



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, February 9, 2010 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 and Correction of Regular Minutes of January 26, 2010 w/attachments

Consent Agenda

A. OCR 10-02 MDNRE Site Assessment Grant - Motion to Adopt

B. Parks and Recreation 2009 Budget Amendment

Administrator's Report

Special Presentations

A. MSHDA Emergency Shelter Grant (ESG) - Laurie Andrews

Department Head Report

A. Sheriff's Quarterly Report - Jim McBride, Sheriff

B. Emergency Management/9-1-1 Report - Mike Thompson, Director

Committee Reports

A. Budget & Finance Committee

1. Planning & Zoning 2009 Time Study

B. Justice & Public Safety Committee

1. Animal Control Facility

2. Animal Control Staffing

3. SANE Representative

C. Recycling Committee

1. Recycling Pilot Program

City Liaison, Township & Village Representatives

Correspondence

New Business

A. Financials

1. February 2, 2010 Warrant

2. February 9, 2010 Warrant

Public Comment

Board Remarks, Announcements, and informal discussions

Adjournment

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 Ratchliffe. 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.

Kenneth R. Glasser, Chairman

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
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

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	\$
Total	\$	\$

Rachel Frisch

Department Head Signature

11/20/10

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
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

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
Total	\$ 13,897	\$ 13,897

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: 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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

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	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 3,820.00	\$ 3,820.00

Tracy A. Cruz
Department Head Signature

1-11-2010
Date

Finance Department
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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE *2009 year end.*

Account Number	Increase	Decrease
101 - 141 - 704.800	\$	\$ 900.00
101 - 141 - 703.030	\$ 900.00	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 900.00	\$ 900.00

Tracy G. Cruz
Department Head Signature

01/11/2010
Date

Finance Department
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.

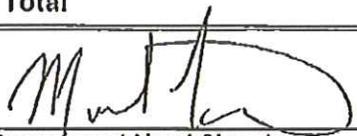
Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

REVENUE

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

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	\$
Total	\$ 11,812.00	\$


Department Head Signature

Date

Finance Department
Entered:
By:

Administrator's Signature

Date

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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

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	\$
Total	\$ 20,565.00	\$

Michael J. Galt
Department Head Signature

1-7-9
Date

Finance Department 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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

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
- -	\$	\$
Total	\$	\$ 11,812.00

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: 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 ⁰⁰	\$
- - -	\$	\$
- - -	\$	\$
- - -	\$	\$
Total	\$ 5,906⁰⁰	\$

EXPENDITURE

Account Number	Increase	Decrease
208 - 751 - 703.030	\$	\$ 10,760.00
208 - 751 - 703.070	\$	\$ 943.00
208 - 751 - 704.110	\$	\$ 1,318.00
208 - 751 - 704.400	\$	\$ 500.00
208 - 751 - 704.800	\$	\$ 1,174.00
- - -	\$	\$
Total	\$	\$ 14,659.00

TOTAL 20,565.00

Mul [Signature]

Department Head Signature

Date

Finance Department	
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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

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	\$
Total	\$	\$

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

OCF-3 (10/14/05)

Consent A. 2 #1



**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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-257 - 704-140 - Life & disab	\$ 220	\$
- 704-500 - Unempl.	\$ 300	\$
101-941-999-000 - Contingency	\$	\$ 27,174
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 27,174	\$ 27,174

Department Head Signature

Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY
BUDGET AMENDMENT

2010
Amendments

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
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

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
-	\$	\$
-	\$	\$
Total	\$ 2,243	\$ 2,243

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

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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

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

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 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 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)	\$25.00
Total Cost of Adoption per Dog:	\$55.00

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 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)	\$25.00
Total Cost of Adoption per Cat:	\$45.00

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

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
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EQUALIZATION OFFICE

Copies In the Office:

Self Serve	
Single copies (8½" x 11", 8½" x 14")	\$1.00 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

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	\$0.25 each
Name, address and description	\$0.30 each
Name, address, description and value	\$0.35 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	\$500.00 per request

Maps (8½" x 11") from MapInfo	
Maps from computer with staff assistance	\$10.00 each

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

Other Office Fees:

Aerials	
1st copy	\$15.00 each
Each additional copy	\$12.00 each

Faxed Information	
Each sheet	\$ 5.00 each

House Numbers	\$25.00 per request
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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: 0.10 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)

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:	
First \$1,000 of Project Value	\$40.00 flat fee
For Every \$1,000 or Part of a \$1,000 Over the First \$1,000 up to \$10,000	\$10.00 flat fee
For Every \$1,000 or Part of a \$1,000 Over \$10,000	\$ 5.00 flat fee
Note: BICC fee schedule for Use Group and Type of Construction is used to determine permit fee.	
Electrical, Mechanical and Plumbing Permits are calculated based upon the itemized permit applications.	
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:

Single Family Dwelling	\$45.00
Residential Addition	\$45.00
Accessory buildings	\$45.00
Decks	\$30.00
Non-residential Signs	\$100.00
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

Commercial Site Plan Review - In-house	\$100.00
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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

Zoning Board of Appeals Hearings:

Commercial Variance	\$400.00
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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 ¹ /50 ²
¹ Price for first acre	
² 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
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.	
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:

<u>Approval Authority</u> Elected Officials Department Heads County Administrator	<u>Approval For</u> 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
Restoration

FUND/DEPARTMENT: Public Improvmt/Court house

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.	\$	\$
Total	\$	\$

EXPENDITURE

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

Rachel Fresh
Department Head Signature

1/20/10
Date

Finance Department	
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



Otsego
COUNTY
M I C H I G A N



GAYLORD REGIONAL AIRPORT ADVISORY BYLAWS

(COMPLIANCE WITH THIS PUBLICATION IS MANDATORY)

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.

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.

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.

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

Certified by: Mike Deerfield
Pages: 5 Complete



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GLR/A Bylaws 9 February 2010

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.

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GLR/A Bylaws 9 February 2010

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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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GLR/A Bylaws 9 February 2010

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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 31st.

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

Diann 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.



February 9, 2010 Agenda

OCR 10-02
G-P Site Assessment Grant Resolution

Otsego County Board of Commissioners
February 9, 2010

WHEREAS, the Michigan Department of Natural Resources and Environment (MDNRE) provides grants and loans to communities through its Brownfield Redevelopment Grant and Loan program to encourage reuse of brownfield properties by funding demolition and environmental response activities;

WHEREAS, the redevelopment of the former Georgia-Pacific property is a partnership between the State of Michigan, the Otsego County Brownfield Redevelopment Authority (OCBRA), Otsego County, and a developer and environmental response activities are required as part of the redevelopment; and

WHEREAS, the project effectively meets the program criteria of need for financial assistance, local financial commitment, site reuse, and economic development and job creation; and

WHEREAS, the proposed development is consistent with local development plans, zoning ordinances, Otsego County Master Plan and will be under land use review; and

WHEREAS, the site for which an application for an MDNRE Brownfield Redevelopment Grant was requested are designated as a "Facility" under Part 201, 1994 Act 451 and neither the applicant, Otsego County Brownfield Redevelopment Authority nor the developer are liable parties; and, now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners authorizes the OCBRA to enter into a grant agreement with the Michigan Department of Natural Resources and Environment for a Brownfield Redevelopment grant for environmental response activities for the Georgia-Pacific Redevelopment Project.



BROWNFIELD REDEVELOPMENT GRANT CONTRACT
 BETWEEN THE
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT
 AND THE
 OTSEGO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

This Grant Contract ("Contract") is made between the Michigan Department of Natural Resources and Environment, Remediation and Redevelopment Division (hereafter "State"), and the Otsego County Brownfield Redevelopment Authority (hereafter "Grantee").

The purpose of this Contract is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to **Part 196, Clean Michigan Initiative Implementation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA)**. Legislative appropriation of funds for grant assistance is set forth in **2004 PA 309**. This Contract is subject to the terms and conditions specified herein.

Project Name: Northern Michigan Eco-Industrial Park
 Amount of Grant: \$743,750
 Start Date (Date executed by DEQ):

Project #: 451065-71
 Tracking Code: 2010-1133
 End Date:

GRANTEE CONTACT:

Norm Brecheisen
 Name/Title
 Otsego Co. Brownfield Redevelopment Authority
 Organization
 1062 Cross Street
 Address
 Gaylord, Michigan 49735
 Address
 989-350-6424
 Telephone number
 N/A
 Fax number
 nbrech@charterinternet.com
 E-mail address
 38-6004882
 Federal ID number

STATE'S CONTACT:

Jeff Hukill, Grant Coordinator
 Name/Title
 DNRE – Remediation and Redevelopment Division
 Division/Bureau/Office
 525 West Allegan Street, Constitution Hall, 4 South
 Address
 Lansing, Michigan 48913
 Address
 517-335-2960
 Telephone number
 517-373-9657
 Fax number
 hukillj@michigan.gov
 E-mail address

The individuals signing below certify by their signatures that they are authorized to sign this Grant Contract on behalf of their agencies, and that the parties will fulfill the terms of this Contract, including any attached appendices, as set forth herein.

FOR THE GRANTEE:

 Signature of authorized official

 Date

 Name and title (typed or printed)

FOR THE STATE:

 Lynelle Marolf, Acting Division Chief
 Remediation and Redevelopment Division
 Michigan Department of Natural Resources and Environment

 Grant Execution Date

I. PROJECT SCOPE

This Contract and its appendices constitute the entire Contract between the State and the Grantee and may be modified only by written agreement between the State and the Grantee.

(A) The scope of this project is limited to the activities specified in Appendix A, and such activities as are authorized by the State under this Contract. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Contract.

(B) By acceptance of this Contract, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Contract and in accordance with the terms and conditions of this Contract.

II. CONTRACT PERIOD

Upon signature by the State, the Contract shall be effective from the Start Date until the End Date on Page 1. The State shall have no responsibility to provide funding to the Grantee for project work performed except between the Start Date and the End Date specified on Page 1. Expenditures made by the Grantee prior to the Start Date or after the End Date of this Contract are not eligible for payment under this Contract.

III. CHANGES

Any changes to this Contract other than budget line item revisions less than 20 percent of the budget line item shall be requested by the Grantee in writing, and approved in writing by the State. The State reserves the right to deny requests for changes to the Contract or to the appendices. No changes can be implemented without approval by the State.

IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS

The Grantee shall submit deliverables and follow reporting requirements specified in Appendix A of this Contract.

