

ESTABLISHED 1875

Otsego
COUNTY
M I C H I G A N

Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

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NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, March 28, 2006 beginning at 9:30 a.m., in the Multi-Purpose Room of the J. Richard Yuill Alpine Center, Gaylord, Michigan 49735.

AGENDA

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes
 - a. Regular Meeting of March 14, 2006 w/attachments
 - b. Special Meeting of March 21, 2006
6. Administrator's Report
7. City Liaison, Township & Village Representatives
8. Correspondence
9. New Business
 - a. Financials
 1. Warrant B2006-12
 2. Warrant B2006-13
 3. Administrative Services, Fund 645, Budget Amendment (2006)
 4. Delinquent Tax Fund, Fund 516, Budget Amendment (2006)
 5. Legal Defense Fund, Fund 260, Budget Amendment (2006)
 6. February 2006 Financial Reports
 - b. County Credit Card Policy Revision
 - c. OCR 06-13 Parks & Recreation Millage Renewal Ballot Language
 - d. OCR 06-14 Airport Contract Amendment
 - e. Second Extension of Weitzman Oil & Gas Lease
 - f. Waterway Commission Grant
 - g. Fiscal Year 2007 Budget Calendar
10. Public Comment
11. Board Remarks
12. Adjournment

March 14, 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 Beachna. Invocation by Commissioner Bates, followed by the Pledge of Allegiance led by Commissioner Olsen.

Roll call:

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

The minutes of the Regular Meeting of February 28, 2006 were approved with clarifications.

The minutes were clarified to read, Motion by Commissioner Glasser, to approve the following appointment to the Otsego County Zoning Board of Appeals for 3 year terms expiring December 31, 2008: Mark Eckstein and Duane Hoffman. *Commissioner Hyde presented Dan Wagar for appointment to the Zoning Board of Appeals. A blank was then created for suggested nominees, but no other nominations were presented. To fill the two blanks, a vote for Mark Eckstein was 4 Ayes, 2 Nays. A vote for Duane Hoffman was 6 Ayes, 0 Nays. The blanks being filled, the vote on the original motion was Ayes: Unanimous.*

The agenda was amended to add under special presentations, Jeff Ratcliffe the Economic Alliance Executive Director.

Administrator's report:

John Burt reported that there is a retirement luncheon for Dave Schuster on Friday March 17th at 11:30 a.m. at BJ'S Restaurant; Airport director applications; 9-1-1.

Commissioner Bates reported on the City-Council meeting.

Jean Nowicki reminded the Board that the Michigan Township Association meeting is scheduled for March 21, 2006 at 7:00 p.m. at Bagley Township.

Correspondence:

The Chairman received a letter from Bob Harden regarding the joint building authority.

Commissioner Hyde received a response letter from Bagley Township regarding their DDA.

Special Presentations:

Judi Doan from the Kiwanis Club of Gaylord, addressed the Board regarding renaming of the Gaylord Post office.

Motion by Commissioner Glasser, to approve OCR-06-12 Support renaming the Gaylord Post Office as the Ross T. Howell Post Office Building.

Roll Call Vote:

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

Nays: Olsen.

Motion carried/Resolution adopted. (see attached)

County Treasurer, Diann Axford gave the Board her quarterly report.

Economic Alliance Executive Director, Jeff Ratcliffe reported on the Georgia-Pacific closure.

New Business:

Motion by Commissioner Glasser, to approve Warrant B2006-10 in the amount of \$145,517.06 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Johnson, to approve Warrant B2006-11 in the amount of \$694,926.60 and the prepaid invoices in the amount of \$9,189.86 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bates, to approve the ROD Grant Fund (256) 2006 Budget Amendment which is decreasing revenue account 2560050-400001 Contributing from fund balance \$30,000.00 and increasing expenditure accounts 256E215-726000 supplies by \$28,000.00 and increasing 256E215-930500 travel by \$2,000.00. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to approve the Land Use Services Fund (249) 2006 Budget Amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Bentz, to exempt Veteran's Affairs volunteer drivers from the Otsego County Vehicle Policy as to item #7 only of the policy. Ayes: Unanimous. Motion carried.

Motion by Commissioner Backenstose, to approve the Accounts Payable Policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Hyde, to approve OCR-06-09 setting annual fees for registration of security alarm systems as presented. (see attached). A motion to amend above resolution by Glasser to change the fee structure to initial fee to \$25.00 for all categories. Renewal fees shall be \$10.00 for all categories. Vote on amendment: Ayes: Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde. Nays: Backenstose, Bentz. Vote on resolution: Ayes: Bates, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde. Nays: Backenstose, Bentz. Motion carried /Resolution adopted as amended. (see attached)

Motion by Commissioner Olsen, to approve OCR-06-10 honoring Dave Schuster for over twelve years of dedicated service.

Roll Call Vote:

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

Nays: None.

Motion carried/Resolution adopted.

Motion by Commissioner Bates, to approve the Otsego County Bus System controlled substance and alcohol policy as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Glasser, to approve the County's portion of the I-75 crossover study up to an amount of \$1,600.00 to come from the Building and Grounds 637 Fund. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hyde, to direct the County Administrator to gather information on the use of local sub-contractor by the lowest bids and the possibility of obtaining FAA approval to award the bid to Integrity Construction per the Otsego County Purchasing policy. Ayes: Unanimous. Motion carried.

Public Comment:

Joe Edwartowski from Chester Township addressed the Board.

Bob Harden reported on the NEMCSA meeting.

Board Remarks:

Commissioner Backenstose: Addressed the Board regarding the letter from Bagley Township.

Commissioner Hyde: Thanked the St. Mary's students for their attendance.

Commissioner Bentz: Health Department insurance.

Commissioner Liss: Reported on the Straights Regional Ride.
Safety Commission Solutions regarding pipelines program.

Commissioner Johnson: Economic Development appointments.
Parks and Recreation seeking grant application and millage renewal.

Commissioner Glasser: Attended Bagley Township meeting.

Meeting adjourned at 10:51 a.m. at the call of the Chair.

Paul M. Beachnau, Chairman

Susan I. DeFeyer, County Clerk

007-06-12

Resolution to Honor Ross T. Howell

The Kiwanis Club of Gaylord is proposing that the Post Office Building in Gaylord be designated as the Ross T. Howell Post Office Building.

WHEREAS Ross T. Howell was a veteran who spent his entire working life as an employee of the United States Postal Service; and

WHEREAS Ross T. Howell served as Postmaster of the Gaylord Post Office for 22 years; and

WHEREAS Ross T. Howell was instrumental in procuring the construction of the current existing Gaylord Post Office; and

WHEREAS Ross T. Howell was the frontrunner in securing the postal processing center in the city of Gaylord and Otsego County; and

WHEREAS Ross T. Howell was an upstanding citizen of the city of Gaylord and Otsego County who was respected and admired by the business community and the public service sector; and

WHEREAS Ross T. Howell dedicated himself to the improvement of community life in Otsego County thru his volunteer efforts with the Kiwanis Club of Gaylord; and

WHEREAS Ross T. Howell was respected and loved by his family and friends for his integrity, humility, dry sense of humor, and his concern and compassion for his fellow man; 

NOW, THEREFORE, BE IT RESOLVED that the Otsego County Board of Commissioners supports the designation of the Gaylord Post Office as the Ross T. Howell Post Office Building in recognition of his long and honorable service to Gaylord and Otsego County.

BE IT FURTHER RESOLVED that we ask our elected federal officials to support this resolution.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: LAND USE SERVICES (p.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

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

EXPENDITURE

Account Number	Increase	Decrease
249E371 -703060 -part-time/temporary	\$10,262.41	\$
249E371 -703030 -regular/hourly	\$	\$30,504.20
249E371 -704800 -sick leave	\$	\$ 269.00
249E371 -704200 -FICA	\$	\$ 1,548.00
249E371 -704600 -workers comp	\$ 68.00	\$
249E371 -704300 -retirement	\$	\$ 2,516.00
Total continued	\$	\$



 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**

FUND/DEPARTMENT: LAND USE SERVICES (p.2 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

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

EXPENDITURE

Account Number	Increase	Decrease
249E371 -704110 -hospitalization	\$	\$ 5,805.00
249E371 -801020 -professional	\$ 30,311.79	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 40,642.20	\$ 40,642.20

Department Head Signature

Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

- A. Department Authorization. All requests for payments, i.e., invoice or expense voucher, shall be approved by the designated individual responsible for the cost center (department) to which the expense shall be posted. The authorization shall indicate that the expense is authorized and correct by affixing the account number and his or her initials to the invoice. All approved bills must be submitted to the Finance Office within ten (10) days of receipt.
- B. Warrant Reports. The Finance Office shall prepare a warrant report to the Board of Commissioners showing the vendor name, nature of the expense, invoice number and warrant number or check number if the unsigned check represents the warrant. A copy of the warrant shall be filed with the invoice claim.
- C. Board Audit. All claims shall be approved by the Board of Commissioners prior to payment, except as follows. These claims shall be post-audited at the next Board meeting.
1. Payroll
 2. Utility bills
 3. Invoices with penalties or discounts that would be incurred if payment is not received prior to the Board meeting where claims will be approved
 4. Insurance payments
 5. Contracted services
 6. Bond / Loan Payments
 7. Michigan Veterans Trust Fund Payments
 8. Others at the County Administrator's discretion, with appropriate documentation, when following the normal procedures creates a hardship
- D. Expenditure Control. The general statute governing County budget activity is the Uniform Budgeting and Accounting Act. In addition to provisions of this statute, general statements concerning the Board's intent with regard to the administration of each year's budget are set out in the annual appropriations measure. The County Board wishes to amplify the general conditions of State law and those contained in the appropriations measure by specifically directing all County officers and employees not to authorize or participate in the expenditure of funds except as authorized by the annual appropriations measure. The Board recognizes that in addition to possible Board sanctions for willful disregard of this policy, state law (MCL141.437 through MCL 141.44) provides for civil liability for violations of the annual appropriations measure.
1. Annual budgetary appropriations shall be deemed maximum authorization to incur expenditures. The Management Team shall not consider appropriations contained

Accounts Payable

in the budget as a mandate to expend county funds, nor does the budget constitute authorization to commit the County to specific obligations.

2. The Administrator and Finance Director shall monitor expenditures to ensure that spending does not exceed budgetary limits. County funds shall not be diverted for purposes significantly inconsistent with those specified in the appropriations measure.
 3. The Finance Office shall maintain appropriation ledger accounts in which are to be recorded such expenditure encumbrances and obligations for the future payment of appropriated funds.
 4. Each warrant, draft, or contract of the County shall specify the funded appropriations designated by number in the accounting system classification established pursuant to law from which it is payable and shall be paid from no other fund or appropriation. Expenditures shall not be charged directly to any contingent account. Instead, the necessary amount of appropriation from such account shall be transferred in accordance with this policy to the proper general appropriation account and the expenditure then charged thereto.
 5. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are, or will be, available to meet the obligation.
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Minutes of a regular meeting of the Otsego County Board of Commissioners, held in the Multi-Purpose Room at the J. Richard Yuill Center, Gaylord, Michigan on the 14th day of March, 2006 at 9:30 a.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Commissioner _____

**RESOLUTION NO. OCR 06-10
HONORING DAVE SCHUSTER**

WHEREAS, Otsego County residents have been faithfully served by Dave Schuster since April 12, 1993; and

WHEREAS, the Otsego County Board of Commissioners appreciates the dedication and service that Dave has provided for over 12 years; and

WHEREAS, as the Director of the Gaylord Regional Airport he has guided the airport through many improvements as it has expanded and become a major component of the regional economy; and

NOW THEREFORE BE IT RESOLVED, that the Otsego County Board of Commissioners wishes to honor Dave in his retirement and express their pride in his accomplishments; and

BE IT FURTHER RESOLVED, that the Otsego County Board of Commissioners wishes Dave good health, much happiness and enjoyment in his retirement.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS

AYES: _____

NAYS: _____

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in the Multi-Purpose Room at the J. Richard Yuill Center, Gaylord, Michigan on the 14th day of March, 2006 at 9:30 a.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Commissioner _____.

**RESOLUTION NO. OCR 06-09
AUTHORIZING RESOLUTION
ANNUAL FEES FOR REGISTRATION OF SECURITY ALARM SYSTEMS**

OTSEGO COUNTY BOARD OF COMMISSIONERS
March 14, 2006

WHEREAS, Section 4e of Ordinance #10 adopted on December 13, 2005 calls for an annual registration fee to cover administration costs as set forth by Appendix A; and

WHEREAS, Ordinance #10 sets forth fees to cover costs for registering, inspecting and authorizing alarm systems in the categories of Residential, Commercial, Non-Profit, Government and All Other;

NOW THEREFORE BE IT RESOLVED, that the fees called for by Otsego County Ordinance #10 be:

Residential	\$ <u>25.00</u>
Commercial	\$ <u>25.00</u>
Non-Profit	\$ <u>25.00</u>
Government	\$ <u>25.00</u>
All Other	\$ <u>25.00</u>

Renewal fees shall be \$10.00 for all categories.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

NO: _____

ABSTAIN: _____

THE RESOLUTION WAS DECLARED ADOPTED. _____

OTSEGO COUNTY BUS SYSTEM

Controlled Substances and Alcohol Policy

I. PURPOSE

Otsego County Bus System (OCBS) Controlled Substances and Alcohol Policy (the "Policy") was approved and adopted on March 14, 2006 by the Otsego County Board of Commissioners and is established to comply with the United States Department of Transportation (DOT) Regulations, specifically 49 CFR Parts 40, and 655(FTA). This policy is not intended to supersede any collective bargaining agreement except where Federal and State law takes precedence. In the absence of any Federal or State law, collective bargaining agreement or other legal requirement, this policy is to maintain a safe, healthful and efficient working environment for our employees, to protect OCBS property, equipment and operations, and to protect the motoring public from the negative effects of alcohol and drugs taken for medical and non-medical purposes.

