

December 19, 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 Hyde.

Roll call:

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

The regular meeting of November 28, 2006 minutes with attachments were approved as presented.

The agenda was amended to add under new business item a) closed session-union negotiations, item b) Pellston ARFF Contract; item j) Planning Commission appointment-Michael Mang; County administrator contract moved down to closed session; Airport Committee Recommendation, snowplowing contract and the 2007 salary schedule were removed from the consent agenda and added under new business as items K, L & M.

Consent Agenda:

The Land Use Services Department Violations Policy was approved via unanimous consent. (see attached)

The Remonumentation Policy was approved via unanimous consent. (see attached)

The Court Mileage Reimbursement Agreement was approved via unanimous consent. (see attached)

The IT Contract was approved via unanimous consent.

The water infiltration study was approved via unanimous consent. (see attached)

The Snowmobile grant was approved via unanimous consent. (see attached)

Rudi Edel was reappointed to the Commission on Aging Board, term to expire 12-31-2010, approved via unanimous consent.

Treasurer, General/Drains, Planning & Zoning, Prosecutor budget amendments were approved via unanimous consent. (see attached)

Administrator's report:

John Burt reported on the acceptance of credit cards, setting up the Parks and Recreation first; Radio interview sign up sheet; Requests a closed session for his evaluation.

Motion by Commissioner Bates, to enter into closed session, at the appropriate time, under provisions of Act 267 of 1976 Section 8 (a), personnel evaluation.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried.

Richard Edmonds updated the Board on the master plan, the next meeting is January 17, 2007.

Mary Sanders wished everyone a Merry Christmas and a Happy New Year.

Correspondence:

The Chairman received a letter from the Economic Alliance regarding the Regional Airport; Received an invitation to the M.A.C. conference; Received a copy of a Resolution in opposition only allowing County issues for election only be put on the November ballot.

Special Presentations:

Kyle Legel's quarterly update was removed from the agenda.

The November financial reports were discussed at the Board workshop.

Motion by Commissioner Liss, to enter into closed session under provisions of Act 267 of 1976 Section 8 (c) discussion of collective bargaining negotiations.

Roll Call Vote:

Ayes: Unanimous.

Nays: None.

Motion carried.

Entered into closed session at 9:45 a.m.

Returned to open session at 10:14 a.m.

Motion by Commissioner Glasser to approve the contract for Customer Service and Airport Maintenance services with Pellston ARFF.

Ellen Keith, Kim Lemcool, Harvey Nickelson, Mike Moyer addressed the Board.

Motion was approved via unanimous consent.

New Business:

Motion by Commissioner Backenstose, to approve Warrant B2006-49 in the amount of \$99,716.36 with prepaids in the amount of \$92,382.83 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bates, to approve Warrant B2006-50 in the amount of \$92,431.94 with prepaids in the amount of \$19,244.02 presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to approve Warrant B2006-51 in the amount of \$240,342.86 as presented.

Motion by Commissioner Hyde, to reappoint Clark Bates and Ken Glasser to the Housing Committee for three year terms with Clark Bates' term expiring December 31, 2009 and Ken Glasser's term expiring January 13, 2010.

Motion by Commissioner Glasser to postpone until the first meeting in January. Ayes: Unanimous. Motion carried.

Motion by Commissioner Backenstose, to authorize the County Administrator to approve any additional FY 2006 Budget Amendments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Liss, to amend the 2007 Board meeting Schedule to hold the April 24th meeting at Corwith Township at 7:00 p.m. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bentz, to approve the proposed renovations to the Land Use Services Department to create additional room for document storage with any cost to be paid from the Building Department Fund. Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to allow a temporary cash advance to Otsego County EMS, if needed, to be taken from the Budget Stabilization Fund. Ayes: Unanimous. Motion carried.

Motion by Commissioner Johnson, to approve the MSU Extension/Treasurer Clerk I position with 50% of the cost being funded by the Foreclosure Fund, 20% funded by the Gypsy Moth Fund, and 30% from the Budget Stabilization Fund. Ayes: Unanimous. Motion carried.

Motion by Commissioner Johnson, to reappoint Pete Awrey and Dave Baragrey to the Parks and Recreation Commission for three year terms expiring December 31, 2009. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bentz, to appoint Michael Mang to fill the remainder of Richard Wojtkowiak's term which expires on December 31, 2007. Ayes: Unanimous. Motion carried.

