

February 16, 2006

The Regular meeting of the Otsego County Board of Commissioners was held in the Multi-Purpose Room of the J. Richard Yuill Alpine Center. The meeting was called to order at 9:30 a.m. by Chairman Beachnau. Invocation by Commissioner Glasser, followed by the Pledge of Allegiance led by Commissioner Olsen.

Roll call:

Present: Backenstose, Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde, Bentz.

The minutes of the Regular Meeting of January 24, 2006 were approved as presented.

The agenda was amended to add under new business item H, County vehicle exemption for the County Administrator John Burt; Item I OCR-06-09 fee for alarm ordinance; closed session added after Board remarks.

Consent Agenda:

OCR-06-05 MERS

Roll Call Vote:

Ayes: Backenstose, Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde, Bentz.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Elizabeth Haus reported on the Village of Vanderbilt.

Correspondence:

Conflicts of interest sheets needs to be turned to the Administration office; Chairman received a letter from Trinity Lutheran regarding their 60th Anniversary; Letter from the Department of Environmental Quality; Letter of Department of Army; Letter from North County Community Mental Health; Letter from Committee Unlock the Gridlock.

Commissioner Olsen received a letter from the citizen regarding clear lake.

Special Presentations:

Ron Chavey gave the Board a FEMA report.

Chairman Beachnau introduced John Burt the new County Administrator.

Sheriff James McBride gave his annual report to the Board.

Richard Edmonds gave his annual report to the Board.

Motion by Commissioner Bentz, to accept the report from the Otsego County Land Use Department and to accept the fee schedule as presented. Ayes: Unanimous. Motion carried (See attached)

Gerald Chase from the NWMCHA presented the sanitary code to the Board.

New Business:

Motion by Commissioner Olsen, to approve Warrant B2006-05 in the amount of \$74,357.03 with prepaids in the amount of \$33,253.24. Ayes: Unanimous. Motion carried.

Motion by Commissioner Backenstose, to approve Warrant B2006-6 in the amount of \$341,005.45 with prepaids in the amount of \$258.42. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bentz, to approve Warrant B2006-7 in the amount of \$135,899.96 with the prepaids in the amount of \$7,772.19. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hyde, to approve the General Fund (101) 2005 Budget Amendment as presented. Ayes: Unanimous. Motion carried (see attached)

Motion by Commissioner Bates, to approve the Child Care Fund (292) 2005 Budget Amendment as presented. Ayes: Unanimous. Motion carried (see attached)

Motion by Commissioner Johnson, to approve the Parks and Recreation Fund (208) 2005 Budget Amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Liss, to approve the Housing Committee Fund (232) 2005 Budget Amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Hyde, to approve the 9-1-1 Fund (261) Budget Amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Olsen, to purchase a police car from Gaylord Ford for \$21,829.60 with funds to come from the equipment fund. Ayes: Unanimous. Motion carried.

Motion by Commissioner Backenstose, to exempt Friend of the Court, Child Care Fund and Department of Human Services from Otsego County Administrative Fee. Administrative Fees are already calculated by the State of Michigan into State Court Reimbursements, funds to come from Contingency 2005. Ayes: Unanimous. Motion carried.

Motion by Commissioner Glasser, to purchase insurance for the Courts to cover gaps in current insurance policies. The policy is to have a \$10,000.00 deductible with a premium of \$22,305.00. The premium shall be paid jointly by Otsego, Kalkaska and Crawford Counties. The payments shall be according to the agreed Tri-County formula. The deductible, if any, shall be paid jointly by Otsego, Kalkaska and Crawford Counties according to the Tri-County formula. Coverage is

to be retro-active to 07-01-05 or 01-01-06 if possible. Otsego County's portion shall be \$9,327.50 and funds to come from the equipment fund. The motion is contingent on clarifying the actual need for coverage from MMRMA. Ayes: Backenstose, Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde. Nays: Bentz. Motion carried.

Motion by Commissioner Backenstose, to approve the Wind Turbine Generator Ordinance #06-01 as presented.

Roll Call Vote:

Ayes: Backenstose, Bates, Liss, Olsen, Glasser, Johnson, Hyde, Bentz, Beachnau.

Nays: None.

Motion carried/Ordinance adopted. (see attached)

The Chairman of the Board received a letter from Esther Moore regarding the Wind Turbine Generator Ordinance.

Motion by Olsen, to approve the Construction and Shoreland Ordinance #06-02 as presented.

Roll Call Vote:

Ayes: None.

Nays: Bates, Liss, Olsen, Glasser, Johnson, Hyde, Bentz, Backenstose, Beachnau.

Motion defeated/Ordinance rejected.

Motion by Commissioner Bentz, to send ordinance #06-02, the Construction and Shoreland Ordinance, back to the Planning Commission for further review. Ayes: Unanimous. Motion carried.

Motion by Commissioner Glasser, to approve OCR-06-06, Motorcycle Safety Grant as presented.

Roll Call Vote:

Ayes: Liss, Olsen, Glasser, Johnson, Hyde, Bentz, Backenstose, Bates, Beachnau.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Bates, to approve the written Hazard Communication program as presented. Ayes: Unanimous. Motion carried. (see attached)

Chairman Beachnau appointed John Burt, Trisha Adam, Paul Liss, Mike Hyde, and Mike Deerfield to the Airport Director Search committee.

Motion by Commissioner Glasser, to exempt John Burt from the Otsego County Vehicle policy effective February 13, 2006, allowing the vehicle to be taken to his residence. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hyde, to approve OCR-06-09 fee for the alarm ordinance.

Motion withdrawn by Commissioner Hyde.

Motion by Commissioner Hyde, to send back to 9-1-1 Committee regarding the \$25.00 fee for the alarm ordinance for further explanation. Ayes: Unanimous. Motion carried.

Public Comment:

Bob Harden reported on NEMSCA.

James McBride thanked Rachel and Trisha.

Daphine Cousineau addressed the Board regarding the \$25.00 fee for the alarm.

Board Remarks:

Commissioner Olsen: Commended Trisha, Rachel and Susan.

Commissioner Hyde: Advertisement has been done for the Airport Manager position.

Commissioner Beachnau: Attended the MAC conference.

Motion by Commissioner Bates, to enter into a closed session under provisions of 1976, Act 267 Section 8(c),

Roll Call Vote:

Ayes: Backenstose, Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde, Bentz.

Nays: None.

Motion carried.

Entered into closed session at 11:53 a.m.

Returned to open session at 12:05 p.m.

Motion by Commissioner Bentz, to enter into closed session under provisions of Act 267 of 1976 Section 8(e).

Roll Call Vote:

Ayes: Olsen, Glasser, Johnson, Hyde, Bentz, Backenstose, Bates, Liss, Beachnau.

Nays: None.

Motion carried.

Entered into closed session at 12:05 p.m.

Returned to open session at 12:10 p.m.

Meeting adjourned at 12:19 p.m at the call of the Chair.

Paul M. Beachnau, Chairman

Susan I. DeFeyer, County Clerk/Reg



010-05

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF MICHIGAN

RESOLUTION FOR DEFINING A DAY OF WORK OR HOURS PER MONTH FOR MERS RETIREMENT PURPOSES

Note: To adopt the part-time to full-time employee service credit program under Plan Document Section 4(6), the governing body must adopt the Uniform Resolution Defining Hours Per Month For Part-Time Employees and Service Credit Conversion Upon Promotion to Full-Time Status.

In accordance with Section 3(1) of the MERS Plan Document, as the Otsego County Board of Commissioners 6902-1 Otsego County (Governing Body) (Municipality)

does hereby certify that a day of work, or the number of hours of work in a month, for Divisions 1, 10, 11, 13, 14, 20 for retirement purposes, shall (Indicate all employees or division name and number)

consist of one of the following to be effective as of February 1, 2006 (Date)

(Please complete either A or B)

- A. A day shall consist of hours. (Ten (10) days a month of such work days equals one month of credited service.)
B. X A month shall consist of 100 hours. (Each month of such work hours equals one month of credited service.)

I hereby certify that the above is a true copy of a Resolution adopted at the meeting of the governing body held on February 16, 2006 (Date)

(Signature of Authorized Official) Chair, Board of Commissioners (Title)

RETURN TO: Municipal Employees' Retirement System of Michigan 1134 Municipal Way Lansing, MI 48917

Otsego County Land Use Services

1068 Cross Street
Gaylord, Michigan 49735
Telephone (989)731-7421
Fax (989)731-7429
Email: redmonds@otsegocountymi.gov

January 23, 2006

Paul Beachnau, Chairman
Otsego County Board of Commissioners
225 W. Main Street
Gaylord, MI 49735

Re: Building Department 2005 Annual Report

Dear Mr. Beachnau and Members of the County Commission:

2005 PERMITS AND REVENUE

Attached are the reports showing the number of permits and the fees collected for the year as well as month by month. You will note that during 2005 2,417 total permits were issued, this includes building permits and permits for all trades. These are the permits that were serviced by the Building Department Staff.