The use and effects of controlled substances and alcohol pose very serious problems. This is particularly true in the transportation industry, which is subject to extensive government regulation. Not only can the use and/or abuse of drugs or alcohol jeopardize the health, safety and well being of the individual user and all of our employees, it can also endanger the safety of the general public, jeopardize the safety of the highways and cause serious accidents and casualties. In view of these problems, OCBS wants to clearly state its policy to accurately detect and to deter the use of drugs and alcohol in our transportation and work environment, either through testing, cessation of use, or termination of employment.

Regulatory Requirements:

All employees who perform safety-sensitive functions, as defined in DOT Regulation 49 CFR Part 655.4, are subject to the FTA's drug and alcohol regulations in 49 CFR Part 655.

Items in italics are based on the independent authority of OCBS and are in addition to the provisions mandated by FTA regulations.

Designated Company Representative (DER) Trisha M. Adam

This policy will take effect on March 14, 2006

- (ii) Tire disablement without other damage even if no spare tire is available.
- (iii) Headlamp or tail light damage.
- (iv) Damage to turn signals, horn, or windshield wipers, which makes the vehicle inoperable.
- DOT or The Department means the United States Department of Transportation.
- DOT agency means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring drug and alcohol testing.
- Employer means a recipient or other entity that provides mass transportation service or which performs a safety-sensitive function for such recipient or other entity. This term includes subrecipients, operators, and contractors.
- FTA means the Federal Transit Administration, an agency of the U.S. Department of Transportation.
- Medical Review Officer (MRO) A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
- Performing (a safety-sensitive function) means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.
- Refuse to submit means any circumstance outlined in 49 CFR 40.191 and 40.261.
- Safety-sensitive function means any of the following duties, when performed by employees of recipients, subrecipients, operators, or contractors:
 - (1) Operating a revenue service vehicle, including when not in revenue service;
 - (2) Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
 - (3) Controlling dispatch or movement of a revenue service vehicle;
 - (4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services;
 - (5) Carrying a firearm for security purposes.
- Substance Abuse Professional (SAP) A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
- Vehicle means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A mass transit vehicle is a vehicle used for mass transportation or for ancillary services.

OCBS Policy is as follows:

II. Application:

The Policy applies to all OCBS employees (full- or part-time) who perform safety sensitive functions, on or off company premises, while conducting any transit related business. All activities listed below are considered safety sensitive.

- 1) Operating a revenue service vehicle, including when not in revenue service;
- 2) Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- 3) Controlling dispatch or movement of a revenue service vehicle;
- 4) Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service.
- 5) Carrying a firearm for security purposes.

For purposes of this policy the following DOT definitions are used.

- Accident means an occurrence associated with the operation of a vehicle, if as a result:
 - (1) An individual dies; or
 - (2) An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
 - (3) With respect to an occurrence in which the mass transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or
 - (4) With respect to an occurrence in which the mass transit vehicle involved is a rail car, trolley car, trolley bus, or vessel, the mass transit vehicle is removed from operation.
- Covered employee means a person, including an applicant or transferee, who performs or will perform a safety-sensitive function for an entity subject to this part. A volunteer is a covered employee if:
 - (1) The volunteer is required to hold a commercial driver's license to operate the vehicle; or
 - (2) The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration in excess of his or her actual expenses incurred while engaged in the volunteer activity.
- Disabling damage means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.
 - (1) Inclusion. Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.
 - (2) Exclusions. (i) Damage that can be remedied temporarily at the scene of the accident without special tools or parts.

III. PROHIBITIONS

1. ***Use, possession, sales, or distribution of illegal drugs, unauthorized prescriptive drugs, controlled substances, and alcohol on OCBS premises or while working for OCBS is prohibited.***
2. Covered employees are prohibited from using alcohol
 - 1) 4 (four) hours prior to performing safety-sensitive functions.
 - 2) 8 (eight) hours following an accident or until a post-accident alcohol test is performed.
3. On-call employees are prohibited from the consumption of alcohol for the specified on-call hours of each covered employee who is on-call.

The on-call employee will be given the opportunity to:

 - a) Acknowledge the use of alcohol at the time he or she is called to report to duty and the inability to perform his or her safety-sensitive function.
 - b) Take an alcohol test, if the covered employee has acknowledged the use of alcohol, but claims ability to perform his or her safety-sensitive function.
4. ***Being under the influence, impaired, or having detectable amounts, above the cut-off levels established by DHHS, of illegal drugs, controlled substances, or alcoholic beverages in your system, while on OCBS premises, while working for the OCBS, or while operating or in physical control of an OCBS vehicle, is prohibited.***
5. Consumption of the following 5 drugs is prohibited at all times. Employees can be tested anytime while on duty for these specified drugs.
 - 1) Marijuana;
 - 2) Cocaine;
 - 3) Opiates;
 - 4) Amphetamines;
 - 5) Phencyclidine.
6. Employees holding a CDL (Commercial Drivers License) are prohibited from committing a disqualifying offense as defined by CFR 49 Part 383.51
This includes but is not limited to:

If a driver operates a motor vehicle and is convicted of:

 - 1) Being under the influence of alcohol as prescribed by State law.
 - 2) Being under the influence of a controlled substance.
 - 3) Having an alcohol concentration of 0.04 or greater while operating a CMV.
 - 4) Refusing to take an alcohol test as required by a State or jurisdiction under its implied consent laws or regulations as defined in § 383.72 of this part.
 - 5) Using the vehicle in the commission of a felony involving manufacturing, distributing, or dispensing a controlled substance.

A copy of the full regulation is available from the DER.

7. *Covered employees are prohibited from using prescription medication, without verification by a licensed physician, in writing, to OCBS that the medication poses no hazard to the individual or to others, and that it will not interfere with the safe performance of required duties.*

IV. REQUIREMENTS

A. REPORTING REQUIREMENTS FOR COMMERCIAL DRIVER'S LICENSES.

1. *Persons with commercial drivers licenses must notify OCBS within thirty (30) calendar days of any conviction for a traffic violation (other than a parking violation). The notification must be in writing and contain the following information:*
 - *Driver's license number.*
 - *Date of conviction.*
 - *The specific offenses and violations relating to motor vehicle control and any suspension, revocation, or cancellation of driving privileges.*
 - *Indication of whether the violation was in a commercial motor vehicle.*
 - *Location of offense.*
 - *Driver's signature.*
2. *Each employee who has a drivers license suspended, revoked or cancelled or loses the right to operate a commercial motor vehicle for any period must notify OCBS before the end of the business day following the receipt of notice of any suspension, revocation, cancellation, lost privilege or disqualification.*

B. PRESCRIPTION DRUGS.

Anyone taking medication by a physician's order must have this verified, in writing, to OCBS by a licensed physician who must also verify that the medication poses no hazard to the individual or to others. Violation of this policy may result in disciplinary action, up to and including discharge.

C. CIRCUMSTANCES OF DRUG AND ALCOHOL TESTING

Following are the specific circumstances under which a covered employee is required to be tested per FTA regulations.

1. **PRE-EMPLOYMENT TESTING: Drug Only**
 - Applicants for safety sensitive positions will be required to have a negative drug test result before their 1st performance of a safety sensitive function. If the test is canceled, the employee

must retake and pass the test before being hired. An employee being transferred into a safety sensitive position must provide a verified negative result prior to performing a safety sensitive function; or

- A covered employee or applicant who has previously failed or refused a DOT pre-employment drug test must provide evidence that they have completed a referral, evaluation, and treatment plan; or
- If a covered employee who has not performed a safety sensitive function for 90 consecutive days or more and has not been in the employer's random selection pool shall take a pre-employment drug test with a verified negative result before returning to safety sensitive duties.

2. RANDOM TESTING – Drug and Alcohol

- All covered employees have an equal chance of being selected for random testing each time the selections are made throughout the year. Selections will be made quarterly.
- The selection is by a scientifically valid, computer based random number generator used by our C/TPA – OMS Compliance Services, Inc.
- The random tests will be conducted throughout the year and could be conducted on all days and hours during which OCBS is in operation.
- The random tests will be unannounced and employees are required to proceed to the test site immediately.
- A covered employee will only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

3. POST-ACCIDENT – Drug and Alcohol

- Drug and Alcohol testing will be required after any accident that meets the FTA threshold (see Accident definition above) and;
 - i. Involves the loss of human life requires testing all surviving employees operating the mass transit vehicle and all other covered employees whose performance could have contributed to the accident.
 - ii. Does not involve the loss of human life requires the testing of all covered employees operating the mass transit vehicle unless their performance can be completely discounted as a contributing factor based on the best information available at the time of the decision.

All other covered employees whose performance could have contributed to the accident also must be tested.

- Drug testing must be completed as soon as possible, but not longer than 32 hours following the accident.
- Alcohol testing must be completed within 2 hours of the accident; and
- If not able to obtain a specimen within 2 hours, employer must file a report why not able and continue attempts to obtain a specimen; and
- If not able to obtain a specimen in 8 hours, cease attempts to obtain a specimen and update the two-hour written report.
- A covered employee subject to post-accident testing must remain readily available for such testing. Testing will be stayed while the employee assists in the resolution of the accident or receives medical attention following the accident.
- An employee subject to post accident testing who fails to remain readily available, including notifying OCBS or it's representative of his or her location if he or she leaves prior to the submission to such test, may be deemed by OCBS to have refused to submit to testing.

4. REASONABLE SUSPICION -- Drug and Alcohol

- Drug and or Alcohol testing will be required when one or more trained supervisors or company officials can articulate and substantiate physical, behavioral, and performance indicators of probable drug use or alcohol misuse by personally observing the appearance, behavior, speech, or body odors of the covered employee.
- The employee may be directed to undergo reasonable suspicion testing only while the employee is performing, just prior to performing, or just after performing safety sensitive functions.
- The employee shall not be permitted to perform safety sensitive functions until a verified negative drug test result and an alcohol test with an alcohol concentration level of less than 0.02% is received by OCBS.
- The supervisor and/or company official shall file a signed, written record of the observations leading to the reasonable suspicion test within twenty-four (24) hours of the observed behavior or before the results of the test s are released, whichever is earlier.
- In the interest of safety, OCBS will arrange for someone to take the employee to and from the collection site.

5. RETURN-TO-DUTY & FOLLOW-UP TEST

- An employee, who is receiving assistance in resolving problems associated with alcohol misuse and/or use of controlled

substances from a qualified Substance Abuse Professional (SAP), will be required to have a verified negative drug test and/or an alcohol test with a concentration level of less than 0.02% before being permitted to perform safety sensitive functions.

- Follow-up tests will be unannounced and will meet the requirements, as determined by the SAP, and will consist of no less than six (6) tests within the first twelve (12) months of the employees return to duty.

D. DRUG AND ALCOHOL TESTING PROCEDURES

- All drug and alcohol testing will be conducted in accordance with DOT regulation 49 CFR Part 40.
- This ensures the protection of the employee and the integrity of the testing process;
- Safeguards the validity of the test results; and
- Ensures that test results are attributed to the correct employee.
- A copy of regulation 49 CFR Part 40 is available for review by any employee, when requested from the DER.

E. REQUIREMENT TO SUBMIT TO DRUG AND ALCOHOL TESTING

- All covered employees are required to submit to drug tests, as defined in C) Circumstances of drug and alcohol testing, administered in accordance to Part 655.
- All covered employees are required to submit to alcohol tests, as defined in C) Circumstances of drug and alcohol testing, administered in accordance to Part 655.

F. DILUTE NEGATIVE POLICY

- Employees who produce dilute negative specimens, as reported by the MRO, shall be required to submit another specimen immediately, per 49CFR Part 40, under non-observed conditions.
- The result of the second test becomes the test of record, on which the employer will rely for purposes of this policy.

G. REFUSAL TO TEST

Refusal to take a required drug or alcohol test constitutes a violation of OCBS Controlled Substances and Alcohol Policy, and is treated the same as a positive result under DOT regulations. This section explains the situations that are considered to constitute a refusal to test per DOT regulation 49 CFR Part 655.

REFUSAL – DRUG AND ALCOHOL TEST

1. You have refused to test if you fail to appear in a reasonable time, except for a pre-employment test. Upon notification of a required test, you must immediately stop performing any safety sensitive function and proceed directly to the collection site.
2. You have refused to test if you fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test.
3. You have refused to test if you fail to provide a breath or urine specimen for any drug or alcohol test required by DOT agency regulations.
4. You have refused to test if you fail to provide a sufficient specimen, with no medical explanation, for any drug or alcohol test required by DOT agency regulations.
5. You have refused to test if you fail to undergo a medical examination or evaluation, as directed by the MRO or DER, as part of the verification process.
6. You have refused to test if you fail to cooperate with any part of the testing process, for example, refusing to empty pockets when directed by the collector, or behaving in a confrontational way that disrupts the process.

REFUSAL - DRUG TESTING

1. Failure to permit monitoring or direct observation, as directed by the DER, Collector, or MRO, is a refusal to take a drug test.
2. Failure to take a second test as directed by the DER or Collector is a refusal to take a drug test.
3. If the specimen provided is verified as adulterated or substituted, by the MRO that constitutes a refusal to test.

