

November 23, 2010

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 9:32 a.m. by Chairman Ken Glasser. Invocation by Commissioner Clark Bates, followed by the Pledge of Allegiance led by Commissioner Bruce Brown.

Roll Call:

Present: Clark Bates, Paul Beachnau, Paul Liss, Erma Backenstose, Ken Glasser, Doug Johnson, Mike Hyde, Bruce Brown.

Excused: Robert Harkness

Motion by Commissioner Paul Liss, to approve the Regular minutes of November 9, 2010 with attachments as presented. Ayes: Unanimous. Motion carried.

Truth in Taxation Public Hearing opened at 9:33 a.m.

Consent Agenda:

Motion to approve the reappointment of Christa Bono to the Otsego County Zoning Board of Appeals with the term to expire December 31, 2013. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Michael A. McCarthy to the Otsego County Zoning Board of Appeals with the term to expire December 31, 2013. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Judith A. Jarecki to the Otsego County Planning Commission with the term to expire December 31, 2012. Ayes: Unanimous. Motion carried.

Motion to approve the Animal Control Budget Amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the appointment of Kris Klay to the Airport Advisory Committee with the term to expire December 31, 2012. Ayes: Unanimous. Motion carried.

Motion to approve the appointment of Bill Muzyl to the Airport Advisory Committee with the term to expire December 31, 2013. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Donna Stubenvoll to the Airport Advisory Committee with the term to expire on December 31, 2013. Ayes: Unanimous. Motion carried.

Motion to approve the 2010 Capital Projects Budget amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Breitburn Lease Amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported on the University Center bond refinancing; Alpine Center; Budget resolutions Land Use budget amendment; Amended County Roster.

Department Head Report:

Update on the Emergency management/9-1-1 moved to next meeting.

Elizabeth Haus reported on the Village.

Mary Sanders reported on the MTA meeting.

Committee Reports:

Motion by Commissioner Paul Beachnau, to approve the updated Otsego County Fee Schedule. Ayes: Clark Bates, Paul Beachnau, Paul Liss, Erma Backenstose, Doug Johnson, Mike Hyde, Bruce Brown. Nays: Ken Glasser. Excused: Robert Harkness. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, to approve OCR 10-45 FY 2011 Budget Resolution and General Appropriations Act. Motion by Commissioner Clark Bates to amend the motion by including the General Fund and Land Use Services Budget amendment and to include the updated employee roster. Vote on amendment- Unanimous.

The public hearing was closed at 9:45 a.m.

Roll Call Vote on amended motion:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Erma Backenstose, Ken Glasser, Doug Johnson, Mike Hyde,
Bruce Brown.

Nays: None.

Excused: Robert Harkness.

Motion carried/ Resolution adopted as amended. (see attached)

The October 2010 Finance reports were presented to the Board.

New Business:

Motion by Commissioner Paul Liss, to approve the November 16, 2010 Warrant in the amount of \$241,230.21 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Mike Hyde, to approve the November 23, 2010 Warrant in the amount of \$203,332.49 as presented. Ayes: Unanimous. Motion carried.

Board Remarks:

Commissioner Clark Bates: City Council meeting.

Commissioner Doug Johnson: Thanked Administration staff regarding the budget.

Commissioner Paul Liss: Wished everyone a Happy Thanksgiving.

Commissioner Paul Beachnau: Leadership program.
Chamber Holiday after hours December 1st at the Otsego Club.

Commissioner Bruce Brown: Township meeting.

Commissioner Mike Hyde: Veteran's Day resolution presented to the Middle School.

Commissioner Erma Backenstose: Township Meeting.
Wished everyone a Happy Holiday.

Meeting adjourned at 9:57 a.m. at the call of the Chair.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, Otsego County Clerk



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Animal Control

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 Transfer funds from Animal Control Forfeiture Fund for spay/neuter clinic

Account Number	Decrease	Increase
223.050-400.001 - Budgeted Use	\$	\$ 6,108
- - of Fund Balance	\$	\$
212.050 699.030 - Transfer In	\$	\$ 6,108
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
223.430-999.990 - Transfer Out	\$ 6,108	\$
- -	\$	\$
212.430-930.980 - Animal Sterilization	\$ 6,108	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