Jeff Ratcliffe and Josh Kent were reappointed to the Airport Committee terms to expire 12-31-09. Ayes: Unanimous. Motion carried.

The snowplowing contract was approved via unanimous consent. (see attached)

The 2007 Salary schedule was approved via unanimous consent. (see attached)

Public Comment:

Mary Jergenson announced to the Board that Howard Walker will be at the University Center to discuss the DNR license fees.

Phil Smith addressed the Board regarding outdoor wood burners.

Entered into closed session at 11:00 a.m.

Returned to open session at 11:24 a.m.

Motion by Commissioner Glasser, to extend the County Administrator Contract with John Burt until February 13, 2009 and to include a 120-day termination notice with non-performance language. Ayes: Unanimous. Motion carried.

Board Remarks:

Commissioner Glasser: Pigeon River forest.

Meeting adjourned at 11:31 a.m. at the call of the Chair.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, County Clerk



Land Use Services Violation Enforcement Policy

The purpose of this policy is to ensure that all violations of zoning or building codes, investigated by the Land Use Services Department, are treated in a uniform and fair manner.

Zoning Department Procedures

The Zoning Enforcement Officer employed by the Zoning Department is responsible for working with Township and County Officials to enforce zoning ordinance violations.

Violations of the Zoning Ordinance have been designated as Municipal Civil Infractions, such violations are not criminal in nature and enforcement of such violations must follow a specific procedure.

It is not the intent of the Zoning Department to enforce violations for the sole purpose of obtaining fines. The purpose and intent of the Zoning Department is to insure that all citizens within the County know and understand the Zoning Ordinance and are provided assistance in order to comply with the rules and regulations found in the Zoning Ordinance.

It is not the policy of the Otsego County Zoning Department to patrol and look for violations of the County Zoning Ordinance. Violations of the Zoning Ordinance will be investigated based on complaints received by the Zoning Department from private citizens or from Township or County Officials. The following procedures will be followed upon receipt of a complaint.

1. Upon receipt of a complaint, the Zoning Enforcement Officer will investigate the complaint to verify that a violation does in fact exist.
2. Upon verification of a violation of the Zoning Ordinance, the Zoning Enforcement Officer will act as the complainant and all previous information regarding the complaint will be held strictly confidential.
3. The Zoning Enforcement officer will, by first class mail, notify the property owner of the property in question, of the violation and request that the violation be corrected within a specific time period. The time period will be determined by the Enforcement Officer based on the type of violation and other factors such as the weather.
4. If the property owner contacts the Zoning Enforcement Officer immediately in response to the initial letter of concern, then the Zoning Enforcement Officer shall work with the property owner to insure that the violation is corrected in a

reasonable time frame as agreed to between the property owner and the Zoning Enforcement Officer. The Zoning Enforcement Officer shall continue to monitor the property to verify that the property owner is complying with the agreed correction of the violation.

5. In the event that no action is taken by the property owner following the mailing of the written notification of the violation, the Zoning Enforcement Officer shall follow the procedures required for issuance of a Municipal Civil Infraction Citation. The Zoning Enforcement Officer shall mail to the property owner a "Notice of Violation" form advising the property owner that the property owner has two weeks to contact the Zoning Enforcement Officer and pay a fine and arrange for the correction of the violation or to deny responsibility for the violation.
6. If the property owner contacts the Zoning Enforcement Officer and pays the fine and agrees to correct the violation, the Zoning Enforcement Officer shall work with the property owner to arrange for the violation to be corrected within a reasonable time. The Zoning Enforcement Officer shall continue to monitor the property to verify that the property owner is complying with the agreed correction of the violation.
7. If the property owner does not reply to the "Notice of Violation" or if the property owner denies responsibility for the violation, the Zoning Enforcement Officer shall mail to the property owner a "Citation" form advising the property owner that the property owner must appear in Otsego County District Court regarding the violation. A copy of the 'Citation' form will be provided to the District Court Clerk and the matter will, from then on, be within the jurisdiction of the District Court

Building Department Procedures

The Building and Construction Trades Inspectors employed by the Building Department are responsible for working with residential and business property owners, architects, engineers, building contractors, and builders to enforce the State of Michigan Residential Building Code and the Michigan Building Code.