REFUSAL - ALCOHOL TESTING

1. Refusal to sign the certification at Step 2 of the alcohol testing form constitutes a refusal to test.

V. CONSEQUENCES FOR VIOLATION OF OCBS CONTROLLED SUBSTANCES AND ALCOHOL POLICY

1. Immediately after receiving written notice from the MRO or a consortium/third party administrator (C/TPA) that a covered employee has a verified positive drug test result, or refused to submit to a drug test, OCBS shall require the employee to cease performing safety sensitive functions.
2. Any employee who has a confirmed positive drug test will be medically unqualified to perform safety sensitive functions until they complete an approved substance abuse program, have a negative Return to Duty drug test and have agreed to Follow-Up testing as prescribed by the substance abuse professional (SAP).

3. Immediately after receiving written notice of a positive confirmed alcohol test or an employee refuses to submit to an alcohol test, the employer shall require the employee to cease performing safety sensitive functions.
4. Any employee who has a confirmed positive alcohol test (0.04% concentration or greater) will be medically unqualified to perform safety sensitive functions until they complete an approved substance abuse program, have a negative Return to Duty alcohol test and have agreed to Follow-Up testing as prescribed by the substance abuse professional (SAP).
5. Any employee who tests between 0.02% but less than 0.04% will be asked to stand down from safety-sensitive duties for eight hours or until their alcohol level is below 0.02%.
6. *In addition to the penalties imposed by the Department of Transportation, the Company reserves the right to impose disciplinary action, up to and including discharge, for any violation of the Company's Substance Abuse Policy.*
7. *Any driver who is disqualified from driving because of a motor vehicle violation or who has their CDL suspended, revoked, or cancelled will be subject to disciplinary action, up to and including discharge.*
8. *Depending on the circumstances involved, OCBS may, at its sole discretion, offer employees who voluntarily request help with a drug or alcohol problem, the option of rehabilitation in lieu of discharge. Employees offered this option will be referred to a qualified professional or employee assistance program. The employee will be expected, as a condition of continued employment, to sign a return to work agreement, to follow the counselor's advice or any recommended program of rehabilitation, and to agree to follow up testing. Failure to do so, or any positive test result within a period of up to 60 months after the completion of the rehabilitation program, will result in disciplinary action, up to and including discharge.*
9. *Any prospective employee who refuses to submit to pre-employment drug testing or who receives a verified positive test result will not be hired.*

VI. CONDITION OF EMPLOYMENT

Compliance with OCBS Controlled Substances and Alcohol Policy is a condition of employment. Failure or refusal of an employee to cooperate fully or submit to any inspection or drug test as provided will be grounds for termination.

VII. Employee's Acknowledgement of OCBS Controlled Substances and Alcohol Policy

I acknowledge that I have been provided a copy of OCBS Controlled Substances and Alcohol policy.

I acknowledge that policy items in italics are based on the independent authority of OCBS and are in addition to the provisions mandated by FTA regulations.

I acknowledge that I understand the policy and that the following information was included in the materials.

1. The name of the person designated by the employer (DER) to answer employee questions about the policy.
2. The categories of employees who are subject to the provisions of Part 655;
3. Sufficient information about the safety sensitive functions performed by those employees to make clear what period of the day the driver is required to be in compliance with Part 655;
4. Specific information concerning employee behavior and conduct that is prohibited;
5. The circumstances under which an employee will be tested for prohibited drugs or alcohol misuse under Part 655;
6. The procedures that will be used to test for the presence of alcohol and drugs, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.
7. The requirement that an employee submit to alcohol and drug tests administered in accordance with Part 655;
8. An explanation of what constitutes a refusal to submit to a controlled substances or alcohol test and the consequences of refusal;
9. The consequences of violation of this policy, including the mandatory requirement to remove covered employees from performing safety sensitive functions when they have a verified drug test result or confirmed alcohol concentrations of 0.04%, and the consequences for an employee who is found to have an alcohol concentration of 0.02% or greater but less than 0.04%.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

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VIII. EMPLOYEE ASSISTANCE PROGRAM

Otsego County Bus System supports Employee Assistance Programs. This policy supports the treatment of employees for controlled substances and alcohol abuse. Depending on the circumstances involved, OCBS may, in its sole discretion, offer employees who voluntarily request help with a controlled substance or alcohol problem the option of rehabilitation in lieu of termination.

- a) *The DER will supply employees of OCBS with information about treatment programs on a timely basis.*
- b) *Employees offered this option will be referred to a qualified professional or employee assistance program. The employee is responsible for the cost of all rehabilitation treatment, return to duty tests, and follow-up testing.*
- c) *As a condition of continued employment, the employee is required:*
 - 1. *To sign a return to work agreement;*
 - 2. *To follow the counselor's advice and/or any recommended program of rehabilitation; and*
 - 3. *To agree to follow up testing.*
- d) *Failure to follow the program, or any positive test result within a period up to 60 months after the completion of the rehabilitation program will result in discipline action, up to and including termination.*

I acknowledge that I have been provided a copy of the OCBS Employee Assistance Program, and that I understand the policy and the consequences for violating the policy.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

March 21, 2006

A Special meeting of the Otsego County Board of Commissioners was held at the City-County Building, Room 212. The meeting was called to order at 9:00 a.m. by Vice-Chairman Glasser.

Roll Call:

Present: Backenstose, Bates, Glasser, Johnson, Hyde.

Absent: Liss, Olsen, Bentz.

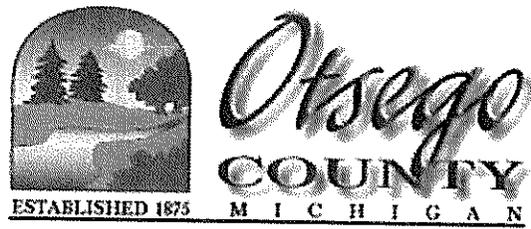
Commissioner Beachnau arrived at 9:05 a.m.

Motion by Commissioner Hyde, to award the Airport Terminal Construction contract to Ripke Construction Company as the lowest bidder, as required by FAA guidelines. A motion to amend the above motion by Commissioner Hyde to add, as required by MDOT. The motion now reads, to award the Airport Terminal Construction contract to Ripke Construction Company as the lowest bidder, as required by FAA & MDOT guidelines. Ayes: Unanimous. Motion carried.

Meeting adjourned at 9:10 a.m. at the call of the Chair.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, County Clerk



**March 28, 2006
Agenda**

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-12 03/16/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1704 HOGANS JEWELERS	1 0701L 232004			INV GEN AGENCY	03/13/2006	121.90		15575	
				STFDVLPMT		121.90			
				CHECK TOTAL		121.90			
1227 NORTHWEST MICHIGAN COMMUN	1 101B601 940010			INV DISTRCT HLT	03/13/2006	46,748.25	1690	15543	
				OUTSIDE		46,748.25			
				CHECK TOTAL		46,748.25			
3679 CAROL ROHDE	1 0704L 231690			INV PAYROLL	03/13/2006	400.48		15542	
				GARN		400.48			
				CHECK TOTAL		400.48			
3 INVOICES						47,270.63			
WARRANT TOTAL						47,270.63			
CASH ACCOUNT BALANCE						7,650,949.19			

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
2058	IMPREST CASH-OTSEGO GARN	00002	CT	INV	03/24/2006	402.63	1-31-06	15583	
	1 101E130 726000	TRIAL	CT	SUPPLIES					
2058	IMPREST CASH-OTSEGO GARN	00002	CT	INV	03/24/2006	402.63	11-30-05	15585	
	1 101E130 726000	TRIAL	CT	SUPPLIES					
2058	IMPREST CASH-OTSEGO GARN	00002	CT	INV	03/24/2006	773.59	13-31-05	15586	
	1 101E130 726000	TRIAL	CT	SUPPLIES					
2058	IMPREST CASH-OTSEGO GARN	00002	CT	INV	03/28/2006	588.22	2-28-06	15597	
	1 101E130 726000	TRIAL	CT	SUPPLIES					
1091	IMPREST CASH - JURY FUND	00002	CT	INV	03/24/2006	610.99			
	1 101E131 930940	CIRCT	CT	WITNESS		2,375.43	06-18065-FY	15587	
1091	IMPREST CASH - JURY FUND	00002	CT	INV	03/24/2006	13.00			
	1 101E131 930930	CIRCT	CT	JURY SVCS		13.00	J-05000181NA	15588	
1268	7TH PROBATE/FAMILY COURT	00000	CARE	INV	03/21/2006	90.00			
	1 292E662 930810	CHILD	CARE	OTHR INST		90.00	BOYLAN	15554	
3657	SHANNON ALEXANDER	0000043000256	INV	03/20/2006	25.00		REFUND	15625	
	1 07011 255000	GEN AGENCY	CUST DEP		25.00	25.00			
1570	ALLTEL	00000		INV	03/20/2006	86.39	MAR-4--2006	15661	
	1 637E265 930210	BLDG GRNDS		TELEPHONE		28.75			
	2 645E201 930230	FINANCE		CELL PH		30.00			
	3 645E172 930230	ADMIN		CELL PH					
1570	ALLTEL	00000	AIRPORT	INV	03/20/2006	7.86	MAR-4-2006AP	15646	
	1 281E537 930210			TELEPHONE		7.86			
1570	ALLTEL	00000	CHILD CARE	INV	03/28/2006	76.29	030406	15598	
	1 292E662 930210	TRIAL	CT	TELEPHONE		48.01			
	2 101E130 930210	TRIAL	CT	TELEPHONE		40.81			
	3 101E141 930210	FOC		TELEPHONE		7.20			
	4 215E141 930210	FOC		TELEPHONE					
	CHECK TOTAL					153.00			

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3619 AMES, MARK & DARLA	1 292E662 930700	00000	CHILD CARE	INV 03/21/2006	ROOM BOARD	985.04	2-06	15562	
						CHECK TOTAL			
						985.04			
2863 ANGEL OPPERMANN	1 212E430 920410	0000043000262	ANM CTRL	INV 03/20/2006	SVC CNTRCT	225.00	021506	15637	
						CHECK TOTAL			
						225.00			
2863 ANGEL OPPERMANN	1 212E430 920410	0000043000263	ANM CTRL	INV 03/20/2006	SVC CNTRCT	150.00	03012006	15638	
						CHECK TOTAL			
						150.00			
1412 ARCH WIRELESS	1 101E130 920520	00000	TRIAL CT	INV 03/28/2006	RENT-VEHC	19.91	P7380748C	15599	
						CHECK TOTAL			
						19.91			
3678 MICHAEL ATCHISON	1 101E131 801022	00000	CIRCT CT	INV 03/21/2006	PRB ATTNV	150.00	01-6803-MI	15535	
						CHECK TOTAL			
						150.00			
1411 BLUE CROSS BLUE SHIELD OF	1 0704L 231260	00002	CIRCT CT	INV 03/28/2006	PAYROLL	1,250.00	000-APR-06	15578	
	2 101E131 704110		TRIAL CT	HOSP		869.97			
	3 101E130 704110		TRIAL CT	HOSP		28,080.35			
	4 101E130 704110		CRCCF TRIAL CT	HOSP		1,143.09			
	5 101E130 704110		KLCCF TRIAL CT	HOSP		1,879.69			
	6 101E130 704110		OTCCF TRIAL CT	HOSP		1,101.60			
	7 101E141 704110		FOC	HOSP		10,758.59			
	8 215E141 704110		FOC	HOSP		1,898.60			
	9 101E148 704110		PROBATE	HOSP		1,037.45			
	10 101E148 704110		PROBATE	HOSP		869.97			
	11 101E148 704110		KALK	HOSP		1,037.45			
	12 0704L 231260		COURT PAYROLL	INS-BCBS		804.49			
						CHECK TOTAL			
						50,731.25			
1411 BLUE CROSS BLUE SHIELD OF	1 737E130 940110	00002	COURT	INV 03/28/2006	HLTH RET	284.66	901-APR-06	15579	
						CHECK TOTAL			
						284.66			

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1411 BLUE CROSS BLUE SHIELD OF	00002			INV	03/28/2006	524.63	902-APR-06	15580	
1 0704L	231260 COURT			INVS-BCBS		250.00			
2 101E130	940110			TRIAL CT					
				HLTH RET		774.63			
				CHECK TOTAL		774.63			
3681 BRITZ, BRENDA				INV	03/21/2006	46.07	1-06	15559	
1 292E662	930700			CHILD CARE					
				ROOM BOARD		46.07			
				CHECK TOTAL		46.07			
1051 CITY OF GAYLORD				INV	03/20/2006	116.38	CRS-ST-02-06	15653	
1 637E265	920200			BLDG GRNDS					
				H2O/SEWAGE		116.38			
				CHECK TOTAL		116.38			
1051 CITY OF GAYLORD				INV	03/20/2006	647.30	CTHS-02-0306	15651	
1 637E265	920200			BLDG GRNDS					
				H2O/SEWAGE		647.30			
				CHECK TOTAL		647.30			
1051 CITY OF GAYLORD				INV	03/20/2006	19.58	JAN-FEB06	15618	
1 212E430	920200			ANM CTRL					
				H2O/SEWAGE		19.58			
				CHECK TOTAL		19.58			
1051 CITY OF GAYLORD				INV	03/20/2006	20.33	S-ILLI-02-03	15652	
1 637E265	920200			BLDG GRNDS					
				H2O/SEWAGE		20.33			
				CHECK TOTAL		20.33			
1051 CITY OF GAYLORD				INV	03/16/2006	200.00	65106	15576	
1 0701L	271000			GEN AGENCY					
				RESTITUT		200.00			
				CHECK TOTAL		200.00			
1813 CYNTHIA COLE				INV	03/21/2006	398.72	3-2006	15550	
1 292E662	930700			CHILD CARE					
				ROOM BOARD		398.72			
				CHECK TOTAL		398.72			
1059 CONSUMERS ENERGY				INV	03/20/2006	399.83	031309050206	15658	
1 208E752	930620			REC PGMS					
				ELECTRIC		399.83			
				CHECK TOTAL		399.83			
1059 CONSUMERS ENERGY				INV	03/20/2006	18.90	03436090206	15656	
1 637E265	930620			BLDG GRNDS					
				ELECTRIC		18.90			
				CHECK TOTAL		18.90			
1059 CONSUMERS ENERGY				INV	03/20/2006	182.81	037730020106	15631	
1 212E430	930620			ANM CTRL					
				ELECTRIC		182.81			
				CHECK TOTAL		182.81			
1059 CONSUMERS ENERGY				INV	03/20/2006	23.23	037900070206	15642	
1 281E537	930620			AIRPORT					
				ELECTRIC		23.23			
				CHECK TOTAL		23.23			

