



## Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

989-731-7520 • Fax 989-731-7529

### NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, December 13, 2016 beginning at 9:30 a.m., at the County Building at 225 W. Main Street, Room 100, Gaylord, Michigan 49735.

### AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Consent Agenda

- A. Regular Minutes of November 22, 2016 w/attachments - Motion to Approve
- B. Budget & Finance Committee Recommendation
  1. 2016 Budget Amendment Authority
- C. Building Authority Appointment (Allison) - Motion to Approve
- D. OCR 16-35 Recognition of Marilyn Cole - Motion to Adopt
- E. EMS Board Reappointment (Hanley) - Motion to Approve

Committee Reports

- A. Budget & Finance Committee
  1. OCR 16-36 Library Expansion Financing
  2. Bus Cash Advance
- B. Transportation & Airport Committee
  1. Bus Fee Increase

Administrator's Report

- A. Closed Session (motion to take effect after Commissioner Comments)

Special Presentations

- A. Health Department Update - Scott Kendzierski - Roll Call Vote
  1. OCR 16-37 District Sanitary Code Adoption

City Liaison, Township & Village Representatives

Correspondence

- A. October Financial Reports

New Business

- A. Financials
  1. November 29, 2016 Warrant
  2. December 6, 2016 Warrant
  3. December 13, 2016 Warrant
- B. OCR 16-33 Recognition of Robert Harkness
- C. OCR 16-34 Recognition of Erma Backenstose
- D. Other Business

Add: 

1. EMS Board Reappointment (Drummond)

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment



# December 13, 2016 Agenda

## **Agenda Questions**

Questions concerning anything on the Board of Commissioners agenda can be directed in advance by calling John Burt at 989-731-7520 or via email at [jburt@otsegocountymi.gov](mailto:jburt@otsegocountymi.gov), or during the Board meeting.

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Regular Minutes of November 22, 2016 w/ attachments	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The County Board places its minutes of the former meeting on the current Consent Agenda. If there is a correction needed, the minutes will be removed from the Consent Agenda for discussion at a later time during the meeting.

**RECOMMENDATION:**

Staff requests approval of the Regular Minutes of November 22, 2016 with attachments.

November 22, 2016

The regular meeting of the Otsego County Board of Commissioners was held at the County Building at 225 West Main Street, Room 100, Gaylord, Michigan. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Ken Glasser, followed by the Pledge of Allegiance led by Aaron Summers.

Roll Call:

Present: Julie Powers-Gehman, Paul Liss, Erma Backenstose, Ken Glasser, Ken Borton, Bruce Brown.

Excused: Paul Beachnau, Robert Harkness, Doug Johnson.

Consent Agenda:

Motion to approve the Regular minutes of November 8, 2016 with attachments. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Donna Stubenvoll to the Airport Advisory Committee with a term ending December 31, 2019. Ayes: Unanimous. Motion carried.

Motion to approve the appointment of Thomas Green to the Airport Advisory Committee with a term ending December 31, 2019. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Steve Riozzi to the Housing Committee with a term ending December 31, 2019. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of William Ahrenberg to the Veterans' Committee with a term ending December 31, 2020. Ayes: Unanimous. Motion carried.

Motion to approve the 2017 holiday schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the 2017 Board of Commissioners meeting schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion to adopt OCR 16-30 Mortgage Discharge for Lind and Rochelle Maves.

Roll Call Vote:

Ayes: Julie Powers-Gehman, Paul Liss, Erma Backenstose, Ken Glasser, Ken Borton, Bruce Brown.

Nays: None.

Excused: Paul Beachnau, Robert Harkness, Doug Johnson.

Motion carried/Resolution adopted. (see attached)

Motion to approve the FY 2016 Longevity Budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the FY 2016 Medical Examiner Budget amendment. Ayes: Unanimous.  
Motion carried. (see attached)

Motion to approve the FY 2016 Sheriff's Budget Amendment. Ayes: Unanimous. Motion  
carried. (see attached)

Motion to approve OCR 16-31 Recognition of Judge Janet M. Allen.

Roll Call Vote:

Ayes: Julie Powers-Gehman, Paul Liss, Erma Backenstose, Ken Glasser, Ken Borton,  
Bruce Brown.

Nays: None.

Excused: Paul Beachnau, Robert Harkness, Doug Johnson.

Motion carried/Resolution adopted. (see attached)

Motion to approve OCR 16-32 Recognition of Judge Patricia A. Morse.

Roll Call Vote:

Ayes: Julie Powers-Gehman, Paul Liss, Erma Backenstose, Ken Glasser, Ken Borton,  
Bruce Brown.

Nays: None.

Excused: Paul Beachnau, Robert Harkness, Doug Johnson.

Motion carried/Resolution adopted. (see attached)

Truth in taxation public hearing opened at 9:33 a.m.

Truth in taxation public hearing closed at 9:35 a.m.

Committee Reports:

Motion by Commissioner Julie Powers-Gehman, seconded by Commissioner Paul Liss, to adopt  
OCR 16-29 the 2017 Budget and General Appropriations Act.

Roll Call Vote:

Ayes: Julie Powers-Gehman, Paul Liss, Erma Backenstose, Ken Glasser, Ken Borton,  
Bruce Brown.

Nays: None.

Excused: Paul Beachnau, Robert Harkness, Doug Johnson.

Motion carried/Resolution adopted. (see attached)

Administrator's Report:

John Burt reported Union negotiations progress; work camp building fiber connection.

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers-Gehman, to  
approve the FY 2016 budget amendment for the installation of fiber at the Sheriff's work camp  
in the amount of \$6,900 with funds to come from the Delinquent Tax Fund as presented. Ayes:  
Unanimous. Motion carried. (see attached)

Department Head Report:

Bill Kerr presented the 2016 Apportionment Report.

Motion by Commissioner Erma Backenstose, seconded by Commissioner Ken Glasser, to approve the 2016 Apportionment report as presented. Ayes: Unanimous. Motion carried. (see attached)

City Liaison, Township and Village Representative: None.

Correspondence:

Chairman Ken Borton received a thank you letter from Tom and Sandy Allison for support of the Library expansion.

New Business:

Motion by Commissioner Paul Liss, seconded by Commissioner Julie Powers-Gehman, to approve the November 15, 2016 Warrant in the amount of \$85,771.78 Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers-Gehman, seconded by Commissioner Paul Liss to approve the November 22, 2016 Warrant in the total amount of \$323,647.74. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to approve the FY 2016 General Fund Budget Amendment in the amount of \$11,452 for the purchase of firearms for the Sheriff's Office. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Bruce Brown, seconded by Commissioner Ken Glasser, to approve a short-term loan in the amount of \$90,000 to the Otsego County Emergency Medical Services with funds to be paid back from their December 2016 tax collection. Ayes: Unanimous. Motion carried.

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Julie Powers-Gehman had no report.

Commissioner Erma Backenstose announced there is a retirement party today for Lorraine Markovich at the Otsego Lake Township Hall from 11:00 a.m.-3:00 p.m.

Commissioner Paul Liss reported on the Bay Mills Casino, still working on opening, no firm date yet.

Commissioner Bruce Brown had no report.

Commissioner Ken Glasser attended the Conservation District Meeting, have a new District officer; reported on the Housing Commission, applied for a MSHDA grant.

Commissioner Ken Borton reported on the new Commissioner Workshop scheduled for December 7, 2016; Evelyn Kolbe, Oceana County Commissioner passed away, funeral services are today.

Meeting adjourned at 10:00 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyter, Otsego County Clerk



## 2017 Holiday Schedule

Monday, January 2 <sup>nd</sup> (observed)	New Year's Day
Monday, February 20 <sup>th</sup>	Presidents' Day
Friday, April 14 <sup>th</sup>	Good Friday
Monday, May 29 <sup>th</sup>	Memorial Day
Tuesday, July 4 <sup>th</sup>	Independence Day
Monday, September 4 <sup>th</sup>	Labor Day
Friday, November 10 <sup>th</sup> (observed)	Veterans' Day
Thursday, November 23 <sup>rd</sup>	Thanksgiving Day
Friday, November 24 <sup>th</sup>	Friday after Thanksgiving
Monday, December 25 <sup>th</sup>	Christmas Day
Tuesday, December 26 <sup>th</sup> (observed)	Christmas Eve
Monday, January 1 <sup>st</sup> (2018)	New Year's Day
Tuesday, January 2 <sup>nd</sup> (2018) (observed)	New Year's Eve



**2017  
BOARD OF COMMISSIONERS  
MEETING SCHEDULE**

**Second and fourth Tuesdays of each month  
\*(unless noted), beginning at 9:30 a.m., in Room #100,  
Otsego County Building, 225 West Main Street**

- January 3\*** *(Organizational Meeting)*
- January 10**
- January 24**
- February 14**
- February 28**
- March 14**
- March 30\*** *(4<sup>th</sup> Thursday due to MAC Legislative Conference)*
- April 11**
- April 25**
- May 9**
- May 23**
- June 13**
- June 27**
- July 11**
- July 25**
- August 8**
- August 22**
- September 12**
- September 28\*** *(4<sup>th</sup> Thursday due to MAC Annual Meeting)*
- October 10**
- October 24**
- November 14**
- November 28**
- December 12\*** *(one meeting held this month)*

**RESOLUTION NO. OCR 16-30**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
November 22, 2016

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 964 North Summitview Drive, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1114, Pages 75-88 in the name of Lind D. Maves and Rochelle M. Maves, husband and wife, and

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

**RESOLVED**, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Lind D. Maves and Rochelle M. Maves, husband and wife, and be it further

**RESOLVED**, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.



OTSEGO COUNTY  
BUDGET AMENDMENT

Page 1 of 7

FUND/DEPARTMENT: General, Spec Rev, Enterprise

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)

DESCRIPTION 2016 Longevity

REVENUE

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
	\$	\$
101-215-703.050 Clerk Dept Longevity	\$ 900	\$
101-253-703.050 Treasurer Dept Longevity	\$ 300	\$
101-257-703.050 Equaliz Dept Longevity	\$ 375	\$
101-261-703.050 MSU Ext Longevity	\$ 80	\$
101-267-703.050 Pros Atty Dept Longevity	\$ 650	\$
<b>Total</b>	\$	\$

Rachel Frisch 10/13/16  
Department Head Signature Date

<b>Finance Department</b>
Entered:
By:

\_\_\_\_\_  
Administrator's Signature Date

11-22-2016 \_\_\_\_\_  
Board Approval Date (if necessary) Budget Adjustment # Posting Number



**OTSEGO COUNTY  
BUDGET AMENDMENT**

Page 2 of 7

**FUND/DEPARTMENT:** General, Spec Rev, Enterprise

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)

**DESCRIPTION** 2016 Longevity

**REVENUE**

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
	\$	\$
101-268-703.050 Child Support Dept Longevity	\$ 150	\$
101-301-703.050 Sheriff Dept Longevity	\$ 1,125	\$
101-351-703.050 Jail Dept Longevity	\$ 1,825	\$
101-682-703.050 Vet Affairs Dept Longevity	\$ 153	\$
101-721-703.050 Zoning Dept Longevity	\$ 120	\$
<b>Total</b>	\$	\$

