



Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

989-731-7520 • Fax 989-731-7529

NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, August 14, 2012 beginning at 9:30 a.m., at the County Building at 225 W. Main Street, Room 100, Gaylord, Michigan 49735.

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Regular Minutes of July 24, 2012 w/attachments

Consent Agenda

- A. Corwith Township 2013-2014 Land Use Agreement - Motion to Approve
- B. Otsego Lake Township 2013-2014 Land Use Agreement - Motion to Approve
- C. OCR 12-26 Trail Linkage Support - Motion to Adopt
- D. Transportation and Airport Committee Recommendation
 1. OCR 12-28 MDOT Sponsor Contract Agreement - Motion to Adopt

Administrator's Report

- A. Purchasing Policy Update

Department Head Report

- A. Land Use Services Update - Joe Ferrigan, Director

Special Presentations

- A. Brenda Cross

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 1. July 31, 2012 Warrant
 2. August 7, 2012 Warrant
 3. August 14, 2012 Warrant
- B. OCR 12-27 National Preparedness Month
- C. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment

July 24, 2012

The Regular meeting of the Otsego County Board of Commissioners was held in the County Building at 225 West Main Street, Room 100. The meeting was called to order at 9:30 a.m. by Chairman Paul Beachnau. Invocation by Commissioner Ken Borton, followed by the Pledge of Allegiance led by Commissioner Lee Olsen.

Roll call:

Present: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Motion by Commissioner Clark Bates, to approve the regular minutes of July 10, 2012 with attachments as corrected. The minutes were corrected to read, Commissioner Ken Borton attended the NACO Conference in Pittsburgh. Ayes: Unanimous. Motion carried.

Consent Agenda:

Motion to approve the Elmira Township 2013-2014 Land Use Agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Hayes Township 2013-2014 Land Use Agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Probation Copier purchase request. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported on the Groen property; Capping land DNR bill signed.

Committee Reports:

Motion by Commissioner Ken Borton, to reappoint Jim Hilgendorf to the Otsego County Planning Commission for a term of 3 years ending August 25, 2015. Ayes: Unanimous. Motion carried.

Mary Sanders reported on the MTA meeting held on July 17, 2012.

Correspondence:

Chairman Paul Beachnau received a letter from the DEQ; Letter from SANE; a notice to Mike Thompson regarding 9-1-1 Compliance; Public hearing request from the City of Gaylord regarding tax exemption in the Industrial facility.

New Business:

Motion by Commissioner Bruce Brown, to approve the July 17, 2012 Warrant in the amount of \$121,236.98 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Richard Sumerix, to approve the July 24, 2012 Warrant in the amount \$182,475.61 as presented. Ayes: Unanimous. Motion carried.

Motion to adopt Resolution OCR 12-22 honoring Rudi Edel.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion to adopt Resolution OCR 12-23 honoring Joe Duff.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion to adopt Resolution OCR 12-24 honoring the Diocese of Gaylord.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion to adopt Resolution OCR 12-25 Discharge of Mortgage Carl W. Dykman and Veronica A. Dykman.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Board Remarks:

Commissioner Erma Backenstose: Otsego Lake Township meeting.
SANE meeting.

Commissioner Ken Borton: NACO Conference.

Commissioner Bruce Brown: Alpenfest.

Commissioner Rich Sumerix: Bagley Township Meeting.

Chairman Paul Beachnau: Alpenfest.

Meeting adjourned at 9:57 a.m.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, Otsego County Clerk

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)
2013-2014

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

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 into this Contract for services. This contract shall be in effect for a period of two (2) years beginning January 1, 2013 and continuing in effect until December 31, 2014.

Responsibilities of the Township

1. Funding for the Land Use Services Zoning function is distributed among participating townships using an equal blend of the latest State Equalized Values and population for each township (see Attachment A). Elmira Township agrees to provide a total of \$6,180.00 in 2013 and \$6,180.00 in 2014 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.
3. The Township Board will select their representative, with confirmation by the Otsego County Board of Commissioners, to serve on the Otsego County Planning Commission.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning.
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 ensure 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 regularly provide reports to the Township at the Township Association meetings. 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.
9. The County will pay for legal expenses related to zoning functions and decisions.
10. Funds related to the Otsego County Land Use Department Planning & Zoning will be maintained in a fund separate from the County's General Fund.

Either party may terminate this Agreement for any or no reason upon one hundred eighty (180) day written notice.

In the event of termination of this Agreement, the Township shall be responsible only for costs pro-rated to the date of termination.

Otsego County and Elmira Township.

Entered into this 12th day of July 2012 between Otsego County and Elmira Township

Otsego County

Elmira Township

John Burt, County Administrator

Diane Franckowiak
Diane Franckowiak, Supervisor

Susan DeFeyter, County Clerk

Susan Schaedig
Susan Schaedig, Township Clerk

ATTACHMENT A

Funding

Based on SEV and Populations combined, municipalities would be responsible for the following costs:

<u>Township</u>	<u>2013 Cost</u>	<u>2014 Cost</u>
Bagley	\$10,300.00	\$10,300.00
Charlton	\$6,180.00	\$6,180.00
Chester	\$4,120.00	\$4,120.00
Corwith	\$6,180.00	\$6,180.00
Dover	\$2,060.00	\$2,060.00
Elmira	\$6,180.00	\$6,180.00
Hayes	\$7,210.00	\$7,210.00
Livingston	\$8,755.00	\$8,755.00
<u>Otsego Lake</u>	<u>\$7,210.00</u>	<u>\$7,210.00</u>
Total	\$58,195.00	\$58,195.00

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)
2013-2014

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

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 into this Contract for services. This contract shall be in effect for a period of two (2) years beginning January 1, 2013 and continuing in effect until December 31, 2014.

Responsibilities of the Township

1. Funding for the Land Use Services Zoning function is distributed among participating townships using an equal blend of the latest State Equalized Values and population for each township (see Attachment A). Hayes Township agrees to provide a total of \$7,210.00 in 2013 and \$7,210.00 in 2014 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.
3. The Township Board will select their representative, with confirmation by the Otsego County Board of Commissioners, to serve on the Otsego County Planning Commission.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning.
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 ensure 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 regularly provide reports to the Township at the Township Association meetings. 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.
9. The County will pay for legal expenses related to zoning functions and decisions.
10. Funds related to the Otsego County Land Use Department Planning & Zoning will be maintained in a fund separate from the County's General Fund.

Either party may terminate this Agreement for any or no reason upon one hundred eighty (180) day written notice.

In the event of termination of this Agreement, the Township shall be responsible only for costs pro-rated to the date of termination.

Otsego County and Hayes Township.

Entered into this 10th day of July 2012 between Otsego County and Hayes Township

Otsego County

Hayes Township

John Burt, County Administrator

Mary M. Sanders
Mary M. Sanders, Supervisor

Susan DeFeyter, County Clerk

Richard B. Ross
Richard B. Ross, Township Clerk

ATTACHMENT A

Funding

Based on SEV and Populations combined, municipalities would be responsible for the following costs:

<u>Township</u>	<u>2013 Cost</u>	<u>2014 Cost</u>
Bagley	\$10,300.00	\$10,300.00
Charlton	\$6,180.00	\$6,180.00
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Corwith	\$6,180.00	\$6,180.00
Dover	\$2,060.00	\$2,060.00
Elmira	\$6,180.00	\$6,180.00
Hayes	\$7,210.00	\$7,210.00
Livingston	\$8,755.00	\$8,755.00
<u>Otsego Lake</u>	<u>\$7,210.00</u>	<u>\$7,210.00</u>
Total	\$58,195.00	\$58,195.00

OCR 12-22

Recognition of 2012 Alpenfest der Bürgermeister – Rudi Edel

Otsego County Board of Commissioners

July 24, 2012

WHEREAS, Rudi Edel was born in the Detroit area, and spent his summers at a farm in Dover Township here in Otsego County, later buying 40 acres of property in the area at the age of 16; and

WHEREAS, Rudi spent his life in service to our community through his profession as well as through his passion for volunteering; and

WHEREAS, after graduating from high school, Rudi joined the navy during the Vietnam War and was stationed on a destroyer off the coast of Africa and the Mideast; and

WHEREAS, Rudi later became a police officer first in Harper Woods and then later for the Otsego County Sheriff's Office under Sheriff Ralph Holewinski in 1973; and

WHEREAS, Rudi and his wife Sandi married in 1975 and built a house on the Dover Township property, fulfilling a lifelong dream; and

WHEREAS, Rudi took the job of Otsego County Court Administrator in 1977, a position he held until his retirement in 2009; and

WHEREAS, those of us that have worked with Rudi know that he always brings enthusiasm and energy to any project he undertakes; and

WHEREAS, the Gaylord Herald Times has named Rudi Edel as the 2012 Alpenfest der Bürgermeister; and

WHEREAS, the County of Otsego recognizes that one of its greatest assets is the strength, diversity and commitment of its community members; now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners, hereby recognizes and honors the outstanding contributions that Rudi Edel continues to make in our community.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

OCR 12-23
Recognition of 2012 Alpenfest Parade Marshal – Joe Duff
Otsego County Board of Commissioners
July 24, 2012

WHEREAS, Joe Duff has been either city or village manager in several communities including Archbold, OH; Mattawan; and Mackinaw City; and

WHEREAS, Joe has been a resident of Gaylord since he moved here over 14 years ago, along with his wife Diane and daughters Brynn and Geena, to be the Gaylord City Manager; and

WHEREAS, Joe's knowledge is an asset that is appreciated by his staff and others that work with him; and

WHEREAS, Joe is a vital part of our community helping to make downtown and the rest of the City vibrant and attractive; and

WHEREAS, Joe has been active with Alpenfest since his arrival helping to ensure that he and the City does everything it can to enable visitors to have a wonderful experience; and

WHEREAS, the Alpenfest Board of Directors and the Gaylord Area Chamber of Commerce has named Joe Duff as the 2012 Alpenfest Parade Marshal; and

WHEREAS, the County of Otsego recognizes that one of its greatest assets is the strength, diversity and commitment of its community members; now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners, hereby recognizes and honors the outstanding contributions that Joe Duff has made to our community and to Alpenfest.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

OCR 12-24
Recognition of 2012 Alpenfest Honored Industry – Diocese of Gaylord
Otsego County Board of Commissioners
July 24, 2012

WHEREAS, the Diocese of Gaylord was established over 40 years ago; and

WHEREAS, the Diocese of Gaylord covers the 21 most northern counties of Northern Lower Michigan and includes 80 parishes and 17 Catholic schools; and

WHEREAS, the Diocese of Gaylord contributes locally through volunteer participation and donations to local nonprofit groups; and

WHEREAS; the Diocese of Gaylord also provides social work services to any who need them in the community; and

WHEREAS, the Alpenfest Honors Committee has named the Diocese of Gaylord as the 2012 Alpenfest Honored Industry; and

WHEREAS, the County of Otsego recognizes the importance of involvement by our local faith-based institutions in the community and the significant contributions they make; now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners, hereby congratulates the Diocese of Gaylord as being the recipient of the 2012 Alpenfest Honored Industry.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

RESOLUTION NO. OCR 12-25
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
July 24, 2012

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 2275 Watson Hills, Vanderbilt, Michigan 49795 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 0666, Pages 632-639, in the name Carl W. Dykman and Veronica A. Dykman, husband and wife, Otsego County Records and

WHEREAS, said Mortgage has been paid in full; now, therefore, be it

RESOLVED, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to, Carl W. Dykman and Veronica A. Dykman, husband and wife, Otsego County Records and, be it further

RESOLVED, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:



August 14, 2012
Agenda

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)
2013-2014

WHEREAS, Otsego County (the County) and Corwith 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

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 into this Contract for services. This contract shall be in effect for a period of two (2) years beginning January 1, 2013 and continuing in effect until December 31, 2014.

Responsibilities of the Township

1. Funding for the Land Use Services Zoning function is distributed among participating townships using an equal blend of the latest State Equalized Values and population for each township (see Attachment A). Corwith Township agrees to provide a total of \$6,180.00 in 2013 and \$6,180.00 in 2014 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.
3. The Township Board will select their representative, with confirmation by the Otsego County Board of Commissioners, to serve on the Otsego County Planning Commission.

Responsibilities of the County

1. The County shall provide full and complete professional Land Use Planning.
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 ensure 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.
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8. The County shall regularly provide reports to the Township at the Township Association meetings. 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.
9. The County will pay for legal expenses related to zoning functions and decisions.
10. Funds related to the Otsego County Land Use Department Planning & Zoning will be maintained in a fund separate from the County's General Fund.

Either party may terminate this Agreement for any or no reason upon one hundred eighty (180) day written notice.

In the event of termination of this Agreement, the Township shall be responsible only for costs pro-rated to the date of termination.

Otsego County and Corwith Township.

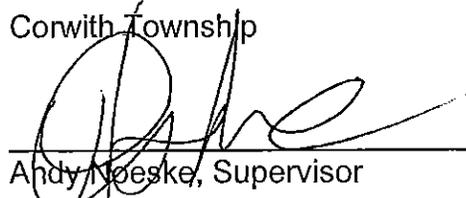
Entered into this 15th day of AUGUST 2012 between Otsego County and Corwith Township

Otsego County

John Burt, County Administrator

Susan DeFeyter, County Clerk

Corwith Township



Andy Moeske, Supervisor



Debbie Whitman, Township Clerk

ATTACHMENT A

Funding

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Elmira	\$6,180.00	\$6,180.00
Hayes	\$7,210.00	\$7,210.00
Livingston	\$8,755.00	\$8,755.00
<u>Otsego Lake</u>	<u>\$7,210.00</u>	<u>\$7,210.00</u>
Total	\$58,195.00	\$58,195.00

CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND
BUILDING CODE COMPLIANCE)
2013-2014

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

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.

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Responsibilities of the Township

1. Funding for the Land Use Services Zoning function is distributed among participating townships using an equal blend of the latest State Equalized Values and population for each township (see Attachment A). Otsego Lake Township agrees to provide a total of \$7,210.00 in 2013 and \$7,210.00 in 2014 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.
3. The Township Board will select their representative, with confirmation by the Otsego County Board of Commissioners, to serve on the Otsego County Planning Commission.

Responsibilities of the County

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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.

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Either party may terminate this Agreement for any or no reason upon one hundred eighty (180) day written notice.

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Otsego County and Otsego Lake Township.

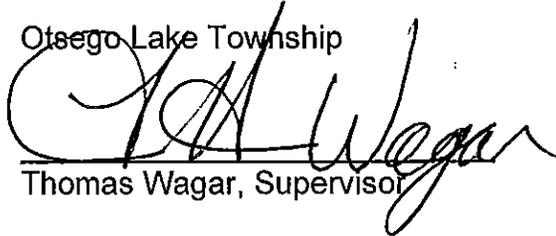
Entered into this 19th day of July 2012 between Otsego County and Otsego Lake Township

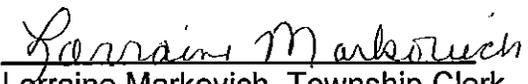
Otsego County

John Burt, County Administrator

Susan DeFeyter, County Clerk

Otsego Lake Township


Thomas Wagar, Supervisor


Lorraine Markovich, Township Clerk

ATTACHMENT A

Funding

Based on SEV and Populations combined, municipalities would be responsible for the following costs:

<u>Township</u>	<u>2013 Cost</u>	<u>2014 Cost</u>
Bagley	\$10,300.00	\$10,300.00
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Elmira	\$6,180.00	\$6,180.00
Hayes	\$7,210.00	\$7,210.00
Livingston	\$8,755.00	\$8,755.00
<u>Otsego Lake</u>	<u>\$7,210.00</u>	<u>\$7,210.00</u>
Total	\$58,195.00	\$58,195.00

OCR 12-26
Support Trail Development in Northern Michigan
Otsego County Board of Commissioners
August 14, 2012

WHEREAS, the Otsego County Board of Commissioners recognizes the State of Michigan's initiative to expand the number and types of trails available for public use throughout the State; and

WHEREAS, Grayling has three state parks within twenty-five miles of the city; Otsego Lake State Park to the north, North Higgins Lake State Park to the south and Hartwick Pines State Park in Crawford County; and

WHEREAS, there would be a natural benefit in linking these three state parks with a non-motorized trail system, not only for the visitors to these parks but also to the local residents in three counties that frequent these parks; and

WHEREAS, a significant number of park visitors bring bicycles on vacation looking for family oriented non-motorized opportunities and this project would provide a unique opportunity for visitors to travel by bicycle from one park to another; and

WHEREAS, this would be a natural extension of the north / south trail recently opened between Gaylord and Mackinaw City; and

WHEREAS, while this project is sizeable it can be easily segmented so that construction can be incremental; and

WHEREAS, a non-motorized linkage, connecting these three State Parks, would offer an attractive tourism value that would draw interest from both within and outside the State of Michigan; and

WHEREAS, a segment of the project, the trail from Grayling to Hartwick Pines State Park, is already completed and being used daily; now, therefore be it

RESOLVED, that the Otsego County Board of Commissioners urges the State of Michigan and the Michigan Blue Ribbon Panel on State Parks and Outdoor Recreation to examine the widespread benefit of a connecting trail from Otsego Lake State Park to North Higgins Lake State Park and include this project as part of its final recommendations to be included in the State-wide Trail Network Plan; and, be it further

RESOLVED, that a copy of this resolution be sent to the surrounding counties, Representative Greg MacMaster, Senator John Moolenaar, Governor Rick Snyder and the Michigan Association of Counties.