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1059	CONSUMERS ENERGY	00000	AIRPORT	INV	03/20/2006	25.91	037910050206	15645	
	1 281E537 930620			ELECTRIC					
1059	CONSUMERS ENERGY	00000	AIRPORT	INV	03/20/2006	25.91	038168020206	15644	
	1 281E537 930620			ELECTRIC					
1059	CONSUMERS ENERGY	00000	AIRPORT	INV	03/20/2006	19.10	038176020206	15643	
	1 281E537 930620			ELECTRIC					
1059	CONSUMERS ENERGY	00000	AIRPORT	INV	03/20/2006	71.01	79530090206	15641	
	1 281E537 930620			ELECTRIC					
1562	CORECOMM	00000	TRIAL CT	INV	03/23/2006	1,267.91			
	1 101E130 930210			TELEPHONE					
				CHECK TOTAL		1,267.91			
1372	DALENE CORLEW	00000	TRIAL CT	INV	03/28/2006	65.85	MAR-2006	15591	
	1 101E130 940010			OUTSIDE					
				CHECK TOTAL		65.85			
1865	CORRECTIONAL MANAGEMENT	00000	CHILD CARE	INV	03/21/2006	125.00			
	1 292E662 930810			OTHR INST					
				CHECK TOTAL		125.00			
2409	COUNTRY CAR SALES	00000	GEN AGENCY	INV	03/15/2006	7,406.00	9990	15556	
	1 0701L 271000			RESTITUT					
				CHECK TOTAL		7,406.00			
3656	SANDRA DAVIS	00000	GEN AGENCY	INV	03/20/2006	50.00	63221-63782	15570	
	1 0701L 255000			CUST DEP					
				CHECK TOTAL		50.00			
1364	DELAJE LANDEN FINANCIAL S	00001	CIRCT CT	INV	04/01/2006	25.00	REFUND	15628	
	1 101E131 920520			RENT-VEHC					
				CHECK TOTAL		25.00			
1364	DELAJE LANDEN FINANCIAL S	00001	FOC	INV	04/01/2006	342.40	06049523854	15590	
	1 101E141 920520			RENT-VEHC					
	2 215E141 920520			RENT-VEHC					
				CHECK TOTAL		342.40			
				CHECK TOTAL		342.40			
				CHECK TOTAL		213.49	06049532250	15589	
				CHECK TOTAL		37.67			
				CHECK TOTAL		251.16			

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CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1492 DTE ENERGY	1 212E430			0000021200043 INV	03/20/2006	742.92	130000100106	15632	
				ANM CTRL					
						251.16			
						742.92			
						742.92			
						742.92			
1492 DTE ENERGY	1 101E141			00000		221.94	03-01-06	15538	
	2 215E141			FOC		39.16			
				FOC					
						261.10			
						261.10			
						261.10			
1417 AUDREY EVON	1 101E130			00000		900.00	3-01-06	15539	
				TRIAL CT					
						900.00			
						900.00			
						900.00			
1096 FARMERS INSURANCE GROUP	1 0701L			00002		230.87	7-8-99-2-15-	15566	
				GEN AGENCY					
						230.87			
						230.87			
						230.87			
2405 FIRESIDE INN	1 0701L			00000		120.75	62258-63781	15569	
				GEN AGENCY					
						120.75			
						120.75			
						120.75			
1107 FUELMAN OF MICHIGAN	1 588E699			00000		1,731.83	NP4622366	15655	
	2 637E265			OPERATIONS		161.41			
	3 212E430			BLDG GRNDS		88.01			
	4 249E371			ANM CTRL		134.07			
	5 281E537			BUILDING		50.34			
	6 208E752			AIRPORT		59.47			
	7 101E301			REC PGMS		656.17			
	8 261E427			SHERIFF		36.04			
	9 588E699			EMGR SVCS		42.40			
	10 101E721			OPERATIONS		37.34			
	11 210E651			PLAN ZONE		386.87			
				AMBULANCE					
						3,383.95			
						3,383.95			
3680 GALLMEIER, MICHAEL	1 292E662			00000		2.50	2.50	15558	
				CHILD CARE					
						2.50			
						2.50			
						2.50			

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1785 GRACE CENTER	1 292E662 801030	00000	CHILD CARE	INV TECHNICAL	03/21/2006	650.32	3-1-06	15561	
						CHECK TOTAL			
						650.32			
3660 JIM HITZLER	1 0701L 255000	0000043000258	GEN AGENCY	INV CUST DEP	03/20/2006	25.00	REFUND	15624	
						CHECK TOTAL			
						25.00			
3349 KENQUEST	1 292E662 930810	00000	CHILD CARE	INV OTHER INST	03/21/2006	3,959.48	3-06	15557	
						CHECK TOTAL			
						3,959.48			
3655 JIM & CONNIE KIRK	1 0701L 255000	0000043000254	GEN AGENCY	INV CUST DEP	03/20/2006	25.00	REFUND	15627	
						CHECK TOTAL			
						25.00			
3673 SUSAN KUCHARREK	1 0701L 255000	0000043000265	GEN AGENCY	INV CUST DEP	03/20/2006	25.00	REFUND	15635	
						CHECK TOTAL			
						25.00			
3185 JANET LEE	1 101E130 930830	00000	TRIAL CT	INV CARE GIVER	03/21/2006	180.00	2-28-06	15537	
						CHECK TOTAL			
						180.00			
3634 MIKE LITZNER	1 0701L 255000	0000043000253	GEN AGENCY	INV CUST DEP	03/20/2006	25.00	REFUND	15629	
						CHECK TOTAL			
						25.00			
3675 SCOTT LONGENDYKE	1 0701L 255000	0000043000267	GEN AGENCY	INV CUST DEP	03/20/2006	25.00	REFUND	15633	
						CHECK TOTAL			
						25.00			
1384 MAXIMUM SECURITY	1 101E131 920400	00000	CIRCT CT	INV MAINT SVC	03/31/2006	89.85	1132733	15595	
						CHECK TOTAL			
						89.85			
1384 MAXIMUM SECURITY	1 101E130 920400	00000	TRIAL CT	INV MAINT SVC	03/31/2006	89.85	1132734	15596	
						CHECK TOTAL			
						89.85			
						179.70			

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
2452 CHERYL MCINTIRE	1 101E130 940010	00000	TRIAL CT	INV 03/28/2006	75.00	75.00	30606	15601	
				OUTSIDE					
				CHECK TOTAL		75.00			
2110 MICHIGAN STATE POLICE -BF	1 261E427 920410	0000042700180	EMGR SVCS	INV 03/20/2006	83.34	83.34	551241215	15640	
			SVC CNTRCT						
				CHECK TOTAL		83.34			
2754 MMRMA	1 101E851 930100	00000	INS BNDS	INV 03/20/2006	25,734.50	25,734.50	R620	15654	
			INSURANCE						
				CHECK TOTAL		25,734.50			
1207 MUSKEGON RIVER YOUTH HOME	1 292E662 930810	00000	CHILD CARE	INV 03/21/2006	6,629.00	6,629.00	3440-3441	15555	
			OTHER INST						
				CHECK TOTAL		6,629.00			
3021 OTSEGO COUNTY FIRE BOARD	1 0701L 274000	00000	GEN AGENCY	INV 03/13/2006	23.53	23.53	2004-PER-PRO	15548	
			UNDIST TAX						
				CHECK TOTAL		23.53			
3661 TIM PEFFERS	1 0701L 255000	0000043000259	GEN AGENCY	INV 03/20/2006	25.00	25.00	REFUND	15623	
			CUST DEP						
				CHECK TOTAL		25.00			
1486 JAMES & RUTH PETZ	1 0701L 271000	00000	GEN AGENCY	INV 03/15/2006	505.00	505.00	06-05-02-06	15568	
			RESTITUTI						
				CHECK TOTAL		505.00			
1912 QWEST	1 101E864 930210	00000	DISTRIBUTE	INV 03/20/2006	303.40	303.40	733875302	15650	
			TELEPHONE						
				CHECK TOTAL		303.40			
3674 PATRICIA RAHN	1 0701L 255000	0000043000266	GEN AGENCY	INV 03/20/2006	25.00	25.00	REFUND	15636	
			CUST DEP						
				CHECK TOTAL		25.00			
1554 REDWOOD TOXICOLOGY LABORA	1 292E662 930999	00000	CHILD CARE	INV 03/21/2006	209.98	209.98	01225920062	15553	
			OTH SVCS						
				CHECK TOTAL		209.98			

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1867	ROSCOMMON COUNTY 1 292E662 930810	00000	CHILD CARE	INV OTHER INST	03/21/2006	790.00	2-06	15563	
				CHECK TOTAL		790.00			
1818	FRED & SHIRLEY ROSS 1 0701L 271000	00000	GEN AGENCY	INV RESTITUT	03/13/2006	1,261.27	022782-83	15547	
				CHECK TOTAL		1,261.27			
2404	RUBY TUESDAY 1 0701L 271000	00000	GEN AGENCY	INV RESTITUT	03/15/2006	17.00	63222-63783	15571	
				CHECK TOTAL		17.00			
3632	JAY RUDDY 1 0701L 255000	00000	GEN AGENCY	INV CUST DEP	03/20/2006	25.00	REFUND	15630	
				CHECK TOTAL		25.00			
1197	STATE OF MICHIGAN 1 101E133 930240 LEIN 2 101E130 970450	00000	UNSHARED TRIAL CT	INV NETWORK PROP-SFTWR	03/21/2006	2,150.00 225.00	551-239894	15541	
				CHECK TOTAL		2,375.00			
1421	PATRICIA SULLIVAN 1 101E130 930830 2 101E130 930500	00000	TRIAL CT TRIAL CT	INV CARE GIVER TRAVEL	03/28/2006	260.00 128.00	FEB-2006	15602	
				CHECK TOTAL		388.00			
1590	TEACHING FAMILY HOMES OF 1 292E662 930810	00000	CHILD CARE	INV OTHER INST	03/21/2006	916.44	4428	15560	
				CHECK TOTAL		916.44			
1590	TEACHING FAMILY HOMES OF 1 292E662 930810	00000	CHILD CARE	INV OTHER INST	03/21/2006	3,665.76	4518	15552	
				CHECK TOTAL		4,582.20			
2454	UP RENTAL 1 0701L 271148	00000	GEN AGENCY	INV RESTITUT	03/21/2006	100.00	927	15549	
				CHECK TOTAL		100.00			

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DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3672 MICHAEL OR ELLEN VERARDI	1 0701L 255000	0000043000264	GEN AGENCY	INV	03/20/2006	25.00	REFUND	15634	
				CUST DEP		25.00			
						CHECK TOTAL			
1122 VERIZON NORTH	1 261E427 930210	0000042700178	EMGR SVCS	INV	03/20/2006	113.21	030303	15639	
				TELEPHONE					
1122 VERIZON NORTH	1 101E864 930210	00000	DISTRIBUTE	INV	03/20/2006	88.66	0401300206	15647	
				TELEPHONE					
1122 VERIZON NORTH	1 637E265 930210	00000	BLDG GRNDS	INV	03/20/2006	33.05	0403080306	15659	
				TELEPHONE					
1122 VERIZON NORTH	1 101E864 930210	00000	DISTRIBUTE	INV	03/20/2006	1,212.42	0411150206	15648	
				TELEPHONE					
1122 VERIZON NORTH	1 101E864 930210	00000	DISTRIBUTE	INV	03/20/2006	78.00	8507190206	15649	
				TELEPHONE					
1122 VERIZON NORTH	1 101E864 930210	00000	DISTRIBUTE	INV	03/20/2006	1,444.13	8712280306	15660	
				TELEPHONE					
						CHECK TOTAL			
						1,444.13			
						2,969.47			
3659 WILLIAM WALLS	1 0701L 255000	0000043000257	GEN AGENCY	INV	03/20/2006	25.00	REFUND	15626	
				CUST DEP		25.00			
						CHECK TOTAL			
						25.00			
1400 WALMART COMMUNITY BRC	1 212E430 726025	0000043000246	ANM CTRL	INV	03/20/2006	185.09	022206	15619	
				JANITORIAL					
						CHECK TOTAL			
						185.09			
1413 WASTE MANAGEMENT	1 212E430 920200	0000043000247	ANM CTRL	INV	03/20/2006	72.66	033910218388	15620	
				H2O/SEWAGE					
						CHECK TOTAL			
						72.66			
2881 KEVIN WELLMER	1 101E131 801022	00000	CIRCT CT	INV	03/21/2006	150.00	06-7559-MI	15536	
				PRB ATTNX					
						CHECK TOTAL			
						150.00			
1869 WEST PAYMENT CENTER	1 101E133 726200	00000	LAWLB UNSHARED	INV	03/31/2006	82.16	810918287	15594	
				BOOKS					
						CHECK TOTAL			
						82.16			