Rachel Griesch
Department Head Signature

11/18/10
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

*Cash tsf



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Capital Project Fund

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 Amendment to reflect The Energy Grant Project

Account Number	Decrease	Increase
499.050 - 539.000 - Energy Grant	\$	\$ 76,015
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
499.901 - 170.300 - Property Improvements	\$ 76,015	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$ 76,015	\$ 76,015

Rachel Frisch
Department Head Signature

11/15/10
Date

Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



Breitbart Lease Location
(010-002-100-035-00)
Scale: 1" = 100'



AMENDMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, under date of February 13, 1992, a certain Oil and Gas Lease

was made, executed and delivered by Otsego County, a Municipal Corporation of the State of Michigan

of 225 West Main Street, Gaylord, Michigan 49735, as Lessor,

recorded in Liber 502 at Page 721, of the Register of Deeds records of Otsego County, Michigan unto Nomeco Oil & Gas CO., a Michigan corporation as Lessee, said Oil and Gas Lease is now owned by Breitburn Collingwood Utica LLC, a Delaware limited liability Company, and others if applicable, as Lessee.

AND WHEREAS, said Oil and Gas Lease is limited in depth as to the geological formations that it covers and includes.

NOW THEREFORE, in consideration of the premises, Lessor hereby agrees to amend said Oil and Gas Lease to cover and include all depths from the surface of the Earth down to the base of the Prairie du Chien Sandstone and such other depths as may be necessary for operational purposes. Except to the extent expressly amended by this instrument the Oil and Gas Lease continues in full force and effect as originally written.

In Witness Whereof, this instrument is executed this _____ day of _____, 2010.

LESSOR: Otsego County, a Municipal Corporation of the State of Michigan

John Burt, Otsego County Administrator

STATE OF Michigan)

COUNTY OF Otsego)

The foregoing instrument was acknowledged before me on this _____ day of _____, 2010, by

John Burt, Otsego County Administrator

Otsego County, a Municipal Corporation of the State of Michigan

225 West Main Street, Gaylord, Michigan 49735

My Commission Expires: _____

Notary Public

County, Michigan

OFF# MS056
Project: _____
Date: _____



Otsego County, a Municipal Corporation of the State of Michigan

of 225 West Main Street, Gaylord, Michigan 49735

hereinafter called "Lessor/Grantor", does hereby confirm that on this date Lessor/Grantor executed an Oil and Gas Lease (the "Agreement") in favor of BREITBURN COLLINGWOOD UTICA LLC., hereinafter called "BreitBurn", covering a tract of land ("Promises") containing 1.6 acres, described as:

TOWNSHIP 30 NORTH RANGE 3 WEST, Bagley Township

Section 2: Commencing 2 rods South of the 1/4 post on the North side of Section 2, thence South on the 1/4 line 165 feet to an Iron monument, thence South 75°28' East 441.4 feet to an Iron monument set at the South road limits of the Highway, thence NWly following the South line of said Highway to the Point of Beginning, the aforesaid being the same land conveyed in that certain Warranty Deed dated February 11, 1921, recorded at Liber 33, Page 11, in Otsego County Register of Deeds, And also commencing at a point where the South line of the Highway crosses the 1/4 line between the NE 1/4 and the NW 1/4 of Section 2, running thence West along the Highway to the former right-of-way of the Boyne City, Gaylord, and Alpena Railroad, thence South along said former right-of-way four (4) feet, thence Easterly to a point thirty-three (33) feet South of the place of beginning, thence North to the place of beginning.

County of Otsego, State of Michigan

As consideration for said Agreement, BreitBurn hereby agrees to pay: One Hundred and Sixty Dollars (\$ 160.00) to said Lessor/Grantor (subject to approval of Lessor/Grantor's title) on or before thirty (30) days from receipt by BreitBurn of the fully executed Agreement and original executed Order For Payment at the Mailing Address below. If such payment is not received by the specified date, Lessor/Grantor should notify BreitBurn by Certified Mail of such fact. BreitBurn shall then have fifteen (15) days after receipt of notification to research and make such payment or the Agreement shall be null and void.

If BreitBurn determines that the Lessor/Grantor's ownership is less than the entire undivided interest in the oil and gas or other rights in the Premises, then the dollar amount specified above shall be paid to Lessor/Grantor only in the proportion that the actual interest in the Premises covered by the Agreement bears to the entire interest in those lands. Should Lessor/Grantor own more or less than the net acre interest specified below, BreitBurn may increase or reduce the specified dollar amount proportionately.