OCR 12-28
MDOT Office of Aeronautics – Snow Removal Equipment Building
Otsego County Board of Commissioners
August 14, 2012

WHEREAS, Otsego County and the Michigan Department of Transportation, Office of Aeronautics sets forth to adopt and approve the execution of the Sponsor Contract Agreement for the purpose of obtaining state and federal funding for the Snow Removal Equipment Building at the Gaylord Regional Airport; and, now, therefore be it

RESOLVED, that the Otsego County Board of Commissioners shall enter into a Grant Agreement for the development of Gaylord Regional Airport, and that such Sponsor Contract Agreement shall be as set forth hereinafter; and be it further

RESOLVED, that the County Administrator for Otsego County is hereby authorized and directed to execute said Sponsor Contract Agreement on behalf of the Otsego County Board of Commissioners, and the Gaylord Regional Airport Manager is hereby authorized and directed to attest said execution: That the Sponsor Contract Agreement referred to herein shall be as attached.

MICHIGAN DEPARTMENT OF TRANSPORTATION
OTSEGO COUNTY BOARD OF COMMISSIONERS
CONTRACT FOR A FEDERAL/STATE/LOCAL
AIRPORT PROJECT
UNDER THE BLOCK GRANT PROGRAM

This Contract is made and entered into this date of _____ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and Otsego County Board of Commissioners, hereinafter referred to as the "SPONSOR," for the purpose of fixing the rights and obligations of the parties in agreeing to the following undertaking at the Gaylord Regional Airport, whose associated city is Gaylord, Michigan, such undertaking hereinafter referred to as the "PROJECT," estimated in detail in Exhibit 1, dated June 8, 2012, attached hereto and made a part hereof.

PROJECT DESCRIPTION: CONSTRUCT SRE BUILDING.

WITNESSETH:

WHEREAS, the PROJECT is eligible for federal funding pursuant to the Airport and Airway Improvement Act of 1982, as amended, and/or the Aviation Safety and Noise Abatement Act of 1979; and

WHEREAS, the DEPARTMENT has received a block grant from the Federal Aviation Administration (FAA) for airport development projects; and

WHEREAS, the DEPARTMENT is responsible for the allocation and management of block grant funds pursuant to the above noted act;

NOW, THEREFORE, the parties agree:

1. The term "PROJECT COST," as herein used, is defined in Attachment(s) 1, attached hereto and made a part hereof. The PROJECT COST will also include administrative costs incurred by the DEPARTMENT in connection with the PROJECT. Administrative costs incurred by the SPONSOR are not eligible PROJECT COSTS.

THE SPONSOR WILL:

2. Enter into a contract with a consultant for each element of the PROJECT that requires expertise. The consultant will be selected in conformity with FAA Advisory Circular 150/5100-14. The DEPARTMENT will select the consultant for each element of the PROJECT involving preparation of environmental documentation. The SPONSOR will select the consultant for all other aspects of the PROJECT. All consultant contracts will be submitted to the DEPARTMENT for review and approval. Any such approvals will not be construed as a warranty of the consultant's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity. The SPONSOR will neither award a consultant contract nor authorize the consultant to proceed prior to receiving written approval of the contract from the DEPARTMENT. Any change to the consultant contract will require prior written approval from the DEPARTMENT. In the event that the consultant contract is terminated, the SPONSOR will give immediate written notice to the DEPARTMENT.
3. Make payment to the DEPARTMENT for the SPONSOR's share of the PROJECT COSTS within thirty (30) days of the billing date. The DEPARTMENT will not make payments for any PROJECT work prior to receipt of payment from the SPONSOR for the SPONSOR's share of that item of the PROJECT work.

Eligible PROJECT COSTS that are paid by the SPONSOR may be submitted for credit toward the SPONSOR's share of the PROJECT COST provided that they are submitted within one hundred eighty (180) days of the date the costs were incurred or within one hundred eighty (180) days of the date of award of this Contract by the parties, whichever is later. Documentation of the PROJECT COST will include copies of the invoices on which the SPONSOR will write the amounts paid, the check numbers, the voucher numbers, and the dates of the checks. Each invoice will be signed by an official of the SPONSOR as proof of payment. The amount of the SPONSOR billing will be reduced by the amount of the eligible credit, based on documentation submitted, provided it is submitted prior to the date of the billing. Should it be determined that the SPONSOR has been given credit for payment of ineligible items of work, the SPONSOR will be billed an amount to insure that the SPONSOR share of PROJECT COSTS is covered.

The SPONSOR pledges sufficient funds to meet its obligations under this Contract.

4. With regard to audits and record-keeping:
 - a. The SPONSOR will establish and maintain accurate records, in accordance with generally accepted accounting principles, of all expenses incurred for which payment is sought or made under this Contract, said records to be hereinafter referred to as the "RECORDS." Separate accounts will be established and maintained for all costs incurred under this Contract.

- b. The SPONSOR will maintain the RECORDS for at least six (6) years from the date of final payment made by the DEPARTMENT under this Contract. In the event of a dispute with regard to allowable expenses or any other issue under this Contract, the SPONSOR will thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.
 - c. The DEPARTMENT or its representative may inspect, copy, or audit the RECORDS at any reasonable time after giving reasonable notice.
 - d. If any part of the work is subcontracted, the SPONSOR will assure compliance with subsections (a), (b), and (c) above for all subcontracted work.
5. Provide and will require its subcontractors to provide access by the DEPARTMENT or its representatives to all technical data, accounting records, reports, and documents pertaining to this Contract. Copies of technical data, reports, and other documents will be provided by the SPONSOR or its subcontractors to the DEPARTMENT upon request. The SPONSOR agrees to permit representatives of the DEPARTMENT to inspect the progress of all PROJECT work at any reasonable time. Such inspections are for the exclusive use of the DEPARTMENT and are not intended to relieve or negate any of the SPONSOR's obligations and duties contained in this Contract. All technical data, reports, and documents will be maintained for a period of six (6) years from the date of final payment.
6. The SPONSOR agrees to require all prime contractors to pay each subcontractor for the satisfactory completion of work associated with the subcontract no later than ten (10) calendar days from the receipt of each payment the prime contractor receives from the DEPARTMENT or SPONSOR. The prime contractor also is required to return retainage payments to each subcontractor within ten (10) calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from these time frames may occur only upon receipt of written approval from the DEPARTMENT. These requirements are also applicable to all sub-tier subcontractors and will be made a part of all subcontract agreements.

This prompt payment provision is a requirement of 49 CFR, Part 26, as amended, and does not confer third-party beneficiary right or other direct right to a subcontractor against the DEPARTMENT. This provision applies to both Disadvantaged Business Enterprise (DBE) and non-DBE subcontractors.

The SPONSOR further agrees that it will comply with 49 CFR, Part 26, as amended, and will report any and all DBE subcontractor payments to the DEPARTMENT semi-annually in the format set forth in Appendix G, dated July 2010, attached hereto and made a part hereof, or any other format acceptable to the DEPARTMENT.

7. In the performance of the PROJECT herein enumerated, by itself, by a subcontractor, or by anyone acting on its behalf, comply with any and all state, federal, and local

applicable statutes, ordinances, and regulations. The SPONSOR further agrees to obtain all permits that are applicable to the entry into and the performance of this Contract.

The SPONSOR agrees to comply with the Special Conditions set forth in Appendix F, attached hereto and made a part hereof.

In addition, the SPONSOR agrees to accomplish the project in compliance with the FAA "Terms and Conditions of Accepting Airport Improvement Program Grants" signed on June 19, 2012.

THE DEPARTMENT WILL:

8. Bill the SPONSOR for the SPONSOR's share of the estimated PROJECT COST. The DEPARTMENT will bill the SPONSOR for the SPONSOR's share of additional estimated PROJECT COSTS for changes approved in accordance with Section 14 at the time of award of the amendment for approved work.
9. Upon receipt of payment request approved by the SPONSOR, make payment for eligible PROJECT COSTS. The DEPARTMENT will seek reimbursement from the FAA through the block grant issued to the DEPARTMENT for funds expended on eligible PROJECT COSTS.

The DEPARTMENT will not make payments for any PROJECT work prior to receipt of payment from the SPONSOR for the SPONSOR's share of that item of PROJECT work.

10. Make final accounting to the SPONSOR upon completion of the PROJECT, payment of all PROJECT COSTS, and completion of necessary audits. Any excesses or deficiencies will be returned or billed to the SPONSOR.

IT IS FURTHER AGREED:

11. The PROJECT COST participation is estimated to be as shown below and as in the attached Exhibit 1. The PROJECT COST participation shown in Exhibit 1 is to be considered an estimate. The actual DEPARTMENT, FAA, and SPONSOR shares of the PROJECT COST will be determined at the time of financial closure of the FAA grant.

Federal Share	\$357,054.00
Maximum DEPARTMENT Share	\$13,783.00
SPONSOR Share	<u>\$13,783.00</u>
<i>Estimated</i> PROJECT COST	\$384,620.00

12. The PROJECT COST will be met in part with federal funds granted to the DEPARTMENT by the FAA through the block grant program and in part with DEPARTMENT funds. Upon final settlement of cost, the federal funds will be applied to the federally-funded parts of this Contract at a rate not to exceed ninety-five percent (95%) up to and not to exceed the maximum federal obligations shown in Section 11 or as revised in a budget letter, as set forth in Section 14. Those parts beyond the federal funding maximum may be eligible for state funds at a rate not to exceed ninety percent (90%) up to and not to exceed the maximum DEPARTMENT obligation shown in Section 11.

For portions of the PROJECT where only DEPARTMENT and SPONSOR funds will be applied to the final settlement, DEPARTMENT funds will be at a rate not to exceed ninety percent (90%), and the total DEPARTMENT funds applied toward the PROJECT COST may be up to but will not exceed the maximum DEPARTMENT obligations shown in Section 11 or as revised in a budget letter, as set forth in Section 14. Any items of PROJECT COST not funded by FAA or DEPARTMENT funds will be the sole responsibility of the SPONSOR.

DEPARTMENT funds in this Contract made available through legislative appropriation are based on projected revenue estimates. The DEPARTMENT may reduce the amount of this Contract if the revenue actually received is insufficient to support the appropriation under which this Contract is made.

13. The SPONSOR agrees that the costs reported to the DEPARTMENT for this Contract will represent only those items that are properly chargeable in accordance with this Contract. The SPONSOR also certifies that it has read the Contract terms and has made itself aware of the applicable laws, regulations, and terms of this Contract that apply to the reporting of costs incurred under the terms of this Contract.
14. The PROJECT COST shown in Section 11 is the maximum obligation of DEPARTMENT and federal funds under this Contract. The maximum obligation of DEPARTMENT and federal funds may be adjusted to an amount less than the maximums shown in Section 11 through a budget letter issued by the DEPARTMENT. A budget letter will be used when updated cost estimates for the PROJECT reflect a change in the amount of funds needed to fund all PROJECT COSTS. The budget letter will be signed by the Administrator of Airports Division of the Office of Aeronautics.

A budget letter will also be used to add or delete work items from the PROJECT description, provided that the costs do not exceed the maximum obligations of Section 11. If the total amount of the PROJECT COST exceeds the maximum obligations shown in Section 11, the PROJECT scope will have to be reduced or a written amendment to this Contract to provide additional funds will have to be awarded by the parties before the work is started.

15. In the event it is determined by the DEPARTMENT that there will be either insufficient funds or insufficient time to properly administer such funds for the entire PROJECT or

portions thereof, the DEPARTMENT, prior to advertising or authorizing work performance, may cancel the PROJECT or any portion thereof by giving written notice to the SPONSOR. In the event this occurs, this Contract will be void and of no effect with respect to the canceled portion of the PROJECT. Any SPONSOR deposits on the canceled portion less PROJECT COST incurred on the canceled portions will be refunded following receipt of a letter from the SPONSOR requesting excess funds be returned or at the time of financial closure, whichever comes first.

16. In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this Contract or questions the allowability of an item of expense, the DEPARTMENT will promptly submit to the SPONSOR a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings verbally communicated to the SPONSOR at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the SPONSOR will (a) respond in writing to the responsible Bureau of the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE." The RESPONSE will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the SPONSOR may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE will refer to and apply the language of the Contract. The SPONSOR agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

The DEPARTMENT will make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the SPONSOR, the SPONSOR will repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the SPONSOR fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the SPONSOR agrees that the DEPARTMENT will deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the SPONSOR under this Contract or any other agreement or payable to the SPONSOR under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The assessment of interest will begin thirty (30) days from the date of the invoice. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary

based on the Michigan Department of Treasury common cash funds interest earnings. The SPONSOR expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT's decision only as to any item of expense the disallowance of which was disputed by the SPONSOR in a timely filed RESPONSE.

17. This Contract will be in effect from the date of award through twenty (20) years.
18. Failure on the part of the SPONSOR to comply with any of the conditions in this Contract may be considered cause for placing the SPONSOR in a state of noncompliance, thereby making the SPONSOR ineligible for future federal and/or state funds until such time as the noncompliance issues are resolved. In addition, this failure may constitute grounds for cancellation of the PROJECT and/or repayment of all grant amounts on a pro rata basis, if the PROJECT has begun. In this Section, pro rata means proration of the cost of the PROJECT over twenty (20) years, if the PROJECT has not yet begun.
19. Any approvals, acceptances, reviews, and inspections of any nature by the DEPARTMENT will not be construed as a warranty or assumption of liability on the part of the DEPARTMENT. It is expressly understood and agreed that any such approvals, acceptances, reviews, and inspections are for the sole and exclusive purposes of the DEPARTMENT, which is acting in a governmental capacity under this Contract, and that such approvals, acceptances, reviews, and inspections are a governmental function incidental to the PROJECT under this Contract.

Any approvals, acceptances, reviews, and inspections by the DEPARTMENT will not relieve the SPONSOR of its obligations hereunder, nor are such approvals, acceptances, reviews, and inspections by the DEPARTMENT to be construed as a warranty as to the propriety of the SPONSOR's performance, but are undertaken for the sole use and information of the DEPARTMENT.

20. In connection with the performance of PROJECT work under this Contract, the parties (hereinafter in Appendix A referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, and the Regulations of the United States Department of Transportation (49 CFR, Part 21) issued pursuant to said Act, including Appendix B, attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this Contract.

The SPONSOR will carry out the applicable requirements of the DEPARTMENT's Disadvantaged Business Enterprise (DBE) program and 49 CFR Part 26, including, but not limited to, those requirements set forth in Appendix C, dated October 1, 2005, attached hereto and made a part hereof.

21. In accordance with 1980 PA 278; MCL 423.321 *et seq.*; MSA 17.458(22), *et seq.*, the SPONSOR, in the performance of this Contract, will not enter into a contract with a subcontractor, manufacturer, or supplier listed in the register maintained by the United States Department of Labor of employers who have been found in contempt of court by a federal court of appeals on not less than three (3) separate occasions involving different violations during the preceding seven (7) years for failure to correct an unfair labor practice, as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 USC 158. The DEPARTMENT may void this Contract if the name of the SPONSOR or the name of a subcontractor, manufacturer, or supplier utilized by the SPONSOR in the performance of this Contract subsequently appears in the register during the performance period of this Contract.

22. With regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract, the SPONSOR hereby irrevocably assigns its right to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the DEPARTMENT due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or the DEPARTMENT.

The SPONSOR shall require any subcontractors to irrevocably assign their rights to pursue any claims for relief or causes of action for damages sustained by the State of Michigan or the DEPARTMENT with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract due to any violation of 15 USC, Sections 1 - 15, and/or 1984 PA 274, MCL 445.771 - .788, excluding Section 4a, to the State of Michigan or the DEPARTMENT as a third-party beneficiary.

The SPONSOR shall notify the DEPARTMENT if it becomes aware that an antitrust violation with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract may have occurred or is threatened to occur. The SPONSOR shall also notify the DEPARTMENT if it becomes aware of any person's intent to commence, or of commencement of, an antitrust action with regard to claims based on goods or services that were used to meet the SPONSOR's obligation to the DEPARTMENT under this Contract.

