

January 26, 2010

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

Roll call:

Present: Erma Backenstose, Clark Bates, Paul Beachnau, Bruce Brown, Ken Glasser, Robert Harkness, Mike Hyde, Doug Johnson, Paul Liss.

Motion by Commissioner Clark Bates, to approve the regular minutes of January 12, 2010 with attachments. Ayes: Unanimous. Motion carried.

Consent Agenda:

Motion to approve the 2009 Budget amendments. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the 2010 Budget amendments. Ayes: Unanimous. Motion carried. (see attached)

Motion to allow the transfer of two vans (vehicle i.d. numbers 2B6LB31Z61K532623 and 1FTSS34L6YHB55884) from the Bus System to the Sheriff's Work Camp at a cost of \$1.00 each, and to dispose of the current Sheriff's Work Camp van (vehicle i.d. 2B5WB35Z8VK585339) with proceeds to be deposited in the Sherriff's Work Camp Fund (205). Ayes: Unanimous. Motion carried.

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

Administrator's Report:

Administrator John Burt reported on the Animal Control building location; Clerk's office remodeling; Meeting with Mr. Groen; ORV ordinance update for Elmira Township, public hearing set in March.

Department Head Report:

Theron Higgins reported on the Bus System.

Committee Reports:

Motion by Commissioner Paul Beachnau, to approve the Otsego County Fee Schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, to approve the Otsego County Travel Policy. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Beachnau, to approve a loan of \$7,000 from the Public Improvement Fund (245) to the Courthouse Restoration Fund (497) to be repaid as funds become available, for the renovation of conference rooms in the Courts, along with the associated Budget Amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, to approve the Airport Advisory Bylaws. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, to appoint Tom Kellogg, Wally Loney, Jeff Wieber, Greg Wilson to the Airport Advisory Committee to a 3 year term each ending on December 31, 2012, and to appoint George Mertz and Donna Stubenvoll to the Airport Advisory Committee to a 1 year term each ending on December 31, 2010. A motion to amend above motion by Commissioner Paul Beachnau, to replace Tom Kellogg, Wally Loney and Greg Wilson with Michael Fernandez, Daniel Wagar and Jeff Ratcliffe. Vote on amendment: Ayes: Erma Backenstose, Clark Bates, Paul Beachnau, Bruce Brown, Doug Johnson. Nays: Ken Glasser, Paul Liss, Mike Hyde, Robert Harkness. Vote on amended motion-Unanimous. Motion carried as amended.

Elizabeth Haus reported on the Village of Vanderbilt.

Mary Sanders reported on the Township Supervisors meeting.

Correspondence:

Commissioner Erma Backenstose received an email from Maureen Derenzy regarding computers for the library; DHS meeting.

New Business:

Motion by Commissioner Robert Harkness, to approve the January 19, 2010 Warrant in the amount of \$265,557.94 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Mike Hyde, to approve the January 26, 2010 Warrant in the amount of \$136,778.35 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bates, to adopt Resolution OCR-10-01 Supporting findings of the final report on the Legislative Commission on Statutory Mandates.

Roll Call Vote:

Ayes: Erma Backenstose, Clark Bates, Paul Beachnau, Bruce Brown, Ken Glasser, Robert Harkness, Mike Hyde Doug Johnson, Paul Liss.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Doug Johnson, to appoint Peter Awrey, David Baragrey and Abe Cruz to the Parks and Recreation Commission for a 3 year term each ending December 31, 2012.

Ayes: Unanimous. Motion carried.

Motion by Commissioner Erma Backenstose, to appoint Phillip Alexander and Dan Wagar to the Zoning Board of Appeals for a 3 year term ending December 31, 2012. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, to appoint Gary Reese to the Board of Public Works for a 3 year term ending December 31, 2012. Ayes: Unanimous. Motion carried.

Motion by Commissioner Erma Backenstose, to approve the financial hardship Deferral policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Board Remarks:

Motion by Commissioner Clark Bates, to send an acknowledgement to the applicants that were not appointed. Ayes: Unanimous. Motion carried.

Commissioner Paul Beachnau: Recycling Committee meeting Thursday.

Commissioner Mike Hyde: Meals on Wheels program.  
Emergency Management received a grant.  
Veterans Affairs clinic.  
Airport Committee.

Commissioner Robert Harkness: NEMCOG meeting.  
Asian Carp.

Chairman Ken Glasser: Taxpayers Group meeting 1-26-10 12:00 p.m.-2:00 p.m.  
at BJ'S.  
Republican Party meeting 6:00 p.m. at Marsh Ridge.

Meeting adjourned at 11:20 a.m. at the call of the Chair.