ORDER FOR PAYMENT PREPARED BY:

Mike Stanley
Mike Stanley

LESSOR/GRANTOR: Otsego County, a Municipal Corporation of the State of Michigan

John Burt, Otsego County Administrator (Date) _____ (Tax ID - REQUIRED)

MAILING ADDRESS:

BreitBurn Collingwood Utica LLC., 720 S. Otsego Ave., Gaylord, Michigan 49735 Attn: Land Department

BREITBURN OPERATING, L.P., HOUSTON, TEXAS

HOUSTON LAND DEPT. USE ONLY

OFF RECEIVED DATE: _____ PAYMENT DUE DATE: _____

LEASE NO: _____ ACCOUNT CODING: _____

PROSPECT/PROJECT NO.: _____ AFE NO.: _____

PAYMENT APPROVED BY: _____ DATE: _____

ACCOUNTS PAYABLE DEPT. USE ONLY

DATE RECEIVED IN A/P: _____ VENDOR NUMBER: _____

Otsego County Fee Schedule

AIRPORT

Landing Fees (waived with minimum fuel purchase):

Commercial	Minimum Fuel	
Single Piston	20 Gallons	\$20.00
Single Turbine	40 Gallons	\$25.00
Twin Piston	40 Gallons	\$25.00
Turbo Prop/Light Jets	80 Gallons	\$50.00
Jets Over 20,000 lbs.	160 Gallons	\$80.00

Other Fees:

Cold Hangar		\$50.00
Additional Night		\$25.00
Heated Hangar Nightly		\$85.00
Forklift		\$50.00
De-Ice	\$40.00 plus \$13.00 a Gallon	
Parking light Aircraft		\$5.00
Parking Turbine/Jets		\$25.00
After Hours / First Hour		\$125.00
Additional Hour		\$100.00
Miscellaneous Charge, Requiring Manpower. Example: AC plug in		\$25.00
Ground Power Unit	\$40.00 plug in \$20.00 an hour ³	
Off Airport Service		\$250.00
Off Airport Service additional hour		\$100.00
Off Airport Service Weekend/Holiday		\$350.00
Off Airport Service Weekend/Holiday additional hour		\$150.00

Hangar Rentals:

Range from \$165 to \$220 a month depending on hangar size/conditions and amenities.

Example: Does the door open manually or with automatic opener.

Fuel

Amount based on the market.

Note: Otsego County does not charge Recreational Flyers for landing. The only charge is for parking.

Note: We do not charge Emergency Service Aircraft like "Life Flight" for landing or parking.

ANIMAL CONTROL DEPARTMENT

License Fees:

Before March 1:

Spayed or Neutered	\$10.00
Unaltered	\$20.00
Unaltered with Pedigree	\$10.00

March 1 or After

Spayed or Neutered	\$15.00
Unaltered	\$25.00
Unaltered with Pedigree	\$15.00

When a citation is issued for dog(s) there is a \$30.00 fee for the first dog and then late fees apply to each dog listed on the citation.

Dog owners that purchase dog licenses within 48 hours of receiving the citation, the citation becomes void.

For dog owners that do not purchase their licenses within 48 hours of receiving the citation, the citation will be forwarded to the Courts. The Courts have a \$125.00 fine and cost for failure to license a dog.

Dog Adoption Fees:

Adoption Fee	\$20.00
Dog License	\$10.00
Sterilization Fee (payback) if animal is sterilized by Otsego County If not altered a \$25.00 good faith contract is signed stating the animal will be altered: The \$25.00 is reimbursable with proof of sterilization. (Voucher from County)	\$25.00
Total Cost of Adoption per Dog:	\$55.00

The sterilization cost for shelter dogs is \$68.00 to \$110.00 dollars at local veterinarian's office.