23. In any instance of dispute and/or litigation concerning the PROJECT, the resolution thereof will be the sole responsibility of the party/parties to the contract that is/are the subject of the controversy. It is understood and agreed that any legal representation of the SPONSOR in any dispute and/or litigation will be the financial responsibility of the SPONSOR.

24. The DEPARTMENT and the FAA will not be subject to any obligations or liabilities by contractors of the SPONSOR or their subcontractors or any other person not a party to this Contract without its specific consent and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof.

25. Each party to this Contract will remain responsible for any claims arising out of that party's performance of this Contract as provided by this Contract or by law.

This Contract is not intended to increase or decrease either party's liability for or immunity from tort claims.

This Contract is not intended to nor will it be interpreted as giving either party a right of indemnification, either by Contract or at law, for claims arising out of the performance of this Contract.

26. In case of any discrepancies between the body of this Contract and any exhibit hereto, the body of the Contract will govern.

27. This Contract will become binding on the parties and of full force and effect upon signing by the duly authorized representatives of the SPONSOR and the DEPARTMENT and upon adoption of a resolution approving said Contract and authorizing the signature(s) thereto of the respective representative(s) of the SPONSOR, a certified copy of which resolution will be sent to the DEPARTMENT with this Contract, as applicable.

IN WITNESS WHEREOF, the parties have caused this Contract to be awarded.

OTSEGO COUNTY BOARD OF COMMISSIONERS

By: _____
Title:

MICHIGAN DEPARTMENT OF TRANSPORTATION

By: _____
Title: Department Director

EXHIBIT 1

**GAYLORD REGIONAL AIRPORT
GAYLORD, MICHIGAN**

Project No. F-26-0036-2111
Contract No. FM 69-01-C65

June 8, 2012

	Federal	State	Local	Total
ADMINISTRATION	\$3,250	\$125	\$125	\$3,500
DEPARTMENT-AERO	\$3,250	\$125	\$125	\$3,500
ENVIRONMENTAL	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0
CONSTRUCTION	\$353,804	\$13,658	\$13,658	\$381,120
Construct Snow Removal Equipment (SRE) Building	\$319,920	\$12,350	\$12,350	\$344,620
AERO - Construction	\$2,320	\$90	\$90	\$2,500
CONSULTANT - Construction	\$31,564	\$1,218	\$1,218	\$34,000
CONTINGENCIES	\$0	\$0	\$0	\$0
Funding contingencies	\$0	\$0	\$0	\$0
TOTAL PROJECT BUDGET	\$357,054	\$13,783	\$13,783	\$384,620

Federal Billing Breakdown:

Bill #1 \$207,054 (95%) SBGP 8111

Bill #2 \$150,000 (90%) SBGP 8512

MAC Transfer: 1/25/12 & 6/8/12 supplemental transfer

ATTACHMENT 1

SUPPLEMENTAL PROVISIONS FOR CONTRACTS INVOLVING CONSTRUCTION WORK AT ALL CLASSIFICATIONS OF AIRPORTS FOR WHICH THE DEPARTMENT OPENS BIDS AND AWARDS THE CONTRACTS

1. The "PROJECT COST" is defined as the cost of all work necessary to complete the items identified in the body of this Contract as the PROJECT, including the costs of preliminary engineering, design engineering, construction engineering and supervision, architectural work, surveying, environmental studies and reports, airport layout plan updates relating to the PROJECT, and advertising for and receiving bids.
2. The SPONSOR will select a consultant to perform each element of the PROJECT that requires expertise. All consultant contracts will be between the SPONSOR and the consultant. Consultant contracts will be submitted to the DEPARTMENT for review and approval. Any such approvals will not be construed as a warranty of the consultant's qualifications, professional standing, ability to perform the work being contracted, or financial integrity. The SPONSOR will not execute a consultant contract nor authorize the consultant to proceed prior to receiving written approval of the contract from the DEPARTMENT. Any change to the consultant contract will require prior written approval from the DEPARTMENT. In the event the consultant contract is terminated, the DEPARTMENT will be given immediate written notice by the SPONSOR.
3. The DEPARTMENT is authorized by the SPONSOR pursuant to this Contract to advertise and to award the contract for the construction work in the name of the SPONSOR in accordance with the following:
 - a. Prequalification of bidders will be determined by the DEPARTMENT in accordance with the "Administrative Rules Governing the Prequalification of Bidders for Highway and Transportation Construction Work."
 - b. Prior to advertising the construction work for receipt of bids, the SPONSOR may delete any portion or all of the PROJECT work.
 - c. If after receipt of bids for the construction work, the SPONSOR gives notice of circumstances that affect its ability to proceed, the DEPARTMENT, on behalf of the SPONSOR and with the concurrence of the FAA, if applicable, will reject the bids.
 - d. In the event of the rejection of all bids, any costs incurred by the DEPARTMENT will be deemed to be PROJECT COSTS.
 - e. Upon receipt of bids, the DEPARTMENT, on behalf of the SPONSOR, will select the most responsive bid in accordance with the DEPARTMENT's applicable "General Provisions for Construction of Airports." The DEPARTMENT will then prepare a "Recommendation to Award" and submit it

to the FAA, if applicable, and the SPONSOR. The DEPARTMENT will forward the contract documents to the contractor and then to the SPONSOR for execution.

- f. The DEPARTMENT is authorized to receive, hold, and return proposal guarantees on behalf of and in the name of the SPONSOR pursuant to the requirements enumerated in the DEPARTMENT's applicable "General Provisions for Construction of Airports."
 - g. In the event of the forfeiture of a proposal guaranty, in accordance with the DEPARTMENT's applicable "General Provisions for Construction of Airports," and upon receipt of a request from the SPONSOR, the DEPARTMENT will forward to the SPONSOR the forfeited proposal guaranty.
 - h. The DEPARTMENT is authorized to receive performance and lien bonds and certificates of insurance on behalf of and in the name of the SPONSOR pursuant to the requirements enumerated in the DEPARTMENT's applicable "General Provisions for Construction of Airports."
 - i. The SPONSOR, upon presentation of the contract documents by the DEPARTMENT, and subject to the possible implementation of the exceptions provided in paragraphs b and c above, will execute and return the appropriate documents on or before a date to be set by the DEPARTMENT in accordance with the DEPARTMENT's applicable "General Provisions for Construction of Airports."
 - j. Upon receipt of the executed contract documents from the SPONSOR, the DEPARTMENT will award the contract.
4. The DEPARTMENT is authorized by the SPONSOR, pursuant to this Contract, to approve subcontracts between the prime contractor and the subcontractor on behalf of the SPONSOR. Any such approvals will not be construed as a warranty of the subcontractor's qualifications, professional standing, ability to perform the work being subcontracted, or financial integrity.
5. Should termination of a construction contract pursuant to Section 80-09 of the DEPARTMENT's applicable "General Provisions for Construction of Airports" occur, the DEPARTMENT will be given immediate written notice by the SPONSOR.
6. Any changes to the PROJECT plans and specifications made after receipt of bids will require prior written approval from the DEPARTMENT and the FAA, if applicable. The SPONSOR or its representative may request such changes by initiating a contract modification to the construction contract in accordance with the "General Provisions for Construction of Airports" and the DEPARTMENT's "Project Engineer's Manual" for airport construction. Any contract modification determined to be significant by the DEPARTMENT will require a prior written amendment to this Contract.

In the event that during the course of PROJECT construction it becomes necessary to exceed estimated quantities of materials or labor, and it is not reasonable to obtain prior consent from the DEPARTMENT without interrupting an ongoing construction activity, the SPONSOR's on-site supervisor may approve such overruns and the DEPARTMENT may share in the costs of such overruns only if all of the following conditions are met:

- a. The construction, including such overruns, remains in conformity with the PROJECT plans and specifications as revised.
 - b. Such overruns do not exceed ten percent (10%) of that category within the PROJECT plans and specifications as revised.
 - c. The SPONSOR or its representative immediately notifies the DEPARTMENT of such overruns and the estimated costs thereof.
 - d. Such on-site approval is necessary for continuity in construction, and obtaining approval prior to proceeding would cause a material interruption in the PROJECT that would result in a significant increase in costs.
7. Any work or material that is determined by the DEPARTMENT not to be in conformity with the plans, specifications, and contract documents will be ineligible for reimbursement with federal and state participating funds or will be subject to a price adjustment approved by the DEPARTMENT and the FAA, if applicable.
 8. Upon completion of the work in each construction contract and acceptance thereof by the SPONSOR, the SPONSOR or its designated representative will give immediate written notice to the DEPARTMENT.
 9. The SPONSOR will operate and maintain in a safe and serviceable condition the airport and all facilities thereon and connected therewith that are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States or the State of Michigan, for a period of twenty (20) years from the effective date of this Contract and will not permit any activity thereon that would interfere with its use for airport purposes, provided, however, that nothing herein will be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility that is substantially damaged or destroyed due to any act of God or other condition or circumstance beyond the control of the SPONSOR.

The airport will be maintained in full operating condition on a year-round basis, in accordance with the general utility licensing requirements set forth by the Michigan Aeronautics Commission in its rules and regulations. During this period, the airport will not be abandoned or permanently closed without the express written permission of the DEPARTMENT.
 10. Should the SPONSOR desire to abandon, close, sell, or otherwise divest itself of the airport or any portion thereof, the SPONSOR agrees to provide to the DEPARTMENT

prior written notice of such intent giving the DEPARTMENT, for a period of one hundred eighty (180) days after receipt of such notice, a first right to purchase at fair market value the airport and all facilities thereon. Fair market value will be determined by an independent appraisal of such properties.

The notice of intent and first right to purchase will be provided via registered or certified mail, return receipt, postage prepaid, addressed to the Executive Administrator of the Office of Aeronautics, Michigan Department of Transportation.

11. The SPONSOR will, either by the acquisition and retention of easements or other interests in or rights for the use of land or airspace or by the adoption and enforcement of zoning regulations, prevent the construction, erection, alteration, and/or growth of any structure, tree, or other object in the approach areas of the runways of the airport that would constitute an obstruction to air navigation according to the criteria or standards prescribed in the FAA Advisory Circulars.
12. For a period of twenty (20) years, the SPONSOR will make the airport available as an airport for public use for all types, kinds, and classes of aeronautical use on fair and reasonable terms and without unjust discrimination. Rates charged to aeronautical users will be determined based on the cost to the SPONSOR of providing the facility. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or engage in an approved non-aeronautical activity, the SPONSOR will charge fair market value for the right to conduct such activity. During this period, all revenues generated by the airport for aeronautical and non-aeronautical activities will be expended for the capital or operating costs of the airport, the local airport system, or other local facilities that are owned or operated by the SPONSOR and are directly and substantially related to the actual air transportation of passengers or property.
13. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or engage in any aeronautical activity for furnishing services to the public at the airport, the SPONSOR will insert and enforce provisions requiring the contractor to:
 - a. Furnish said services on a fair, reasonable, and not unjustly discriminatory basis to all users thereof; and
 - b. Charge fair, reasonable, and not unjustly discriminatory prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

Appendix B
(Aeronautics)

**CIVIL RIGHTS ACT OF 1964, TITLE VI - 49 CFR PART 21
CONTRACTUAL REQUIREMENTS**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations.** The contractor will comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports.** The contractor will provide all information and reports required by the Regulations or directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor will so certify to the sponsor of the FAA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- a. **Withholding of payments to the contractor under the contract until the contractor complies, and/or**
 - b. **Cancellation, termination, or suspension of the contract, in whole or in part.**
6. **Incorporation of Provisions.** The contractor will include the provisions of paragraphs 1 through 5 in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directive issued pursuant thereto. The contractor will take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

(Revised October 1, 2005)

APPENDIX C

**Assurances that Recipients and Contractors Must Make
(Excerpts from US DOT Regulation 49 CFR § 26.13)**

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Airport Name: Gaylord International Airport
Associated City: Gaylord, Michigan
Project No: F-26-0036-2111

APPENDIX F

SPECIAL CONDITIONS

1. **RUNWAY PROTECTION ZONES** The Sponsor agrees to take the following actions to maintain and/or acquire a property interest, satisfactory to the FAA, in the Runway Protection Zones:
 - a. **Existing Fee Title Interest in the Runway Protection Zone.**
The Sponsor agrees to prevent the erection or creation of any structure or place of public assembly in the Runway Protection Zone, as depicted on the Exhibit "A" Property Map, except for navalds that are fixed by their functional purposes or any other structure approved by the FAA. Any existing structures or uses within the Runway Protection Zone will be cleared or discontinued unless approved by the FAA.
 - b. **Existing Easement Interest in the Runway Protection Zone.**
The Sponsor agrees to take any and all steps necessary to ensure that the owner of the land within the designated Runway Protection Zone will not build any structure in the Runway Protection Zone that is a hazard to air navigation or which might create glare or misleading lights or lead to the construction of residences, fuel handling and storage facilities, smoke generating activities, or places of public assembly, such as churches, schools, office buildings, shopping centers, and stadiums.
2. **AIR AND WATER QUALITY.** Approval of the project included in this agreement is conditioned on the Sponsor's compliance with applicable air and water quality standards in accomplishing project construction and in operating the airport. Failure to comply with this requirement may result in suspension, cancellation, or termination of federal assistance under this agreement.
3. **BUY AMERICAN REQUIREMENT.** Unless otherwise approved by the FAA, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for airport development or noise compatibility for which funds are provided under this grant. The Sponsor will include in every contract a provision implementing this special condition.
4. **WASTE DISPOSAL SITES.** It is hereby agreed by and between the parties hereto that, within its authority, the Sponsor will not approve or permit the establishment or existence of a waste disposal site which has been determined to be objectionable under the provisions of FAA Order 5200.5A, dated January 31, 1990, entitled "Waste Disposal Sites On or Near Airports."

b. **Inspection Schedule.**

- (1) **Detailed Inspection.** A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," the frequency of inspection may be extended to three years.
- (2) **Drive-By Inspection.** A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition.

c. **Record Keeping.** Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The types of distress, their locations, and remedial action, scheduled or performed, must be documented. The minimum information to be recorded is listed below:

- (1) inspection date,
- (2) location,
- (3) distress types, and
- (4) maintenance scheduled or performed.

For drive-by inspections, the date of inspection and any maintenance performed must be recorded.

- d. **Information Retrieval.** An airport sponsor may use any form of record keeping it deems appropriate, so long as the information and records produced by the pavement survey can be retrieved to provide a report to the FAA as may be required.
 - e. **Reference.** Refer to Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements and establishing an effective maintenance program. Specific types of distress, their probable causes, inspection guidelines, and recommended methods of repair are presented.
7. **AGENCY AGREEMENT.** The Sponsor will not amend, modify, or terminate the agency relationship between the Sponsor, as principal, and the Michigan Aeronautics Commission, as agent, created by the Agency Agreement without prior written approval of the FAA.
8. **AIRSPACE FOR BUILDINGS.** It is understood and agreed that the Sponsor will submit plans and specifications for the building to FAA for airspace approval prior to advertisement for bids. The building shall be designed with non-reflective materials on the side facing the airport surveillance radar (ASR) to prevent adverse electromagnetic effects.

Appendix G

Prime Consultant Statement of DBE Sub-Consultant Payments

Information required in accordance with 49 CFR §26.37 to monitor progress of the prime consultant in meeting contractual obligations to DBEs.

PRIME CONSULTANT	<input type="checkbox"/> CHECK IF PRIME IS MDOT-DBE CERTIFIED	AUTHORIZATION NO.	CONTRACT NO.
------------------	---	-------------------	--------------

BILLING PERIOD:	Check if Final Payment <input type="checkbox"/>	JOB NO.
-----------------	---	---------

CERTIFIED DBE SUBCONSULTANT	SERVICES WORK PERFORMED	TOTAL CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	ACTUAL AMOUNT PAID DURING THIS REPORTING PERIOD	DBE AUTHORIZED SIGNATURE (Final Payment Report Only)	DATE

As the authorized representative of the above prime consultant, I state that, to the best of my knowledge, this information is true and accurate

PRIME CONSULTANT'S AUTHORIZED REPRESENTATIVE (signature)	TITLE	DATE/MDO
--	-------	----------

FOR MDOT USE ONLY

COMMENTS:

SPECIAL NOTE: "Prime Consultant or Authorized Representative" refers to recipients of federal funds as defined at 49 Code of Federal Regulations Part 26

INSTRUCTIONS

PRIME CONSULTANT OR AUTHORIZED REPRESENTATIVE:

This statement reports the actual dollar amounts of the project cost earned by and paid to DBE subconsultants. Complete and submit to the Payment Analyst with each billing and within 20 days of receipt of final payment. Some forms may be blank if no payment was made since the previous billing.