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CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-12 03/21/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1869 WEST PAYMENT CENTER	2 269E145 726210	LAW LIB		ELC SUBSC		67.19			
1 101E133 726200		UNSHARED		BOOKS	03/31/2006	82.16	810919193	15593	
2 269E145 726210		LAW LIB		ELC SUBSC		67.19			
1869 WEST PAYMENT CENTER	1 101E133 726200	UNSHARED		BOOKS	03/31/2006	149.35	810919212	15592	
2 269E145 726210		LAW LIB		ELC SUBSC		176.28			
				ELC SUBSC		215.53			
				BOOKS		176.28			
				ELC SUBSC		391.81			
				ELC SUBSC		690.51			
				CHECK TOTAL		690.51			
2860 WINN TELECOM	1 212E430 930210	ANM CTRL		TELEPHONE	03/20/2006	110.60	989705763201	15621	
2860 WINN TELECOM	1 212E430 930210	ANM CTRL		TELEPHONE	03/20/2006	113.74	989705763202	15622	
				CHECK TOTAL		224.34			
1914 XEROX CORPORATION	1 101E130 920520	TRIAL CT		RENT-VEHC	03/30/2006	303.00	015744181	15534	
				CHECK TOTAL		303.00			
94 INVOICES				WARRANT TOTAL		126,949.05			
				CASH ACCOUNT BALANCE		7,425,805.40			

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1091 IMPREST CASH - JURY FUND	1 101E131 930940	00002	CIRCT CT	INV 04/05/2006	13.50	13.50	05-17338-SM	15710	
				WITNESS		13.50			
				CHECK TOTAL		70.00			
3698 RACHEL AKIN	1 0701L 271000	00000	GEN AGENCY	INV 03/17/2006	70.00	70.00	0-05-3-06	15769	
				RESTITUT		70.00			
				CHECK TOTAL		27.00			
2522 BENJAMIN BARTLETT	1 101E261 930500	00000	COOP EXT	INV 03/22/2006	27.00	27.00	031406	15801	
				TRAVEL		27.00			
				CHECK TOTAL		23.85			
3587 BAY COUNTY TREASURER'S OF	1 101E130 930450	00001	TRIAL CT	INV 03/21/2006	23.85	23.85	060662	15540	
				SHIP/MAIL		23.85			
				CHECK TOTAL		47.25			
3687 ANN BERRY	1 0701L 271000	00000	GEN AGENCY	INV 03/17/2006	47.25	47.25	10-05-02-06	15603	
				RESTITUT		47.25			
				CHECK TOTAL		269.00			
3691 RICHARD & LINDA BLASZASYK	1 0701L 271000	00000	GEN AGENCY	INV 03/17/2006	269.00	269.00	2-05-11-05	15615	
				RESTITUT		269.00			
				CHECK TOTAL		4,230.29			
1411 BLUE CROSS BLUE SHIELD OF	1 101E351 930470	00001	JAIL	INV 03/20/2006	4,230.29	4,230.29	02-2006-INMA	15616	
				INMT HEALTH		4,230.29			
				CHECK TOTAL		1,648.52			
1411 BLUE CROSS BLUE SHIELD OF	1 101E351 930470	00001	JAIL	INV 03/20/2006	1,648.52	1,648.52	03-2006INMAT	15657	
				INMT HEALTH		1,648.52			
				CHECK TOTAL		109.20			
3700 MANDA BREUKER	1 101E267 930500	00000	PROSECUTOR	INV 03/22/2006	109.20	109.20	EXP-VOUCHER	15794	
				TRAVEL		109.20			
				CHECK TOTAL		2,160.00			
1376 BSC&A SOFTWARE INC	1 101E257 920410	00000257000040	EQ	INV 03/22/2006	2,160.00	2,160.00	TAX-PRGM	15776	
				SVC CNTRCT		2,160.00			

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OTSEGO COUNTY
DETAIL INVOICE LIST

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CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-13 03/23/2006

VENDOR	G/L	ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1820	CAL'S MOBILE HEAVY EQUIPM	0000069900595	INV	03/22/2006						
	1 588E698 726050	MAINT	MAINT SUPP							
			CHECK TOTAL				2,160.00			
								008284	15762	
			CHECK TOTAL				330.00			
			CHECK TOTAL				330.00			
1048	CARQUEST AUTO PARTS	00000	INV	03/22/2006						
	1 281E537 726050	AIRPORT	MAINT SUPP							
			CHECK TOTAL				43.55			
			CHECK TOTAL				43.55			
1711	CASE CREDIT	0000069900602	INV	03/22/2006						
	1 588E698 726050	MAINT	MAINT SUPP							
			CHECK TOTAL				1,097.30			
			CHECK TOTAL				1,097.30			
1046	CDW GOVERNMENT INC	0000022800002	INV	03/22/2006						
	1 101E101 726000	BOC	SUPPLIES							
			CHECK TOTAL				194.99			
			CHECK TOTAL				194.99			
1046	CDW GOVERNMENT INC	00000	INV	04/05/2006						
	1 101E130 726000	TRIAL CT	SUPPLIES							
			CHECK TOTAL				57.99			
			CHECK TOTAL				57.99			
1046	CDW GOVERNMENT INC	00000	INV	04/13/2006						
	1 101E130 726000	TRIAL CT	SUPPLIES							
			CHECK TOTAL				251.99			
			CHECK TOTAL				251.99			
2064	CENTURYTEL	0000042700181	INV	03/22/2006						
	1 261E427 930210	EMGR SVCS	TELEPHONE							
			CHECK TOTAL				127.25			
			CHECK TOTAL				127.25			
3148	CMP DISTRIBUTORS	0000030100376	INV	03/22/2006						
	1 265E301 726000	DRUGLAW	SUPPLIES							
			CHECK TOTAL				662.00			
			CHECK TOTAL				662.00			
3148	CMP DISTRIBUTORS	0000030100377	INV	03/22/2006						
	1 101E301 726046	SHERIFF	UNIFORM							
	2 265E301 726000	DRUGLAW	SUPPLIES							
			CHECK TOTAL				651.49			
			CHECK TOTAL				252.01			
1057	COMMERCIAL EQUIPMENT COMP	00000	INV	03/22/2006						
	1 256E215 726000	ROD AUTO	SUPPLIES							
			CHECK TOTAL				8,278.00			
			CHECK TOTAL				8,278.00			

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DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1057	COMMERCIAL EQUIPMENT COMP	0000121500076	INV	03/22/2006					
1	101E215 726050	CLERK/ROD	MAINT SUPP		180.00		020106	15757	
1057	COMMERCIAL EQUIPMENT COMP	0000121500075	INV	03/22/2006					
1	101E215 726050	CLERK/ROD	MAINT SUPP		180.00		183849	15758	
1059	CONSUMERS ENERGY	0000069900599	INV	03/22/2006					
1	588E697 930620	ADMIN	ELECTRIC		1,402.13		03247206	15770	
1059	CONSUMERS ENERGY	00001	INV	04/06/2006					
1	101E141 930620	FOC	ELECTRIC		221.62		MARCH-2006	15704	
2	215E141 930620	FOC	ELECTRIC		39.11				
3694	CPR INTERNATIONAL, INC.	0000069000171	INV	03/22/2006					
1	233E690 726000	SCDBG HOUSING	SUPPLIES		57.50		REMOD	15726	
2200	ANGIE CRAGG	00000	INV	04/10/2006					
1	101E130 726000	TRIAL CT	SUPPLIES		47.90		2006-NOTARY	15687	
1385	CRAWFORD COUNTY	00000	INV	04/05/2006					
1	101E133 940010	JATBG UNSHARED	OUTSIDE		748.00		3-14-06	15691	
1364	DELAJE LANDEN FINANCIAL S	00000	INV	03/22/2006					
1	645E201 930150	FINANCE	SVC CHGS		29.68		FEES	15806	
3650	DELL SERVICE SALES	0000022800021	INV	03/22/2006					
1	101E228 930240	IT	NETWORK		372.00		PTG404223032	15743	
1082	DUNNS	0000043000261	INV	03/22/2006					
1	212E430 726000	ANM CTRL	SUPPLIES		14.57		535798	15745	

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DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1148	INSTITUTE OF CONTINUING L	00000	TRIAL CT	INV	04/05/2006	236.00	31606-101286	15695	
	1 101E130 726200			BOOKS					
				CHECK TOTAL		684.50			
1154	JOHNSON OIL COMPANY	0000030100373	INV	03/22/2006	13.30	13.30	13909	15731	
	1 101E301 726050			SHERIFF MAINT SUPP					
1154	JOHNSON OIL COMPANY	0000069900600	INV	03/22/2006	10,235.12	10,235.12	74710026-26	15771	
	1 588E699 930660			OPERATIONS GAS					
				CHECK TOTAL		10,248.42			
1625	JOHNSON, ROSATI, LABARGE,	00000	TRIAL CT	INV	03/22/2006	7,125.00	1046696	15799	
	1 260E130 801025			PROFSLSVCS					
				CHECK TOTAL		7,125.00			
1724	KALKASKA COUNTY GENERAL F	00000	INV	04/05/2006	400.00	400.00	3-14-06	15690	
	1 101E133 940010			UNSHARED OUTSIDE					
				CHECK TOTAL		400.00			
3062	KYLE T. LEBEL	0000026700177	INV	03/22/2006	25.00	25.00	CIVIL	15782	
	1 101E267 930450			PROSECUTOR SHIP/MAIL					
				CHECK TOTAL		25.00			
3699	LOGGERS BAR	00000	INV	03/17/2006	9.00	9.00	9-05-11-05	15788	
	1 07011 271000			GEN AGENCY RESTITUTI					
				CHECK TOTAL		9.00			
3677	MI ASSOC DISTRICT CT PROB	00000	INV	03/10/2006	35.00	35.00	D-HILL-06-07	15532	
	1 101E130 930600			TRIAL CT MEMB/DUES					
				CHECK TOTAL		35.00			
1496	MAXIMUS INC	00000	INV	04/05/2006	1,275.00	1,500.00	1032066-002	15702	
	1 101E141 920400			FOC MAINT SVC					
	2 215E141 920400			FOC MAINT SVC		225.00			
				CHECK TOTAL		1,500.00			
2877	MAXXONS	0000069900596	INV	03/22/2006	223489	15763			

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1170 TIMOTHY MCPHERSON									
1 101E332	801030			OPERATIONS		150.00			
2 101E332	930500			OUTSIDE		150.00			
						CHECK TOTAL			
						150.00			
							03132006	15749	
1 101E332	801030			MOTORCYCLE	03/22/2006	100.00			
2 101E332	930500			MOTORCYCLE		47.29			
				TECHNICAL					
				TRAVEL					
						CHECK TOTAL			
						147.29			
						147.29			
1393 METROPOLITAN UNIFORM									
1 101E301	726000			OPERATIONS		118.06			
2 101E334	726000			SHERIFF		13.12			
3 101E351	726000			SCNDRY RD		131.17			
				FAIR					
				SUPPLIES	03/22/2006	262.35			
				SUPPLIES		262.35			
				SUPPLIES					
				SUPPLIES					
						CHECK TOTAL			
						262.35			
						262.35			
1172 MICHIGAN ASSOCIATION OF C									
1 101E130	704140			TRIAL CT		33.19			
2 101E141	704140			FOC		28.21			
3 215E141	704140			FOC		4.98			
				LIFE/DISAB	04/01/2006	66.38			
				LIFE/DISAB		66.38			
				LIFE/DISAB					
				LIFE/DISAB					
						CHECK TOTAL			
						66.38			
						66.38			
1433 MCGA									
1 101E130	704400			TRIAL CT		100.00			
				TRAINING	04/02/2006	100.00			
						100.00			
						100.00			
1433 MCGA									
1 101E130	704400			TRIAL CT		100.00			
				TRAINING	04/02/2006	100.00			
						100.00			
						100.00			
1422 MDJA									
1 101E130	930600			TRIAL CT		200.00			
				MEMB/DUES	04/05/2006	200.00			
						200.00			
						200.00			
3031 MICHIGAN TRIAL LAWYERS AS									
1 101E130	704400			TRIAL CT		42.10			
				TRAINING	04/05/2006	42.10			
						42.10			
						42.10			
1202 MID NORTH PRINTING INC									
1 101E267	726000			PROSECUTOR		43.70			
				SUPPLIES	03/22/2006	43.70			
						43.70			
						43.70			