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Finance Department</b>
Entered:
By:

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



**OTSEGO COUNTY  
BUDGET AMENDMENT**

Page 3 of 7

**FUND/DEPARTMENT:** General, Spec Rev, Enterprise

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)

**DESCRIPTION** 2016 Longevity

**REVENUE**

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
	\$	\$
101-131-703.050 Circuit Court Longevity	\$ 1,670	\$
101-133-703.050 Drug Court Longevity	\$ 150	\$
101-148-703.050 Probate Court Longevity	\$ 200	\$
101-136-703.050 District Court Longevity	\$ 250	\$
(General Fund Total = 7,948)	\$	\$
<b>Total</b>	\$	\$

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

<b>Finance Department</b>
Entered:
By:

\_\_\_\_\_  
Board Approval Date (if necessary)

\_\_\_\_\_  
Budget Adjustment #

\_\_\_\_\_  
Posting Number



**OTSEGO COUNTY  
BUDGET AMENDMENT**

Page 4 of 7

**FUND/DEPARTMENT:** General, Spec Rev, Enterprise

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)

**DESCRIPTION** 2016 Longevity

**REVENUE**

Account Number	Decrease	Increase
205-050-699.030 Transfer In	\$	\$ 175
208-050-699.030 Transfer In	\$	\$ 350
212-050-699.030 Transfer In	\$	\$ 525
215-050-699.030 Transfer In	\$	\$ 700
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
	\$	\$
205-301-703.050 Work Camp Longevity	\$ 175	\$
208-751-703.050 Parks and Rec Longevity	\$ 175	\$
208-752-703.050 Community Ctr Longevity	\$ 175	\$
212-430-703.050 Animal Control Longevity	\$ 525	\$
215-141-703.050 FOC Longevity	\$ 700	\$
<b>Total</b>	\$	\$

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Finance Department</b>
Entered:
By:

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





**OTSEGO COUNTY  
BUDGET AMENDMENT**

*Page 6 of 7*

**FUND/DEPARTMENT:** General, Spec Rev, Enterprise

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)

**DESCRIPTION** 2016 Longevity

**REVENUE**

Account Number	Decrease	Increase
617-050-699.030 Transfer In	\$	\$ 125
588-050-699.030 Transfer In	\$	\$ 3,025
	\$	\$
645-050-699.030 Transfer In	\$	\$ 870
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
	\$	\$
588-696-703.050 Bus Dispatch Longevity	\$ 775	\$
588-697-703.050 Bus Admin Longevity	\$ 575	\$
588-698-703.050 Bus Mechanics Longevity	\$ 350	\$
588-699-703.050 Bus Drivers Longevity	\$ 1,325	\$
	\$	\$
<b>Total</b>	\$	\$

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

<b>Finance Department</b>
Entered:
By:

\_\_\_\_\_  
Board Approval Date (if necessary)

\_\_\_\_\_  
Budget Adjustment #

\_\_\_\_\_  
Posting Number



**OTSEGO COUNTY  
BUDGET AMENDMENT**

Page 7 of 7

**FUND/DEPARTMENT:** General, Spec Rev, Enterprise

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)

**DESCRIPTION** 2016 Longevity

**REVENUE**

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
645-172-703.050 Admin Longevity	\$ 375	\$
645-201-703.050 Finance Longevity	\$ 295	\$
645-202-703.050 Grant Admin Longevity	\$ 25	\$
645-270-703.050 Human Resources Longevity	\$ 175	\$
101-969-999.000 Transfer Out	\$ 14,240	\$
101-941-999.010 Contingency	\$	\$ 14,240
<b>Total</b>	\$	\$

Department Head Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Finance Department</b>
Entered: _____
By: _____

Board Approval Date (if necessary) \_\_\_\_\_

Budget Adjustment # \_\_\_\_\_

Posting Number \_\_\_\_\_



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** General Fund-Medical Examiner

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)

**DESCRIPTION** To adjust the budget for increased autopsy expenses in 2016

**REVENUE**

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
101-851-930.100 Insurance and Bonds	\$	\$ 15,000
101-648-930.920 Autopsies	\$ 15,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 15,000	\$ 15,000

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Finance Department</b>
Entered:
By:

11/22/16

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



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT: General Fund - Sheriff/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)

**DESCRIPTION** Purchase 10 new bulletproof vests, funded by savings in retiree healthcare insurance

**REVENUE**

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
101-301-726.046 Uniform Supplies - Sheriff	\$ 4,353	\$
101-351-726.046 Uniform Supplies - Jail	\$ 2,911	\$
101-853-704.110 Insurance	\$	\$ 7,264
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 7,264	\$ 7,264

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

11/22/16

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

<b>Finance Department</b>
Entered:
By:

**OCR 16-31**  
**Recognition of the Honorable Janet M. Allen**  
Otsego County Board of Commissioners  
November 22, 2016

**WHEREAS**, Judge Janet M. Allen has chosen December 31, 2016 as her last day serving Otsego County as 46<sup>th</sup> Circuit Court Chief Judge; and

**WHEREAS**, Judge Allen is a 1973 graduate of the University of Michigan – B.A., Cum Laude and subsequently graduated in 1979 from the Detroit College of Law, J.D., Cum Laude; and

**WHEREAS**, in 1979 she was admitted to the Michigan Courts, the U.S. District Court Eastern District of Michigan in 1980; the U.S. District Court Western District of Michigan in 1981 and the Sixth Circuit Court of Appeals in 1987; and

**WHEREAS**, Judge Allen has held several positions during her career including being appointed to the 46<sup>th</sup> Circuit Trial Court in 2005 and elected in 2006; and

**WHEREAS**, Judge Allen served as the 46<sup>th</sup> Circuit Court as Chief Judge from 2005 through 2016; and

**WHEREAS**, Judge Allen has been professionally affiliated with a variety of Michigan Supreme Court Committees and legal organizations; and

**WHEREAS**, Judge Allen has volunteered her time to work with a variety of worthy causes including the Women's Resource Center of Northern MI, R.S.V.P. Legal Services Program for Senior Citizens, Big Brother/Big Sister Program, People's Law School Program, Otsego County Friendship Shelter, American Association of University Women, Gaylord Area Council for the Arts, Mentor to Teen Program, Gaylord Area Rotary Club, Gaylord Area Chamber of Commerce, St. Mary Cathedral of Gaylord-member for 28 years, in 2008 she was honored as the Woman of Distinction by the Mitten Bay Girl Scout Council; and now, therefore, be it

**RESOLVED**, that Janet be remembered by Otsego County colleagues and the public for the giving of her time and talents to make Otsego County a better place to live and work; and be it further

**RESOLVED**, that the Otsego County Board of Commissioners commend and honor Judge Janet M. Allen for her outstanding service to our community, and wish her the best in her retirement and traveling with her husband, James and all her future endeavors.

**OCR 16-32**  
**Recognition of the Honorable Patricia A. Morse**  
Otsego County Board of Commissioners  
November 22, 2016

**WHEREAS**, Judge Patricia A. Morse has chosen December 31, 2016 as her last day serving Otsego County as 87<sup>th</sup> District Court Judge; and

**WHEREAS**, Patricia married Navy Yeoman Arnie Morse in 1968, they were stationed in Jacksonville, Florida where she received a teaching degree in 1970. After several years of teaching, they returned to Michigan, had two children and Patricia began studying law. She started Wayne State Law School on the same day her youngest child started kindergarten. She graduated in 1982, and practiced criminal and family law in Northern Michigan until her election to the district bench in 1990; and

**WHEREAS**, Judge Morse began a highly successful drug court in 2008, which is an effort to rehabilitate defendants addicted to alcohol or drugs; and

**WHEREAS**, Judge Morse is a member of several organizations including the American Association of University Women; Rotary International, The Quilt Guild, League of Women Voters, and Zonta; and

**WHEREAS**, in 2007 Judge Morse was the recipient of the American Association of University Women's "Women Making History" award; and

**WHEREAS**, Judge Morse has a daughter in New Mexico and a son in Connecticut, plus five grandsons that she enjoys spending time with. She loves visiting and hosting family functions, spending time at their log cabin in Mackinaw and quilting; and now, therefore, be it

**RESOLVED**, that Patricia is remembered by Otsego County colleagues and the public for the giving of her time and talents to make Otsego County a better place to live and work; and be it further

**RESOLVED**, that the Otsego County Board of Commissioners commend and honor Judge Patricia A. Morse for her outstanding service to our community, and wish her the best in retirement by spending time with her husband, Arnie and their family.



MEMO

NOVEMBER 22, 2016

TO: READERS OF THIS REPORT

FROM: EQUALIZATION DEPARTMENT

SUBJECT: OVERVIEW OF THIS REPORT

Below you will find an overview of the 2016 taxable values for Otsego County:

\*\*\*\*\*

2016 Taxable Value 1,152,385,044

Total dollars to be collected from millage in 2016 \$ 40,423,815

Total dollars to be collected for County allocated millage in 2016 \$ 4,667,389

\*\*\*\*\*

2015 Taxable Value 1,137,047,405

Total dollars to be collected from millage in 2015 \$ 36,048,329

Total dollars to be collected for County allocated millage in 2015 \$4,605,269

\*\*\*\*\*

County Millage:

	TOTAL	SUMMER	WINTER
Allocated	4.0502	4.0502	.0000
Animal Control	.3000	0.0000	.3000
County Ambulance	.4000	0.0000	.4000
Commission on Aging	1.0000	0.0000	1.0000
County Bus	.2500	0.0000	.2500
County Park/Rec	.1875	0.0000	.1875
County Roads	1.0000	0.0000	1.0000
Library	.7750	0.0000	.7750
Recycling	.2500	0.0000	.2500
Sportsplex Operating	.2500	0.0000	.2500
Sportsplex Maintenance	.1875	0.0000	.1875
M-TEC	.6464	0.0000	.6464
UNIV. CENTER			
OF GAYLORD	<u>.5569</u>	<u>0.0000</u>	<u>.5569</u>
Total County Mills	9.8535	4.0502	5.8033

All totals are rounded to the nearest dollar.

