

August 28, 2007

The Regular meeting of the Otsego County Board of Commissioners was held at the Hayes Township Hall, 4283 M-32 West, Gaylord. The meeting was called to order at 7:00 p.m. by Vice-Chairman Bentz. Invocation by Commissioner Beachnau, followed by the Pledge of Allegiance led by Commissioner Liss.

Roll call:

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

Excused: Glasser, Bates.

The Regular meeting minutes of August 14, 2007 with attachments were approved as presented.

Consent Agenda:

Motion to adopt OCR-07-37 Discharge of Mortgage to Curtis Brink and Kathleen Brink

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Excused: Bates, Glasser.

Motion carried/Resolution adopted. (see attached)

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

Motion to approve the purchase of a demo ambulance for EMS, with a 5 year repayment term, with interest at the current market rate, for up to \$140,000, with funds to be taken from the Public Improvement Fund (Fund 245). Motion carried via unanimous consent.

Motion to approve a loan to the Building Department Fund (Fund 249) the amount necessary to leave the Building Department with \$80,000 in fund balance as of 12/31/2007, with funds to come from the delinquent tax fund (fund 516). Transfers are to be made as often as necessary to keep the Building Department Fund in a positive cash flow. Motion carried via unanimous consent.

Motion by the personnel committee to approve the part-time office clerk in the Treasurer's office. Motion carried via unanimous consent. (see attached)

Motion to approve the 2007 Court budget amendment (funds 130 & 131) as presented. Motion carried via unanimous consent. (see attached)

Administrator's report:

John Burt reported on the Alpine Center repairs; Cooperative Planning Committee meeting set for August 29, 2007 at 5:30 p.m. in the City-Council room; 9-1-1 dispatch center hit by lightning.

Commissioner Hyde reported that Doty Latuszek is resigning from the M-TEC Center.

Commissioner Johnson reported on the Justice and Public Safety committee meeting.

Rachel Frisch reported on the July 2007 financial reports.

Elizabeth Haus reported the Village of Vanderbilt held the first public meeting regarding the sewer system; Planning and Zoning.

New Business:

Motion by Commissioner Hyde, to approve Warrant B2007-34 in the amount of \$204,509.18 with prepaids in the amount of \$38,692.82 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Johnson, to approve Warrant B2007-35 in the amount of \$235,173.46 with prepaids in the amount of \$3,535.70 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Backenstose, to approve the MERS asset allocation for the 46th Circuit Trial Court as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Beachnau, to adopt Resolution OCR-07-38 supporting House Bill 5075.

Roll Call Vote:

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

Nays: None.

Excused: Bates, Glasser.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Johnson, to repeal the Land Use Services Violation Enforcement policy. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to approve the amendment to the FY 2007 Crime Victim Rights Grant Agreement as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Olsen, to approve the 2007/2008 Otsego County Directory with changes. Ayes: Unanimous. Motion carried.

Motion by Commissioner Beachnau, to adopt Resolution OCR-07-39 in support of County acceptance of passport applications.

Roll Call Vote:

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

Nays: None.

Excused: Bates, Glasser.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Backenstose, to adopt Otsego County Ordinance 07-05 as presented.

Ayes: Unanimous. Motion carried. (see attached)

Board Remarks:

Commissioner Johnson: Reported on the R.A.P. grant Trisha Adam applied for and received for exit lights at the County Buildings.

Commissioner Hyde: Reported on the Airport.

Commissioner Backenstose: Cooperative Planning Meeting.

Commissioner Bentz: Thanked Hayes Township for hosting the meeting.

Meeting adjourned at 7:40 p.m. at the call of the Vice-Chair.

Allan Bentz, Vice-Chairman

Susan I. DeFeyter, County Clerk

RESOLUTION NO. OCR 07-37
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
August 28, 2007

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 556 Main St., Vanderbilt, Michigan 49795 and has a mortgage recorded in Liber 250, Page 379 and in Liber 266, Page 49, in the name Curtis Brink and Kathleen Brink, his wife and

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

RESOLVED, that Otsego County hereby issue a DISCHARGE OF MORTGAGE to, Curtis Brink and Kathleen Brink, his wife 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.