During 2005 the Building Department was staffed by:

Building Official	Jerome Swantek	
Office clerks	Linda Pyke	
	Sharon Bollinger	
Building inspector/Electrical inspector		Robert Hunt
Plumbing/mechanical inspectors		Al Haus
		Paul Hunter

There were 2 open positions throughout 2005 that were not filled. The funds from one of the positions were ultimately converted for use by Professional Contractors hired to assist as needed with Plan Reviews and Building and/or Electrical Inspections. The other position has remained open and in 2006 will be utilized for a part-time clerk that will be shared with the Equalization Department and a part-time (seasonal) Building Inspector.

I have attached the financial report for 2005 for the Building Department. At the beginning of 2005 the Board of Commissioners authorized adjustments in the fee schedule so that the Building Permit cost would take into consideration the increase in construction costs and anticipated reduction in permit activity in Otsego County. As a result of the change in the fee schedule, the permit fees that were collected in 2005 did cover the cost of operation of the Building Department without the need to use the Building Department Fund Balance. The financial report indicates that the Building Department had over \$60,000 profit in 2005, however, about \$30,000 of that was a rebate received by County Departments for health insurance savings and the report did not include payroll calculations for the last week of December.

2006 PERMIT FEES

Currently, Otsego County Building Permit fees are tied to the BOCA value of a structure and each year the fees must be adjusted based on the cost of materials in this area. The fee schedule represents several sets of figures that are inputted into the Building Department Computers and then calculated and added to arrive at the actual permit cost. For 2005 the National cost of materials and the local cost of materials increased about 4%.

It is requested that the Board authorize the Building Department to update the fee schedule by inserting the BOCA values used in the fee schedule and that the Board authorize the Building Department to reduce the "multiplier" used to establish the actual Permit Cost. In 2005 all costs for construction were multiplied by .0037 to create the actual permit cost. It is requested that the Building Department be authorized to reduce the multiplier to .0030 this will leave most permit costs unchanged except for Single Family Homes and Commercial Construction which will see about 4% increase.

In an effort to simplify the Building Department fee structure starting in January of 2006 the Building Department will require that all contractors or home owners provide a copy of the construction contract or for do-it-yourself projects a copy of the parts list with costs. During 2006 I will be reviewing costs of construction in an effort to establish a new fee schedule in 2007 based solely on the cost of a project as provided in the Contract or parts list. The fee will be a base dollar amount for the first \$1,000 of cost and an additional amount for each additional \$1,000 in cost. This type of fee structure is widely used down state and is simple and easy and can be calculated and understood by anyone wanting a permit.

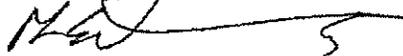
CUSTOMER RELATIONS

During 2005 there were less than 5 formal complaints regarding Building Department procedures. Building Official Jerry Swantek is to be commended for his role in working with contractors and architects along with the inspectors who have been helpful and serve as a resource to contractors and home owners.

It is my opinion that the secretaries and the inspectors are doing an excellent job. While we are always looking for ways to improve, I completely support the job the secretaries and inspectors are doing.

If you have any questions please feel free to call.

Sincerely,



Richard Edmonds, J.D.
Director of Land Use Services

Revenue Report
 From: 02/24/2005 To: 12/31/2005
 Generated: 01/04/2006

DOES NOT
 INCLUDE JAN 05
 DUE TO CHANGES
 IN COMPUTER SYSTEM

JAN 05 = 177 PERMITS
 \$59,012.50 REVENUE

Permit Record Type Totals		
	Records	Revenue
Building	932	265,580.50
Electrical	681	85,875.00
Mechanical	510	57,619.50
Plumbing	294	38,679.50
Total	2417	447,754.50

Permit Category Totals		
Type -> Building		
Category	Records	Revenue
AG EXEMPT	18	370.00
COMMERCIAL, ADD/ALTER/REPAIR	36	20,808.50
COMMERCIAL, NEW BUILDING	29	49,451.50
COMMERCIAL, UTILITY BUILDING	4	663.50
DECKS	46	2,729.00
DEMOLITION	27	1,650.00
DUPLEX	6	2,571.00
FOUNDATION ONLY	168	12,131.00
GARAGE, ATTACHED	26	4,054.00
GARAGE, DETACHED	124	17,198.00
Garage, detached	1	46.00
NO CATEGORY	1	55.50
POLE BARN	5	146.50
RE. MODULAR/BOCA	13	1,279.50
RENTAL CABIN	1	86.00
RES. ADD/ALTER/REPAIR	168	29,470.00
RES. MOBILE	5	1,105.00
RES. MODULAR HOME/HUD	20	7,946.50
RES. MODULAR/BOCA	14	10,983.00
RES. SINGLE FAMILY	172	98,679.50
Res. Single Family	1	1.00
SALES-COPIES-FIAR	4	95.50
SIGNS	19	1,950.00
TRAILER/TEMP STRUCTURE	24	2,110.00
Total	932	265,580.50

OTSEGO COUNTY BUILDING & SAFETY DEPARTMENT

1066 CROSS STREET GAYLORD, MICHIGAN 49735

989-731-7400 FAX=989-731-7419

PERMIT SUMMARY FROM: 1/01/05 TO: 1/31/05

TYPE OF PERMIT	# PERMITS	BOCA VALUE	FEES
ADMINISTRATION	36	0	2,056.00
PARK MFG HOMES	0	0	.00
BUILDING PERMIT RENEWAL	5	0	570.50
BASEMENT & FOUNDATION	2	0	200.00
COMMERCIAL	1	111,443	556.00
COMMERCIAL-CHANGE OF USE	5	9,280,650	33,148.50
CONSTRUCTION BD/APPEALS	0	0	.00
DOUBLE WIDE MFC. HOUSING	2	243,214	1,180.00
ELECTRICAL PERMITS	39	0	4,120.00
MECHANICAL PERMITS	41	0	4,275.00
MULTI-FAMILY	0	0	.00
PLAN REVIEW FEE	12	0	6,568.50
PLUMBING PERMIT	15	0	1,850.00
RESIDENTIAL ADDITION	1	8,241	66.50
RESIDENTIAL MISC.	3	80,965	470.50
SIGN PERMIT	6	247,870	713.00
SINGLE FAMILY	4	545,953	2,699.00
SINGLE WIDE MFC. HOUSING	1	30,552	198.00
SPECIAL PERMITS	1	0	75.00
DETACHED GARAGE/SHED	3	33,456	266.00
DUPLEX	0	0	.00
TOTALS FOR TIME PERIOD	177	10,582,344	59,012.50

OTSEGO COUNTY BUILDING & SAFETY DEPARTMENT

1066 CROSS STREET GAYLORD, MICHIGAN 49735

989-731-7400 FAX=989-731-7419

PERMIT SUMMARY FROM: 2/01/05 TO: 2/31/05

TYPE OF PERMIT	# PERMITS	BOCA VALUE	FEES
ADMINISTRATION	26	0	1,012.50
PARK MFG HOMES	0	0	.00
BUILDING PERMIT RENEWAL	6	0	233.00
BASEMENT & FOUNDATION	4	0	200.00
COMMERCIAL	0	0	.00
COMMERCIAL-CHANGE OF USE	2	35,000	260.00
CONSTRUCTION BD/APPEALS	0	0	.00
DOUBLE WIDE MFC. HOUSING	3	327,873	1,699.00
ELECTRICAL PERMITS	32	0	5,261.00
MECHANICAL PERMITS	27	0	2,775.00
MULTI-FAMILY	0	0	.00
PLAN REVIEW FEE	3	0	39.00
PLUMBING PERMIT	14	0	1,495.00
RESIDENTIAL ADDITION	0	0	.00
RESIDENTIAL MISC.	6	75,196	537.00
SIGN PERMIT	1	27,000	266.00
SINGLE FAMILY	5	533,357	2,606.50
SINGLE WIDE MFC. HOUSING	1	53,729	322.00
SPECIAL PERMITS	0	0	.00
DETACHED GARAGE/SHED	2	19,440	163.00
DUPLEX	0	0	.00
TOTALS FOR TIME PERIOD	132	1,071,595	16,869.00