(A) The Grantee must complete and submit quarterly progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. These reports shall be due according to the following:

Reporting Period	Due Date
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	Before October 15*
October 1 – December 31	January 31

*Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering July 1 – September 30. Advance notification regarding the due date for the quarter ending September 30 will be sent to the Grantee. If the Grantee is unable to submit a report in early October for the quarter ending September 30, an estimate of expenditures through September 30 must be submitted to allow the State to complete its accounting for that fiscal year.

The forms provided by the State shall be submitted to the State's contact at the address on Page 1. All required supporting documentation (invoices, proof of payment, etc.) for expenses must be included with the report.

(B) The Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including all supporting documentation for expenses, along with the final project report and any other outstanding products within 30 days from the End Date of the Grant.

(C) The Grantee must provide three (3) copies of all products and deliverables in accordance with Appendix A.

(D) All products shall acknowledge that the project was supported in whole or in part by the Brownfield Redevelopment Grant and Loan Program, Department of Environmental Quality (DEQ), per the guidelines provided by the program.

(E) If 15 percent (15%) or more of the grant amount is expended in a single quarter, payment requests may be submitted once monthly during that quarter.

V. GRANTEE RESPONSIBILITIES

(A) The Grantee agrees to abide by all local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

(B) All local, state, and federal permits, if required, are the responsibility of the Grantee. Award of this grant is not a guarantee of permit approval by the State.

(C) The Grantee shall be solely responsible to pay all taxes, if any, that arise from the Grantee's receipt of this grant.

(D) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports, and other services furnished by the Grantee or its subcontractor under this Contract. The Grantee or its subcontractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in designs, drawings, specifications, reports, or other services.

(E) The State's approval of drawings, designs, specifications, reports, and incidental work, or materials furnished hereunder shall not in any way relieve the Grantee of responsibility for the technical adequacy of the work. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Contract, or of any cause of action arising out of the performance of this Contract.

(F) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Contract or any payment under the Contract, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the grant.

VI. USE OF MATERIAL

Unless otherwise specified in this Contract, the Grantee may release information or material developed under this Contract, provided it is acknowledged that the State funded all or a portion of its development.

The State retains an irrevocable license to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material submitted under this grant whether or not the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph. Unless otherwise specified in this Contract, the Grantee may not patent products or processes developed under this Contract.

VII. ASSIGNABILITY

The Grantee shall not assign this Contract or assign or delegate any of its duties or obligations under this Contract to any other party without the prior written consent of the State. The State does not assume responsibility regarding the contractual relationships between the Grantee and any subcontractor.

VIII. SUBCONTRACTS

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Contract. Further, the State will consider the Grantee to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated Grant. All subcontractors used by the Grantee in performing the project shall be subject to the provisions of this Contract and shall be qualified to perform the duties required.

IX. NON-DISCRIMINATION

The Grantee shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Contract, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of this Contract this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Contract.

X. UNFAIR LABOR PRACTICES

The Grantee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 et seq.

XI. LIABILITY

(A) The Grantee, not the State, is responsible for all liabilities as a result of claims, judgments, or costs arising out of activities to be carried out by the Grantee under this Contract, if the liability is caused by the Grantee, any subcontractor, or anyone employed by the Grantee.

(B) All liability as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the State in the performance of this Contract is the responsibility of the State and not the responsibility of the Grantee if the liability is caused by any State employee or agent.

(C) In the event that liability arises as a result of activities conducted jointly by the Grantee and the State, in fulfillment of their responsibilities under this Contract, such liability is held by the Grantee and the State in relation to each party's responsibilities under these joint activities.

(D) Nothing in this contract should be construed as a waiver of any governmental immunity by the Grantee, the State, its agencies, or their employees, respectively as provided by statute or court decisions.

XII. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the Grantee's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Contract.

XIII. ANTI-LOBBYING

If all or a portion of this contract is funded with state funds, then the Grantee shall not use any of the grant funds awarded in this contract for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action." The Grantee shall not use any of the grant funds awarded in this contract for the purpose of litigation against the State. Further, the Grantee shall require that language of this assurance be included in the award documents of all subawards at all tiers.

XIV. DEBARMENT AND SUSPENSION

By signing this Contract, the Grantee certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the State.
- (2) Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45CFR1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
- (4) Have not within a three-year period preceding this Contract had one or more public transactions (federal, state, or local) terminated for cause or default.
- (5) Will comply with all applicable requirements of all other state or federal laws, executive orders, regulations, and policies governing this program.

XV. AUDIT AND ACCESS TO RECORDS

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to the grant contract, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee will provide proper facilities for such access and inspection. All records must be maintained for a minimum of ten (10) years after the final payment has been issued to the Grantee by the State.

XVI. INSURANCE

(A) The Grantee must maintain insurance or self-insurance that will protect it from claims that may arise from the Grantee's actions under this Contract, or from the actions of others for whom the Grantee may be held liable.

(B) The Grantee must comply with applicable workers' compensation laws while engaging in activities authorized under this Contract.

XVII. OTHER SOURCES OF FUNDING

The Grantee guarantees that any claims for reimbursement made to the State under this Contract must not be financed by any source other than the State under the terms of this Contract. If funding is received through any other source, the Grantee agrees to delete from Grantee's billings, or to immediately refund to the State, the total amount representing such duplication of funding.

XVIII. COMPENSATION

(A) A breakdown of costs allowed under this Contract is identified in Appendix A. The State will pay the Grantee a total amount not to exceed the amount on page one of this Contract, in accordance with Appendix A, and only for expenses incurred and paid. All other costs necessary to complete the project are the sole responsibility of the Grantee.

(B) Expenses incurred by the Grantee prior to the Start Date or after the End Date of this Contract are not allowed under the Contract, unless otherwise specified in Appendix A.

(C) The State will approve payment requests after approval of reports and related documentation as required under this Contract.

(D) The State reserves the right to request additional information necessary to substantiate payment requests.

(E) Payments under this Contract may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the Contract & Payment Express Web Site (<http://www.cpexpress.state.mi.us>).

(F) An amount equal to ten percent (10%) of the grant award will be withheld by the State until the project is completed in accordance with Section XIX, Closeout and Appendix A.

XIX. CLOSEOUT

(A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.

(B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Contract. Unless otherwise provided in this Contract or by State law, final payment under this Contract shall not constitute a waiver of the State's claims against the Grantee.

(C) The Grantee shall immediately refund to the State any payments in excess of the costs allowed by this Contract.

XX. CANCELLATION

This Contract may be canceled by the State, upon 30 days written notice, due to Executive Order, budgetary reduction, or other lack of funding, upon request by the Grantee, or upon mutual agreement by the State and Grantee. The State reserves the right to provide just and equitable compensation to the Grantee for all satisfactory work completed under this Contract.

XXI. TERMINATION

(A) This Contract may be terminated by the State as follows.

(1) Upon 30 days written notice to the Grantee:

- a. If the Grantee fails to comply with the terms and conditions of the Contract, or with the requirements of the authorizing legislation cited on Page 1, or the rules promulgated thereunder, or other applicable law or rules.
- b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Contract or any payment under this Contract.
- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee or agent of the State in an attempt to secure a sub-contract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Contract.
- d. During the 30-day written notice period, the State shall also withhold payment for any findings under subparagraphs a through c, above.
- e. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Department of Energy, Labor, and Economic Growth, or its successor.

(2) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:

- a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
- b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
- c. Convicted under State or federal antitrust statutes; or
- d. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity.
- e. Added to the federal or state Suspension and Debarment list.

(B) If a grant is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Contract.

XXII. ACCESS AGREEMENTS

A voluntary access agreement or court-ordered access must be secured by the Grantee prior to performance of the scope of work described in Appendix A for any portion of the project area or property where grant activities will be undertaken and that is not owned by the Grantee. Evidence of access must be provided to the State at its request.

XXIII. GRANT ADMINISTRATION

The use of a Grant Administrator to review work plans, reports, and other documents prepared by the Contractor(s), review invoices, write project status reports, and coordinate project activities and communications is eligible for reimbursement conditional upon the State's approval of a scope of work and budget prior to incurring grant administration costs. Grant administration costs will be limited to three percent (3%) of the total grant amount.

XXIV. INELIGIBLE EXPENSES

Although the following costs may be related to the scope of work described in Appendix A, the following are ineligible for reimbursement under the grant:

Office equipment; software; insurance, except liability insurance required pursuant to this Agreement; taxes, except sales taxes; registrations, including registration of an underground storage tank; replacement or purchase of equipment; fees, including Baseline Environmental Assessment petition fees and late fees; drinking water supply replacement, as defined in 1990 AACS Rule 299.5401; operation and maintenance, as defined in 1990 AACS Rule 299.5103(d); restoration of property or infrastructure, unless included in Appendix A; fees for attorneys or legal advice; grant recipient staff time for application submittal; costs incurred for environmental activities under a local Brownfield Redevelopment Authority Plan; costs incurred for activities outside a State-approved work plan; labor overtime; and training. Vehicle mileage will be reimbursed at a maximum of the federal rate allowed by the Internal Revenue Service at the time the costs are incurred. Other expenses may be determined ineligible in the course of invoice reviews.

XXV. BIDS, CONTRACTORS

(A) For contracts over \$20,000, the Grantee shall provide, or cause to be provided, the qualifications of the selected contractor(s) to the State. The State reserves the right to object to the selected contractor(s) or their qualifications. If the State has objections, it will inform the Grantee in writing within 30 days of receipt of the selected contractor's qualifications.

(B) For any contract over \$20,000, except professional services, the Grantee shall solicit, or cause to be solicited, bids from at least three qualified contractors. The Grantee shall provide to the State, copies of all bids received. If the contractor that submitted the lowest bid is not the contractor selected, the Grantee must submit written justification for the selection.

(C) Any contractor(s) retained for corrective action on regulated underground storage tanks shall be approved in accordance with Part 213, Leaking Underground Storage Tanks, and Part 215, Underground Storage Tank Financial Assurance, of the NREPA.

(D) Any contractor(s) retained for asbestos abatement shall possess appropriate qualifications to perform asbestos abatement.

(E) Contractor markup on subcontractors and equipment is limited to ten percent (10%) of the original cost.

XXVI. WORK PLANS AND PROJECT IMPLEMENTATION

(A) Prior to conducting any activities except property acquisition under the Contract, the Grantee or its contractor shall submit a detailed work plan to the State for its approval. Work plans must include a description of the proposed activities, a budget, and a schedule for conducting the activities under Appendix A. A supplementary work plan, budget, and schedule are required for each subsequent phase of work. The Grantee and its contractor shall not proceed with grant-

funded activities until the State approves the work plan, budget, and schedule in writing. The State may approve, modify and approve, or require amendments to the work plan.