COUNTY OF OTSEGO Administrative Policy Manual

Policy Number

500.01

| | | |
|---------------------|------------------------------|------------------------|
| Policy No 500.01 | Subject Purchasing | Date Issued 4/13/04 |
|---------------------|------------------------------|------------------------|

| | | | | | |
|--|---|--|--|--------------------|------------------|
| <p>Application</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</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> </td> <td style="width: 50%; vertical-align: top;"> <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> </td> </tr> </table> | <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</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> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Revised 8/28/07</td> </tr> <tr> <td style="padding: 2px;">Applicable Forms</td> </tr> </table> | Revised 8/28/07 | Applicable Forms |
| <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</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> | | | | |
| Revised 8/28/07 | | | | | |
| Applicable Forms | | | | | |

| | | | |
|--------------------------------------|--------------------------------------|------------------------------------|--|
| Contact Department Administration | Contact Phone Number 989-731-7520 | Contact Fax Number 989-731-7529 | Contact E-Mail jburt@otsegocountymi.gov |
|--------------------------------------|--------------------------------------|------------------------------------|--|

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. This policy shall apply to every expenditure of public funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations. Nothing in this policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

Procedures

1. Definitions

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

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

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



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

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

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

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

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

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

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

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

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



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2.2 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Individual employees, with approval of their Management Team Member, may solicit informal bids as outlined below. Bids must be written. The Management Team Member (their designee when absent) must act as final approver.

- A. Bid Information: To insure fairness in, each vendor solicited should be given the same information. This information should include:
- Description of items to be purchased
 - Special terms and/or specifications
 - Desired delivery date

- B. Record of Bids: All bids solicited shall be in writing and will be electronically recorded in the requisition "Post It" note window. Each record should contain:
- Bid Information
 - Record of all bids
 - Manager's explanation if lowest priced vendor not selected.

2.3 **Formal Bidding:** Purchases from \$5,001 to \$10,000 are subject to the formal bidding procedure. The respective department shall follow the formal bidding process. The Management Team Member must approve with the County Administrator or designee acting as the final approver. It includes solicitation of written quotations/bids through direct contact, public advertisement or any combination of the same.

- A. The solicitation/advertisement must include the following:
- Identification of item(s) to be bid upon
 - Location bids are to be submitted
 - Date and time of bid deadline for submission
 - Contact for further information
 - Statement of County's rights to reject bids
 - Contract compliance terms
 - Product specifications

- B. Record of Bids: All bids solicited shall be electronically recorded in the requisition "Post It" note window. Each record should contain:
- Bid Information
 - Record of all bids
 - Department Head explanation if lowest priced vendor not selected.

2.4 **Competitive Bidding:** Purchases with an anticipated obligation of \$10,001 or more are required to have sealed, competitive bidding and comply with Public Act 167 and 168 of 1993. Two (2) competitive bids are required for purchases of \$10,001 or more.



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

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

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 3% cost variance for low bid determination. Such vendors are considered local if they maintain an office in Otsego County with at least one full time employee.

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



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

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.



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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.

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 POSITION DESCRIPTION

Position: Part-time Office Clerk – Treasurer's Office

- A. Summary. Provides clerical, bookkeeping and customer service functions in the Treasurer's Office.
- B. Supervision Received. Work is performed under the general supervision of the Otsego County Treasurer.
- C. Supervision Exercised. None.
- D. Responsibilities, Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties (note: these examples do not include all of the duties which the employee may be expected to perform).
 - 1. General Office work to include word processing, report preparation, filing, managing email correspondence, answering incoming calls and assisting walk-in customers.
 - 2. Collects fees, writes receipts, maintains bookkeeping ledgers, and produces financial reports.
 - 3. Calculates and collects delinquent taxes, issues tax receipts, redemptions and issues various cash receipts specifying the fund which monies are to be applied.
 - 4. Answers correspondence and telephone inquires relating to all tax matters including bankruptcies, redemptions, foreclosures, reconveyences, and tax buyer claims.
 - 5. Deciphers legal descriptions of property and locates parcel descriptions on the tax map/rolls for tax certifications and tax searching.
 - 6. Processes personal property taxes, balance personal property tax owed with townships.
 - 7. Forfeiture parcels: prepares file, run delinquent tax bills, maps, property description searches, scanning inspected parcels.
 - 8. Perform related duties as required.
- E. Essential Functions, Qualifications, and KSAs for Employment. All of the following functions, qualifications, knowledge, skills, abilities (KSAs) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:
 - 1. Must have strong written and verbal communication skills.
 - 2. Must have the ability to work under time constraints with frequent interruptions.

