

April 24, 2007

The Regular meeting of the Otsego County Board of Commissioners was held at the Corwith Township Hall, 8170 Mill Street, Vanderbilt. The meeting was called to order at 7:00 p.m. by Chairman Glasser. Invocation by Chairman Bates, followed by the Pledge of Allegiance led by Commissioner Backenstose.

Roll call:

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

Excused: Johnson.

The pre-board meeting minutes of April 10, 2007 and the Regular meeting minutes of April 10, 2007 with attachments were approved as presented.

Consent Agenda:

The Budget and Finance Committee moves to approve the revised Emergency Management Director position with placement as a Grade 11 on the Non-Union Salary Schedule, with 50% of the funding coming out of the 9-1-1 Fund. Motion carried via unanimous consent. (see attached)

The Budget and Finance Committee moves to place the Jail Cook position on the Non-Union Salary schedule as a grade 3, with 50% of the step increase to be given upon approval and the remaining 50% of the 2007 step increase to be given on the employee's next anniversary date. Motion carried via unanimous consent.

The General Fund/Sheriff Budget amendment was approved via unanimous consent. (see attached)

The Budget and Finance Committee moves to authorize holding the Sheriff's Auction on May 24, 2007 with proceeds being placed in the equipment fund. Motion approved via unanimous consent.

Motion to approve the purchasing policy as presented. Motion approved via unanimous consent. (see attached)

Motion to adopt OCR-07-19 Animal Control Millage Language.

Ayes: Unanimous.

Nays: None.

Excused: Johnson.

Motion carried/Resolution adopted via unanimous consent. (see attached)

Motion to approve the Land Use Services Agreements for Charlton, Chester, Elmira, Hayes, Otsego Lake as presented. Motion approved via unanimous consent. (see attached)

Motion to appoint Rosemarie Tyler to the Jury Board, term to expire April 30, 2009. Motion approved via unanimous consent.

Motion to reappoint Barbara Henderson to the Jury Board, term to expire April 30, 2009. Motion approved via unanimous consent.

Administrator's report:

John Burt reported the bid openings for the Alpine Center was today (April 24, 2007); Credit card payments; food services for the jail; Jail repairs.

Commissioner Glasser attended the Tri-County Court meeting.

Bill Kerr presented the Board the 2007 Equalization report.

Motion by Commissioner Bentz, to approve the 2007 Equalization Report as presented.

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

Nays: Bentz.

Excused: Johnson. Motion carried. (see attached)

Correspondence:

Commissioner Olsen received a meeting notice for S.A.N.E.

Rachel Frisch reported on the quarterly financial reports; reported the audit report almost completed.

New Business:

Motion by Commissioner Backenstose, to approve Warrant B2007-16 in the amount of \$140,815.35 with prepaids in the amount of \$51,428.37 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to approve Warrant B2007-17 in the amount of \$112,244.37 with prepaids in the amount of \$6,402.58 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to adopt the Equalization Fee Schedule as presented. A motion to amend above motion by Commissioner Beachnau to amend private sector download of electronic data to \$500.00. Vote on amendment-Unanimous, Vote on amended motion-Unanimous. Motion carried as amended. (see attached)

Public Comment:

Joe Jarecki thanked the Board for holding the meeting in Vanderbilt.

Board Remarks:

Commissioner Olsen: University Center meeting.

Commissioner Hyde: Airport terminal update.

Commissioner Beachnau: Sportsplex update.

Meeting adjourned at 8:25 p.m. at the call of the Chair.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, County Clerk



EMERGENCY MANAGEMENT DIRECTOR

General Summary

Under the direction of the County Administrator or his or her designee, the purpose of the position is to plan, direct and coordinate a comprehensive management program to include E-911 Dispatch Communications and Emergency Management Services for the County to minimize the effects of major events or disasters. Coordinates emergency service programs with area agencies, state and federal agencies and area citizens. Serves as a key advisor to the County Board of Commissioners and County Administration regarding emergency incidents and activation of the Emergency Operations Center. With the staff assistance, the position is also responsible for the 911 emergency telephone system and centralized emergency dispatch center responsible for dispatching all police, fire and ambulance services within the County. Responsible for the maintenance of all communications and other equipment and the coordination and integration of systems including telephone, computer and radio interfaces. Responsible for all administrative functions of the department including financial and personnel management, including the supervision of dispatch personnel and preparation and administration of the budget. Performs related work as required.

Essential Functions

1. Coordinates emergency planning efforts with all political jurisdictions within the County. Ensures emergency plans meet State and federal regulations and acts as an agent in securing disaster relief monies.
2. Develops and updates the county emergency operations plan and other support plans which involve working with each agency/department that is included in the plan to identify functions they will perform in an emergency and ensure integration of all functions. Ensures that plan is responsive to all State and federal regulations.
3. Serves on the Local Emergency Planning Committee which is responsible for developing emergency operation plans for facilities in the County which use hazardous materials pursuant to federal provisions of the Superfund Amendment and Reauthorization Act (S.A.R.A.) Title III. Identifies facilities subject to S.A.R.A. Title III planning requirements and gathers data relevant to emergency planning requirements.
4. Manages and coordinates the preparation of local emergency plans to include warnings, notifications, emergency call lists, and evacuation centers. Reviews support plans from larger local units of government to address Homeland

Security issues. Maintains records pursuant to the federal reporting requirements of S.A.R.A. Title III.

5. Serves as advisor to the Chairperson of the Board during all types of emergency operations. Coordinates efforts of staff and others during emergency operations. Oversees the Emergency Operations Center and works toward enhanced communication capabilities.
6. Maintains current knowledge of all local, State and federal laws, technological developments, reporting requirements, and proposed legislation pertaining to Emergency Management matters.
7. Directs preparation of project applications, including justifications and oversees project implementation and completion.
8. Responsible for the coordination of all drills and exercises carried out in preparation for emergencies. Develops and/or implements exercises and drills to ensure that involved agencies and departments know their responsibilities and functions in an emergency and to help identify any potential flaws in the emergency operations plan.
9. Works with various committees to coordinate the utilization of Homeland Security grants for training, equipment, and enhanced response capabilities.
10. Coordinates involvement with regional teams and committees related to emergency management such as bio terrorism and smallpox committees.
11. Makes presentations to schools, service groups, civic groups, governmental departments and care facilities to raise the awareness of emergency management and advise on the best tornado shelter and other emergency procedures.
12. Responsible for the development and maintenance of the Emergency Operations Center, from which emergency operations are directed and controlled. Establishes, maintains, tests and evaluates the operational system for response. Develops new standard operating procedures and policies as needed to accommodate the Center.
13. Through the LEPC, identifies special populations in the county, such as the homebound, and provides training to enhance planning and preparedness for an emergency evacuation or other emergency.
14. Responsible for the response to emergency calls on a 24-hour basis.
15. Responsible to the State Police Emergency Management Division to provide proper information in times of disaster to the County will be eligible for state and federal monies should they be available.
16. Prepares the annual operating budget for Emergency Management and tracks expenditures against the budget throughout the year and maintains related financial documentation. Prepares billings to the federal government for matching funds.
17. Completes all federal and state forms and activity reports for emergency management.

Emergency Management Director (4/11/07)

18. As director of a department of emergency communications personnel, is responsible for interviewing job candidates and making hiring decisions, scheduling, assigning work, reviewing and evaluating performance, and dealing with employee relations issues.
19. Coordinates and oversees the orientation, on-going training and certification of dispatch staff and develops programs to address changing procedures and technology.
20. Develops departmental policies and procedures, makes recommendations to the Administrative Policy Board and reviews, monitors and modifies policies and procedures as necessary. Ensures that procedures comply with local and state regulations.
21. Oversees and evaluates departmental response to calls for emergency services.
22. Recommends, with the input of system users, the selection and is responsible for the operation and maintenance of communications and other equipment and ensures compliance with FCC regulations. Ensures that all equipment is properly operated and maintained and negotiates and administers maintenance agreements.
23. Drafts and presents the departmental budget. Approves expenditures as authorized and monitors expenditures to ensure they are within budgetary guidelines. Maintains accounting records of the Authority and prepares reports for the Board. Develops the long-range financial and capital plans.
24. Prepares the departmental payroll records.
25. Works closely with representatives of system users to develop and implement plans for improving capabilities through technology.
26. Responds to complaints regarding dispatch operations. May include discussing with the complainant, listening to tape, reviewing the incident, discussing with staff, and responding to and resolving complaint.
27. Coordinates services with emergency service agencies. Works closely with representatives of such agencies to ensure their needs are met and their concerns are addressed. Works toward standardization of communications equipment and procedures to improve emergency communications. Coordinates services with adjacent counties.
28. Schedules and coordinates all training for new and current employees, including re-certification for EMD, CPR, LEIN, HAZMAT and other areas.

Other Functions

1. None listed.

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

Employment Qualifications

Education: Bachelor's Degree in Criminal Justice, business administration, public safety administration, telecommunications or other area related to emergency services with coursework in management and data processing. Prefer specialized training related to emergency management services.

