

October 24, 2006

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

Roll call:

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

Excused: Backenstose, Johnson.

The regular meeting of October 10, 2006 minutes with attachments were approved as presented.

Consent Agenda:

The Personnel Committee moves to adopt the call-in policy as presented. Motion carried via unanimous consent. (see attached)

The Budget and Finance Committee moves to adopt the County owned vehicle policy. Motion carried via unanimous consent. (see attached)

OCR-06-43 Consent to Assignment of Lease.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

OCR-06-44 County Administrator Authorized Signatory.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

OCR-06-45 Mortgage Discharge Ralston.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

William Light was appointed to the Otsego County Board of Canvassers for a term of one (1) year from October 20, 2006 through October 20, 2007 to fill a vacancy. Motion carried via unanimous consent.

Administrator's report:

John Burt reported on Alpine Center repairs; DHS is vacating the Alpine Center November 30, 2006; Gas cards; Cross street gate to be put up; Jail Committee meeting October 27, 2006; Animal Control director search.

Commissioner Bates reported on the grants awarded to the City of Gaylord and the City Hall bids.

Mary Jergenson reported that Senator Tony Stamas will be in Gaylord on Thursday October 26, 2006.

Special Presentations:

Bill Kerr Millage report was moved to the November 9, 2006 meeting.

Rachel Frisch presented the Board with the 3<sup>rd</sup> quarter financial report.

New Business:

Motion by Commissioner Liss, to approve Warrant B2006-42 in the amount of \$123,556.62 with prepaids in the amount of \$44,038.92 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bentz, to approve Warrant B2006-43 in the amount of \$78,981.82 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bates, to approve OCR-06-42 Honoring Keith Huff as presented.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried/Resolution adopted. (see attached)

The Board presented Keith Huff with a clock and thanked him for his service with the County.

Sheriff James McBride presented Keith Huff with a certificate and congratulated him on his years of service.

Board Remarks:

Commissioner Glasser: Reported on the Budget progress.

Commissioner Hyde: Reported on the drill at the High School lockdown for 9-1-1. Airport terminal update.

Commissioner Bentz: Building and Grounds.

Commissioner Beachnau: Chamber of Commerce Business Expo at Treetops, October 25,  
2006 at 5:00 p.m.  
Executive Committee meeting.  
Sportsplex Board meeting.  
Right to Life Banquet October 30, 2006 at Treetops.

Sheriff James McBride reminded the Board of the retirement party for Richard Gould on October 27, 2006 in the Multi-Purpose room from 12:00 p.m.-1:30 p.m.

Meeting adjourned at 10:00 a.m. at the call of the Chair.

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Paul M. Beachnau, Chairman

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Susan I. DeFeyer, County Clerk



## Call-In Policy

### **On-Call/Emergency Call-Back Pay Policy**

An emergency call-back is defined as an unscheduled request made by an appropriate management official (appropriate authorization may be specific to a department policy) for an employee to return to work to do unforeseen or emergency work after leaving the building or work location at the end of his or her regular shift and before the beginning of the next regularly scheduled shift. An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater. Department Directors shall establish reasonable maximum response times (between 15 and 60 minutes) for their departments.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, he or she will be paid for travel time. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when total hours worked exceed the regular full-time work cycle.

Emergency call-backs that occur during paid holiday leave will be considered overtime. Justification must be provided to the Department Director to validate that the call-back is an emergency.

Employees who are on call must adhere to all of Otsego County's policies, including Substance Abuse and Testing. Any variance from such policies may result in disciplinary action, up to and including termination.



## County Owned Vehicle Policy

1. Purpose. The intent of this policy is to establish a procedure for employees of the County of Otsego who operate county owned vehicles.
2. Authority. Otsego County Board of Commissioners.
3. Application. This policy will apply to all employees, elected or appointed, who may operate vehicles owned by the County of Otsego.
4. General Policy.

All employees who are assigned County owned vehicles to carry out their duties as County employees shall leave all County owned vehicles at their normal employment site or office location. Any County employee who operates a County owned vehicle shall use the vehicle assigned to them for county business purposes only. The use of County owned vehicles for personal use is prohibited, and shall result in referral to the Attorney General or disciplinary action up to and including discharge.

