

November 26, 2013

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 Lee Olsen. Invocation by Commissioner Ken Borton, followed by the Pledge of Allegiance led by County Surveyor Ron Brand.

Roll call:

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

Motion by Commissioner Paul Liss, to approve the regular minutes of November 5, 2013 with attachments and the Minutes of the Special Meeting of November 6, 2013. Ayes: Unanimous. Motion carried.

Truth in Taxation hearing was opened at 9:34 a.m.

Consent Agenda:

Motion to approve OCR-13-24 Mortgage Discharge of George A. Glinz and Shirley A. Glinz.

Roll Call Vote:

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

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion to approve the 2014 meeting schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the 2014 Holiday schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the reappointment of Steven Riozzi to the Housing Committee with the term to expire December 8, 2016. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Don Peterson to the Veteran's Board with the term to expire on December 31, 2016. Ayes: Unanimous. Motion carried.

Motion to approve the Jail budget amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Parks and Recreation budget amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion to grant authority to the County Administrator to amend all budgets up to \$5,000 per line item, with subsequent approval by the Otsego County Board of Commissioner at their January Board meeting. Ayes: Unanimous. Motion carried.

Administrator's Report:

John Burt reported he met with Patricia Osborn regarding the gypsy moth count; ratified union agreements with teamsters clerical, bus, POAM, settlement with 9-1-1 dispatchers.

Motion by Commissioner Paul Liss, to ratify the 2014 Teamsters State, County and Municipal Workers Local 214 Bus tentative agreement; the 2014 Teamsters State, County and Municipal Workers Local 214 Clerical tentative agreement; the 2014 Police Officers Association of Michigan tentative agreement; and the closing and settlement agreement with the Police Officers Association of Michigan. Ayes: Unanimous. Motion carried.

Special Presentation:

Cynthia Pushman from the Michigan Department of Human Services reported on the programs and services they have and the funding they provide.

Department Head Report:

County Surveyor, Ron Brand reported on the Remonumentation program, 2073 corners still need to be completed in Otsego County, 864 has been completed.

Matt Barresi reported on the Airport, and the involvement with the Community, the infrastructures at the Airport, and the fuel revenues through September 2013.

Roberta Tholl from the Road Commission reported on the Chamber expo that was held in October; launching their own website; received 2 new trucks; new health insurance; Map 21 hearing today.

Motion by Commissioner Tammy LaBouef to support the Fire Department and EMS Services for the December 5th parade to raise awareness of Toys for Tots in Otsego County and to send a letter to MDOT to support the parade permit. Ayes: Unanimous. Motion carried.

Public hearing closed at 10:38 a.m.

Committee Reports:

Motion by Commissioner Paul Beachnau, to adopt Resolution OCR 13-23 2014 Budget and General Appropriations Act Resolution.

Roll Call Vote:

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

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Beachnau, to approve the updated Otsego County Fee Schedule with replacing all instances of the term 'Deputy Medical Examiner' to 'Deputy Medical Investigator' to take effect on January 1, 2014. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, to approve the addition of a part-time(20 hours per week) Kennel Attendant, with the updated job description, at a cost of \$11,800 for 2014 and a full-time (37.5 hours per week) Assistant Animal Control Officer at an increased cost of \$2,960 for 2014 to be paid out of the Animal Control Budget (Fund 212). Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss to approved the Medical Examiner Policy with replacing all instances of the term 'Deputy Medical Examiner' to 'Deputy Medical Investigator'. Ayes: Unanimous. Motion carried. (see attached)

City Liaison, Township and Village Representatives- None

Correspondence:

The October financial reports were reviewed.

Chairman Lee Olsen received a letter from the Department of Air Quality.

New Business:

Motion by Commissioner Tammy LaBouef, to approve the November 12, 2013 Warrant in the amount of \$152,216.57 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, to approve the November 19, 2013 Warrant in the amount of \$72,529.07 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Borton, to approve the November 26, 2013 Warrant in the amount of \$768,784.93 as presented. Ayes: Unanimous. Motion carried.