Experience: Prefer five (5) years experience in emergency management services and knowledge of emergency management principles. Prefer experience including operation of computers, radio and telecommunications systems and providing knowledge of police, fire and EMS operations.

Other Requirements:

- Ability to complete the Department of Homeland Security/Federal Emergency Management Agency PDS (Professional Development Series) Curriculum.
- Ability to complete required Incident Command System classes.
- Ability to coordinate multiple projects and meet critical deadlines.
- Deal tactfully and courteously with the public and other staff.
- React quickly, efficiently and calmly in emergency situations.
- Establish and maintain cooperative working relationships.

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

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

- Ability to attend classes, seminars, and meetings in various areas of the Emergency Management 7th District and Lansing.
- Ability to walk over various types of terrain to inspect disaster impact.
- Ability to operate telecommunications equipment.
- Ability to enter and retrieve information from computers.
- Ability to access all County locations.

Working Conditions:

- Works in office conditions but is required to travel to all County locations and emergency management sites.
- Exposure to major accidents and health hazards.
- Required to be on-call 24 hours a day for emergency situations.
- Exposure to various types of weather conditions.

Job Posting Information:

This is a full-time non-union position and is eligible for fringe benefits.

Salary Range: \$44,001.29 – \$54,912.31

For purposes of FLSA, this is an exempt position.

Otsego County is an Equal Opportunity Employer



**OTSEGO COUNTY
BUDGET AMENDMENT**

PAGE 1 of 4

FUND/DEPARTMENT: General (jail, contingency) & Jail Commissary Funds

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
101E351 703020 Salary	\$	\$ 3,191
101E351 704800 Sick leave	\$	\$ 86
101E351 704200 FICA	\$	\$ 241
101E351 704600 Workers Comp	\$	\$ 169
101E351 704300 Retirement	\$	\$ 313
101E351 704110 Hospitalization	\$	\$ 954
Total	\$	\$

James P. McBurn

 Department Head Signature

4/18/07

 Date

Finance Department	
Entered:	
By:	

 Administrator's Signature

 Date

 Board Approval Date (if necessary)

 Budget Adjustment #

 Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

PAGE 2 of 4

FUND/DEPARTMENT: General (jail, contingency)&Jail Commissary Funds

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REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101E351 704140 Life & Disability	\$	\$ 52
101E351 704500 Unemployment	\$	\$ 23
101E941 999000 Contingency	\$ 3,449	\$
	\$	\$
595E351 703020 Salary	\$ 3,191	\$
595E351 704800 Sick Leave	\$ 86	\$
Total	\$	\$

James P. M. Ber
Department Head Signature

4/8/07
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

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FUND/DEPARTMENT: General (jail, contingency) & Jail Commissary Funds

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
5950050	400001	Use of Fund Bal	\$	\$ 5,029
-	-		\$	\$
-	-		\$	\$
-	-		\$	\$
Total			\$	\$

EXPENDITURE

Account Number			Increase	Decrease
595E351	704200	FICA	\$ 241	\$
595E351	704600	Workers Comp	\$ 169	\$
595E351	704300	Retirement	\$ 313	\$
595E351	704110	Hospitalization	\$ 954	\$
595E351	704140	Life & Disability	\$ 52	\$
595E351	704500	Unemployment	\$ 23	\$
Total			\$	\$

James D. McBride
Department Head Signature

Date 4/19/07

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

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FUND/DEPARTMENT: General (jail, contingency) & Jail Commissary Funds

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
101E351 703030 Jail Cook Salary	\$ 1,250	\$
101E351 704800 Sick Pay	\$ 90	\$
101E351 704200 FICA	\$ 97	\$
101E351 704600 Workers Comp	\$ 35	\$
101E351 704300 Retirement	\$ 108	\$
- -	\$	\$
Total	\$10,058	\$10,058

James D. McBurn
Department Head Signature

4/18/07
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



COUNTY OF OTSEGO Administrative Policy Manual

Policy Number

500.01

Policy No 500.01	Subject Purchasing	Date Issued 4/13/04
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Application <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; border: none;"> <u>General Fund Functions</u> <input checked="" type="checkbox"/> General Fund Departments <input type="checkbox"/> 46th Trial Court <input type="checkbox"/> Joint Building Authority <input checked="" type="checkbox"/> Other Jointly Governed Organizations <u>Special Revenue Functions</u> <input checked="" type="checkbox"/> Parks and Recreation <input type="checkbox"/> Library <input type="checkbox"/> Social Welfare (Family Independence Agency) <input type="checkbox"/> Commission on Aging <input type="checkbox"/> Other Special Revenue Funds <input checked="" type="checkbox"/> Building Authority </td> <td style="width: 50%; vertical-align: top; border: none;"> <u>Business-Type Functions</u> <input checked="" type="checkbox"/> Delinquent Tax Revolving <input checked="" type="checkbox"/> Commissary <input checked="" type="checkbox"/> Bus System <input checked="" type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Building and Grounds <u>Component Units</u> <input type="checkbox"/> University Center <input type="checkbox"/> Road Commission <input type="checkbox"/> Ambulance <input type="checkbox"/> Sportsplex <input type="checkbox"/> Other: </td> </tr> </table>		<u>General Fund Functions</u> <input checked="" type="checkbox"/> General Fund Departments <input type="checkbox"/> 46 th Trial Court <input type="checkbox"/> Joint Building Authority <input checked="" type="checkbox"/> Other Jointly Governed Organizations <u>Special Revenue Functions</u> <input checked="" type="checkbox"/> Parks and Recreation <input type="checkbox"/> Library <input type="checkbox"/> Social Welfare (Family Independence Agency) <input type="checkbox"/> Commission on Aging <input type="checkbox"/> Other Special Revenue Funds <input checked="" type="checkbox"/> Building Authority	<u>Business-Type Functions</u> <input checked="" type="checkbox"/> Delinquent Tax Revolving <input checked="" type="checkbox"/> Commissary <input checked="" type="checkbox"/> Bus System <input checked="" type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Building and Grounds <u>Component Units</u> <input type="checkbox"/> University Center <input type="checkbox"/> Road Commission <input type="checkbox"/> Ambulance <input type="checkbox"/> Sportsplex <input type="checkbox"/> Other:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Scheduled Revision 7/1/05</td> </tr> <tr> <td style="padding: 2px;">Applicable Forms</td> </tr> </table>	Scheduled Revision 7/1/05	Applicable Forms
<u>General Fund Functions</u> <input checked="" type="checkbox"/> General Fund Departments <input type="checkbox"/> 46 th Trial Court <input type="checkbox"/> Joint Building Authority <input checked="" type="checkbox"/> Other Jointly Governed Organizations <u>Special Revenue Functions</u> <input checked="" type="checkbox"/> Parks and Recreation <input type="checkbox"/> Library <input type="checkbox"/> Social Welfare (Family Independence Agency) <input type="checkbox"/> Commission on Aging <input type="checkbox"/> Other Special Revenue Funds <input checked="" type="checkbox"/> Building Authority	<u>Business-Type Functions</u> <input checked="" type="checkbox"/> Delinquent Tax Revolving <input checked="" type="checkbox"/> Commissary <input checked="" type="checkbox"/> Bus System <input checked="" type="checkbox"/> Administrative Services <input checked="" type="checkbox"/> Building and Grounds <u>Component Units</u> <input type="checkbox"/> University Center <input type="checkbox"/> Road Commission <input type="checkbox"/> Ambulance <input type="checkbox"/> Sportsplex <input type="checkbox"/> Other:					
Scheduled Revision 7/1/05						
Applicable Forms						

Contact Department Administration	Contact Phone Number 989-731-7520	Contact Fax Number 989-731-7529	Contact E-Mail jburt@otsegocountymi.gov
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Summary
 The purpose of this policy is to establish procedures for the purchase of all supplies, equipment, vehicles, services and all construction or altering of County facilities for any department of the County of Otsego in a manner that maximizes the purchasing value of public funds in procurement. This policy shall apply to every expenditure of public funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations. Nothing in this policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

Procedures
1. Definitions

1.1 **Capital Outlay Items:** Non-expendable items itemized in the County's capital improvement budget/plan.

1.2 **Competitive Bids:** Prices received from vendors on items or services \$10,001 or more. Competitive bids are received as sealed bids only and are opened at advertised public bid openings. The requirement for sealed competitive bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs, or for the reauthorization of contracts, which have been previously approved by the Otsego County Board of Commissioners.

1.3 **Expendable/Recurrent Supplies:** Routine supplies needed to carry on the County's daily business (i.e. food, medical supplies, office supplies). Expendable supplies are generally acquired using preferred vendors.



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1.4 **Final Approver:** Person(s) designated to utilize the electronic purchasing system with the authority to convert requisitions to purchase orders.

1.5 **Formal Bidding:** Formal bidding procedure should be used for purchases from \$5,001 to \$10,000. It includes solicitation of written bids through the mail, e-mail, and facsimile.

1.6 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Informal bids (quotes) includes solicitation of written bids and may be solicited by telephone, personal contact, or in writing.