HOMESTEAD SUMMARY FOR OTSEGO COUNTY  
BY TOWNSHIP AND SCHOOL DISTRICT  
IN TAXABLE VALUE BY CLASS  
FOR 2016

15-Nov-16  
09:48 AM  
Page 1 of 3

COUNTY TOTALS

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL CT.	678	50	0	8,888		0	9,616
HOMESTEAD VALUE	27,778,953	724,486	53,224	450,058,127	0	34,893,589	513,508,379
NON-HOMESTEAD VALUE	2,187,780	146,004,003	16,612,783	326,309,103	0	147,762,996	638,876,665
TOTAL VALUE	29,966,733	146,728,489	16,666,007	776,367,230	0	182,656,585	1,152,385,044

GAYLORD SCHOOLS

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL CT.	323	36	0	7,330		927	8,616
HOMESTEAD VALUE	15,098,707	667,207	53,224	367,756,042		49,604,899	433,190,079
NON-HOMESTEAD VALUE	1,695,322	141,119,933	13,084,656	234,597,844	0	101,322,868	491,820,623
TOTAL VALUE	16,794,029	141,787,140	13,137,880	603,420,972	0	132,802,807	907,942,828

JOHANNESBURG SCHOOLS

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL CT.	238	0	0	1,168		34	1,440
HOMESTEAD VALUE	11,001,938	0	0	49,954,173		2,427,300	63,383,411
NON-HOMESTEAD VALUE	310,588	1,617,454	1,959,600	61,283,247		37,901,128	103,072,017
TOTAL VALUE	11,312,526	1,617,454	1,959,600	111,237,420		40,328,428	166,455,428

VANDERBILT SCHOOLS

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL CT.	40	3	0	730		85	858
HOMESTEAD VALUE	1,678,308	57,279	0	28,841,539		981,850	31,558,976
NON-HOMESTEAD VALUE	181,870	2,690,370	1,568,527	25,077,617		7,912,950	37,431,334
TOTAL VALUE	1,860,178	2,747,649	1,568,527	53,919,156		8,894,800	68,990,310

CRAWFORD - AUSABLE

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL CT.	0	0	0	63		3	66
HOMESTEAD VALUE	0	0	0	2,753,978		4,500	2,758,478
NON-HOMESTEAD VALUE	0	576,246	0	5,035,704		626,050	6,238,000
TOTAL VALUE	0	576,246	0	7,789,682		630,550	8,996,478

TOTAL

1,152,385,044

HOMESTEAD SUMMARY FOR OTSEGO COUNTY  
BY TOWNSHIP AND SCHOOL DISTRICT  
IN TAXABLE VALUE BY CLASS  
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**BAGLEY TOWNSHIP**

**69020 GAYLORD SCHOOLS**

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	13	3	0	2,047		141	2,050
HOMESTEAD VALUE	795,754	130,347	0	102,275,667		5,573,800	108,775,568
NON-HOMESTEAD VALUE	0	17,691,960	2,768,416	70,109,665	0	11,026,550	101,596,591
TOTAL VALUE	795,754	17,822,307	2,768,416	172,385,332	0	16,600,350	210,372,159

**CHARLTON TOWNSHIP**

**69030 JOHANNESBURG - LEWISTON**

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	163	0	0	728		26	874
HOMESTEAD VALUE	7,336,089	0	0	30,465,008		2,373,300	40,174,397
NON-HOMESTEAD VALUE	111,862	1,046,461	1,818,777	44,221,432		22,421,428	69,619,960
TOTAL VALUE	7,447,951	1,046,461	1,818,777	74,686,440		24,794,728	109,794,357

**CHESTER TOWNSHIP**

**69020 GAYLORD SCHOOLS**

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	77	0	0	322		12	411
HOMESTEAD VALUE	3,345,702			16,634,252		3,867,900	23,847,854
NON-HOMESTEAD VALUE	160,691	562,631	1,267,996	16,389,494		11,314,700	29,695,512
TOTAL VALUE	3,506,393	562,631	1,267,996	33,023,746		15,182,600	53,543,366

**69030 JOHANNESBURG - LEWISTON**

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	14	0		303		2	319
HOMESTEAD VALUE	818,107	0		11,935,900		54,000	12,808,007
NON-HOMESTEAD VALUE	9,627	54,832	48,699	11,001,212		12,272,900	23,387,270
TOTAL VALUE	827,734	54,832	48,699	22,937,112		12,326,900	36,195,277

**CORWITH TOWNSHIP**

**69040 VANDERBILT SCHOOLS**

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	16	3	0	706		83	808
HOMESTEAD VALUE	729,192	57,279	0	27,464,342		978,350	29,229,163
NON-HOMESTEAD VALUE	13,237	2,563,081	1,568,527	22,855,708		7,688,750	34,689,303
TOTAL VALUE	742,429	2,620,360	1,568,527	50,320,050		8,667,100	63,918,466

**DOVER TOWNSHIP**

**69020 GAYLORD SCHOOLS**

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	12	0	0	97		6	115
HOMESTEAD VALUE	528,399	0		5,779,264		1,556,100	7,863,763
NON-HOMESTEAD VALUE	6,872	582,613	12,736	2,657,534		1,006,350	4,266,105
TOTAL VALUE	535,271	582,613	12,736	8,436,798		2,562,450	12,129,868

**69030 JOHANNESBURG - LEWISTON**

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	61	0	0	137		6	204
HOMESTEAD VALUE	2,847,742	0		7,553,265		0	10,401,007
NON-HOMESTEAD VALUE	189,099	516,161	92,124	6,060,603		3,206,800	10,064,787
TOTAL VALUE	3,036,841	516,161	92,124	13,613,868		3,206,800	20,465,794

**69040 VANDERBILT**

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	3	0		4		0	7
HOMESTEAD VALUE	506,986			218,777		0	725,763
NON-HOMESTEAD VALUE	69,351	23,407	0	1,054,687		158,950	1,306,395
TOTAL VALUE	576,337	23,407	0	1,273,464		158,950	2,032,158

HOMESTEAD SUMMARY FOR OTSEGO COUNTY  
 BY TOWNSHIP AND SCHOOL DISTRICT  
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ELMIRA TOWNSHIP

		69020 GAYLORD SCHOOLS					TOTAL
CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	VALUE
HOMESTEAD PARCEL COUNT	63	0	0	701		42	806
HOMESTEAD VALUE	3,574,610	0	0	41,576,159		1,171,600	46,322,369
NON-HOMESTEAD VALUE	276,483	4,483,164	0	13,930,070		25,411,718	44,101,435
TOTAL VALUE	3,851,093	4,483,164		55,506,229		26,583,318	90,423,804

HAYES TOWNSHIP

		69020 GAYLORD SCHOOLS					TOTAL
CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	VALUE
HOMESTEAD PARCEL COUNT	18	0	0	1,219		19	1,256
HOMESTEAD VALUE	1,047,820		53,224	51,222,134		345,100	52,668,278
NON-HOMESTEAD VALUE	972,187	1,405,827	577,032	43,779,949		15,519,600	62,254,595
TOTAL VALUE	2,020,007	1,405,827	630,256	95,002,083		15,864,700	114,922,873

LIVINGSTON TOWNSHIP

		69020 GAYLORD SCHOOLS					TOTAL
CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	VALUE
HOMESTEAD PARCEL COUNT	130	1		924		75	1,130
HOMESTEAD VALUE	5,738,363	67,718	0	55,064,712	0	2,287,689	63,158,482
NON-HOMESTEAD VALUE	279,089	21,669,877	376,225	11,660,545	0	21,488,500	55,474,236
TOTAL VALUE	6,017,452	21,737,595	376,225	66,725,257	0	23,776,189	118,632,718

69040 VANDERBILT

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	21	0		20		2	43
HOMESTEAD VALUE	442,130			1,158,420		3,500	1,604,050
NON-HOMESTEAD VALUE	99,282	103,882	0	1,167,222		65,250	1,435,636
TOTAL VALUE	541,412	103,882	0	2,325,642		68,750	3,039,686

OTSEGO LAKE TOWNSHIP

		69020 GAYLORD SCHOOLS					TOTAL
CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	VALUE
HOMESTEAD PARCEL COUNT	1	1		1,330		83	1,415
HOMESTEAD VALUE	68,059	54,906		66,216,472		1,294,950	67,634,387
NON-HOMESTEAD VALUE	0	4,218,499	0	65,652,906		5,781,050	75,652,455
TOTAL VALUE	68,059	4,273,405	0	131,869,378		7,076,000	143,286,842

69021 GAYLORD (NO DEBT) CRAWFORD - AUSABLE (NO DEBT)

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	0	0	0	10		1	11
HOMESTEAD VALUE	0	0	0	742,395		0	742,395
NON-HOMESTEAD VALUE	0	0	0	314,691		0	314,691
TOTAL VALUE	0	0	0	1,057,086		0	1,057,086

20015 CRAWFORD - AUSABLE

CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	TOTAL VALUE
HOMESTEAD PARCEL COUNT	0	0		63		2	65
HOMESTEAD VALUE	0	0		2,753,978		4,500	2,758,478
NON-HOMESTEAD VALUE	0	576,246	0	5,035,704		626,050	6,238,000
TOTAL VALUE	0	576,246	0	7,789,682		630,550	8,996,478

CITY OF GAYLORD

		69020 GAYLORD SCHOOLS					TOTAL
CLASS	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	DEVEL	PERSONAL	VALUE
HOMESTEAD PARCEL COUNT	0	13	0	752		548	1,313
HOMESTEAD VALUE	0	414,236	0	28,997,382		15,382,800	44,794,418
NON-HOMESTEAD VALUE	0	90,505,362	8,082,251	10,417,681		9,774,400	118,779,694
TOTAL VALUE	0	90,919,598	8,082,251	39,415,063		25,157,200	163,574,112

# TOTAL MILLAGE REPORT 2016

## SCHOOL - TOWNSHIP - COUNTY

TOWNSHIP SCHOOL	BAGLEY GAYLORD	CHARLTON JOBURG	CHESTER GAYLORD	CHESTER JOBURG	CORWITH VANDY	DOVER GAYLORD	DOVER JOBURG	DOVER VANDY	ELMIRA GAYLORD	HAYES GAYLORD	LIVINGSTON GAYLORD	LIVINGSTON VANDY	OTS LK GAYLORD	OTS LK CRAWF	GAYL GAYL	VILLG VAND
STATE EDUCATION TAX SCHOOL	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	6.0000	0.0000
OPERATING	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	0.0000
EXTRA VOTED	1.1378	2.3000	1.1378	2.3000	0.7500	1.1378	2.3000	0.7500	1.1378	1.1378	1.1378	1.1378	0.7500	1.1378	0.0000	0.0000
DEBT	3.1800	0.0000	3.1800	0.0000	3.0000	3.1800	0.0000	3.0000	3.1800	3.1800	3.1800	3.0000	3.1800	3.9000	3.1800	0.0000
INTERMEDIATE COLLEGE	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	1.7473	0.8859 2.2293	1.7473	0.0000
TOWNSHIPS/CITY/VILLAGE																
ALLOCATED	0.0000	0.9542	0.9000	0.9000	0.9509	0.9200	0.9200	0.9200	0.8824	0.8708	0.9000	0.9000	0.8207	0.8207	11.5869	9.0000
VOTED DEBT															4.1000	
STREETS															4.1513	0.9059
DDA															1.8582	
FIRE	0.8000	0.6000	0.0000	0.0000	1.2500	0.0000	0.0000	0.0000	1.0000	0.8000	0.8000	0.8000	0.0000	0.0000	1.2500	
SOLID WASTE															0.6000	
COUNTY																
ALLOCATED	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	4.0502	0.0000
ANIMAL CONTROL	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.3000	0.0000
COMMISSION ON AGING	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000
COUNTY AMB	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.4000	0.0000
COUNTY AMB.BLDG	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
COUNTY BUS	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.0000
CNTY PARK/RECREATION	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.0000
COUNTY ROAD COMM	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	0.0000
LIBRARY	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.7750	0.0000
RECYCLING	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.0000
SPORTSPLEX EXVOTED	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.1875	0.0000
SPORTSPLEX OPER.	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.0000
COMMUNITY CENTER	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
M-TEC	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.6464	0.0000
UNIV CENTER OF GAYLORD	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.5569	0.0000
TOTALS	40.7186	39.4550	40.8186	38.8008	41.5517	40.8386	38.8208	40.2708	41.8010	41.5894	41.6186	41.0508	40.7393	41.6894	61.6068	9.9059
NON-HOMESTEAD	40.7186	39.4550	40.8186	38.8008	41.5517	40.8386	38.8208	40.2708	41.8010	41.5894	41.6186	41.0508	40.7393	41.6894	61.6068	9.9059
HOMESTEAD	22.7186	19.1550	22.8186	18.5008	23.5517	22.8386	18.5208	22.2708	23.8010	23.5894	23.6186	23.0508	22.7393	23.6894	43.6068	9.9059