3. Knowledge of modern bookkeeping practices and procedures. Familiarity with the statutes and requirements pertaining to taxation in the State of Michigan.
4. Must be computer literate with MS Office (Word, Excel) and skilled in the use of a 10-Key and standard office machinery. Experience with MUNIS or other accounting software preferred.
5. Must be self motivated and able to perform job functions without constant supervision.
6. Ability to work effectively with public officials, employees and the general public.
7. Notary Public designation preferred.
8. High School Diploma/GED and 1+ years of clerical experience. Previous experience in a municipal environment preferred.

F. Employment Conditions.

1. For purposed of the Fair Labor Standards Act, this is a "non-exempt" position.

Otsego County is an equal opportunity employer



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 130 & 131

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

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

EXPENDITURE

| ACCOUNT NUMBER | INCREASE | DECREASE |
|-------------------------|---------------------|---------------------|
| 101E130 - 703010 - | \$ | \$ 6,546.00 |
| 101E130 - 703020 - | \$ 6,428.00 | \$ |
| 101E130 - 703030 - | \$ 2,689.00 | \$ |
| 101E130 - 704110 - | \$ | \$ 5,595.00 |
| 101E130 - 704500 - | \$ 40.00 | \$ |
| 101E130 - 940010 - JNET | \$ | \$ 6,016.00 |
| 101E131 - 704400 - | \$ 650.00 | \$ |
| 101E131 - 930450 - | \$ | \$ 650.00 |
| 101E131 - 801021 - | \$ | \$ 5,000.00 |
| 101E131 - 801023 - | \$ 5,000.00 | \$ |
| 101E131 - 801020 - | \$ 15,000.00 | \$ |
| 101E131 - 930100 - | \$ | \$ 6,000.00 |
| Total | \$ 29,807.00 | \$ 29,807.00 |

 Department Head Signature

 Administrator's Signature

8/18/07

 Date

8/23/07

 Date

| |
|---------------------------|
| Finance Department |
| Entered: |
| |
| By: |
| |

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____

RESOLUTION NO. OCR 07-38
Support of House Bill 5075
OTSEGO COUNTY BOARD OF COMMISSIONERS
August 28, 2007

A resolution regarding Michigan State Forest Campgrounds

Whereas, on July 9, 2007, twenty (20) Michigan State Forest Campgrounds were closed in Northern Michigan to save \$75,000;

Whereas, Johnson Crossing in Otsego County has been a place for countless families both locally and from across Michigan to gather and enjoy the beautiful state we live in;

Whereas, the economy of northern Michigan is heavily impacted by tourism, and provides an opportunity for a unique and wholesome family bonding experience that is reasonably priced;

Whereas, these campgrounds provide the opportunity for an education in excellent life skills while establishing a greater respect and reverence for the world;

Whereas, the financial and social benefits of the parks is beyond and above the bare nightly fee, and the former discount given to senior citizens was a deserved honor, and the soldiers who have served our country valiantly deserve this honor as well;

Whereas, local governments should be afforded the opportunity to maintain these campgrounds when closed by the State of Michigan; now, therefore, be it

Resolved, that the County of Otsego does hereby support House Bill 5075, which seeks to restore the camping fees prior to the price hike, restore discounts as well as introduce ones which are deserved, and gives local communities the option to decide whether they wish to continue maintenance on campgrounds which are closed; and be it further

Resolved, that we encourage Representative Joel Sheltroun, Chairman of the House Tourism, Outdoor Recreation and Natural Resources Committee to take action on this measure to assist Northern Michigan.

KYLE T. LEGEL
Prosecutor

BRENDAN P. CURRAN
Chief Assistant Prosecutor

MANDA M. BREUKER
Assistant Prosecutor



989-731-7430
Fax 989-731-7449

P.O. Box 367
Gaylord, MI 49734

www.otsego-countymi.gov/prosecutor/prosecutor.htm

DATE: August 17,2007

TO: ✓ John Burt, County Administrator
Rachel Frisch, Finance
Trisha Adam, Human Resources

FROM: Sara Schmidt, Office Manager

RE: Amendment to the FY 2007 Crime Victim Rights Grant

Enclosed is the approved amendment to the grant this office receives for our Victim Rights Advocate. The amendment is a \$663.00 increase to the agreement commencing October 1, 2006 through September 30, 2007. This increase is to add funding to the original agreement, and does not require the county to increase any expenditures. I have also enclosed a copy of the cover letter from the Crime Victim Services Commission's Program Specialist approving this salary and wage increase.