The Michigan Building Codes are minimum requirements necessary to insure safe construction and installation of plumbing, mechanical and electrical components within residential and commercial structures. Since the Building Codes are State mandated regulations necessary to insure the health and safety of the public, it is the responsibility of all inspectors to document any violations of the Building Codes.

It is not the policy of the Otsego County Building Department that inspectors actively patrol and look for violations of the Building Codes; however, all inspectors have a duty to report any activity that appears to be in conflict with the Building Codes. In addition violations of the Building Codes will be investigated based on complaints received by the Building Department from private citizens or from Township or County Officials. The

following procedures will be followed upon receipt of a complaint.

1. Actions when an Inspector spots a suspected violation.

If an inspector, while on the road, during the performance of his normal inspection duties, spots what he believes to be a violation of the building code, such as, but not limited to construction without a permit, erection of a tent without a permit or any other similar suspected violation. The inspector shall do the following:

- A. No inspector shall stop and talk with or take any action regarding the suspected violation at the time he initially spots the suspected violation.
 - B. The inspector, upon returning to the Building Department shall prepare a typed written report stating the following:
 1. the date and time the suspected violation was seen
 2. What the inspector was doing at the time and how the inspector happened to notice the suspected violation
 3. What the suspected violation is and what caused the inspector to believe that a violation exists.
 4. The address of the suspected violation or a description suitable for use to attempt to identify the location of the suspected violation
 - C. Inspectors will submit the written report to the Building Official. If the complaint has been received from a private citizen or a Township or County Official the complaint will be submitted to the Building Official. The Building Official will research the suspected violation by checking the address to determine if any building permits have been issued and will do any other research that is required to determine if a violation has occurred.
 - D. The Building Official will prepare a typed written report detailing his research into the suspected violation and provide all of the documentation to the Land Use Services Director.
 - E. If the Building Official's report demonstrates that a violation does exist, the Director of Land Use Services will have a letter prepared to the owner of the property in question advising the owner of the violation. The letter will be signed by the Building Official and the Director of Land Use Services.
2. Upon verification of a violation the Building Official or the initial Building Inspector who spotted the violation will act as the complainant and all previous information regarding the complaint will be held strictly confidential.
 3. The letter prepared by the Director of Land Use Services and the Building Official will be mailed by first class mail, notifying the property owner of the property in question, of the violation and requesting that the property owner contact the Building Department immediately so that the violation can be corrected.
 4. If the property owner contacts the Building Department immediately in response to the initial letter of concern, the Building Official shall work with the property owner to insure that the violation is corrected in a reasonable time frame as agreed to between the property owner and the Building Official. The Building Official shall continue to monitor the property and the Building Department permitting system to

verify that the property owner is working with the Department to comply with the Building Code requirements.

5. In the event that no action is taken by the property owner, after two weeks, following the mailing of the written notification of the violation, the Building Official shall follow the procedures required for issuance of a Misdemeanor Citation. The Building Official shall mail to the property owner a "Citation" form advising the property owner that the property owner must appear in Otsego County District Court regarding the violation. A copy of the 'Citation' form will be provided to the District Court Clerk and the matter will, from then on, be within the jurisdiction of the District Court.



Remonumentation Program Policy

BACKGROUND AND PURPOSE

The purpose of this policy is to set requirements that must be fulfilled as part of Otsego County's participation in the State Remonumentation Program.

Michigan Public Act 345 of 1990, the State Survey and Remonumentation Act coordinates the monumentation and remonumentation of property controlling corners in Michigan, and required the adoption of county remonumentation plans.

According to the Monumentation and Remonumentation Plan for Otsego County, Michigan 1992, the County Grant Administrator is appointed by the Board of Commissioners to submit and administer the annual State of Michigan's Survey and Remonumentation Grant.

It is in the best interest of the County to ensure the timeliness and integrity of the Survey and Remonumentation Program by requiring certain conditions be met in order for Otsego County to participate in the State of Michigan Survey and Remonumentation Grant Program.

POLICY

The County's Grand Administrator will draft and submit proposed County/Monumentation-Surveyor and County/County Representative Contracts to the Otsego County Board of Commissioners for its approval and authorization for execution prior to participation in the annual Remonumentation Program. These Contracts will include timelines for completing contracted work, as well as monetary penalties for violations of the Contract.