(B) The Grantee or its contractor shall implement the work plan upon the State's written approval and according to the schedules contained therein. Changes or additions to the work plan may be submitted in writing and are subject to approval by the State. Changes to work plans without prior approval from the State, or performance of activities that are not part of an approved work plan or an amendment to a work plan, are considered ineligible expenses and may result in the Grantee being responsible for payment of unapproved activities.

XXVII. ECONOMIC DEVELOPMENT

(A) The Grant Recipient acknowledges by its signature of this Contract that there have been no material changes in the economic development proposal, property ownership, or other conditions of the property or project since the date the grant funds were awarded.

(B) In the event the proposed development changes or is not implemented, the Grantee shall immediately notify the State in writing and shall secure a new development project for the property within six (6) months after such notification. The Grantee shall then notify the State in writing of the proposed development. The alternate development project is also subject to approval by the State.

XXVII. OTHER TERMS AND CONDITIONS

(A) The State may withhold the grant until the State determines that the Grantee is able to proceed with the project scope described in Appendix A, pursuant to Part 196, Section 19612(3), of the NREPA.

(B) Following completion of the project, the State may conduct annual compliance inspections for two (2) years to determine whether the project is being maintained for the use specified in this Contract.

(C) The Grantee acknowledges, by signature of this Contract, that the State is not obligated to provide additional funding for this project. The Grantee shall assume responsibility for any additional environmental activity costs necessary to complete the project in excess of the approved Grant.

APPENDIX A

SITE NAME: Northern Michigan Eco-Industrial Park **TRACKING CODE:** 2010-1133
PROJECT #: 451065-71

GRANTEE RECIPIENT: Otsego County Brownfield Redevelopment Authority
COUNTY: Otsego

FUNDING: Clean Michigan Initiative Brownfield Redevelopment Grant
GRANT AMOUNT: \$743,750

FUNDING SOURCE: Part 196, Clean Michigan Initiative Implementation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Legislative appropriation of funding assistance is set forth in 2006 PA 343.

PROPERTY SIZE AND LOCATION: The 933-acre site is located at 2212 Dickerson Road, Gaylord, Michigan 49735. (See Figure 1, 2, and 3). The site includes a large wooded area as well as an approximately 100-acre industrialized area.

SITE HISTORY AND OWNERSHIP: In 1964, the site was owned by U.S. Plywood and operated as a particle board mill. Champion International (Champion) succeeded U.S. Plywood as the operator of the particle board operation. A sawmill was also operating on the site until approximately 1975. A second particle board mill was built in 1975, and the original mill building was converted to warehouse space.

Georgia Pacific acquired the facility from Champion in 1985 and continued to operate the facility as a particle board mill. The balance of the property has been managed for timber production with stands of mixed hardwoods and plantation red pine. A rail line was constructed across the property in 2006 to serve a scrap metal processor located adjacent to the property.

Both Georgia Pacific and Champion are viewed as liable parties for this site. Georgia Pacific is the current owner of the property. They have conducted some limited investigations and soil excavation. Champion is currently meeting their environmental obligations at the site. Georgia Pacific still has some outstanding environmental obligations. Among these obligations are:
(a) the former landfill that exists on the property and associated ground water impacts (see Figure 1), (b) the glue wash-down deck at the N-4 plant and associated groundwater impacts, (c) the boiler blow-down ditch and associated groundwater impacts, and (d) five lagoons on the property and associated groundwater impacts (see Figure 4).

PROJECT SCOPE: The scope of this project is limited to a Phase I and Phase II investigation, Baseline Environmental Assessment (BEA), lead and asbestos survey, and due care planning.

PROJECT DESCRIPTION: Grant funds will be used to conduct a lead paint, asbestos, and mercury survey in the buildings. Funds will also be used for conducting a Phase I investigation and an extensive Phase II investigation; prepare a category "S" BEA, because the new operation will conduct similar work as previously done on site and may use similar chemicals that were previously used on site; formulate a due care plan for the developer, Eco Park Partners LLC; potential engineering controls; administration costs; and a contingency. Grant funds will not be used for any activities that are the responsibility of a liable party. Funds will be used to investigate the soil adjacent to underground storage tanks (USTs); however, funds will not be used to remove the USTs from the ground. Georgia Pacific is responsible for any tank removals.

The developer is committed to this project; however, the purchase agreement with Georgia Pacific grants the developer a 90-day due diligence period to conduct their own environmental assessment of the property. The developer then has the option to proceed with the purchase of the property or not.

Gaylord is a core community and qualifies to use Site Assessment Fund (SAF) monies, which does not require a committed developer. However, there is currently not enough money in the SAF to carry out this project. Therefore, this project is recommended for a Clean Michigan Initiative (CMI) Brownfield Redevelopment Grant.

This project is also expected to receive financial incentives through the Michigan Economic Development Corporation (MEDC), including a redevelopment Renaissance Zone and Community Development Block Grant funding for rail infrastructure improvement and the purchase of machinery and equipment. The project also expects to receive funding assistance from the Department of Transportation's (DOT's) Transportation Economic Development Fund for road and rail infrastructure improvements.

JOB CREATION AND PRIVATE INVESTMENT: This project is anticipated to create approximately 170 full-time jobs during Phase I and a potential 500-1,000 more full-time jobs during Phase II of the development. Private investment of up to \$152 million is expected in the first three to five years.

REDEVELOPMENT: The redevelopment will be the Northern Michigan Eco Industrial Park and Center for Environmentally Sustainable Studies. Eco Park Partners LLC state that the park will be among the nation's first true eco-industrial parks where the waste streams from one industry serve as the feedstock for others; and where on-site power, heat, and steam are cogenerated for off-site sale and also for on-site use by the development's tenant base; where grey water is used for nonpotable purposes; where storm water will be reclaimed for irrigation; and the landscaping will use native plants. New construction will be built using Leadership in Energy and Environmental Design principles, but no formal certification is being sought. The developer currently has commitments from tenants to start a torrefied wood pellet mill (torrefaction involves using extreme heat on biomass to produce fuel), a lumber yard and mill, and a 30-50 kilowatt biomass power plant.

The first phase of the development will be the construction of the biomass power plant, the lumber mill, and the torrefied pellet mill. Phase II, will contain a retail component and more industrial development (see Figure 1).

The lumber yard and mill will produce high quality lumber from local trees. The scraps from the lumber yard will go to the torrefied pellet mill to be converted to fuel pellets. The pellets will provide the biomass power plant with fuel to operate. Excess pellets will be sold to other power plants. The biomass power plant will generate the electricity needed for the entire industrial park and any excess electricity will be routed back to the electrical grid.

The Center for Environmentally Sustainable Studies will be comprised of a consortium of Michigan colleges and universities working in a public-private format and dedicated to research; development; job training; and mentoring activities related to sustainable business and job creation; green power generation; the potential application and testing of new remediation techniques; and the study of the development and operation of eco-industrial parks.

The University Center of Gaylord is working with the developer to bring colleges and universities to the Center for Environmentally Sustainable Studies. The University Center of Gaylord is a state of the art higher education center providing certificates to advanced degrees through a consortium of eight colleges and universities including: Davenport University, Eastern Michigan University, Kirtland Community College and Michigan Technical Education Center, Madonna University, Michigan State University, North Central Michigan College, Spring Arbor University, and Lake Superior State University.

PROJECT BUDGET: In addition to the budget items listed below, grant funds may be used for work plan and budget development, bid solicitation, technical specifications, and other administrative tasks as approved by the Department of Natural Resources and Environment (DNRE) Grant Coordinator. For grant eligibility, tasks not listed below must be approved prior to the performance of these tasks.

Prior to the start of any grant-eligible work, a work plan must be submitted to the DNRE for review and approval. Work performed outside of an approved work plan may not be eligible for grant reimbursement. Development of each work plan will be paid for under the budget items listed below. A budget of up to \$1,000 is approved for the development of each required work plan. Work plans that will exceed \$1,000 must receive specific approval, prior to the performance of the work, in order to be considered grant eligible.

Task	Brownfield Redevelopment Grant	Developer Funds	MEDC and DOT Incentives	Total
Phase I Investigation/ Work Plan	\$25,000			\$25,000
Phase II Building Assessment/ Geophysical Survey	\$30,000			\$30,000
Phase II Investigation/ Work Plan	\$494,930			\$494,930
BEA	\$20,000			\$20,000
Due Care Planning/ Engineering Controls	\$57,972			\$57,972
Administration (3%)	\$18,837			\$18,837
Contingency (15%)	\$97,011			\$97,011
Property Acquisition		\$5,200,000		\$5,200,000
New Construction		\$100,000,000		\$100,000,000
Upgrade Existing Buildings		\$52,000,000		\$52,000,000
Infrastructure Improvements		\$1,000,000	\$3,000,000	\$1,000,000
Project Totals	\$743,750	\$158,200,000	*\$3,000,000	\$161,943,750

*Amount is an estimate.

Work areas within the Phase II Investigation/Work Plan task include investigation and analysis of: gas and injection wells; USTs; above-ground storage tanks; a drainage ditch; pits; N-4 Plant Nitrate Plume; treatment lagoons; leach fields; septic tanks; dry wells; fly ash piles; a wood chip storage area; rail car unloading area; truck dumping stations; former switch engine refueling station; transformers containing polychlorinated biphenyls; press hydraulic systems; former landfill; chemical and oil storage areas; paint storage room; an ammonia hydroxide surface spill area; and a log dip area.

DELIVERABLES: The Grantee shall provide a detailed work plan and budget describing the proposed response activities prior to the start of the work. The work plan must address how the field work will be managed in the short timeframe available and unfavorable winter conditions. Any data collected as a result of the grant will be provided to the State's representative.

The BEAs must be submitted within the time period specified in Sections 20126 and 20129a, of Part 201, Environmental Remediation, of the NREPA, to be considered an eligible activity. If a BEA is to be submitted for Determination, DNRE approval of the BEA is required for it to be considered an eligible expense.

Quarterly reports will show the progress of the investigation and due care activities and will describe other response actions taken.