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Kenneth R. Glasser, Chairman

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Susan I. DeFeyter, Otsego County Clerk



OTSEGO COUNTY  
BUDGET AMENDMENT

2009

Amendment

FUND/DEPARTMENT: General Fund page 1 of 2

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 Amendments for accrued wages + overtime at end of year 2009.

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

EXPENDITURE

Account Number	Increase	Decrease
101-215 - 703.030 - Hourly wages	\$ 910	\$
101-215 - 920.410 - Service contracts	\$	\$ 910
101-351 - 703.070 - Overtime	\$ 710	\$
101-351 - 704.200 - Soc sec taxes	\$ 2,150	\$
101-351 - 704.300 - Retirement	\$ 5,850	\$
101-351 - 704.800 - Sick pay	\$ 817	\$
<b>Total</b>	\$	\$

Rachel Frisch  
Department Head Signature

11/20/10  
Date

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

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

\_\_\_\_\_  
Date

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

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

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



**OTSEGO COUNTY  
BUDGET AMENDMENT**

*page 2 of 2*

**FUND/DEPARTMENT:** \_\_\_\_\_

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
101-301 - 703-070 - Overtime	\$	\$ 9,527
101-721 - 703-030 - hourly wages	\$ 960	\$
101-721 - 703-070 - Overtime	\$	\$ 960
101-864 - 920-410 - Svc Contracts	\$ 2,500	\$
101-228 - 801-020 - Professional	\$	\$ 2,300
101-864 - 930-150 - Svc Charges	\$	\$ 200
<b>Total</b>	\$ 13,897	\$ 13,897

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**

*2009  
Amendment*

**FUND/DEPARTMENT: 101-131**

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 - 131 - 704.110	\$	\$ 2,000.00
101 - 131 - 930.941	\$ 2,000.00	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$ 2,000.00	\$ 2,000.00

*Tracy J. Cruz*  
Department Head/Signature

1/20/10  
Date

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

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

\_\_\_\_\_  
Date

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

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

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

*(2009 invoice)  
To expert Service's for Capital Case  
Plate 08-3995-FC*



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT: 101-131**

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**      *2009 year end.*

Account Number	Increase	Decrease
101 - 131 - 703.020	\$	\$ 3,820.00
101 - 131 - 703.030	\$ 2,900.00	\$
101 - 131 - 703.060	\$ 920.00	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$ 3,820.00	\$ 3,820.00

*Tracy A. Cruz*  
 Department Head Signature

1-11-2010  
 Date

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

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT: 101-141**

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**    *2009 year end.*

Account Number	Increase	Decrease
101 - 141 - 704,800	\$	\$ 900.00
101 - 141 - 703,030	\$ 900.00	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$ 900.00	\$ 900.00

*Tracy G. Cruz*  
Department Head Signature

01/11/2010  
Date

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

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

\_\_\_\_\_  
Date

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

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

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



OTSEGO COUNTY  
BUDGET AMENDMENT

2009  
Budget Amend.

FUND/DEPARTMENT: 208752

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.

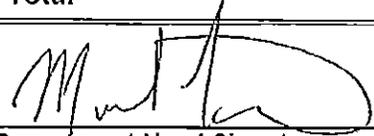
Fund Type:  General  Special Revenue  Debt Service  Capital Project  Business-Type (Enterprise or Internal Svc)

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
208 - 752 - 703.030	\$ 9,045.00	\$
208 - 752 - 704.110	\$ 1,317.00	\$
208 - 752 - 704.200	\$ 426.00	\$
208 - 752 - 704.300	\$ 391.00	\$
208 - 752 - 704.301	\$ 237.00	\$
208 - 752 - 704.500	\$ 396.00	\$
<b>Total</b>	\$ 11,812.00	\$

  
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

2009  
Budget Amend.

FUND/DEPARTMENT: 208751

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
208 - 751 - 730.060	\$ 14,468.00	\$
208 - 751 - 704.200	\$ 2,667.00	\$
208 - 751 - 704.300	\$ 1,761.00	\$
208 - 751 - 704.301	\$ 4.00	\$
208 - 751 - 704.500	\$ 1,262.00	\$
208 - 751 - 704.600	\$ 205.00	\$
<b>Total</b>	\$ 20,565.00	\$

Michael Lybetta  
Department Head Signature

1-7-9  
Date

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

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

\_\_\_\_\_  
Date

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

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

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



**OTSEGO COUNTY  
BUDGET AMENDMENT**

FUND/DEPARTMENT: 208 752

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
208 - 752 - 703.060	\$	\$ 8,624.00
208 - 752 - 704.800	\$	\$ 1,253.00
208 - 752 - 703.070	\$	\$ 800.00
208 - 752 - 704.400	\$	\$ 500.00
208 - 752 - 704.800	\$	\$ 635.00
- -	\$	\$
<b>Total</b>	\$	\$ 11,812.00