COURT MILEAGE REIMBURSEMENT

AGREEMENT

November 13, 2006

Statement: The 46th Circuit Trial Court and its respective funding units recognize that occasionally the need arises for employees to travel to other locations. It is important that when an employee incurs the costs of traveling to another location, in order to perform work related functions, that the employee be reimbursed. To that end, the following conditions regulating reimbursement have been set forth.

Effective: November 15, 2006
Date

Rate: To be determined by the local Board of Commissioners

Alternative Funding:

In the event mileage reimbursement is an eligible expense that is completely covered under grant/fund funding, then the mileage reimbursement rate should be set at the reimbursement rate approved within the grant/fund. In the event the mileage rate is not 100% reimbursable, the rate shall be set at the rate contained within the grant/fund budgets. This rate may not exceed the current mileage reimbursement rate established by the State of Michigan without approval from the appropriate funding unit.

Conditions:

Education – Training – Conferences

Employees that are required to travel in order to receive further knowledge that will have a positive impact on their ability to perform their job responsibilities will be reimbursed for mileage traveled in their personal vehicle. The reimbursement will be paid by the county in which they work. Whenever possible and/or practical the court will encourage their employees to embrace cost sharing practices such as car pooling, using a county car or sharing of rooms in order to be eligible for reimbursement.

Supervision/Support

Occasionally, specific supervisors or skill sets will be required to travel to a location other than the "home office" of that specific employee. The mileage traveled will be reimbursed to the employee by the home funding unit, providing it is approved by the employee's supervisor. If the reimbursement involves a tri-county employee, the payment will be processed at the tri-county rate.

Coverage

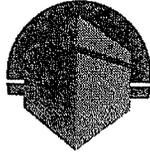
At times, the court may deem it necessary to send an employee to another county in order to cover a staffing shortage. The traveling employee will be reimbursed for mileage at a rate determined by the funding unit where the employee is working. This agreement will remain in effect as long as all three funding units and the Court agree with its purpose. Upon a thirty day written notice by the court or any of the funding units this agreement will become null and void.

Judge Patricia Morse – Chief Judge

Dave Stephenson – Chair
Crawford County

Mike Cox – Chair
Kalkaska County

Paul Beachnau – Chair
Otsego County



Bradley J. Butcher & Associates, PC
Architecture · Planning

December 12, 2006

Mr. John Burt, Administrator
Otsego County
225 W. Main Street
Gaylord, MI 49735

Re: Architectural Services - Alpine Center Building Repairs

Mr. Burt,

Bradley J. Butcher and Associates, PC is pleased to offer this proposal to provide professional services related to the preparation of design options related to the repair of the leaking window and wall systems at the Alpine Center building in Gaylord. As discussed, these services follow the written report prepared by WadeTrim summarizing the investigation of the water infiltration in the building. The services outlined are considered Phase I of a two-phase effort. The end product of this phase will include a presentation to the County of several options taking into consideration the short and long term benefits, cost implications, and aesthetic issues. Phase II, if requested, will include the preparation of construction documents and details necessary for bidding and construction of the selected option. Fees and services related to Phase II shall be covered in a separately negotiated agreement upon completion of Phase I.

The scope of work for Phase I shall be as follows:

A. Investigation/Data Gathering:

1. Review the WadeTrim report summary
2. Visit the site to observe conditions and confirm report findings
3. Review existing construction details in the existing construction plans to determine opportunities for repair or reconstruction

147 West Main Street, Suite 303 · Gaylord, Michigan 49735
989.731.4343 · Fax 989.731.5037
www.butcherandassociates.com

B. Design Phase

1. Develop design alternatives for leak repair, reconstruction of window/wall systems, and improved building envelope thermal efficiency.
2. Present alternatives to the Client for review. Review will include cost implications for all repair and reconstruction work.
3. Determine with the Client the most appropriate solution to pursue through final design and construction.

Project Assumptions

1. Access to the building will be provided to all areas necessary in order to prepare design solutions.
2. The Client will provide the Architect with copies of the as built plans of the building.