OTSEGO COUNTY BUILDING & SAFETY DEPARTMENT

1066 CROSS STREET GAYLORD, MICHIGAN 49735

989-731-7400 FAX=989-731-7419

PERMIT SUMMARY FROM: 3/01/05 TO: 3/31/05

TYPE OF PERMIT	# PERMITS	BOCA VALUE	FEEES
ADMINISTRATION	48	0	2,750.00
PARK MFG HOMES	0	0	.00
BUILDING PERMIT RENEWAL	8	0	863.50
BASEMENT & FOUNDATION	1	0	58.00
COMMERCIAL	2	2,244,338	7,981.50
COMMERCIAL-CHANGE OF USE	5	498,000	2,982.00
CONSTRUCTION BD/APPEALS	0	0	.00
DOUBLE WIDE MFC. HOUSING	2	171,474	917.00
ELECTRICAL PERMITS	31	0	11,327.00
MECHANICAL PERMITS	48	0	5,696.00
MULTI-FAMILY	0	0	.00
PLAN REVIEW FEE	7	0	1,868.00
PLUMBING PERMIT	22	0	2,890.00
RESIDENTIAL ADDITION	3	81,434	500.50
RESIDENTIAL MISC.	7	178,296	1,088.00
SIGN PERMIT	1	7,800	105.00
SINGLE FAMILY	10	1,387,875	7,113.50
SINGLE WIDE MFC. HOUSING	1	52,979	320.00
SPECIAL PERMITS	2	0	61.00
DETACHED GARAGE/SHED	1	9,792	82.00
DUPLEX	0	0	.00
TOTALS FOR TIME PERIOD	199	4,631,988	46,603.00

4-1-05 / 4-31-05

Permit Summary by Category

DATE RANGE

Category	Estimated Cost	Permit Fee	Number of Permits
EXEMPT	\$75,200	\$100.00	3
COMMERCIAL, ADD/ALTER/REP	\$29,375	\$469.00	2
COMMERCIAL, NEW BUILDING	\$1,892,289	\$8,002.00	2
DECKS	\$5,724	\$107.00	2
DEMOLITION	\$0	\$86.00	1
ELECTRICAL	\$0	\$6,341.00	39
FOUNDATION ONLY	\$0	\$290.00	6
GARAGE, ATTACHED	\$72,676	\$565.00	4
GARAGE, DETACHED	\$60,209	\$483.00	4
MECHANICAL	\$0	\$2,410.50	14
PLUMBING	\$0	\$3,635.00	21
RES. ADD/ALTER/REPAIR	\$287,499	\$2,048.00	9
RES. SINGLE FAMILY	\$1,235,539	\$6,829.00	7
SIGNS	\$1,000	\$124.00	1
Totals	\$3,659,511	\$31,489.50	115

Permit Summary by Category

5-05/5-31-05
DATE RANGE

Category	Estimated Cost	Permit Fee	Number of Permits
EXEMPT	\$108,000	\$36.00	2
COMMERCIAL, ADD/ALTER/REP	\$103,699	\$992.00	2
COMMERCIAL, UTILITY BUILDI	Δ = \$25,000	\$161.00	1
DECKS	\$14,891	\$385.00	7
DEMOLITION	\$0	\$178.00	3
ELECTRICAL	\$0	\$5,652.50	47
FOUNDATION ONLY	\$0	\$580.00	10
GARAGE, ATTACHED	\$72,680	\$490.00	2
GARAGE, DETACHED	\$194,208	\$1,869.50	11
MECHANICAL	\$0	\$4,375.00	35
PLUMBING	\$0	\$4,225.00	28
RES. ADD/ALTER/REPAIR	\$803,010	\$5,736.50	21
RES. MODULAR HOME/HUD	\$180,154	\$1,070.00	2
RES. MODULAR/BOCA	\$118,216	\$667.00	1
RES. SINGLE FAMILY	\$1,022,856	\$5,757.00	7
SIGNS	\$0	\$344.00	1
TRAILER/TEMP STRUCTURE	\$40,200	\$279.00	1
Totals	\$2,682,914	\$32,797.50	181

6-1-05 - 6-30-05

Permit Summary by Category

Category	Estimated Cost	Permit Fee	Number of Permits
EXEMPT	\$85,000	\$72.00	4
COMMERCIAL, ADD/ALTER/REP	\$246,623	\$1,023.50	2
DECKS	\$21,472	\$313.00	5
DEMOLITION	\$0	\$178.00	3
ELECTRICAL	\$0	\$7,971.00	56
FOUNDATION ONLY	\$0	\$1,335.00	18
GARAGE, ATTACHED	\$145,098	\$974.00	4
GARAGE, DETACHED	\$311,476	\$2,202.00	16
PLUMBING	\$0	\$3,910.00	25
RES. ADD/ALTER/REPAIR	\$540,264	\$4,113.00	16
RES. MODULAR HOME/HUD	\$237,177	\$1,395.00	2
RES. SINGLE FAMILY	\$2,023,853	\$11,461.00	17
SIGNS	\$8,500	\$223.00	2
Totals	\$3,619,463	\$35,170.50	171

Revenue Report

From: 07/01/2005 To: 07/31/2005

Generated: 08/19/2005

Permit Category Totals		
Type -> Building		
Category	Records	Revenue
AG EXEMPT	1	18.00
COMMERCIAL, ADD/ALTER/REPAIR	3	2,472.50
COMMERCIAL, NEW BUILDING	5	5,125.50
DECKS	2	158.00
DEMOLITION	1	46.00
FOUNDATION ONLY	25	2,051.00
GARAGE, ATTACHED	1	1.00
GARAGE, DETACHED	19	2,493.00
POLE BARN	2	53.50
RES. ADD/ALTER/REPAIR	11	1,132.50
RES. MODULAR HOME/HUD	1	721.00
RES. MODULAR/BOCA	3	2,528.00
RES. SINGLE FAMILY	23	10,578.00
SIGNS	3	274.00
TRAILER/TEMP STRUCTURE	1	86.50
Total	101	27,738.50

Type -> Electrical		
Category	Records	Revenue
ELECTRICAL	69	8,416.00
Total	69	8,416.00

Type -> Mechanical		
Category	Records	Revenue
MECHANICAL	41	4,545.00
Total	41	4,545.00

Type -> Plumbing		
Category	Records	Revenue
PLUMBING	23	3,240.00
Total	23	3,240.00

Permit Summary by Category

8-1-05
- 8-31-05

Category	Estimated Cost	Permit Fee	Number of Permits
COMMERCIAL, ADD/ALTER/REP	\$31,736	\$721.00	2
COMMERCIAL, NEW BUILDING	\$73,571	\$473.00	2
DECKS	\$7,304	\$169.00	2
DEMOLITION	\$0	\$230.00	3
DUPLEX	\$228,587	\$1,306.00	2
ELECTRICAL	\$0	\$4,630.00	38
FOUNDATION ONLY	\$0	\$1,046.00	14
GARAGE, ATTACHED	\$75,696	\$564.00	3
GARAGE, DETACHED	\$226,984	\$1,793.00	13
MECHANICAL	\$0	\$4,665.00	30
PLUMBING	\$0	\$3,115.00	22
RES. ADD/ALTER/REPAIR	\$149,482	\$1,660.50	10
RES. MOBILE	\$38,080	\$63.00	1
RES. MODULAR HOME/HUD	\$91,142	\$510.00	1
RES. MODULAR/BOCA	\$299,472	\$1,036.00	1
RES. SINGLE FAMILY	\$1,360,700	\$7,577.00	9
SALES-COPIES-FIAR	\$0	\$86.00	1
STONS	\$6,000	\$119.00	1
Totals	\$2,588,754	\$29,763.50	156

Permit Summary by Category

9-1-05/9-30-05

Category	Estimated Cost	Permit Fee	Number of Permits
EXEMPT	\$43,656	\$54.00	3
COMMERCIAL, ADD/ALTER/REP	\$76,029	\$1,188.00	3
COMMERCIAL, NEW BUILDING	\$401,005	\$2,378.00	4
COMMERCIAL, UTILITY BUILDI	\$40,000	\$115.00	1
DECKS	\$15,016	\$387.00	6
DEMOLITION	\$0	\$86.00	1
ELECTRICAL	\$0	\$7,726.00	57
FOUNDATION ONLY	\$0	\$2,266.00	32
GARAGE, ATTACHED	\$46,916	\$386.00	3
GARAGE, DETACHED	\$265,880	\$2,101.00	17
MECHANICAL	\$0	\$6,770.00	52
PLUMBING	\$0	\$4,622.50	40
RES. ADD/ALTER/REPAIR	\$155,220	\$1,959.00	22
RES. MOBILE	\$44,998	\$340.00	1
RES. MODULAR HOME/HUD	\$296,961	\$1,791.00	4
RES. MODULAR/BOCA	\$222,433	\$1,282.00	1
RES. SINGLE FAMILY	\$1,361,366	\$7,454.00	6
STONS	\$8,592	\$256.00	3
TRAILER/TEMP STRUCTURE	\$1,185,520	\$819.00	13
Totals	\$4,163,592	\$41,980.50	270