Public Comment:

Mike Burzynski addressed the Board regarding his involvement with the Land Use Services requesting the Board to possibly come up with a procedure when a structure needs repairing and give the citizen a chance to pay for it through taxes and pay over time.

Chairman Lee Olsen referred this request to the Budget and Finance committee.

Paul Sopsich attended the Downtown Renaissance open house, the City and the DDA are having meetings in March 2014 and was inquiring if the County was planning on doing anything.

Prosecutor Mike Rola announced Assistant Prosecutor Brian Kasiborski is leaving the Prosecutor's office, his last day is December 11, 2013.

Larry Corell updated the Board on the homeless issue. Churches have stepped up to house single men and women. Local motels still housing families. The churches are open 6pm-6am.

Board Remarks:

Commissioner Erma Backenstose had no report.

Commissioner Bruce Brown reported the E-Free church handed out 670 Thanksgiving dinners for families.

Commissioner Rich Sumerix reported on the Health Department flu shots; Kiwanis Christmas baskets are up to 700.

Commissioner Ken Borton reported on December 6, 2013 he will be attending the MAC Committee meetings for Environmental and Transportation.

Commissioner Paul Beachnau handed out the new Chamber membership directory, on budget and on time for the Chambers new building.

Commissioner Tammy LaBouef reported on the City Council meeting, the DDA director is making plans for New Years Eve starting at 6pm; 3rd phase of Sheldon's place complex and apartments.

Commissioner Doug Johnson had no report.

Chairman Lee Olsen attended the Veteran's Day Ceremony at the Middle School; announced the next Board meeting is December 17, 2013.

Meeting adjourned at 11:21 a.m.

Lee F. Olsen, Chairman

Susan I. DeFeyter, Otsego County Clerk

RESOLUTION NO. OCR 13-24
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 6469 Whitehouse Trail, Vanderbilt, Michigan 49795 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 930, Pages 389-402 and a Loan Modification recorded in Liber 1027 Pages 579-580, in the name George A. Glinz and Shirley A. Glinz, husband and wife, as joint tenants with full rights of survivorship, and

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

RESOLVED, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to, George A. Glinz and Shirley A. Glinz, husband and wife, as joint tenants with full rights of survivorship 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.



BOARD OF COMMISSIONERS 2014 MEETING SCHEDULE

Second and fourth Tuesdays of each month

****(unless noted different), beginning at 9:30 a.m., in Room #100,
Otsego County Building, 225 West Main Street***

January 7* *(Organizational Meeting)*

January 14

January 28

February 11

February 25

March 11

March 27* *(fourth Thursday - due to MAC Conference)*

April 8

April 22

May 13

May 27

June 10

June 24

July 8

July 22

August 12

August 26

September 9

September 23

October 14

October 28

November 12* *(Wednesday-due to Veterans' Day closure)*

November 25

December 16* *(third Tuesday)*



Otsego
C O U N T Y
M I C H I G A N

2014 Holiday Schedule

Wednesday, January 1 st	New Year's Day
Monday, February 17 th	Presidents' Day
Friday, April 18 th	Good Friday
Monday, May 26 th	Memorial Day
Friday, July 4 th	Independence Day
Monday, September 1 st	Labor Day
Tuesday, November 11 th	Veterans' Day
Thursday, November 27 th	Thanksgiving Day
Friday, November 28 th	Friday after Thanksgiving
Wednesday, December 24 th	Christmas Eve
Thursday, December 25 th	Christmas Day
Wednesday, December 31 st	New Year's Eve
Thursday, January 1 st (2015)	New Year's Day



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: General Fund (Contingency/Jail)

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
101-941-999.010 Contingency	\$	\$7,280
101-351-703.030 Regular - Hourly	\$4,675	\$
101-351-704.300 Retirement Contributions	\$500	\$
101-351-704.110 Hospitalization	\$1,355	\$
101-351-704.140 Life and Disability	\$35	\$
101-351-704.600 Workers Compensation	\$165	\$
101-351-704.200 Social Sec Contributions	\$360	\$
101-351-704.500 Unemployment Compensation	\$190	\$
Total	\$	\$

Department Head Signature

Date

Administrator's Signature

Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)
OCF-3 (10/14/05)

Budget Adjustment #

Posting Number

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100, 225 West Main, Gaylord, MI 49735, on the 26th day of November, 2013, at 9:30 a.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commissioner Beachnau.