Compensation

The fee for the scope of work represented above shall be billed on a time and materials basis as indicated below:

Architectural Fee:	Not to Exceed \$6,500
Construction Estimator:	Not to Exceed \$1,000
Reimbursables	Not to Exceed \$ 500

Invoices will be issued monthly based upon a percentage of the work completed. All invoices are due upon receipt.

The Architect reserves the right to suspend all work on the project in the event payment for professional services shall become delinquent. In the event that the Architect is required to retain legal counsel to resolve any damages resulting from breach of the agreement by the Client or to collect any unpaid invoices, the Client shall pay to the Architect any and all actual attorney's fees, costs, and all accrued interest at the above rates in addition to any amounts due hereunder. In addition, the Architect reserves the right to file a construction lien on the project property should the payments remain delinquent for a period in excess of 60 days.

Reimbursable Expenses

In addition to the basic fees set forth above, the Owner will reimburse to the Architect any incidental costs which the Architect incur in providing services hereunder, including blueprinting and reproduction expenses, postage and shipping, and long distance travel.

Additional Services

Additional services beyond those indicated above shall be billed according to the following schedule:

Principal	\$150.00/hour
Project Architect	\$125.00/hour
Draftsman	\$ 60.00/hour
Clerical	\$ 35.00/hour

Limitation of Liability

The Architect maintains a professional liability insurance policy as part of normal business practice. The Owner agrees to limit the Architect's Liability to the Owner and to all Construction Contractors and Subcontractors on the project due to the Architect's negligent acts, errors, or omissions, such that the total aggregate liability of the Architect to all those named shall not exceed the amount of this contract.

Termination of Services

This agreement may be terminated by the Owner or the Architect should either fail to perform its obligations hereunder. In the event of termination, the Owner shall pay the Architect for all services rendered to the date of the termination, all reimbursable expenses, and reimbursable termination expenses.

Conditions of Agreement

This proposal shall be effective for thirty (30) days. If you have any questions regarding this proposal, please do not hesitate to contact me. Butcher and Associates, PC appreciates this opportunity and we look forward to working with you.

Sincerely,



Bradley J. Butcher, AIA
President

Acceptance of Proposal

Please indicate your acceptance of this proposal by signing and returning one (1) copy to Butcher & Associates, PC 147 W. Main Street Suite 303, Gaylord, MI 49735. Please retain one (1) copy for your records.

Approved by: _____ Date: _____



*mailed
11/27/2006*

FY 2007 SNOWMOBILE LAW ENFORCEMENT GRANT AGREEMENT

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and OTSEGO COUNTY SHERIFF DEPARTMENT ("GRANTEE"). Part 821 Snowmobiles, of the Michigan Natural Resources and Environmental Protection Act (1994 PA 451, as amended), authorizes the distribution of revenues to counties and local police departments from the Snowmobile Registration Fee Fund, for the purpose of snowmobile law enforcement and related work.

1. The Agreement period is October 1, 2006 through May 31, 2007.
2. The GRANTEE has been approved by the DEPARTMENT to receive Snowmobile Law Enforcement funding for the following scope of work:
 - a. Snowmobile law enforcement and related activities
 - b. Contractual services, supplies and materials (CSS&M); operating expenses and items such as snowmobile suits, gloves, hats, boots and first aid kits. Also included are: Boots, Snowmobile Suits and Uniforms
 - c. Purchase of the following equipment for snowmobile law enforcement purposes:

Two Helmets

3. The DEPARTMENT agrees as follows:

- a. To grant to the GRANTEE a sum of money equal to eighty-five percent (85%) of the total eligible cost of snowmobile law enforcement and related activities, instruction of snowmobile safety courses, and CSS&M, but not to exceed

Eleven Thousand Two Hundred Thirty-Eight

Dollars (\$11,238.00).

- b. To grant to the GRANTEE a sum of money equal to eighty-five percent (85%) of the total eligible cost of equipment purchased for snowmobile law enforcement purposes and authorized under item 2.c. in this Agreement, but not to exceed

Four Hundred Twenty-Six

Dollars (\$426.00).

