

February 14, 2012

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 9:30 a.m. by Chairman Paul Beachnau. Invocation by Chairman Paul Beachnau, followed by the Pledge of Allegiance led by Commissioner Clark Bates.

Roll call:

Present: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton.

Excused: Bruce Brown.

Motion by Commissioner Clark Bates, to approve the regular minutes of January 24, 2012 with attachments were approved via unanimous consent.

Consent Agenda:

Motion to approve an increase in the Otsego County Road Commission Mileage reimbursement to \$0.50 per mile to equal the rate used by Otsego County. Ayes: Unanimous. Motion carried.

Motion to adopt, OCR 12-06 MERS Hybrid Program-Teamsters Clerical.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton.

Nays: None.

Excused: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion to approve Barry Owens to the Airport Advisory Committee with the term to expire December 31, 2014. Ayes: Unanimous. Motion carried.

Motion to adopt, OCR 12-07 FY2013 Intent to apply for financial assistance for fiscal year 2013.

Roll Call Vote:

Ayes: Clark Bates, Paul Beachnau, Paul Liss, Lee Olsen, Erma Backenstose, Richard Sumerix, Doug Johnson, Ken Borton.

Nays: None.

Excused: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion to reappoint Joseph Duff to the Commission on Aging with the term to expire December 31, 2014. Ayes: Unanimous. Motion carried.

Motion to reappoint Jim Mathis to the Commission on Aging with the term to expire December 31, 2014. Ayes: Unanimous. Motion carried.

Motion to reappoint Pat Slominski to the Commission on Aging with the term to expire December 31, 2014. Ayes: Unanimous. Motion carried.

Administrator's Report:

John Burt reported on the Alpine Center 4th floor bids; former Animal Control building; VFW request to sell bricks; Groen property.

Committee Reports:

Motion by Commissioner Paul Liss, to approve the updated Electronic Communications/Internet Policy. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, to approve the sale of the following buses:

Bus 11 (1HVBEABM8XH241049) - \$2,000 to the E-Free Church.

Bus 17 (1HVBEABM01H386500) - \$1,660 to Jim Swain.

Bus 18 (1HVBEABMX1H386505) - \$2,060 to Jim Swain.

Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, to approve the budget amendment for the Airport T-Hangar repair study. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Doug Johnson, to approve the Animal Control Call out response policy. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Lee Olsen, to approve the appointment of Chuck Fain to the Groen Visioning Committee as a representative of the Otsego County Conservation District. Ayes: Unanimous. Motion carried.

Mary Sanders reported the next MTA meeting was March 20th at Charlton Township; Thanked the Board for the resolutions for Bob Harden and Bob Diesing.

Roberta Tholl reported on the Road Commission.

Correspondence:

Chairman Paul Beachnau received a letter from Oakland County; Thank you letter from Huron Pines; NEMCOG; Letter from Carl Levin.

New Business:

Motion by Commissioner Erma Backenstose, to approve the January 31, 2012 Warrant in the amount of \$127,820.37 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Richard Sumerix, to approve the February 7, 2012 Warrant in the amount \$94,331.44 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Borton, to approve the February 14, 2012 Warrant in the amount \$216,086.18 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Clark Bates, to approve the Agreement cancelling lease for the former Animal Control building. Ayes: Unanimous. Motion carried. (see attached)

Board Remarks:

Commissioner Doug Johnson: Parks and Recreation meeting.

Commissioner Clark Bates: City County meeting.

Commissioner Richard Sumerix: Health Department meeting.

Commissioner Lee Olsen: Attended MNSAS meeting.
Huron Pine annual meeting.

Motion by Commissioner Lee Olsen, to have the Board send letters of Congratulations to the O.W.L.S and J&N Construction. Ayes: Unanimous. Motion carried.

Commissioner Ken Borton: PILT reimbursement.

Commissioner Erma Backenstose: Substance abuse.
Animal Control.
Dental Clinic.
M-TECH.
City Council meeting.