Our Victim Rights Advocate must submit a quarterly report to the Crime Victim Services Commission. The approved increase in her salary and wages, retroactive to October 1, 2006, will be reflected in this report.

This is not a request for a reclassification of the Victim Rights Advocate's position.



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
CRIME VICTIM SERVICES COMMISSION

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

July 11, 2007

Mr. Kyle Legel
Otsego County Prosecuting Attorney
100 Livingston Boulevard
PO Box 367
Gaylord, MI 49734

Otsego Co. Pros. Atty.
JUL 13 2007
RECEIVED

Dear Mr. Legel:

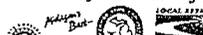
Enclosed is the approved amendment to the FY2007 Crime Victim Rights Grant between the Department of Community Health, Crime Victim Services Commission and the Otsego County Prosecutor's Office. This amendment adjusts the 2007 Victim Rights Grant from \$35,600 to \$36,263.

We appreciate your efforts to improve services for victims in Michigan. If you have any questions, please contact Beth Adcock, Program Specialist at (517) 334-9943 or via the Internet, adcockb@michigan.gov

Sincerely,

M. Elizabeth Adcock
Program Specialist

Enclosure



Contract Manager and
Location/Building: Beth Adcock
Contract #: 20070220-1

Amendment No. 1 to the
Agreement Between
Michigan Department of Community Health
and
Otsego County
for
Victim Rights

1. Period of Agreement

This agreement shall commence on October 1, 2006 and continue through September 30, 2007. This agreement is in full force and effect for the period specified.

2. Program Budget and Agreement Amount

The total agreement amount is increased from \$35,600 to \$36,263 as shown on Attachment "B", Budget Pages.

3. Amendment Purpose

The purpose of the amendment is to add funding in the original agreement for Victim Rights.

4. Original Agreement Conditions

It is understood and agreed that all other conditions of the original agreement remain the same.

5. Special Certification

The individual or officer signing this amendment certifies by his or her signature that he or she is authorized to sign this amendment on behalf of the responsible governing board, official or contractor.

6. Signature Section

For the Michigan Department of Community Health

Mary Jane Russell 6-28-07
Mary Jane Russell, Director, Bureau of Budget and Audit Date

For the CONTRACTOR:

Kyle Legel Prosecuting Attorney
Name (print) Title (print)
[Signature] 6/11/07
Signature Date

PROGRAM BUDGET SUMMARY
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

View at 100% or Larger
Use **WHOLE DOLLARS** Only

| PROGRAM CRIME VICTIM SERVICES COMMISSION | | | DATE PREPARED March 21, 2007 | Page 1 | Of 2 |
|---|-----------------|-------------------|---|-------------------------------------|----------|
| CONTRACTOR NAME Otsego County | | | BUDGET PERIOD From 10/01/2006 To: 09/30/2007 | | |
| MAILING ADDRESS (Number and Street) P.O. Box 367 | | | BUDGET AGREEMENT <input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> AMENDMENT | AMENDMENT # 1 | |
| CITY Gaylord | STATE MI | ZIP CODE 49734 | FEDERAL ID NUMBER 38-6004882 | | |
| EXPENDITURE CATEGORY | ORIGINAL BUDGET | AMENDED BUDGET | | TOTAL BUDGET (Use Whole Dollars) | |
| 1. SALARIES & WAGES | \$25,000 | 662 | | | \$25,662 |
| 2. FRINGE BENEFITS | \$ 5,904 | 1 | | | \$ 5,905 |
| 3. TRAVEL | \$ 375 | | | | \$ 375 |
| 4. SUPPLIES & MATERIALS | \$ 4,321 | | | | \$ 4,321 |
| 5. CONTRACTUAL (Subcontracts/Subrecipients) | \$ 0 | | | | \$ 0 |
| 6. EQUIPMENT | \$ 0 | | | | \$ 0 |
| 7. OTHER EXPENSES | \$ 0 | | | | \$ 0 |
| | | | | | |
| 8. TOTAL DIRECT EXPENDITURES (Sum of Lines 1-7) | \$35,600 | 663 | \$0 | | \$36,263 |
| 9. INDIRECT COSTS: Rate #1 % | | | | | |
| INDIRECT COSTS: Rate #2 % | | | | | |
| 10. TOTAL EXPENDITURES | \$35,600 | \$663 | \$0 | | \$36,263 |
| | | | | | |
| | | | | | |

SOURCE OF FUNDS

| | | | | |
|---|----------|--|-----|----------|
| 11. FEES & COLLECTIONS | \$0 | | | \$0 |
| 12. STATE AGREEMENT | \$35,600 | 663 | | \$36,263 |
| 13. LOCAL | \$ 0 | | | \$ 0 |
| 14. FEDERAL | \$0 | | | \$0 |
| 15. OTHER(S) | \$ 0 | | | \$ 0 |
| | | | | |
| | | | | |
| 16. TOTAL FUNDING | \$35,600 | 663 | \$0 | \$36,263 |
| AUTHORITY: P.A. 368 of 1978 | | The Department of Community Health is an equal opportunity employer, services and programs provider. | | |
| COMPLETION: Is Voluntary, but is required as a condition of funding | | | | |

PROGRAM BUDGET – COST DETAIL SCHEDULE

CVA#: 10168-11U07
Page 2 of 2

View at 100% or Larger
Use WHOLE DOLLARS Only

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

| PROGRAM | | BUDGET PERIOD | | DATE PREPARED |
|--|--|--|---|---|
| CRIME VICTIM SERVICES COMMISSION | | From: 10/01/2006 | To: 09/30/2007 | March 23, 2007 |
| CONTRACTOR NAME | | BUDGET AGREEMENT | | AMENDMENT # 1 |
| Otsego County | | <input type="checkbox"/> ORIGINAL | <input checked="" type="checkbox"/> AMENDMENT | |
| 1. SALARY & WAGES POSITION DESCRIPTION | COMMENTS | POSITIONS REQUIRED | TOTAL SALARY | |
| Cathy A. Baragrey, Victim Advocate | | 0.9 | \$25,662 | |
| | | | \$ 0 | |
| | | | \$ 0 | |
| | | | \$ 0 | |
| | | | \$ 0 | |
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| | | | \$ 0 | |
| | | | \$ 0 | |
| | | | \$ 0 | |
| | | | \$ 0 | |
| | | 1. TOTAL SALARIES & WAGES: | 0.9 | \$25,662 |
| 2. FRINGE BENEFITS (Specify) | | | | |
| <input type="checkbox"/> FICA | <input type="checkbox"/> LIFE INS. | <input type="checkbox"/> DENTAL INS. | COMPOSITE RATE | |
| <input type="checkbox"/> UNEMPLOY INS. | <input type="checkbox"/> VISION INS | <input checked="" type="checkbox"/> WORK COMP. | AMOUNT 23% | |
| <input type="checkbox"/> RETIREMENT | <input type="checkbox"/> HEARING INS. | | | |
| <input checked="" type="checkbox"/> HOSPITAL INS. | <input type="checkbox"/> OTHER (specify) | | 2. TOTAL FRINGE BENEFITS: | |
| | | | | \$ 5,905 |
| 3. TRAVEL (Specify if category exceeds 10% of Total Expenditures) | | | | |
| See Attached | | | | 3. TOTAL TRAVEL: |
| | | | | \$ 375 |
| 4. SUPPLIES & MATERIALS (Specify if category exceeds 10% of Total Expenditures) | | | | |
| See Attached | | | | 4. TOTAL SUPPLIES & MATERIALS: |
| | | | | \$ 4,321 |
| 5. CONTRACTUAL (Specify Subcontracts/Subrecipients) | | | | |
| <u>Name</u> | <u>Address</u> | <u>Amount</u> | | |
| See Attached | | | 5. TOTAL CONTRACTUAL: | \$ 0 |
| 6. EQUIPMENT (Specify items) | | | | |
| See Attached | | | | 6. TOTAL EQUIPMENT: |
| | | | | \$ 0 |
| 7. OTHER EXPENSES (Specify if category exceeds 10% of Total Expenditures) | | | | |
| See Attached | | | | 7. TOTAL OTHER: |
| | | | | \$ 0 |
| 8. TOTAL DIRECT EXPENDITURES (Sum of Totals 1-7) | | 8. TOTAL DIRECT EXPENDITURES: | | \$36,263 |
| 9. INDIRECT COST CALCULATIONS | | Rate #1: Base \$0 X Rate 0.0000 % Total | \$ 0 | |
| | | Rate #2: Base \$0 X Rate 0.0000 % Total | \$ 0 | |
| | | 9. TOTAL INDIRECT EXPENDITURES: | \$ 0 | |
| 10. TOTAL EXPENDITURES (Sum of lines 8-9) | | | | \$36,263 |

AUTHORITY: P.A. 368 of 1978
COMPLETION: Is Voluntary, but is required as a condition of funding

The Department of Community Health is an equal opportunity employer, services and programs provider.

RESOLUTION NO. OCR 07-39
Support of County Acceptance of
Passport Information

OTSEGO COUNTY BOARD OF COMMISSIONERS
August 28, 2007

Whereas, Michigan's Counties have been accepting passport applications on behalf of the United States Department of State for decades; and

Whereas, the ability to go to the county seat to apply for a passport gives citizens a convenient way to begin the process of obtaining a passport; and

Whereas, the county which issues a citizen's birth certificate certainly is in a much better position to verify someone's legal identity than the state or another county; and

Whereas, the United States Department of State recently issued letters to Michigan Counties informing them they are no longer able to accept passport applications from those citizens whom they have issued a birth certificate; and

Whereas, this decision, which is not pursuant to statute, would cause significant hardships in the rural areas of Michigan, which do not have a multitude of other outlets for citizens to apply for passports; and

Whereas, the vast majority of citizens in rural counties reside in their county of birth, and under this change would have to, in many cases, leave their county of residence to process a passport application; and

Whereas, in concert with the backlogs in issuing passports due to the Western Hemisphere Travel Initiative, this proposal will likely greatly exacerbate the backlog for approval of passport applications; and

Whereas, this policy recommendation was put into effect without approval of Congress, and without any public comment period or public input; and

Whereas, this rule change will have a significant impact on counties' revenue streams, as less residents of the county will be able to use the services of the county clerk to process a passport application; now, therefore, be it

Resolved, that the Otsego County Board of Commissioners urges the United States Department of State to reconsider implementation of this regulation; and be it further

Resolved, that copies of this resolution be sent to President George Bush, Secretary of State Condoleezza Rice, Congressman Bart Stupak, Senator Debbie Stabenow, Senator Carl Levin, Senator Gerald VanWoerkom, Representative Kevin Elsenheimer, Senator Tony Stamas, NACo, Michigan Association of Counties and the other 82 counties.

OTSEGO COUNTY
ORDINANCE NUMBER: 07-05

AN ORDINANCE TO AMEND THE CURRENT OTSEGO COUNTY ZONING MAP SO THAT THE BELOW DESCRIBED PARCEL OF LAND IS REZONED AS INDICATED.

OTSEGO COUNTY, STATE OF MICHIGAN ORDAINS:

Section 1. The current Otsego County Zoning Map shall be amended so that the following described parcel of land shall be Rezoned as indicated:

Common Address: 2212 Dickerson Road
General Location: Corner of Milbocker & Dickerson
Township: Bagley
Tax ID Number: 010-017-400-005-02
Legal Description: attached
Existing Zoning: B-3
New Zoning: I

Section 2. Validity.

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect any remaining portions or application of this Ordinance which can be given effect without the invalid portion or application.

Section 3. Effective Date.

This Ordinance shall become effective eight (8) days after its first publication.

OTSEGO COUNTY

BY: _____
Ken Glasser, County Board Chairman

By: _____
Susan DeFeyter, County Clerk

Parcel number 010-017-400-005-02-

The legal description for the property is:

COMM @ E $\frac{1}{4}$ COR, T30N-R3W, SEC 17, TH S1°18'44"E 100' TO POB,
TH S1°18'44"E 482.60', TH S62°29'34"W 860.89', TH N89°30'31"W 1883.09',
TH N1°11'53"W 991.50', TH S89°24'30"E 612.24, TH S1°18'44"E 150', TH
N89°11'16"E 2040.95' TO POB.