For "Contract No., Authorization No.," and "Job No." as appropriate, use the numbers assigned by MDOT.

For "Period Covered," report the calendar days covered by the billing.

For "Services Work Performed" report the main service performed by the subconsultant during the reporting period.

For "Total Contract Amount" report the total amount of the contract between the prime consultant and the subconsultant.

For "Cumulative Dollar Value of Services Completed" report the total amount the subconsultant has earned since beginning this project.

For "Deductions," report deductions made by the prime consultant to the subconsultant's "Cumulative Dollar Value of Services Completed" for retainage, bond or other fees, materials, services or equipment provided to the subconsultant according to mutual, prior agreement (documentation of such agreement may be required by MDOT).

For "Actual Amount Paid to Date," report cumulative actual payments made to the subconsultant for services completed.

For "Actual Amount Paid During this Report Period" report actual payments made to the subcontractor for services during this reporting period.

"Provide "DBE Authorized Signature" for final payment only.

Be sure to sign, title and date this statement.

MDOT PAYMENT ANALYST:

Complete "Comments" if necessary, sign date and forward to the Office of Business Development within seven (7) days of receipt.

MDOT Office of Business Development
P.O. Box 30050
Lansing, Michigan 48909
Questions about this form? Call Toll-free, 1-866-DBE-1264

Administrator's Report A. Purchasing Policy Update

The Otsego County Purchasing Policy has had many small updates/additions over the years. Since these updates have left some conflicting language in the policy, the Corporate Counsel was asked to review the policy language. The following policy reflects those changes, with the exception of the change from a 10 day newspaper notice to a 7 day notice. This change upholds the spirit of the policy, while allowing for better timeliness in the process.



COUNTY OF OTSEGO Administrative Policy Manual

Policy No 500.01	Subject Purchasing	Date Issued 4/13/04
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<p>Application</p> <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input checked="" type="checkbox"/> 46th Trial Court</p> <p><input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Social Welfare (Family Independence Agency)</p> <p><input type="checkbox"/> Commission on Aging</p> <p><input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p> <p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving</p> <p><input checked="" type="checkbox"/> Commissary</p> <p><input checked="" type="checkbox"/> Bus System</p> <p><input checked="" type="checkbox"/> Administrative Services</p> <p><input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center</p> <p><input type="checkbox"/> Road Commission</p> <p><input type="checkbox"/> Ambulance</p> <p><input type="checkbox"/> Sportsplex</p> <p><input type="checkbox"/> Other:</p>	<p>Revised 08/14/12</p> <p>Applicable Forms</p>
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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, 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 includes capital leases on any such item as listed above. 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. Professional service contracts and contracts for specific, non-repetitive services are exempt from the requirements of this Policy with the exception of the requirements contained in Sections 2.18 and 2.19 of the Policy.

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, contracts for specific, non-repetitive 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



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Procedures

business (i.e. food, medical supplies, office supplies). Expendable supplies are generally acquired using preferred vendors.

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~~ 7 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 within the County 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



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Procedures

scrutiny when expending funds under the \$500 threshold.

2.2 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Individual employees, with approval of the County Administrator, may solicit informal bids as outlined below. Bids must be written. The County Administrator (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, contracts for specific, non-repetitive services, and intergovernmental contracts and emergency repairs, or reauthorization of contracts that have been previously approved are exempted from this policy. The failure to obtain two (2) competitive bids, upon due diligence, shall not prevent the County from awarding the bid. **A copy of all bid document material must be provided to the Administration Department.**

- A. If a bid document must be prepared (\$10,001 or more), it shall include:
- **Bid Reference Number as assigned by the Administration Department**
 - 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, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Local Vendors, as defined below, are hereby granted a 5% cost variance for low bid determination.

~~A "local vendor" is defined as a vendor that operates a business within the legally defined boundaries of Otsego County. To be considered a local vendor, the vendor must provide a verifiable business address (not a PO Box) at which business is being conducted.~~

A "local vendor" is defined as a business that has had a fixed office or distribution point located in and having a street address within the county for at least six months immediately prior to the issuance of the request for competitive bids (post office boxes do not qualify as a business address). In addition, the business must employ at least one full-time or two part-time employees whose primary residence is located within Otsego County, or if the business has no employees, shall be at least fifty percent owned by one or more persons whose primary residence(s) is located within Otsego County.

- 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.

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Procedures

- 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 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.
- In the case of emergency repairs where delays may cause further damage to county property, the County Administrator is authorized to spend up to \$10,000 without prior approval by the chair or Vice-Chair. Emergency repairs in excess of \$10,000 may be made by the County Administrator with advanced authorization from the chair or vice-chair.
- 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

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Procedures

department rejects any orders, the County Administrator shall be notified immediately and given the reason for the rejection.

- 2.11 **Capital Leases:** The process for bidding capital leases shall be similar to other purchases. Should the price of the purchase not be reasonably known prior to engaging the bidding process, the Formal Bidding Process shall be used.
- 2.12 **Bid Specification Changes:** All changes in bid specifications shall be reported to all known potential bidders. Such notification shall provide appropriate time for all such potential bidders to have adequate time to make adjustments to their bids.
- 2.13 **Demo Models:** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by purchasing a demonstration model.
- 2.14 **Rebidding:** Should it become necessary to rebid a project/purchase, the County Administrator may waive the newspaper posting requirement for Competitive Bids, with notification being given to the Budget & Finance Committee members.
- 2.15 **Amending contracts on projects requiring bids:** The County Administrator may approve minor amendments to capital project contracts up to an amount of \$5,000, not to exceed more than 10% of the original contract amount. The County Administrator may approve minor amendments to capital project contracts up to an amount of \$10,000, not to exceed 10% of the original contract amount, with pre-notification to the Budget & Finance Committee. Any contract amendment beyond the limits specified above requires approval by the Board of Commissioners.
- 2.16 **Bond Requirements:** Bid bonds are required for construction or repair projects in the amount of \$100,000 or more. Bid bonds and performance bonds are required for construction or repair projects in the amount of \$250,000 or more. Bid bonds shall be in the amount of 10% of the total contract price. Performance bonds will be in the amount of 100% of the total contract price. Bond requirements cannot be waived.
- 2.17 **Lien Waivers:** For construction or repair projects in the amount of \$50,000 or more, the contractor is required to provide partial lien waivers, verifying all subcontractors and suppliers have been paid for their work to date, for payment requests beyond 25% of the total contract price. The final 10% of the contract price can be paid prior to receipt of lien waivers. The contractor will provide final lien waivers within 30 days of contract completion. In the event that a contractor does not provide the required lien waivers, the contract will not be eligible for future County projects without the consent of the County Infrastructure Committee.
- 2.18 **Insurance Requirements:** All contractors and/or vendors are required to maintain the following Insurance:

Procedures

- A. Workers Compensation and Employers' Liability, Michigan Statutory Limits of Liability.
- B. Commercial General Liability Insurance
- C. Motor Vehicle Liability Coverage, and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles.
- D. Otsego County will be named as Additional Insured on all insurance coverage, with the exception of Workers Compensation and Employers' Liability insurance.

Limits of Liability for General Liability, and Vehicle Liability shall be within the following guidelines based on contract amount:

- Projects up to \$750,000: Minimum of \$1,000,000 per occurrence and aggregate.
- Projects \$750,001 to \$1,750,000: Minimum of \$2,000,000 per occurrence and aggregate.
- Projects \$1,750,001 to \$2,750,000: Minimum of \$3,000,000 per occurrence and aggregate.
- The required amounts continue to escalate by adding \$1,000,000 to the beginning and ending project range and to the minimum insurance requirement.
- A Waiver of Subrogation is required on the certificate of liability insurance.
- The certificate of liability insurance is required to have a 30-day notice of cancellation.

2.19 ***Professional Services Contracts Requirements:*** Professional Liability Coverage (Errors and Omissions) is required for all contracts for professional services such as architect, engineer, design firm or similar professions, and the medical professions, etc.

- In the event that services delivered either directly or indirectly involve or require professional services (e.g. architectural, engineering, medical), Professional Liability Coverage (Errors and Omissions) insurance coverage must be provided with a limit of liability of not less than \$1,000,000 per occurrence and aggregate generally, and must further be in an amount to be equal to or greater than the total project cost.
- A Waiver of Subrogation is required on the certificate of liability insurance.
- The certificate of liability insurance is required to have a 30-day notice of cancellation.



COUNTY OF OTSEGO Administrative Policy Manual

Procedures

- 2.20 ***Other Contractor Insurance Requirements:*** For projects of over \$250,000, all vendor insurance must be obtained through an insurance company that has a financial strength rating of A or better by a reputable insurance rating company such as A.M. Best.
- 2.21 ***Purchases on Behalf of Other Agencies:*** For purchases made by Otsego County while acting as a grant fiduciary on behalf of other agencies, Otsego County will allow Preferred Vendors at the written request of an authorized representative from the requesting agency.
- 2.22 ***Nepotism:*** A County employee or grant administrator may not hire a person related to him/her to do contractual work until approved by the County Administrator for compliance with the spirit of the County's Purchasing Policy and Nepotism Policy. For the purposes of this policy, "related" shall cover the following relationships:
1. Parent (natural, step, or in-law)
 2. Child (natural or step)
 3. Brother/sister (natural, step, or in-law)
 4. Spouse
 5. Grandparent
 6. Legal Guardian

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, 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.



COUNTY OF OTSEGO Administrative Policy Manual

Procedures

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



Otsego
COUNTY
M I C H I G A N

PRESENTATION REQUEST FOR BOARD OF COMMISSIONERS MEETINGS

ORGANIZATION/AGENCY _____

PRESENTER Brenda Cross TITLE property owner

ADDRESS in question 1417 GROVELAND, Gaylord MI

MEETING DATE Aug 14, 2012 TIME 9:30

PURPOSE Article 22 zoning ordinance - county employees - contractors working for selves R 104.2.

TYPE OF PRESENTATION _____

EQUIPMENT REQUIRED ~~ERASER BOARD~~ Cha

APPROXIMATE LENGTH _____

PASS OUT MATERIAL* _____

*Please have pass out material available for the Commissioners at the County Administrator's office the Thursday prior to the meeting.

EXPECTED DECISION BY THE COMMISSION _____

OTHER INTERESTED INDIVIDUALS TO BE PRESENT:

NAME _____ TITLE _____

NAME _____ TITLE _____

NAME _____ TITLE _____

NAME _____ TITLE _____

DATE OF REQUEST Aug 7, 2012

SIGNATURE Brenda Cross

COMMITTEE REFERRAL _____

Return completed form to: Otsego County Administrator
225 West Main Street, Room 203
Gaylord, MI 49735
Fax#(989)731-7529

08/01/2012

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
JULY 31, 2012 WARRANT

Check #	Check Date	Payee	Description	GL #	Amount
34625	08/23/2011	OTSEGO MEMORIAL HOSPITAL*VOID*	MED SERV F/HART D. #B170024O	101-351-930.470	(64.50)
34625	08/23/2011	OTSEGO MEMORIAL HOSPITAL*VOID*	MED SERV F/PATSEY T. #B18000T8	101-351-930.470	(42.50)
34625	08/23/2011	OTSEGO MEMORIAL HOSPITAL*VOID*	MED SERV F/HALVORSON D. #B180001E	101-351-930.470	(7.50)
34625	08/23/2011	OTSEGO MEMORIAL HOSPITAL*VOID*	MED SERV F/PATTON R. #B18000ZL	101-351-930.470	(64.50)
39352	07/24/2012	MEDTIPSTER, LLC*VOID*	RX 1/1/2012 - 7/15/2012	647-851-704.110	(5,556.13)
39414	07/31/2012	7TH PROBATE/FAMILY COURT	11-36 A.FUHST PLACEMENT 6/6 TO 6/28/12	292-662-930.810	2,185.00
39415	07/31/2012	AFLAC #3010105	JULY 2012	704-000-231.281	906.18
39416	07/31/2012	AMANDA LABARGE	RESTITUTION	701-000-271.000	19.00
39417	07/31/2012	AVFUEL CORPORATION	FUEL	281-537-930.664	25,000.00
39418	07/31/2012	BEVERLY ENTERPRISES	RESTITUTION	701-000-271.000	100.00
39419	07/31/2012	BEVERLY MADDOX	RESTITUTION	701-000-271.000	116.76
39420	07/31/2012	BIG BEAR DELICATESSEN	1870 MEAT TRAY FOR FIREWORKS ROTARY AI	208-752-726.000	29.99
39421	07/31/2012	BRAD HUGLEY	CAMPING REFUND	208-440-652.050	15.00

39422	07/31/2012	BRUCE SCOTT	7/19 HOUSING MEETING PER DIEM/TRAVEL R 233-690-703.040		40.00
39422	07/31/2012	BRUCE SCOTT	7/19 HOUSING MEETING PER DIEM/TRAVEL R 233-690-930.500		7.00
					<u>47.00</u>
39423	07/31/2012	BRUCE TILLINGER	CONTRACTED MECH/PLMB INSPECTOR	249-371-801.027	840.00
39424	07/31/2012	CARY STEVENS	RESTITUTION	701-000-271.000	82.00
39425	07/31/2012	CATHERINE ISBELL	11-36 A.FUHST TRANSPORT ON 6/29/12	292-662-930.500	52.00
39425	07/31/2012	CATHERINE ISBELL	11-36 A.FUHST TRANSPORT ON 6/29/12	292-662-930.830	26.00
					<u>78.00</u>
39426	07/31/2012	CHARLES BERLIN	7/19 HOUSING MEETING PER DIEM/TRAVEL R 233-690-703.040		40.00
39426	07/31/2012	CHARLES BERLIN	7/19 HOUSING MEETING PER DIEM/TRAVEL R 233-690-930.500		2.85
					<u>42.85</u>
39427	07/31/2012	CHARLES KLEE	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39427	07/31/2012	CHARLES KLEE	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	5.00
					<u>45.00</u>
39428	07/31/2012	CHARLTON TOWNSHIP	DUE TO STATE 2011 CFR	701-000-274.006	228.29
39429	07/31/2012	CHARLTON TOWNSHIP	CFR FROM STATE	701-000-274.006	24.90
39430	07/31/2012	CHILD & FAMILY SERVICES OF NW MI	12-35 KIRK PLACEMENT 6/4 - 7/1/12	292-662-930.810	1,434.72

39431	07/31/2012	CHUCKS ELECTRIC OF GAYLORD	3964 REPLACE BALLAST	208-752-726.050	88.00
39432	07/31/2012	CINTAS CORP LOC 729	CARPET CLEANING	281-537-920.410	24.91
39433	07/31/2012	CITY OF GAYLORD	WATER BILL	208-752-920.200	38.82
39433	07/31/2012	CITY OF GAYLORD	WATER BILL	281-537-920.200	192.25
39433	07/31/2012	CITY OF GAYLORD	001254-0000-02 JULY	588-699-920.200	64.67
39433	07/31/2012	CITY OF GAYLORD	200 LIVINGSTON B	637-265-920.200-ALPCTO	912.71
39433	07/31/2012	CITY OF GAYLORD	6.16-7.15	637-265-920.200-CRTHSO	747.67
39433	07/31/2012	CITY OF GAYLORD	540 S ILLINOIS	637-265-920.200-LNDUSO	33.05
					----- 1,989.17
39434	07/31/2012	CONSUMERS ENERGY	ELECTRIC BILLS	208-752-930.620	2,550.26
39434	07/31/2012	CONSUMERS ENERGY	100060707310	212-430-930.620	1,017.02
39434	07/31/2012	CONSUMERS ENERGY	100006936593	637-265-930.620-ALPCTO	5,855.57
39434	07/31/2012	CONSUMERS ENERGY	100000163053	637-265-930.620-CRTHSO	3,523.76
39434	07/31/2012	CONSUMERS ENERGY	100054288418	637-265-930.620-HAYESR	380.89
39434	07/31/2012	CONSUMERS ENERGY	100006857880	637-265-930.620-LNDUSO	431.02
					----- 13,758.52
39435	07/31/2012	COP-ISD	2011 CFR DISBURSEMENT	701-000-274.006	112.43
39436	07/31/2012	CORWITH TWP TREAS	DUE TO STATE 2011 CFR	701-000-274.006	530.48
39437	07/31/2012	CORWITH TWP TREAS	2011 CFR FROM STATE	701-000-274.006	16.32