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OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1202 MID NORTH PRINTING INC	2 101E267 930983 3 101E267 930983 CVAW	PROSECUTOR PROSECUTOR	VCTM RIGHT VCTM RIGHT			12.00 302.32			
	1 212E430 930400	00000430000243 ANM CTRL	INV 03/22/2006 PRINTING			74.70	358.02	LIC-BOOK	15735
						CHECK TOTAL	74.70		
1205 MARGARET MONACO	1 101E130 930830	00000 TRIAL CT	INV 04/05/2006 CARE GIVER			30.00	30.00	06-7587-GA	15709
						CHECK TOTAL	30.00		
1729 MORNING STAR PUBLISHING C	1 588E697 930300	0000069900598 ADMIN	INV 03/22/2006 ADVERTISE			155.71	02262006		15761
						CHECK TOTAL	155.71		
1568 MOTORCYCLE SAFETY FOUNDAT	1 101E332 930100	0000069000169 MOTORCYCLE	INV 03/22/2006 INSURANCE			500.00	INSURANCE06		15724
						CHECK TOTAL	500.00		
1218 NELSONS DRUG STORE	1 101E351 726035	0000035100411 JAIL	INV 03/22/2006 MEDICAL			895.92	JAN-2006		15752
						CHECK TOTAL	895.92		
1219 NEW CENTURY SIGNS	1 212E430 930400	00000430000244 ANM CTRL	INV 03/22/2006 PRINTING			118.76	4831		15738
						CHECK TOTAL	118.76		
1404 NORTH CENTRAL MICHIGAN RE	1 101E131 801030	00000 CIRCT CT	INV 04/05/2006 TECHNICAL			23.50	031606		15697
						CHECK TOTAL	23.50		
2138 NORTHERN ENERGY, INC	1 588E699 930660	0000069900603 OPERATIONS	INV 03/22/2006 GAS			1,414.35	945525		15767
						CHECK TOTAL	1,414.35		
1227 NORTHWEST MICHIGAN COMMUN	1 101E601 940010	00000 DSTRCT HLT	INV 03/22/2006 OUTSIDE			46,748.25	1758		15786
						CHECK TOTAL	46,748.25		
1227 NORTHWEST MICHIGAN COMMUN	00000		INV 03/22/2006			46,748.25	APPROP-06		15797

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CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1252 PITNEY BOWES INC	1 101E864 920410	00000	DISTRIBUTE	INV	03/22/2006	495.00	7525018MR06	15796	
				SVC CNTRCT		495.00			
				CHECK TOTAL		495.00			
1252 PITNEY BOWES INC	1 101E131 920520	00000	CIRCT CT	INV	04/06/2006	627.00	7555908-MR06	15699	
				RENT-VEHC		627.00			
				CHECK TOTAL		627.00			
1252 PITNEY BOWES INC	1 101E141 930450 2 215E141 930450	00000	FOC	INV	04/06/2006	532.95	7566442-MR06	15700	
				SHIP/MAIL		94.05			
				SHIP/MAIL		627.00			
				CHECK TOTAL		627.00			
1255 POSTMASTER	1 101E267 930450	00000	PROSECUTOR	INV	03/22/2006	72.00	PO-BOX-367	15778	
				SHIP/MAIL		72.00			
				CHECK TOTAL		72.00			
3324 PROFESSIONAL CODE INSPECT	1 249E371 801020	00000	BUILDING	INV	03/22/2006	2,025.00	FEB-06	15734	
				PROFESSNL		2,025.00			
				CHECK TOTAL		2,025.00			
1256 PROTECTION ONE	1 101E267 920410	00000	PROSECUTOR	INV	03/22/2006	152.85	02202006	15777	
				SVC CNTRCT		152.85			
				CHECK TOTAL		152.85			
1257 THOMAS J PUDVAN	1 101E648 801020	00000	MED EXAM	INV	03/22/2006	525.00	MAR-9-13-06	15781	
				PROFESSNL		525.00			
				CHECK TOTAL		525.00			
2571 PUMMILL BUSINESS FORMS	1 101E257 726000	00000	EQ	INV	03/22/2006	292.00	181380	15750	
				SUPPLIES		292.00			
				CHECK TOTAL		292.00			
1259 QUILL CORPORATION	1 101E130 726000	00000	TRIAL CT	INV	04/05/2006	89.98	5463013	15708	
				SUPPLIES		89.98			
				CHECK TOTAL		89.98			

03/23/2006
10:06 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3096 REED BUSINESS INFORMATION	1 481E901 940000	00000	CAP OUTLAY	INV	03/22/2006	376.28	3170849	15807	
				INS PURCH					
				CHECK TOTAL		376.28			
3689 CATHERINE RYGWELSKI	1 0701L 271000	00000	GEN AGENCY	INV	03/17/2006	47.80	07-05-01-06	15608	
				RESTITUT					
				CHECK TOTAL		47.80			
2060 SANE	1 0701L 271000	00000	GEN AGENCY	INV	03/17/2006	90.00	9-05-2-27-06	15613	
				RESTITUT					
				CHECK TOTAL		90.00			
1204 SCHINDLER ELEVATOR CORP	1 637E265 920410	00000	BLDG GRNDS	INV	03/22/2006	241.59	8101452169	15802	
				SVC CNTRCT					
				CHECK TOTAL		241.59			
3152 SIMMONS & SON BUILDERS	1 233E690 940010	00000	SCDBG HOUSING	INV	03/22/2006	11,630.50	042005	15725	
				OUTSIDE					
				CHECK TOTAL		11,630.50			
3695 ESTHER M. SOVA	1 101E681 930960	00000	VEP BURIAL	INV	03/22/2006	300.00	RICHARD	15727	
				VEP BURIAL					
				CHECK TOTAL		300.00			
2399 STACY TODD-BURTON	1 233E690 940010	00000	SCDBG HOUSING	INV	03/22/2006	100.00	0316	15746	
				OUTSIDE					
				CHECK TOTAL		100.00			
1874 STATE ELECTRONICS	1 261E427 726050	00000	EMGR SVCS	INV	03/22/2006	606.20	99748-99758	15751	
				MAINT SUPP					
				CHECK TOTAL		606.20			
1874 STATE ELECTRONICS	1 261E427 920410	00000	EMGR SVCS	INV	03/22/2006	5,785.14	M1410	15783	
				SVC CNTRCT					
				CHECK TOTAL		5,785.14			
3692 STEVENS' SPORTS CENTER IN	1 101E332 970420	00000	MOTORCYCLE	PROP-VEHC	03/22/2006	15,360.00	G2250	15728	
				CHECK TOTAL		15,360.00			

03/23/2006
10:06 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1307	TARGET INFORMATION MANAGE	00000		INV	04/05/2006				
	1 101E130 726000	TRIAL CT		SUPPLIES		15,360.00			
				CHECK TOTAL			239645	15693	
1979	THERESA'S TRANSCRIPTION S	00000		INV	04/05/2006				
	1 101E131 801030	CTRCT CT		TECHNICAL		68.47			
				CHECK TOTAL		68.47	6238	15698	
1312	TOPCOMP COMPUTER SOFTWARE	0000025700039		INV	03/22/2006				
	1 101E257 920410	HQ		SVC CNTRCT		1,788.70			
				CHECK TOTAL		1,788.70	FEB-2006	15775	
1320	UNDERGROUND SECURITY COMP	00000		INV	03/22/2006				
	1 256E215 726000	ROD AUTO		SUPPLIES		1,331.80			
				CHECK TOTAL		1,331.80	6787	15719	
1429	UNITED WISCONSIN GROUP	00000		INV	03/20/2006				
	1 0704L 231870	PAYROLL		INS-LIFE/D		3,567.13			
				CHECK TOTAL		3,567.13	04-2006	15617	
1429	UNITED WISCONSIN GROUP	00000		INV	04/01/2006				
	1 101E131 704140	CIRCT CT		LIFE/DISAB		19.08			
	2 101E130 704140	TRIAL CT		LIFE/DISAB		640.96			
	3 101E130 704140	CRCCF TRIAL CT		LIFE/DISAB		63.16			
	4 101E130 704140	KLCCF TRIAL CT		LIFE/DISAB		41.70			
	5 101E130 704140	OTCCF TRIAL CT		LIFE/DISAB		55.70			
	6 101E130 704140	JABG TRIAL CT		LIFE/DISAB		23.09			
	7 101E141 704140	FOC		LIFE/DISAB		204.93			
	8 215E141 704140	FOC		LIFE/DISAB		36.18			
				CHECK TOTAL		1,084.80			
1529	UNIVERSITY CENTER AT GAYL	00000		INV	03/22/2006				
	1 0701L 232004	GEN AGENCY		STFDVLPMT		44.00			
				CHECK TOTAL		44.00	2237B	15791	
3696	VERISIGN, INC	00000		INV	03/05/2006				
	1 101E130 970450	TRIAL CT		PROP-SFTWR		598.00			
				CHECK TOTAL		598.00	1130337933	15706	

03/23/2006
10:06 MAF

OTSEGO COUNTY
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-13 03/23/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1328 VOICE MOTOR SALES INC	1 588BE698 726050	0000069900601		MAINT	03/22/2006	1,009.32	78748	15773	
				MAINT SUPP		1,009.32			
				CHECK TOTAL		598.00			
1869 WEST PAYMENT CENTER	1 101E130 726200	00000		TRIAL CT	04/02/2006	49.00	810941753	15713	
				BOOKS		49.00			
				CHECK TOTAL		49.00			
1330 WMJZ	1 212E430 930300	0000043000245		ANM CTRL	03/22/2006	228.00	RADIO	15737	
				ADVERTISE		228.00			
				CHECK TOTAL		228.00			
1509 YOUNG GRAHAM & ELSENHEIME	1 260E130 801025	00000		TRIAL CT	03/22/2006	2,034.06	8763	15798	
				PROFSLSVCS		2,034.06			
				CHECK TOTAL		2,034.06			
=====									
137 INVOICES				WARRANT TOTAL		169,163.32			
				CASH ACCOUNT BALANCE		6,915,470.27			
=====									



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: ADMINISTRATIVE SERVICES

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
645E172 - 703010 -REGULAR SALARIED	\$	\$1,000.00
645E172 - 930500 -TRAVEL	\$1,000.00	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$1,000.00	\$1,000.00

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

FUND/DEPARTMENT: DELINQUENT TAX 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
5160050 -400001 -CONTRIB FROM FUND BAL	\$	\$38,569.53
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$38,569.53

EXPENDITURE

Account Number	Increase	Decrease
516E941 - 999000 -TRANSFER OUT	\$38,569.53	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$38,569.53	\$

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

FUND/DEPARTMENT: LEGAL DEFENSE 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
2600050 -400001 -CONTRIB FROM FUND BAL	\$	\$75,000.00
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$75,000.00

EXPENDITURE

Account Number	Increase	Decrease
260E130 - 801025 -PROFESSIONAL/LEGAL	\$60,000.00	\$
260E270 - 801020 -PROFESSIONAL/LEGAL	\$15,000.00	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$75,000.00	\$

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

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

**OTSEGO COUNTY
FINANCIAL REPORT HI-LIGHTS
FEBRUARY 28, 2006**

GENERAL FUND

Assets

- Our cash balance continues to rise as we collect the Winter Tax Levy. In accordance with the tax shift, we levied 2/3 of our total millage for the Winter 2005/2006 levy.
- The Treasurer has invested \$600,000 in an asset-backed security.
- The remaining amounts due from Kalkaska and Crawford Counties represent their December 2005 cost sharing portions. We received payments for these on 3/20/06.
- The State of Michigan still owes us \$122,404 for Friend of the Court CRP payments, dating back to August 2005. The Finance Department, along with Friend of the Court staff, are pursuing this vigorously with the State. Our contact at the State assured us a large check within the next week or so.
- The entire amount in Due from Other Funds was paid back to the General Fund in March.
- EMS (Ambulance Service) continues to pay off its cash advance (the General Fund loaned EMS money to purchase an ambulance in 2000). They are repaying the loan in monthly installments at 4% interest. The loan is expected to be fully repaid by the end of 2007.

Liabilities

- All remaining bills from 2005 have been paid out.
- The amount Due to Other Funds represents the balance due to the Revenue Sharing Reserve Fund at the end of the year. We pull over 100% of the cash in the revenue sharing reserve fund into the general fund so the general fund can earn interest on those dollars throughout the year. We will then pay back the funds as required on 12/31/06.

Revenues

- Overall, as of the end of February, we have collected 37.67% of our budgeted revenues.
- The line in the revenue section labeled "eliminated orgs" represents those revenue accounts that have been eliminated as part of our revenue reclassification project. They were classifications that were confusing to everyone, so I moved the budgeted dollars out of those line items into the new ones.

Expenditures

- Overall, as of the end of February, we have spent 13.83% of our budgeted expenditures.
- The appropriations to the Airport, Child Care, Equipment, Soldiers & Sailors, and Mapping Funds will begin in March.
- Our current balance in contingency is \$48,531 (started out with \$100,000).