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** General Fund-Sheriff

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)

**DESCRIPTION** New sidearms for Sheriff Department, partially funded by sale of current sidearms

**REVENUE**

Account Number	Decrease	Increase
101-301-673.000 Sale of Equipment	\$	\$ 7,425
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
101-941-999.000 Contingency	\$	\$ 4,027
101-301-726.000 Supplies	\$ 11,452	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 11,452	\$ 11,452

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

11/22/16

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

<b>Finance Department</b>
Entered:
By:

# OTSEGO COUNTY Board of Commissioners



## EXECUTIVE SUMMARY

AGENDA ITEM:  2016 Budget Amendment Authority	AGENDA DATE:  December 13, 2016
AGENDA PLACEMENT:  Consent Agenda, B. Budget & Finance Committee Recommendation, 1.	ACTION REQUESTED:  Motion to Approve
STAFF CONTACT(S):  John Burt, County Administrator	ATTORNEY REVIEW:  NO

### **BACKGROUND/DISCUSSION:**

The last meeting of the Board of Commissioners is on December 13, 2016. There are many budget amendments that must typically be made prior to the end of the year. To allow for this the County annually authorizes the County Administrator to approve budget amendments up to \$10,000 per line item, with subsequent approval by the Commissioners at their next regular meeting. The motion below was recommended by the Budget & Finance Committee at their December 5, 2016 meeting.

### **MOTION:**

Move to grant authority to the County Administrator to amend all budgets up to \$10,000 per line item, with subsequent approval by the Otsego County Board of Commissioners at their January 10, 2017 regular board meeting.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Building Authority Appointment (Allison)	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, C.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  NO

**BACKGROUND/DISCUSSION:**

There is currently a vacancy on the Otsego County Building Authority. Tom Allison has expressed a desire to be appointed to the Authority.

**RECOMMENDATION:**

Staff requests the appointment of Tom Allison to the Otsego County Building Authority with a term ending December 31, 2019.



**APPLICATION FOR APPOINTMENT TO  
COMMITTEES, BOARDS AND COMMISSIONS**

The information provided on this form is for the use of the Otsego County Board of Commissioners in its deliberation to fill vacancies on committees, boards and commissions. Applications may be submitted at any time and will be kept on file for a period of one (1) year. You must indicate what board or committee you are applying for and a separate application is required for each. Applicants may be asked to attend a designated meeting of the County Board of Commissioners for application review and appointment consideration.

To which committee(s), board(s) or commission(s) are you seeking appointment?

Building Authority

*PLEASE indicate what board or committee you are applying for in the space provided above.*

**Please print or type.**

**Name:** Thomas M. Allison

**Address:** 6336 Foothills Tr. **Zip Code** 49735

**Telephone:** 9899398745 **Other:** \_\_\_\_\_

**Email address:** tsajs2089@gmail.com

**Date available for appointment** Immediately

**County Commission District** \_\_\_\_\_

Are you a registered voter in Otsego County?  Yes  No

If yes, which township, city or village? Otsego Lake Township

Please complete the following. You may use additional sheets as needed.

**Community Service**

List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county.

- RSVP Tool Time \_\_\_\_\_
- Tovs for Tots \_\_\_\_\_
- Piaeon River Lodge Restoration \_\_\_\_\_
- Past Gavlord Rotary Secretary/Treasurer \_\_\_\_\_
- Past Otsego County Habitat for Humanity Mortgage Originator \_\_\_\_\_
- Past Lions and Rotary Treasurer in Detroit area \_\_\_\_\_
- \_\_\_\_\_

**Employment and Education**

List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained.

- Wayne State University Bachelor of Science in Finance \_\_\_\_\_
- First National Bank of Gaylord Vice President Commercial Lending Officer \_\_\_\_\_
- Kenneth Arndt and Associates Real Estate Appraiser in Land and Commercial Properties \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Have you ever worked for Otsego County?      \_\_\_ Yes       No

If yes, please list dates and name(s) of departments.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Personal**

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest?      \_\_\_ Yes       No

If yes, please indicate potential conflicts.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment and will you have such time?

Yes     No

Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek.

My experience in real estate appraisal has included commercial and industrial real estate appraisal which includes construction finance inspections.

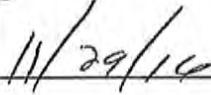
My banking experience has included mortgage lending for both commercial and residential properties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the preceding information is correct and to the best of my knowledge.



Signature



Date

**Mail or return your completed application to:**

**Otsego County  
Attn: County Administration  
225 West Main Street, Room 203  
County/City Building  
Gaylord, MI 49735**

**You may email your completed application to:**

**[spremo@otsegocountymi.gov](mailto:spremo@otsegocountymi.gov)**

Thank you very much for giving us the opportunity to consider you for appointment.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-35 Recognition of Marilyn Cole	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, D.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  NO

**BACKGROUND/DISCUSSION:**

After serving as the Corwith Township Treasurer since 1990, Marilyn Cole chose not to run for another term. Resolution 16-35 is to honor Ms. Cole.

**RECOMMENDATION:**

Staff requests adoption of the resolution honoring Marilyn Cole.

**OCR 16-35**  
**Recognition and Appreciation of Marilyn Cole**  
Otsego County Board of Commissioners  
December 13, 2016

**WHEREAS,** Marilyn Cole has faithfully served Corwith Township as their Treasurer since 1990;  
and

**WHEREAS,** Marilyn Cole will be greatly missed by her fellow township officials and colleagues;  
now, therefore, be it

**RESOLVED,** that Marilyn Cole is highly regarded by her fellow township officers and the  
public by the giving of her time and dedication to make Corwith Township and Otsego  
County a better place to live and work; and be it further

**RESOLVED,** that the Otsego County Board of Commissioners commend and honor Marilyn for  
her outstanding service to our community, and wish her the best in her future  
endeavors.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

AGENDA ITEM:  EMS Board Reappointment (Hanley)	AGENDA DATE:  December 13, 2016
AGENDA PLACEMENT:  Consent Agenda, E.	ACTION REQUESTED:  Motion to Approve
STAFF CONTACT(S):  John Burt, County Administrator	ATTORNEY REVIEW:  NO

**BACKGROUND/DISCUSSION:**

The term for Shanna Hanley on the EMS Board is ending on December 31, 2016. Ms. Hanley has expressed an interest to continue serving on the Board.

**RECOMMENDATION:**

Staff requests the reappointment of Shanna Hanley to the EMS Board with a term ending December 31, 2019.

Susan Premo

**From:** ShannaHanley <website@gaslightmedia.com>  
**Sent:** Thursday, December 01, 2016 1:11 PM  
**To:** Susan Premo; John M. Burt  
**Subject:** [SPAM? faked-from] New submission from Application for Appointment to Committees, Boards and Commissions

**To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.**

EMS Board

**Name**

Shanna Hanley

**Address**

77 Farmbrook Ln  
Gaylord, Michigan 49735  
United States  
[Map It](#)

**Phone**

(989) 448-2392

**Email**

[sphaneuf@hotmail.com](mailto:sphaneuf@hotmail.com)

**Date available for appointment**

12/09/2016

**I am a registered voter in Otsego County**

- Yes

**In which township, city or village?**

Livingston Twp

**Community Service**

**List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county**

Past board member of the Women's Resource Center of Northern Michigan in Petoskey  
Current Treasurer of the Otsego Wildlife Society

**List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained**

Masters Degree in Accounting  
15 years experience in Banking including most recently as the CFO of a community bank

**Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest.**

**I am aware of the time commitment necessary to serve on the committee, board and/or commission to which I seek appointment and will have such time**

- Yes

**I hereby certify that the preceding information is correct and to the best of my knowledge**

- Yes

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-36 Library Expansion Financing	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  Committee Reports, A. Budget & Finance Committee, 1.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  Yes

**BACKGROUND/DISCUSSION:**

At their December 5, 2016 regular meeting, the Otsego County Budget & Finance Committee recommended approval of OCR 16-36 authorizing the Building Authority to finance the Library expansion through a bond sale.

**RECOMMENDATION:**

Staff requests adoption of OCR 16-36 as detailed above.

COUNTY OF OTSEGO

At a \_\_\_\_\_ meeting of the Board of Commissioners of the County of Otsego, Michigan, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_:\_\_\_\_.m., Eastern Standard Time, at the \_\_\_\_\_ in Gaylord, Michigan there were:

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preambles and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**RESOLUTION AUTHORIZING THE OTSEGO COUNTY  
BUILDING AUTHORITY TO FINANCE THE  
OTSEGO COUNTY LIBRARY EXPANSION PROJECT**

WHEREAS, there have been prepared and presented to the Board of Commissioners (the "Board") of the County of Otsego, Michigan (the "County"), preliminary documents describing the project to finance the expansion of the Otsego County Library facility in Gaylord, Michigan (the "Project"), all as more fully described in EXHIBIT A to the Lease Contract (as hereinafter defined), and a proposed Lease Contract between the County and the Otsego County Building Authority (the "Authority") dated as of January 1, 2017 (the "Lease Contract"), pursuant to which the Authority will construct, furnish and equip the Project as contemplated by the terms of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended ("Act 31"), and lease the Project to the County for a term not to exceed 10 years as permitted by Act 31; and

WHEREAS, it has been estimated that the period of usefulness of the Project to be not less than 20 years and that the total cost of constructing, furnishing, and equipping the Project (as defined in the Lease Contract) in an amount not to exceed \$2,250,000 which will be provided by the proceeds from the sale of bonds by the Authority pursuant to Act 31; and

WHEREAS, there has been prepared and attached hereto as APPENDIX I a form of Lease Contract and as APPENDIX II a form of notice entitled "NOTICE OF INTENTION OF THE COUNTY OF OTSEGO TO ENTER INTO A LEASE CONTRACT WITH THE OTSEGO COUNTY BUILDING AUTHORITY AND NOTICE OF RIGHT TO PETITION FOR REFERENDUM THEREON" (the "Notice of Intention").