1.7 **Public Bid Opening:** A place, date and time established to open competitive bids received on items and/or services being procured. Adequate public notice of the invitation for bids shall be given not less than 10 calendar days prior to the date set forth therein for the opening of bids. Such notice may include publication in a newspaper of general circulation for a reasonable time prior to the bid opening.

1.8 **Request for Proposal (RFP):** A document issued by the County Administrator, which contains specifications and County bidding procedures for procurement of items and/or services. An RFP is sent out to vendors as a mechanism to solicit for competitive bids.

1.9 **Request for Quotation (RFQ):** A document (less formal than an RFP) issued by the County Administrator/Management Team Member, which contains specifications for the procurement of items and/or services. An RFQ is sent out to vendors as a mechanism to solicit for competitive quotes.

2. POLICY: The County utilizes an electronic accounting system with a purchasing module that includes a requisition and purchase order system. Every purchase on behalf of the County (unless specifically exempted) shall require a requisition and purchase order. Except as otherwise specified herein, purchases / contracts will be awarded to a contractor or bidder based on price, record of performance, availability, dependability and experience. All purchases by contract, or otherwise, as herein authorized, will be in accordance with such appropriations as have been made by the Board of Commissioners for the support of the respective departments.

It shall be unethical for any County employee to participate directly or indirectly in a procurement contract when (the County employee knows that) the County employee or any member of the County employee's immediate family has a financial interest pertaining to the procurement contract.

2.1 **Basic Purchases:** Items valued at \$500 or less are considered basic purchases. There are not any bidding requirements for these purchases; however, the requisition and purchase order system must be utilized. Management Team Members or their designee(s) are authorized to draft requisitions and act as the final approver. The responsible party shall exercise reasonable scrutiny when expending funds under the \$500 threshold.



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- 2.2 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Individual employees, with approval of their Management Team Member, may solicit informal bids as outlined below. Bids must be written. The Management Team Member (their designee when absent) must act as final approver.
- A. Bid Information: To insure fairness in, each vendor solicited should be given the same information. This information should include:
- Description of items to be purchased
 - Special terms and/or specifications
 - Desired delivery date
- B. Record of Bids: All bids solicited shall be in writing and will be electronically recorded in the requisition "Post It" note window. Each record should contain:
- Bid Information
 - Record of all bids
 - Manager's explanation if lowest priced vendor not selected.
- 2.3 **Formal Bidding:** Purchases from \$5,001 to \$10,000 are subject to the formal bidding procedure. The respective department shall follow the formal bidding process. The Management Team Member must approve with the County Administrator or designee acting as the final approver. It includes solicitation of written quotations/bids through direct contact, public advertisement or any combination of the same.
- A. The solicitation/advertisement must include the following:
- Identification of item(s) to be bid upon
 - Location bids are to be submitted
 - Date and time of bid deadline for submission
 - Contact for further information
 - Statement of County's rights to reject bids
 - Contract compliance terms
 - Product specifications
- B. Record of Bids: All bids solicited shall be electronically recorded in the requisition "Post It" note window. Each record should contain:
- Bid Information
 - Record of all bids
 - Department Head explanation if lowest priced vendor not selected.
- 2.4 **Competitive Bidding:** Purchases with an anticipated obligation of \$10,001 or more are required to have sealed, competitive bidding and comply with Public Act 167 and 168 of 1993. Two (2) competitive bids are required for purchases of \$10,001 or more.



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Professional services and intergovernmental contracts and emergency repairs, or reauthorization of contracts that have been previously approved are exempted from this policy.

- A. If a bid document must be prepared (\$10,001 or more), it shall include:
- Bid advertisement
 - Bid preparation instructions
 - Proposal
 - Contract
 - General conditions
 - Special conditions
 - General specifications
 - Detailed specifications
 - State or Federal guidelines (if necessary)

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, regardless of price. Vendors located in Otsego County are hereby granted a 3% cost variance for low bid determination.

- B. All bids shall be opened at the time, date and place specified, and the opening and inspection of all bids shall be made by the County Administrator. A complete summary of the bids, including the bidding firm's name, cost, qualifying data, and any other relevant information, shall be kept on file. Final approval, acceptance and selection of bids that are low bid and meet specifications shall be recommended by the County Administrator to the Board of Commissioners.
- 2.5 **Expendable Supplies:** For each expendable category of purchases, the County Administrator, with the assistance of the respective department staff (i.e. maintenance/jail food staff), will compile and maintain a list of preferred suppliers. Such lists will be reviewed and updated periodically. Typically one – three vendors will be listed to provide comparison pricing and selection options.
- 2.6 **Open Purchase Orders:** Open Purchase Orders shall be utilized for vendors that provide routine repetitive services. Open Purchase Orders may be opened and closed within any calendar month. Examples of authorized open purchase orders include: oil changes, car wash and other similar services.
- 2.7 **Emergency Purchase Orders:** In case of emergency needs, appropriate departments (maintenance, sheriff) are authorized to make emergency procurements of supplies, services or construction items when there exists a threat to public health, welfare or safety. Electronic access shall be provided to authorize the issuance of emergency



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purchase orders. Emergency procurements shall be made with such competition as is practicable under the circumstances and the cost shall not exceed \$5,000. An emergency purchase of up to \$10,000 may be made by the County Administrator without prior approval by the chair or vice-chair of the Board of Commissioners. The very nature of emergency expenditures may necessitate a significant financial decision without prior approval. All emergency expenditures in excess of \$10,000 shall be reported to the Board of Commissioners, in writing, within three business days.

- 2.8 **Cooperative Government Contracts:** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by joining with other local governments, or participating with the State of Michigan or the Federal Government in purchasing. The County Administrator is authorized to enter into the necessary agreements or contracts on behalf of the County.
- 2.9 **Exempted Purchases:** Exempted purchases include maintenance agreement billings, utility billings, contracted service invoices, insurance payments, and other like services as noted in the Otsego County Payables Policy. The appropriate account number and signature of a Management Team member is required for exempted purchases, and shall appear across the invoice.
- 2.10 **Payment Procedure:** The respective Management Team member will be responsible for inspection of all orders, upon receipt of the order and prior to the acceptance of the delivery. Upon acceptance of items, verification that the packing slip matches the purchase order must accompany the invoice in order to obtain payment. Whenever a department rejects any orders, the County Administrator shall be notified immediately and given the reason for the rejection.

The County of Otsego will accept delivery of and authorize payment of only those services, supplies, merchandise or articles authorized for purchase, and acceptable under terms of the purchase agreement, in accordance with the procedures stated herein.

Payment for any services, supplies, merchandise or articles not authorized for purchase by the County Administrator and/or the Otsego County Board of Commissioners in accordance with the policies and procedures stated herein becomes the responsibility of the person or persons requesting such service, supplies, merchandise or article and the County may deny payment of the claim.

Any service being performed for the County that has not been authorized in accordance with the policies and procedures stated herein, shall be immediately discontinued and the original conditions restored at the expense of the person or persons requesting such service.

Payment in full for any service, supplies, merchandise or articles not acceptable for delivery or the use required, as put forth in the bid specifications or purchase agreement for such service,



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supplies, merchandise or articles, will be held in abeyance until such time as a replacement or replacements meeting the specifications put forth in the purchase agreement and acceptable for the use required are received.

TABLE 1

Dollar Amount	Bidding Requirement	Final Approval
\$0 - \$500	None	Management Team Member or Designee
\$501 - \$5,000	Informal Bid	County Administrator
\$5,001 - \$10,000	Formal or Competitive Quote	County Administrator
\$10,001 or more	Competitive Bids (2)	Board of Commissioners

Approvals (name and department)

Board of Commissioners

April 13, 2004

RESOLUTION NO. OCR 07-19

**A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A
MILLAGE PROPOSITION TO PROVIDE FUNDS FOR THE
OPERATION AND MAINTENANCE OF THE ANIMAL SHELTER
AND TO SUBMIT THE PROPOSITION TO THE ELECTORATE
IN A SPECIAL ELECTION ON AUGUST 07, 2007**

**OTSEGO COUNTY BOARD OF COMMISSIONERS
April 24, 2007**

Recitals

- A. Otsego County currently operates and maintains a county animal shelter and employs individuals to carry out the functions of the animal shelter for the benefit of county residents and others visiting the county.
- B. Because of current budget constraints within the county, the Otsego County Board of Commissioners desires to obtain voter approval to renew the previously approved millage increase to provide funds for operating and maintaining the county animal shelter, including personnel and administrative costs and capital improvement expenses.
- C. The county finds it appropriate to hold a special election on August 07, 2007, and submit this millage proposition to the electorate at this 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 an August 07, 2007 special election:

BALLOT LANGUAGE

OTSEGO COUNTY

This proposal is intended to renew the previously approved animal control millage. The proposal will permit the County to levy up to 3/10 of a mill to provide funds for CONTINUANCE OF THE NO KILL OF ADOPTABLE PETS POLICY and operation and maintenance of the animal shelter in the years 2009 through 2013, inclusive. This same millage amount was previously approved by the voters and will expire following the levy in December, 2008. As a result, this proposal merely continues the millage for the animal shelter through 2013.