4. This Agreement shall be administered on behalf of the DEPARTMENT through its Grants Management.

- a. All reports, documents, or actions required of the GRANTEE are to be submitted to the Grants Specialist, Grants Management, Michigan Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925. Phone: (517) 373-2965.

b. The GRANTEE'S representative for this project is:

Name: Matthew J Nowicki Title Undersheriff

Mailing Address: 124 S Court Ave
Gaylord MI 49735-1309

Phone Number: 989-731-7282 Fax Number: 989-731-7299

E-mail: usheriff69@otsegocountymi.gov



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General Fund/Allocated Svcs.

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
101E864 -920400 -Service contracts	\$5,700.00	\$
101E228 -930240 -Data/network svcs	\$	\$5,700.00
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
Total	\$5,700.00	\$5,700.00

Rachel Frisch
Department Head Signature

12/4/06
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General / Drains

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
101E445-930999 - Drain Services	\$ 750-	\$
101E728-930240 - Data/Network	\$	\$ 750-
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$ 750-	\$ 750-

Rachel Frisch
Department Head Signature

12/11/06
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 101E 721 - PLANNING + ZONING

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

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

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
726 - 000 - SUPPLIES	\$ 161 ⁰⁰	\$
726 - 000 - SUPPLIES	\$ 388 ⁰⁰	\$
703 - 040 - Per Diem	\$	\$ 549 ⁰⁰
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$ 549 ⁰⁰	\$ 549 ⁰⁰


 Department Head Signature _____ Date 12/12/06

Administrator's Signature _____ Date _____

Finance Department	
Entered:	
By:	

Board Approval Date (if necessary) _____ Budget Adjustment # _____ Posting Number _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

PG 1 of 2

FUND/DEPARTMENT: 101E267 / PROSECUTOR'S OFFICE

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
101E267 - 726000 - <i>Supplies</i>	\$ 130.00	\$
101E267 - 726000 CVR - <i>CVR Supplies</i>	\$	\$
101E267 - 930450 - <i>Shipping & mail</i>	\$	\$
101E267 - 930940 - <i>Witness SVCS.</i>	\$ 649.00	\$
101E267 - 920410 - <i>Svc. Contracts</i>	\$ 679.00	\$
101E267 - 726200 - <i>Books & periodicals</i>	\$ 864.00	\$
101E267 - 930500 - <i>Travel</i>	\$ 500.00	\$
101E267 - 930210 - <i>Telephone</i>	\$ 55.00	\$
101E267 - 920400 - <i>Rep + Maint.</i>	\$ 335.00	\$
Total	\$3,212.00	\$ 329.50

KL 7 JL

Department Head Signature

12/12/06

Date

Finance Department
Entered:
By:

Administrator's Signature

Date



**OTSEGO COUNTY
BUDGET AMENDMENT**

pg 2 of 2

FUND/DEPARTMENT: 101E267

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
101E267-704800 - Sick pay buyout	\$	\$ 2,881 -
101 - 930983 - CVR Sites	\$	\$ 331 -
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$ 3,212 -

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department	
Entered:	
By:	

Board Approval Date (if necessary) _____ Budget Adjustment # _____ Posting Number _____

AGREEMENT FOR SNOW REMOVAL SERVICES

1. PARTIES. This agreement made this 19th day of December 2006, by and between the County of Otsego, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, hereafter COUNTY, and Adam Corbin, an individual, presently of Gaylord, Michigan, hereafter CONTRACTOR.
2. TERM. Unless earlier terminated as provided in this Agreement, the term of this Agreement will commence on January 1, 2007, and continue until December 31, 2007.
3. COMPENSATION. The CONTRACTOR shall submit monthly invoices for work performed to the COUNTY for payment subject to Otsego County's Purchasing Policy. The invoiced price shall be based on \$47.00 per hour for snowplowing and a flat rate of \$30.00, per instance, for snow blowing of sidewalks.

The total allowable yearly cost to provide snow removal services is \$10,000 without the prior written consent of the COUNTY.