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTSEGO, MICHIGAN, as follows.

1. The preliminary documents and estimates relating to the Project and identified in EXHIBIT A to APPENDIX I hereto are hereby approved and ordered filed with the County Clerk.

2. The Lease Contract in the form of APPENDIX I hereto is hereby approved and the Chairperson of the Board of Commissioners and the County Clerk are hereby authorized and directed to execute and deliver the same for and on behalf of the County.

3. It is hereby determined that the Notice of Intention provides information sufficient to adequately inform the electors and taxpayers of the County of the nature of the contractual obligations to be undertaken by the County in the Lease Contract and of their right under Act 31 to file a petition requesting a referendum election on the Lease Contract.

4. The form and content of the Notice of Intention, as set forth as APPENDIX II attached hereto, are hereby approved, and the County Clerk is hereby authorized and directed to cause the Notice of Intention to be published once in *The Gaylord Herald Times*, Gaylord, Michigan, newspapers of general circulation within the County which are hereby determined to be the newspapers reaching the largest number of electors and taxpayers of the County. The Notice shall be at least one third of a page in size.

5. The Treasurer of the County is hereby authorized to declare official intent of the County with respect to reimbursement.

6. Each declaration of official intent shall be substantially in the form set forth in APPENDIX III attached hereto and by this reference incorporated herein, and said form may be modified from time to time on the advice of bond counsel to the County and as necessary to conform to requirements of our reimbursement regulations as the same may be adopted by the Internal Revenue Service or amended from time to time, or with the requirements of applicable rulings or regulations relating to tax-exempt borrowings.

7. The Treasurer is hereby directed to file each declaration of official intent in the office of the Otsego County Clerk, which location constitutes the customary location of the records of the Authority which are available to the general public.

8. The Otsego County Clerk is further directed to assure that each declaration of intent is continuously available during normal business hours of the County on every business day of the

period beginning the earlier of 10 days after the date of execution of said declaration of intent and ending on the date of issuance of the Reimbursement Bonds.

9. After the referendum period expires, the Project and the Lease Contract will become final. This Resolution will be supplemented by a resolution to be approved by the Board of Commissioners once a final decision is made on which location and option the Board has chosen for the Project.

10. The Chief Administrative Officer of the County, if necessary, is authorized to apply to the State of Michigan, Department of Treasury ("Treasury") for approval to issue the bonds, to pay the related fee, and to execute and deliver such other documents as may be requested by the Treasury.

11. All resolutions and parts of resolutions in conflict with the foregoing are hereby rescinded.

12. This Resolution shall become effective immediately upon its adoption and shall be recorded in the minutes of the County as soon as practicable after adoption.

A roll call vote on the foregoing resolution was then taken, and was as follows:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

The resolution was declared adopted.

STATE OF MICHIGAN     )  
                                  ) ss.  
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the County of Otsego Board of Commissioners at its \_\_\_\_\_ meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

\_\_\_\_\_  
Clerk, County of Otsego

DATED: \_\_\_\_\_, 2016

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APPENDIX I

LEASE CONTRACT

THIS FULL FAITH AND CREDIT GENERAL OBLIGATION LEASE CONTRACT ("Lease") made as of January 1, 2017, by and between the OTSEGO COUNTY BUILDING AUTHORITY (the "Authority"), a building authority organized and existing under and pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended ("Act 31"), and the COUNTY OF OTSEGO, a County of the State of Michigan (the "County"),

W I T N E S S E T H:

WHEREAS, the Authority has been incorporated by the County pursuant to Act 31 for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating and maintaining a building or buildings, automobile parking lots or structures, recreational facilities and stadiums, and the necessary site or sites therefor, for the use of the County; and

WHEREAS, the County desires to undertake a project consisting of the financing of the construction, furnishing and equipping of the expansion of the Otsego County Library facility located in Gaylord, Michigan, as more fully described in EXHIBIT A to this Lease (the "Project"), and it is proposed that the Authority undertake the Project; and

WHEREAS, it is proposed that the Authority finance all or part of the total cost of the Project by the issuance of building authority bonds payable from cash rental payments to be made by the County to the Authority pursuant to this Lease and Act 31; and

WHEREAS, a description of the Project, and estimate of the period of usefulness thereof and an estimate of the total cost of the Project, all as set forth on EXHIBIT A to this Lease, have been reviewed and approved by the Board of Commissioners of the County; and

WHEREAS, in order to make possible the issuance of building authority bonds to finance all or a portion of the total cost of the Project, it is necessary under Act 31 for the parties to enter into this Lease;

THEREFORE, IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS AND AGREEMENTS SET FORTH BELOW, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES TO THIS LEASE AS FOLLOWS:

1. Authorization and Issuance of Bonds. As soon as practicable after the effective date of this Lease, the Authority shall proceed to authorize and issue one or more series of its building authority bonds in the aggregate principal amount of not to exceed \$2,250,000 (the "Bonds"), pursuant to and in accordance with provisions of Act 31, for the purpose of constructing and renovating the Project. The Authority shall pledge for the payment of the principal of and interest on the Bonds the receipts from the cash rental payments described and required to be paid by the County pursuant to this Lease. The Bonds of any series shall be dated March 1, 2017 or the first day of any later month in 2017 or 2018 as the Authority shall approve in the resolution authorizing issuance of the Bonds (the "Bond Resolution"). The Bonds shall bear interest at a rate or rates that will result in a net interest cost not exceeding 5% per annum. Interest shall be payable semi-annually and shall begin as specified in the Bond Resolution until maturity of the bonds and shall mature in accordance with the Debt Retirement Schedule set forth on EXHIBIT B to this Lease. Each date on which any payment of principal of and/or interest on any bond is due is referred to herein as a "Bond Payment Date." The Bonds may be payable on the first day of a different month, if necessary, to match rental income paid to the County.

The County and the Authority recognize and acknowledge that (a) such Debt Retirement Schedule is based upon an assumed interest rate and date of issuance of the Bonds and upon assumed Bond Payment Dates, all as set forth in EXHIBIT B, (b) the Bond Payment Dates will be specified in the Bond Resolution, (c) the date and amount of each payment of cash rental required under this Lease will be determined (subject to the limitations expressed in the preceding paragraph of this Section) when the Bond Resolution is adopted by the Authority and the Bonds are sold, by application of the rate or rates of interest (that will result in a net interest cost not exceeding 5% per annum) actually borne by the Bonds.

The Bonds may be sold subject to redemption prior to maturity at the option of the Authority with such redemption premiums and upon such terms as shall be set forth in the Bond Resolution.

Upon receipt of the proceeds of the sale of the Bonds, all premium, capitalized interest, if any, and accrued interest received from the purchaser or purchasers of the Bonds shall be transferred to a bond and interest redemption fund, and the balance of such proceeds shall be deposited into an construction fund, each of which shall be established by the Bond Resolution and maintained as a separate depository account of the Authority. The money in the construction fund shall be used to pay costs of the Project, and upon payment of all such costs, any excess money in the construction fund will be used as provided in Section 4.

In the event that for any reason after the date upon which this Lease is executed, but before the Bonds have been issued, if it appears to the County and the Authority that the Project can be constructed for less than \$30,000,000, the Authority may reduce the amount of bonds to be issued in multiples of \$5,000 and reduce the annual maturities or the years of maturities as the County shall direct.

2. Transfer of Title to and Completion of Project. As soon as practicable after the Bonds have been sold, the Authority shall construct the Project. The plans, cost estimate and estimated period of usefulness for the Project, all of which have been filed with the County Clerk and the Secretary of the Authority, are hereby approved and adopted. The Project shall be implemented in substantial accordance with such plans which are incorporated as part of (but not attached to) this Lease. No major changes in such plans shall be made without the written approval of both the County and the Authority.

3. Increased Project Costs. In the event that it shall appear, upon taking the necessary bids for the constructing and equipping of the Project and after issuance of the Bonds, that the Project cannot be completed at the estimated cost, the Authority shall immediately so notify the County. The County may elect to pay the increased cost in cash to the Authority in which event the amount of such cash payment shall be deposited in the construction fund for the Project and the Authority shall proceed to construct and complete the Project. In the alternative, the County and the Authority may agree, by an amendment to this Lease, that additional bonds shall be issued by the Authority in an amount sufficient to pay the increased Project costs. If, after the sale and issuance of the Bonds, it shall become necessary to raise additional funds to pay for an increase in the Project costs and this Lease cannot be amended to provide for the issuance of additional bonds, or if for any other reason additional bonds cannot be issued, the County shall pay to the Authority in cash an amount which will be sufficient to enable the Authority to complete the Project in accordance with the plans of the Project.

4. Funds Remaining After Completion. Any unexpended balance of the proceeds of the sale of the Bonds remaining after completion of the Project may be used to improve or enlarge the Project or for other projects of the Authority provided that such use of the funds in the construction fund has been approved by the Municipal Finance Division of the Michigan Department of Treasury, if necessary, and the County. Any unexpended balance not so used shall be paid into the bond and interest redemption fund, and the County shall receive a credit against the cash rental payments next due under this Lease to the extent of the moneys so deposited in the manner provided in the Bond Resolution.

5. Insurance Requirements. The Authority shall require any contractor or contractors for the Project to furnish all necessary bonds guaranteeing performance and all labor and material bonds and all owner's protective, workers' compensation and liability insurance required for the protection of the Authority and the County. Such bonds and insurance, and the amounts thereof, shall be subject to approval of the County on the advice of its counsel. The Authority also shall require a sufficient fidelity bond from any person handling funds of the Authority.

6. Lease Term; Possession; Reconveyance. (a) The Authority does hereby lease the Project to the County for a term commencing on the effective date of this Lease (determined as provided in Section 22) and ending on December 31, 2029, or such earlier or later date as the principal of and premium, if any, and interest on the Bonds, the fees and expenses of the paying agent for the Bonds and all amounts owing hereunder have been paid in full, but in any event the term of this Lease shall not exceed 10 years. Possession of the Project shall vest in the County upon the execution of the Lease. At the end of the term of this Lease, the Authority shall convey to the County all of its right, title and interest in and to the Project and any lands, easements or rights-of-way appertaining thereto, and upon such conveyance, this Lease shall terminate, and the Authority shall have no further interest in, or obligations with respect to, the Project.

(b) The County shall, upon the terms and conditions set forth in this Lease, construct and convey to the Authority all lands, buildings, tenements, hereditaments, easements and rights-of-way necessary to enable the Authority to construct and equip the Project.