Use of County-owned vehicles must be in compliance with all state and federal laws, local ordinances and applicable county policies.

Adoption of this policy supercedes previously adopted county-wide or departmental policies which may be in conflict with this policy.

Failure to follow this policy may result in revocation of an assigned vehicle, or in disciplinary action up to and including termination of employment.

5. Supervisory Responsibilities.

It shall be the responsibility of the County Administrator and Management Team members to:

- A. Promote the safe operation of county vehicles.
- B. Administer and enforce all state and federal laws, county and/or departmental policies and procedures regarding vehicle operation which may be applicable.

6. Employee Responsibilities.

- A. Safely operate county vehicles conforming to all state laws, local ordinances and county and/or departmental policies regarding the operation of a motor vehicle.

- B. Maintain a valid and properly classified operator's license and provide proof of such license as required by county and/or departmental administration.
- C. Advise an immediate supervisor immediately of the loss of a valid operator's license due to suspension, revocation or expiration.
- D. Employees assigned county-owned vehicles are to take proper care of the interior and exterior appearance and services of county-owned vehicles at the scheduled times and/or every 4,000 miles. Failure to do so may result in disciplinary action. Upholding the maintenance requirement is the responsibility of the Department Director.
- E. Promptly report any and all vehicle safety defects found during such inspections. These shall be reported to the immediate supervisor and the person responsible for vehicle maintenance and repair.
- F. Require that all occupants utilize safety belts.
- G. Employees shall operate county vehicles in a safe and courteous manner. Employees shall not exceed the speed limit unless in pursuit or emergency.
- H. Violations, citations, fines, and other actions taken by any police jurisdiction against any employee while driving a county vehicle shall be the responsibility of the employee and may be cause for disciplinary action by the county.
- I. Employees shall notify his/her department director of any points incurred on their driver's license for situations including, but not limited to, accidents, speeding tickets, driving under the influence, and driver's license suspensions or revocations.
- J. The use of tobacco in any form is prohibited in county-owned vehicles.
- K. Maintenance on county-owned vehicles will be performed by the Otsego County Bus System staff, unless the work can be performed at an equivalent or lesser cost, or if the timeliness of having the vehicle services by the Bus System would create a hardship for the department.
- L. The Department Director of each department shall turn into the Bus System Director the mileage of each county-owned vehicle each quarter. This will be on the first day of January, April, July, and October, no later than the 5<sup>th</sup> day in order to keep accurate records.
- M. All County vehicles will have an "official county vehicle" sticker placed on the vehicle, except for those vehicles that have an alternative sticker identifying their Department.

7. Prohibited Usage or Practices

- A. Allowing any non-county employees to operate a county vehicle.
- B. Operating the vehicle in contravention to applicable state laws, local ordinances or county and/or departmental policies or procedures.
- C. Using any assigned vehicle for any illegal purpose as defined by federal law, state law, county or local ordinance.
- D. No county vehicle shall be used for personal use, including commuting to and from the office, general recreation or vacations.

8. Exceptions  
Exceptions to this policy must be reviewed and approved by the Board of Commissioners.
9. Effective Date  
The effective date of this policy is October 24, 2006.

**RESOLUTION NO. OCR 06-43  
CONSENT TO ASSIGNMENT OF LEASE**

OTSEGO COUNTY BOARD OF COMMISSIONERS  
October 24<sup>th</sup>, 2006

**WHEREAS**, the Otsego County Board of Commissioners entered into a 10-year land lease for airport hangar 19 with Superior Aviation, Inc. on April 11, 2006; and

**WHEREAS**, Superior Aviation, Inc. wishes to assign their interest in the lease to Martinaire Hangar, LLC; and

**WHEREAS**, it is in the best interest of the Gaylord Regional Airport and Otsego County to consent to the assignment of the lease; now, therefore, be it

**RESOLVED**, that the Otsego County Board of Commissioners hereby approves the assignment and assumption of Superior Aviation's interest in their Gaylord Regional Airport Land Lease, from Superior Aviation, Inc. to Martinaire Hangar, LLC.

