landlord agrees that so long as there is no Event of Default by Tenant under this Lease, then, subject to the provisions of this Lease, Tenant will peaceably and quietly occupy and enjoy possession of the Premises without hindrance or interruption by Landlord or any other person or persons lawfully or equitably claiming by, through or under Landlord, including, without limitation, any tenants of Landlord (inclusive of any patrons of such tenants).

26. GENERAL PROVISIONS.

- (a) Landlord represents and warrants to Tenant that, as of the Lease Commencement Date, (i) Landlord owns fee simple title to the Property, (ii) Landlord is duly organized, validly existing and in good standing under the laws of the State described above and has all necessary power to execute this Lease and to lease the Premises, upon the terms and conditions herein set forth, (iii) this Lease constitutes the binding obligation of Landlord, (iv) the below named signatories on behalf of Landlord have the power to execute and deliver this Lease on behalf of Landlord and to bind Landlord in accordance with the terms of this Lease, (v) the heating, ventilating and air conditioning equipment and other Building Systems are in good condition and proper working order; (vi) the Property (including the Premises) and Tenant's Use are in compliance with all applicable Laws, including, without limitation, the Americans With Disabilities Act of 1990 (42 U.S.C. § 1201 et seq.), as amended and supplemented, and all Laws pertaining to the protection of health and/or the environment and (vii) there is a current certificate of occupancy in effect for the Premises. Landlord shall indemnify, defend and hold Tenant harmless from and against all suits, liabilities, obligations, damages, penalties, claims, losses, charges, expenses and costs arising out of or in connection with Landlord's breach of Landlord's foregoing representations and warranties. The provisions of this Section 26(a) shall survive the expiration or earlier termination of this Lease.
- (b) Tenant represents and warrants to Landlord that (i) Tenant is a duly organized, validly existing corporation in good standing under the laws of the United States and has all necessary power to execute this Lease and to lease the Premises without the consent of any other person or entity, (ii) this Lease constitutes the binding obligation of Tenant, and (iii) the below named signatories on behalf of Tenant have the power to execute and deliver this Lease on behalf of Tenant and to bind Tenant in accordance with the terms of this Lease.
- (c) This Lease contains the entire agreement of the parties and supersedes all prior agreements, negotiations, letters of intent, proposals, representations, warranties and discussions between the parties. This Lease may be changed in any manner only by an instrument signed by both parties.
- (d) Nothing contained in this Lease creates any relationship between Landlord and Tenant other than that of landlord and tenant.
- (e) Landlord and Tenant each warrants that in connection with this Lease it has not employed or dealt with any broker, agent or finder.

- (f) From time to time (but no more than twice per calendar year) upon twenty (20) days' prior Legal Notice, Landlord and Tenant shall deliver to the requesting party and any designee of the requesting party a written estoppel certificate provided that the same shall be true and correct and does not alter the rights and obligations of Landlord or Tenant.
- (g) All notices or other required communications intended to exercise a right under this Lease ("Legal Notice") must be in writing and will be deemed given only when delivered in person (with receipt), or when sent by certified or registered mail, return receipt requested, postage prepaid, to the following addresses: (a) if to Landlord, at the Landlord Address for Legal Notices, (b) if to Tenant, at the Tenant Address for Legal Notices. Landlord may, but shall not be obligated to, give notice through an attorney or other agent. Either party may change its address for the giving of notices by notice given in accordance with this Section. The parties may communicate informally by any reasonable written means, including electronic mail.
- (h) Each provision of this Lease is valid and enforceable to the fullest extent permitted by law. The obligations of the respective parties in this Lease are bilateral and dependent on the performance of the parties respectively.
- (i) The provisions of this Lease are binding upon and inure to the benefit of the parties and their respective representatives, successors and assigns, subject to the provisions herein restricting assignment or subletting.
- (j) Landlord and its designees may enter the Premises by appointment except in the case of an emergency, to examine, inspect or protect the Premises and the Building, to make alterations or repairs, and to exhibit the Premises to prospective purchasers and lenders and, during the last six (6) months of the Term only, to prospective tenants.
- (k) This Lease is governed by the laws of the jurisdiction in which the Property is located.
- (l) This Lease may be executed in multiple counterparts, each of which is deemed an original and all of which constitute one and the same document. This Lease may be executed and delivered electronically, and electronic copies of the fully executed Lease may be treated as originals by the parties.