7. Cash Rental; Pledge of Full Faith and Credit. The County hereby agrees to pay to the Authority as cash rental for the Project such periodic amounts as shall be sufficient to enable the Authority to pay the principal of and interest on the Bonds as such principal and interest shall become due, whether at maturity or by redemption. For so long as any bonds are outstanding, the County shall pay to the Authority, on the Bond Payment Date, an amount sufficient to pay the principal and/or interest due on the Bonds on such Bond Payment Date.

The County hereby pledges its full faith and credit for the payment of the cash rental when due and agrees that it will levy each year such ad valorem taxes as shall be necessary for the payment of such cash rental, which taxes, however, will be subject to applicable constitutional and statutory limitations on the taxing power of the County, and which shall not be in an amount or at a rate exceeding that necessary to pay its contractual obligation pursuant to this Lease. If the County, at the time prescribed by law for the making of its annual tax levy, shall have other funds on hand which have been set aside

and earmarked for payment of its obligations under this Lease for which a tax levy would otherwise have to be made, then the tax levy shall be reduced by the amount of such other funds. Such other funds may be raised from any lawful source. The obligation of the County to make such cash rental payments shall not be subject to any set-off by the County nor shall there be any abatement of the cash rental payments for any cause, including, but not limited to, casualty that results in the Project being untenable.

8. Expenses of Issuing and Payment of Bonds. The Authority shall pay from the proceeds of the sale of any series of the Bonds all expenses incurred with respect to the issuance of the Bonds. The County agrees to pay to the Authority, in addition to the cash rental provided for in Section 7, all expenses incurred with respect to the issuance and payment of the Bonds, to the extent not so paid from the proceeds from the sale of the Bonds. The obligation of the County to make such payments shall be a general obligation of the County.

9. Prior Expenses of the County. Upon the sale of the Bonds, the County shall give the Authority a full and complete accounting of the costs and expenses incurred on or before that date by the County in connection with the Project, and the Authority shall thereupon reimburse the County for such costs and expenses to the extent that such costs and expenses were included in the total cost of the Project to be paid from bond proceeds.

10. Maintenance and Repairs. The County shall, at its own expense, operate and maintain the Project and shall keep the same in good condition and repair. Operation and maintenance shall include (but not be limited to) the providing of all personnel, equipment and facilities, all light, power, heat, water, sewerage, drainage and other utilities, and all properties and services of whatever nature, as shall be necessary or expedient in the efficient and lawful operation and maintenance of the Project. Premiums for insurance required to be carried upon or with respect to the Project or the use thereof and taxes levied upon either party hereto on account of the ownership or use of the Project, or on account of rentals or income from the Project, shall likewise be deemed operation and maintenance expenses. The obligation of the County to pay all costs and expenses of the operation and maintenance of the Project shall be a general obligation of the County.

11. Property Insurance and Insurance Proceeds. The County shall provide, at its own expense, fire and extended coverage insurance in an amount which is at least equal to the amount of bonds outstanding from time to time or to the amount of the full replacement cost of the Project if that amount be less than the amount of bonds outstanding. Such insurance shall be payable to the County and the Authority as their interests may appear and shall be made effective from the date of commencing construction

of the Project. In the event of the partial or total destruction of the Project during or after construction, or if the Project is for any reason made unusable, the cash rental payments provided in Section 7 shall continue unabated. The County shall have the option to use the proceeds of insurance, in the event of loss or damage to the Project, for the repair or restoration of the Project. If the County shall determine not to use the proceeds of insurance for the repair or restoration of the Project, the amount of such insurance proceeds shall be held by the County until it is paid to the Authority and deposited in the bond and interest redemption fund (as required by Paragraph 1), and the County shall receive appropriate credits on future cash rental payments due under this Lease.

12. Liability Insurance. The County shall provide and maintain during the term of this Lease adequate liability insurance protecting the County and the Authority against loss on account of damage or injury to persons or property, imposed by reason of the ownership, possession, use, operation, maintenance or repair of the Project and the site of the Project, or resulting from any acts of omission or commission on the part of the County or the Authority or their respective officers, employees or agents in the connection with the Project and shall indemnify, hold harmless and defend the Authority, its officers, employees or agents against any and all claims for any such damage or injury. Such insurance shall be made effective from the date construction of the Project commences.

13. No Unlawful Use Permitted. The Project shall not be used or permitted to be used in any unlawful manner or in any manner which would violate the provisions of any contract or agreement between the County or the Authority and any third party. The County shall hold the Authority harmless and keep it fully indemnified at all times against any loss, injury or liability to any persons or property by reason of the use, misuse or non-use of the Project or from any act or omission in, on or about the Project. The County shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or governmental regulation or order and shall save the Authority harmless and free from all costs or damages with respect thereto.

14. Alterations of Project. The County, in its sole discretion, may install or construct in or upon, or may remove from the Project, any equipment, fixtures or structures, and may make any alterations to or structural changes in, the Project as the County may desire.

15. Right of Inspection. The Authority, through its officers, employees, or agents, may enter upon the Project at any reasonable time during the term of this Lease for the purpose of inspecting the Project and determining whether the

County is complying with the covenants, agreements, terms and conditions of this Lease.

16. Contractual Rights of Bondholders. Inasmuch as this Lease, and particularly the obligation of the County to make cash rental payments to the Authority, provides the security for payment of the principal of and interest on the Bonds, it is hereby declared that this Lease is made for the benefit of the holders from time to time of the Bonds as well as for the benefit of the parties and that such holders shall have contractual rights under this Lease. In the event of any default under this Lease on the part of the County, the Authority and the holders of the Bonds shall have all rights and remedies provided by law, including in particular all rights and remedies provided by Act 31. The parties further agree that they will not do, or permit to be done, any act, and that this Lease will not be amended in any manner, which would impair the security of the Bonds or the rights of the holders of the Bonds. An amendment of this Lease to authorize the issuance of additional bonds and providing the payment of additional cash rentals for the payment of such bonds shall not be deemed to impair the security of the Bonds or the rights of the holders of the Bonds.

17. Appurtenant Facilities. The site on which this Project is to be located includes, or will include, roadways, walks, drives, parking areas and landscaping which are of benefit to and necessary to the full use and enjoyment of the Project, and it is hereby agreed that so long as any bonds remain outstanding and unpaid, such appurtenant facilities will be maintained in good repair and condition by the County or by its lessees and available to the users and occupants of the Project.

18. Successors and Assigns. This Lease shall inure to the benefit of, and be binding upon, the respective parties hereto and their successors and assigns, provided, however, that no assignment shall be made in violation of the terms of this Lease nor shall any assignment be made which would impair the security of the Bonds or the rights of the holders of the Bonds.

19. Abandonment of Project. In the event the Bonds to finance the Project cannot be or are not issued by the Authority on or before December 1, 2018, the Project shall be abandoned, the County shall pay from available funds all expenses of the Authority incurred to the date of abandonment, and neither party shall have any further obligations under this Lease.

20. Consents, Notices, Etc. The right to give any consent, agreement or notice required or permitted in this Lease shall be vested, in the case of the County, in its Board of Commissioners, and in the case of the Authority, in its Commission. Any notice required or permitted to be given under this Lease shall be given by delivering the same, in the case of

the County, to the County Clerk, and in the case of the Authority, to any member of its Commission.

21. Changes in Law or Corporate Status. In the event there shall occur changes in the Constitution or statutes of the State of Michigan which shall affect the organization, territory, powers or corporate status of the County, the terms and provisions of this Lease shall be unaffected thereby insofar as the obligation of the County to make the cash rental payments is concerned. The proceeds of any sale or other liquidation of any interest of the County or the Authority in the Project are hereby impressed with a first and prior lien for payment of any outstanding bonds or other obligations of the Authority incurred by reason of the Project or any additions or improvements thereto.

22. Effective Date of Lease. This Lease shall become effective on the 61st day after publication of a Notice of Intention in *The Gaylord Herald Times*, a newspaper published in Gaylord, Michigan, as required by Act 31, provided that if a petition for a referendum is filed as provided in (and meeting all requirements of) Section 8b of Act 31, then this Lease shall not become effective unless and until approved by a majority of the electors of the County voting thereon at a general or special election.

23. Undertaking to Provide Continuing Disclosure. The County and the Authority hereby covenant and agree, for the benefit of the beneficial owners of the Bonds, to enter into a written undertaking (the "Undertaking") required by SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The undertaking shall be in the form attached to the official statement for the Bonds. This Undertaking shall be enforceable by the beneficial owners of the Bonds or by the Purchaser(s) on behalf of such beneficial owners (provided that the Purchaser(s) right to enforce the provisions of this Undertaking shall be limited to a right to obtain specific enforcement of the obligations hereunder and any failure by the County and the Authority to comply with the provision of this Undertaking shall not be an event of default with respect to the Bonds).

The County Treasurer and the Chairperson or Treasurer of the Authority, or other officer of the County or Authority charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's and Authority's Undertaking.

24. Refunding and Advance Refunding. In the event it appears advantageous in the opinion of the Authority to issue bonds to refund any series of bonds issued by the Authority pursuant to this Lease (including advance refunding bonds), the County consents to such refunding as long as:

(1) In the case of any refunding bonds and the first issue of advance refunding bonds, there is a net overall saving to the County in its remaining payments to the Authority of at least 5% or \$25,000, whichever is less.

(2) In the case of any refunding not covered in subparagraph (1), the County consents to such refunding.

IN WITNESS WHEREOF, the OTSEGO COUNTY BUILDING AUTHORITY, by its Commission, and the COUNTY OF OTSEGO, by its Board of Commissioners, have caused this Lease to be signed by their duly authorized officers, and their seals to be affixed hereto, all as of the day and year first above written.

WITNESSES TO SIGNATURES  
OF AUTHORITY OFFICERS:

OTSEGO COUNTY BUILDING AUTHORITY

\_\_\_\_\_

By: \_\_\_\_\_  
Chairperson of its Commission

\_\_\_\_\_

By: \_\_\_\_\_  
Secretary of its Commission

WITNESSES TO SIGNATURES  
OF COUNTY OFFICERS:

COUNTY OF OTSEGO

\_\_\_\_\_

By: \_\_\_\_\_  
Chairperson, Board of Commissioners

\_\_\_\_\_

By: \_\_\_\_\_  
County Clerk

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**EXHIBIT A to LEASE CONTRACT**

**PROJECT DESCRIPTION**

Otsego County's existing 9,300 sq.ft, library was built in 1985. The interior was remodeled in 2010, but population and program growth have necessitated a larger facility. A planned addition will make use of the existing building and add an additional 7,430 sq.ft. Spaces will be reconfigured to provide additional quiet areas; individual and group study rooms; additional seating; expanded youth area; storage space; and meeting space with an after-hours entrance.

**PROJECT LOCATION:**

The project is located at 700 S. Otsego Avenue, Gaylord, MI 49735.