Permit Summary by Category

10-1-05 / 10-31-05

Category	Estimated Cost	Permit Fee	Number of Permits
REG EXEMPT	\$69,020	\$36.00	2
COMMERCIAL, ADD/ALTER/REP	\$495,284	\$3,076.00	4
COMMERCIAL, NEW BUILDING	\$1,439,846	\$7,569.50	6
COMMERCIAL, UTILITY BUILDING	\$49,058	\$384.50	2
DECKS	\$4,686	\$112.00	3
DEMOLITION	\$0	\$224.00	4
ELECTRICAL	\$0	\$8,264.00	68
FOUNDATION ONLY	\$0	\$1,616.00	25
GARAGE, ATTACHED	\$63,908	\$535.00	3
GARAGE, DETACHED	\$319,328	\$2,400.00	13
MECHANICAL	\$0	\$4,600.00	39
PLUMBING	\$0	\$3,540.00	27
RES. ADD/ALTER/REPAIR	\$523,133	\$4,256.00	22
RES. MODULAR HOME/HUD	\$177,302	\$739.00	2
RES. MODULAR/BOCA	\$502,846	\$2,685.00	4
RES. SINGLE FAMILY	\$2,598,796	\$14,566.00	17
TRAILER/TEMP STRUCTURE	\$0	\$189.00	3
Totals	\$6,243,207	\$54,792.00	245

Permit Summary by Category

NOVEMBER 05

Category	Estimated Cost	Permit Fee	Number of Permits
EXEMPT	\$14,688	\$18.00	1
COMMERCIAL, ADD/ALTER/REP	\$112,376	\$1,651.00	3
COMMERCIAL, NEW BUILDING	\$678,674	\$3,950.00	4
DECKS	\$3,080	\$103.00	2
DEMOLITION	\$0	\$264.00	4
ELECTRICAL	\$0	\$6,539.00	52
FOUNDATION ONLY	\$0	\$1,219.00	19
GARAGE, DETACHED	\$101,456	\$1,232.00	6
MECHANICAL	\$0	\$5,260.00	44
PLUMBING	\$0	\$3,295.00	23
RES. ADD/ALTER/REPAIR	\$172,854	\$1,816.00	9
RES. MOBILE	\$34,652	\$243.00	1
RES. MODULAR HOME/HUD	\$68,464	\$427.00	1
RES. SINGLE FAMILY	\$2,228,403	\$14,998.00	15
Totals	\$3,414,647	\$41,015.00	185

Permit Summary by Category

12/1/05 - 12/31/05

Category	Estimated Cost	Permit Fee	Number of Permits
EMPTY	\$24,480	\$18.00	1
COMMERCIAL, ADD/ALTER/REP	\$1,342,916	\$3,595.00	2
COMMERCIAL, NEW BUILDING	\$2,447,294	\$11,620.00	1
DECKS	\$1,353	\$144.00	3
DEMOLITION	\$0	\$46.00	1
DUPLEX	\$125,422	\$763.00	2
ELECTRICAL	\$0	\$2,866.00	24
FOUNDATION ONLY	\$0	\$293.00	5
GARAGE, DETACHED	\$65,280	\$588.00	3
MECHANICAL	\$0	\$2,500.00	25
PLUMBING	\$0	\$2,200.00	15
RENTAL CABIN	\$1	\$86.00	1
RES. ADD/ALTER/REPAIR	\$194,917	\$1,449.00	6
RES. MOBILE	\$32,202	\$234.00	1
RES. MODULAR HOME/HUD	\$86,792	\$494.00	1
RES. MODULAR/BOCA	\$307,437	\$1,719.00	2
RES. SINGLE FAMILY	\$986,782	\$5,411.00	7
TRAILER/TEMP STRUCTURE	\$1	\$86.00	1
Totals	\$5,614,877	\$34,112.00	102



**2005
OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 101/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

Account Number	Decrease	Increase
<i>SEE ATTACHED SPREADSHEET</i>	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
<i>SEE ATTACHED SPREADSHEET</i>	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

Department Head Signature _____

Date _____

Finance Department	
Entered:	
By:	

Administrator's Signature _____

Date _____

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

Budget Adjustment # _____

Posting Number _____

2005 YEAR-END COMPREHENSIVE BUDGET AMENDMENT

GENERAL FUND

<u>DEPARTMENT</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TITLE</u>	<u>INCREASE</u>	<u>DECREASE</u>
Commissioners	101E101	703040	Per Diems	5,620	-
	101E101	704200	FICA	1,425	-
	101E101	704600	Workers Comp	1,960	-
	101E101	726000	Supplies	126	-
	101E101	704110	Hospitalization	-	2,110
	101E101	704400	Education & Training	-	495
	101E101	930300	Advertising	-	534
	101E101	930450	Shipping & Mailing	-	407
	101E101	930500	Travel	-	1,603
	101E101	969000	Contingency - Commissioners	-	165
	101E941	999010	CONTINGENCY	-	3,817
				<u>9,131</u>	<u>9,131</u>
	Clerk	101E215	703030	Regular hourly	2,291
101E215		704200	FICA	156	-
101E215		704300	Retirement	437	-
101E215		726000	Supplies	221	-
101E215		930450	Shipping & Mailing	188	-
101E215		703060	Part-time/Temporary	-	1,312
101E215		704110	Hospitalization	-	30,062
101E941		999010	CONTINGENCY	<u>28,081</u>	-
			<u>31,374</u>	<u>31,374</u>	
External Audit	101E223	801020	Professional	4,790	-
	101E941	999010	CONTINGENCY	-	4,790
			<u>4,790</u>	<u>4,790</u>	
Treasurer	101E253	703030	Regular hourly	-	2,337
	101E253	704110	Hospitalization	-	9,492
	101E253	704140	Life & Disability	16	-
	101E253	704300	Retirement	427	-
	101E253	704600	Workers comp	404	-
	101E253	704200	FICA	-	351
	101E253	930150	Service charges	-	2,979
	101E253	930450	Shipping & mailing	-	1,347
	101E253	940010	Outside contracted services	-	4,446
	101E941	999010	CONTINGENCY	<u>20,105</u>	-
			<u>20,952</u>	<u>20,952</u>	

<u>DEPARTMENT</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TITLE</u>	<u>INCREASE</u>	<u>DECREASE</u>	
Secondary Rd	101E334	703030	Regular hourly	4,591	-	
	101E334	704140	Life & disability	66	-	
	101E334	704200	FICA	424	-	
	101E334	704300	Retirement	861	-	
	101E334	704600	Workers comp	323	-	
	101E334	920410	Service contracts	20	-	
	101E334	930500	Travel	3,589	-	
	101E334	703070	Overtime	-	1,130	
	101E334	704110	Hospitalization	-	354	
	101E334	704800	Sick pay	-	720	
	Jail	101E351	703070	Overtime	2,122	-
		101E351	704140	Life & disability	118	-
		101E351	704200	FICA	797	-
		101E351	704300	Retirement	2,152	-
		101E351	704500	Unemployment	1,867	-
		101E351	704700	Payments in lieu of insurance	359	-
101E351		726046	Supplies - uniform	877	-	
101E351		920520	Rental - equip/veh	785	-	
101E351		930450	Shipping & mailing	267	-	
101E351		703030	Regular hourly	-	649	
101E351		703080	Holiday pay	-	4,500	
101E351		704110	Hospitalization	-	10,593	
101E941		999010	CONTINGENCY	-	12,170	
				52,004	52,004	
Emergency Svcs		101E427	704110	Hospitalization	-	4,051
		101E427	704500	Unemployment	113	-
	101E427	704600	Workers comp	195	-	
	101E427	704700	Payments in lieu of insurance	-	500	
	101E427	940010	04HS outside contracted svcs	-	1,146	
	101E941	999010	CONTINGENCY	5,389	-	
			5,697	5,697		
District Health	101E601	940010	Outside contracted svcs	9,460	-	
	101E941	999010	CONTINGENCY	-	9,460	
			9,460	9,460		
Substance Abuse	101E631	940010	Outside contracted svcs	12,819	-	
	101E941	999010	CONTINGENCY	-	12,819	
			12,819	12,819		
Medical Examiner	101E648	726000	Supplies	520	-	
	101E648	930460	Transporting	3,970	-	
	101E648	930920	Autopsies	2,319	-	
	101E648	920530	Rental - morgue	-	750	
	101E941	999010	CONTINGENCY	-	6,059	
			6,809	6,809		