Prepared by Rachel Frisch

**BALANCE SHEET
GENERAL FUND**

BALANCES
JANUARY 1, 2006

BALANCES
FEBRUARY 28, 2006

ASSETS

EQUITY IN POOLED CASH	519,781.58	2,638,144.00
INVESTMENTS	-	600,000.00
IMPREST CASH	10,815.00	10,815.00
TAXES RECEIVABLE	4,548,112.66	4,548,112.66
ACCOUNTS RECEIVABLE	43,521.10	-
DUE FROM CRAWFORD	319,503.96	99,369.83
DUE FROM KALKASKA	89,861.48	25,415.99
DUE FROM STATE	317,873.12	122,403.72
DUE FROM OTHER FUNDS	11,520.00	8,680.00
POSTAGE INVENTORY	3,503.71	4,552.74
SUPPLIES INVENTORY	7,495.01	7,495.01
PREPAID EXPENSE	1,290.00	1,290.00
LONG TERM ADVANCE TO EMS	44,985.70	41,081.84
TOTAL ASSETS	5,918,263.32	8,107,360.79

LIABILITIES

ACCOUNTS PAYABLE	552,678.47	10,783.83
DUE TO OTHER FUNDS	-	411,632.00
DUE TO CRAWFORD COUNTY	57,309.07	-
DUE KALKASKA COUNTY	60,955.14	67.92
ACCRUED WAGES PAYABLE	76,201.64	-
ADVANCE FROM CRAWFORD	70,450.00	70,450.00
ADVANCE FROM KALKASKA	-	64,872.00
DEFERRED REVENUE	4,548,112.66	4,548,112.66
TOTAL LIABILITIES	5,365,706.98	5,105,918.41

FUND BALANCE

RESERVED	77,591.54	77,591.54
UNRESERVED	434,584.04	2,883,470.08
DESIG/MARRIAGE COUNSEL	40,380.76	40,380.76
TOTAL FUND BALANCE	552,556.34	3,001,442.38

TOTAL LIABS & FUND BALANCE	5,918,263.32	8,107,360.79
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GENERAL FUND -- YEAR TO DATE BUDGET REPORT -- FEBRUARY 28, 2006

<u>REVENUES</u>	<u>ORIGINAL BUDGET</u>	<u>AMENDMENTS</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBRANCES</u>	<u>AVAILABLE BUDGET</u>	<u>% COLLECTED</u>
PROPERTY TAXES	4,500,804	-	4,500,804	2,994,560	-	1,506,244	66.53%
STATE UNRESTRICT	162,872	10,283	173,155	147,883	-	25,272	85.40%
INTEREST EARNINGS	60,000	-	60,000	15,950	-	44,050	26.58%
OTHER REVENUE	98,307	(20,310)	77,997	389	-	77,608	0.50%
TRANSFERS IN FROM OTHER FUNDS	810,778	51,469	862,247	407,809	-	454,438	47.30%
46TH TRIAL COURT	1,647,807	-	1,647,807	-	-	1,647,807	0.00%
CIRCUIT COURT	256,187	-	256,187	53,193	-	202,994	20.76%
NOT SHARED COURT EXPENSES	54,956	-	54,956	-	-	54,956	0.00%
DISTRICT COURT	658,401	-	658,401	95,963	-	562,438	14.58%
FRIEND OF THE COURT GEN FD	778,161	-	778,161	13,979	-	764,182	1.80%
PROBATE COURT	343,355	4,832	348,187	27,478	-	320,709	7.89%
FAMILY COUNSELING	-	-	-	470	-	(470)	100.00%
CLERK	-	381,730	381,730	51,003	-	330,727	13.36%
TREASURER	-	1,300	1,300	167	-	1,133	12.85%
EQUALIZATION	-	38,125	38,125	62	-	38,063	0.16%
MSU EXTENSION	-	12,362	12,362	-	-	12,362	0.00%
PROSECUTOR	-	38,712	38,712	18,128	-	20,584	46.83%
SHERIFF	-	48,200	48,200	1,728	-	46,472	3.59%
CIVIL DIVISION	-	-	-	4,382	-	(4,382)	100.00%
REMONUMENTATION	30,000	-	30,000	-	-	30,000	0.00%
MOTORCYCLE SAFETY EDUCATION	-	43,055	43,055	-	-	43,055	0.00%
SECONDARY ROAD PATROL	-	63,000	63,000	-	-	63,000	0.00%
JAIL	-	63,500	63,500	6,084	-	57,416	9.58%
EMERGENCY SERVICES	-	28,000	28,000	1,323	-	26,677	4.73%
PLANNING AND ZONING	-	39,400	39,400	3,618	-	35,782	9.18%
ELIMINATED ORGS	745,770	(745,770)	-	-	-	-	0.00%
TOTAL REVENUES	10,147,398	57,888	10,205,286	3,844,169	-	6,361,117	37.67%

GENERAL FUND -- YEAR TO DATE BUDGET REPORT -- FEBRUARY 28, 2006

<u>EXPENDITURES</u>	<u>ORIGINAL BUDGET</u>	<u>AMEND-MENTS</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUMBRANCES</u>	<u>AVAILABLE BUDGET</u>	<u>% SPENT</u>
101E101 COMMISSIONERS	189,185	-	189,185	24,780	288	164,117	13.25%
101E105 OTHER LEGISLATIVE	18,981	-	18,981	18,981	-	(0)	100.00%
101E130 46TH CIRCUIT TRIAL COURT	2,705,666	-	2,705,666	439,367	-	2,266,299	16.24%
101E131 CIRCUIT COURT	252,216	-	252,216	34,751	-	217,465	13.78%
101E133 NOT SHARED COURT EXPEN	54,956	-	54,956	1,124	-	53,832	2.05%
101E141 FRIEND OF THE COURT	839,700	-	839,700	115,695	-	724,005	13.78%
101E145 JURY COMMISSION	11,100	-	11,100	24	-	11,076	0.22%
101E148 PROBATE COURT	327,003	4,832	331,835	52,302	-	279,533	15.76%
101E166 FAMILY COUNSELING SERVI	1,092	-	1,092	530	-	562	48.53%
101E172 COUNTY ADMINISTRATOR	103,643	-	103,643	25,911	-	77,732	25.00%
101E201 FINANCE DEPARTMENT	103,246	-	103,246	25,812	-	77,434	25.00%
101E215 COUNTY CLERK/ROD	325,953	-	325,953	48,291	2,314	275,348	15.53%
101E223 EXTERNAL AUDIT	45,000	-	45,000	-	-	45,000	0.00%
101E228 INFORMATION TECHNOLOG	77,260	-	77,260	3,904	3,862	69,494	10.05%
101E253 TREASURER	136,942	-	136,942	18,308	-	118,634	13.37%
101E257 EQUALIZATION	244,478	-	244,478	29,915	644	213,919	12.50%
101E261 COOPERATIVE EXTENSION	84,281	-	84,281	4,759	-	79,522	5.65%
101E262 ELECTIONS	26,300	-	26,300	-	-	26,300	0.00%
101E265 BUILDING AND GROUNDS	330,568	-	330,568	82,642	-	247,926	25.00%
101E267 PROSECUTOR	513,247	1,587	514,834	73,205	1,530	440,099	14.52%
101E270 HUMAN RESOURCES	31,470	-	31,470	7,868	-	23,602	25.00%
101E278 SURVEYOR	200	-	200	-	-	200	0.00%
101E280 SOIL CONSERVATION DISTRI	4,000	-	4,000	-	-	4,000	0.00%
101E301 SHERIFF	815,453	-	815,453	120,865	297	694,291	14.86%
101E302 SHERIFF - CIVIL DIVISION	52,973	-	52,973	3,400	-	49,573	6.42%
101E305 SANE	10,000	-	10,000	-	-	10,000	0.00%
101E320 JUSTICE TRAINING	6,200	-	6,200	199	-	6,001	3.21%
101E331 MARINE SAFETY	-	-	-	-	-	-	0.00%
101E332 MOTORCYCLE SAFETY EDUC	40,918	-	40,918	50	-	40,868	0.12%
101E334 SECONDARY ROAD PATROL	71,220	-	71,220	9,059	-	62,161	12.72%
101E351 JAIL	892,218	-	892,218	121,624	5,985	764,609	14.30%
101E427 EMERGENCY SERVICES	52,333	-	52,333	4,104	-	48,229	7.84%

GENERAL FUND - - YEAR TO DATE BUDGET REPORT - - FEBRUARY 28, 2006

EXPENDITURES	ORIGINAL BUDGET	AMEND-MENTS	AMENDED BUDGET	YTD ACTUAL	ENCUM- BRANCES	AVAILABLE BUDGET	% SPENT
101E445 DRAINS--PUBLIC BENEFIT	2,500	-	2,500	-	-	2,500	0.00%
101E450 REMONUMENTATION	30,000	-	30,000	(825)	-	30,825	-2.75%
101E601 DISTRICT HEALTH	176,248	-	176,248	-	-	176,248	0.00%
101E605 COMMUNICABLE DISEASES	500	-	500	-	-	500	0.00%
101E631 SUBSTANCE ABUSE	67,766	-	67,766	73,942	-	(6,176)	109.11%
101E648 MEDICAL EXAMINER	80,280	-	80,280	10,466	-	69,814	13.04%
101E649 MENTAL HEALTH	94,003	-	94,003	-	-	94,003	0.00%
101E681 VETERANS BURIAL	8,000	-	8,000	-	-	8,000	0.00%
101E682 VETERANS AFFAIRS	24,584	-	24,584	3,400	-	21,184	13.83%
101E721 PLANNING / ZONING	97,965	-	97,965	12,163	1,588	84,214	14.04%
101E729 CHAMBER OF COMMERCE	1,000	-	1,000	1,000	-	-	100.00%
101E731 ECONOMIC ALLIANCE	-	-	-	-	-	-	0.00%
101E851 INSURANCE AND BONDS	444,150	102,938	547,088	-	-	547,088	0.00%
101E853 HEALTH CARE RETIREES	125,000	-	125,000	16,526	-	108,474	13.22%
101E864 DISTRIBUTIVE SERVICES	27,600	-	27,600	7,641	-	19,959	27.68%
101E941 CONTINGENCY	100,000	(51,469)	48,531	-	-	48,531	0.00%
101E961 APPROPRIATION TO HUMAN	3,500	-	3,500	3,500	-	-	100.00%
101E966 APPROPRIATION - AIRPORT	87,000	-	87,000	-	-	87,000	0.00%
101E967 APPROPRIATION - CHILD CAI	325,000	-	325,000	-	-	325,000	0.00%
101E968 APPROPRIATION - LAW LIBR,	-	-	-	-	-	-	0.00%
101E970 APPROPRIATION - EQUIP FUJ	75,000	-	75,000	-	-	75,000	0.00%
101E971 APPROPRIATION - SLDRS SL	5,000	-	5,000	-	-	5,000	0.00%
101E978 APPROPRIATION - MAPPING	4,500	-	4,500	-	-	4,500	0.00%
TOTAL EXPENDITURES	10,147,398	57,888	10,205,286	1,395,283	16,508	8,793,495	13.83%

FUND INCOME/(LOSS)

2,448,886

PRIOR FUND BALANCE
CHANGE IN FUND BALANCE
CURRENT FUND BALANCE

434,584
2,448,886
2,883,470

**BALANCE SHEET
BUDGET STABILIZATION****BALANCES**
JANUARY 1, 2006 **BALANCES**
FEBRUARY 28, 2006**ASSETS**EQUITY IN POOLED CASH 251,254.27 251,254.27**FUND BALANCE**UNRESERVED 251,254.27 251,254.27**BALANCE SHEET
LEGAL DEFENSE****BALANCES**
JANUARY 1, 2006 **BALANCES**
FEBRUARY 28, 2006**ASSETS**EQUITY IN POOLED CASH 109,563.63 98,036.18**LIABILITIES**

ACCOUNTS PAYABLE 3,173.00 -

FUND BALANCEUNRESERVED 106,390.63 98,036.18**TOTAL LIABS & FUND BALANCE** 109,563.63 98,036.18**BALANCE SHEET
REVENUE SHARING RESERVE****BALANCES**
JANUARY 1, 2006 **BALANCES**
FEBRUARY 28, 2006**ASSETS**EQUITY IN POOLED CASH 819,441.00 -
DUE FROM OTHER FUNDS - 411,632.00
TAXES REC - REAL 1,462,159.20 1,462,159.40
TOTAL ASSETS 2,281,600.20 1,873,791.40**LIABILITIES**

DUE TO OTHER FUNDS - -

FUND BALANCEUNRESERVED 2,281,600.40 1,873,791.40**TOTAL LIABS & FUND BALANCE** 2,281,600.40 1,873,791.40

BUDGET STABILIZATION FUND -- YEAR TO DATE BUDGET REPORT -- FEBRUARY 28, 2006

(no activity as of 2/28/06)

LEGAL DEFENSE FUND -- YEAR TO DATE BUDGET REPORT -- FEBRUARY 28, 2006

	<u>ORIGINAL BUDGET</u>	<u>AMEND- MENTS</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUM- BRANCES</u>	<u>AVAILABLE BUDGET</u>	<u>YTD %</u>
REVENUES							
BUDGETED USE OF FUND BALANCE	24,000	-	24,000	-	-	24,000	0.00%
EXPENDITURES							
260E130 46TH CIRCUIT TRIAL CT	24,000	-	24,000	7,411	-	16,589	30.88%
260E270 HUMAN RESOURCES	-	-	-	943	-	(943)	100.00%
TOTAL EXPENDITURES	24,000	-	24,000	8,354	-	15,646	34.81%
FUND INCOME/(LOSS)				(8,354)			
PRIOR FUND BALANCE	106,390						
CHANGE IN FUND BALANCE	<u>(8,354)</u>						
CURRENT FUND BALANCE	98,036						

REVENUE SHARING RESERVE FUND -- YEAR TO DATE BUDGET REPORT -- FEBRUARY 28, 2006

	<u>ORIGINAL BUDGET</u>	<u>AMEND- MENTS</u>	<u>AMENDED BUDGET</u>	<u>YTD ACTUAL</u>	<u>ENCUM- BRANCES</u>	<u>AVAILABLE BUDGET</u>	<u>YTD %</u>
REVENUES							
PROPERTY TAXES	1,462,159	-	1,462,159	-	-	1,462,159	0.00%
EXPENDITURES							
285E941 ADDITION TO FUND BALANCE	1,054,350	-	1,054,350	-	-	1,054,350	0.00%
285E999 TRANSFER OUT	407,809	-	407,809	407,809	-	-	100.00%
TOTAL EXPENDITURES	1,462,159	-	1,462,159	407,809	-	1,054,350	27.89%
FUND INCOME/(LOSS)				(407,809)			
PRIOR FUND BALANCE	2,281,600						
CHANGE IN FUND BALANCE	<u>(407,809)</u>						
CURRENT FUND BALANCE	1,873,791						