Cat Adoption Fees:

Adoption Fee	\$20.00
Sterilization Fee (payback) if animal is sterilized by Otsego County If not altered a \$25.00 good faith contract is signed stating the animal will be altered: The \$25.00 is reimbursable with proof of sterilization. (Voucher from County)	\$25.00
Total Cost of Adoption per Cat:	\$45.00

Submission Fees for Adopted Dogs:

Dog Submitted by Owner	\$20.00
Dog Submitted Out of County	\$50.00
Stray Dog found in County	No Charge
Stray dogs from Out of County	\$50.00

Litter of Puppies:

Up to 3 Puppies – In County	\$30.00
Up to 3 Puppies – Out of County	\$60.00
4 to 5 Puppies – In County	\$50.00
4 to 5 Puppies – Out of County	\$65.00
6 Puppies and Up – In County	\$60.00
6 Puppies and Up – Out of County	\$85.00

Please Note: Otsego County does not accept vicious animals, old, elderly animals, animals with medical problems, or animals requiring convalescent care.

Impoundment Fees of Dogs Picked Up by Officer and Reclaimed by their Owner:

First Time Impoundment P/U Fee:	\$20.00
Plus \$5.00 Per Day Boarding Fee Plus License Fee if the Dog Does Not have Current License:	\$5.00
Second Offense of Impoundment P/U Fee:	\$40.00
Third Offense of Impoundment P/U Fee:	\$60.00

A Citation may also be issued along with continuous P/U fees.

All dogs four months of age and older that become property of Otsego County, either by submission or animals picked up by officer are evaluated by the animal behavior specialist at a cost of \$75 per animal. This is a contracted service.

Dogs and cats that become the responsibility of Otsego County are: vaccinated, de-wormed, and treated for fleas and lice. Injured or sick animals are transported for treatment up to a \$200.00 veterinarian expense including medication.

Submission Fees for Adoptable Cats:

Feral Cats	\$20.00
All Other Cats – In County	\$20.00
Cats – Out of County	\$50.00
Litters of Kittens:	
Up to 4 Kittens – In County	\$30.00
Up to 4 Kittens – Out of County	\$50.00
5 or more Kittens – In County	\$60.00
5 or more Kittens – Out of County	\$85.00

BUS SYSTEM

System Fares:

Seniors	\$2.00 one way
Disabled	\$2.00 one way
Students	\$2.50 one way
Adults	\$3.00 one way

Internal Fees:

Lube, Oil & Filter Change for County Departments	\$28.00
Labor Charge for vehicle repairs	\$45.00 per hour

CLERK/REGISTER OF DEEDS OFFICE

Vital Record Copies

First Page	12.00
Each Additional Page	5.00

Qualified Voter Registration File (Bagley Twp is not available)	
Digital Copy	\$.02 per voter
Hardcopies	\$10.00 per municipality
Clerk & Register of Deeds Record Copies	\$1.00 per page
Carrying Concealed Weapons Permit (CCW)	\$105.00
Register of Deeds Record Searches	\$5.00 per name searched

EQUALIZATION OFFICE

Copies in the Office:

Self Serve

Single copies (8½" x 11", 8½" x 14")	\$1.00 each
Up to four copies (11" x 17")	\$2.00 each
4 or more copies (11" x 17") if from plat book for other than owner.	\$3.00 each

If Done by Staff

Double the cost for copies

Print Outs from Equalizer: For printing on 8½" x 11" paper.	\$1.00 each
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Lists from the Equalizer:

Name and address only	\$0.25 each
Name, address and description	\$0.30 each
Name, address, description and value	\$0.35 each
If done by staff from mapping computer	\$0.50 each

For Downloads of Electronic Data (Equalizer Program)

For entire County or entire Township

Public sector	\$500.00 per request
Private sector	\$500.00 per request

Maps (8½" x 11") from MapInfo

Maps from computer with staff assistance	\$10.00 each
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If additional information is required on maps, use pricing from above list.

Other Office Fees:

Aerials

1st copy	\$15.00 each
Each additional copy	\$12.00 each

Faxed Information

Each sheet	\$ 5.00 each
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House Numbers \$25.00 per request

Geographic Information System Map Digital Data Pricing:

For Public Sector

Subscriptions Rate:
(Layers include Road, Water, and Parcel)

Public Sector (single town and range)
Annual Update: 0.10 per parcel
Quarterly Update: \$0.25 per parcel

Public Sector (for multiple town and ranges)
Annual Update: \$0.10 per parcel
Quarterly Update: \$0.25 per parcel

Public Sector (entire county)
Annual Update: \$0.10 per parcel
Quarterly Update: \$0.25 per parcel

For Private Sector

Subscriptions Rate:
(Layers include Road, Water, and Parcel)

Public Sector (single town and range)
Annual Update: \$0.20 per parcel
Quarterly Update: \$0.50 per parcel

Public Sector (for multiple town and ranges)
Annual Update: \$0.20 per parcel
Quarterly Update: \$0.50 per parcel

Public Sector (entire county)
Annual Update: \$6,000.00
Quarterly Update: \$2,500.00 per quarter

The Equalization Department fees were established in accordance with the Otsego County Enhanced Access Policy, as required by the State of Michigan Public Act 462 of 1996.