DEPARTMENT ORG OBJECT TITLE INCREASE DECREASE

Veterans Affairs	101E682	703010 Regular director	1,386	-
	101E682	704110 Hospitalization	1,505	-
	101E682	704140 Life & disability	208	-
	101E682	704200 FICA	57	-
	101E682	704300 Retirement	370	-
	101E682	704500 Unemployment	263	-
	101E682	704600 Workers comp	440	-
	101E682	930450 Shipping & mailing	71	-
	101E941	999010 CONTINGENCY	-	<u>4,300</u>
		4,300	4,300	
Planning & Zon	101E721	703030 Regular hourly	995	-
	101E721	704200 FICA	571	-
	101E721	704300 Retirement	1,561	-
	101E721	704500 Unemployment	382	-
	101E721	704600 Workers comp	1,045	-
	101E721	801030 Technical svcs	599	-
	101E721	930660 Gasoline	403	-
	101E721	703060 Part-time/Temporary	-	574
	101E721	704100 Hospitalization	-	1,503
	101E721	930210 Telephone	-	690
	101E721	930450 Shipping & mailing	-	198
	101E941	999010 CONTINGENCY	-	<u>2,591</u>
			5,556	5,556
Link MI Project	101E370	969000 Contingency	1,000	-
	101E941	999010 CONTINGENCY	-	<u>1,000</u>
		1,000	1,000	
Health Care Ret	101E853	940110 Hospitalization/Dental	-	76,000
	101E941	999010 CONTINGENCY	<u>76,000</u>	-
		76,000	76,000	
Distributive Svcs	101E864	920400 Repairs and Maintenance	884	-
	101E864	920410 Service contracts	8,353	-
	101E864	930210 Telephone	2,783	-
	101E864	930240 Data/network svcs	3,681	-
	101E864	930450 Shipping & mailing	-	1,980
	101E941	999010 CONTINGENCY	-	<u>13,721</u>
		15,701	15,701	
Capital Outlay	101E901	970450 Property - software	9,135	-
	101E941	999010 CONTINGENCY	-	<u>9,135</u>
		9,135	9,135	
FOC Med Support	101E144	703060 4 CRMD part-time/temporary	4,232	-
	101E144	704200 4 CRMD FICA	324	-
	101E144	726000 FOCMD supplies	100	-
	101E144	930210 FOCMD telephone	100	-
	101E141	930450 FOCMD shipping & mailing	246	-
		-	4,232	

	101E141	704200 FICA	-	324
	101E141	726000 supplies	-	100
	101E141	930210 telephone	-	100
	101E141	930450 shipping & mailing	-	246
			<u>5,002</u>	<u>5,002</u>
Family Counsel	101E166	964000 Refunds & rebates	4,200	-
	101E941	999010 CONTINGENCY	-	<u>4,200</u>
			<u>4,200</u>	<u>4,200</u>

GENERAL FUND CONTINGENCY SUMMARY

Balance before amendment 39,372

Additions:

Clerk	28,081
Treasurer	20,105
Equalization	15,048
Emergency Mgt	5,389
Hlth Care Retirees	<u>76,000</u>
	144,623

Deductions:

Commissioners	3,817
External Audit	4,790
MSU Extension	585
Prosecutor	4,900
Sheriff/Jail	12,170
District Health	9,460
Substance Abuse	12,819
Medical Examiner	6,059
Veterans Affairs	4,300
Planning & Zon	2,591
Link MI	1,000
Distributive Svcs	13,721
Family Counseling	4,200
Capital Outlay	<u>9,135</u>
	89,547

Ending Balance 94,448



**2005
OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 292/Child Care 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

Account Number	Decrease	Increase
SEE ATTACHED SPREADSHEET	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
SEE ATTACHED SPREADSHEET	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

Department Head Signature _____

Date _____

Finance Department
Entered:
By:

Administrator's Signature _____

Date _____

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

Budget Adjustment # _____

Posting Number _____

CHILD CARE FUND

<u>ACCT TYPE</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TITLE</u>	<u>DECREASE</u>	<u>INCREASE</u>
Revenue	2920030	676010	Reimbursement general	20,000	-
	2920030	694010	Other income	-	27,000
	2920050	400001	Budgeted use of fund bal	-	12,150
	2920355	539000	Basic state grants	-	10,000
	2920355	539000	TOPS State grants	-	20,000

<u>ACCT TYPE</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TITLE</u>	<u>INCREASE</u>	<u>DECREASE</u>
Expenditures	292E662	801020	Professional	-	9,000
	292E662	801030	Technical svcs	-	47,000
	292E662	930210	Telephone	-	150
	292E662	930500	Travel	-	2,700
	292E662	930700	Room & bd	-	32,000
	292E662	930800	State institutions	13,000	-
	292E662	930810	Other institutions	102,000	-
	292E662	930830	Svcs of care giver	-	1,000
	292E662	930999	Misc other services	-	102,000
	292E662	940000	Inside purchased svcs	7,000	-
	292E999	999000	Transfer out	121,000	-
				<u>263,000</u>	<u>263,000</u>



**2005
OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 208/Parks & Recreation

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

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

REVENUE

Account Number	Decrease	Increase
SEE ATTACHED SPREADSHEET	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
SEE ATTACHED SPREADSHEET	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department	
Entered:	
By:	

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

Budget Adjustment # _____

Posting Number _____

PARKS AND RECREATION

<u>ACCT TYPE</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TITLE</u>	<u>DECREASE</u>	<u>INCREASE</u>
General Revenue	2080025	664010	Interest	-	3,000
	2080050	699030	Transfers In	-	11,000
Parks Revenue	2080440	642010	Sales - campfire wood	-	6,000
	2080440	642030	Sales - concessions	-	1,100
	2080440	651060	Reservations pavilion	-	600
	2080440	652010	Admission - daily pass	-	1,130
	2080440	652030	Admission - camping fees	-	8,000
	2080440	652050	Admission - camp ground res	-	3,400
Com Ctr Revenue	2080442	626030	Current services	-	7,100
	2080442	652010	Admission - daily pass	-	1,500

<u>ACCT TYPE</u>	<u>ORG</u>	<u>OBJECT</u>	<u>TITLE</u>	<u>INCREASE</u>	<u>DECREASE</u>
Parks Expenses	208E751	703030	Regular hourly	12,000	-
	208E751	704110	Hospitalization	4,500	-
	208E751	704200	FICA	2,000	-
	208E751	704300	Retirement	2,000	-
	208E751	704600	Workers comp	2,000	-
	208E751	726000	Supplies	2,500	-
Rec Expenses	208E752	703030	Regular hourly	11,000	-
	208E752	703060	Part time/Temporary	-	32,300
	208E752	704110	Hospitalization	-	9,000
	208E752	726040	Supplies	4,000	-
	208E752	726050	Repairs & maintenance	10,000	-
	208E752	920400	Repair services	3,000	-
	208E752	930100	Insurance	6,800	-
	208E752	930300	Advertising	3,500	-
	208E752	930610	Natural gas	2,300	-
	208E752	940000	Inside purch svcs	5,300	-
	208E752	940010	Outside contracted svcs	8,230	-
Capital Outlay	208E901	970200	Property - bldgs	5,000	-
				<u>84,130</u>	<u>84,130</u>



OTSEGO COUNTY
BUDGET AMENDMENT

pg 1 of 2

FUND/DEPARTMENT: 232 Housing

0005

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
232E690 - 703030 - Reg - Hourly	\$ 262.16	\$
232E690 - 704110 - Hospitalization	\$ 735.01	\$
232E690 - 704140 - Life and Disability	\$ 140.42	\$
232E690 - 704200 - Social Sec Contrib	\$ 293.69	\$
232E690 - 704500 - Unemployment	\$ 462.14	\$
232E690 - 704600 - Workless Camp	\$ 416.53	\$
Total	\$	\$

Martin K. [Signature]
Department Head Signature

2/8/06
Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

pg 2 of 2

FUND/DEPARTMENT: 232 Housing

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
232E690 - 726000 - Supplies	\$ 73.76	\$
232E690 - 940000 - Inside Purchased	\$ 2159.49	\$
232E690 - 703010 - Reg. Emp.	\$	\$ 3120.33
232E690 703060 - Part-Time/Temp	\$	\$ 1422.87
- -	\$	\$
- -	\$	\$
Total	\$4,543.20	\$ 4,543.20

Mark K. [Signature]
Department Head Signature

2/8/06
Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



911
2005 Budget
Folio

OTSEGO COUNTY BUDGET 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	Decrease	Increase
261E-427 - 703030	\$ Reg.-hourly	4720.00
261E-427 - 930100	\$ Insurance & Bonds	\$ 5180.00
261E-427 - 940000	\$ Inside purch.svcs.	\$ 10945.00
261E-427 - 704700	\$ Pmts. in lieu of insur.	\$ 1580.00
261E-427 - 704500	\$ Unemployment	\$ 880.00
261E-427 - 704110	\$ 23295.00	\$
Total	\$ hospitaliz 23295.00	\$ 23295.00


Department Head Signature

2-9-2006
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary):

Budget Adjustment #

Posting Number



911
2005 Budget
Fund

OTSEGO COUNTY BUDGET 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.