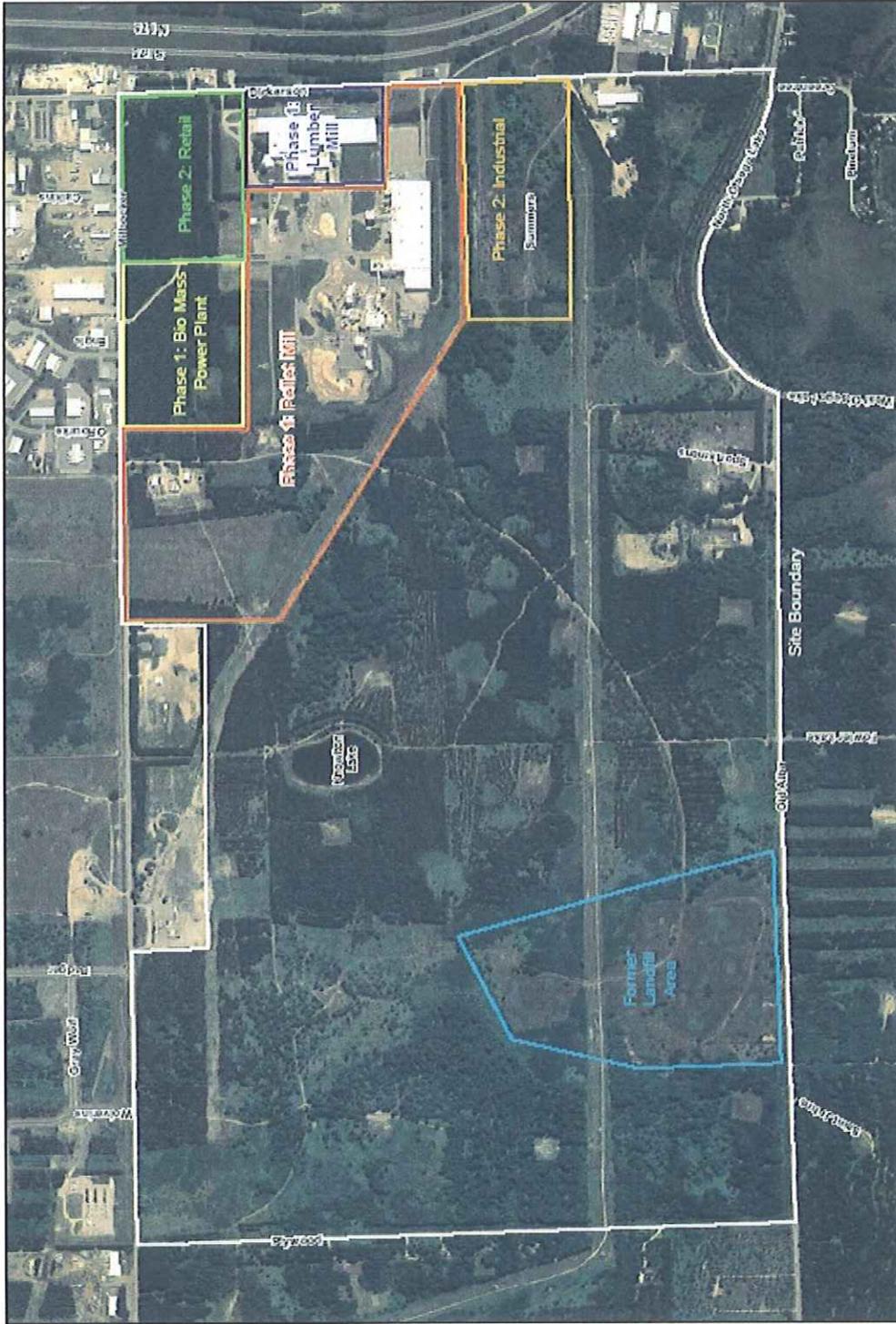
The Grantee shall provide two (2) copies of a final report to the State 30 days prior to the end date of this contract. The report should include a description of the work completed under the grant with electronic photographs of the completed project; the number of permanent jobs created; the amount of private investment; the number of acres improved; the final total project cost; and a project fact sheet in a format provided by the State.

The Grantee shall provide two paper copies and one electronic copy of all deliverables and any documents produced using grant funds, including plans, bids, proposals, advertisements, progress reports, and sampling results.

SCHEDULE: Work will be initiated on approved projects within two weeks of State approval unless otherwise approved by the State. Following the Start of Work (SOW) date, the project will proceed on the following schedule:

Task	Quarter Work will Occur
Phase I Investigation/Work Plan	2 nd Quarter – FY2010
Phase II Building Assessment/Geophysical Survey	3 rd Quarter – FY2010
Phase II Investigation/Work Plan	3 rd Quarter – FY2010
BEA	4 th Quarter – FY2010
Due Care Planning/Engineering Controls	4 th Quarter – FY2010

The project is expected to be completed in nine months.



Northern Michigan Eco-Industrial Park Michigan Department of Natural Resources and Environment
 Otsego County AERIAL PHOTO SOURCE: MSU AERIAL IMAGERY ARCHIVES
 T30N R3W SEC. 17 & 18 AERIAL PHOTO DATE: 2005
 1 inch = 1,000 feet AERIAL RESOLUTION: 1 FOOT PIXEL

Figure 1

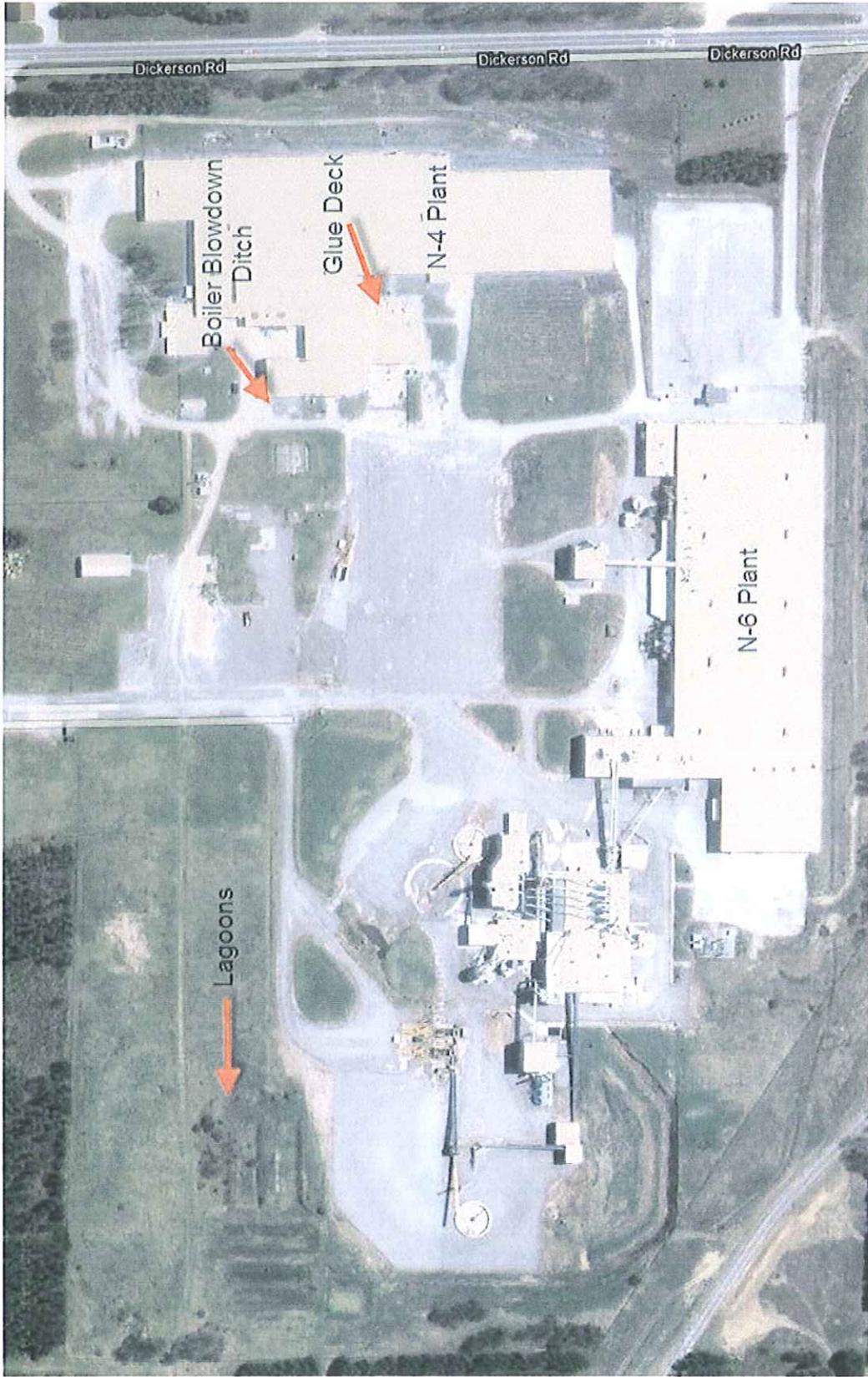
Figure 2



Figure 3



Figure 4



Known areas of environmental contamination



**OTSEGO COUNTY
BUDGET AMENDMENT**

2009

FUND/DEPARTMENT: Parks & Rec Amendment

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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
208-752 - 704-800 - Sick Pay Buyout	\$ 635	\$
" - 726-050 - Rep. & maint	\$	\$ 635
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Trisch _____
Department Head Signature Date

2/4/10

Finance Department	
Entered:	
By:	

Administrator's Signature Date

Board Approval Date (if necessary) Budget Adjustment # Posting Number

TIME STUDY PLANNING AND ZONING 2009



Staff considered in this report includes:

Joe Ferrigan: Director Otsego County Land Use Services

Sharon Bolinger: Otsego County Land Use Services

Allen West: Inspector/ Enforcement Officer Otsego County Land Use Services

Total cost for each staff member for year 2010

Joe Ferrigan	\$88,320.00
Sharon Bolinger	\$46,836.00
Allen West	\$57,399.00

Allocated amount of pay for each staff member allocated from Planning and Zoning

Joe Ferrigan	\$44,160.00	50%
Sharon Bolinger	\$23,418.00	50%
Allen West	\$22,959.00	40%

Each staff member is employed as a full time employee for Otsego County. They are scheduled to work 37.5 hours each week for a total of 75 hours per pay period.