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

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_

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

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

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



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** 208751

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
208 - 440 - 652.050	\$ 5,906 <sup>00</sup>	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	<b>\$ 5,906<sup>00</sup></b>	<b>\$</b>

**EXPENDITURE**

Account Number	Increase	Decrease
208 - 751 - 703.030	\$	\$ 10,760.00
208 - 751 - 703.670	\$	\$ 943.00
208 - 751 - 704.110	\$	\$ 1,318.00
208 - 751 - 704.400	\$	\$ 500.00
208 - 751 - 704.800	\$	\$ 1,174.00
- -	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$ 14,659.00</b>

TOTAL 20,565.00

*M. J. [Signature]*  
Department Head Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

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

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

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



OTSEGO COUNTY  
BUDGET AMENDMENT

2010  
Amendment

FUND/DEPARTMENT: General Fund - equalization

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 Add part time staff to equalization dept. page 1 of 2

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

EXPENDITURE

Account Number	Increase	Decrease
101.257 - 703-060 - Part-time wages	\$ 18,205	\$
- 704.200 - SS taxes	\$ 1,357	\$
- 704.300 - Retirement	\$ 2,174	\$
- 704.600 - wk comp	\$ 375	\$
- 704.800 - sick pay	\$ 644	\$
- 704.110 - hospitalization	\$ 3,899	\$
<b>Total</b>	\$	\$

Rachel Frisch  
Department Head Signature

1/20/10  
Date

Finance Department
Entered:
By:

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

\_\_\_\_\_  
Date

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

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

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



**OTSEGO COUNTY  
BUDGET AMENDMENT**

*page 2 of 2*

**FUND/DEPARTMENT:** \_\_\_\_\_

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
101-257 - 704-140 - Life & disab	\$ 220	\$
- 704-500 - Unempl.	\$ 300	\$
101-941-999-000- Contingency	\$	\$ 27,174
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$ 27,174	\$ 27,174

\_\_\_\_\_  
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

2010  
Amendment

FUND/DEPARTMENT: General Fund - 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 Adjust for payment of retro wages for jail employee

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

EXPENDITURE

Account Number	Increase	Decrease
101-351 - 703-030 - Hourly wages	\$ 1,828	\$
101-351 - 704-200 - SS taxes	\$ 140	\$
101-351 - 704-300 - Retirement	\$ 275	\$
101-941 - 999-000 - Contingency	\$	\$ 2,243
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$ 2,243	\$ 2,243

Rachel Frisch  
Department Head Signature

1/20/10  
Date

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

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

\_\_\_\_\_  
Date

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

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

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



OTSEGO COUNTY  
BUDGET AMENDMENT

2010  
Amendment

FUND/DEPARTMENT: Parks + Rec / General Fund

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 To increase payment in lieu of insurance for non-union employees.

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

EXPENDITURE

Account Number	Increase	Decrease
<u>208.752 - 704.700 - Pmt in lieu of ins</u>	\$ 800	\$
<u>208.941 - 999.990 - Contrib. to Fund<sup>PAF</sup></u>	\$	\$ 800
<u>101.941 - 999.000 - Contingency</u>	\$	\$ 2,400
<u>101.267 - 704.700 - Pmt in lieu of ins.</u>	\$ 800	\$
<u>101.131 - 704.700 - "</u>	\$ 800	\$
<u>101.133 - 704.700 - "</u>	\$ 800	\$
<b>Total</b>	\$ 3,200	\$ 3,200

Rachel Frisch

Department Head Signature

1/20/10

Date

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

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

## Otsego County Fee Schedule

### 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.

**Dog Adoption Fees:**

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.

**Cat Adoption Fees:**

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>

**Submission Fees for Adopted Dogs:**

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

**Litter of Puppies:**

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:	\$2.00 one way
Seniors	\$2.00 one way
Disabled	\$2.50 one way
Students	\$3.00 one way
Adults	

**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	\$10.00
Each Additional Page	\$4.00



For Public Sector

Subscriptions Rate:  
(Layers include Road, Water, and Parcel)

Public Sector (single town and range)	
Annual Update:	0.10 per parcel
Quarterly Update:	\$0.25 per parcel
Public Sector (for multiple town and ranges)	
Annual Update:	\$0.10 per parcel
Quarterly Update:	\$0.25 per parcel
Public Sector (entire county)	
Annual Update:	\$0.10 per parcel
Quarterly Update:	\$0.25 per parcel