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-tenths (3/10) of a mill (\$.30 per \$1,000 of taxable value) for a period of five (5) years, 2009 through 2013, inclusive, for the purpose of providing funds for CONTINUANCE OF THE NO KILL OF ADOPTABLE PETS POLICY, operating and maintaining the county animal shelter, including personnel and administrative costs and capital improvement expenses, 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 \$375,084 for Otsego County in 2009.

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)

WHEREAS, Otsego County (the County) and Charlton Township (the Township) agree that it is in the interest of the Citizens of the County and the Township and the overall development of the County and the Township to centralize administration of Land Use Services, and

WHEREAS, the County and the Township agree that Land Use Services includes Land Use Planning, Zoning and Zoning Administration and Enforcement and Building Code administration, inspections and enforcement, and

WHEREAS, the County and the Township agree that because the County's offices are centrally located and because the County can provide professional and administrative personnel, and office space to the Township so that the land use within the Township can be developed uniformly with joint cooperation and with one location for citizens to go for more efficient service with one set of rules.

Agreements

The County and the Township hereby enter in to this Contract for services. This contract shall be in effect for a period of two (2) years beginning April 1, 2007 and continuing in effect until March 31, 2009.

The County and the Township hereby agree that beginning April 1, 2008 that meetings and negotiations shall begin regarding renewal of the contract to insure that time is provided for the Township to adopt their own ordinances and regulations in the event that this contract is not renewed.

The County and the Township hereby agree that if agreements on a new contract are not reached by September 30, 2008, that the Township may still review and negotiate this contract during the remaining six months of the contract, however, the Township shall also take all steps necessary pursuant to State Statute to insure that the Township will be able to assume the services being provided by the County at the expiration of this contract.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning, to include adoption of a County wide Master Land Use Plan and Future Land Use Map that has been adopted pursuant to the Statutes of the State of Michigan, which Plan shall be the basis for a Zoning Ordinance that the County shall adopt pursuant to the Statutes of the State of Michigan.
2. The County shall provide professional planning personnel on staff to assist Township officials from all Townships within Otsego County, officials from the City of Gaylord, the Village of Vanderbilt, citizens, land owners and developers with Land Use Planning questions and procedures and municipal cooperation.
3. The County shall maintain digital maps for zoning and land use planning purposes.
4. The County shall appoint and operate a County Planning Commission for the purposes of administering the County Plan and the County Zoning Ordinance
5. The County shall appoint and operate a County Zoning Board of Appeals for the purposes of interpreting and ruling on requests involving administration of the Zoning Ordinance.
6. The County shall insure that the Township is informed and advised of any proposed land use changes or proposed ordinance text changes or special land use requests or other similar requests presented to the Planning Commission and any requests presented to the Zoning Board of Appeals involving land within the Township.
7. The County shall provide professional personnel on staff to administer and enforce the zoning ordinance regulations and all other land use regulations.
8. The County shall provide professional and administrative staff to administer, inspect and enforce the Michigan State Construction Code and all other codes and regulations related to residential and commercial construction.

9. The County shall provide an annual report to the Township at the last Township Association meeting each year. The report shall include but is not limited to a financial report showing the expenses of the Planning & Zoning Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received; a financial report showing the expenses of the Building Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received.

The County and the Township agree that State Statutes require that the Building Department be operated and funded solely by the fees collected for construction permits.

The County and the Township agree that any funds received in excess of the expenses needed for operation of the building department will be maintained within a Building Department fund balance account as required by State Statute.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that any Building Department Fund Balance held by the County will be refunded to the Township on a percentage basis determined by the number of parcels in the Township.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that the Township will at their own expense take custody and control of all Building Department files and records that apply to the Township.

Responsibilities of the Township

1. Charlton Township has been designated as a "Small" Township within Otsego County based on Planning and Zoning activity. As one of the five "Small" Townships within Otsego County, Charlton Township agrees to provide a total of \$1,760 per year to assist in covering the costs of operation and staffing of the Planning & Zoning Department.
2. The Township will pay the annual contribution amount as noted above by May 1st of each year of this contract.

Entered into this 12th day of FEBRUARY 2007 between Otsego County and Charlton Township

Witness

Joseph P. Cebaltonski
Mr. M. C. C. C.

Witness

Charlton Township

Mat Nowak
Mat Nowak, Supervisor
Ivan Maschke
Ivan Maschke, Township Clerk

Otsego County

John Burt, County Administrator

Suzy DeFeyter, County Clerk

Township Contribution based on Planning & Zoning activity

Township	Large or Small
Charlton	Small
Chester	Small
Corwith (minus Vanderbilt)	Small
Dover	Small
Elmira	Small
Bagley	Large
Hayes	Large
Livingston	Large
Otsego Lake	Large

4 Large = total contribution of \$15,200 or \$3,800 each

5 Small = total contribution of \$ 8,800 or \$1760 each

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)

WHEREAS, Otsego County (the County) and Chester Township (the Township) agree that it is in the interest of the Citizens of the County and the Township and the overall development of the County and the Township to centralize administration of Land Use Services, and

WHEREAS, the County and the Township agree that Land Use Services includes Land Use Planning, Zoning and Zoning Administration and Enforcement and Building Code administration, inspections and enforcement, and

WHEREAS, the County and the Township agree that because the County's offices are centrally located and because the County can provide professional and administrative personnel, and office space to the Township so that the land use within the Township can be developed uniformly with joint cooperation and with one location for citizens to go for more efficient service with one set of rules:

Agreements

The County and the Township hereby enter in to this Contract for services. This contract shall be in effect for a period of two (2) years beginning April 1, 2007 and continuing in effect until March 31, 2009.

The County and the Township hereby agree that beginning April 1, 2008 that meetings and negotiations shall begin regarding renewal of the contract to insure that time is provided for the Township to adopt their own ordinances and regulations in the event that this contract is not renewed.

The County and the Township hereby agree that if agreements on a new contract are not reached by September 30, 2008, that the Township may still review and negotiate this contract during the remaining six months of the contract, however, the Township shall also take all steps necessary pursuant to State Statute to insure that the Township will be able to assume the services being provided by the County at the expiration of this contract.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning, to include adoption of a County wide Master Land Use Plan and Future Land Use Map that has been adopted pursuant to the Statutes of the State of Michigan, which Plan shall be the basis for a Zoning Ordinance that the County shall adopt pursuant to the Statutes of the State of Michigan.
2. The County shall provide professional planning personnel on staff to assist Township officials from all Townships within Otsego County, officials from the City of Gaylord, the Village of Vanderbilt, citizens, land owners and developers with Land Use Planning questions and procedures and municipal cooperation.
3. The County shall maintain digital maps for zoning and land use planning purposes.
4. The County shall appoint and operate a County Planning Commission for the purposes of administering the County Plan and the County Zoning Ordinance
5. The County shall appoint and operate a County Zoning Board of Appeals for the purposes of interpreting and ruling on requests involving administration of the Zoning Ordinance.
6. The County shall insure that the Township is informed and advised of any proposed land use changes or proposed ordinance text changes or special land use requests or other similar requests presented to the Planning Commission and any requests presented to the Zoning Board of Appeals involving land within the Township.
7. The County shall provide professional personnel on staff to administer and enforce the zoning ordinance regulations and all other land use regulations.
8. The County shall provide professional and administrative staff to administer, inspect and enforce the Michigan State Construction Code and all other codes and regulations related to residential and commercial construction.

9. The County shall provide an annual report to the Township at the last Township Association meeting each year. The report shall include but is not limited to a financial report showing the expenses of the Planning & Zoning Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received; a financial report showing the expenses of the Building Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received.

The County and the Township agree that State Statutes require that the Building Department be operated and funded solely by the fees collected for construction permits.

The County and the Township agree that any funds received in excess of the expenses needed for operation of the building department will be maintained within a Building Department fund balance account as required by State Statute.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that any Building Department Fund Balance held by the County will be refunded to the Township on a percentage basis determined by the number of parcels in the Township.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that the Township will at their own expense take custody and control of all Building Department files and records that apply to the Township.

Responsibilities of the Township

1. Chester Township has been designated as a "Small" Township within Otsego County based on Planning and Zoning activity. As one of the five "Small" Townships within Otsego County, Chester Township agrees to provide a total of \$1,760 per year to assist in covering the costs of operation and staffing of the Planning & Zoning Department.
2. The Township will pay the annual contribution amount as noted above by May 1st of each year of this contract.