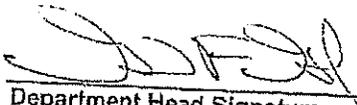
Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

REVENUE

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

EXPENDITURE

Account Number	Decrease	Increase
261 - E427 - 930500	\$ Travel	\$ 325.00
261 - E901 - 970450	\$ Software	\$ 4520.00
261 - E901 - 970430	\$ 4895.00	\$
- - - Furniture + fixtur	\$	\$
- - -	\$	\$
- - -	\$	\$
Total	\$ 4895.00	\$ 4895.00


Department Head Signature

2-7-2006
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary):

Budget Adjustment #

Posting Number



911 E
2005 Budget
Form

OTSEGO COUNTY BUDGET 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	Decrease	Increase
261 - E427 - 704200	\$ FICA	\$ 120.00
261 - E427 - 704300	\$ Retirement	\$ 655.00
261 - E427 - 920200	\$ Water/sewer	\$ 975.00
261 - E427 - 930610	\$ natural gas	\$ 1725.00
261 - E427 - 920510	\$ Rental	\$ 430.00
261 - E427 - 969000	\$ 3905.00	\$
Total	Contingency \$ 3905.00	\$ 3905.00

Department Head Signature

2.9.2006
 Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary):

Budget Adjustment #

Posting Number

OTSEGO COUNTY
WIND TURBINE GENERATOR ORDINANCE

Ordinance Number: 06-01

AN ORDINANCE TO AMEND ARTICLE II "DEFINITIONS" BY ADDING NEW TERMS APPLICABLE TO WIND POWER GENERATION AND TO AMEND ARTICLE XVIII OF THE OTSEGO COUNTY ZONING ORDINANCE BY ADDING SECTION 18.47 "WIND GENERATION" TO PROVIDE REGULATIONS FOR WIND GENERATION AND ANEMOMETER TOWERS AS USES BY SPECIAL USE PERMIT IN THE COUNTY AND TO PROVIDE REVIEW PROCEDURES AND STANDARDS FOR WIND GENERATION AND ANEMOMETER APPROVAL FOR THE HEALTH, SAFETY AND WELFARE OF COUNTY CITIZENS.

THE COUNTY OF OTSEGO, STATE OF MICHIGAN ORDAINS:

Section 1. Amendment of Article II by adding new terms applicable to Wind Power Generation.

Article II of the Otsego County Zoning Ordinance is hereby amended to add the following definitions in their appropriate alphabetic locations, which definitions shall read in their entirety as follows:

ANEMOMETER: An instrument for measuring and recording the speed of the wind.

ESSENTIAL SERVICES: The erection, construction, alteration or maintenance of underground, surface, or overhead gas, electrical, steam or water transmission or distribution systems; collection, communication, supply or disposal systems, including mains, drains, sewers, pipes, conduits, wires, cables, fire alarm boxes, traffic signals, hydrants, towers, poles, electrical substations, gas regulator stations, and other similar equipment, and applicable accessories reasonably necessary for the furnishing of adequate service by such public utilities or municipal departments or commissions or for the public health, safety, and general welfare. Provided, however, that wireless telecommunication towers and facilities, alternative tower structures, antennas, Wind Tower Generators and anemometer towers shall not be considered essential services.

TEMPORARY ANEMOMETER TOWER: A structure, including all accessory facilities, temporarily erected, on which an anemometer is mounted for the purposes of documenting whether a site has wind resources sufficient for the operation of a wind turbine generator.

PRIVATE WIND TURBINE GENERATOR: A Wind Turbine Generator (WTG) used primarily to generate electricity or produce mechanical energy for use on the property where located with a wind generation tower height of 100 feet or less, and generation of 25kw or less of electricity. Sale of electric power via Net Metering is allowed.

WIND TURBINE GENERATOR (WTG) OR UTILITY WTG: A tower, pylon, or other structure, including all accessory facilities, upon which any, all, or some combination of the following are mounted:

1. A wind vane, blade, or series of wind vanes or blades, or other devices mounted on a rotor for the purpose of converting wind into electrical or mechanical energy.
2. A shaft, gear, belt, or coupling device used to connect the rotor to a generator, alternator, or other electrical or mechanical energy producing device.
3. A generator, alternator, or other device used to convert the energy created by the rotation of the rotor into electrical or mechanical energy.

WIND TURBINE GENERATOR TOWER HEIGHT:

1. Horizontal Axis Wind Turbine Rotors: The distance between the ground and the highest point on the arc of the rotor wind blades mounted on a horizontal axis wind turbine generator.
2. Vertical Axis Wind Turbine: The distance between the ground and the highest point of the wind turbine generator.

Section 2. Amendment of Article XVIII by adding Section 18.47 "Wind Generation"

Article XVIII of the Otsego County Zoning Ordinance is hereby amended by adding Section 18.47, which shall read in its entirety as follows:

SECTION 18. 47. WIND GENERATION

The purpose of this section is to establish requirements for the location of Wind Turbine Generators (WTG), commonly known as wind turbines or windmills, and anemometer towers. The county recognizes that it is in the public interest to permit the location of wind turbine generators within the county. The county also recognizes the need to protect the scenic beauty of Otsego County from unnecessary and unreasonable visual interference. As such, this ordinance seeks to:

- a. Regulate the development of renewable energy resources in a prudent manner.
- b. Protect all areas of the County from any potential adverse impacts of WTG and anemometer towers;
- c. Regulate the location of WTG and anemometer towers in the County;
- d. Protect the public health, safety and welfare;
- e. Avoid potential damage to adjacent property from the failure of WTG and anemometer towers.

18.47.1 Exceptions

Wind Turbine Generator (WTG) regulations provided in this Section 18.47 shall not apply to Private WTGs 35 feet high or less with a rotor blade clearance above ground level a minimum of 15' and with a rotor blade not to exceed 20 feet in diameter. If the afore mentioned WTG is not attached to the principal dwelling or use, the WTG shall be regulated as an accessory structure in accordance with Section 18.1 of the Zoning Ordinance.

18.47.2 Application Requirements.

In addition to the application requirements of Article 16 of this ordinance, an application for a special use permit for a commercial or a private WTG or an anemometer tower shall include all of the following information, unless expressly indicated otherwise:

- a. A site plan meeting all of the requirements of Article 20 of this Ordinance.
- b. A detailed analysis by a professional engineer, licensed in the State of Michigan, describing the specific WTG structure(s) or anemometer tower proposed and all phases for implementing the development in compliance with the standards set forth in Section 18.47.5.
- c. A study prepared by a professional engineer, licensed in the State of Michigan, documenting that the site of the WTG has sufficient wind resources for the proposed WTG equipment. Provided, however, this application requirement shall not apply an anemometer tower.
- d. A resume' or other written summary of the education, experience, and other qualifications of all experts providing information concerning the WTG or anemometer tower project.
- e. An avian study based on U.S. Fish and Wildlife Service, "Guidelines to Avoid and Minimize Wildlife Impacts from Wind Turbines", Federal Register: July 10, 2003 (Volume 68, Number 132). Provided, however, this application requirement shall not apply to an anemometer tower.
- f. Analysis, measurements and projections of WTG noise propogation shall conform to International Electromechanical Commission (IEC) Standard 61400-11 Part 11, as that standard may be amended or updated from time to time. Acoustic Noise Measurement Techniques shall include: optional noise directivity requirements (see below), infrasound (low frequency) projections, low frequency noise (between 20 and 100 Hz) measurement and analysis and impulsivity measurement (noise pressure of potential "thumping" sounds). Analysis shall include but is not limited to:

1. A survey of the existing ambient background noise levels. Analysis shall include day time measurements and also at least two ambient noise measurements between 9:00 PM and 11:59PM and two between 1:00 AM and 5:00AM.
2. A prediction of the WTG noise levels at the property border. This can be made with manufacturer's data or data from a private testing agency for proposed WTGs or by direct measurement for WTGs in place, so long as measurements are conducted according to IEC and 61400-11 part 11 as that standard may be amended or updated from time to time. Including infrasound and low frequency noise between 20 and 100 Hz, modeling must identify likely pure tone sources.
3. Identification and support for a model for sound propagation. The model may be hemispherical or spherical but particular attention must be paid to the noise propagation downwind of the proposed installation site and the propagation of sound at differing atmospheric densities.
4. A comparison of calculated wind sound pressure levels with and without the WTG or proposed WTGs. This confirms the baseline for permitted sound levels once the WTGs are operating.

This application requirement shall not apply to an anemometer tower.

- g. A detailed written statement, with supporting evidence, demonstrating how the proposed WTG or anemometer tower will comply with all of the standards for approval.
- h. Written documentation projecting the shadow flicker on any existing structures located off the property on which the WTG will be constructed, and the extent and duration of the shadow flicker on these existing structures. Provided, however, this application requirement shall not apply to an anemometer tower.
- i. Written documentation that the applicant has notified the FAA, Gaylord Regional Airport and any other applicable state and federal regulatory agencies of the proposed WTG or anemometer tower.
- j. Elevation drawings, computer generated sound models or simulations and other aids or documentation projecting the sound reaching off the property on which the WTG will be constructed, and the extent and duration of the sound. Provided, however, this application requirement shall not apply to an anemometer tower.
- k. Elevation drawings, computer generated photographic simulations and other images, or other visual aids that depict how the WTG tower and all accessory structures will appear as constructed on the proposed site from vantage points north, south, east, and west of the WTG tower. Provided, however, this application requirement shall not apply to an anemometer tower.