**OCR 13-23
Fiscal Year 2014 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 2014 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 2014 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 2014 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 2014 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 2014, 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 (2014 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 \$111,402 of the estimated \$222,804 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 (2014 Budget Year).
13. That in accordance with Public Act 264 of 1987, that 12/17 of the estimated 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. The County's estimated Cigarette Tax revenue for 2014 is \$0.
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 2014 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.

Otsego County Fee Schedule

Updated: October 22, 2013

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	
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	\$25.00
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)	
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	\$25.00
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)	
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

Note: \$4.00 of deed fee deposited to the MI State Survey and Remonumentation Fund
Portion of fees deposited into Register of Deeds' Automation Fund per MCL 600.25

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
Register of Deed Document Recordings	
Recording Fees	
First Page	14.00
Additional Pages	3.00 Each
Recording Fee Check Overages	
County retains first \$10.00 of recording check overages.	
Recording check overages over \$10.00 result in document rejection.	

COMMISSIONERS

Annual Salaries	
Chairperson	\$10,800
Commissioners:	\$9,600
Per Diem Rates	
Half-Day (under 4 hours)	\$40.00
Full-Day (over 4 hours)	\$80.00

EQUALIZATION OFFICE

Copies in the Office:	
Self Serve	
Single copies (8½" x 11", 8½" x 14")	\$1.00 each
Single Color Copies (8½" x 11", 8½" x 14")	\$3.00 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
Color Copies (8	
If Done by Staff	Double the cost for copies
Print Outs from Equalizer:	\$1.00 each
For printing on 8½" x 11" paper.	
Lists from the Equalizer:	
Name and address only	\$0.30 each
Name, address and description	\$0.35 each
Name, address, description and value	\$0.40 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	\$1,000.00 per request
Maps (8½" x 11") from MapInfo	
Maps from computer with staff assistance	\$20.00 each

If additional information is required on maps, use pricing from above list.

Other Office Fees:

Aerials

1st copy	\$20.00 each
Each additional copy	\$15.00 each
Color (11" x 17")	\$25.00
Color (D and E Size)	\$40.00

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:	0.20 per parcel
Quarterly Update:	\$0.35 per parcel

Public Sector (for multiple town and ranges)

Annual Update:	\$0.20 per parcel
Quarterly Update:	\$0.35 per parcel

Public Sector (entire county)

Annual Update:	\$0.20 per parcel
Quarterly Update:	\$0.35 per parcel

For Private Sector

Subscriptions Rate:

(Layers include Road, Water, and Parcel)

Private Sector (single town and range)

Annual Update:	\$0.30 per parcel
Quarterly Update:	\$0.50 per parcel

Private Sector (for multiple town and ranges)

Annual Update:	\$0.30 per parcel
Quarterly Update:	\$0.50 per parcel

Private Sector (entire county)

Annual Update:	\$6,500.00
Quarterly Update:	\$2,500.00 per quarter

Road Centerline GIS Layer

\$1,000.00

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:	
ICC Fee Schedule and type of construction is used for all permits.	
Electrical, Mechanical and Plumbing Permits are calculated based upon the itemized permit applications.	
For projects not involving a square footage calculation	\$50.00
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	\$45.00
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

MEDICAL EXAMINER

Current rates:

Medical Examiner	\$10,000/annual
Deputy Medical Examiner On-Call	\$65/mo
Chief Deputy M.E. Administrative	\$65/mo
Autopsy	\$65/hr
Body Transport	\$55/hr
Training Time	\$25/hr
ME Records Clerk	\$500/annual

Proposed rates:

Medical Examiner	\$10,000/annual
Deputy Medical Examiner On-Call	\$100/mo
On Scene Response and In-person autopsy consultation	\$60/hr
Body Transport	\$50/hr
Training Time	\$25/hr
ME Records Clerk	\$500/annual
Chief Deputy Medical Examiner	\$5,000/annual

This includes all duties of the Chief Deputy Medical Examiner including, but not limited to deputy medical examiner scheduling, autopsy scheduling and phone

consultation, all other communications, preparation of paperwork, billing preparation and review, scheduling autopsies at the most reasonable cost, and all other items not specifically listed in the fee schedule. Arrange for autopsies at the most reasonable cost. The annual payment amount shall be paid in monthly increments, and shall be based on performing all duties listed in the above description.

Chief Deputy Medical Examiner Cell Phone Reimbursement \$40/mo

PARKS & RECREATION

Otsego Lake County Park

Otsego County Residents:

Day Park Pass	\$4.00
Season Park Pass	\$15.00
Season Park Pass - Seniors (age 60 and over)	\$7.00
Camping Vehicle Permits (May 2 - September 25)	\$25.00 per night
Camping Vehicle Permits (April 1 - May 1; Sept. 26 - Nov. 1)	\$12.00 per night
Pavilion Rental (Saturday and Sunday)	\$65.00
Pavilion Rental (Weekdays)	\$60.00
Camping Vehicle Permits	\$3.00
Special Event Camping Fee (addition to standard fees)	\$10.00 per stay

Non-Otsego County Residents:

Day Park Pass	\$4.00
Season Park Pass	\$15.00
Season Park Pass - Seniors (age 60 and over)	\$7.00
Camping Vehicle Permits (May 2 - September 25)	\$26.00 per night
Camping Vehicle Permits (April 1 - May 1; Sept. 26 - Nov. 1)	\$12.00 per night
Pavilion Rental (Saturday and Sunday)	\$65.00
Pavilion Rental (Weekdays)	\$60.00
Camping Vehicle Permits	\$4.00
Special Event Camping Fee (addition to standard fees)	\$10.00 per stay

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

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

Check Overages

County retains first \$10.00 of check overages.
Check overages over \$10.00 result in payment rejection.

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.

Laminating	\$1.00 per item unless otherwise noted
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Mileage: (only valid for trips over 1 mile)	\$0.50 per mile
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Note: Otsego County Departments are exempt from fees concerning county-related requests.



OTSEGO COUNTY POSITION DESCRIPTION

Position: Kennel Attendant
Animal Control Department

- A. Summary. Maintains a clean and safe environment for animals housed at the animal shelter; responsible for providing daily exercise, minor medical attention and grooming to animals housed at the shelter.
- B. Supervision Received. Work is performed under the general supervision of the Animal Control Director.
- 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. Cleans and disinfects all areas of the shelter including dog kennels and cat areas.
 2. Administers vaccinations and medications to animals as needed.
 3. Feeds and water all animals
 4. Maintains appropriate identification for animals housed at the shelter
 5. Maintains web site information in the internet
 6. Provides guidance and instructions to volunteers, community service workers, and trustees
 7. May occasionally assist animal control officers with picking up stray dogs and animals running at large and reports of possible neglect or other complaints
 8. Loads/unloads animals from vehicles, cages, kennels and other areas for transport and/or relocation
 9. Assists in maintaining the Animal Shelter building and grounds to include snow removal, lawn mowing, general cleaning and upkeep
 10. Assists Director with behavior testing of animals and monitors animals for behavioral changes
 11. Assists public by answering questions about animals and retrieving dogs from kennels
 12. Baths and grooms animals as needed
 13. Performs 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:

Basic knowledge of animal handling including basic dog training, and use of animal equipment such as collars and leashes

Ability to use the Internet and MS office programs in an efficient manner

Ability to follow direction yet work independently.