39438	07/31/2012	CRAIG & RONALEE DARGE	JULY BOR FOR PRE TO 100% FOR 2011	516-000-026.021	774.00
39439	07/31/2012	CRAIG POSZONDEK	CAMPING REFUND	208-440-652.050	59.00
39440	07/31/2012	CYGNET COUNSELING	03-248 ERVING COUNSELING - JUNE 2012	292-662-940.010	540.00
39441	07/31/2012	DALE BRADFORD	OVERPMT ON 091-410-013-001-00	516-030-694.000	144.75
39442	07/31/2012	DAVID PARSELL	12-24 MARINO TRANSPORT ON 7/17/12	101-134-930.500	389.98
39442	07/31/2012	DAVID PARSELL	12-24 MARINO TRANSPORT ON 7/17/12	101-134-940.010	152.00
					----- 541.98
39443	07/31/2012	DEBORAH LARSON	JBOR PRE TO 100% 09131000026500	516-000-026.021	790.84
39444	07/31/2012	DELTA DENTAL OF MICHIGAN	RIS0000208452	647-851-704.110	6,447.32
39445	07/31/2012	DELTA DENTAL OF MICHIGAN	MI001160001 AUG 2012 COURT DENTAL	101-131-704.110	976.20
39445	07/31/2012	DELTA DENTAL OF MICHIGAN	MI001160001 AUG 2012 COURT DENTAL	101-136-704.110	85.14
39445	07/31/2012	DELTA DENTAL OF MICHIGAN	MI001160001 AUG 2012 COURT DENTAL	101-141-704.110	471.44
39445	07/31/2012	DELTA DENTAL OF MICHIGAN	MI001160001 AUG 2012 COURT DENTAL	101-148-704.110	107.92
39445	07/31/2012	DELTA DENTAL OF MICHIGAN	MI001160001 AUG 2012 COURT DENTAL	215-141-704.110	83.20
39445	07/31/2012	DELTA DENTAL OF MICHIGAN	MI001160001 AUG 2012 COURT DENTAL	292-662-704.110	2.38
39445	07/31/2012	DELTA DENTAL OF MICHIGAN	MI001160001 AUG 2012 COURT DENTAL	704-000-231.261	304.63
					----- 2,030.91

39446	07/31/2012	DONALD PETERSON	7/19 VETERANS MEETING PER DIEM / TRAVEL 101-682-703.040		40.00
39446	07/31/2012	DONALD PETERSON	7/19 VETERANS MEETING PER DIEM / TRAVEL 101-682-930.500		13.50
					<u>53.50</u>
39447	07/31/2012	DONALD TELLAM	JBOR PRE 091-460-000-024-00 FOR 09,10,11	516-000-026.021	1,196.92
39448	07/31/2012	DONALD TELLAM	JBOR PRE 091-460-000-019-00	516-000-026.021	247.58
39449	07/31/2012	DONALD WESANEN	JBOR GRANTED PRE FOR 09, 10, 11	516-000-026.021	974.73
39450	07/31/2012	DONALD WRIGHT	JBOR GRANTING PRE FOR 2011	516-000-026.021	425.40
39451	07/31/2012	DOUG KASSUBA	MOWING OF FORECLOSED PROPERTIES IN CIT	617-253-726.000	175.00
39452	07/31/2012	DOVER TOWNSHIP TREASURER	2011 CFR FROM STATE	701-000-274.006	5.02
39453	07/31/2012	DOVER TOWNSHIP TREASURER	DUE TO STATE 2011 CFR	701-000-274.006	107.81
39454	07/31/2012	DTE ENERGY	GAS BILL	208-752-930.610	51.14
39454	07/31/2012	DTE ENERGY	ACCT#4707 746 0001 4 GAS BILL	281-537-930.610	21.47
					<u>72.61</u>
39455	07/31/2012	DUNNS	MP301SPF-PROBATION/PAROLE DEPT	101-149-726.000	2,005.00

39456	07/31/2012	ELMIRA TWP TREASUER	DUE TO STATE 2011 CFR	701-000-274.006	843.51
39457	07/31/2012	ELMIRA TWP TREASUER	2011 CFR FROM STATE	701-000-274.006	25.76
39458	07/31/2012	ELMIRA WARNER FIRE AUTHORITY	2011 CFR FROM STATE	701-000-274.006	29.11
39459	07/31/2012	EMPIRIC SOLUTIONS INC	AUGUST COMPASS MGMT	101-131-801.020	1,147.00
39459	07/31/2012	EMPIRIC SOLUTIONS INC	AUGUST COMPASS MGMT	101-228-801.030	2,098.00
					<u>3,245.00</u>
39460	07/31/2012	EREMAL L. REPP	CONTRACTED ELECTRICAL INSPECTOR	249-371-801.026	1,880.00
39461	07/31/2012	FRANCES NOWAK	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39461	07/31/2012	FRANCES NOWAK	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.450	0.45
39461	07/31/2012	FRANCES NOWAK	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	7.50
					<u>47.95</u>
39462	07/31/2012	FRED BLANTON & SHERRI WELCH	JBOR PUT PRE TO 100% 01157000800401	516-000-026.021	379.80
39463	07/31/2012	FRONTIER	PHONE AND FAX FOR SHELTER ID # 7302 & OC	212-430-930.210	77.47
39463	07/31/2012	FRONTIER	517-705-7345 JULY	588-699-930.210	61.48
					<u>138.95</u>
39464	07/31/2012	GARY GELOW	AUGUST 2012 CAA CONTRACT PAYMENT	101-131-801.021	11,589.50

39465	07/31/2012	GARY HENDERSHOT	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39465	07/31/2012	GARY HENDERSHOT	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	17.50

					57.50
39466	07/31/2012	GARY SCHMIDT	JULY BOR PRE TO 100% 09114000000900	516-000-026.021	1,067.89
39467	07/31/2012	GASLIGHT MEDIA	40338 WIRELESS SERVICE AT PARK	208-752-726.000	16.00
39467	07/31/2012	GASLIGHT MEDIA	WIRELESS CONECTION FOR AUG 2012 INV# 40	212-430-920.410	400.00
39467	07/31/2012	GASLIGHT MEDIA	PORT FEE	281-537-920.410	16.00

					432.00
39468	07/31/2012	GAYLORD BOWLING CENTER	RESTITUTION	701-000-271.000	1,047.02
39469	07/31/2012	GAYLORD CINEMA WEST	SUMMER CAMP MOVIE DAY	208-752-726.040	270.00
39470	07/31/2012	GAYLORD COMMUNITY SCHOOLS	DEBT \$72.67 SINKING \$34.32	701-000-274.006	106.99
39471	07/31/2012	GAYLORD COMMUNITY SCHOOLS	PROJECT ADVENTURE BOYS & GIRLS 2012	292-662-940.010	6,000.00
39472	07/31/2012	GAYLORD FORD	31672 SHERIFF #69-012	588-699-726.050	191.94
39473	07/31/2012	GAYLORD SEWER & SEPTIC	9704 PORTA-POTTI RENTAL CENTER	208-752-920.200	90.00
39474	07/31/2012	GEORGE SIMMONS	JBOR GRANTED PRE FOR 2011	516-000-026.021	204.30

39475	07/31/2012	HAROLD & GLORIA WRIGHT	JBOR GRANTING PRE FOR 2011	516-000-026.021	1,066.32
39476	07/31/2012	JAMES COLLIER	CAMPING REFUND	208-440-652.050	65.00
39477	07/31/2012	JAMES DUBBS	CAMPING REFUND	208-440-652.050	15.00
39478	07/31/2012	JIM HILGENDORF	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39478	07/31/2012	JIM HILGENDORF	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	20.00
					----- 60.00
39479	07/31/2012	JOHANNESBURG/LEWISTON SCHOOLS DISBURSE 2011 CFR		701-000-274.006	25.43
39480	07/31/2012	JOHN & GAIL BONES	JULY BOR PRE TO 100% 09, 10, 11	516-000-026.021	165.60
39481	07/31/2012	JOHN LAFAVE	7/19 HOUSING MEETING PER DIEM / TRAVEL	233-690-703.040	40.00
39481	07/31/2012	JOHN LAFAVE	7/19 HOUSING MEETING PER DIEM / TRAVEL	233-690-930.500	6.00
					----- 46.00
39482	07/31/2012	JOSEPH WAMBOLD	7/19 HOUSING MEETING PER DIEM	233-690-703.040	40.00
39483	07/31/2012	JOSHUA ROMSTADT	JBOR PUT PRE TO 100% 09002010001000	516-000-026.021	825.37
39484	07/31/2012	JUDITH JARECKI	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39484	07/31/2012	JUDITH JARECKI	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	15.50
					----- 15.50

					55.50
39485	07/31/2012	KENNETH ARNDT	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39485	07/31/2012	KENNETH ARNDT	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	5.00
					----- 45.00
39486	07/31/2012	KENNETH GLASSER	7/19 HOUSING MEETING PER DIEM / TRAVEL	233-690-703.040	40.00
39486	07/31/2012	KENNETH GLASSER	7/19 HOUSING MEETING PER DIEM / TRAVEL	233-690-930.500	6.00
					----- 46.00
39487	07/31/2012	KEVAN D FLORY	CONTRACTED BUILDING/ZONING INSPECTOR	101-721-801.020	560.00
39487	07/31/2012	KEVAN D FLORY	CONTRACTED BUILDING/ZONING INSPECTOR	249-371-801.024	2,945.00
					----- 3,505.00
39488	07/31/2012	KEVIN & JACKI SCHULTZ	JBOR GRANTING PRE FOR 09,10,11	516-000-026.021	3,330.00
39489	07/31/2012	KSS ENTERPRISES	228819 HAND WASH, SANITIZER	208-752-726.025	215.17
39490	07/31/2012	LAVERN W. SCHLAUD	CONTRACTED BUILDING/ZONING INSPECTOR	101-721-801.020	120.00
39490	07/31/2012	LAVERN W. SCHLAUD	CONTRACTED BUILDING/ZONING INSPECTOR	249-371-801.024	3,045.00
					----- 3,165.00
39491	07/31/2012	LIVINGSTON TOWNSHIP TREAS	2011 CFR .95 FROM STATE 30.55 DUE STATE	701-000-274.006	31.50
39492	07/31/2012	LUTHERAN CHILD & FAMILY SERVICES	11-71 K.ABRAMCZYK PLACEMENT 6/1-6/28/1	292-662-930.810	7,866.08

39493	07/31/2012	MICHAEL MANG	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39494	07/31/2012	NICOLAS SPOSATO	JBOR PRE 09119000003400	516-000-026.021	303.61
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-131-704.400	90.00
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-228-801.020	125.00
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-267-801.020	10.00
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		101-301-930.500	69.55
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		205-301-726.000	237.86
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		208-752-726.000	434.25
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		208-752-726.050	61.67
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		494-901-970.300	225.20
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		637-265-726.050	2,783.46
39495	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI ...7318		645-270-704.400	275.00
					----- 4,311.99
39496	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI CARD ACTIVITY 6/15/12-7/16/12		101-253-704.400	62.50
39496	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI CARD ACTIVITY 6/15/12-7/16/12		101-253-726.000	45.57
39496	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI CARD ACTIVITY 6/15/12-7/16/12		292-662-930.500	136.50
39496	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI CARD ACTIVITY 6/15/12-7/16/12		516-253-704.400	62.50
39496	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI CARD ACTIVITY 6/15/12-7/16/12		516-253-726.000	45.57
39496	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI CARD ACTIVITY 6/15/12-7/16/12		617-253-726.000	45.58
39496	07/31/2012	NORTHWESTERN BANK-CARDMEMBEI CARD ACTIVITY 6/15/12-7/16/12		645-201-726.000	214.65
					----- 612.87
39497	07/31/2012	OMS COMPLIANCE SERVICES INC	66048-66049 PRE-EMPLOYMENT DRUG SCRE	209-751-726.000	159.00
39498	07/31/2012	OTSEGO COUNTY TREAS	JURY BOX	101-145-930.930	1,282.50

39499	07/31/2012	OTSEGO COUNTY TREASURER	DECREASE IN TAXABLE VALUE PER JBOR	516-000-026.021	157.03
39500	07/31/2012	PATRICIA BRESNAHAN	JBOR GRANTING PRE FOR 09, 10, 11	516-000-026.021	694.54
39501	07/31/2012	PAUL HARTMANN	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39501	07/31/2012	PAUL HARTMANN	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	10.00
					<u>50.00</u>
39502	07/31/2012	PURCHASE SALES	14726 ICE CREAM	208-752-726.000	210.97
39503	07/31/2012	RANDY STULTS	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39503	07/31/2012	RANDY STULTS	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	11.00
					<u>51.00</u>
39504	07/31/2012	REX BECKER	CAMPING REFUND	208-440-652.050	15.00
39505	07/31/2012	RICHARD HEMINGWAY	RESTITUTION	701-000-271.000	20.00
39506	07/31/2012	ROBERT & GAIL MITCHELL	JBOR GRANTED PRE FOR 2011	516-000-026.021	123.61
39507	07/31/2012	RUBY TUESDAY	RESTITUTION	701-000-271.000	60.00
39508	07/31/2012	RUSSELL MCCALLUM	RESTITUTION	701-000-271.000	38.00

39509	07/31/2012	SAULT STE MARIE TRIBE - CHIPPEWA I 11-35 SCHWEIZER PLACEMENT 6/7 - 6/28/12	292-662-930.810	2,520.00
39510	07/31/2012	SHEERLIEN POWERS	CAMPING REFUND 208-440-652.050	90.00
39511	07/31/2012	SHERRY FORBES	AUGUST 2012 COURT CLEANING 101-131-726.025	150.00
39511	07/31/2012	SHERRY FORBES	AUGUST 2012 FOC CLEANING 101-141-726.025	127.50
39511	07/31/2012	SHERRY FORBES	AUGUST 2012 FOC CLEANING 215-141-726.025	22.50
				----- 300.00
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 101-257-930.660	106.40
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 101-301-930.660	2,744.98
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 101-302-930.660	110.19
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 101-331-930.660	41.37
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 101-332-930.660	218.97
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 101-336-930.660	68.53
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 101-721-930.660	30.13
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 205-301-930.660	546.69
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 208-752-930.660	461.21
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 210-651-700.000	5,099.58
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 212-430-930.660	436.82
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 261-427-930.660	127.68
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 281-537-930.660	242.38
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 293-689-930.660	101.91
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 637-265-930.660	52.23
39512	07/31/2012	SPEEDWAY SUPERAMERICA LLC	FUEL 645-172-930.660	135.38
				----- 10,524.45
39513	07/31/2012	STEVE DIEBEL	FIREWOOD 50 BUNDLES 208-752-726.000	162.50

39514	07/31/2012	STEVE RIOZZI	7/19 HOUSING MEETING PER DIEM	233-690-703.040	40.00
39515	07/31/2012	SUZANNE PARSELL	10-80 FUSEE TRANSPORT ON 7/5/12	101-134-930.500	174.27
39515	07/31/2012	SUZANNE PARSELL	12-24 MARINO TRANSPORT ON 7/17/12	101-134-940.010	152.00
					<u>326.27</u>
39516	07/31/2012	TELEPHONE SUPPORT SYSTEMS INC	39318 SERVICE CONTRACT 07/2012--06/2013	588-699-940.010	520.56
39517	07/31/2012	TERRY & DENISE SHORT	JBOR PRE GRANTED FOR 09, 10, 11	516-000-026.021	1,776.13
39518	07/31/2012	TIMOTHY MCDERMOTT	JBOR GRANTED PRE FOR 2011	516-000-026.021	858.08
39519	07/31/2012	TODD & SUSANNE MARCH	REFUND FROM JBOR 06110000002300	516-000-026.021	549.03
39520	07/31/2012	VANDERBILT SCHOOLS	2011 CFR DISBURSEMENT	701-000-274.006	66.92
39521	07/31/2012	WAL MART	SUPPLIES FOR JUNE 2012	212-430-726.000	177.73
39522	07/31/2012	WALTER LONEY	7/19 TRAVEL REIMBURSEMENT FROM DETRO	293-689-930.500	10.74
39522	07/31/2012	WALTER LONEY	7/19 TRAVEL REIMBURSEMENT FROM DETRO	293-689-930.660	54.00
					<u>64.74</u>
39523	07/31/2012	WALTER PALMER	JBOR GRANTING PRE FOR 09,10,11	516-000-026.021	158.69

39524	07/31/2012	WASTE MANAGEMENT	GARBAGE PICK UP	212-430-920.410	55.00
39524	07/31/2012	WASTE MANAGEMENT	TRASH PICK-UP	281-537-920.410	97.00
					----- 152.00
39525	07/31/2012	WAYNE ISBELL	11-36 FUHST TRANSPORT ON 6/29/12	292-662-930.830	26.00
39526	07/31/2012	WILLARD L BROWN	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-703.040	40.00
39526	07/31/2012	WILLARD L BROWN	PLANNING COMMISSION MEETING/JULY 16, 2	101-721-930.500	20.00
					----- 60.00
39527	07/31/2012	WILLIAM AHRENBERG	7/19 VETERANS MEETING PER DIEM / TRAVEL	101-682-703.040	40.00
39527	07/31/2012	WILLIAM AHRENBERG	7/19 VETERANS MEETING PER DIEM / TRAVEL	101-682-930.500	4.00
					----- 44.00
39528	07/31/2012	WILLIAM WIESKE	JBOR GRANTED PRE FOR 10,11	516-000-026.021	192.40
39529	07/31/2012	WINN TELECOM	989-705-1786 JULY	588-699-930.210	414.55
39530	07/31/2012	WOLVERINE HUMAN SERVICES	11-30 FAVER PLACEMENT 6/1 - 6/30/12	292-662-930.810	4,426.50
			TOTAL OF 117 CHECKS (2 VOIDED)		144,102.75