The Equalization Director has the right to waive fees in exchange for data relevant to the work done by the Equalization Department.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

The cost for FOIA Requests include the cost of the wages and fringe benefits of the lowest paid employee in the office capable of gathering data for the duration of the time it takes to process/prepare request,

along with a cost of \$1.00 per page for copies, and any postage fees.
 (Please see the Otsego County FOIA Policy for more information)

HOUSING DEPARTMENT

Copies	\$1.00 per page
Fax	\$1.00 per page
Each Delinquent Mortgage Payment	\$25.00
Payoff Request	\$25.00

LAND USE SERVICES DEPARTMENT

Building Fees:

Permit Application Fee	\$35.00
For Building Permits:	
First \$1,000 of Project Value	\$40.00 flat fee
For Every \$1,000 or Part of a \$1,000 Over the First \$1,000 up to \$10,000	\$10.00 flat fee
For Every \$1,000 or Part of a \$1,000 Over \$10,000	\$ 5.00 flat fee
Note: BICC fee schedule for Use Group and Type of Construction is used to determine permit fee.	
Electrical, Mechanical and Plumbing Permits are calculated based upon the itemized permit applications.	
Residential Plan Reviews	15% of Permit Fee
Commercial Plan Reviews	.0015 times the value of the project
Inspections	\$50.00 per inspection

Planning & Zoning Fees:

Zoning Permits:

Application Fee	\$35.00
Single Family Dwelling	\$45.00
Residential Addition	\$45.00
Accessory buildings	\$45.00
Decks	\$30.00
Non-residential Signs	\$100.00
Residential Signs	No charge
Shoreland Permits	\$100.00
Sheds less than 200 sf	\$25.00
Fences	\$25.00
Camping Trailers	\$30.00
Home Occupations	\$30.00
Zoning Re-Inspection Fee (additional inspections)	\$50.00
Commercial Site Plan Review - In-house	\$100.00

Land Divisions:

Hayes, Livingston & Chester Twps.	\$100.00
Bagley, Corwith, Dover, Elmira & Otsego Lake Twps.	\$25.00

Planning Commission Permits:

Site Plan Review	\$500.00
Special Use Permit	\$700.00
Rezoning Request	\$700.00

Planning Commission Permits: (When Special Meeting is Required)

Site Plan Review	\$950.00
Special Use Permit	\$950.00
Rezoning Request: (1 to 5 parcels)	\$950.00
Rezoning Request: (6 to 10 parcels)	\$1,050.00
Rezoning Request: (11 or more parcels)	\$1,150.00

Zoning Board of Appeals Hearings:

Variance Request	\$400.00
Appeal-Interpretation	\$400.00

Zoning Board of Appeals Hearings: (When Special Meeting is Required)

Variance Request	\$800.00
Appeal-Interpretation	\$800.00

PARKS & RECREATION

Otsego Lake County Park

Otsego County Residents:

Day Park Pass	\$3.00
Day Park Pass - Seniors (age 60 and over)	\$2.00
Season Park Pass	\$14.00
Season Park Pass - Seniors (age 60 and over)	\$5.00
Camping	\$21.00 per night
Pavilion Rental	\$50.00
Camping Vehicle Permits	\$3.00

Non-Otsego County Residents:

Day Park Pass	\$3.00
Season Park Pass	\$20.00
Camping	\$23.00 per night
Pavilion Rental	\$60.00
Camping Vehicle Permits	\$3.00

Community Center

Day Pass	\$1.00
Rental of Entire Community Center 1-1/2 hours	\$25.00
Rental of Half of Community Center 1-1/2 hours	\$15.00
Rental of Entire Community Center 2 hours	\$30.00
Rental of Entire Community Center 3 hours	\$50.00
Rental of Entire Community Center 4 hours	\$60.00
Use of Scoreboard and/or Volleyball Equipment	\$5.00
Overnight Lock-ins (Friday or Saturday) 8pm – 8am	\$175.00