Entered into this 10th day of April 2007 between Otsego County and Chester Township

Witness

Jean J. Jurecki

Wanda J. Basinski

Chester Township

Robert Harkness

Robert Harkness, Supervisor

Melissa Szymanski

Melissa Szymanski, Township Clerk

Witness

Otsego County

John Burt, County Administrator

Suzy DeFeyter, County Clerk

Township Contribution based on Planning & Zoning activity

Township	Large or Small
Charlton	Small
Chester	Small
Corwith (minus Vanderbilt)	Small
Dover	Small
Elmira	Small
Bagley	Large
Hayes	Large
Livingston	Large
Otsego Lake	Large

4 Large = total contribution of \$15,200 or \$3,800 each
 5 Small = total contribution of \$ 8,800 or \$1760 each

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)

WHEREAS, Otsego County (the County) and Elmira Township (the Township) agree that it is in the interest of the Citizens of the County and the Township and the overall development of the County and the Township to centralize administration of Land Use Services, and

WHEREAS, the County and the Township agree that Land Use Services includes Land Use Planning, Zoning and Zoning Administration and Enforcement and Building Code administration, inspections and enforcement, and

WHEREAS, the County and the Township agree that because the County's offices are centrally located and because the County can provide professional and administrative personnel, and office space to the Township so that the land use within the Township can be developed uniformly with joint cooperation and with one location for citizens to go for more efficient service with one set of rules.

Agreements

The County and the Township hereby enter in to this Contract for services. This contract shall be in effect for a period of two (2) years beginning April 1, 2007 and continuing in effect until March 31, 2009.

The County and the Township hereby agree that beginning April 1, 2008 that meetings and negotiations shall begin regarding renewal of the contract to insure that time is provided for the Township to adopt their own ordinances and regulations in the event that this contract is not renewed.

The County and the Township hereby agree that if agreements on a new contract are not reached by September 30, 2008, that the Township may still review and negotiate this contract during the remaining six months of the contract, however, the Township shall also take all steps necessary pursuant to State Statute to insure that the Township will be able to assume the services being provided by the County at the expiration of this contract.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning, to include adoption of a County wide Master Land Use Plan and Future Land Use Map that has been adopted pursuant to the Statutes of the State of Michigan, which Plan shall be the basis for a Zoning Ordinance that the County shall adopt pursuant to the Statutes of the State of Michigan.
2. The County shall provide professional planning personnel on staff to assist Township officials from all Townships within Otsego County, officials from the City of Gaylord, the Village of Vanderbilt, citizens, land owners and developers with Land Use Planning questions and procedures and municipal cooperation.
3. The County shall maintain digital maps for zoning and land use planning purposes.
4. The County shall appoint and operate a County Planning Commission for the purposes of administering the County Plan and the County Zoning Ordinance
5. The County shall appoint and operate a County Zoning Board of Appeals for the purposes of interpreting and ruling on requests involving administration of the Zoning Ordinance.
6. The County shall insure that the Township is informed and advised of any proposed land use changes or proposed ordinance text changes or special land use requests or other similar requests presented to the Planning Commission and any requests presented to the Zoning Board of Appeals involving land within the Township.
7. The County shall provide professional personnel on staff to administer and enforce the zoning ordinance regulations and all other land use regulations.
8. The County shall provide professional and administrative staff to administer, inspect and enforce the Michigan State Construction Code and all other codes and regulations related to residential and commercial construction.

9. The County shall provide an annual report to the Township at the last Township Association meeting each year. The report shall include but is not limited to a financial report showing the expenses of the Planning & Zoning Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received; a financial report showing the expenses of the Building Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received.

The County and the Township agree that State Statutes require that the Building Department be operated and funded solely by the fees collected for construction permits.

The County and the Township agree that any funds received in excess of the expenses needed for operation of the building department will be maintained within a Building Department fund balance account as required by State Statute.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that any Building Department Fund Balance held by the County will be refunded to the Township on a percentage basis determined by the number of parcels in the Township.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that the Township will at their own expense take custody and control of all Building Department files and records that apply to the Township.

Responsibilities of the Township

1. Elmira Township has been designated as a "Small" Township within Otsego County based on Planning and Zoning activity. As one of the five "Small" Townships within Otsego County, Elmira Township agrees to provide a total of \$1,760 per year to assist in covering the costs of operation and staffing of the Planning & Zoning Department.
2. The Township will pay the annual contribution amount as noted above by May 1st of each year of this contract.

Entered into this _____ day of _____ 2006 between Otsego County and Elmira Township

Witness

Diane M. Purgiel
[Signature]

Elmira Township

Diane Franckowiak
Diane Franckowiak, Supervisor

Susan Schaedig
Susan Schaedig, Township Clerk

Witness

Otsego County

John Burt, County Administrator

Suzy DeFeyter, County Clerk

Township Contribution based on Planning & Zoning activity

Township	Large or Small
Charlton	Small
Chester	Small
Corwith (minus Vanderbilt)	Small
Dover	Small
Elmira	Small
Bagley	Large
Hayes	Large
Livingston	Large
Otsego Lake	Large

4 Large = total contribution of \$15,200 or \$3,800 each

5 Small = total contribution of \$ 8,800 or \$1760 each

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)

WHEREAS, Otsego County (the County) and Hayes Township (the Township) agree that it is in the interest of the Citizens of the County and the Township and the overall development of the County and the Township to centralize administration of Land Use Services, and

WHEREAS, the County and the Township agree that Land Use Services includes Land Use Planning, Zoning and Zoning Administration and Enforcement and Building Code administration, inspections and enforcement, and

WHEREAS, the County and the Township agree that because the County's offices are centrally located and because the County can provide professional and administrative personnel, and office space to the Township so that the land use within the Township can be developed uniformly with joint cooperation and with one location for citizens to go for more efficient service with one set of rules.

Agreements

The County and the Township hereby enter in to this Contract for services. This contract shall be in effect for a period of two (2) years beginning April 1, 2007 and continuing in effect until March 31, 2009.

The County and the Township hereby agree that beginning April 1, 2008 that meetings and negotiations shall begin regarding renewal of the contract to insure that time is provided for the Township to adopt their own ordinances and regulations in the event that this contract is not renewed.

The County and the Township hereby agree that if agreements on a new contract are not reached by September 30, 2008, that the Township may still review and negotiate this contract during the remaining six months of the contract, however, the Township shall also take all steps necessary pursuant to State Statute to insure that the Township will be able to assume the services being provided by the County at the expiration of this contract.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning, to include adoption of a County wide Master Land Use Plan and Future Land Use Map that has been adopted pursuant to the Statutes of the State of Michigan, which Plan shall be the basis for a Zoning Ordinance that the County shall adopt pursuant to the Statutes of the State of Michigan.
2. The County shall provide professional planning personnel on staff to assist Township officials from all Townships within Otsego County, officials from the City of Gaylord, the Village of Vanderbilt, citizens, land owners and developers with Land Use Planning questions and procedures and municipal cooperation.
3. The County shall maintain digital maps for zoning and land use planning purposes.
4. The County shall appoint and operate a County Planning Commission for the purposes of administering the County Plan and the County Zoning Ordinance
5. The County shall appoint and operate a County Zoning Board of Appeals for the purposes of interpreting and ruling on requests involving administration of the Zoning Ordinance.
6. The County shall insure that the Township is informed and advised of any proposed land use changes or proposed ordinance text changes or special land use requests or other similar requests presented to the Planning Commission and any requests presented to the Zoning Board of Appeals involving land within the Township.
7. The County shall provide professional personnel on staff to administer and enforce the zoning ordinance regulations and all other land use regulations.
8. The County shall provide professional and administrative staff to administer, inspect and enforce the Michigan State Construction Code and all other codes and regulations related to residential and commercial construction.

9. The County shall provide an annual report to the Township at the last Township Association meeting each year. The report shall include but is not limited to a financial report showing the expenses of the Planning & Zoning Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received; a financial report showing the expenses of the Building Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received.

The County and the Township agree that State Statutes require that the Building Department be operated and funded solely by the fees collected for construction permits.

The County and the Township agree that any funds received in excess of the expenses needed for operation of the building department will be maintained within a Building Department fund balance account as required by State Statute.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that any Building Department Fund Balance held by the County will be refunded to the Township on a percentage basis determined by the number of parcels in the Township.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that the Township will at their own expense take custody and control of all Building Department files and records that apply to the Township.

Responsibilities of the Township

1. Hayes Township has been designated as a "Large" Township within Otsego County based on Planning and Zoning activity. As one of the four "Large" Townships within Otsego County, Hayes Township agrees to provide a total of \$3,800 per year to assist in covering the costs of operation and staffing of the Planning & Zoning Department.
2. The Township will pay the annual contribution amount as noted above by May 1st of each year of this contract.