For Private Sector

Subscriptions Rate:  
(Layers include Road, Water, and Parcel)

Public Sector (single town and range)	
Annual Update:	\$0.20 per parcel
Quarterly Update:	\$0.50 per parcel
Public Sector (for multiple town and ranges)	
Annual Update:	\$0.20 per parcel
Quarterly Update:	\$0.50 per parcel
Public Sector (entire county)	
Annual Update:	\$6,000.00
Quarterly Update:	\$2,500.00 per quarter

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)



Residential Variance	\$400.00
Appeal-Interpretation	\$400.00

## PARKS & RECREATION

### Otsego Lake County Park

#### Otsego County Residents:

Day Park Pass	\$3.00
Day Park Pass - Seniors (age 60 and over)	\$2.00
Season Park Pass	\$14.00
Season Park Pass - Seniors (age 60 and over)	\$5.00
Camping	\$21.00 per night
Pavilion Rental	\$50.00
Camping Vehicle Permits	\$3.00

#### Non-Otsego County Residents:

Day Park Pass	\$3.00
Season Park Pass	\$20.00
Camping	\$23.00 per night
Pavilion Rental	\$60.00
Camping Vehicle Permits	\$3.00

### 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
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### 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

#### VETERANS

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

**GENERAL**

Checks returned for Non Sufficient Funds	\$25.00
<b>Conference Room Rental</b>	
Half-Day	\$45.00
Full-Day	\$60.00
Clean-Up Fee - Charged when room is not returned in original setup and condition.	\$25.00
<b>Note: Fees for conference room rentals are waived for court-ordered meetings.</b>	
Copies	\$1.00 per page unless otherwise noted

Note: Otsego County Departments are exempt from fees concerning county-related requests.

Effective: January 26, 2010



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

## Official Travel & Business Expenses Policy

A. **General.** To reimburse County employees for reasonable expenses incurred while in training or conducting official business for the benefit of the County.

B. **Policy and Procedures.**

1. **Original itemized receipts** shall accompany requests for reimbursement for expenses incurred in conjunction with official travel and business meal reimbursement.

2. When practical, employees should share transportation and lodging as economy measures.

3. Approval authority for travel plans and travel expense reimbursement claims is as follows:

Approval Authority

Elected Officials

Department Heads

County Administrator

Approval For

Persons in their Department(s)

Persons in their Department(s)

Board Members, Elected Officials, Appointed Department Heads

4. Claims for travel and business meal reimbursement shall be submitted by the employee within 30 days after travel has been completed using either or both of the following forms. Travel and business meal expenses shall be reimbursed only in the budget year in which expenses are incurred. On approval by the authorizing official as outlined above, travel and business meal claims will be forwarded for payment.

a. County Credit Card expense voucher.

b. Travel Expense voucher.

5. Employees must use a County owned vehicle during County business travel unless otherwise authorized by the designated approval authority.

6. Out-of-state travel and any exceptions to this policy must be submitted in writing to the County Administrator for prior approval, with such approval being provided in writing.

C. **Travel Reimbursement.**

1. Accommodations: \$ 100.00 (tax included)

Reimbursement for accommodations may be higher when associated with a workshop or conference, with advance authorization from the designated approval authority.

2. Mileage cannot be incurred for travel of less than one mile and multiple trips of less than one mile shall not be accumulated for reimbursement purposes. Mileage will be reimbursed at 40 cents per mile, as approved by the County Board of Commissioners unless specified otherwise in a separate union contract.

3. Reimbursement of meals for out-of-county travel when the employee is on County business is addressed in the Business Meals while Traveling section below.

D. **Reimbursement of Business Meals.**

To be considered a business meal, such meals must be directly related to County business and purposes. The meal period must be planned for the purpose of and include substantive and bona fide business discussions or other business activities which directly and specifically benefit the County.

Documentation must include names of persons attending and the business purposes of the meal, or in the case of an organization or group, the name of the sponsoring organization, an original itemized receipt, and a description of the business purposes of the organization and meal. Cost of business meals may be paid or reimbursed if approved by the authorized department signatory with required documentation.

1. In-County Business Meals

- a. In-county business meals are those meals which are located within the county (and therefore not considered travel), but not at a County work site.
- b. Examples of in-county business meals may include the following: as part of an interview the County is conducting; or as part of a negotiation with potential business partners.
- c. In general, meals attended only by County staff will not be approved for reimbursement as business meals.
- d. All in-county business meals must be approved by the County Administrator prior to the meal taking place.