18.47.3 Standards for WTG and Anemometer Tower Approval.

The Planning Commission shall approve, or approve with conditions, an application for WTG or an anemometer tower only upon a finding that the proposed WTG or anemometer tower complies with all of the following applicable standards, and the approval standards as found in Article 16 of the Zoning Ordinance.

- a. The proposed site shall have documented annual wind resources sufficient for the operation of the proposed WTG. The wind resource documentation shall detail, at a minimum, ambient wind at the maximum height permitted by this ordinance. Lower elevations (consistent with anemometer tower approval) shall also be provided by the applicant. This standard shall not apply to an anemometer tower.
- b. The minimum site area for WTG or an anemometer tower shall be as necessary to meet required setbacks and any other standards of this section.
- c. Noise permitted from WTGs is governed by the original ambient baseline noise study performed in accordance with Section 18.47.2(f) for the first WTG on the subject property and original fixed noise pressure limits above baseline for both day and night operations.
- d. Broadband noise from any WTG shall be limited to no more than 10 decibels above the original ambient baseline sound level (or that level which is exceeded 90% of the time) beyond the property line, considering both daytime and night measurements as reported in the engineer's sound propagation model required in section 18.2(f). The day and night requirements will be different. The harmonic mean of the night measurements will set the baseline for night noise limits and the harmonic mean of the daytime measurements will set the baseline for daytime limits. Pure tones, defined as an octave band (at any frequency), are limited to no more than 3 decibels above the adjacent higher and lower octave bands.
- e. The potential ice throw or ice shedding for the proposed WTG shall not cross the property lines of the site in question nor impinge on any public Right-of-Way or overhead utility line. Compliance shall be demonstrated in the permit application by the specific analysis method but such model shall not alleviate the applicant of the need to comply with this subsection under all atmospheric conditions, for the life of the structure. This standard shall not apply to an anemometer tower.
- f. A WTG shall meet a setback from any adjoining lot line and any adjoining public or private road a distance equal to $1.5x(D+H)$, but setbacks shall not be reduced to less than 1250 feet for a Public WTG and shall not be reduced to less than 180 feet for a Private WTG, where the proposed WTG meets standards c, d, and e above and where D = the diameter of the rotor and H = the height of the rotor axis above the ground at the base of the tower. This standard shall not apply to an anemometer tower.

- g. An anemometer tower shall meet a setback from any adjoining lot line and any adjoining public or private road or overhead utility line a distance equal to the 1.5 times the height of the anemometer tower as measured to the highest point. The setback shall be measured from the outermost point on the base of the anemometer tower, not the guide wire or support wires.
- h. The maximum wind generation tower height shall be 300 feet for a WTG. The maximum height of an anemometer tower shall be 300 feet. The Planning Commission may approve an increased height for a WTG, not to exceed 400 feet, if the following specific conditions are met along with the general conditions set forth in Section 16.7 of the Zoning Ordinance. The increased height, however, shall be the smallest increase necessary to meet the following conditions:
 - 1. The increased height is necessary for the preservation of a substantial stand of trees, existing land forms or structures that would otherwise be removed to increase wind velocity.
 - 2. To improve the sound model and/or improve compliance with paragraphs 18.47.3(c), (d) or (e).

This standard shall not apply to an anemometer tower.

- i. For both horizontal and vertical axis WTG turbines, the rotor shall be located on the tower such that the minimum blade clearance above the ground level is 25 feet for Private WTG in excess of 35 feet in height and 50 feet for WTG.
- j. All WTG turbines shall be equipped with controls to limit the rotational speed of the blades within design limits for the specific WTG. This standard shall not apply to an anemometer tower.
- k. The on-site electrical transmission lines connecting the WTG to a public utility electricity distribution system shall be located underground. In addition all other utility lines shall be located underground. Provided, however, this standard shall not apply to an anemometer tower.
- l. The WTG or anemometer tower shall, subject to any applicable standards of the FAA, be painted a neutral color so as to reduce visual obtrusiveness. Excessively bright or neon colors are not acceptable. The Planning Commission, however, may approve an alternate color if the WTG or anemometer tower is located within an avian migratory route or if an alternate color would otherwise benefit the neighborhood.

- m. The WTG or anemometer tower shall not be artificially lighted unless required, in writing, by the FAA. Where the FAA requires lighting, the lighting shall be the lowest intensity allowable under FAA regulations, the fixtures shall be shielded and directed to the greatest extent possible to minimize glare and visibility from the ground, and no strobe lighting shall be permitted, unless expressly required by the FAA
- n. The WTG or anemometer tower shall be designed and constructed in such a manner that access is limited, to the extent possible, to authorize personnel only.
- o. The WTG or anemometer tower shall be constructed and operated so that it does not interfere with television, radio, cellular telephone or microwave reception in neighboring areas. If degradation of television, radio, cellular telephone or microwave reception occurs as the result of the WTG or anemometer tower, the developer shall pay to correct the television, radio, cellular telephone or microwave reception.
- p. A WTG shall be a monopole or monotube style construction (as distinguished from a lattice-style tower) and shall not utilize guy wires. A Private WTG or anemometer tower may be a lattice-style tower and may utilize guy wires, providing access limitations are maintained to prevent climbing by unauthorized persons.
- q. The WTG or anemometer tower shall have posted on the site in a visible, easily accessible location two signs no more than four (4) square feet in area displaying an address and telephone number for emergency calls. The emergency telephone number shall allow a caller to contact a responsible individual to address emergencies at any time during or after regular business hours and on weekends or holidays. Provided, however, this standard shall not apply to private wind generation. One sign shall be located at the service drive entrance to the WTG at the minimum setback distance.
- r. The WTG or anemometer tower shall have no advertising painted on or attached to the tower or any other structure of the WTG.
- s. The WTG shall be designed and sited in such a manner to minimize shadow flicker on a roadway. In addition the WTG shall be designed and sited in a manner to prevent shadow flicker on any existing structures located off the property on which the WTG is constructed. It shall be the responsibility of the WTG operator to modify operations to also prevent shadow flicker on dwellings constructed and/or occupied after installation of the WTG. If necessary to prevent shadow flicker from crossing occupied structures the WTG may be programmed to stop rotating during times the WTG shadow crosses these structures. The WTG operator may obtain a written easement or other written agreement which specifically allows shadow flicker to cross an occupied structure.

- t. Structural integrity of all components not under the jurisdiction of the Michigan Building Code shall be certified by a professional engineer licensed in the State of Michigan. Certification shall include; verification that ultimate strength exceeds that needed to withstand all factored loads and load combinations specified in SIE/ASCE 7-02 "Minimum Design Loads For Buildings And Other Structures". First Order Reliability Analysis shall demonstrate a reliability coefficient (Beta) of not less than 3.54 for any failure mode that could result in any portion of the WTG falling to the ground. In lieu of First Order Reliability Analysis, adequate structural reliability may be demonstrated via analysis methods specified in the Michigan Building Code.

18.47.4 Conditions.

The Planning Commission may attach reasonable conditions to the approval of a WTG or anemometer tower. These conditions may include those necessary to insure that public services and facilities affected by the WTG or anemometer tower will be capable of accommodating increased service and facility loads caused by the WTG or anemometer tower, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Any conditions imposed, however, shall meet all of the following requirements:

- a. Be designed to protect natural resources, the health, safety, and welfare and the social and economic well being of those who will use the WTG or anemometer tower under consideration, residents and landowners immediately adjacent to the proposed WTG or anemometer tower, and the community as a whole.
- b. Be related to the valid exercise of the police power, and purposes which are affected by the proposed WTG or anemometer tower.
- c. Be necessary to meet the intent and purpose of the zoning ordinance, be related to the standards established in the ordinance for the WTG or anemometer tower under consideration, and be necessary to insure compliance with those standards.

18.47.5 Ongoing Compliance.

- a. The noise propagation, blade flicker and ice hazard standards developed in permitting of WTGs are absolute. Once WTGs are permitted, the owners have the option of compliance or discontinuation of operations.
- b. The owner of a WTG shall conduct physical inspections of the WTG structure(s) and associated equipment annually to ensure continuing compliance with this section and any conditions imposed with the approval of the WTG. Copies of all inspection reports shall be submitted to the zoning administrator within thirty (30) days of the inspection. In the event a WTG owner fails to comply with this Section the County shall have the authority to have the WTG inspected and shall utilize funds from the performance bond to cover the costs of such inspection.

- c. Noise exceeding permitted levels. The ordinance recognizes that certain wind and weather conditions and altitude densities can enhance temporary noise pressure that exceeds permitted levels. If non-compliance with the noise standards is brought to the attention of Otsego County enforcement officials the complaint will be investigated and if confirmed, written notice will be sent to the WTG owner requiring post permit documentation of corrective measures taken to address the sound. Documentation could include statements from those adjusting or modifying the WTG and may, at the option of Otsego County, include additional noise propagation certification, conducted in a manner similar to that presented in section 18.47.2(f) tailored to the specific problem being addressed.