4. Services to be Provided by CONTRACTOR. In consideration of the compensation to be paid by the COUNTY, CONTRACTOR shall perform the following services:
 - A. Snow Removal at 225 W. Main, Gaylord, MI. The CONTRACTOR will snowplow all parking areas and snow blow the sidewalks once per day, every Monday through Friday, when at least 2" of snow accumulation has occurred. These services will be completed by 6:00 a.m. Additionally, the CONTRACTOR will spread salt, supplied by the COUNTY, on the sidewalks and parking areas. The CONTRACTOR may be requested by the COUNTY to perform additional snow removal services, subject to the CONTRACTOR's availability.
 - B. Snow Removal at 214 S. Court Street and 215 S. Otsego Avenue. The CONTRACTOR will snowplow the parking lots located at 214 S. Court Street (a.k.a. Juror's parking lot) and 215 S. Otsego Avenue (First Congregational Church parking lot) once per day, every Monday through Friday, when at least 2" of snow accumulation has occurred. These services will be completed by 6:00 a.m. Additionally, the CONTRACTOR will spread salt, supplied by the COUNTY, on the parking areas.
5. Indemnification. CONTRACTOR shall indemnify, defend and hold harmless the County its boards, commissioners, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services by CONTRACTOR under this Agreement or that may be sustained in or upon the County owned or leased premises from any actions or omissions of CONTRACTOR. Such indemnification shall survive the

10. Notices. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

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

If to Adam Corbin Adam Corbin
 489 Pine Briar
 Gaylord, Michigan 49735

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

AGREED to this _____ of _____, 2006, at Gaylord, Michigan.

WITNESSES:

CONTRACTOR

By: Adam Corbin

COUNTY OF OTSEGO

by: John Burt
Its: County Administrator

2007 Otsego County Schedule of In-Range Salary Progression (Includes 2.0 % COLA as approved by the Board of Commissioners)

	Job Title	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5
Pay Grade 1	Vacant	9.21	9.63	10.06	10.52	10.99	11.49
Pay Grade 2	Janitor-Maint. Asst. Housing/Veteran's Clerk	9.96	10.41	10.88	11.37	11.89	12.42
Pay Grade 3	Maint. Tech. Comm. Center Monitor	10.78	11.27	11.78	12.32	12.88	13.46
Pay Grade 4	Asst. Emer. Mgt. Coord. Asst. Animal Control Officer	11.82	12.36	12.92	13.50	14.11	14.75
Pay Grade 5	County Park Manager Airport Maint. Worker Sr. Maint. Tech. Asst. to the Co. Administrator Office Manager-Transportation	12.90	13.48	14.10	14.73	15.40	16.10
Pay Grade 6	Officer Manager-Pros. Atty Accounting Clerk Zoning Ent. Officer/Admin. Asst.	14.02	14.65	15.32	16.01	16.74	17.50
Pay Grade 7	Electrical/Building Inspector Plumbing/Mech. Inspector	15.26	15.96	16.68	17.43	18.22	19.05
Pay Grade 8	Animal Control Director Admin.-Grants & Spec. Prog. Deputy Equalization Director Operations Mgr.-Transportation	31,749.55	33,188.61	34,691.87	36,263.45	37,905.44	39,623.00
Pay Grade 9	Building Official Parks & Recreation Director Buildings & Grounds Director	34,337.80	35,893.85	37,519.27	39,219.23	40,995.81	42,853.14
		17.84	18.64	19.49	20.37	21.29	22.26
		37,098.94	38,779.23	40,536.14	42,372.76	44,292.20	46,298.62

Pay Grade	Job Title	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5
Pay Grade 10	Asst. Prosecuting Attorney Airport Manager County Clerk/Reg. of Deeds County Treasurer 9-1-1 Director/Emer. Mgt. Coord.	39,687.19	41,485.51	43,364.58	45,328.54	47,382.58	49,528.75
Pay Grade 11	Transportation Manager	44,001.29	45,994.24	48,078.30	50,255.53	52,532.16	54,912.31
Pay Grade 12	Equalization Director Director of Land Use Services Human Resources Director Finance Director	48,746.07	50,954.36	53,263.08	55,675.33	58,198.35	60,834.23
Pay Grade 13	Chief Asst. Prosecuting Atty.	52,197.76	54,562.38	57,033.64	59,617.75	62,317.81	65,141.08
Pay Grade 14	Vacant	57,805.98	60,424.25	63,161.58	66,022.12	69,013.10	72,139.70
Pay Grade 15	Vacant	63,844.88	66,737.51	69,760.58	72,920.32	76,223.96	79,676.69
Pay Grade 16	Prosecuting Attorney County Administrator	70,229.58	73,411.05	76,736.44	80,212.97	83,845.84	87,644.36