There are 26 pay periods in each calendar year

75hrs x 26pays = 1,950 hours worked each year

Joe Ferrigan: Director

Job Duties:

- A. Directly supervises Zoning Enforcement Officer, Inspectors and clerical staff.
- B. Acts as staff to the Planning Commission and Zoning Board of Appeals preparing staff analysis, agendas and minutes. Analyzes trends in growth, economic and community development, public administration and environmental issues for the Commission.
- C. Assist Township governments in planning and zoning matters as contracted and coordinate activities with local and regional planners on areas of mutual concern. Assist local units with uniform standards in planning, zoning and subdivision activities.
- D. Inform Township Governments and the general public on changes in planning and zoning legislation. Provide a county-wide resource center of planning, zoning and activities.
- E. Provides technical assistance to the County's townships, villages, cities, and school systems on planning and zoning activities as requested.
- F. Represent Otsego County for planning and zoning projects when located in another governmental jurisdiction.
- G. Attends professional schools/conferences to stay up to date on planning and zoning laws, trends, computer use, and other pertinent information.
- H. Develops and maintains the orderly process of applications for zoning and building permits.
- I. Reviews applications for zoning modification, utilizing current ordinances. Travels to locations proposed for rezoning examining property conditions, surrounding land use, set backs and so forth. Applies findings to Zoning Ordinance, law or regulation and makes determination for acceptance/rejection of zoning application, or authoritative recommendation on rezoning application.
- J. Recommends department budget and approves expenditures.
- K. Conducts planning and capital improvement analysis in conjunction with other management team members for the following: utilities, drains and roads, airports, libraries, solid waste disposal, County operated buildings, recreation programs and other County functions.
- L. Monitors and interprets enacted and proposed legislation affecting planning and zoning matters within the County, using most current regulations in all plan reviews.
- M. Develops and maintains a planning and building library available to those participating in planning and building activities, including photographic, printed and electronic data, and local government maps.

2009

Planning Commission meetings:

January 19, 2009	7:00 – 9:21	2hrs/21mins
February 23, 2009	7:00 – 9:42	2hrs/42mins
March 16, 2009	7:00 – 10:03	3hrs/3mins
April 20, 2009	7:00 – 9:45	2hrs/45mins
May 18, 2009	7:00 – 10:03	3hrs/3mins
June no meeting		
July 20, 2009	6:00 – 7:59	1hr/59mins
August 4, 2009 special meeting	9:00 – 9:48	48mins
August 17, 2009	6:00 – 8:29	2hrs/29mins
September 21, 2009	6:00 – 7:34	1hr/34mins
October 19, 2009	6:00 – 8:09	2hrs/9mins
November 12, 2009 special meeting	12:00 – 1:18	1hr/18mins
November 23, 2009	6:00 – 9:08	3hrs/8mins
December 21, 2009	6:00 – 9:09	<u>3hrs/9mins</u>

Total hours: 30hrs/28mins

Zoning Board of Appeals meetings

January 27, 2009	7:00 – 8:38	1hr/38mins
July 28, 2009	7:00 – 9:52	2hrs/52mins
August 25, 2009	7:00 – 9:14	2hrs/14mins
November 24, 2009	6:00 – 9:14	<u>2hrs/14mins</u>

Total hours: 8hrs/ 58mins

Other meetings attended

MUZ committee meetings	8@2hrs ea	16hrs
WTG committee meetings	10@2hrs ea	20 hrs
Art. 23 committee meetings	4@2hrs ea	8 hrs
Signs committee meetings	2@2hrs ea	4 hrs
Co-op planning meetings	10@2 hrs ea	<u>20 hrs</u>

Total hours: 68 hrs

Other meeting preparation time 34 x 1.5hrs ea. = 51 hrs

Planning Commission and Zoning Board of Appeals meeting preparation

1. Meet with Applicants	2hrs
2. Put case information together	5hrs
3. Send information to the affected Township	1hr
4. Place required notices in News Paper	1hr
5. Assemble packets for board members	5hrs
6. Set up meeting room	<u>.5hrs</u>

Total meeting preparation time: 14.5hrs per meeting (average)

Seventeen Planning and Zoning meetings held: 17 x 14.5 = 246.5hrs

Planning and Zoning department general administration per pay period = 25 hrs

General Administration 25hrs x 26pays = 650 hrs total

Planning Commission meetings	30 hrs / 28 min
Zoning Board meetings	8 hrs / 58 min
Planning and Zoning meeting prep time	246 hrs / 30 min
Other meetings attended	68 hrs / 00 min
Other meeting prep time	51 hrs / 00 min
General Administration of Planning and Zoning Dept.	<u>650 hrs / 00 min</u>

Total hours spent on Planning and Zoning: 1054 hrs / 56 min

1950 x 54% = 1053 hrs

Sharon Bolinger: Planning and Zoning Clerk

Job Duties:

1. Answer phone and walk-in questions regarding Otsego County Zoning Ordinance.
2. Input permit information into computer system
3. Issue zoning permits when necessary
4. Schedule zoning permit and enforcement inspections
5. Recording secretary for Planning Commission and Zoning Board of Appeals
6. Type minutes from Planning Commission and Zoning Board of Appeals meetings
7. Update master records of Planning Commission and Zoning Board of Appeals
8. Input billing for Planning Commission and Zoning Board of Appeals
9. Handle Freedom of information requests regarding Planning Commission or Zoning Board of Appeals

Sharon spends an average of 10.0 hrs a week answering phone calls, scheduling inspections and handling walk in questions.

$10.0 \times 2 = 20$ hrs a pay period

Total hours spent each year on general clerk duties 20×26 pay periods each year = 520.00hrs

Permit data input time: = 112.65hrs

Meeting attendance time: = 31.95hrs

Typing meeting minutes: = 57.00hrs

Total hours spent in planning and zoning = 721.57hrs

1950 hrs total hours worked each year

$1950 \times 37\% = 721.5$ hrs

Currently: gross pay 46,836

Planning and Zoning 23,418.00

50%

$46,836 \times 37\% = \underline{17,329.32}$

6,088.68 savings

Allen West: Zoning Inspector/ Enforcement officer

Job Duties:

1. Answer phone and walk in questions regarding the enforcement of Otsego County Zoning ordinance
2. Input Enforcement actions into computer system
3. Schedule zoning enforcement inspections
4. Perform enforcement inspections
5. Input results of zoning enforcement inspections into computer and generate necessary letters regarding enforcement actions
6. Perform stacking and final inspections on issued zoning permits
7. Input results from stacking and final inspections on issued zoning permits
8. Attend planning and zoning meetings when necessary

Allen spends an average of 4 hrs each week answering phone calls and walk in questions regarding the enforcement of the Otsego county Zoning Ordinance.

4hrs x 2 = 8 hrs a pay period

Total hours spent each year on general office duties 8 x 26 pay periods each year = 208.00hrs

Zoning enforcement and permit inspection time: = 329.00hrs

Meeting attendance time: = 10.00hrs

Total hours spent in planning and zoning = 547.00hrs

1950 hrs total hours worked each year

1950 x 28% = 546.00hrs

Currently: gross pay 57,399

Planning and Zoning 22,959.00

40%

57,399 x 28% = 16,071.72

6,887.28 savings



OTSEGO COUNTY
BUDGET AMENDMENT

Page 1 of 3
2010 Amendment

FUND/DEPARTMENT: Planning/Zoning & Bldg Dept

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 Re-allocation of wages based on time study

Account Number	Decrease	Increase
101-721 - 674.000 - Contrib from Townships	\$ 9,331	\$
249-260 - 451.010 - Bldg Permits	\$	\$ 9,331
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-721 - 703.010 - Director salary	\$ 2,359	\$
" - 703.030 - Hourly wages	\$	\$ 8,008
" - 704.110 - hospitaliz.	\$	\$ 2,474
" - 704.200 - soc.sec.	\$	\$ 411
" - 704.300 - retirement	\$	\$ 592
" - 704.140 - Life & disab.	\$	\$ 26
Total	\$	\$

Rachel Frisch _____
Department Head Signature Date 2/4/10

Finance Department
Entered:
By:

Administrator's Signature Date

Board Approval Date (if necessary) Budget Adjustment # Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

Page 2 of 3

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
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-721 - 704.500 - Unempl.	\$	\$ 84
" - 704.600 - Wk.comp.	\$	\$ 95
249-371 - 703.010 - Director salary	\$	\$ 2,359
" - 703.030 - Hourly wages	\$ 8,008	\$
" - 704.110 - hospitaliz	\$ 2,474	\$
" - 704.200 - soc.sec.	\$ 411	\$
Total	\$	\$

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**

Page 3 of 3

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
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
<i>249.371 - 704.300 - retirement</i>	\$ <i>512</i>	\$
<i>- 704.140 - Life + disab</i>	\$ <i>26</i>	\$
<i>- 704.500 - Unempl.</i>	\$ <i>84</i>	\$
<i>- 704.600 - Wk comp.</i>	\$ <i>95</i>	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

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**

2010
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 Add part-time Asst Animal Control Officer position

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

EXPENDITURE

Account Number	Increase	Decrease
212.430 - 703.060 - Part-time wages	\$ 15,000	\$
- 703.300 - Hourly wages	\$	\$ 15,000
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 15,000	\$ 15,000

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

Check Date	Check #	Payee	Description	GL #	Amount
01/27/2010	25618	NORTHWESTERN BANK-CARDMEMBE	EDUCATION AND TRAINING	101-267-704.400	\$ 461.52
01/27/2010	25618	NORTHWESTERN BANK-CARDMEMBE	PROFESSIONAL	101-267-801.020	\$ 644.00
01/27/2010	25618	NORTHWESTERN BANK-CARDMEMBE	SUPPLIES - GENERAL	205-301-726.000	\$ 793.95
01/27/2010	25618	NORTHWESTERN BANK-CARDMEMBE	SUPPLIES - GENERAL	208-752-726.000	\$ 121.44
01/27/2010	25618	NORTHWESTERN BANK-CARDMEMBE	WEB HOSTING	618-447-920.431	\$ 30.00
01/27/2010	25618	NORTHWESTERN BANK-CARDMEMBE	REPAIRS AND MAINT SUPPLIES	637-265-726.050	\$ 724.15
01/27/2010	25618	NORTHWESTERN BANK-CARDMEMBE	SUPPLIES - GENERAL	645-172-726.000	\$ 73.77
					\$ 2,848.83
01/27/2010	25619	RICK SEHL CARPET CLEANING	CLEAN CARPET	208-752-726.025	\$ 196.00
01/27/2010	25620	SPORT SUPPLY GROUP - YOUTH DIVISI	93378365	208-752-726.040	\$ 210.80
01/29/2010	25621	GAYLORD BOWLING CENTER	STAFF DEVELOPMENT	701-000-232.004	\$ 650.00
02/02/2010	25622	A&L IRON	RESTITUTIONS PAYABLE	701-000-271.000	\$ 25.00
02/02/2010	25623	ACCURINT	OUTSIDE CONTRACTED SERVICES	101-141-940.010	\$ 42.50
02/02/2010	25623	ACCURINT	OUTSIDE CONTRACTED SERVICES	215-141-940.010	\$ 7.50
					\$ 50.00
02/02/2010	25624	AMERICAN FIDELITY ASSURANCE COM	COURT AFA SEC 125	704-000-231.285	\$ 15.50
02/02/2010	25625	AMERICAN MESSAGING	TELEPHONE	101-648-930.210	\$ 78.16
02/02/2010	25626	AMERICAN TOTAL SECURITY INC	REPAIRS AND MAINT SUPPLIES	637-265-726.050	\$ 185.00
02/02/2010	25627	BEEN THERE DONE THAT CONSTRUCTI	RR01-2009 FINAL APT 1,2,CORRIDOR	233-691-940.010	\$ 25,516.00
02/02/2010	25628	BRUCE SCOTT	1/28 RR01-2009 FINAL 1,2, CORRIDOR	233-691-940.010	\$ 400.00
02/02/2010	25629	CATHOLIC HUMAN SERVICES	OUTSIDE CONTRACTED SERVICES	101-133-940.010	\$ 180.00
02/02/2010	25630	CDM MOBILE SHREDDING, LLC	SUPPLIES - GENERAL	101-101-726.000	\$ 22.50
02/02/2010	25630	CDM MOBILE SHREDDING, LLC	SERVICE CONTRACTS	101-301-920.410	\$ 22.50
					\$ 45.00
02/02/2010	25631	CDW GOVERNMENT INC	SERGE STATION	281-537-920.400	\$ 66.71