Ability to handle animals in a safe and effective manner.

Ability to work effectively with the general public.

Ability to administer vaccinations and medications to animals as needed.

High School Diploma or GED. Experience in an animal shelter preferred.

Possession of a valid Michigan Driver's License.

Ability to pass a pre-employment drug test and post offer physical examination.

Ability to pass a criminal history background check.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stand; walk; and use entire body to handle animals. The employee is regularly required to sit, stoop, kneel, and crouch. The employee will be required to lift up to 100 lbs. Exposure to diseases communicated by animals, high levels of noise and odor of impounded animals and exposure to being bitten by animals.

F. Employment Conditions.

1. For purposed of the Fair Labor Standards Act, this is a "non-exempt" position.
2. This is a full-time position and is eligible for Otsego County fringe benefits.
3. Hours: Rotating Days (20 hours per week) – Weekend work is required.
4. 2014 Otsego County Non-Union Pay Grade 1: \$10.02 per hour

Otsego County is an equal opportunity employer



Otsego
COUNTY
M I C H I G A N

ASSISTANT ANIMAL CONTROL OFFICER

General Summary

Under the supervision of the Animal Control Officer, enforces state laws and local ordinances dealing with animal control and issues citations for violations. Responds to citizen complaints regarding animals and patrols the county to pick-up stray animals and respond to other animal related concerns. Investigates and follows up on charges of animal abuse. Participates in the maintenance and cleaning of the shelter and performs a variety of other tasks related to shelter operations.

Essential Functions

1. Responds to and investigates complaints related to barking dogs, stray animals, vicious dogs, animal bites, dead or injured animals, livestock killings and other animal related complaints and takes action to resolve the matter. Works with owners and neighbors in the attempted resolution of animal related problems. Educates the public regarding animal care and the law.
2. Investigates suspected cases of animal abuse or neglect, includes reviewing the condition of the animals, interviewing the owner and witnesses, and determining whether to issue a citation. Works with the Prosecutor's Office to obtain warrants, completes case reports, and testifies in court regarding investigations.
3. Patrols the county to assist in enforcing animal laws and pick-up stray animals. Uses catchpoles, traps, and other devices to capture and impound animals. Uses firearm to destroy animals as necessary.
4. Issues appearance tickets on animal violations as necessary.
5. Maintains a daily log of animal control incidents, dog quarantines, citations issued and other enforcement activities.
6. Captures and impounds dogs and cats that have bitten individuals to quarantine them as required.
7. Documents results of investigations by completing reports on animal bites, livestock killings and related activities. Documents information on animals that have been picked up.
8. Accepts animals delivered to the shelter. Collects background information and prepares records, tags animals and assigns kennels. Maintains records of receipt, adoption and disposal of all animals brought to the animal shelter. Maintains identification system on all animals brought to the shelter.
9. Cleans and disinfects all areas of the Animal Shelter including the kennels. Assists in the supervision of community service and volunteer workers in the maintenance of the shelter, including cleaning and disinfecting kennels and

feeding and caring for the animals. Trains workers on animal care and use of chemical cleaning and disinfectant products. Sweeps and mops floors and performs other custodial tasks. Cleans water pans and food buckets.

10. Informs the public about animal control laws and ordinances and related issues. Makes presentations to community groups, elementary schools, and other organizations on animal control.
11. May remove heads of animals suspected of rabies for shipping to the Department of Public Health for testing.
12. Assists residents in the removal of stray domestic animals from properties, buildings or residences.
13. Conducts inspections of kennels within the county in accordance with state and local requirements.
14. Assists in picking up farm or exotic animals that are on the loose.
15. Provides on-call emergency service on evenings, weekends and holidays.

Other Functions

16. 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.)

Employment Qualifications

Education: High school graduation or equivalent.