18.47.6 Performance Guarantee.

In connection with the approval of a WTG or anemometer tower, the Planning Commission shall require the owner of the WTG to furnish the county with a performance guarantee in the form of a cash deposit, certified check, irrevocable bank letter of credit, or surety bond acceptable to the county in an amount equal to the estimated costs associated with removal of the WTG or anemometer tower and all associated equipment and accessory structures and restoration of the site to a reusable condition which shall include the removal of all underground structures to a depth of ten feet (10') below the natural ground level at that location.

A detailed cost estimate for the removal of the tower shall be provided with the application and shall be based on Means Construction Estimating Guide or similar accepted pricing schedule and shall not include credit for the salvageable value of any materials.

The amount of the performance guarantee shall be reviewed every five years at the time of the Planning Commission review of the WTG as noted in Section 18.47.8. The amount of the performance guarantee shall be increased based on an inflation rate equal to the average of the previous 10 years Consumer Price Index, but not less than 3.5% per year.

If the performance bond is used to cover costs associated with inspections as noted in Section 18.47.5(b) the owner of the WTG shall immediately insure that the full bond amount is available. Failure by the owner of the WTG to insure that the full bond amount is available shall be a violation of this ordinance.

18.47.7 Removal of WTG and Anemometer Towers

WTG and anemometer towers that are not operated for a continuous period of twelve (12) months shall be removed by the owner of the WTG or anemometer tower within 90 days of receipt of a notice from the county requiring such removal. For purposes of this section, non-operation shall be deemed to include, but shall not be limited to, the anemometer instrument(s) being removed from the anemometer tower or disconnected so that wind resources are no longer being measured, the blades of the WTG remaining stationary so that wind resources are not being converted into electric or mechanical energy, or the WTG is no longer connected to the public utility electricity distribution system. In the event a WTG owner fails to remove the WTG tower or the anemometer tower as required by this section the County shall have the authority to remove the tower and shall utilize the performance bond to cover the costs of such removal. If the performance bond is not sufficient to cover the cost of the removal or if the performance bond has expired or is not available the County shall institute an action in a court of competent jurisdiction for the collection of the cost for removal.

18.47.8 Duration of Permit

A permit to operate a temporary anemometer tower shall be valid for one year and may be extended for a maximum of one additional year. A permit to operate a WTG shall be valid for 20 years with review of the operation by the County Planning Commission at a public hearing every five (5) years.

18.47.9 Use of Current Technology

WTGs shall be designed to the current state of the technology. Used, outdated or obsolete WTG equipment shall not be permitted to be constructed or installed. With respect to performance standards set forth in this ordinance, repairs and parts replacement shall not be of lesser quality than that of the original permitted equipment and shall be upgraded to the performance standards current at the time of the repair. In no case shall repairs or alterations be allowed which will decrease the degree to which the WTG complies with this ordinance.

18.47.10 Major Equipment Replacement During Life of the Permit

Should the WTG operator wish to replace major components such as turbine blades, generator, main gear box, nacelle, or the entire WTG, the operator shall demonstrate that the WTG will substantially meet the then current criteria for new WTG permits, except that setback distances will not be increased. In no case shall replacement or alterations be allowed which will decrease the degree to which the WTG complies with this ordinance.

18.47.11 WTG Permit Renewal

At any time the operator of a WTG may elect to seek a new permit for a given site. A new WTG permit shall not allow aspects of the previous permit to be "grandfathered". To qualify for a new permit the WTG installation shall meet all criteria of the then current standards.

Section 3. Severability.

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 4. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the County.

OTSEGO COUNTY

By: _____
Paul M. Beachnau, County Board Chairman

By: _____
Susan I. DeFeyter, County Clerk

**OTSEGO COUNTY RESOLUTION NO. 06-06
SUBMISSION OF MOTORCYCLE SAFETY GRANT**

OTSEGO COUNTY BOARD OF COMMISSIONERS
February 16, 2006

WHEREAS, the Otsego County Board of Commissioners wishes to apply to the State of Michigan through the Department of Management and Budget, Motorcycle Safety Program Grant; and

WHEREAS, the Otsego County Board of Commissioners has chosen to submit a grant application for the purchase of six (6) training motorcycles at \$2,560 each, grant total of \$15,360 in 2006; and

NOW, THEREFORE, BE IT RESOLVED that Marlene K. Hopp, the Otsego County Grant Administrator, Rachel Frisch, Otsego County Finance Director and Tim McPherson, Program Coordinator are authorized to sign and submit this grant application and grant agreement on behalf of Otsego County.



**Otsego County
Written Hazard Communication Program**

Approved by the Otsego County Board of Commissioners 02/16/06

OSC-5187 (Rev. 1/05)

WRITTEN HAZARD COMMUNICATION PROGRAM
1910.1200 Paragraph (e)(1)(ii)

GENERAL

The following hazard communication program has been established for Otsego County. This program will be available for review by all employees.

- I. **HAZARD DETERMINATION** [See paragraph (d)]
Otsego County will be relying on material safety data sheets from suppliers to meet determination requirements.
- II. **LABELING** [See paragraph (f)]
 - A. Department Managers will be responsible for seeing that all containers coming in are properly labeled.
 - B. All labels shall be checked for:
 - Identity
 - Hazard Warnings (Words/Symbols/Pictures)
 - Name and address of responsible party
 - C. Each Department Manager shall be responsible for seeing that portable containers used in their work area are labeled with identity and hazard warning, unless they are portable containers that have received their contents from a labeled container and are intended only for immediate use of the employee performing the transfer.
- III. **MATERIAL SAFETY DATA SHEETS (M.S.D.S.)** [See paragraph (g)]
 - A. The Human Resources Director will be responsible for compiling the master M.S.D.S. file. It will be kept at 225 W. Main St., Gaylord, MI 49735.
 - B. Copies of M.S.D.S.s for all hazardous chemicals to which employees may be exposed will be kept in a file in each applicable department.
 - C. M.S.D.S.s will be available for review to all employees during each work shift. Copies will be available upon request to Department Manager or Human Resources Director.
 - D. The Human Resources Director will be provided with the required MIOSHA Right-To-Know posters and postings notifying employees of new or revised M.S.D.S.s within five (5) days of receipt of new or revised M.S.D.S.s.
- IV. **EMPLOYEE INFORMATION AND TRAINING** [See paragraph (h)]
 - A. The Human Resources Director shall coordinate and maintain records of training conducted for employees.

- B. Before starting work, at the time of their initial assignment, each new employee will receive 1:1 safety training by their department manager. In that training, each employee will be given information on:
- ❖ Chemicals and their hazards in the workplace.
 - ❖ How to lessen or prevent exposure to these chemicals.
 - ❖ What the company has done to lessen or prevent workers exposure to these chemicals.
 - ❖ Procedures to follow if they are exposed.
 - ❖ How to read and interpret labels and M.S.D.S.s.
 - ❖ Where to locate M.S.D.S.s and from whom they may obtain copies.
- C. The employee will be informed that:
- ❖ The employer is prohibited from discharging, or discriminating against, an employee who exercises their rights regarding information about hazardous chemicals in the workplace.
 - ❖ As an alternative to requesting an M.S.D.S. from the employer, the employee may obtain a copy from the Department of Public Health. A sign will be posted with the address and telephone number of the department responsible for such requests.
- D. Attendance will be taken at training sessions. The records will be kept by the Human Resources Director.
- E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during their initial safety training.

V. **HAZARDOUS NON-ROUTINE TASKS**

- A. On occasion, employees are required to do work in hazardous areas (e.g. confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas.

This information will include:

- ❖ Specific chemical hazards.
- ❖ Protection/safety measures the employee can take to lessen risks.
- ❖ Measures the company has taken to lessen the hazards including ventilation, respirators, the presence of another employee, and emergency procedures.

- B. It is the policy of the Otsego County that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

VI. **MULTI-EMPLOYER WORKPLACES**

- A. Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented under this paragraph (e) include the following:

- ❖ The methods the employer will use to provide the other employer(s) on-site access to material safety data sheets (MSDS) for each hazardous chemical the other employer(s)' employees may be exposed to while working;
- ❖ The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,

- ❖ The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.

B. It is the responsibility of the Department Manager to obtain chemical information from contractors when they will expose our employees to hazardous chemicals that they may bring into our workplace.

VII. PIPE AND PIPING SYSTEMS [See Act 154 Section 14(c)]

Information on the hazardous contents of pipe and piping shall be identified to an employee by the same means as provided for required labels.

VIII. LISTS OF HAZARDOUS CHEMICALS [See paragraph (e)(i)]

A list of the chemicals used by the employees of Otsego County is attached to this policy. Further information can be obtained by reviewing M.S.D.S.s at the central location.