Check Date	Check #	Payee	Description	GL #	Amount
02/02/2010	25632	CHILD & FAMILY SERVICES OF NW MI	OTHER INSTITUTIONS	292-662-930.810	\$ 8,013.60
02/02/2010	25633	CHRISTOPHER YOUNG	RESTITUTIONS PAYABLE	701-000-271.000	\$ 40.00
02/02/2010	25634	CITY OF GAYLORD	WATER	212-430-920.200	\$ 133.87
02/02/2010	25634	CITY OF GAYLORD	WATER/SEWAGE	7-265-920.200-ALPCT000	\$ 711.52
02/02/2010	25634	CITY OF GAYLORD	CROSS ST.	-265-920.200-LNDUS00	\$ 133.88
02/02/2010	25634	CITY OF GAYLORD	S ILLINOIS	7-265-920.200-SILLI000	\$ 59.29
					\$ 1,038.56
02/02/2010	25635	CONSUMERS ENERGY	ELECTRIC	212-430-930.620	\$ 601.39
02/02/2010	25635	CONSUMERS ENERGY	ELECTRICITY	637-265-930.620	\$ 200.12
02/02/2010	25635	CONSUMERS ENERGY	ELECTRICITY	7-265-930.620-ALPCT000	\$ 4,488.56
02/02/2010	25635	CONSUMERS ENERGY	ELECTRICITY	-265-930.620-LNDUS00	\$ 394.07
					\$ 5,684.14
02/02/2010	25636	CORPORATE TITLE AGENCY	FILE#GA-09-2149 MORT POLICY	233-691-940.010	\$ 607.00
02/02/2010	25637	CRIME VICTIM SERVICES COM	RESTITUTIONS PAYABLE	701-000-271.000	\$ 1,272.00
02/02/2010	25638	DE LAGE LANDEN PUBLIC FINANCE	SERVICE CONTRACTS	101-864-920.410	\$ 867.39
02/02/2010	25639	DELAGE LANDEN FINANCIAL SERVICES	SERVICE CONTRACTS	101-267-920.410	\$ 139.41
02/02/2010	25639	DELAGE LANDEN FINANCIAL SERVICES	SERVICE CONTRACTS	212-430-920.410	\$ 139.41
					\$ 278.82
02/02/2010	25640	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	101-131-704.110	\$ 1,120.27
02/02/2010	25640	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	101-136-704.110	\$ 83.09
02/02/2010	25640	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	101-141-704.110	\$ 412.71
02/02/2010	25640	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	101-148-704.110	\$ 99.70
02/02/2010	25640	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	215-141-704.110	\$ 72.89
02/02/2010	25640	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	292-662-704.110	\$ 167.36
02/02/2010	25640	DELTA DENTAL OF MICHIGAN	HEALTH CARE CONTRIBS COURT	704-000-231.261	\$ 96.29
					\$ 2,052.31
02/02/2010	25641	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	647-851-704.110	\$ 7,395.54
02/02/2010	25642	DEPENDABLE CONCRETE	RESTITUTIONS PAYABLE	701-000-271.000	\$ 25.00

Check Date	Check #	Payee	Description	GL #	Amount
02/02/2010	25643	EMPLOYERS MUTUAL CASUALTY CO	RESTITUTIONS PAYABLE	701-000-271.000	\$ 50.00
02/02/2010	25644	EREMAL L. REPP	CONTRACTED ELECTRICAL INSPECTOR	249-371-801.020	\$ 1,510.00
02/02/2010	25645	FARM BUREAU INSURANC	RESTITUTIONS PAYABLE	701-000-271.000	\$ 40.00
02/02/2010	25646	FRED & SHIRLEY ROSS	RESTITUTIONS PAYABLE	701-000-271.000	\$ 47.50
02/02/2010	25647	GARY GELOW	COURT APPOINTED ATTORNEY FEES	101-131-801.021	\$ 11,250.00
02/02/2010	25648	GASLIGHT MEDIA	PROFESSIONAL	101-228-801.020	\$ 50.00
02/02/2010	25648	GASLIGHT MEDIA	DATA/NETWORK SVCS	101-864-930.240	\$ 800.00
02/02/2010	25648	GASLIGHT MEDIA	WIRELESS CONECTION	212-430-920.410	\$ 59.95
02/02/2010	25648	GASLIGHT MEDIA	PORT FEE	281-537-940.010	\$ 16.00
					\$ 925.95
02/02/2010	25649	GAYLORD CITY POLICE DEPARTMENT	SUPPLIES - GENERAL	101-145-726.000	\$ 100.00
02/02/2010	25650	GLENN CRANE	HOSPITALIZATION/DENTAL	101-853-940.110	\$ 250.00
02/02/2010	25651	GLORIA SAWYER	SVCS OF CARE GIVER	292-662-930.830	\$ 16.00
02/02/2010	25652	GORDON BURNASKA	RESTITUTIONS PAYABLE	701-000-271.000	\$ 54.99
02/02/2010	25653	GORDON FOOD SERVICES	SUPPLIES	101-351-726.030	\$ 649.43
02/02/2010	25653	GORDON FOOD SERVICES	GROCERY	101-351-930.700	\$ 5,355.67
02/02/2010	25653	GORDON FOOD SERVICES	WORK CAMP CLEANING SUPPLIES	205-301-726.000	\$ 209.26
					\$ 6,214.36
02/02/2010	25654	GREG & KIMBERLY ROSS	RESTITUTIONS PAYABLE	701-000-271.000	\$ 12.50
02/02/2010	25655	GREG HASKE	RESTITUTIONS PAYABLE	701-000-271.000	\$ 50.00
02/02/2010	25656	JACQUILINE SOMERVILLE	RESTITUTIONS PAYABLE	701-000-271.000	\$ 20.00
02/02/2010	25657	JEFF BETTLETON	RESTITUTIONS PAYABLE	701-000-271.000	\$ 75.00
02/02/2010	25658	JERRICA EVANS	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	\$ 178.00

Check Date	Check #	Payee	Description	GL #	Amount
02/02/2010	25659	JOAN SPEHAR	CO VETERAN BURIAL ALLOWANCE	101-681-930.960	\$ 300.00
02/02/2010	25660	KAREN GALL	TRAVEL	292-662-930.500	\$ 30.40
02/02/2010	25660	KAREN GALL	SVCS OF CARE GIVER	292-662-930.830	\$ 16.00
					\$ 46.40
02/02/2010	25661	KOHL	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	\$ 105.00
02/02/2010	25662	LINCOLN FINANCIAL	INSURANCE -LIFE/DISABILITY	704-000-231.870	\$ 2,625.11
02/02/2010	25663	MAXIMUS INC	PROFESSIONAL	101-141-801.020	\$ 322.49
02/02/2010	25663	MAXIMUS INC	PROFESSIONAL	215-141-801.020	\$ 56.91
					\$ 379.40
02/02/2010	25664	MI COUNTIES WORKERS COMPENSAT	WORKERS COMP PAYABLE	704-000-231.270	\$ 25,019.00
02/02/2010	25665	NORTHERN CREDIT BUREAU	INV #8708, CREDIT REPORTS	233-690-930.150	\$ 8.55
02/02/2010	25666	NORTHERN MICHIGAN KENWORTH	RESITUTIONS PAYABLE-PRBT CT	701-000-271.148	\$ 100.00
02/02/2010	25667	NORTHWESTERN BANK-CARDMEMBE	EDUCATION AND TRAINING	101-253-704.400	\$ 50.00
02/02/2010	25667	NORTHWESTERN BANK-CARDMEMBE	SUPPLIES - GENERAL	101-253-726.000	\$ 48.57
02/02/2010	25667	NORTHWESTERN BANK-CARDMEMBE	EDUCATION AND TRAINING	516-253-704.400	\$ 50.00
02/02/2010	25667	NORTHWESTERN BANK-CARDMEMBE	SUPPLIES - GENERAL	516-253-726.000	\$ 16.04
02/02/2010	25667	NORTHWESTERN BANK-CARDMEMBE	SUPPLIES - GENERAL	617-253-726.000	\$ 16.03
					\$ 180.64
02/02/2010	25668	OSCODA REGION II ACCOUNTING	TRANSFER OUT	101-961-999.000	\$ 180.00
02/02/2010	25669	OTSEGO CLUB & RESORT	RESTITUTIONS PAYABLE	701-000-271.000	\$ 50.00
02/02/2010	25669	OTSEGO CLUB & RESORT	RESITUTIONS PAYABLE-PRBT CT	701-000-271.148	\$ 50.00
					\$ 100.00
02/02/2010	25670	OTSEGO LAKE STATE PK	RESTITUTIONS PAYABLE	701-000-271.000	\$ 25.00
02/02/2010	25671	PHIL DIECK AGENCY/FARM BUREAU	RESTITUTIONS PAYABLE	701-000-271.000	\$ 50.00
02/02/2010	25672	PROGRESSIVE INSURANC	RESTITUTIONS PAYABLE	701-000-271.000	\$ 50.00