Recycling

Annual Recycling Permit	\$50.00
Half-year Recycling Permit	\$35.00
Replacement Permit or Extra Permit for Second Family Vehicle	\$20.00

SHERIFF

Civil Division	
Service of Civil Process	\$21.00 plus \$0.75 per mile

Corrections Division

Jail

PBT (Preliminary Breath Test)	\$2.00 plus \$1.00 breath tube
State Booking Fee/MCOTC	\$2.00
Local Booking Fee	\$10.00
Bond Fee	\$10.00
Damages to Jail Property	Replacement/Prosecution
Housing	\$30.00 per day/Sentenced
Indigent Supplies	Cost per item provided
Medical	As billed by provider
OTC Medical	Per store receipt
Rx Medication	As billed by pharmacy
OUIL Fee	\$5.00
Postage	Current USPS rates
Safety Ink Pen	\$0.60
Starter Pak (Grooming Items)	\$1.50 (Indigent)
Tether	\$15.00/day
Work Release	\$15.00/day

Work Camp

Drug/PBT Test	\$5.00
Participant Daily Fee	\$15.00
	\$7.50 If determined to be Indigent

Sheriff's Office

Incident Reports/FOIA Request	\$5.00 plus \$1.00 per additional page
Photographs	\$5.00 per page
Electronic Media (DVD, CD)	\$50.00
Traffic Crash Reports (UD-10)	\$5.00 + \$1.00 per additional page
Fingerprinting	\$15.00
Handgun Purchase Permit	\$5.00 Notary Fee
Notary Fee	\$5.00
Salvage Vehicle Inspections	\$100.00

SOIL EROSION PERMIT FEES

Residential Soil Erosion Permit	\$150
Commercial Soil Erosion Permit	\$300 ¹ / \$50 ²

¹ Price for first acre

² Price for each additional acre

TREASURER

Copies	\$1.00 per page
Tax Certification Fee	\$1.00
Notary Fee	\$3.00
Tax Search	\$.50 per parcel
Detailed Tax Search	\$25.00 per parcel (old records)
Delinquent Tax Export (onto CD)	\$0.25 per parcel

VETERANS

Copies	\$1.00 per page
Fax	\$1.00 per page

GENERAL

Checks returned for Non Sufficient Funds	\$25.00
Conference Room Rental	
Half-Day	\$45.00
Full-Day	\$60.00
Clean-Up Fee - Charged when room is not returned in original setup and condition.	\$25.00
Note: Fees for conference room rentals are waived for court-ordered meetings.	
Copies	\$1.00 per page unless otherwise noted
Laminating	\$1.00 per item unless otherwise noted

Note: Otsego County Departments are exempt from fees concerning county-related requests.

Adopted: January 26, 2010

Last Updated: March 9, 2010

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100, 225 West Main, Gaylord, MI 49735, on the 23rd day of November, 2010, at 9:30 a.m.

PRESENT:

ABSENT:

The following preamble and resolutions was offered by Commissioner _____.

**OCR 10-45
Fiscal Year 2011 Budget Resolution
And General Appropriations Act**

WHEREAS, the Uniform Budget and Accounting Act ("UBAA") MCLA 141.421 et seq., requires that the Board enact a general appropriations act designed to meet County-funded expenditures; and

WHEREAS, County offices, the courts, county departments, agencies and others have submitted requests for a county appropriation in the 2011 budget; and

WHEREAS, the County Administrator has submitted a proposed budget as required by statute; and

WHEREAS, the Board of Commissioners has taken into consideration the fact that there are required functions of county government or operations which must be budgeted at a serviceable level in order to provide required services programs; and

WHEREAS, the Board of Commissioners has determined the amount of money to be raised by taxation necessary for expenditures and liabilities for the 2011 fiscal year and has ordered that money to be raised by taxation within statutory and constitutional limitations.