2. On-Site Business Meals

- a. On-site business meals are those meals which are located on County property. Meals may be provided at County offices and workplaces if the meals are for the convenience of the County in the conduct of substantive County business.
- b. Allowable on-site meals include occasions when the participants are meeting on-site and are conducting substantive County business during or immediately before or after the meals and it is necessary to provide the meals for the efficient conduct of County business. An example would be in-house training that goes through the lunch hour.
- c. All on-site business meals must be approved by the County Administrator prior to the meal taking place.

3. Business Meals while Traveling

Reimbursement of meals for out-of-county travel when the employee is on County business is as follows:

- a. **Breakfast: Travel commences prior to 6:00 a.m. and extends beyond 8:00 a.m.**  
**Allowance** Reimbursement of actual meal expenses incurred, up to \$10.00, accompanied by the original itemized receipts.
- b. **Lunch: Travel commences prior to 10:00 a.m. and extends beyond 2:30 p.m.**  
**Allowance:** Reimbursement of actual meal expenses incurred, up to \$12.00, accompanied by the original itemized receipts.
- c. **Dinner: Travel commences prior to 3:00 p.m. and extends beyond 8:00 p.m.**  
**Allowance:** Reimbursement of actual meal expenses incurred, up to \$18.00, accompanied by the original itemized receipts.
- d. The above reimbursement amounts include gratuity. There is a limit of 20% of meal cost for gratuity.



OTSEGO COUNTY  
BUDGET AMENDMENT

2010  
Amendment

FUND/DEPARTMENT: Public Improvmt/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 Court conference room renovation

Account Number	Decrease	Increase
497.050 - 400.001 - Contrib. from	\$	\$ 7,000
- - Fund bal.	\$	\$
245.050 - 400.001 - Contrib. from	\$	\$ 7,000
- - fund bal.	\$	\$
<b>Total</b>	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
497.901 - 970.300 - Property - Improvements	\$ 7,000	\$
- -	\$	\$
245.901 - 970.300 - Property - Improvements	\$ 7,000	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
<b>Total</b>	\$	\$

Rachel Trisch  
Department Head Signature

1/20/10  
Date

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

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

\_\_\_\_\_  
Date

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

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

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

**FOR OFFICIAL USE ONLY**  
**BY ORDER OF THE OTSEGO COUNTY COMMISSIONERS**  
**OTSEGO COUNTY, GAYLORD REGIONAL AIRPORT**

**DRAFT 1-2**  
**9 February 2010**



**GAYLORD REGIONAL AIRPORT ADVISORY BYLAWS**

***(COMPLIANCE WITH THIS PUBLICATION IS MANDATORY)***

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**ACCESSIBILITY:** Publications and forms are available on the Otsego County computer data base under Airport for downloading or printing.

**RELEASABILITY:** There are no releasing restrictions on this publication.

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**PURPOSE OF ADVISORY:** The Gaylord Regional Airport Advisory Committee (Advisory Committee or AAC) shall provide input from representatives of key community elements that are impacted by the use and development of the Gaylord Regional Airport. The Advisory Committee shall also provide advice and recommendations to the Airport Manager, the County Administrator, and through the Commissioner Ex-Officio to the Otsego County Transportation and Airport Committee regarding the operation, planning and use of the Gaylord Airport.

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**PURPOSE OF INSTRUCTION:** This instruction establishes procedures for the Advisory Committee to conduct business as an advisory body to the Gaylord Regional Airport, the Airport Manager and the Transportation and Airport Committee. These rules are intended to assist in the free but respectful flow of communication between all members.

**SUMMARY OF CHANGES:** These Bylaws corrects administrative errors, clarifies existing procedures, and implements guidance and limitations to both the operation of the Airport Advisory Committee and responsibilities of those appointed to it.

**POSTING CHANGES:** As situations and policies change so will this instruction to reflect those changes. The change must come from the Transportation and Airport Committee and be in writing. Any situation not covered by this document must be addressed to the airport leadership for guidance or clarification. This publication is not intended to answer every question that may arise while serving as a member of the Advisory Committee but is designed to provide a base line of instruction for a variety of issues.

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Supersedes all other Bylaws or Instructions on same subject  
OPR: Matt Barresi

Certified by: Mike Deerfield  
Pages: 5 Complete



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**1. Membership**

- 1.1 Nominees for appointment to the Advisory Committee shall be submitted to the Transportation and Airport Committee and appointed by the Otsego County Board of Commissioners.
- 1.2 There shall be 9 members comprising the Advisory Committee. There is no limit to the number of terms an individual can serve on the committee.
- 1.3 Those members appointed to the Committee shall be randomly divided into staggered terms so that during any one year, only 3 member's terms shall expire.
- 1.4 Appointment to the Advisory Committee is a privilege and not everyone applying is selected. Those that are selected will comply with the following rules of conduct:
  - o Attend scheduled meetings to the best of your ability in keeping with attendance rules.
  - o Be prepared to work on issues and volunteer for airport projects if needed.
  - o Place the interests of the airport above your individual interest such as your fuel cost or hangar lease or any issue that affects you directly but not the airport in its development.
  - o Remove yourself from voting on any issue that could be considered a conflict of your personal or business interest.
  - o Be respectful to all people attending and participating in committee meetings.
  - o Be receptive to a variety of independent and individual thinking from all members.
  - o Be respectful of the decisions of the Transportation Committee.
  - o Officers appointed to positions on the Advisory Committee will carry out their assigned duties or be removed by the Chairperson for dereliction.
  - o Members are an advisor to the Airport Manager, the County Administrator and the Transportation and Airport Committee but do not represent or speak for the airport to the news media, groups or clubs, agencies, or organizations unless authorized by the Trans/Air Committee, the County Administrator, or the Airport Manager.
- 1.5 Members of the Advisory Committee shall be comprised of members from different parts of the community.

**2. Attendance**

- 2.1 Members including the Airport Manager are expected to attend all regular meetings, in accordance with 2.4.
- 2.2 The Advisory Committee will decide at the January meeting if they will meet monthly, bi-monthly or quarterly for the new year.
- 2.3 The Advisory Committee may choose not to meet on a particular month.
- 2.4 A member may be recommended for removal from the Committee for malfeasance, misfeasance or nonfeasance by a majority vote of the Committee membership.
- 2.5 The Airport Manager will provide the Transportation and Airport Committee an Advisory Committee attendance list at the end of each year or upon request.

**3. Officers**

- 3.1 The Advisory Committee shall annually elect from its members a Chairperson, and Vice-Chairperson.
- 3.2 The Committee Chair's responsibilities include but are not limited to the following:
  - o Conduct meetings.
  - o Maintain order and setting the standard.
  - o Serve as the spokesperson for the Committee.
  - o Helping to establish yearly goals for the committee.
  - o Encouraging all members of the committee to participate.
- 3.3 It shall be the duty of the Vice-Chairperson to conduct meetings in the absence of the Chairperson.
- 3.4 The Chairperson of the Transportation and Airport Committee shall be ex-officio member of the Advisory Committee and shall have no voting rights in the Advisory Committee but will act as a liaison to the Trans/Air Committee.
- 3.5 The Airport Manager shall have no voting rights in the Advisory Committee. The Manager will act as a liaison to the Transportation Committee when the Chairperson ex-officio is not present.
- 3.6 It shall be the duty of the Airport Manager to send out meeting notices in addition to associated meeting material. The Manager will also maintain all records of the Advisory Committee.

**4. Powers and Limitations**

- 4.1 The Advisory Committee shall not enter into contracts, hire, fire or task airport staff, negotiate the sale or purchase of real estate, or make financial commitments.
- 4.2 The Advisory Committee may establish subcommittees composed of members and non-members.
- 4.3 The Advisory Committee may utilize the services of local and regional organizations in carrying out its activities in keeping with para. 1.4.
- 4.4 The Advisory Committee may utilize the services of professional consultants with approval of the Transportation and Airport Committee.

**5. Activities**

- 5.1 In carrying out its purpose the Advisory Committee shall undertake such activities that will aid and support the Airport Manager and the long term development of the airport and include, but not limited to:
- 5.2 Preparing and recommending a long-range business plan and financing plan for the Gaylord Airport.
- 5.3 Reviewing and recommending actions concerning leases, fees and annual budgets for the

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airport.

- 5.4 Developing and recommending annual goals and objectives for the operation and development of the airport.
- 5.5 Reviewing and recommending actions concerning the airport rules.
- 5.6 Presenting an annual report concerning the status of the airport.
- 5.7 Promoting awareness, utilization and development of the airport pursuant to and consistent with the Otsego County goals and objectives and master business plan.

### 6. Notice of Meetings

- 6.1 Notice of any regular or special meeting of the Advisory Committee and/or a subcommittee shall be given to members at least 5 days prior in writing or by e-mail and shall be posted in accordance with the Open Meeting Act.
- 6.2 Meetings will be held in a public location as defined in the Open Meetings Act.
- 6.2 The business to be transacted and the purpose of any regular or special meetings of the Committee and/or Subcommittee shall be specified in the notice.

### 7. Quorum

- 7.1 At all meetings of the members a quorum of the voting members must be represented.
- 7.2 A number of members who shall equal not less than half of the members entitled to vote at such meetings shall constitute a quorum.

### 8. Voting

- 8.1 Each member as defined by the Bylaws shall be entitled to one vote on all issues (excluding a conflict of interest) which may come before the Advisory Committee or any subcommittee on which they serve.
- 8.2 Members may vote in person or may vote by proxy on any specific item executed in writing by the member and delivered to the Chairperson of the Committee or subcommittee before any regular or special meeting. All questions shall be determined by a majority vote, which shall be deemed to mean a majority of a quorum.

### 9. Conflict of Interest

- 9.1 A conflict of interest for these bylaws shall be defined as having a financial or other private interest, direct or indirect, personally or through a member of his or her family, in the matter upon which the Committee Member is required act upon. When a conflict of interest exists, the Committee member shall make such conflict known to the Committee, which shall then be reflected in the meeting minutes. The Committee member may participate in discussions on such matters, but shall not vote.

### 10. Conflict Resolution

- 10.1 Any conflict concerning airport operations involving Airport Advisory Committee members and the County should first be discussed with the Airport Manager; second with

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the County Administrator; third the Transportation and Airport Committee; and finally with the full County Board should resolution not be found at earlier stages.

**11. Amendment**

10.1 These Bylaws may at any time be amended or replaced in whole or in part by a vote of a majority of the County Commissioners.

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**OCR 10-01**  
**Resolution of Support**  
**FINAL REPORT OF THE**  
**LEGISLATIVE COMMISSION ON STATUTORY MANDATES**

Otsego County Board of Commissioners  
January 26, 2010

**WHEREAS** the electorate of the State of Michigan passed an amendment in November 1978 to the State's Constitution that required the State to fund mandates imposed on local units of government (often referred to as the "Headlee Amendment"); and

**WHEREAS** the Headlee Amendment (Article IX, Section 29) states:

"The state is hereby prohibited from reducing the state financed proportion of the necessary costs of any existing activity or service required of units of Local Government by state law. A new activity or service or an increase in the level of any activity or service beyond that required by existing law shall not be required by the Legislature or any state agency of units of Local Government, unless a state appropriation is made and disbursed to pay the unit of Local Government for any necessary increased costs. The provision of this section shall not apply to costs incurred pursuant to Article VI, Section 18." and;

**WHEREAS** the Headlee Amendment became effective on December 23, 1978; and

**WHEREAS** the State Legislature established the Legislative Commission on Statutory Mandates (LCSM) through P.A. 98 of 2007, as amended by P.A. 356 of 2008 and assigned the LCSM to identify mandates (including those involving reports) and the related cost of the mandates to local units of government, along with recommendations to resolve the unfunded mandates; and

**WHEREAS** the LCSM worked with the Citizens Research Council (Issued an analysis of other state's statutes and constitutional requirements similar to the Headlee Amendment) and local units of government associations, including:

- Michigan Association of Counties.
- Michigan Municipal League.
- Michigan Township Association.
- Michigan School Business Officials and Michigan Association of School Administrators.
- Michigan Community College Association.
- County Road Association of Michigan.

**WHEREAS** the LCSM issued a report in June 2009 entitled "Interim Report of the Legislative Commission on Statutory Mandates" that indicated, among other matters, that the State had failed to enact legislation enabling the Headlee Amendment and has not complied with the Headlee Amendment since its adoption in 1978; and

**WHEREAS** the LCSM has completed its report in December 2009 entitled "Final Report of the Legislative Commission on Statutory Mandates" that reaffirms the Interim Report results and provides recommendations, including but not limited to:

- Drafted legislation and court rules that would mitigate unfunded mandates imposed on local units of government in the future.
- Proposed procedures that will prevent new unfunded mandates from being imposed on local units of government.
- Proposed procedures that would be corrective should unfunded mandates be imposed that include, among other requirements:
  - A submission of an action before the Court of Appeals to be heard by a special master in order to rule on whether the matter is a mandate and if the mandate is underfunded.
  - Require the Court of Appeals to rule on the above within six months of the filing.
  - Should the Court of Appeals not rule on the above within six months, the local unit of government would have no obligation to continue to provide the services until such time as the State complies with the Headlee Amendment.

**WHEREAS** the Michigan Association of Counties adopted a resolution of support for the recommendations contained in the final LCSM report in December 2009; now, therefore, be it

**RESOLVED** that the Otsego County Board of Commissioners supports the findings and recommendations in the interim and final reports of the Legislative Commission on Statutory Mandates and encourages the Governor, Legislature and Supreme Court to adopt and enact the recommendations cited in the final report; and be it further

**RESOLVED** that the Otsego County Board of Commissioners approves the release of this resolution to be distributed to Governor Granholm, Senator Tony Stamas, Representative Kevin Elsenheller, and the Michigan Association of Counties.



Diann M. Axford  
Otsego County Treasurer  
(989) 731-7560

## Tax Foreclosure Financial Hardship Policy Otsego County

Property owners who fail to pay delinquent property taxes are subject to losing their property to foreclosure. Foreclosure is the final action in the tax reversion process when the Circuit Court enters the judgment of foreclosure and declares redemption rights expire March 31<sup>st</sup>.

This financial hardship policy establishes the guidelines to assist delinquent taxpayers who want to maintain their property. The Treasurer's goal is to assist taxpayers throughout the year to achieve their real property tax obligation, and to avoid foreclosure on parcels by taxpayers who demonstrate that financial hardship has contributed to their inability to meet real property tax obligations.

Financial hardship will be a factor considered for the deferral of the foreclosure process. Otsego County Hardship Deferral Applications will be available at Otsego County Treasurer's Offices, The Department of Human Services, Capital Area Community Services, Michigan State University Extension, and other locations designated by the Treasurer.

The Treasurer may grant deferrals for non-homestead parcels involving extraordinary circumstances. We are willing to discuss your individual situation with you as part of the application process.

The applicant must complete a "Hardship Deferral Application" and provide all requested supporting documentation. The applicant must be approved by the Otsego County Treasurer in order for the tax foreclosure to be postponed for an additional cycle, approximately one year.

The Otsego County Treasurer will take into consideration the income and assets of the person or family applying for the deferral. The income guidelines will be the federal poverty guidelines as issued by the United States Department of Health and Human Services.

Applicants whose income exceeds 125%-200% of the federal poverty limits for Otsego County will only be eligible for deferral if their household has suffered substantial financial hardship due to an unavoidable increase in expenses or an involuntary reduction in income.

This may include, but is not limited to, the following:

- Health/medical issues including physical or mental disabilities.
- Outstanding financial obligations due to conditions/factors outside of the individual's control.
- Unemployment due to conditions/factors outside of the individual's control.

Applicants must exhaust all potential sources of assistance. A list of agencies to assist them in applying for financial assistance will be distributed to those applying for hardship deferral.

The County Treasurer will compile a list of all applicants applying for deferral of tax foreclosure in Otsego County. The final determination to postpone the tax foreclosure will be made solely by the County Treasurer. All applicants will receive notice of the County Treasurer's decision.

The "granting of a hardship deferral" only extends the time to pay the delinquent amount due. Interest at 1½% monthly and any additional expenses continue to accrue on the parcel during the deferral period increasing the taxpayer's liability. It would be unusual for the Treasurer to grant a second extension when a previously granted extension has not resulted in redemption.



## Otsego County Treasurer Foreclosure Prevention Goals

Diana M. Axford  
Otsego County Treasurer  
(989) 731-7560

- 1) The Otsego County Treasurer's primary goal of the foreclosure prevention program is to assist taxpayers to achieve their real property tax obligation and ultimately break the cycle of delinquent tax status.
- 2) Tax liability remains the taxpayer's responsibility. Penalties and interest are very high, and will continue to accrue until taxes are paid in full. Partial payments can help lower those expenses and payment plans are highly recommended.
- 3) Otsego County Treasurer staff assesses taxpayer's specific needs and circumstances.
- 4) Taxpayers are well informed of foreclosure prevention concepts and steps necessary to maintain property ownership.
- 5) Taxpayers are referred to local, state and federal agencies for assistance for relief for their specific circumstances.
- 6) Taxpayers are instructed to exhaust all potential sources of assistance.
- 7) Taxpayers experiencing financial hardship may qualify for a one year Hardship Deferral, withholding the property from foreclosure for one cycle, or approximately one year.
- 8) Taxpayers who are on official payment plans *and* have demonstrated a "good faith effort," will qualify for withholding from judicial foreclosure.
- 9) Taxpayers granted an extension of time would be expected to redeem that year's taxes prior to consideration for additional withholding the following year. It would be unusual for the Otsego County Treasurer to grant a second extension when the previously granted extension has not resulted in redemption.
- 10) The Otsego County Treasurer must determine if an extension of time to pay delinquent property taxes by granting a financial hardship postponement is helping a property owner catch up while paying additional interest and fees or hurting them by allowing them to get further behind. This is determined case by case and is based on an individual's prior foreclosure prevention program history.
- 11) Realistically, we discuss if a person can afford the expenses of property ownership and what other options might exist.
- 12) The Otsego County Treasurer must determine when withholding from foreclosure is not in the best interest of the community. Vacant and Red-tagged properties blight the surrounding community; therefore, it is unlikely such properties would qualify for this program.