**CONSENT TO ASSIGNMENT OF LEASE  
AND ADDENDUM TO LEASE  
OTSEGO COUNTY, SUPERIOR AVIATION AND MARTINAIRE HANGER, L.L.C.**

This Consent to Assignment and Addendum to Lease ("Agreement") is made this \_\_\_ day of October among the County of Otsego, acting through the Gaylord Regional Airport Committee, (the "Lessor"), Superior Aviation, Inc. a Michigan corporation ("Superior"), and Martinaire Hangar, L.L.C., a Delaware single member limited liability company ("Martinaire").

Lessor hereby consents to the assignment and assumption of Superior's, as lessee, interest in that certain Gaylord Regional Airport Land Lease, Non-Commercial, dated September 1, 2006 (the "Lease"), from Superior to Martinaire.

Superior agrees to assign its interest in the Lease to Martinaire and Martinaire shall accept the assignment and assumption of the Lease. Martinaire hereby assumes all the terms and conditions of the Lease and the amendment to that Lease, as provided for herein.

Martinaire agrees to pay all costs incurred as the result of the installation and upgrade of the electrical service to the premises, including, but not limited to, utility poles or underground service, wires, meter, mast, and service boxes when the electrical service is upgraded to the premises and the current electrical service to the premises is discontinued from the Gaylord Regional Airport's electrical service. Upon completion, Martinaire agrees to pay all the monthly electricity costs and fees for the electricity to the premises for the remaining term of the Lease directly to the utility company providing the electrical service. Martinaire understands that, as of the date of this Agreement, there is no specific date when the change will occur. The Gaylord Regional Airport Commission shall notify Martinaire of the electrical service upgrades and provide Martinaire with plans and specifications of such upgrades. Martinaire shall approve such plans and specifications based upon the electrical requirements of Martinaire.

County of Otsego

Superior Aviation, Inc., a Michigan corporation

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Martinaire Hangar, L.L.C., a single  
member limited liability company

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**OCR- 06-44**  
**RESOLUTION AUTHORIZING**  
**COUNTY ADMINISTRATOR TO SIGN**  
**AUTHORIZED OTSEGO COUNTY DOCUMENTS**

OTSEGO COUNTY BOARD OF COMMISSIONERS  
October 24, 2006

**WHEREAS**, the Otsego County Board of Commissioners has hired a County Administrator; and

**WHEREAS**, it is the intention of the County Board of Commissioners to be a deliberative Policy making body; and

**WHEREAS**, it is the function of the County Administrator to implement County policies, execute Board actions and mandates, and direct County functions; now, therefore, be it

**RESOLVED**, that the Otsego County Board of Commissioners hereby designates the County Administrator as the official signatory of Board approved leases, contracts, and other legal documents; and be it further

**RESOLVED**, that the Chair of the Otsego County Board of Commissioners continue to be authorized to sign said documents in the absence of the County Administrator; and be it further

**RESOLVED**, that Board Rule 2.3.2 remains valid as the Chair must continue to "sign orders, resolutions, and minutes of the board".

**RESOLUTION NO. OCR 06-45  
AUTHORIZING RESOLUTION**

OTSEGO COUNTY BOARD OF COMMISSIONERS  
October 24<sup>th</sup>, 2006

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 5031 East Martin Lake Rd Gaylord, Michigan 49735 and has a mortgage recorded in Liber 624, Pages 197-200, in the name of Theresa Ralston, a single woman and Robert Ralston and Jan Ralston, husband and wife

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

**RESOLVED**, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to, Theresa Ralston a single woman, and Robert Ralston and Jan Ralston, husband and 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.

**RESOLUTION NO. OCR 06-42  
HONORING KEITH HUFF**

OTSEGO COUNTY BOARD OF COMMISSIONERS  
October 24<sup>th</sup>, 2006

**WHEREAS**, Otsego County residents have been faithfully served by Russell Keith Huff since June 1, 1974; and

**WHEREAS**, the Otsego County Board of Commissioners appreciates the dedication and service that Keith has provided for over 32 years; and

**WHEREAS**, as the Director of the Otsego County Animal Control Department he has guided the department through many changes including the successful implementation of the County's No-Kill Policy; now, therefore be it,

**RESOLVED**, that the Otsego County Board of Commissioners wishes to honor Keith in his retirement and express their pride in his accomplishments; and be it further

**RESOLVED**, that the Otsego County Board of Commissioners wishes Keith good health, much happiness and enjoyment in his retirement.