Check Date	Check #	Payee	Description	GL #	Amount
02/02/2010	25673	REDWOOD TOXICOLOGY LABORATOR	TECHNICAL SVCS	292-662-801.030	\$ 26.25
02/02/2010	25674	SAGINAW COUNTY	OTHER INSTITUTIONS	292-662-930.810	\$ 1,800.00
02/02/2010	25675	SANE	RESTITUTIONS PAYABLE	701-000-271.000	\$ 110.00
02/02/2010	25676	SPARTAN STORES LLC	GROCERY	101-351-930.700	\$ 693.77
02/02/2010	25677	STATE FARM INSURANCE	RESTITUTIONS PAYABLE	701-000-271.000	\$ 544.42
02/02/2010	25678	STATE OF MICHIGAN	DATA/NETWORK SVCS	101-132-930.240	\$ 1,750.00
02/02/2010	25679	STATE OF MICHIGAN	PROPERTY - SOFTWARE	101-131-970.450	\$ 2,611.95
02/02/2010	25680	STATE OF MICHIGAN	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	\$ 154.86
02/02/2010	25681	SUZANNE PATTON	RESTITUTIONS PAYABLE	701-000-271.000	\$ 25.00
02/02/2010	25682	THOMAS DREFFS	CO BURIAL ALLOWANCE VETERAN	101-681-930.960	\$ 300.00
02/02/2010	25683	THOMAS SAWYER	TRAVEL	292-662-930.500	\$ 52.00
02/02/2010	25683	THOMAS SAWYER	SVCS OF CARE GIVER	292-662-930.830	\$ 16.00
					\$ 68.00
02/02/2010	25684	TIMOTHY HORD, DDS	RESTITUTIONS PAYABLE	701-000-271.000	\$ 50.00
02/02/2010	25685	TONYA KLEE-JURCZYK	RESTITUTIONS PAYABLE	701-000-271.000	\$ 20.00
02/02/2010	25686	US POSTAL SERVICE	POSTAGE INVENTORY	101-000-103.000	\$ 1,000.00
02/02/2010	25687	VERIZON WIRELESS	CELLULAR	101-721-930.230	\$ 80.45
02/02/2010	25687	VERIZON WIRELESS	TELEPHONE	212-430-930.210	\$ 58.56
02/02/2010	25687	VERIZON WIRELESS	CELLULAR	249-371-930.230	\$ 26.79
02/02/2010	25687	VERIZON WIRELESS	CELLULAR	261-427-930.230	\$ 53.63
02/02/2010	25687	VERIZON WIRELESS	TELEPHONE	281-537-930.210	\$ 30.63
02/02/2010	25687	VERIZON WIRELESS	TELEPHONE	637-265-930.210	\$ 58.22
02/02/2010	25687	VERIZON WIRELESS	CELLULAR	645-172-930.230	\$ 54.88
					\$ 363.16

COUNTY OF OTSEGO

ACCOUNTS PAYABLE FEBRUARY 9, 2010

Check Date	Check #	Payee	Description	GL #	Amount
02/09/2010	25691	87-A DISTRICT COURT	SUPPLIES - GENERAL	101-131-726.000	\$ 33.73
02/09/2010	25691	87-A DISTRICT COURT	OUTSIDE CONTRACTED SERVICES	292-662-940.010	\$ 67.68
					\$ 101.41
02/09/2010	25692	87-A DISTRICT COURT	WITNESS SERVICES	101-131-930.940	\$ 7.70
02/09/2010	25692	87-A DISTRICT COURT	JUROR SERVICES	101-145-930.930	\$ 430.40
					\$ 438.10
02/09/2010	25693	ADVANCED BENEFIT SOLUTIONS, INC.	HOSPITALIZATION	101-131-704.110	\$ 482.83
02/09/2010	25693	ADVANCED BENEFIT SOLUTIONS, INC.	HOSPITALIZATION	101-136-704.110	\$ 6.45
02/09/2010	25693	ADVANCED BENEFIT SOLUTIONS, INC.	HOSPITALIZATION	101-141-704.110	\$ 32.90
02/09/2010	25693	ADVANCED BENEFIT SOLUTIONS, INC.	HOSPITALIZATION	101-148-704.110	\$ 6.45
02/09/2010	25693	ADVANCED BENEFIT SOLUTIONS, INC.	HOSPITALIZATION	215-141-704.110	\$ 5.80
02/09/2010	25693	ADVANCED BENEFIT SOLUTIONS, INC.	HOSPITALIZATION	292-662-704.110	\$ 16.32
					\$ 550.75
02/09/2010	25694	ARROW UNIFORM RENTAL	09-634162	588-699-940.010	\$ 61.77
02/09/2010	25695	AT&T MOBILITY	INV. 287004354023X01282010	101-267-930.210	\$ 89.49
02/09/2010	25696	BUILDING DEPARTMENT	POSTAGE	101-257-930.450	\$ 333.12
02/09/2010	25697	BURDCO INCORPORATED	PROPERTY - IMPROVEMENTS	499-901-970.300	\$ 6,540.00
02/09/2010	25698	CHRISTOPHER MARTIN	PROFESSIONAL	101-648-801.020	\$ 225.00
02/09/2010	25698	CHRISTOPHER MARTIN	TRAVEL	101-648-930.500	\$ 20.00
					\$ 245.00
02/09/2010	25699	CORNWELL TOOLS	4171 SHOP TOOLS	588-699-726.050	\$ 39.95
02/09/2010	25700	CRAWFORD COUNTY TREASURER	TRI COUNTY COURT EXPENSES	101-131-940.111	\$ 16,132.14
02/09/2010	25700	CRAWFORD COUNTY TREASURER	TRI COUNTY COURT EXPENSES	101-141-940.111	\$ 1,163.83
02/09/2010	25700	CRAWFORD COUNTY TREASURER	TRI COUNTY COURT EXPENSES	215-141-940.111	\$ 205.37
					\$ 17,501.34

Check Date	Check #	Payee	Description	GL #	Amount
02/09/2010	25701	CUBICLEKEYS.COM	INVOICE KEY 12610-3 KEYS 2	101-682-726.000	\$ 14.00
02/09/2010	25702	CURTISS REPORTING CORP	TECHNICAL SVCS	101-131-801.030	\$ 473.05
02/09/2010	25702	CURTISS REPORTING CORP	HUBLICK PRELIM TRANSCRIPT	101-267-726.000	\$ 27.30
					\$ 500.35
02/09/2010	25703	DIANA M. BOYD	TRAVEL	101-131-930.500	\$ 9.60
02/09/2010	25703	DIANA M. BOYD	SVCS OF CARE GIVER	101-131-930.830	\$ 60.00
					\$ 69.60
02/09/2010	25704	DONALD PETERSON	1/21/10 VETERANS MTG PER DIEM	101-682-703.040	\$ 40.00
02/09/2010	25704	DONALD PETERSON	1/21/10 TRAVEL REIMB.	101-682-930.500	\$ 10.80
					\$ 50.80
02/09/2010	25705	DUNNS	SUPPLIES INVENTORY	101-000-106.000	\$ 69.98
02/09/2010	25705	DUNNS		588-699-726.000	\$ 136.80
02/09/2010	25705	DUNNS	6674980; ***6674980	588-699-726.025	\$ 94.69
02/09/2010	25705	DUNNS	SUPPLIES - GENERAL	645-201-726.000	\$ 133.98
					\$ 435.45
02/09/2010	25706	EMPIRIC SOLUTIONS INC	PROFESSIONAL	101-131-801.020	\$ 1,240.00
02/09/2010	25706	EMPIRIC SOLUTIONS INC	REPAIRS AND MAINT SUPPLIES	101-215-726.050	\$ 108.00
02/09/2010	25706	EMPIRIC SOLUTIONS INC	TECHNICAL SVCS	101-228-801.030	\$ 1,940.00
02/09/2010	25706	EMPIRIC SOLUTIONS INC	OUTSIDE CONTRACTED SERVICES	101-301-940.010	\$ 17.00
02/09/2010	25706	EMPIRIC SOLUTIONS INC	SERVICE CONTRACTS	212-430-920.410	\$ 117.00
02/09/2010	25706	EMPIRIC SOLUTIONS INC	OUTSIDE CONTRACTED SERVICES	261-427-940.010	\$ 8.00
02/09/2010	25706	EMPIRIC SOLUTIONS INC	SUPPLIES - GENERAL	645-270-726.000	\$ 8.00
					\$ 3,438.00
02/09/2010	25707	EXCEL SYSTEMS GROUP INC	SUPPLIES - GENERAL	101-141-726.000	\$ 39.99
02/09/2010	25707	EXCEL SYSTEMS GROUP INC	SUPPLIES - GENERAL	215-141-726.000	\$ 7.06
					\$ 47.05
02/09/2010	25708	FUN COUNTRY EMBROIDERY	UNIFORM SWEATERS	212-430-726.046	\$ 71.30
02/09/2010	25708	FUN COUNTRY EMBROIDERY	OUTSIDE CONTRACTED SERVICES	292-662-940.010	\$ 365.53
					\$ 436.83
02/09/2010	25709	GALLS INC	CLR BULB-SPARE/REDBULB#696 SPKR#697	101-301-726.050	\$ 243.92

Check Date	Check #	Payee	Description	GL #	Amount
02/09/2010	25710	GAYLORD FORD	#40946 OIL CNGE VEH# 697	101-301-726.050	\$ 479.95
02/09/2010	25711	GAYLORD VETERINARY SERVICES	STERLIZATION	212-430-930.980	\$ 598.00
02/09/2010	25712	HALL VETERINARY CLINIC	STERLIZATION	212-430-930.980	\$ 119.48
02/09/2010	25713	IMAGE FACTORY INC	SUPPLIES - GENERAL	101-131-726.000	\$ 119.90
02/09/2010	25714	IMPREST CASH OTSEGO COUNTY CLER	SUPPLIES - GENERAL	101-215-726.000	\$ 13.19
02/09/2010	25715	IMPREST CASH, OTSEGO COUNTY TRE	JUROR SERVICES	101-145-930.930	\$ 1,092.30
02/09/2010	25716	INSTITUTE OF CONTINUING LEGAL EDU	BOOKS AND PERIODICALS	101-131-726.200	\$ 355.00
02/09/2010	25717	JDE EQUIPMENT CO	HAND PRIME	281-537-920.400	\$ 83.29
02/09/2010	25718	JIM WERNIG INC	23997 #13; STOCK	588-699-726.050	\$ 426.38
02/09/2010	25719	JIMS ALPINE AUTOMOTIVE	FOUR 12V JUMP STARTER KITS	101-301-726.050	\$ 289.26
02/09/2010	25719	JIMS ALPINE AUTOMOTIVE	520628 SHERIFF #695	588-699-726.050	\$ 482.76
					\$ 772.02
02/09/2010	25720	JON DEMING	PROFESSIONAL	101-648-801.020	\$ 75.00
02/09/2010	25721	JOURNEY TO FREEDOM, INC	J-08161-NA TESTIMONY FOR 2 1/2 HRS.	101-267-930.940	\$ 250.00
02/09/2010	25722	KAREN E. RUSHING, CLERK CIRCUIT CT	PRIOR CONVICTION INFO FOR JURY TRIAL	101-267-726.000	\$ 30.00
02/09/2010	25723	LAMKIN, JACQUELINE	RESTITUTIONS PAYABLE	701-000-271.000	\$ 54.99
02/09/2010	25724	LAVERN W. SCHLAUD	CONTRACTED BUILDING INSPECTOR	249-371-801.020	\$ 680.00
02/09/2010	25725	MDJA	MEMBERSHIP AND DUES	101-131-930.600	\$ 200.00