- (m) If either party is delayed or prevented from performing any obligation due to fire, act of God, governmental act or failure to act, labor dispute, inability to procure materials or any cause beyond such party's reasonable control (whether similar or dissimilar to the foregoing events), then the time for performance of such obligation shall be excused for the period of such delay or prevention and extended for the time necessary to compensate for the period of such delay or prevention.
- (n) In the event it is necessary for either party to institute legal proceedings to enforce any of the terms and conditions of this Lease, the prevailing party in any such action shall be entitled to recover from the non-prevailing party a reasonable additional sum as and for attorney's fees, costs and expenses.

27. LEGAL NOTICE ADDRESSES.

Landlord's Address for "Legal Notice" is:

County of Otsego  
225 West Main  
Gaylord, MI 49735

Tenant's Address for Legal Notice is:

Director - Real Estate Transaction Management  
The American National Red Cross  
600-A Forest Point Circle  
Charlotte, NC 28273

With a copy to:

Office of the General Counsel  
The American National Red Cross  
2025 E Street, NW  
Washington, DC 20006  
Attention: Real Estate Counsel

And an email copy (as to Legal Notices concerning Base Rent and/or other charges under this Lease) to:

realestateleasepayments@redcross.org

And a copy (as to communications regarding maintenance and repair issues) to:

The Premises

[Signature page follows.]

SIGN AND DATE BELOW

TENANT:

The American National Red Cross

*Mar Ellis*  
Director, Real Estate Management  
American National Red Cross

Digitally signed by Marshall Ellis  
DN: cn=Marshall Ellis, o, ou,  
email=marshall.ellis@redcross.org  
, c=US  
Date: 2013.12.13 08:07:53 -05'00'

By: \_\_\_\_\_

(Signature)

Name: Marshall P. Ellis  
Title: Director, Real Estate  
Transaction Management

Date: \_\_\_\_\_

LANDLORD:

County of Otsego

By: \_\_\_\_\_

(Signature)

Name: John M. Burt  
Title: County Administrator  
Phone: 989-731-7520  
Fax: 989-731-7529  
E-mail jburt@otsegocountymi.gov  
Date: \_\_\_\_\_

EXHIBIT A

LEGAL DESCRIPTION OF THE LAND

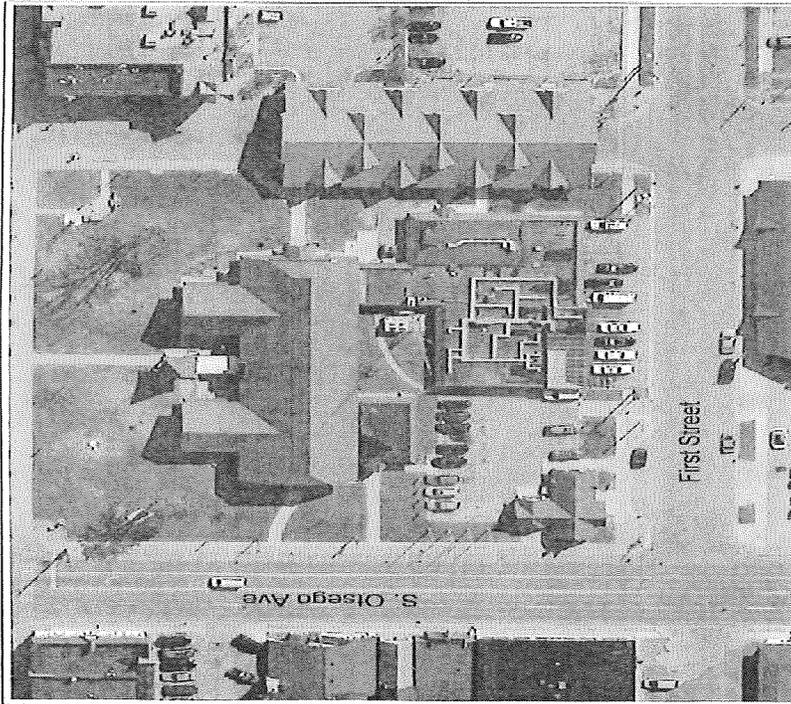
The West 42 feet of the South 52 feet and the East 55 feet of the West 97 feet of the South 36 feet, all in Lot 15, Block 10 of the original plat of the City of Gaylord, as recorded in Liber 1 of Plats, Page 28, Otsego County Records, Michigan

EXHIBIT B

SITE PLAN AND FLOOR PLAN OF PROPERTY:

**125 S. Otsego Avenue  
Gaylord, MI 49735**

The facility is the small building shown on the lower-right hand of this page at the corner of First Street and S. Otsego Avenue.



Information Center

Scale: 1" = 50'

Date of Photography: Spring, 2010