Experience: Some prior related experience working with animals and/or law enforcement.

Other Requirements: Required to complete 100 hours of training in order to be certified by the Department of Agriculture. Must be a Certified Euthanasia Technician. Requires a 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 operate vehicles to patrol county and investigate complaints.
Ability to subdue, capture and transport animals.
Walks over uneven terrain to conduct investigations and collect animals.
Ability to lift animals weighing up to 100 lbs. to vehicle or other location.
Ability to lift and carry animal cages to vehicle. Ability to lift and carry dead animals.
Ability to bend, stoop and crawl under porches, in crawlspaces and other locations in order to retrieve animals.
Ability to climb trees, ladders and stairs in order to capture animals.
Ability to utilize sidearm, shotgun, other firearms and a tranquilizer gun.
Ability to lift bags of dog food weighing up to 50 lbs.

Working Conditions:

Works outside in varying weather conditions.
Exposure to the risk of being bitten by animals.
Subject to work-related calls after normal hours.
Exposure to high levels of noise and odor of impounded animals.
Exposure to diseases communicated by animals.

Job Posting Information:

This is a full-time non-union position and is eligible for Otsego County fringe benefits.
Rotating Days (40 hours per week) – Weekend work is required.

For purposes of FLSA, this is a non-exempt position.

Otsego County is an Equal Opportunity Employer



Medical Examiner Policy

1. Purpose. The Office of the Medical Examiner (M.E.) is mandated under state statute to investigate certain types of death. These deaths include sudden and unexpected deaths, accidental deaths and violent deaths. The purpose of this policy is to establish best practices and procedures for the M.E. Office.

2. Authority. The Medical Examiner has the authority under Public Act 181, P.A. 1953, as amended and the Michigan Public Health Code, Act 368, P.A. 1978, to order an autopsy to determine or confirm the cause and manner of death. The Board of Commissioners may establish such rules and regulations regarding the business concerns of the County as the Board considers necessary and proper. See: MCL 46.11(m); 46.71, Act 156 of the Public Acts of 1851, as amended.

3. General Information.
 - A. The Office of the Medical Examiner may include Deputy Medical Examiners, and one Chief Deputy Medical Examiner. Additionally, a Records Clerk may be appointed to file and track records associated with ME cases. Such appointments to be recommended by the Medical Examiner and approved by the Board of Commissioners. Appointees are not employees of the County, they are independent contractors.

 - B. The Board of Commissioners may revoke the approved status of a Deputy Medical Examiner or a Chief Deputy Medical Examiner if he/she is found to have violated any portion of this policy.

 - C. The primary contact within the County for representatives of the Medical Examiner's Office is the County Administrator for questions of policy or budget. The Chairperson of the Criminal Justice Coordinating Committee will serve as a liaison to the Medical Examiner's Office concerning all other matters.

4. Procedures and Practices
 - A. Medical Examiner Deputies and Chief Deputy shall follow all safety protocols established by the Medical Examiner.

 - B. Representatives of the Medical Examiner's Office will not interfere with the

investigative process of any local police officers, Sheriff's deputies, or Michigan State Troopers.

- C. Representatives of the Medical Examiner's Office will treat the dead and first responders with respect at all times, and will deal with families in a compassionate way. In no way will inappropriate comments concerning the deceased be tolerated. Additionally, they will follow the County's Professionalism Policy.
- D. Representatives of the Medical Examiner's Office will wear appropriate attire when representing Otsego County.
- E. The Chief Deputy Medical Examiner will approve via email or in writing all expense sheets for the Deputy Medical Examiners. The Medical Examiner will approve via email or in writing all expense sheets for the Chief Deputy Medical Examiner. Expense sheets must show time spent to the nearest 15 minute increment. Reimbursement requests will be submitted in the format required by the County Administrator.
- F. Otsego County Emergency Medical Services (OCEMS) are to be utilized for transporting a body or bodies from the scene (place of death) to the county morgue.

Adopted: