

September 11, 2007

The Regular meeting of the Otsego County Board of Commissioners was held at the Multi-Purpose room of the J. Richard Yuill Alpine Center. The meeting was called to order at 9:30 a.m. by Chairman Glasser. Invocation by Commissioner Glasser, followed by the Pledge of Allegiance led by Commissioner Bentz.

Roll call:

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

Excused: Bates.

The agenda was amended to remove item a) personnel Committee Recommendation, plan reviewer job description from the consent agenda to item c) under new business. Add the library board reappointment of William Fury to item d) under new business.

The Regular meeting minutes of August 28, 2007 with attachments were approved as presented.

Consent Agenda:

Motion to approve the Sportsplex operating agreement extension. Motion carried via unanimous consent.

Motion to approve the position reclassification policy. Motion carried via unanimous consent. (see attached)

Motion to approve Contingency/Land Use 2007 Budget amendment. Motion carried via unanimous consent. (see attached)

Administrator's report:

John Burt reported on the Alpine Center repairs; County infrastructure meeting on September 17, 2007 at 8:30 in the multi-purpose room.

Kyle Legel gave the Board his quarterly report.

Elizabeth Haus reported the Village of Vanderbilt was having an election today.

Commissioner Beachnau reported on the City-Council meeting.

Special Presentations:

Jack Middleton from the Otsego Conservation District invited the Board to the annual fall tour on September 24, 2007 starting at 8:30 a.m.

New Business:

Motion by Commissioner Johnson, to approve Warrant B2007-36 in the amount of \$84,469.29 with prepaids in the amount of \$57,095.67 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bentz, to approve Warrant B2007-37 in the amount of \$82,092.28 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to approve the Invasive Species Agreement as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Liss, to approve the Plan Reviewer Job Description at a pay grade 7 and for Jerry Swantek's pay to remain at the current hourly rate until pay grade 7 catches up to his pay level. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Backenstose, to re-appoint William Fury to the Library Board for a five year term ending August 31, 2012. Ayes: Unanimous. Motion carried.

Board Remarks:

Commissioner Backenstose: Committee meetings.

Commissioner Olsen: Attended the Charlton Township meeting.

Commissioner Hyde: Reported on the Airport.

Meeting adjourned at 9:54 a.m. at the call of the Chair.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, County Clerk



Position Reclassification Policy

PURPOSE

The purpose of this policy is to set procedures for requesting reclassification of a position within a department. Position reclassifications are only based on the level of duties and responsibilities within a position and are not based on employee length of service within a position.

PROCESS

1. Department Directors will submit a written position reclassification request to the Human Resources Director. The request shall have the current approved job description for the position attached and list the additional duties and responsibilities which have been added to the position to warrant the reclassification request. The Human Resources Director will review the request and meet with the Department Director for clarification.
2. The Human Resources Director will forward the reclassification request and supporting documentation to the County Administrator for review and approval.
3. If approved by the County Administrator, the reclassification request will be presented to the Personnel Committee.
4. If approved by the Personnel Committee, the reclassification request will be presented to the Finance Committee.
5. If approved by the Finance Committee, the reclassification request will be presented to the Board of Commissioners.
6. If approved by the Board of Commissioners, the Human Resources Director will notify the Department Director and prepare related paperwork to reclassify the position.



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: 101E721-Planning&Zoning

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

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

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101E721 726000 Supplies	\$ 1,500.00	\$
101E941 999000 Contingency	\$	\$ 1,500.00
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$ 1,500.00	\$ 1,500.00

Department Head Signature _____

Date _____


Administrator's Signature

9-6-07
Date

Finance Department
Entered:
By:

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____

**AGREEMENT FOR IMPLEMENTATION OF
AN INVASIVE SPECIES PROGRAM**

1. Parties. This agreement made this 28th day of August 2007, by and between the County of Otsego, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, hereafter COUNTY, and the Otsego Lake Association, a Michigan Non-profit Organization, hereafter CONTRACTOR.
2. Term. Unless earlier terminated as provided in this Agreement, the term of this Agreement will commence on August 28, 2007, and continue until December 31, 2007.
3. Background. Nonindigenous species, also commonly referred to as nuisance, non-native, exotic, invasive and alien species, are species that did not originate in a water body's ecosystem and have been introduced either intentionally or accidentally. The introduction of nonindigenous species into an established ecosystem can alter or disrupt existing relationships and ecological processes which can adversely impact the local economy due to its detrimental affect on recreational opportunities. The establishment of an invasive species program is needed in order to prevent that from happening.
4. Compensation. The CONTRACTOR shall submit an annual invoice for work performed to the COUNTY for payment subject to Otsego County's Purchasing Policy.

The total allowable yearly cost to provide services of signage and literature to boat launch areas and bait shops and marine dealers is \$500.00.

5. Services to be Provided by CONTRACTOR. In consideration of the compensation to be paid by the COUNTY, CONTRACTOR shall perform the following services:
 - A. Education. Educate residents and visitors regarding the identification, threats and control of aquatic invasive species. This will be achieved by the distribution of informational pamphlets and by signage at boat launches located in Otsego County.
6. Termination. This Agreement may be terminated prior to the expiration of its term as follows:
 - A. By mutual written agreement of the parties; or
 - B. In the event of default or breach of this Agreement by either party, the other party may terminate this contract immediately.
 - C. Either party may terminate this Agreement, with or without cause, upon 15 days prior written notice to the party.

7. Effect of Termination. In the event of termination of this Agreement pursuant to subsection B or C of Section 8, CONTRACTOR will be entitled to the monies provided herein only through date of termination.
8. Notices. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: John Burt
 Otsego County Administrator
 225 West Main Street, Suite 203
 Gaylord, Michigan 49735

If to Otsego Lake Association:
 Don Koeppen
 Otsego Lake Association
 PO Box 233
 Gaylord, MI 49734-0233

9. Titles; Headings. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

AGREED to this _____ of _____, 2007, at Gaylord, Michigan.

WITNESSES:

CONTRACTOR

By:
 Its:

COUNTY OF OTSEGO

by: John Burt
 Its: County Administrator

OTSEGO COUNTY

PLAN REVIEWER

General Summary

Under the supervision of the Land Use Services Director and/or the Building Official, reviews building project plans and documents to ensure that new construction and alterations in private and public buildings are in compliance with established codes, laws, and regulations.

Essential Functions

1. Reviews proposed construction plans and documents to determine compliance with the applicable laws, regulations, and building codes.
2. Explains both verbally and in writing, applicable building codes, laws, and regulations to architects, engineers, property owners, and contractors.
3. Issues written notices of code violations requiring corrective action.
4. Answers inquiries from property owners, contractors, architects, local government, officials and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information.
5. Testifies at court hearings and court proceedings related to violations of building codes, laws, or regulations.
6. Assists local municipalities as needed.
7. Participates in continuing education to maintain required certification. Attends various meetings, seminars, workshops, and conferences to keep current on the latest methods and techniques in building trades.
8. Represents the department at related meetings, seminars, and conferences.
9. Prepares and/or maintains reports, files, and written correspondence.
10. Performs related work as assigned.

Other Functions

11. None listed.

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

OTSEGO COUNTY

Employment Qualifications

Education: High school graduation or equivalent. Prefer advanced technical trades coursework.

Experience: As required for the certification listed below.

Other Requirements: Must meet requirements for application for registration with the State of Michigan as a Plan Reviewer (Act 54 of the Public Acts of 1986). Valid Michigan driver's license.

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

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

Ability to enter and retrieve information from a computer.

Ability to access the various meeting sites of the local units of government.

Working Conditions:

Works both in office conditions and travels to various locations to attend meetings and represent the department.