Legal Description:

BEG. ON W/L OF OTSEGO AVE IN LINE WITH N/LOF 6TH ST, TH S 116 FT, W TO E/L NYC RR, N116 FT, E TO POB EXC 30 FT NYC RR R/W TRACKNO. 4 SEC. 4 T30N R3W

**COST ESTIMATES**

Construction costs, furnishings,  
fixtures, equipment, financing  
costs, and contingencies                      Not to exceed \$2,250,000

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**EXHIBIT B**  
to  
LEASE CONTRACT

OTSEGO BUILDING AUTHORITY PROJECT  
SCHEDULE OF PRINCIPAL AND INTEREST

---

DUE

AMOUNT

TOTAL

\$ \_\_\_\_\_

## APPENDIX II

### NOTICE OF INTENTION OF THE COUNTY OF OTSEGO TO ENTER INTO A LEASE CONTRACT WITH THE OTSEGO COUNTY BUILDING AUTHORITY AND NOTICE OF RIGHT TO PETITION FOR REFERENDUM THEREON

TO ALL ELECTORS AND TAXPAYERS OF  
THE COUNTY OF OTSEGO:

NOTICE IS HEREBY GIVEN that the Board of Commissioners of the County of Otsego, Michigan (the "County"), has authorized the execution of a full faith and credit general obligation lease contract (the "Lease") between the County and the Otsego County Building Authority (the "Authority"). The Lease provides, among other things, for the following purposes: See Exhibit A, to be located at: See Exhibit A (the "Project"). The Lease provides further that the Authority will finance all or a portion of the total cost of the Project by the issuance of one or more series of building authority bonds (the "Bonds") pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended ("Act 31"), in anticipation of the receipt of cash rental payments to be made by the County to the Authority pursuant to the Lease. The maximum amount of bonds to be issued in one or more series shall not exceed \$2,250,000, the term of the Lease shall not exceed 10 years and the Bonds shall bear interest at a rate or rates that will result in a net interest cost of not more than 5% per annum.

### FULL FAITH AND CREDIT AND TAXING POWER OF THE COUNTY OF OTSEGO WILL BE PLEDGED

NOTICE IS FURTHER GIVEN that in the Lease the County will obligate itself to make cash rental payments to the Authority in amounts sufficient to pay the principal of and interest on the Bonds. The full faith and credit of the County will be pledged for the making of such cash rental payments. Pursuant to such pledge of its full faith and credit, the County will be obligated to levy such ad valorem taxes upon all taxable property in the County as shall be necessary to make such cash rental payments, which taxes, however, will be subject to applicable statutory and constitutional limitations on the taxing power of the County. In addition to its obligation to make cash rental payments, the County will agree in the Lease to pay all costs and expenses of operation and maintenance of the Project and all expenses of the Authority incidental to the issuance and payment of the Bonds, to the extent such expenses are not payable from the proceeds of the Bonds.

### RIGHT TO PETITION FOR REFERENDUM

NOTICE IS FURTHER GIVEN to the electors and taxpayers of the County to inform them of the right to petition for a

referendum on the question of entering into the Lease. The County intends to enter into the Lease without a vote of the electors thereon, but the Lease shall not become effective until 60 days after publication of this notice. If, within 45-days after publication of this notice, a petition for referendum requesting an election on the Lease, signed by not less than 10% or 15,000 of the registered electors of the County, whichever is less, has been filed with the County Clerk, the Lease shall not become effective unless and until approved by a majority of the electors of the County voting thereon at a general or special election.

This notice is given by order of the Board of Commissioners pursuant to Act 31. Further information may be obtained at the office of the Otsego County Clerk, 225 W. Main St., Gaylord, Michigan 49735.

**EXHIBIT A**  
**PROJECT DESCRIPTION**

Otsego County's existing 9,300 sq.ft, library was built in 1985. The interior was remodeled in 2010, but population and program growth have necessitated a larger facility. A planned addition will make use of the existing building and add an additional 7,430 sq.ft. Spaces will be reconfigured to provide additional quiet areas; individual and group study rooms; additional seating; expanded youth area; storage space; and meeting space with an after-hours entrance.

**PROJECT LOCATION:**

The project is located at 700 S. Otsego Avenue, Gaylord, MI 49735.

Legal Description:

BEG. ON W/L OF OTSEGO AVE IN LINE WITH N/LOF 6TH ST, TH S 116 FT, W TO E/L NYC RR, N116 FT, E TO POB EXC 30 FT NYC RR R/W TRACKNO. 4 SEC. 4 T30N R3W

**COST ESTIMATES**

Construction costs, furnishings, fixtures, equipment, financing costs, and contingencies	Not to exceed \$2,250,000
--	---------------------------

Susan I. DeFeyter,  
Otsego County Clerk

DATED: [Date of Publication]

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APPENDIX III

FORM OF DECLARATION  
OF OFFICIAL INTENT

I, the undersigned \_\_\_\_\_ of the County of Otsego, Michigan, do hereby certify as follows:

1. I am an officer of the County authorized to declare official intent of the County to reimburse expenditures made, prior to the issuance of debt, from the proceeds of said debt.

2. This Declaration relates to the following expenditures (the "Expenditures"):

<u>Amount</u>	<u>General Purpose</u>
---------------	------------------------

3. The Expenditures are with respect to property (the "Property") having:

(A) the following general character, type or purpose:

\_\_\_\_\_;

(B) the following size, quantity or cost: \_\_\_\_\_

; and

(C) a reasonably expected economic life at least one (1) year.

4. I understand that a substantial deviation between the above description of the Property for which the Expenditures are being made and the actual Property which is acquired or constructed will invalidate this declaration of official intent with the result that any proceeds of tax-exempt debt which are used to reimburse for the Expenditures will not be deemed to have been expended upon such reimbursement.

5. The County intends to reimburse the Expenditures by incurring taxable or tax-exempt debt (the "Reimbursement Obligations").

6. The expected source of funds that will be used to pay the Expenditures is as follows: issuance of up to \$\_\_\_\_\_ of Building Authority Bonds by the Otsego County Building Authority.

7. The expected source of funds to be used to pay debt service on the Reimbursement Obligation is as follows: payment made by the Otsego County \_\_\_\_\_ through the Otsego County General Fund.

8. This declaration of intent is consistent with the budgetary and financial circumstances of the County as of the date hereof in that there are no funds which are now or are reasonably expected to be, (A) allocated on a long-term basis, (B) reserved or (C) otherwise available pursuant to the County's budget, to pay the Expenditure.

9. The County does not have a pattern of failure to reimburse expenditures for which official intent has been declared in that at least seventy-five percent (75%) of all expenditures made after \_\_\_\_\_, for which the County has declared an intent to reimburse from the proceeds of taxable or tax-exempt debt have been, or are expected to be, so reimbursed.

10. I acknowledge that in the event that the County fails to use the proceeds of Reimbursement Obligations issued within three (3) years of the date hereof to reimburse expenditures the same may adversely affect the ability of the County to use the proceeds of tax-exempt obligations in the future to reimburse for expenditures made prior to the issuance of such obligations.

11. I further acknowledge that unless the Expenditures constitute preliminary expenditures (in the nature of architect services and soil testing but excluding land acquisition) for the Property not in excess of ten percent (10%) of the expected cost of the project of which the Property constitutes a part, the Expenditures will be paid within not in excess of two (2) years following the date hereof or, as an alternative, this declaration of intent will be renewed.

12. I further acknowledge that it is expected that the proceeds of Reimbursement Obligations will be used for reimbursement of each Expenditure not later than (A) the date that is one (1) year after the date on which such Expenditure is paid or (B) the date that is one (1) year after the date on which the Property is placed in service.

13. I further acknowledge that I will assure that the allocation referenced in item 12 (A) will be evidenced by an entry on the records of the County maintained with respect to the Reimbursement Obligations, (B) will specifically identify the Expenditure being reimbursed, and (C) on the advice of the appropriate counsel will be sufficient to relieve the allocated proceeds of the Reimbursement Obligations covered by such entry from any restrictions under the relevant legal documents and applicable state law that apply only to unspent proceeds of Reimbursement Obligations.

14. I further acknowledge that I will assure that except as referenced in item 15 the proceeds of the Reimbursement Obligations that are used to reimburse the Expenditures will not be used, directly or indirectly, (A) to pay debt service on an issue of tax-exempt obligations, (B) to create or increase the balance in a sinking fund established for the payment of debt service on the Reimbursement Obligations or another issue of tax-exempt obligations of the County or to replace funds that have been, are being, or will be so used for reserve or replacement fund purpose, or (D) to reimburse any expenditures or any payment with respect to financing of an expenditure that was originally paid with proceeds of any tax-exempt obligations of the County to any person or entity other than the County.

15. I understand that item 14 does not prohibit the use of those proceeds of the Reimbursement Obligations that are used to reimburse the Expenditures for (A) deposit in a bona fide debt service fund (that is, a fund established to pay debt service on any tax-exempt obligation of the County, other than the Reimbursement Obligation, which is depleted annually except for a reasonable carry over amount not in excess of one (1) year's interest earnings on said fund or one-twelfth (1/12th) of annual debt service), (B) to pay current debt service coming due within the next succeeding one-year period on any tax-exempt obligation of the County, other than the Reimbursement Obligations, or (C) to reimburse for expenditures originally made from the proceeds of a tax-exempt obligation of the County which were not reasonably expected by the County, on the date of issue of such obligation, to be used for such expenditure.

IN WITNESS WHEREOF, the undersigned has executed this declaration of official intent this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
County \_\_\_\_\_

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

AGENDA ITEM:  Bus Cash Advance	AGENDA DATE:  December 13, 2016
AGENDA PLACEMENT:  Committee Reports, A. Budget & Finance Committee, 2.	ACTION REQUESTED:  Motion to Approve
STAFF CONTACT(S):  John Burt, County Administrator	ATTORNEY REVIEW:  No

**BACKGROUND/DISCUSSION:**

The Otsego County Bus System routinely requires an annual cash advance towards the end of the year to be paid off once property tax revenue is received in the spring. For 2016, the Bus System requires a cash advance in the amount of \$150,000.

**RECOMMENDATION:**

Staff requests approval of a cash advance to the Otsego County Bus System in the amount of \$150,000 to come from the Delinquent Tax Revolving Fund (fund 516) to be repaid upon receipt of the December 2016 tax levy.