**BALANCE SHEET
HEALTH CARE FUND**

	<u>BALANCES</u> <u>JANUARY 1, 2006</u>	<u>BALANCES</u> <u>FEBRUARY 28, 2006</u>
ASSETS		
EQUITY IN POOLED CASH	510,720.02	225,766.45
INVESTMENTS	-	500,000.00
ACCOUNTS RECEIVABLE	236.17	-
DUE FROM OTHER FUNDS	-	-
TOTAL ASSETS	<u>510,956.19</u>	<u>725,766.45</u>
LIABILITIES		
ACCOUNTS PAYABLE	10,956.19	60.22
FUND BALANCE		
UNRESERVED	<u>500,000.00</u>	<u>725,706.23</u>
TOTAL LIABS & FUND BALANCE	<u>510,956.19</u>	<u>725,766.45</u>

HEALTH CARE FUND -- YEAR TO DATE BUDGET REPORT -- FEBRUARY 28, 2006

	ORIGINAL BUDGET	AMEND- MENTS	AMENDED BUDGET	YTD ACTUAL	ENCUM- BRANCES	AVAILABLE BUDGET	YTD %
REVENUES							
INTEREST EARNINGS	-	-	-	134	-	(134)	100.00%
CHARGES FOR SERVICES	1,745,624	-	1,745,624	255,827	-	1,489,797	14.66%
TOTAL REVENUES	1,745,624	-	1,745,624	255,961	-	1,489,663	14.66%
EXPENDITURES							
645E851 HEALTH INSURANCE	1,260,000	-	1,260,000	30,255	-	1,229,745	2.40%
647E941 ADDITION TO FUND BALANCE	415,639	-	415,639	-	-	415,639	0.00%
647E999 TRANSFER OUT	69,985	-	69,985	-	-	69,985	0.00%
TOTAL EXPENDITURES	1,745,624	-	1,745,624	30,255	-	1,715,369	1.73%
FUND INCOME/(LOSS)				225,706			
PRIOR FUND BALANCE	500,000						
CHANGE IN FUND BALANCE	225,706						
CURRENT FUND BALANCE	725,706						



County Credit Card Account Management Program

County Board Approval:

- A. Background. Credit card accounts exist for the use in purchasing goods and services for the County.
- B. Otsego County Credit Card Account Management Policy.
1. The County Administrator is designated as the County Credit Card Account Manager and Custodian.
 2. Upon the termination of employment of a County Credit Card Account Manager, all cards and account records will be turned over to the successor in that position or to the Board Chair in the event that there is no immediate successor in that position.
 3. Management of a County credit card account.
 - a. Credit card issuance and control: each card will be logged in and out by signature in a locally prepared custody log book or folder.
 - b. A County credit card may be used only by a County employee.
 - c. County credit cards may be used only for the purchase of goods and services in conjunction with official County business.
 - d. Specific limitations on County credit card accounts and credit card use:
 - 1.) County credit card accounts are normally to be utilized by County employees to pay for travel expenses (lodging, meals, transportation, etc.) in conjunction with official County business and travel.
 - 2.) County credit cards may be utilized to purchase goods and services in as much as the single line item purchase price of goods or services may not exceed \$500 without prior written approval of the County Administrator.
 - e. The following additional procedures and requirements apply:
 - 1.) Employees entrusted with County credit cards are responsible for protection and custody of the card and will immediately notify the account manager if the card is lost or stolen.
 - 2.) Not later than the first business day following the purchase of goods/services or the return from official travel, the user of the credit card will return the credit card to the account manager.

- 3.) At the same time the credit card is returned, an itemized Otsego County Credit Card Expense Voucher with original itemized receipts for all purchases attached is to be turned in to the account manager.
 - 4.) Attachment (1) is the Otsego County Credit Card Expense Voucher for use in documenting official County credit card expenditures.
- f. Upon receipt of the itemized voucher, the account manager will:
- 1.) Authenticate each expense listed on the voucher.
 - 2.) Verify that an original itemized receipt is included for each expense.
 - 3.) Determine the appropriate budget line item that the payment for each item on this voucher is to be charged to and so indicate in the space provided.
 - 4.) Reconcile and validate approved departmental vouchers against the monthly credit card account statement when received.
 - 5.) Forward the validated monthly credit card account statement (with budget line item delineated for each charge) and the associated and reconciled/validated departmental credit card expense vouchers for payment.
- g. Upon receipt of the validated monthly credit card account statement from appropriate departments, monthly credit card bills will be paid immediately so as to avoid interest payments necessitated by overdue account balances.
- h. The cognizant County oversight authority for credit card account management is the standing Finance Committee. Periodic review of individual and departmental management of these accounts will occur to ensure conformance with approved County policy.
- i. Disciplinary measures consistent with existing law will be taken in the event that County credit cards are used inappropriately or not in consonance with this policy.

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in the Multi-Purpose Room at the J. Richard Yuill Center, Gaylord, Michigan on the 28th day of March, 2006 at 9:30 a.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Commissioner _____.

RESOLUTION NO. OCR 06-13
**A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A
MILLAGE PROPOSITION TO PROVIDE FUNDS FOR OPERATING AND
MAINTAINING ALL OF THE PROGRAMS, PARKS AND FACILITIES
UNDER THE JURISDICTION OF THE OTSEGO COUNTY PARKS AND
RECREATION COMMISSION AND TO SUBMIT THE PROPOSITION TO
THE ELECTORATE AT THE AUGUST 8, 2006 PRIMARY ELECTION**

OTSEGO COUNTY BOARD OF COMMISSIONERS
March 28, 2006

Recitals

- A. The Otsego County Parks and Recreation Commission currently operates and maintains county parks and the Otsego County Community Center for the benefit of county residents and others visiting the county.
- B. The funds to operate and maintain the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission are currently provided by a millage previously approved by the county electors.
- C. The millage previously approved by the county electors to operate and maintain the county parks will expire following the levy in December 2010.
- D. The millage previously approved by the county electors to operate and maintain the Otsego County Community Center will expire following the levy in December 2006.
- E. The Otsego County Board of Commissioners desires to again obtain voter approval for the same millage amount (3/16 of a mill) to provide funds for operating and maintaining the Otsego County Community Center.
- F. The Otsego County Board of Commissioners, however, desires to expand the permitted uses of this same millage to include funds to operate and maintain all of the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission.
- G. If this millage proposal is approved by the county electorate, it is the intent of the Otsego County Board of Commissioners not to seek renewal of the millage to operate and maintain the county parks that will expire following the levy in December 2010.
- H. Because a county-wide primary election is scheduled on August 8, 2006, the Otsego County Board of Commissioners finds it appropriate to submit this millage proposition to the electorate at this primary election.

Resolution

NOW, THEREFORE, THE OTSEGO COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES that:

1. The following proposition, the language of which is hereby approved by the Otsego County Board of Commissioners and certified to the Otsego County Clerk, shall be submitted to the electors of Otsego County for a vote at the August 8, 2006 primary election:

BALLOT LANGUAGE

OTSEGO COUNTY

This proposal permits the County to levy up to 3/16 of a mill (.1875) for operating and maintaining all of the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission.

Shall the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on the amount of ad valorem taxes which may be levied by the County of Otsego, State of Michigan, against taxable property in the County be increased by up to three-sixteenths (3/16) of a mill (\$.1875 per \$1,000 of taxable value) for a period of five (5) years, 2007 through 2011, inclusive, for the purpose of providing funds for operating and maintaining all of the programs, parks and facilities under the jurisdiction of the Otsego County Parks and Recreation Commission, and shall the Otsego County Board of Commissioners be authorized to levy such millage for these purposes? If approved and levied in its entirety, this millage would raise an estimated \$216,879 for Otsego County in 2007.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES:

NO:

ABSTAIN:

THE RESOLUTION WAS DECLARED ADOPTED.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, County Clerk

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in the Multi-Purpose Room at the J. Richard Yuill Center, Gaylord, Michigan on the 28th day of March, 2006 at 9:30 a.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Commissioner _____.

**RESOLUTION NO. OCR 06-14
MDOT AIRPORT TERMINAL CONTRACT AMENDMENT**

OTSEGO COUNTY BOARD OF COMMISSIONERS
March 28, 2006

WHEREAS, the Otsego County Board of Commissioners entered into a contract (No. 2005-0245) with the Michigan Department of Transportation (MDOT) on June 24, 2005 for various projects at the Otsego County Airport; and

WHEREAS, the cost of the project has increased by \$375,000.00 to a total amount of \$1,275,000.00; and

WHEREAS, since the signing of the contract the name of the airport has been changed to the Gaylord Regional Airport; and

WHEREAS, MDOT requires a contract amendment to reflect both the increase in project cost as well as the change of name for the airport.

NOW, THEREFORE, BE IT RESOLVED, that the Otsego County Board of Commissioners hereby approves said amendatory contract with MDOT; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the County Administrator is authorized to sign the amendatory contract on behalf of the Otsego County Board of Commissioners.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

NO: _____

ABSTAIN: _____

THE RESOLUTION WAS DECLARED ADOPTED.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 28th day of March, 2006, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2006

SECOND EXTENSION OF OIL AND GAS LEASE

WHEREAS, Weitzman Resources, Inc./Baumann Resources, Inc., of P.O. Box 1444, Traverse City, Michigan 49685, are the Lessee of that certain Oil and Gas Lease dated November 5, 2004, from Otsego County, as Lessor, and recorded in Liber 1027 Page 337-339 of the Otsego County Register of Deeds, covering Lot 20 of Pine Park Acres Subdivision, that part of the N/2 of the SW/4 lying East of the West 60 rods, and that part of Govt Lot 4 described as beginning on the West side of Otsego Lake at the NE corner of Lot 21 plat of Idylwild Park, thence NW along North line of Lot 21, 400 feet, thence East to shore, thence SW along shore to P.O.B., all in Section 29, T30N-R3W, Bagley Township, Otsego County, Michigan;

WHEREAS, the primary term of said Oil and Gas Lease was amended and extended by the parties from nine (9) months to eighteen (18) months by that certain Extension of Oil and Gas Lease dated April 18, 2005, and recorded in Liber 1079 Page 817 of the Otsego County Register of Deeds;

WHEREAS, it is the desire of both Lessor and Lessee to reform and amend said Oil and Gas Lease so as to again extend the primary term of said Oil and Gas Lease;

NOW THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Lessor hereby agrees with Lessee that said Oil and Gas Lease shall be, and the same is hereby reformed and amended to provide for a primary term of twenty-one (21) months in lieu of the eighteen (18) month primary term specified in said Oil and Gas Lease and Extension of Oil and Gas Lease, it being the intent of the parties to extend the primary term of said Oil and Gas Lease for an additional three (3) months, with the primary term of the Lease ending on August 4, 2006.

Lessor hereby adopts, ratifies and confirms said Oil and Gas Lease in all respects as the same is hereby reformed and amended, and hereby grants, leases and lets all of the acreage describe above to Lessee, subject to and under the terms and provision of said Oil and Gas Lease and said Lease is expressly affirmed, ratified and declared to be binding and in force and effect. All the terms and conditions of this Second Extension of Oil and Gas Lease are hereby incorporated into the Oil and Gas Lease as though the same were set out fully therein.

The provisions hereof shall extend to and shall be binding upon the successors and assigns of the parties.

THIS INSTRUMENT is executed by the parties as of _____, 2006.

OTSEGO COUNTY (Lessor)

By: _____
_____, Otsego County Administrator

STATE OF _____)

COUNTY OF _____)

ss. Acknowledgment

The foregoing instrument was acknowledged before me this ____ day of _____, 2006, by _____, County Administrator for Otsego County, for and on behalf of the County.

My Commission Expires:

Notary Public _____ County, Michigan,
Acting in _____ County



Otsego
COUNTY
M I C H I G A N

FISCAL YEAR 2007 BUDGET CALENDAR

<u>2006</u>	
March 28	Board approve calendar
July 14	Finance Director prepares budget packets for distribution to departments. Management Team members also asked to complete narratives, strategic plans and equipment inventory list using designated format.
July 29	Departments submit completed budget requests, narratives and strategic plans to the Finance Director.
August 1 - August 11	Administration staff conduct initial review of department budgets with department heads as necessary.
September 1	Component Units Budgets Due to Finance Director (Parks, Library, U Center, EMS, Road Commission, Cmsn on Aging, Bus, Sportsplex)
September 5	Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
September 12	Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
September 19	Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
September 26	Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
October 3	Board of Commissioners Budget Work Session – 1:30 p.m., Multipurpose Room
October 6	Public Hearing notices published.
October 24	Board holds Truth-in-Taxation hearing and Public Hearing on the Budget. Adopts General Appropriations Act resolution.

All Budget Work Sessions will be conducted in the Multipurpose Room of the Alpine Center, Gaylord, MI 49735. In compliance with the Americans with Disabilities Act, persons requiring assistance to fully participate in the meeting should contact the County Administrator's office 12 hours prior to the meeting.