NOW, THEREFORE, BE IT RESOLVED

1. That the 2011 Otsego County Budget for the General Fund which is incorporated by reference herein, is hereby adopted on a basis consistent with the Otsego County policies, subject to all County policies regarding the expenditure of funds as well as the conditions set forth in this resolution.
2. Tax rates are to be levied for the 2011 fiscal year as summarized in Appendix A of this document.
3. That this budget reflects a reasonable allocation of available resources to the various County departments, boards, and agencies, and allows for all mandated services, programs, and activities, including the courts to be performed at or beyond a serviceable level.

4. That the Board of Commissioners hereby authorizes monthly county-based surcharge of \$1.72 be placed on all communications service provider equipment able to call 9-1-1 for service as allowed under Public Act 164 of 2007 to defray the costs of being ready to process and of actually processing 9-1-1 calls placed within Otsego County for Fiscal Year 2011, and that such funds shall be used in accordance with all applicable state and federal laws and County policies.
5. That all County elected officials and department heads shall abide by all County policies, including the Purchasing policy, personnel policies, and applicable labor agreements, as adopted and amended by this Board and that the budgeted funds are appropriated contingent upon compliance with these policies.
6. That the approved employee positions on the Approved Position Control Number Roster contained in this Budget as Appendix B, shall limit the number of employees who can be employed. No funds are appropriated for any position or employee not on the Approved Position Control Number Roster. Further, there may be a need to increase or decrease various positions within the Budget and/or impose a hiring freeze and/or impose lay-offs due to the unforeseen financial changes; therefore, the Approved Position Control Number Roster List may be changed from time to time by the Board and/or the Board may impose a hiring freeze. County elected officials and department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the Approved Position Control Number Roster List.
7. That the authorized positions in the Approved Position Control Number Roster List contained in each budget indicates the authorized maximum number of employees in their respective classifications for that budget. Any deviations from said list must be specifically approved by the Board.
8. That certain positions contained in the Approved Position Control Number Roster List which are supported in some part by a grant, cost sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said positions shall be considered unfunded and removed from the Approved Position Control Number Roster List.
9. That the Administrator is authorized upon request of the respective elected official or department head to transfer persons from certain positions contained in the Approved Position Control Number Roster List, which are supported in some part by grant, cost sharing, child care reimbursement or other source of outside funding, to another grant funded position in order to reduce County cost.
10. That revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility Tax revenues) shall not be used to reduce the County's operating millage levy (2011 Budget Year) as defined by Public Act 2 of 1986.

11. That in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, 50% or approximately \$68,550 of the estimated \$137,100, of the Convention Facility Tax revenues not used to reduce the County's operating tax rate, shall be transmitted to the Northern Michigan Substance Abuse Services with remaining revenues to be deposited into the County's General Fund.
12. That revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's operating millage levy (2011 Budget Year).
13. That in accordance with Public Act 264 of 1987, that 12/17 or approximately \$574 of the estimated \$813 Cigarette Tax revenue, not used to reduce the County's operating tax rate shall be appropriated to the Northwest Michigan Health Department, for public health prevention programs and services, with remaining revenues to be deposited into the County's general fund.
14. That the Administrator is hereby appointed "Budget Administrator," pursuant to the Uniform Budget and Accounting Act, MCLA 141.421 et seq., with power to administer such duties in connection with said budget, as may be from time to time, delegated to the Office of the County Administrator by this Board.
15. That the Budget Administrator be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds.
16. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County if there is no local match required, or ongoing programming or funding which would require additional appropriations or staffing in current or future fiscal years.
17. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County in an amount up to \$50,000 with a local match not to exceed 10% (\$5,000), if required, and if available within the requesting department's current budget, and to record the appropriate budget amendment.
18. That the County Administrator is required and directed to automatically reduce any department each time a reduction is made in federal, state or local funds. The County Administrator, in conjunction with the affected elected official or department head, shall promptly make the necessary lay-offs and advise those affected by the service that those services are being discontinued as a result of said cutbacks.
19. That the County Administrator is authorized to cause the drafting of contracts where necessary and appropriate within established budgetary limitations and that the County Administrator is authorized to sign said contracts after legal counsel approved each contract as to legal form, and the Board of Commissioners has approved each contract. The County Administrator is authorized to sign all contract renewals without prior approval of the Board if funds are previously approved for said contract and there are no changes to the contract as part of the renewal.