Commissioner Paul Liss: Thanked Joe Switalski for the work on the ice rink.

Chairman Paul Beachnau: Annual Chambers award banquet, February 23, 2012 at 6:00 p.m. and the Otsego Club.

Meeting adjourned at 10:16 a.m.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, Otsego County Clerk

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmi.com

WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

[s]hall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 480).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a) (Letter of Favorable Determination dated June 16, 2005; and letter dated July 8, 1997).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.
- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of January 1, 2012, (to be known as the ADOPTION DATE), the Otsego County 6902-1 hereby adopts Benefit Program H for

(MERS municipality/court)
Teamsters Clerical Local #214 Division - new hires, rehires and transferred employees hired on or after January 1, 2012
(specify division numbers)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. **ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.**

(A) HYBRID PLAN CONTRIBUTIONS

- The DB Component shall be exclusively funded by the employer, with no member contributions permitted.
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement ("Adoption Agreement," Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

- For the DB Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document, with the exception of the last sentence, which shall not apply.
- For the DC Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member's federal form W-2, wage and tax statement.

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):

Where a member has previously acquired in the employ of any participating municipality or participating court:

- (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
- (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
- (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC or Hybrid Program, such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
 - (1) The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed and shall be the one here specified (select only one of the following):
 - (a) 1.0 % times (x) years of service times (x) FAC
 - (b) 1.25% times (x) years of service times (x) FAC
 - (c) 1.5% times (x) years of service times (x) FAC
 - (2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).
 - (3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)).
 - (4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(i)); see II (E)(b)(i) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).
- For the DC Component (Plan Section 19B(12)):

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Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member's or beneficiary's accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:

- (1) Lump sum distribution to the vested former member or beneficiary.
- (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
- (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.
- (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 9. **STOP**

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

- II. **OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)**
(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

- (A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):**

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS; (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year) which shall be known as the "**CONVERSION DATE**."

The opportunity for current employees on the **Adoption Date** to participate in the Hybrid Program shall (select 1 of the following 2 choices):

- apply to all employees who separate from or terminate employment with this municipality **after the Adoption Date** and **before the Conversion Date**, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.
- not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

- (a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.**
- (b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph(F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this subparagraph:
 - (i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.**
 - (ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.**
 - (iii) In determining final average compensation there shall not be included any accrued annual leave.**
 - (iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.**
 - (v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.****

The transfer shall be made approximately 30 calendar days after the **Conversion Date**, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the **Conversion Date** to the actual transfer date.

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

- (1) The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).
- (2) The funded level for the member's specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):
 - Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).
 - If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

- (A) Effective on the Adoption Date, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

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Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _____, 20____, (insert month and year), which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

- apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.
- not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

- (a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.
- (b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.

MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on February 14, 2012

(Signature of authorized official)

Please send MERS fully executed copy of:

- MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
- MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
- Declaration of Trust and certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20_____

(Authorized MERS signatory)

OCR 12-07
INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2013
UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

Otsego County Board of Commissioners
February 14, 2012

WHEREAS, Pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for **OTSEGO COUNTY BUS SYSTEM (OTSEGO COUNTY)**, (hereby known as **THE APPLICANT**) established under Act 51, to provide a local transportation program for the state fiscal year of 2013 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, It is necessary for **THE APPLICANT** to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past State fiscal year; and (State Operating Assistance Program only)

WHEREAS, the performance indicators for this agency have been reviewed and approved by **THE APPLICANT**; and (State Operating Assistance Program only)

WHEREAS, **THE APPLICANT**, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$284,000.00, estimated state funds \$643,351.00, estimated local funds \$646,539.00, estimated farebox \$125,000.00, estimated other funds \$ 0.00 with total estimated expenses of \$1,775,252.00 , now, therefore, be it

RESOLVED, that **THE APPLICANT** hereby makes its intentions known to provide public transportation services and to apply for State financial assistance with this annual plan, in accordance with Act 51, and be it further

RESOLVED, that the Otsego County Board of Commissioners hereby appoints Theron D. Higgins as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation commission or department for its administration of Act 51 for FY2013.



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

Electronic Communications / Internet Policy

ELECTRONIC COMMUNICATIONS / INTERNET POLICY

The purpose of the electronic mail (e-mail)/internet system is to assist the County's day-to-day conduct of business activities. This document sets forth the policies regarding the use of the e-mail/internet system. The County reserves the right to change or amend these policies at any time with or without notice.

The e-mail/internet system is the property of the County. All data and other electronic messages within this system are the property of the County. E-mail messages either composed or received in this system may be considered County Records, depending on content, and therefore may be subject to Freedom of Information Act requests and other legal disclosure.

The County reserves the right to monitor all e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from the County's system can be intercepted on the system and on the internet; therefore, the user should not expect any degree of privacy regarding e-mail messages. E-mail messages deleted by the user may be retrievable from the hard drive, backup tapes or the receiving or sending e-mail systems.

Only the County employees who have an e-mail account and password are permitted to use the e-mail system. E-mail accounts will only be established once the employee has read the County's E-Mail/Internet Policy and has signed the County's Electronic Communications Policy Acknowledgment Form. Upon termination of employment, that user's e-mail account and privileges will be revoked.

Certain uses of the County's e-mail system are not allowed. Prohibited uses include, but are not limited to:

Using e-mail for any purpose which violates State and Federal laws.

Using e-mail in a way that violates copyright laws.

Using e-mail to circumvent the Open Meetings Act.

Misrepresenting one's identity to compose or intercept messages.

Revealing your e-mail access code or password to another employee.

Using e-mail for commercial purposes other than the business of the County.

Using e-mail for purposes of lobbying.

Creating offensive or malicious messages. These would include, but not be limited to messages that contain profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment.

Using e-mail for religious or political purposes.

Using the e-mail system for gambling, betting pools or investment clubs.

Chain letters.

Engaging in any e-mail activity that would create liability for the County.

Social Media

Access to social media networks/sites for personal accounts from within Otsego County's IT infrastructure, and during County employee work hours, is strictly prohibited. Such sites include, but are not limited to, Facebook, Myspace, Flickr, and Twitter. LinkedIn is not covered by this policy.

The County Administrator, or his designee, is responsible for approving and creating rules for any official social media accounts related to the County or its departments.

The County reserves the right to use any e-mail found in its system for its business activities and to disclose e-mail contents to appropriate personnel.



Animal Control
Emergency Call Out Policy

PURPOSE

The purpose of this policy is to set the procedures for when Animal Control Personnel will respond to off-hour emergency situations.

POLICY

The normal operating hours of the Otsego County Animal Control Department are Monday-Friday from 8:00 A.M. until 6:00 P.M. and Saturday from 9:00 A.M. until Noon. This policy covers hours outside of the normal hours listed above. An Animal Control Officer is on-call at all times and will respond outside of the normal hours of operation for emergency situations.

For the purpose of this policy, emergency situation shall be defined as the following:

- Livestock (e.g. cows, horses, pigs, etc.) running loose or injured by a vehicle
- Vicious stray canine
- Canine bite to human and they are requesting an Animal Control Officer
- Animals (e.g. dog, cat, livestock) needing immediate medical attention due to hit by vehicle, gun shot, exposure, or other similar circumstance
- Animals (e.g. dog, cat, livestock) needing to be removed/impounded/protected due to house/structure fire or car accident

The following is the call-out rotation for handling after-hour emergencies, unless otherwise instructed.

Name	Phone Number
Missy FitzGerald	Main (989) 370-0537 Alternate (989) 370-1613
John Platko	Main (989) 619-0118 Alternate (989) 370-3829
Holly Townsend	Main (989) 350-6221
Kris Foguth	Main (989) 619-2344 ** Text Only