Fund	Amount
Total for fund 101 GENERAL FUND	25,921.09
Total for fund 205 WORK CAMP	784.55
Total for fund 208 PARKS AND RECREATION	4,938.98
Total for fund 209 GROEN NATURE PRESERVE	159.00
Total for fund 210 AMBULANCE SERVICES	5,099.58
Total for fund 212 ANIMAL CONTROL	2,164.04
Total for fund 215 FRIEND OF THE COURT	105.70
Total for fund 233 HUD GRANT FUND	261.85
Total for fund 249 BUILDING INSPECTION FUN	8,710.00
Total for fund 261 911 SERVICE FUND	127.68
Total for fund 281 AIRPORT	25,594.01
Total for fund 292 CHILD CARE FUND	25,215.18
Total for fund 293 SOLDIERS' RELIEF FUND	166.65
Total for fund 494 GROEN CAPITAL PROJECTS	225.20
Total for fund 516 DELINQUENT TAX REVOLVI	16,514.69
Total for fund 588 TRANSPORTATION FUND	1,253.20
Total for fund 617 TAX FORECLOSURE FUND	220.58
Total for fund 637 BUILDING AND GROUNDS	14,720.36
Total for fund 645 ADMINISTRATIVE SERVICES	625.03
Total for fund 647 HEALTH CARE FUND	6,447.32
Total for fund 701 GENERAL AGENCY	3,637.25
Total for fund 704 PAYROLL IMPREST FUND	1,210.81
TOTAL - ALL FUNDS	144,102.75
VOIDED CHECKS	(5,735.13)
NET WARRANT AMOUNT	138,367.62

08/03/2012

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
AUGUST 7, 2012 WARRANT

Check #	Check Date	Payee	Description	GL #	Amount
1155(E)	08/07/2012	MEDTIPSTER, LLC	RX 7/1/2012 - 7/15/2012	647-851-704.110	5,556.13
39531	08/07/2012	7-11 STORE	RESTITUTION	701-000-271.000	84.44
39532	08/07/2012	BIG LOTS FURNITURE	RESTITUTION	701-000-271.000	50.00
39533	08/07/2012	BOBBIE WELLS-SLOCUM	RESTITUTION	701-000-271.000	30.60
39534	08/07/2012	CENTURY LINK	ACCT #300451601 ELMIRA FD	261-427-930.210	36.46
39535	08/07/2012	DE LAGE LANDEN PUBLIC FINANCE	247393	101-267-920.410	139.41
39535	08/07/2012	DE LAGE LANDEN PUBLIC FINANCE	247393	101-301-920.410	139.41
39535	08/07/2012	DE LAGE LANDEN PUBLIC FINANCE	247393	101-864-920.410	867.39
39535	08/07/2012	DE LAGE LANDEN PUBLIC FINANCE	14467858 JULY COPIES	588-699-940.010	142.93
					<u>1,289.14</u>
39536	08/07/2012	DEKETO	JULY 2012 DOCUMENTS	101-215-920.410	441.70
39536	08/07/2012	DEKETO	JULY 2012 DOCUMENTS	256-215-920.410	883.40
					<u>1,325.10</u>
39537	08/07/2012	DENISE SOCIA	RESTITUTION	701-000-271.000	20.00

39538	08/07/2012	DIOCESE OF GAYLORD	RESTITUTION	701-000-271.000	88.71
39539	08/07/2012	DONALD & MARION GREEN	RESTITUTION	701-000-271.000	70.00
39540	08/07/2012	DOUG KASSUBA	TREE REMOVAL & DISPOSAL 1034300000010'	617-253-726.000	50.00
39541	08/07/2012	DR MICHAEL MCNAMARA, DO	2012	101-648-801.020	5,000.00
39542	08/07/2012	EUGENE WOOD	RESTITUTION	701-000-271.000	12.50
39543	08/07/2012	FRONTIER	LISTED NVOICES	261-427-930.210	522.31
39544	08/07/2012	GASLIGHT MEDIA	VIRTUAL SERVER/WEB SITE HOSTING	101-228-801.020	50.00
39544	08/07/2012	GASLIGHT MEDIA	ALPINE CENTER/COURTHOUSE	101-864-930.240	800.00
39544	08/07/2012	GASLIGHT MEDIA	WORK CAMP/TRANSITION HOUSE	205-301-940.010	16.00
39544	08/07/2012	GASLIGHT MEDIA	911/COURTHOUSE	261-427-940.010	200.00
39544	08/07/2012	GASLIGHT MEDIA	40330 AUGUST	588-699-940.010	59.95
					<u>1,125.95</u>
39545	08/07/2012	GRAPHIC SCIENCES INC.	TONER/FILM	256-215-726.000	626.17
39546	08/07/2012	HARLUKOWICZ,DAN	RESTITUTION	701-000-271.000	21.00
39547	08/07/2012	HUGH THOMPSON	RESTITUTION	701-000-271.000	15.00

39548	08/07/2012	INTERNATIONAL CODE COUNCIL, 2009 MICHIGAN CODE BOOKS		249-371-726.200	537.00
39549	08/07/2012	JOSEPH MARTIN	RESTITUTION	701-000-271.000	296.59
39550	08/07/2012	MASSEY, STEVE	RESTITUTION	701-000-271.000	25.00
39551	08/07/2012	MICHAEL TAYLOR	JBOR GRANTED PRE FOR 2011	516-000-026.021	389.05
39552	08/07/2012	MIKE'S ELECTRIC	PE12-104/REFUNDING FEES NOT USED	249-371-801.026	62.00
39553	08/07/2012	NORTH COUNTRY COMMUNITY M 2ND QTR APPROPRIATION		101-649-940.010	23,500.75
39554	08/07/2012	OTSEGO COUNTY TREAS	POSTING STAKES FOR FORFEITURE PARCELS	617-253-726.000	31.78
39555	08/07/2012	SHAROL SULLIVAN	RESTITUTION	701-000-271.000	25.00
39556	08/07/2012	STATE OF MICHIGAN	JOSEPH FERRIGAN/CODE OFFICIAL REGISTRAT	249-371-930.600	225.00
39557	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END CIRCUIT	701-000-228.037	553.34
39557	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END CIRCUIT	701-000-228.042	370.00
39557	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END CIRCUIT	701-000-228.057	100.00
39557	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END CIRCUIT	701-000-228.058	2,023.00
39557	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END CIRCUIT	701-000-228.059	<u>518.33</u>

					3,564.67
39558	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END PROBATE	701-000-228.006	227.40
39558	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END PROBATE	701-000-228.042	255.00
39558	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END PROBATE	701-000-228.058	688.00
					<u>1,170.40</u>
39559	08/07/2012	STATE OF MICHIGAN	JULY 2012 MONTH END	701-000-228.005	6.00
39560	08/07/2012	SUZANNE PATTON	RESTITUTION	701-000-271.000	25.00
39561	08/07/2012	THOMAS WALLER	RESTITUTION	701-000-271.000	37.50
39562	08/07/2012	TITLE CHECK LLC	2010 FORFEITURE MAPPING 556	516-253-920.410	8,485.00
39563	08/07/2012	U.S. POST OFFICE	RESTITUTION	701-000-271.000	20.00
39564	08/07/2012	USA MOBILITY WIRELESS, INC	INV #V0513733G	261-427-940.010	78.93
39565	08/07/2012	WASTE MANAGEMENT	COUNTY BUILDING	637-265-920.410	358.00
39566	08/07/2012	WILLIAM HUGHES	RESTITUTION	701-000-271.000	50.00
			TOTAL OF 37 CHECKS		54,811.18

Fund

Amount

Total for fund 101 GENERAL FUND	30,938.66
Total for fund 205 WORK CAMP	16.00
Total for fund 249 BUILDING INSPECTION FUN	824.00
Total for fund 256 REGISTER OF DEEDS AUTOI	1,509.57
Total for fund 261 911 SERVICE FUND	837.70
Total for fund 516 DELINQUENT TAX REVOLVI	8,874.05
Total for fund 588 TRANSPORTATION FUND	202.88
Total for fund 617 TAX FORECLOSURE FUND	81.78
Total for fund 637 BUILDING AND GROUNDS	358.00
Total for fund 647 HEALTH CARE FUND	5,556.13
Total for fund 701 GENERAL AGENCY	5,612.41
TOTAL - ALL FUNDS	54,811.18

08/09/2012

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
AUGUST 14, 2012 WARRANT

Check #	Check Date	Payee	Description	GL #	Amount
1156(E)	08/14/2012	MEDTIPSTER, LLC	RX 7/16/12 - 7/31/12	647-851-704.110	5,744.41
1157(E)	08/14/2012	MUNICIPAL EMPLOYEES RETIREMENT	COUNTY RETIREMENT FOR JULY 2012	704-000-231.700	48,183.02
1158(E)	08/14/2012	MUNICIPAL EMPLOYEES RETIREMENT	JULY 2012 COURT MERS	704-000-231.700	8,373.15
1159(E)	08/14/2012	MUNICIPAL EMPLOYEES RETIREMENT	JULY 2012 COURT MERS HYBRID DEFINED COI	704-000-231.700	156.78
39567	08/14/2012	123NET	ACCT 110735	637-265-930.210	1,402.78
39568	08/14/2012	87- A DISTRICT	JUNE 2012 CREDIT CARD FEES	101-131-930.150	378.68
39569	08/14/2012	ABEL M CRUZ	AUGUST 2012 DRUG COURT PHONE	101-131-930.210	30.00
39570	08/14/2012	ADVANCE AUTO PARTS	6013 SHOP EQUIP.	588-699-726.050	437.82
39571	08/14/2012	ADVANCE ELECTRIC INC	PHOTO CONTROL, PHOTO EYE	208-752-726.000	31.52
39571	08/14/2012	ADVANCE ELECTRIC INC	327288 SHOP REPAIR	588-699-726.025	154.94
					186.46

Check #	Check Date	Payee	Description	GL #	Amount
39572	08/14/2012	AIRGAS GREAT LAKES	BOTTLE RENT AND FILL	281-537-920.400	24.86
39573	08/14/2012	ALCHEMY MIND, LLC	JAIL AND WORK CAMP PROGRAMS 120723B {	101-351-801.020	200.00
39573	08/14/2012	ALCHEMY MIND, LLC	JAIL AND WORK CAMP PROGRAMS 120723B {	205-301-801.020	500.00
39573	08/14/2012	ALCHEMY MIND, LLC	JAIL AND WORK CAMP PROGRAMS 120723B {	264-362-801.020	200.00
39573	08/14/2012	ALCHEMY MIND, LLC	JAIL AND WORK CAMP PROGRAMS 120723B {	595-351-801.020	100.00
					<u>1,000.00</u>
39574	08/14/2012	ALPINE CHOCOLAT HAUS	GIFT BASKETS FOR GROEN TRUST MEMBERS	701-000-232.002	270.00
39575	08/14/2012	AMERICAN WASTE	RECYCLING PROGRAM CONTRACT	226-528-940.010-PROG	600.00
39576	08/14/2012	AUTO VALUE - GAYLORD	259-192501 VET'S VAN; 259-193089 STOCK	588-699-726.050	130.99
39577	08/14/2012	AUTO ZONE	REST PMT BY DAVID WILSON 09-22036-ST-3	701-000-271.130	100.00
39578	08/14/2012	AVFUEL CORPORATION	AIRPLANE FUEL	281-537-930.664	80,000.00
39579	08/14/2012	B AND B CONSTRUCTION	REST ROOM PROJECT	495-901-970.300	13,197.83
39580	08/14/2012	BANK OF NEW YORK MELLON	BLDG AUTH BOND PAYMENT	569-906-990.100	50,000.00
39580	08/14/2012	BANK OF NEW YORK MELLON	BLDG AUTH BOND PAYMENT	569-906-990.200	5,172.50
					<u>55,172.50</u>

Check #	Check Date	Payee	Description	GL #	Amount
39581	08/14/2012	BANK OF NEW YORK MELLON	1994 BOND FEE PYMT	569-906-990.210	225.00
39582	08/14/2012	BELLROC TIRE SERVICES	38178 STOCK	588-699-726.050	919.32
39583	08/14/2012	BRADLEY J. BUTCHER	REST PMT BY CONNIE JOSEPH 05-16547-FY-3	701-000-271.130	100.00
39584	08/14/2012	BRUCE TILLINGER	CONTRACTED PLMB/MECH INSPECTOR	249-371-801.027	640.00
39585	08/14/2012	BS&A SOFTWARE INC	ANNUAL SERVICE/SUPPORT FEES	101-228-920.410	14,285.00
39585	08/14/2012	BS&A SOFTWARE INC	ANIMAL LICENSE SYSTEM	212-430-920.410	320.00
					<u>14,605.00</u>
39586	08/14/2012	CATHERINE ISBELL	12-24 MARINO TRANSPORT ON 7/20/12	101-134-930.500	58.28
39586	08/14/2012	CATHERINE ISBELL	12-24 MARINO TRANSPORT ON 7/20/12	101-134-940.010	18.00
					<u>76.28</u>
39587	08/14/2012	CCP INDUSTRIES INC	IN00932674 SHOP SUPPLIES	588-699-726.050	123.40
39588	08/14/2012	CDW GOVERNMENT INC	QUOTE: CTSB511 - SYMANTEC BACKUP EXEC	101-228-801.020	1,519.00
39588	08/14/2012	CDW GOVERNMENT INC	QUOTE #: CRXF996	266-901-970.440	254.89
					<u>1,773.89</u>
39589	08/14/2012	CHARTER COMMUNICATIONS	CABLE PHONE COMPUTER	281-537-920.410	219.92

Check #	Check Date	Payee	Description	GL #	Amount
39590	08/14/2012	CHRISTA BONO	ZBA MEETING/JULY 31, 2012	101-721-703.040	40.00
39590	08/14/2012	CHRISTA BONO	ZBA MEETING/JULY 31, 2012	101-721-930.500	2.50
					<u>42.50</u>
39591	08/14/2012	CHRISTOPHER MARTIN	PROFESSIONAL SERVICES	101-648-801.020	65.00
39592	08/14/2012	CHUCKS ELECTRIC OF GAYLORD	GROEN WELCOME CENTER/SHED	495-901-970.300	1,563.00
39593	08/14/2012	CLOCK MOBILITY	89455 STOCK	588-699-726.050	165.00
39594	08/14/2012	CONSUMERS ENERGY	202247992410 JULY	588-699-930.620	1,910.39
39594	08/14/2012	CONSUMERS ENERGY	ELECT BILL 1000 0006 7155	637-265-930.620-CRTH	315.73
					<u>2,226.12</u>
39595	08/14/2012	CORNWELL TOOLS	25920 SHOP TOOL	588-699-726.050	28.05
39596	08/14/2012	CUMMINGS, MCCLOREY, DAVIS &	ACI FILE 36631	260-270-801.020	2,949.85
39597	08/14/2012	CUMMINS BRIDGEWAY	REST PMT BY HANS HEIM 07-19960-FY-3	701-000-271.130	100.00
39598	08/14/2012	DALE SMITH	REST PMT BY JACK FUHST 11-25007-FY-3	701-000-271.130	24.09
39599	08/14/2012	DANIEL WAGAR	ZBA MEETING/JULY 31, 2012	101-721-703.040	40.00
39599	08/14/2012	DANIEL WAGAR	ZBA MEETING/JULY 31, 2012	101-721-930.500	5.00
					<u>45.00</u>

Check #	Check Date	Payee	Description	GL #	Amount
39600	08/14/2012	DARLENE SZUMKO	DEFERRAL CONFERENCE ON 4/24/12	101-131-801.022	75.00
39601	08/14/2012	DE LAGE LANDEN PUBLIC FINANCE	COPIER LEASE INV 14562553	101-864-920.410	1,146.21
39602	08/14/2012	DEANEEN MANKOWSKI	REST PMT BY WILLIAM MACDONALD 11-2462 701-000-271.130		210.00
39603	08/14/2012	DEB COLLISON	REST PMT BY KEVIN MORROW 06-18603-SM- 701-000-271.130		40.00
39604	08/14/2012	DEKETO	ADVANTAGE DATABASE UPGRADE	256-215-726.000	2,719.00
39605	08/14/2012	DELL PREFERRED ACCOUNT	QUOTE: 626304165 - OPTIPLEX 790 MINITO	101-253-726.000	200.26
39605	08/14/2012	DELL PREFERRED ACCOUNT	QUOTE# 626200395 - 626203626	266-901-970.440	1,137.14
39605	08/14/2012	DELL PREFERRED ACCOUNT	QUOTE: 626304165 - OPTIPLEX 790 MINITO	516-253-726.000	200.26
39605	08/14/2012	DELL PREFERRED ACCOUNT	QUOTE: 626304165 - OPTIPLEX 790 MINITO	616-253-726.000	200.26
39605	08/14/2012	DELL PREFERRED ACCOUNT	QUOTE: 626304165 - OPTIPLEX 790 MINITO	617-253-726.000	200.26
					<u>1,938.18</u>
39606	08/14/2012	DONALD DEPEW	REST PMT BY RANDALL FOX 12-25397-SM-3	701-000-271.130	34.00
39607	08/14/2012	DOUG HYDE	TENNIS CAMP	208-752-940.010	150.00
39608	08/14/2012	DTE ENERGY	GAS BILL ACCT#4707 746 0004 8	281-537-930.610	81.20
39608	08/14/2012	DTE ENERGY	GAS BILL 4633 116 0004 3	637-265-930.610-CRTH!	343.44
					<u>424.64</u>

Check #	Check Date	Payee	Description	GL #	Amount
39609	08/14/2012	DUNNS	4 PART PAPER	101-131-726.000	597.14
39609	08/14/2012	DUNNS	1-CASE 4 PRT XEROX CARBONLESS PAPER	101-131-940.111	233.98
39609	08/14/2012	DUNNS	COPIES	101-864-726.000	705.32
39609	08/14/2012	DUNNS	PAPER INV # 729297	212-430-726.000	8.99
39609	08/14/2012	DUNNS	COPIES	212-430-920.410	71.19
39609	08/14/2012	DUNNS	TONER, CORRECTION TAPE, PENS, BATTERIES,	249-371-726.000	344.75
39609	08/14/2012	DUNNS	OFFICE SUPPLY	281-537-726.000	240.43
39609	08/14/2012	DUNNS	CUSTOMER 1738	495-901-970.300	704.98
39609	08/14/2012	DUNNS	7323730 CLEANERS; PHONE WIPES	588-699-726.000	194.99
39609	08/14/2012	DUNNS	7323730 CLEANERS; PHONE WIPES	588-699-726.025	356.29
					3,458.06
39610	08/14/2012	DUNNS	** VOIDED **		** VOIDED **
39611	08/14/2012	DUNNS	SUPPLIES (BINDERS, LABELS)	101-253-726.000	138.73
39611	08/14/2012	DUNNS	SUPPLIES (BINDERS, LABELS)	516-253-726.000	138.73
39611	08/14/2012	DUNNS	SUPPLIES (BINDERS, LABELS)	617-253-726.000	138.73
					416.19
39612	08/14/2012	EJP TOOLS, LLC	13922 SHOP TOOL	588-699-726.050	13.97
39613	08/14/2012	EMPIRIC SOLUTIONS INC	SEPT COMPASS FEE	101-131-801.020	1,147.00
39613	08/14/2012	EMPIRIC SOLUTIONS INC	IT SERVICES	101-228-801.020	225.00
39613	08/14/2012	EMPIRIC SOLUTIONS INC	SEPT COMPASS FEE	101-228-801.030	2,098.00
39613	08/14/2012	EMPIRIC SOLUTIONS INC	IT SERVICES	101-301-801.020	8.00
					3,478.00

Check #	Check Date	Payee	Description	GL #	Amount
39614	08/14/2012	EREMAL L. REPP	CONTRACTED ELEC/ENFORCEMENT INSPECTC	101-721-801.020	40.00
39614	08/14/2012	EREMAL L. REPP	CONTRACTED ELEC/ENFORCEMENT INSPECTC	249-371-801.024	360.00
39614	08/14/2012	EREMAL L. REPP	CONTRACTED ELEC/ENFORCEMENT INSPECTC	249-371-801.026	2,960.00
					<u>3,360.00</u>
39615	08/14/2012	ERIK SNYDER	8/5 GAYLORD BASIC RIDER COURSE	101-332-801.030	504.00
39616	08/14/2012	FAMILY DOLLAR	REST PMT BY KATHERINE BLACK 10-23691-SV	701-000-271.130	50.00
39617	08/14/2012	FIFTH THIRD BANK	OVERPMT ON LARRY RAY 09120000032100	516-030-694.000	75.70
39618	08/14/2012	FRONTIER	ACCT#98973235550719855 COUNTY PRORAT	101-301-930.210	17.93
39618	08/14/2012	FRONTIER	ACCT#98973235550719855 COUNTY PRORAT	101-302-920.410	17.92
39618	08/14/2012	FRONTIER	ACCT#98973235550719855 COUNTY PRORAT	101-351-920.410	17.93
39618	08/14/2012	FRONTIER	CENTER PHONE BILL	208-752-930.210	47.33
					<u>101.11</u>
39619	08/14/2012	FRONTIER	989-732-5130-052208-5 JUNE 2012	101-131-930.210	68.16
39620	08/14/2012	GAYLORD CITY POLICE DEPARTMENT	REST PMT BY MERANDA WEDGE 11-24627-FY	701-000-271.130	22.00
39621	08/14/2012	GAYLORD CITY TREASURER	211D MONTH END - JULY 2012	701-000-221.000	325.05
39622	08/14/2012	GAYLORD COMMUNITY SCHOOLS	MOTORCYCLE CLASS/COURSE FEE AT GAYLOR	101-332-920.510	275.00

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39623	08/14/2012	GAYLORD FORD	INV# 60006 LUBE OIL FILTER VEH#691 2005	101-301-726.050	33.47
39623	08/14/2012	GAYLORD FORD	31946 SHERIFF #005	588-699-726.050	638.22
					<u>671.69</u>
39624	08/14/2012	GAYLORD VETERINARY SERVICES	JUNE STERLIZATION	212-430-930.980	1,853.20
39625	08/14/2012	GEORGE MARTIN III	REST PMT BY JASON KARASCHIN 09-22668-SN	701-000-271.130	50.00
39626	08/14/2012	GORDON FOOD SERVICES	INV'S 788132160 - 788135448	101-351-726.025	409.62
39626	08/14/2012	GORDON FOOD SERVICES	INV'S 788132160 - 788135448	101-351-726.030	107.99
39626	08/14/2012	GORDON FOOD SERVICES	INV'S 788132160 - 788135448	101-351-930.700	7,245.98
					<u>7,763.59</u>
39627	08/14/2012	GREAT LAKES ENERGY	GROEN PROPERTY	209-751-930.620	18.66
39628	08/14/2012	HEATHER A. HUNT	OVERPAYMENT ON TICKET 12-723576-SI-3	701-000-286.002	35.00
39629	08/14/2012	HOEKSTRA TRANSPORTATION INC	C10104399 STOCK	588-699-726.050	67.00
39630	08/14/2012	HOGANS JEWELERS	REST PMT BY JOHNATHAN WENNER 12-25662	701-000-271.130	44.73
39631	08/14/2012	HYDRO-CHEM SYSTEMS INC	64469 BUS WASHING EQUIPMENT	588-699-726.025	1,072.00
39632	08/14/2012	IMAGE FACTORY INC	PLEA PACKETS	101-131-726.000	150.00

Check #	Check Date	Payee	Description	GL #	Amount
39633	08/14/2012	IMPERIAL SUPPLIES LLC	J66425 STOCK	588-699-726.050	232.30
39634	08/14/2012	IMPREST CASH, OTSEGO COUNTY BUS	0897 PAPER; 0900 SOAP; 0901 METAL (SHOP	588-699-726.025	27.10
39634	08/14/2012	IMPREST CASH, OTSEGO COUNTY BUS	0897 PAPER; 0900 SOAP; 0901 METAL (SHOP	588-699-726.050	15.89
39634	08/14/2012	IMPREST CASH, OTSEGO COUNTY BUS	0902 PARTS –SAND BLASTED	588-699-920.400	75.00
					----- 117.99
39635	08/14/2012	IMPREST CASH, OTSEGO COUNTY SHE	JULY 2012 IMPREST CASH REIMBURSEMENT	101-301-726.000	6.02
39635	08/14/2012	IMPREST CASH, OTSEGO COUNTY SHE	JULY 2012 IMPREST CASH REIMBURSEMENT	101-301-930.450	3.22
39635	08/14/2012	IMPREST CASH, OTSEGO COUNTY SHE	JULY 2012 IMPREST CASH REIMBURSEMENT	101-301-930.500	48.00
39635	08/14/2012	IMPREST CASH, OTSEGO COUNTY SHE	JULY 2012 IMPREST CASH REIMBURSEMENT	205-301-930.660	7.22
39635	08/14/2012	IMPREST CASH, OTSEGO COUNTY SHE	JULY 2012 IMPREST CASH REIMBURSEMENT	595-351-726.000	20.00
					----- 84.46
39636	08/14/2012	INDEPENDENCE TIRE & AUTO REPAIR	REPAIR OF LEAKING TIRE INV # 9457	212-430-726.050	15.00
39637	08/14/2012	INTERSTATE BATTERIES	23367963 TAHOE #25	588-699-726.050	83.95
39638	08/14/2012	JAMES L. HIGGINBOTTOM	7/29 CHEBOYGAN BASIC RIDER COURSE	101-332-801.030	504.00
39639	08/14/2012	JEFF BARAGREY	TENNIS CAMP	208-752-940.010	100.00
39640	08/14/2012	JIM WERNIG INC	31631 STOCK	588-699-726.050	84.15

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39641	08/14/2012	KENNETH GLASSER	PIGEON RIVER ADVISORY COUNCIL	101-101-703.040	160.00
39641	08/14/2012	KENNETH GLASSER	PIGEON RIVER ADVISORY COUNCIL	101-101-930.500	34.00
					194.00
39642	08/14/2012	KEVAN D FLORY	CONTRACTED BLDG/ENFORCEMENT INSPECTOR	101-721-801.020	120.00
39642	08/14/2012	KEVAN D FLORY	CONTRACTED BLDG/ENFORCEMENT INSPECTOR	249-371-801.024	5,870.00
					5,990.00
39643	08/14/2012	KEVIN AND KARRI WITTBRODT	REST PMT BY TOBIES KUZNICKI 11-24992-FY3	701-000-271.130	50.00
39644	08/14/2012	KEVIN D. SAGASSER	ZBA MEETING/JULY 31, 2012	101-721-703.040	40.00
39645	08/14/2012	KEVIN SCHRAM	REFUND MOTORCYCLE TRAINING FEE \$25	101-332-676.040-MSP0	25.00
39646	08/14/2012	KOHL'S CORPORATE LOSS PREVENTION	REST PMT BY ALEXIA MADDOX 11-25155-SM-	701-000-271.130	103.00
39647	08/14/2012	KSS ENTERPRISES	228091 ROLL TOWEL	208-752-726.025	114.14
39648	08/14/2012	LAVERN W. SCHLAUD	CONTRACTED BLDG/ZONING INSPECTOR	101-721-801.020	280.00
39648	08/14/2012	LAVERN W. SCHLAUD	CONTRACTED BLDG/ZONING INSPECTOR	249-371-801.024	3,835.00
					4,115.00
39649	08/14/2012	LISA VANLIERE	AUGUST 2012 MAGISTRATE PHONE	101-131-930.210	30.00

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39650	08/14/2012	MACVC	9/19 - 21 MACVC VETERANS COUNSELORS FA	101-682-704.400	50.00
39651	08/14/2012	MARK JENKINSON	REST PMT BY EDDIE VANDEE 10-23516-FY-3	701-000-271.130	36.45
39652	08/14/2012	MARY A. ALSOBROOKS	REST PMT BY DAVID ALSOBROOKS 12-25435-FY-3	701-000-271.130	37.50
39653	08/14/2012	MARY COOPER	REST PMT BY KRISTIN NICKERSON 12-25791-FY-3	701-000-271.130	25.00
39654	08/14/2012	MARY JANE DECAMP	REST PMT BY MISTI MACFARLANE 12-25391-FY-3	701-000-271.130	15.00
39655	08/14/2012	MAURERS TEXTILE RENTAL	FOC MATS	101-141-726.000	16.12
39655	08/14/2012	MAURERS TEXTILE RENTAL	FOC MATS	215-141-726.000	2.85
					<u>18.97</u>
39656	08/14/2012	MED-VET INTERNATIONAL	IVERMECT INV # 330682-1-1 7-9-12	212-430-726.035	65.00
39657	08/14/2012	MERCY HEALTH PARTNERS	PROFESSIONAL SERVICES	101-648-930.920	150.00
39658	08/14/2012	MICHAEL A. MCCARTHY	ZBA MEETING/JULY 31, 2012	101-721-703.040	40.00
39658	08/14/2012	MICHAEL A. MCCARTHY	ZBA MEETING/JULY 31, 2012	101-721-930.500	17.00
					<u>57.00</u>
39659	08/14/2012	MICHAEL E. JOHNSON	7/17/12 SOO BASIC RIDER COURSE	101-332-801.030	574.00

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39660	08/14/2012	MICHIGAN DEPARTMENT OF COMMU	REST PMT BY RICHARD MASER 05-17142-FY-3	701-000-271.130	25.00
39661	08/14/2012	MID NORTH PRINTING INC	PRINTING OF LETTER HEAD INV # 81650	212-430-930.400	89.80
39661	08/14/2012	MID NORTH PRINTING INC	81718 TRANSMITTALS	588-699-726.000	79.60
					169.40
39662	08/14/2012	MID STATES BOLT & SCREW CO	3879826 BUS #26	588-699-726.050	14.50
39663	08/14/2012	MIKE JAROSZ	7/16 SOO BASIC RIDER COURSE, MOTORCYCL	101-332-801.030	574.00
39663	08/14/2012	MIKE JAROSZ	7/16 SOO BASIC RIDER COURSE, MOTORCYCL	101-332-930.660	60.02
					634.02
39664	08/14/2012	NICHOLAS OCOCK	CAMPING REFUND	208-440-652.050	90.00
39665	08/14/2012	NORTH CENTRAL MICHIGAN REPORTII	PEOPLE V FORMAN PRELIM ON 5/31 & 6/7/11	101-131-801.030	172.20
39666	08/14/2012	NORTHERN MICHIGAN HOSPITAL	PETEE	101-648-930.920	2,737.00
39667	08/14/2012	NORTHERN MICHIGAN REVIEW	ACCT 14117214, ADS FOR RENTAL REHAB/HO	233-690-930.300	101.60
39667	08/14/2012	NORTHERN MICHIGAN REVIEW	ACCT 14117214, ADS FOR RENTAL REHAB/HO	233-691-930.300	114.32
39667	08/14/2012	NORTHERN MICHIGAN REVIEW	00324011-03634902 JULY	588-699-930.300	222.60
					438.52
39668	08/14/2012	NORTHERN PATHOLOGY ASSOCIATES	FARRER	101-648-930.920	1,674.00

Check #	Check Date	Payee	Description	GL #	Amount
39669	08/14/2012	OTSEGO COUNTY BUS SYSTEM	JUNE 2012 JUVENILE COURT CHARGES	292-662-940.010	185.00
39670	08/14/2012	OTSEGO COUNTY EMS	ACCT #48590 PATIENT LIND MAVES	701-000-271.130	75.00
39671	08/14/2012	OTSEGO COUNTY ROAD COMMISSION	OTSEGO LAKE DRAIN GAUGE	101-445-930.999	4,250.00
39672	08/14/2012	OTSEGO COUNTY SPORTSPLEX	PLAYGROUP SWIM LESSONS	208-752-726.000	60.00
39673	08/14/2012	OTSEGO LAKE CORNER STORE	REST PMT BY LESLIE VANWULFEN 11-25084-F	701-000-271.130	47.50
39674	08/14/2012	OTSEGO MEMORIAL HOSPITAL	JAGODA	101-648-930.920	286.00
39674	08/14/2012	OTSEGO MEMORIAL HOSPITAL	PATIENT LIND MAVES ACCT # V00100466531	701-000-271.130	75.00
					----- 361.00
39675	08/14/2012	PAC MAIL	SHIPPING	261-427-930.450	85.67
39676	08/14/2012	PEGG, WILLIAM W	7/29 CHEBOYGAN BASIC RIDER COURSE, LOD	101-332-801.030	700.00
39676	08/14/2012	PEGG, WILLIAM W	7/29 CHEBOYGAN BASIC RIDER COURSE, LOD	101-332-930.500	50.00
					----- 750.00
39677	08/14/2012	PHIL ALEXANDER	ZBA MEETING/JULY 31, 2012	101-721-703.040	40.00
39677	08/14/2012	PHIL ALEXANDER	ZBA MEETING/JULY 31, 2012	101-721-930.500	5.00
					----- 45.00

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39678	08/14/2012	POSTMASTER	ROLLS OF STAMPS	212-430-930.450	45.00
39679	08/14/2012	PRO-BUILD	PARTS	281-537-920.400	9.86
39680	08/14/2012	RANDY STULTS	ZBA MEETING/JULY 31, 2012	101-721-703.040	40.00
39680	08/14/2012	RANDY STULTS	ZBA MEETING/JULY 31, 2012	101-721-930.500	11.00
					<u>51.00</u>
39681	08/14/2012	REDWOOD TOXICOLOGY LABORATOR	JUVENILE DRUG TESTING	292-662-801.030	271.50
39682	08/14/2012	RESERVE ACCOUNT	METER FILLS 1ST & 3RD FLOORS - 2ND QTR	101-131-930.450	3,905.25
39682	08/14/2012	RESERVE ACCOUNT	METER FILLS 1ST & 3RD FLOORS - 2ND QTR	101-131-940.111	1,793.03
39682	08/14/2012	RESERVE ACCOUNT	METER FILLS 1ST & 3RD FLOORS - 2ND QTR	101-141-930.450	1,547.64
39682	08/14/2012	RESERVE ACCOUNT	METER FILLS 1ST & 3RD FLOORS - 2ND QTR	101-267-930.450	325.42
39682	08/14/2012	RESERVE ACCOUNT	METER FILLS 1ST & 3RD FLOORS - 2ND QTR	101-267-930.983	34.25
39682	08/14/2012	RESERVE ACCOUNT	METER FILLS 1ST & 3RD FLOORS - 2ND QTR	215-141-930.450	273.12
					<u>7,878.71</u>
39683	08/14/2012	RICHARD HALE	8/3 MEAL REIMBURSEMENT TO VOLUNTEER	293-689-930.500	4.98
39684	08/14/2012	ROB LINSTRUM	PROFESSIONAL SERVICES	101-648-801.020	1,025.00
39684	08/14/2012	ROB LINSTRUM	PROFESSIONAL SERVICES	101-648-930.460	154.00
					<u>1,179.00</u>
39685	08/14/2012	ROBERT CISZEWSKI	REST PMT BY TIMOTHY CABBLE	03-14262-FY- 701-000-271.130	100.00

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39686	08/14/2012	RONALD KORONKA	LEVEL BUILDING/GRAVEL	494-901-970.300	625.00
39687	08/14/2012	ROSCOMMON COUNTY	10-80 FUSEE PLACEMENT 6/17 TO 7/5/12	292-662-930.810	2,844.00
39688	08/14/2012	ROTARY CLUB OF GAYLORD, MI	BURT ROTARY DUES	645-172-930.600	153.50
39689	08/14/2012	SAFETY-KLEEN	58313986 PARTS CLEANER - SHOP	588-699-726.050	121.90
39690	08/14/2012	SAGINAW STATE UNIVERSITY	J-11-30-DL DORM DEPOSIT FOR JOSHUA FAVE	292-662-930.999	200.00
39691	08/14/2012	SCOTT T. BEATTY	JULY 2012 FOC REFEREE FEES	101-141-940.010	1,593.75
39691	08/14/2012	SCOTT T. BEATTY	JULY 2012 FOC REFEREE FEES	215-141-940.010	281.25
					<u>1,875.00</u>
39692	08/14/2012	SHARON WAKELEY	REST PMT BY JOSHUA DURLING 11-24469-SM	701-000-271.130	616.96
39693	08/14/2012	SHERRY GOFF	SUMMER CAMP REFUND	208-752-940.010	50.00
39694	08/14/2012	SIGNS BY DESIGN	45TH PARALLEL SIGN	495-901-970.300	250.00
39695	08/14/2012	SPARTAN SEWER & SEPTIC TANK SERV	7/2 & 7/16 PORTA JOHNS FOR GAYLORD MO	101-332-920.510	150.00
39695	08/14/2012	SPARTAN SEWER & SEPTIC TANK SERV	97209 LIBKE FIELD UNIT 8/11-9/11	208-752-920.200	150.00
					<u>300.00</u>

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39696	08/14/2012	SPARTAN STORES LLC	6/9/12 THRU 7/27/12	101-351-930.700	52.70
39697	08/14/2012	SRW, INC	RSET PMT BY JON THOMPSON 05-17048-SM-:	701-000-271.130	192.00
39698	08/14/2012	STAPLES BUSINESS ADVANTAGE	DET 1046110	101-000-106.000	208.68
39698	08/14/2012	STAPLES BUSINESS ADVANTAGE	DVD DISKS, ENVELOPES	101-101-726.000	32.11
39698	08/14/2012	STAPLES BUSINESS ADVANTAGE	COPY PAPER	101-131-726.000	347.80
39698	08/14/2012	STAPLES BUSINESS ADVANTAGE	FAX CARTRIDGES	101-131-940.111	63.28
39698	08/14/2012	STAPLES BUSINESS ADVANTAGE	DET 1046110	645-172-726.000	46.08
39698	08/14/2012	STAPLES BUSINESS ADVANTAGE	COMPUTER SPEAKERS, GOLD SEAL LABLES	645-270-726.000	19.99
					<u>717.94</u>
39699	08/14/2012	STATE ELECTRONICS INC	MULTIPLE INVOICES	261-427-940.010	1,386.05
39700	08/14/2012	STATE FARM INSURANCE CO.	22-B163-30 REST PMT BY E VANDEE 10-23516	701-000-271.130	36.45
39701	08/14/2012	STATE INDUSTRIAL PRODUCTS	95790485 CLEANERS	588-699-726.025	101.10
39702	08/14/2012	STATE OF MICHIGAN	211D MONTH END - JULY 2012	701-000-228.020	32.50
39702	08/14/2012	STATE OF MICHIGAN	211D MONTH END - JULY 2012	701-000-228.030	147.16
39702	08/14/2012	STATE OF MICHIGAN	211D MONTH END - JULY 2012	701-000-228.037	3,812.85
39702	08/14/2012	STATE OF MICHIGAN	211D MONTH END - JULY 2012	701-000-228.042	120.00
39702	08/14/2012	STATE OF MICHIGAN	211D MONTH END - JULY 2012	701-000-228.057	157.18
39702	08/14/2012	STATE OF MICHIGAN	211D MONTH END - JULY 2012	701-000-228.058	4,683.00
39702	08/14/2012	STATE OF MICHIGAN	211D MONTH END - JULY 2012	701-000-228.059	10,539.48
					<u>19,492.17</u>

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39703	08/14/2012	STATE OF MICHIGAN BUREAU OF FINA	CLAIM #061121 REST PMT BY ZIKOMO DORRI	701-000-271.130	125.00
39704	08/14/2012	STERLING MCPHERSON	8/5 GAYLORD BASIC RIDER COURSE AID	101-332-801.030	184.50
39705	08/14/2012	STEVE DIEBEL	FIREWOOD	208-752-726.000	162.50
39706	08/14/2012	STEVE JOHNSON	REST PMT BY SUZANNE MILLER 12-25554-SM	701-000-271.130	193.83
39707	08/14/2012	SYSCO - GRAND RAPIDS	6/22/12 THRU 7/16/12	101-351-726.030	863.17
39707	08/14/2012	SYSCO - GRAND RAPIDS	6/22/12 THRU 7/16/12	101-351-930.700	4,570.41
					<u>5,433.58</u>
39708	08/14/2012	THOMAS J PUDVAN	PROFESSIONAL SERVICES	101-648-801.020	910.00
39708	08/14/2012	THOMAS J PUDVAN	PROFESSIONAL SERVICES	101-648-930.210	40.00
39708	08/14/2012	THOMAS J PUDVAN	PROFESSIONAL SERVICES	101-648-930.460	37.00
					<u>987.00</u>
39709	08/14/2012	TIMOTHY MCPHERSON	7/30 CHEBOYGAN BRC, JULY ADMIN FEE'S, 24	101-332-726.000	278.36
39709	08/14/2012	TIMOTHY MCPHERSON	7/30 CHEBOYGAN BRC, JULY ADMIN FEE'S, 24	101-332-801.020	1,270.00
39709	08/14/2012	TIMOTHY MCPHERSON	7/30 CHEBOYGAN BRC, JULY ADMIN FEE'S, 24	101-332-801.030	672.00
39709	08/14/2012	TIMOTHY MCPHERSON	7/30 CHEBOYGAN BRC, JULY ADMIN FEE'S, 24	101-332-920.400	56.00
39709	08/14/2012	TIMOTHY MCPHERSON	7/30 CHEBOYGAN BRC, JULY ADMIN FEE'S, 24	101-332-930.660	14.62
					<u>2,290.98</u>
39710	08/14/2012	TODD L. SEIDELL ARCHITECT,LLC	GROEN PROPERTY	495-901-970.300	500.00

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39711	08/14/2012	TOM MILLER	CAMPING REFUND	208-440-652.050	15.00
39712	08/14/2012	TRACEY CRUZ	AUGUST 2012 MAGISTRATE PHONE	101-131-930.210	30.00
39713	08/14/2012	U.S POSTAL SERVICE	41665563	101-000-103.000	1,000.00
39714	08/14/2012	VALLEY TRUCK PARTS	3-1056097 BUS #26	588-699-726.050	204.87
39715	08/14/2012	VERIZON WIRELESS	483106843	101-301-930.230	59.49
39715	08/14/2012	VERIZON WIRELESS	483106843	101-351-930.230	59.49
39715	08/14/2012	VERIZON WIRELESS	483106843	101-721-930.230	16.62
39715	08/14/2012	VERIZON WIRELESS	483106843	205-301-930.210	118.98
39715	08/14/2012	VERIZON WIRELESS	483106843	208-752-930.230	147.59
39715	08/14/2012	VERIZON WIRELESS	483106843	212-430-930.230	51.59
39715	08/14/2012	VERIZON WIRELESS	483106843	249-371-930.230	49.86
39715	08/14/2012	VERIZON WIRELESS	483106843	261-427-930.230	95.77
39715	08/14/2012	VERIZON WIRELESS	483106843	281-537-930.230	67.41
39715	08/14/2012	VERIZON WIRELESS	2775821319 JULY	588-699-930.210	90.20
39715	08/14/2012	VERIZON WIRELESS	483106843	645-172-930.230	63.40
					820.40
39716	08/14/2012	VILLAGE MARKET	REST PMT BY KAYLA HALL 12-25614-FY-3	701-000-271.130	12.50
39717	08/14/2012	VISTA MARIA	12-02 SIESTO PLACEMENT 6/1/12 - 9/30/12	292-662-930.810	9,436.20
39718	08/14/2012	WAL-MART STORES ASSET PROTECTIO	REST PMT BY BRIANNE BALTIERRA 12-25590S	701-000-271.130	536.02

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39719	08/14/2012	WASH N GO MANAGEMENT INC	INV# 5276 VEH WASHES JUNE 25 - JULY 20	101-301-920.410	90.00
39719	08/14/2012	WASH N GO MANAGEMENT INC	INV# 5276 VEH WASHES JUNE 25 - JULY 20	101-302-920.410	5.00
39719	08/14/2012	WASH N GO MANAGEMENT INC	INV# 5276 VEH WASHES JUNE 25 - JULY 20	212-430-920.410	5.00
39719	08/14/2012	WASH N GO MANAGEMENT INC	INV# 5276 VEH WASHES JUNE 25 - JULY 20	261-427-940.010	5.00
					105.00
39720	08/14/2012	WASTE MANAGEMENT	7212814-1838-5 PARK GARBAGE BILL	208-752-920.200	660.21
39720	08/14/2012	WASTE MANAGEMENT	TRASH PICK-UP	281-537-920.410	212.00
39720	08/14/2012	WASTE MANAGEMENT	7212857-1838-4 JULY	588-699-940.010	87.69
					959.90
39721	08/14/2012	WAYNE ISBELL	12-24 MARINO TRANSPORT ON 7/20/12	101-134-940.010	18.00
39722	08/14/2012	WESTSHORE DIAGNOSTICS, PC	PROFESSIONAL SERVICES	101-648-930.920	1,050.00
39723	08/14/2012	WIELAND SALES, INC.	544017B BUS #24; 544019B STOCK	588-699-726.050	952.18
39723	08/14/2012	WIELAND SALES, INC.	94029 BUS #7	588-699-920.400	175.00
					1,127.18
39724	08/14/2012	WILLIAM KNAPP	PUBLIC GUARDIAN 1 YR REVIEW ON 7/12/12	101-131-930.500	11.00
39724	08/14/2012	WILLIAM KNAPP	PUBLIC GUARDIAN 1 YR REVIEW ON 7/12/12	101-131-930.830	30.00
					41.00

Check #	Check Date	Payee	Description	GL #	Amount
39725	08/14/2012	XEROX CORPORATION	JULY 2012 COURT COPIER LEASE	101-131-920.520	204.74
39725	08/14/2012	XEROX CORPORATION	JULY 2012 FOC COPIER LEASE	101-141-920.520	82.72
39725	08/14/2012	XEROX CORPORATION	JULY 2012 FOC COPIER LEASE	215-141-920.520	14.60
					302.06
TOTAL OF 163 CHECKS (1 voided)					360,706.90
LESS:VOIDED CHECKS (amount is zero)					0
NET CASH DISBURSEMENT					360,706.90

Fund	Amount
Total for fund 101 GENERAL FUND	67,586.71
Total for fund 205 WORK CAMP	626.20
Total for fund 208 PARKS AND RECREATION	1,778.29
Total for fund 209 GROEN NATURE PRESERVE FUND	18.66
Total for fund 212 ANIMAL CONTROL	2,524.77
Total for fund 215 FRIEND OF THE COURT	571.82
Total for fund 226 RECYCLING FUND	600.00
Total for fund 233 HUD GRANT FUND	215.92
Total for fund 249 BUILDING INSPECTION FUND	14,059.61
Total for fund 256 REGISTER OF DEEDS AUTOMATION	2,719.00
Total for fund 260 LEGAL DEFENSE FUND	2,949.85
Total for fund 261 911 SERVICE FUND	1,572.49
Total for fund 264 LCL CORRECTIONS OFFR TRAINING	200.00
Total for fund 266 EQUIPMENT FUND	1,392.03
Total for fund 281 AIRPORT	80,855.68
Total for fund 292 CHILD CARE FUND	12,936.70
Total for fund 293 SOLDIERS' RELIEF FUND	4.98
Total for fund 494 GROEN CAPITAL PROJECTS FUND II	625.00
Total for fund 495 GROEN NATURE PRESERVE CAPITAL PROJECTS	16,215.81
Total for fund 516 DELINQUENT TAX REVOLVING	414.69
Total for fund 569 DEBT SERVICE	55,397.50

Fund	Amount
Total for fund 588 TRANSPORTATION FUND	8,780.41
Total for fund 595 JAIL COMMISSARY	120.00
Total for fund 616 HOMESTEAD AUDIT FUND	200.26
Total for fund 617 TAX FORECLOSURE FUND	338.99
Total for fund 637 BUILDING AND GROUNDS	2,061.95
Total for fund 645 ADMINISTRATIVE SERVICES	282.97
Total for fund 647 HEALTH CARE FUND	5,744.41
Total for fund 701 GENERAL AGENCY	23,199.25
Total for fund 704 PAYROLL IMPREST FUND	56,712.95
TOTAL - ALL FUNDS	360,706.90

RESOLUTION NO. OCR 12-27
National Preparedness Month – September 2012
OTSEGO COUNTY BOARD OF COMMISSIONERS
August 14, 2012

WHEREAS, "National Preparedness Month" creates an important opportunity for every resident of Otsego County to prepare their homes, businesses, and communities for any type of emergency including natural disasters and potential terrorist attacks; and

WHEREAS, investing in the preparedness of ourselves, our families, businesses, and communities can reduce fatalities and economic devastation in our communities and in our nation; and

WHEREAS, the Federal Emergency Management Agency's *Ready* Campaign, Citizen Corps and other federal, state, local, tribal, territorial, private, and volunteer agencies are working to increase public activities in preparing for emergencies and to educate individuals on how to take action; and

WHEREAS, emergency preparedness is the responsibility of every citizen of Otsego County and all citizens are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, all citizens of Otsego County are encouraged to participate in citizen preparedness activities and asked to review the *Ready* campaign's websites at www.Ready.gov or www.Listo.gov (in Spanish), and the Otsego County website at www.otsegocountymi.gov in the Emergency Management/911 department, and become more prepared; now, therefore, be it

RESOLVED, that the Otsego County Board of Commissioners hereby proclaims September, 2012 as National Preparedness Month, and encourages all citizens and businesses to develop their own emergency preparedness plan, and work together toward creating a more prepared society.