

June 24, 2008

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 9:31 a.m. by Chairman Glasser. Invocation by Chairman Glasser, followed by the Pledge of Allegiance led by Commissioner Bates.

Roll call:

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

Excused: Bentz.

The Regular meeting minutes of June 10, 2008 and the Pre-Board meeting of June 10, 2008 with attachments were approved as presented.

Consent Agenda:

Motion to approve the RSVP Memorandum of Understanding as presented. Motion carried via unanimous consent. (see attached)

Administrator's Report:

John Burt reported on the County Planning Commission; Panic buttons reinstalled; Elevator phone estimate; Wood work on the Courthouse.

Rachel Frisch reported on the goals in the finance department; Budget process to begin.

Kyle T. Legel presented his quarterly report to the Board.

Elizabeth Haus reported on the Village of Vanderbilt.

Special Presentation:

The 2007 audit was presented to the Board.

New Business:

Motion by Commissioner Hyde, to approve Warrant B2008-25 in the amount of \$57,226.59 with prepaids in the amount of \$66,087.67 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to approve Warrant B2008-26 in the amount of \$193,465.08 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Johnson, to approve the bid from RPM Construction for \$37,155.00 for vault toilets to be paid out of the Parks & Recreation Commission Fund (208). Ayes: Unanimous. Motion carried.

A discussion was held regarding the flags and poles on S. Otsego Ave.

Motion by Commissioner Beachnau, to adopt OCR-08-18, approving the FY 2009 Motorcycle Safety Grant in the amount of \$6,271.00 as presented.

Roll Call Vote:

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

Nays: None.

Excused: Bentz.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Olsen, to approve the FY 2008 (General Fund/Motorcycle Safety) budget amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Attorney Matt Vermetten discussed a road easement.

Motion by Commission Olsen, to have County Attorneys work with M-Bank to get clear title to road access at the Gaylord Motel using language that gives Bagley Township easement on parcel B roadway and to have Otsego County Attorney fees paid for by M-Bank. Ayes: Unanimous. Motion carried.

Board Remarks:

Commissioner Backenstose: Zoning Board of Appeals.

Commissioner Olsen: Attended I-75 ribbon cutting ceremony.  
Commended Mike Tarbutton on the County Park.

Commissioner Hyde: Reported on the Airport; Air Fair.

Commissioner Beachnau: Attended City-Council meeting.  
Air Fair.

Chairman Glasser: LAPC meeting.  
Storm ready event July 1, 2008 at 1:00 p.m. at the University Center.  
Media requests.

Maureen Derenzy reported on the library summer reading program.

Mike Tarbutton reported on the waterway grant.

Meeting adjourned at 10:55 a.m at the call of the Chair.

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Kenneth R. Glasser Chairman

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Susan I. DeFeyter, County Clerk

MEMORANDUM OF UNDERSTANDING

BETWEEN

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) OF OTSEGO COUNTY

AND

Volunteer Station County of Otsego Phone No. (989)731-7520  
Address 225 West Main Street, Gaylord, Michigan 49735

It is agreed that the attached Basic Provisions will guide our working relationship and that the following RSVP representatives will serve as liaisons with the volunteer station:

Tammie Rich, RSVP Director. 989-732-8929 E-mail: [tammier@verizon.net](mailto:tammier@verizon.net)

Diana Weier, RSVP Program Coordinator. 989-732-6232, ext. 16 E-mail: [rsvpdiana@verizon.net](mailto:rsvpdiana@verizon.net)

Lisa Smith, RSVP Office Manager & Medical Transport. 989-732-6232 E-mail: [rsvplisa@verizon.net](mailto:rsvplisa@verizon.net)

The volunteer station representative who will serve as the liaison with RSVP, and who will be responsible for volunteer orientation and supervision is:

Name Susan Premo Phone No. (989)731-7520

Address 225 West Main Street, Gaylord, Michigan 49735 FAX No. (989)731-7529

e-mail address spremo@otsegocountymi.gov

This Memorandum of Understanding (MOU) may be amended in writing, at any time with the concurrence of both parties. It will be reviewed annually to permit needed changes.

This document is valid June 12, 2008 through June 11, 2011.

By his/her signature, the following volunteer station representative verifies that this organization/agency has the legal status of public or private non-profit.