20. The Board of Commissioners has determined it would be fiscally prudent to set a goal to add approximately \$100,000 to the Budget Stabilization fund (Fund 257).
21. That the Board of Commissioners has determined that it is fiscally prudent to carry a \$500,000 fund balance in the Health Care fund (Fund 647). Funds in excess of this amount shall be refunded to the contributing funds outside of the general fund as follows: 208 Parks and Recreation, 588 Bus, 212 Animal Control, 232 Housing, 281 Airport, 261 9-1-1, 249 Land Use Services. All remaining leftover funds will be transferred to the General Fund.
22. The Board of Commissioners has determined that it is fiscally prudent to maintain a Legal Defense Fund, Fund 260.
23. The Board of Commissioners has determined that it is fiscally prudent to carry a fund balance level of 10% of expenditures from year-to-year in the Building and Grounds Fund, Fund 637, in order to avoid cash flow shortfalls.
24. The Board of Commissioners has determined that the Administrative Services Fund, Fund 645, will need to maintain a fund balance level of 5% of expenditures from year-to-year, in order to avoid cash flow shortfalls.
25. That the amounts indicated in the "Budgetary Detail" are hereby appropriated from the General Funds and other funds of Otsego County according to the Activity Centers (Departments) contained in that detail which is incorporated herein by reference, and that such appropriations shall be restricted to the functioning of those Activity Centers (Departments), all applicable federal and state laws, County policies, and the provisions of this Act. The "Budgetary Detail" chart is included in this document at Appendix C.
26. The Administrator has the authority to approve all amendments made to the 2011 budget except for instances where a) the amendment will increase the department's total net budget or b) the amendment will affect a payroll account (defined as any account in the 700.000-705.000 expenditure section of the general ledger, except education and training 704.400) and exceeds \$500 in total.

**APPENDIX A
AUTHORIZED TAX RATES 2011 BUDGET YEAR**

<u>TAXING ENTITY</u>	<u>MILLAGE RATE</u>
COUNTY OPERATING*	0.0040502
BUS	0.0002500
COMMISSION ON AGING	0.0010000
COMMUNITY CENTER	0.0001875
COUNTY PARK	0.0000625
SPORTSPLEX OPERATING	0.0002500
LIBRARY	0.0004000
EMERGENCY SERVICES	0.0004000
UNIVERSITY CENTER OF GAYLORD	0.0005569
M TEC	0.0006464
ANIMAL CONTROL	0.0003000
TOTAL	0.0081035

*In accordance with the state mandated tax shift, the county operating millage will be levied in July 2011; all other millages listed are to be levied in December 2010 .

APPENDIX B

Seasonal Marine/Snowmobile Deputy	0.5
Clerical Teamsters Union	
Animal Control Clerk Level I	2
Prosecutor Clerk 2	3
Building Zoning Clerk 2	1
Appaiser II	2
Statistical Clerk - Equalization	1
Deputy Treasurer II (Level 3)	2
Chief Deputy Treasurer	1
Chief Deputy Clerk - County Clerk's Office	1
Deputy Clerk (Level 2) ROD	1
Deputy Clerk (Level 3) ROD	1
Accounting Clerk	0.8
POLC	
Deputy Sheriff	6
Sergeant	1
POAM	
Clerk II	0.5
Correction Officers	9
Dispatchers	6
Teamsters Bus	
Bus Driver	9
Bus Driver - Part-Time	3.75
Dispatcher	2
Sec/Bookkeeper	1
Mechanic	1
Chief Dispatcher	1
Lead Mechanic	1
Driver/Dispatcher	1
Lead Driver	1
General Maintenance	1

Total FTE approved positions for 2011

110.54



OTSEGO COUNTY
BUDGET AMENDMENT

5011

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FUND/DEPARTMENT: Land Use Services

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

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

REVENUE To re-allocate staffing according to workload - 2011 Amendment

Account Number	Decrease	Increase
249-260-451.011 - Bldg Permit	\$ 13,935	\$
- - Fee	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
249-371-703.010 - Wages-Director	\$	\$ 30,816
" " - 703.030 - " hourly	\$ 22,652	\$
" " - 704.110 - Hospitalization Exp	\$	\$ 93
" " - 704.140 - Life + Disab.	\$	\$ 115
" " - 704.200 - Soc. Sec. taxes	\$	\$ 624
" " - 704.300 - Retirement	\$	\$ 4,900
Total	\$	\$

Department Head Signature

Date

Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