Entered into this 11th day of July 2006 between Otsego County and Hayes Township

Witness

Judith Costello
Rayne Elder

Hayes Township

Mary M Sanders
Mary Sanders, Supervisor

Richard Ross
Richard Ross, Township Clerk

Witness

Otsego County

John Burt, County Administrator

Suzy DeFeyter, County Clerk

Township Contribution based on Planning & Zoning activity

Township	Large or Small
Charlton	Small
Chester	Small
Corwith (minus Vanderbilt)	Small
Dover	Small
Elmira	Small
Bagley	Large
Hayes	Large
Livingston	Large
Otsego Lake	Large

4 Large = total contribution of \$15,200 or \$3,800 each

5 Small = total contribution of \$ 8,800 or \$1760 each

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)

WHEREAS, Otsego County (the County) and Otsego Lake Township (the Township) agree that it is in the interest of the Citizens of the County and the Township and the overall development of the County and the Township to centralize administration of Land Use Services, and

WHEREAS, the County and the Township agree that Land Use Services includes Land Use Planning, Zoning and Zoning Administration and Enforcement and Building Code administration, inspections and enforcement, and

WHEREAS, the County and the Township agree that because the County's offices are centrally located and because the County can provide professional and administrative personnel, and office space to the Township so that the land use within the Township can be developed uniformly with joint cooperation and with one location for citizens to go for more efficient service with one set of rules.

Agreements

The County and the Township hereby enter in to this Contract for services. This contract shall be in effect for a period of two (2) years beginning April 1, 2007 and continuing in effect until March 31, 2009.

The County and the Township hereby agree that beginning April 1, 2008 that meetings and negotiations shall begin regarding renewal of the contract to insure that time is provided for the Township to adopt their own ordinances and regulations in the event that this contract is not renewed.

The County and the Township hereby agree that if agreements on a new contract are not reached by September 30, 2008, that the Township may still review and negotiate this contract during the remaining six months of the contract, however, the Township shall also take all steps necessary pursuant to State Statute to insure that the Township will be able to assume the services being provided by the County at the expiration of this contract.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning, to include adoption of a County wide Master Land Use Plan and Future Land Use Map that has been adopted pursuant to the Statutes of the State of Michigan, which Plan shall be the basis for a Zoning Ordinance that the County shall adopt pursuant to the Statutes of the State of Michigan.
2. The County shall provide professional planning personnel on staff to assist Township officials from all Townships within Otsego County, officials from the City of Gaylord, the Village of Vanderbilt, citizens, land owners and developers with Land Use Planning questions and procedures and municipal cooperation.
3. The County shall maintain digital maps for zoning and land use planning purposes.
4. The County shall appoint and operate a County Planning Commission for the purposes of administering the County Plan and the County Zoning Ordinance
5. The County shall appoint and operate a County Zoning Board of Appeals for the purposes of interpreting and ruling on requests involving administration of the Zoning Ordinance.
6. The County shall insure that the Township is informed and advised of any proposed land use changes or proposed ordinance text changes or special land use requests or other similar requests presented to the Planning Commission and any requests presented to the Zoning Board of Appeals involving land within the Township.
7. The County shall provide professional personnel on staff to administer and enforce the zoning ordinance regulations and all other land use regulations.
8. The County shall provide professional and administrative staff to administer, inspect and enforce the Michigan State Construction Code and all other codes and regulations related to residential and commercial construction.

9. The County shall provide an annual report to the Township at the last Township Association meeting each year. The report shall include but is not limited to a financial report showing the expenses of the Planning & Zoning Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received; a financial report showing the expenses of the Building Department, the fee schedule for permits issued, the number and type of permits issued and the revenue received.

The County and the Township agree that State Statutes require that the Building Department be operated and funded solely by the fees collected for construction permits.

The County and the Township agree that any funds received in excess of the expenses needed for operation of the building department will be maintained within a Building Department fund balance account as required by State Statute.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that any Building Department Fund Balance held by the County will be refunded to the Township on a percentage basis determined by the number of parcels in the Township.

The County and the Township agree that in the event that this contract is not renewed and the Township takes the necessary steps pursuant to State Statute to operate their own Building Departments, that the Township will at their own expense take custody and control of all Building Department files and records that apply to the Township.

Responsibilities of the Township

1. Otsego Lake Township has been designated as a "Large" Township within Otsego County based on Planning and Zoning activity. As one of the four "Large" Townships within Otsego County, Otsego Lake Township agrees to provide a total of \$3,800 per year to assist in covering the costs of operation and staffing of the Planning & Zoning Department.
2. The Township will pay the annual contribution amount as noted above by May 1st of each year of this contract.

Entered into this 20th day of July 2006 between Otsego County and Otsego Lake Township

Witness

Christine Wohlfiel

Margaret E. Black

Otsego Lake Township

Thomas Wagar
Thomas Wagar, Supervisor

Lorraine Markovich
Lorraine Markovich, Township Clerk

Witness

Otsego County

John Burt, County Administrator

Suzy DeFeyter, County Clerk

Township Contribution based on Planning & Zoning activity

Township	Large or Small
Charlton	Small
Chester	Small
Corwith (minus Vanderbilt)	Small
Dover	Small
Elmira	Small
Bagley	Large
Hayes	Large
Livingston	Large
Otsego Lake	Large

4 Large = total contribution of \$15,200 or \$3,800 each
 5 Small = total contribution of \$ 8,800 or \$1760 each

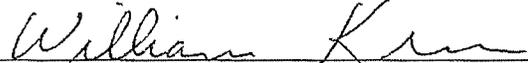
**TO: THE HONORABLE MEMBERS OF THE BOARD OF
COMMISSIONERS, COUNTY OF OTSEGO, MICHIGAN**

I, WILLIAM KERR, CERTIFY THAT I HAVE EXAMINED THE REPORTS AS PREPARED BY YOUR EQUALIZATION DEPARTMENT FROM THE ASSESSMENT ROLLS OF THE VARIOUS TOWNSHIPS AND CITY WITHIN OTSEGO COUNTY AND FIND MOST ROLLS RELATIVELY EQUAL AS ASSESSED.

IT IS MY RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTSEGO, THAT THEY EQUALIZE THE VALUATIONS OF TAXABLE PROPERTY, BY CLASS IN OTSEGO COUNTY, FOR THE YEAR 2007 IN COMPLIANCE WITH SECTIONS 209.5 AND 211.34 MCL OF 1948 AS AMENDED, AND IN ACCORDANCE WITH THE ATTACHED SCHEDULES.

**KENNETH GLASSER, CHAIRMAN
OTSEGO COUNTY BOARD OF COMMISSIONERS**

Prepared by: OTSEGO COUNTY EQUALIZATION DEPARTMENT



WILLIAM KERR, DIRECTOR

APPROVED APRIL 24, 2007

MEMO

APRIL 24, 2007

TO: OTSEGO COUNTY BOARD OF COMMISSIONERS

FROM: WILLIAM KERR, DIRECTOR
EQUALIZATION DEPARTMENT

SUBJECT: THE EQUALIZATION REPORT

2206 County Equalized Value	1,591,354,397
2007 County Equalized Value	1,644,410,800

This represents a: \$53,056,403 (3.33 %) increase in County Equalized Value

You must read this report with the following in mind:

The County Equalization Report shows how each municipality is equalized. These figures are an assemblage of information that starts in April and ends in October with the final value. This information is comprised of sales and appraisals studies and the true cash value is compared against the Assessors values for each municipality. This data is listed, checked, valued and recorded by my appraisal staff.

I review, analyze, correct, if necessary, and submit this information to you.

Upon your approval, this report is submitted to the State Tax Commission. Upon their approval the County Equalized Value becomes the State Equalized Value for the County. This value can be adjusted, on an individual property, by the July or December Local Boards of Review, the State Tax Commission or the State Tax Tribunal

The report you are reading is the County Equalized Value. **THIS VALUE IS NOT USED IN THE PREPARATION OF THE TAX BILL.**

1. The value used in the preparation of the Tax Bill is the Taxable Value of your property. The Taxable Value divided by 1000 and multiplied by the Millage rate equals your Tax.
2. The Taxable Value is determined in May of each year. This value is the lesser of the State Equalized Value or the Capped Value. The Capped Value is determined by State Law as the lesser of the Consumer Price Index (3.7%) or 5%.

OTSEGO COUNTY

UNIT TOTALS

04/17/2007

2007 ASSESSED - BOARD OF REVIEW			
UNIT	REAL	PERSONAL	TOTAL
BAGLEY	296,412,700	21,221,950	317,634,650
CHARLTON	141,204,600	26,269,550	167,474,150
CHESTER	94,434,500	32,632,100	127,066,600
CORWITH	85,741,900	12,079,900	97,821,800
DOVER	60,507,200	7,077,200	67,584,400
ELMIRA	82,982,074	8,184,000	91,166,074
HAYES	136,558,400	17,103,200	153,661,600
LIVINGSTON	142,141,450	19,722,450	161,863,900
OTSEGO LAKE	207,848,200	8,973,550	216,821,750
CITY OF GAYLORD	215,255,700	24,821,850	240,077,550
COUNTY TOTAL	1,463,086,724	178,085,750	1,641,172,474

2007 COUNTY EQUALIZED VALUE			
UNIT	REAL	PERSONAL	TOTAL
BAGLEY	299,651,026	21,221,950	320,872,976
CHARLTON	141,204,600	26,269,550	167,474,150
CHESTER	94,434,500	32,632,100	127,066,600
CORWITH	85,741,900	12,079,900	97,821,800
DOVER	60,507,200	7,077,200	67,584,400
ELMIRA	82,982,074	8,184,000	91,166,074
HAYES	136,558,400	17,103,200	153,661,600
LIVINGSTON	142,141,450	19,722,450	161,863,900
OTSEGO LAKE	207,848,200	8,973,550	216,821,750
CITY OF GAYLORD	215,255,700	24,821,850	240,077,550
COUNTY TOTAL	1,466,325,050	178,085,750	1,644,410,800