FOR VOLUNTEER SERVICES

Tammie Rich  
RSVP Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copies:      Volunteer Station      RSVP file

FOR THE VOLUNTEER STATION

John M. Burt

\_\_\_\_\_  
Printed Name

County Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

June 24, 2008

\_\_\_\_\_  
Date

## **BASIC PROVISIONS OF THE MEMORANDUM OF UNDERSTANDING**

### **Retired and Senior Volunteer Program (RSVP)**

#### **Volunteer Services will:**

- Recruit, interview, and enroll volunteers and refer volunteers to the volunteer stations.
- Provide orientation to the volunteer station staff prior to placement of volunteers and at other times, as the need arises.
- Review acceptability of volunteer assignments.
- Furnish supplementary accident, personal liability, and automobile liability insurance coverage as required by federal policy while the volunteer is traveling to and from the work station and during the volunteer activity. This insurance provides supplementary coverage only; it is not primary insurance.
- In cooperation with the sponsoring agency (Otsego County United Way), provide an appeals procedure to address problems arising between a volunteer, the volunteer station, and/or RSVP.
- Provide or arrange with volunteer stations for transportation of volunteers to and from their work assignments, when possible, if the volunteer does not have his/her own transportation.
- Arrange with the volunteer station, when possible, for a meal if volunteers are on assignment over a meal time.
- Monitor volunteer activities at the volunteer stations periodically to assess and/or discuss needs of the volunteers and the volunteer stations, and
- May conduct basic background checks on potential volunteers.

#### **The volunteer station will:**

- Be responsible for interviewing, screening, and making the final decision on accepting the assignment of a volunteer.
- Discuss assignments with individual volunteers referred by RSVP and provide a written job description to each volunteer with a copy to RSVP.
- Implement appropriate orientation, in-service instruction, or special training of volunteers.
- Furnish volunteers with any materials or other items as well as transportation required during the work assignment.
- Provide for adequate safety of volunteers.
- Provide other basic workplace information to the volunteers.
- Validate the volunteer sign-in sheet and any other report or documentation that may be necessary for the volunteer.
- Investigate and report to RSVP any accident/injury involving a volunteer.
- Provide adequate supervision of volunteers on assignments.
- Supply financial vouchers to RSVP to verify non-federal support when lunches or transportation have been provided to volunteers during their work assignments.
- Cooperate in assessing handicap accessibility of the volunteer station, and make reasonable attempts to enable disabled persons access to the facilities and events.
- Not refer volunteers to any assignments which would displace employed workers or impair existing contracts for service.
- Comply with provisions of Title VI of the Civil Rights Act of 1964.
- Specify, either by written information or verbally, that RSVP volunteers are participants in the volunteer station's program in all publicity featuring volunteers.

**Other Provisions:**

**Separation from Volunteer Service.** The volunteer station may request the removal of a volunteer at any time. Likewise, the volunteer may withdraw from service at the volunteer station or from RSVP at any time. Discussions of individual separations will occur between RSVP staff, volunteer station staff, and the volunteer in order to clarify the reason(s) for the separation; to resolve conflicts; or to take remedial action which may include placement with another volunteer station if possible.

**Organization/Agency Release.** The volunteer station understands and agrees that the volunteers referred to its organization/agency by RSVP are provided only as candidates for review and consideration by the organization/agency. The organization/agency voluntarily assumes all risks incident to acceptance of potential volunteers, and releases and discharges the referring agency from any claim, liability, or demand of any kind or cause which may arise as a result of the actions or failure to act of any prospective volunteer referred to the organization/agency.

**Special Provisions.** (For additional provisions specific to the work station.)

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THIS MEMORANDUM OF UNDERSTANDING WILL BE IN EFFECT UPON THE DATED SIGNATURE OF THE ORGANIZATION/AGENCY OFFICIAL AND THE RSVP DIRECTOR.

**RESOLUTION NO. OCR 08-18**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
JUNE 24, 2008

**SUBMISSION OF MOTORCYCLE SAFETY GRANT**

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

**WHEREAS**, the Otsego County Board of Commissioners has chosen to submit a grant application for the purchase of one (1) Yamaha TW200 at \$3,411 each and one (1) Suzuki GZ250 at \$2,860 each training motorcycles, grant total of \$6,271 in 2008; now, therefore, be it

**RESOLVED**, that Marlene K. Hopp, the Otsego County Grant Administrator, Rachel Frisch, Otsego County Finance Director and Tim McPherson, Program Coordinator be authorized to sign and submit grant documents.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** General Fund / Motorcycle Sfty

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

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

**REVENUE** To account for State Grant to purchase new motorcycles.

Account Number	Decrease	Increase
1010332-539000 -BIKE	\$	\$ 6,271
-	\$	\$
-	\$	\$
-	\$	\$
<b>Total</b>	\$	\$ 6,271

**EXPENDITURE**

Account Number	Increase	Decrease
101E332-970420 -BIKE	\$ 6,271	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
<b>Total</b>	\$ 6,271	\$

Rachel Frisch  
Department Head Signature

6-20-08  
Date

J. M. B.  
Administrator's Signature

6-20-08  
Date

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

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number