Check Date	Check #	Payee	Description	GL #	Amount
02/09/2010	25726	MI COUNTIES WORKERS COMPENSATI	WORKERS COMPENSATION	101-131-704.600	\$ 757.13
02/09/2010	25726	MI COUNTIES WORKERS COMPENSATI	WORKERS COMPENSATION	101-133-704.600	\$ 111.91
02/09/2010	25726	MI COUNTIES WORKERS COMPENSATI	WORKERS COMPENSATION	101-141-704.600	\$ 510.60
02/09/2010	25726	MI COUNTIES WORKERS COMPENSATI	WORKERS COMPENSATION	215-141-704.600	\$ 90.60
02/09/2010	25726	MI COUNTIES WORKERS COMPENSATI	WORKERS COMPENSATION	292-662-704.600	\$ 572.76
					\$ 2,043.00
02/09/2010	25727	MICHIGAN ASSOCIATION OF CIRCUIT C	MEMBERSHIP AND DUES	101-131-930.600	\$ 50.00
02/09/2010	25728	MID NORTH PRINTING INC	ENVELOPES	212-430-930.400	\$ 49.95
02/09/2010	25729	MID STATES BOLT & SCREW CO	3392583 SHOP SUPPLIES	588-699-726.050	\$ 6.65
02/09/2010	25730	MSU EXTENSION	SERVICE CONTRACTS	101-864-920.410	\$ 331.58
02/09/2010	25730	MSU EXTENSION	EDUCATION AND TRAINING	205-301-704.400	\$ 605.63
					\$ 937.21
02/09/2010	25731	NEMCOG	NEMCOG	101-105-930.606	\$ 8,987.87
02/09/2010	25732	NJERI K. BOSS	PROBATE ATTORNEY FEES	101-131-801.022	\$ 150.00
02/09/2010	25733	OTSEGO COUNTY BUS SYSTEM	INV 339, VET VAN EXHAUST	293-689-920.400	\$ 350.88
02/09/2010	25734	OTSEGO COUNTY SPORTSPLEX	OUTSIDE CONTRACTED SERVICES	292-662-940.010	\$ 540.00
02/09/2010	25735	QUILL CORPORATION	SUPPLIES - GENERAL	101-131-726.000	\$ 226.62
02/09/2010	25735	QUILL CORPORATION	SUPPLIES - GENERAL	101-141-726.000	\$ 213.80
02/09/2010	25735	QUILL CORPORATION	SUPPLIES - GENERAL	215-141-726.000	\$ 37.73
					\$ 478.15
02/09/2010	25736	RESERVE ACCOUNT	PREPAID POSTAGE FOR METER	249-371-930.450	\$ 1,500.00
02/09/2010	25737	RESERVE ACCOUNT	SHIPPING AND MAILING	101-131-930.450	\$ 5,053.55
02/09/2010	25737	RESERVE ACCOUNT	SHIPPING AND MAILING	101-141-930.450	\$ 1,278.92
02/09/2010	25737	RESERVE ACCOUNT	SHIPPING AND MAILING	101-267-930.450	\$ 322.42
02/09/2010	25737	RESERVE ACCOUNT	SHIPPING AND MAILING	215-141-930.450	\$ 225.69
					\$ 6,880.58

Check Date	Check #	Payee	Description	GL #	Amount
02/09/2010	25738	SCHULTZ, DENNIS	RESTITUTIONS PAYABLE	701-000-271.000	\$ 50.00
02/09/2010	25739	STANWYK AVIONICS INC	AWOS/ASOS DISPLAY SERVICE	281-537-940.010	\$ 300.00
02/09/2010	25740	STAPLES BUSINESS ADVANTAGE	SUPPLIES - GENERAL	101-131-726.000	\$ 406.17
02/09/2010	25741	STATE OF MICHIGAN	CRIME VICTIM RIGHTS FUNDS	701-000-228.037	\$ 476.02
02/09/2010	25741	STATE OF MICHIGAN	STATE COURT FUND	701-000-228.042	\$ 220.00
02/09/2010	25741	STATE OF MICHIGAN	JUROR COMPENSATION REIMBURSE	701-000-228.057	\$ 50.00
02/09/2010	25741	STATE OF MICHIGAN	CIVIL FILING FEE FUND	701-000-228.058	\$ 1,785.00
02/09/2010	25741	STATE OF MICHIGAN	JUSTICE SYSTEM FUND	701-000-228.059	\$ 894.75
02/09/2010	25741	STATE OF MICHIGAN	ATTORNEY GEN OPERATIONS FUND	701-000-228.060	\$ 20.00
					\$ 3,445.77
02/09/2010	25742	STATE OF MICHIGAN	PROBATE COURT SHARED FEES	701-000-228.006	\$ 102.60
02/09/2010	25742	STATE OF MICHIGAN	CRIME VICTIM RIGHTS FUNDS	701-000-228.037	\$ 18.00
02/09/2010	25742	STATE OF MICHIGAN	STATE COURT FUND	701-000-228.042	\$ 155.00
02/09/2010	25742	STATE OF MICHIGAN	CIVIL FILING FEE FUND	701-000-228.058	\$ 1,195.00
02/09/2010	25742	STATE OF MICHIGAN	JUSTICE SYSTEM FUND	701-000-228.059	\$ 68.00
					\$ 1,538.60
02/09/2010	25743	STATE OF MICHIGAN	NOTARY EDUCATION & TRAINING	701-000-228.005	\$ 2.00
02/09/2010	25744	TCI TIRE CENTERS	4 TIRES	281-537-726.050	\$ 532.00
02/09/2010	25745	TELEPHONE SUPPORT SYSTEMS INC	TELEPHONE	637-265-930.210	\$ 46.00
02/09/2010	25746	THE MAPLE CLINIC OF TRAVERSE CITY	GULLIVER-KLINE PH. TESEIMONY	101-267-930.940	\$ 67.00
02/09/2010	25747	THOMAS J PUDVAN	PROFESSIONAL	101-648-801.020	\$ 375.00
02/09/2010	25747	THOMAS J PUDVAN	TELEPHONE	101-648-930.210	\$ 20.00
					\$ 395.00
02/09/2010	25748	TIMOTHY MCPHERSON	2/1/10 UTILITIES	101-332-726.000	\$ 286.17
02/09/2010	25748	TIMOTHY MCPHERSON	2/1/10 ADMINISTRATION	101-332-801.020	\$ 305.20
					\$ 591.37
02/09/2010	25749	UNIVERSITY CENTER AT GAYLORD	OUTSIDE CONTRACTED SERVICES	101-133-940.010	\$ 50.00

Check Date	Check #	Payee	Description	GL #	Amount
02/09/2010	25750	UPS	FOIA TO PLUNKETT COONEY	249-371-930.450	\$ 12.53
02/09/2010	25751	WADE TRIM INC	PROPERTY - IMPROVEMENTS	499-901-970.300	\$ 1,000.00
02/09/2010	25752	WASTE MANAGEMENT	GARABAGE PICK UP	212-430-920.410	\$ 65.03
02/09/2010	25752	WASTE MANAGEMENT	OUTSIDE CONTRACTED SERVICES	637-265-940.010	\$ 573.00
					\$ 638.03
02/09/2010	25753	WILLIAM AHRENBURG	1/21/10 VETERANS MTG PER DIEM	101-682-703.040	\$ 40.00
02/09/2010	25753	WILLIAM AHRENBURG	1/21/10 TRAVEL REIMB.	101-682-930.500	\$ 3.20
					\$ 43.20
02/09/2010	25754	WILLIAM KNAPP	TRAVEL	101-131-930.500	\$ 8.00
02/09/2010	25754	WILLIAM KNAPP	SVCS OF CARE GIVER	101-131-930.830	\$ 30.00
					\$ 38.00
02/09/2010	25755	XEROX CORPORATION	RENTAL - EQUIP/VEHICLES	101-131-920.520	\$ 202.84
02/09/2010	25755	XEROX CORPORATION	RENTAL - EQUIP/VEHICLES	101-141-920.520	\$ 82.72
02/09/2010	25755	XEROX CORPORATION	RENTAL - EQUIP/VEHICLES	215-141-920.520	\$ 14.60
					\$ 300.16
			TOTAL OF 65 CHECKS		\$ 67,916.55
			Fund		Amount
			Total for fund 101 GENERAL FUND		\$ 46,032.98
			Total for fund 205 WORK CAMP		\$ 605.63
			Total for fund 212 ANIMAL CONTROL		\$ 1,020.76
			Total for fund 215 FRIEND OF THE COURT		\$ 586.85
			Total for fund 249 BUILDING INSPECTION FUND		\$ 2,192.53
			Total for fund 261 911 SERVICE FUND		\$ 8.00
			Total for fund 281 AIRPORT		\$ 915.29
			Total for fund 292 CHILD CARE FUND		\$ 1,562.29
			Total for fund 293 SOLDIERS' RELIEF FUND		\$ 350.88
			Total for fund 499 CAPITAL PROJECTS FUND		\$ 7,540.00
			Total for fund 588 TRANSPORTATION FUND		\$ 1,249.00
			Total for fund 637 BUILDING AND GROUNDS		\$ 619.00
			Total for fund 645 ADMINISTRATIVE SERVICES		\$ 141.98
			Total for fund 701 GENERAL AGENCY		\$ 5,091.36
			TOTAL - ALL FUNDS		\$ 67,916.55