OTSEGO COUNTY

DETERMINATION OF VARIANCE BETWEEN RECOMMENDED COUNTY
EQUALIZED VALUES AND LAST YEAR'S STATE EQUALIZED VALUES

	2006	2007	VARIANCE	PERCENT OF COUNTY TOTAL 2006	04/17/2007 PERCENT OF COUNTY TOTAL 2007
REAL PROPERTY	1,411,488,522	1,466,325,050	3.89%	88.70%	89.17%
PERSONAL PROPERTY	179,865,875	178,085,750	-0.99%	11.30%	10.83%
COUNTY TOTAL	1,591,354,397	1,644,410,800	3.33%	100.00%	100.00%
AGRICULTURAL	66,227,650	66,581,793	0.53%	4.16%	4.05%
COMMERCIAL	255,516,000	257,912,994	0.94%	16.06%	15.68%
INDUSTRIAL	47,002,800	48,092,332	2.32%	2.95%	2.92%
RESIDENTIAL	1,039,178,872	1,093,737,931	5.25%	65.30%	66.51%
TIMBER CUTOVER	0	0	0.00%	0.00%	0.00%
DEVELOPMENTAL	3,563,200	0	0.00%	0.00%	0.00%
PERSONAL	179,865,875	178,085,750	-0.99%	11.30%	10.83%

OTSEGO COUNTY

EQUALIZED VALUE CHANGE 2006 TO 2007

04/17/2007

UNIT	2006 S.E.V.	INCREASE(DECREASE)	2007 C.E.V.
BAGLEY	311,626,450	9,246,526	320,872,976
CHARLTON	163,246,425	4,227,725	167,474,150
CHESTER	124,929,600	2,137,000	127,066,600
CORWITH	89,506,700	8,315,100	97,821,800
DOVER	66,786,100	798,300	67,584,400
ELMIRA	87,057,072	4,109,002	91,166,074
HAYES	145,996,850	7,664,750	153,661,600
LIVINGSTON	161,866,250	-2,350	161,863,900
OTSEGO LAKE	206,816,550	10,005,200	216,821,750
CITY OF GAYLORD	233,522,400	6,555,150	240,077,550
COUNTY TOTAL	1,591,354,397	53,056,403	1,644,410,800

OTSEGO COUNTY
SEVEN YEAR EQUALIZATION COMPARISON

04/17/2007

UNIT	2001	2002	2003	2004	2005	2006	2007
BAGLEY	234,634,654	254,440,850	271,090,074	290,716,600	295,978,500	311,626,450	320,872,976
CHARLTON	111,710,150	126,824,450	141,021,350	149,925,350	163,352,000	163,246,425	167,474,150
CHESTER	91,765,660	99,369,400	106,004,150	114,669,000	121,687,600	124,929,600	127,066,600
CORWITH	60,913,600	70,325,350	80,227,731	89,903,800	94,904,850	89,506,700	97,821,800
DOVER	40,733,450	43,530,150	49,574,950	56,059,200	63,226,950	66,786,100	67,584,400
ELMIRA	60,207,150	66,923,850	71,993,463	78,733,843	84,497,054	87,057,072	91,166,074
HAYES	98,228,900	110,006,650	121,784,900	129,873,350	139,938,150	145,996,850	153,661,600
LIVINGSTON	111,531,300	120,576,450	141,751,950	145,988,250	153,608,655	161,866,250	161,863,900
OTSEGO LAKE	136,720,550	153,015,050	166,171,850	181,280,850	198,317,700	206,816,550	216,821,750
CITY OF GAYLORD	176,768,800	192,625,150	199,671,750	224,035,239	228,124,017	233,522,400	240,077,550
COUNTY TOTAL	\$1,123,214,214	\$1,237,637,350	\$1,349,292,168	\$1,461,185,482	\$1,543,635,476	\$1,591,354,397	\$1,644,410,800

OTSEGO COUNTY

EQUALIZED VALUE CHANGE BY YEAR

04/17/2007

YEAR	STATE EQUALIZED VALUE	PERCENT OF CHANGE
1975	133,826,575	0.00%
1976	146,765,753	9.67%
1977	164,001,372	11.74%
1978	207,947,587	26.80%
1979	227,939,047	9.61%
1980	253,973,699	11.42%
1981	284,896,102	12.18%
1982	307,215,311	7.83%
1983	334,509,410	8.88%
1984	347,660,350	3.93%
1985	357,992,291	2.97%
1986	366,464,855	2.37%
1987	373,224,669	1.84%
1988	382,377,000	2.45%
1989	402,486,952	5.26%
1990	433,702,451	7.76%
1991	477,198,053	10.03%
1992	509,887,587	6.85%
1993	574,469,340	12.67%
1994	606,726,105	5.62%
1995	654,404,671	7.86%
1996	724,299,869	10.68%
1997	780,693,610	7.79%
1998	860,368,916	10.21%
1999	933,851,735	8.54%
2000	1,027,910,635	10.07%
2001	1,123,214,214	9.27%
2002	1,237,637,350	10.19%
2003	1,349,292,168	9.02%
2004	1,461,185,482	8.29%
2005	1,543,635,476	5.64%
2006	1,591,354,397	3.09%
2007	1,644,410,800	3.33%

OTSEGO COUNTY

RECOMMENDED EQUALIZED VALUE BY CLASS AGRICULTURAL

04/16/2007

UNIT	2007 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	2,743,600	49.09%	1.0000	2,743,600	5,588,763
CHARLTON	17,365,200	49.19%	1.0000	17,365,200	35,300,720
CHESTER	8,349,900	49.71%	1.0000	8,349,900	16,798,607
CORWITH	2,383,600	49.31%	1.0000	2,383,600	4,834,341
DOVER	8,713,700	49.28%	1.0000	8,713,700	17,683,101
ELMIRA	6,268,293	49.80%	1.0000	6,268,293	12,585,930
HAYES	6,497,800	49.24%	1.0000	6,497,800	13,195,183
LIVINGSTON	14,169,100	49.97%	1.0000	14,169,100	28,356,520
OTSEGO LAKE	90,600	50.00%	1.0000	90,600	181,200
CITY OF GAYLORD	0	0	1.0000	0	0
COUNTY TOTAL	66,581,793	49.49%		66,581,793	134,524,366

OTSEGO COUNTY

RECOMMENDED EQUALIZED VALUE BY CLASS COMMERCIAL

04/17/2007

UNIT	2007 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	34,270,000	46.61%	1.0727	36,761,394	73,522,767
CHARLTON	1,722,100	49.17%	1.0000	1,722,100	3,502,636
CHESTER	1,538,000	49.31%	1.0000	1,538,000	3,119,148
CORWITH	5,436,900	49.36%	1.0000	5,436,900	11,015,894
DOVER	11,787,300	49.72%	1.0000	11,787,300	23,705,406
ELMIRA	3,984,600	49.24%	1.0000	3,984,600	8,092,330
HAYES	3,235,500	50.00%	1.0000	3,235,500	6,471,200
LIVINGSTON	39,219,500	49.89%	1.0000	39,219,500	78,617,382
OTSEGO LAKE	8,669,200	49.86%	1.0000	8,669,200	17,385,983
CITY OF GAYLORD	145,558,500	49.27%	1.0000	145,558,500	295,454,850
COUNTY TOTAL	255,421,600	49.04%		257,912,994	520,887,597

OTSEGO COUNTY

RECOMMENDED EQUALIZED VALUE BY CLASS INDUSTRIAL

04/17/2007

UNIT	2007 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	17,589,300	47.96%	1.0424	18,336,232	36,672,456
CHARLTON	3,086,000	49.24%	1.0000	3,086,000	6,267,169
CHESTER	1,401,100	49.66%	1.0000	1,401,100	2,821,450
CORWITH	2,688,800	49.09%	1.0000	2,688,800	5,477,739
DOVER	162,100	49.71%	1.0000	162,100	326,096
ELMIRA	0	0.00%	1.0000	0	0
HAYES	1,540,500	49.18%	1.0000	1,540,500	3,132,553
LIVINGSTON	600,000	50.00%	1.0000	600,000	1,200,000
OTSEGO LAKE	0	0.00%	1.0000	0	0
CITY OF GAYLORD	20,277,600	49.34%	1.0000	20,277,600	41,100,231
COUNTY TOTAL	47,345,400	48.81%		48,092,332	96,997,694

OTSEGO COUNTY
RECOMMENDED EQUALIZED VALUE BY CLASS
RESIDENTIAL

04/16/2007

UNIT	2007 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	241,809,800	49.43%	1.0000	241,809,800	489,219,894
CHARLTON	119,031,300	49.26%	1.0000	119,031,300	241,636,995
CHESTER	83,145,500	49.10%	1.0000	83,145,500	169,325,197
CORWITH	75,232,600	49.26%	1.0000	75,232,600	152,735,693
DOVER	39,844,100	49.52%	1.0000	39,844,100	80,459,692
ELMIRA	72,729,181	49.21%	1.0000	72,729,181	147,803,323
HAYES	125,284,600	49.55%	1.0000	125,284,600	252,824,196
LIVINGSTON	88,152,850	49.24%	1.0000	88,152,850	179,011,090
OTSEGO LAKE	199,088,400	49.98%	1.0000	199,088,400	398,327,146
CITY OF GAYLORD	49,419,600	49.31%	1.0000	49,419,600	100,218,085
COUNTY TOTAL	1,093,737,931	49.46%		1,093,737,931	2,211,561,312

**OTSEGO COUNTY
RECOMMENDED EQUALIZED VALUE BY CLASS
DEVELOPMENTAL**

04/16/2007

UNIT	2007 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	0	0.00%	1.0000	0	0
CHARLTON	0	0.00%	1.0000	0	0
CHESTER	0	0.00%	1.0000	0	0
CORWITH	0	0.00%	1.0000	0	0
DOVER	0	0.00%	1.0000	0	0
ELMIRA	0	0.00%	1.0000	0	0
HAYES	0	0.00%	1.0000	0	0
LIVINGSTON	0	0.00%	1.0000	0	0
OTSEGO LAKE	0	0.00%	1.0000	0	0
CITY OF GAYLORD	0	0.00%	1.0000	0	0
COUNTY TOTAL	0	0.00%		0	0

OTSEGO COUNTY
RECOMMENDED EQUALIZED VALUE BY CLASS
PERSONAL PROPERTY

04/16/2007

UNIT	2007 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	21,221,950	49.97%	1.0000	21,221,950	42,467,618
CHARLTON	26,269,550	50.00%	1.0000	26,269,550	52,539,100
CHESTER	32,632,100	49.98%	1.0000	32,632,100	65,291,332
CORWITH	12,079,900	50.00%	1.0000	12,079,900	24,159,800
DOVER	7,077,200	50.00%	1.0000	7,077,200	14,154,400
ELMIRA	8,184,000	50.00%	1.0000	8,184,000	16,368,000
HAYES	17,103,200	50.00%	1.0000	17,103,200	34,206,400
LIVINGSTON	19,722,450	50.00%	1.0000	19,722,450	39,444,900
OTSEGO LAKE	8,973,550	50.00%	1.0000	8,973,550	17,947,100
CITY OF GAYLORD	24,821,850	50.00%	1.0000	24,821,850	49,643,700
COUNTY TOTAL	178,085,750	49.99%		178,085,750	356,222,350

**OTSEGO COUNTY
JURISDICTIONS IN SCHOOL DISTRICTS
2007 EQUALIZED VALUE**

04/17/2007

SCHOOLS	REAL PROPERTY				TOTAL REAL	TOTAL PERSONAL	GRAND TOTAL
	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL			
69020 GAYLORD							
	BAILEY	2,743,600	36,761,394	18,336,232	241,809,800	0	299,651,026
	CHESTER	6,484,700	1,254,700	1,393,700	48,959,400	0	58,092,500
	DOVER	1,003,400	6,111,500	39,800	13,049,900	0	20,204,600
	ELMIRA	6,268,293	3,984,600	0	72,729,181	0	82,982,074
	HAYES	6,497,800	3,233,500	1,540,500	125,284,600	0	136,538,400
	LIVINGSTON	12,723,100	38,811,600	600,000	84,631,950	0	136,768,650
	OTSEGO LAKE	90,600	7,260,200	0	187,012,100	0	194,362,900
	CITY OF GAYLORD	0	145,538,500	20,277,600	49,419,600	0	215,255,700
TOTALS		35,813,493	242,977,994	42,187,832	822,896,531	0	1,143,875,850
69021 GAYLORD/NO DEBT							
	OTSEGO LAKE	0	0	0	1,219,300	0	1,219,300
TOTALS		0	0	0	1,219,300	0	1,219,650
69030 JOHANNESBURG/LEWISTON							
	CHARLTON	17,365,200	1,722,100	3,086,000	119,031,300	0	141,204,600
	CHESTER	1,863,200	283,300	7,400	34,186,100	0	36,342,000
	DOVER	6,507,400	5,370,300	122,300	23,540,400	0	33,540,400
TOTALS		25,737,800	7,375,700	3,215,700	176,757,800	0	213,087,000
69040 VANDERBILT							
	CORWITH	2,383,600	5,436,900	2,688,800	75,232,600	0	85,741,900
	DOVER	1,202,900	305,500	0	3,253,800	0	4,762,200
	LIVINGSTON	1,444,000	407,900	0	3,520,900	0	5,372,800
TOTALS		5,030,500	6,150,300	2,688,800	82,007,300	0	95,876,900
20015 CRAWFORD/VUSABLE							
	OTSEGO LAKE	0	1,409,000	0	10,857,000	0	12,266,000
TOTALS		0	1,409,000	0	10,857,000	0	13,629,700
DEBT ONLY)							
OTSEGO LAKE		0	0	0	0	0	0
TOTALS		0	0	0	0	0	0
C.O.P. INTERMEDIATE							
	BAILEY	2,743,600	36,761,394	18,336,232	241,809,800	0	299,651,026
	CHARLTON	17,365,200	1,722,100	3,086,000	119,031,300	0	141,204,600
	CHESTER	8,349,900	1,538,000	1,401,100	83,145,500	0	94,434,500
	CORWITH	2,383,600	5,436,900	2,688,800	75,232,600	0	85,741,900
	DOVER	8,713,700	11,787,300	162,100	39,844,100	0	60,507,200
	ELMIRA	6,268,293	3,984,600	0	72,729,181	0	82,982,074
	HAYES	6,497,800	3,233,500	1,540,500	122,284,600	0	136,538,400
	LIVINGSTON	14,169,100	38,219,500	600,000	88,152,850	0	142,141,450
	OTSEGO LAKE	90,600	7,260,200	0	187,012,100	0	194,362,900
	CITY OF GAYLORD	0	145,538,500	20,277,600	49,419,600	0	215,255,700
TOTALS		66,381,793	256,503,994	48,092,332	1,081,661,631	0	1,459,839,750
C.O.O.R. INTERMEDIATE							
	OTSEGO LAKE	0	1,409,000	0	10,857,000	0	12,266,000
TOTALS		0	1,409,000	0	10,857,000	0	13,629,700
KIRTLAND COMMUNITY							
	OTSEGO LAKE	0	1,409,000	0	10,857,000	0	12,266,000
TOTALS		0	1,409,000	0	10,857,000	0	13,629,700
STATE EQUALIZED VALUE		1,644,410,800	1,409,000	0	10,857,000	0	13,629,700

NEW FEE SCHEDULE FOR THE EQUALIZATION DEPARTMENT:

COPIES IN THE OFFICE:

SELF SERVE

Single copies (8 1/2x11, 8 1/2x14)	\$1.00 each
Up to four copies (11x17)	\$2.00 each
4 or more copies (11x17) if from plat book for other than owner.	\$3.00 each

IF DONE BY STAFF

Double the cost for copies

PRINT OUTS FROM EQUALIZER:	\$1.00 each
For printing on 8 1/2 x 11 inch paper:	

LISTS FROM THE EQUALIZER

Name and addresses only	\$0.25 each
Name, address and description	\$0.30 each
Name, address, description and value	\$0.35 each
If done by staff from mapping computer.	\$0.50 each

FOR DOWNLOADS OF ELECTRONIC DATA (Equalizer Program)

For entire County or entire Township	
Public sector - \$500.00 per request	
Private sector - \$1,000.00 per request	
*Amended to \$500.00	

MAPS (8 1/2 X 11 1/2) from MapInfo	
Maps from computer with staff assistance	\$10.00 each

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

OTHER OFFICE FEES

AERIALS

1 ST copy	\$15.00
each additional copy	\$12.00

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Each sheet	\$ 5.00
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HOUSE NUMBERS

\$25.00 per request

GEOGRAPHIC INFORMATION SYSTEM
MAP DIGITAL DATA PRICING

FOR PUBLIC SECTOR

SUBSCRIPTION RATE:

(The layers involved will be ROAD, WATER AND PARCEL)

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

FOR PRIVATE SECTOR:

SUBSCRIPTION RATE

(The layers involved will be – Road, Water and Parcel)

Private sector (single town and range)		
Annual update:		\$0.20 per parcel
Quarterly update		\$0.50 per parcel
Private sector (multiple town and ranges)		
Annual update:		\$0.20 per parcel
Quarterly update		\$0.50 per parcel
Private sector (for the entire county – road, water and parcel layers)		
Annual update		\$6,000.00
Quarterly update		\$2,500.00 per quarter

The Otsego County Equalization Departments fee schedule was established in accordance with The Otsego County Enhanced Access Policy, as required by the State of Michigan Public Act 462 of 1996.

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

Approved