*Otsego*  
**COUNTY**  
M I C H I G A N

***Otsego County Bus System***

*1254 Energy Drive, Gaylord MI 49735*

*Secretary Phone: 989 731-5865*

*Managers Phone: 989 731-1204*

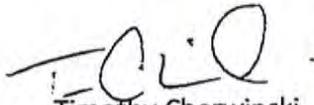
TO: County Administrator/John Burt

FROM: Otsego County Bus System/Timothy Cherwinski, Transportation Manager

SUBJECT: Cash Advance/Remediation Plan

1. Otsego County Bus is requesting a cash advance in the amount of \$150,000.00 to cover operating expenses through December 31, 2016. Re-payment of this advance will be completed within 2017. This request is being made due to the County Bus not having sufficient cash flow to cover the last few weeks of expenses in calendar year 2016, and a negative cash balance, resulting from waiting on our 4<sup>th</sup> quarter federal payment which was actually due to us in September and we still have not received it.
2. There are two issues that have impacted our cash flow. The first issue is the County Bus has had to adapt to increased retirement, health care, and gasoline costs. Our cash flow will improve once we receive our Millage funding which starts coming in in January 2017. The second issue is a yearly MDOT funding delay which normally occurs at the beginning of each Fiscal Year. At the beginning of each Fiscal (1 October) year MDOT holds back Public Transportation funding checks which include State Operating formula funding and Federal 5311 operating Funds. Normally we receive our State formula funding checks every month, and our Federal funding checks the first month of each quarter. During the first quarter of each new fiscal year MDOT holds back funding until sometime in December for the purpose of MDOT's end of year reconciliation. This delay in funding exceeds 2 months during some years and puts many transit agencies in a funding dilemma if they do not have a surplus of funding saved.
3. Budgeting with MDOT for operating expenses is done 8 months prior to the beginning of the fiscal year, and is actually a projected budget due to many unknown expenses or increases that might occur during the operating year (i.e. fuel, overtime, equipment breakdowns, radio replacement, longevity pay, personal time pay-out etc.).

4. Otsego County Bus has in the past attempted to budget very close to actual expenses based on the previous year's audit. If we over budget to leave room for unforeseen expenses and we do not incur those expenses we must pay MDOT back for the over budget. If we under budget for a projected year and we incur more expenses that were not known at the time of budgeting, MDOT will pay us back but that usually takes 1 to 2 years. MDOT reconciles at their level and sends a letter stating how much they owe us and that "Payment will be made when funds become available."
  
5. Otsego County Bus will for future budgeting over budget and has done so for the current fiscal year of 2016 and attempt to balance the over budget so as not to have a large dollar amount that would need to be paid back to MDOT. This will help get the County Bus through the delay of funding incurred during our first quarter of each fiscal year. Additionally we will monitor our known operating expense line items monthly and track our funding balance in a timely matter.



Timothy Cherwinski  
Transportation Manager  
Otsego County Bus System

# OTSEGO COUNTY Board of Commissioners



## EXECUTIVE SUMMARY

AGENDA ITEM:  Bus Fee Schedule	AGENDA DATE:  December 13, 2016
AGENDA PLACEMENT:  Committee Reports, B. Transportation and Airport Committee, 1.	ACTION REQUESTED:  Motion to Approve
STAFF CONTACT(S):  John Burt, County Administrator	ATTORNEY REVIEW:  No

### **BACKGROUND/DISCUSSION:**

The fees for the Otsego County Bus System are \$2.00 for seniors and disabled passengers; \$2.50 for students; and \$3.00 for other adult riders. The State has sent notice that Otsego County must adjust its rates in order to be in compliance with State law. The County is looking at setting the fee for students at \$3.00 and the adult riders at \$4.00. The fees have not been changes since 2008. The change in fees is anticipated to raise an additional \$21,849 annually based on current ridership.

### **RECOMMENDATION:**

Staff requests approval of the updated fees for the Otsego County Bus System by setting the student rate at \$3.00 per ride and the adult rate at \$4.00 per ride.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-37 District Sanitary Code Adoption	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  Special Presentations, A. Health Department Update, 1.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

Scott Kendzierski from the Health Department of Northwest Michigan will be presenting changes to the District Sanitary Code of Antrim, Charlevoix, Emmet and Otsego Counties.

**RECOMMENDATION:**

Staff requests the adoption of resolution OCR 16-37.

**OCR 16-37**  
**Adoption of Board of Health District Sanitary Code**

Otsego County Board of Commissioners  
December 13, 2016

**WHEREAS**, Michigan law, being 1978PA 368, Sec. 2441(1), requires that a regulation of a district health department be approved by the governing entity of each of its members; and

**WHEREAS**, Otsego County is a member of the Health Department of Northwest Michigan which is a district health department and the Board of Commissioners is the governing entity of this county; now, therefore, be it

**RESOLVED**, that the attached regulation adopted by the Board of Health of the Health Department of Northwest Michigan known as the Health Department of Northwest Michigan District Sanitary Code is approved.



**Otsego**  
**COUNTY**  
M I C H I G A N

Click to Reset

PRESENTATION REQUEST FOR BOARD OF COMMISSIONERS MEETINGS

ORGANIZATION/AGENCY Health Dept. of Northwest Michigan

PRESENTER Scott Kendzierski TITLE Director of Environmental Services

ADDRESS 220 W. Garfield, Charlevoix, MI 49720

MEETING DATE 12-13-16 TIME ~~5:00~~ ?

PURPOSE Present Sanitary Code Changes

Present Resolution of Adoption by Board of Health

Request Approval to Adopt Code

TYPE OF PRESENTATION Power point

EQUIPMENT REQUIRED Projector

APPROXIMATE LENGTH :30

PASS OUT MATERIAL\* Copy of Code,

\*Please have pass out material available for the Commissioners at the County Administrator's office the Thursday prior to the meeting.

EXPECTED DECISION BY THE COMMISSION Approval of Code

OTHER INTERESTED INDIVIDUALS TO BE PRESENT:

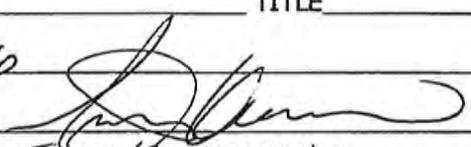
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NAME \_\_\_\_\_ TITLE \_\_\_\_\_

DATE OF REQUEST 11-1-16

SIGNATURE  Scott KENDZIERSKI

COMMITTEE REFERRAL \_\_\_\_\_

Return completed form to: Otsego County Administrator  
225 West Main Street, Room 203  
Gaylord, MI 49735  
Fax#(989)731-7529

**BOARD OF HEALTH**  
**Health Department of Northwest Michigan**  
**Resolution December 6th of 2016**

At a regular meeting of the Board of Health for Northwest Michigan Community Health Agency held at 220 West Garfield, Charlevoix, MI 49720 on December 6th, 2016.

PRESENT: Les Atchison, Larry Cassidy, Shirley Roloff, Robert Harkness, Julie Powers-Gehman, Robert Wilson, and Karen Bargy.

ABSENT: Nancy Ferguson

The following resolution was made by Robert Harkness and seconded by Larry Cassidy, to-wit:

BE IT RESOLVED THAT the Board of Health for the Health Department of Northwest Michigan hereby:

1. adopts the attached set of regulations entitled Health Department of Northwest Michigan District Sanitary Code, which is attached to this resolution

and

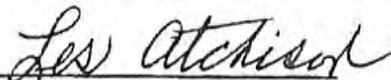
2. recommends that the Board of Commissioners of each of its member counties adopts the attached resolution which approves the Health Department of Northwest Michigan District Sanitary Code.

YES: All Yeas

NO: none

RESOLUTION DECLARED ADOPTED.

BOARD OF HEALTH

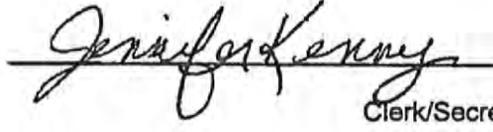
By: 

Chairman

I, the undersigned, the Clerk/Secretary of the Board of Health of the Northwest Michigan Community Health Agency, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said Board of Health at its regular meeting held on December 6th, 2016, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as well as in

compliance with the Michigan Public Health Code, including MCL 333.2442, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: 12/6/16

  
Clerk/Secretary

**HEALTH DEPARTMENT OF NORTHWEST MICHIGAN  
ENVIRONMENTAL HEALTH DIVISION**

**DISTRICT SANITARY CODE - SUMMARY OF MAJOR PROPOSED REVISIONS – Oct 31, 2016**

This summary shows the significant changes from the Antrim, Charlevoix and Otsego District Sanitary Code to the proposed Antrim, Charlevoix, Emmet and Otsego District Sanitary Code. Emmet County currently has a separate code and the differences will be conveyed in another summary of changes document.

The overall intent is to combine the entire jurisdiction under a single code and to make changes that will enhance the process of approving and permitting water and wastewater systems, while adhering to the mission of the health department in protecting the public, the environment and preventing the spread of disease.

**Article I – Authority, Jurisdiction and Administration:**

1. Combined authority and jurisdiction to include Antrim, Charlevoix, Emmet and Otsego Counties

**Article II – Definitions:**

1. Added, removed and modified several definitions to make administrative corrections, clarify definitions or to use current industry terminology.

**Article III – Land Divisions, Subdivisions and Condominium Developments:**

1. Provided approval criteria for land divisions, subdivisions and condominium developments.

**Article IV – Sewage Treatment and Disposal:**

1. Edited 4-1 by removing the language regarding sewage discharges and created a definition of failure in Section 2.
2. Changed the term of Operation Permits from 3 year to 1 year permits for ATS and 5 yr for Off-Site.
3. Created a term for applications – 1 year
4. Added provisions for application response time
5. Removed the requirement for permits to be on site.
6. Modified the Approval Criteria for wastewater systems to reference other sections of the code and eliminate redundancy.
7. Removed the varying levels of performance standards by removing a Total Phosphorous standard.
8. Removed requirement for 24/7 remote monitoring capability.
9. Removed NSF Standard for ATS.
10. Requires a 1 year prepaid maintenance contract instead of a 3 year.
11. Added language for initial approval of the operation permit for ATS.
12. Adds language under change of use that references an “increased effluent burden”.
13. Added section on connecting to sewer when available.

**Article V – Requirements for Construction of Individual Sewage Treatment and Disposal Systems:**

1. Added a maximum burial depth for septic tanks and pump chambers, for structural and maintenance considerations.
2. Removed requirement for septic tank markers.
3. Added section for septic tank compaction.
4. Added section for outlet piping to be rigid >10’.
5. Removed the requirement for effluent filters, except for pumped systems.
6. Added a section defining a minimum pump chamber volume.
7. Incorporated our lid safety policy into code (weight standard)
8. Created a table for vertical separation requirements for site approval and system design (replaces redundant information in site approval sections).
9. Added isolation standards for easements.
10. Corrected soil textural classification for Loam.
11. Added a minimum weight for filter fabric.
12. Added a section on Forcemain construction.
13. Reduced orifice minimum diameter to 1/8”
14. Allowed for HD to design mound systems.
15. Eliminated redundancies in easement section.

**Article VI – Wells and Water Supplies:**

1. Upgraded section on contaminated water supplies to reflect contaminants other than bacteriological.
2. Updated section on well abandonment.
3. Eliminated section on Pump and Well Rooms – addressed in Michigan’s well construction code.

**Article VII – Public Health Nuisances:**

1. No changes.

**Article VIII – Garbage and Rubbish:**

1. Minor adjustments to language of some sections.

**Article IX – Permit Revocation:**

1. Changed to Article IX instead of X.

**Article X – Variances:**

1. Improved existing variance sections to be more flexible, outline when a variance can be issued, under what circumstances and that conditions may be imposed in the issuance of a variance

**Article XI – Board of Appeals:**

1. Separates the standard of decision from the granting of conditions into two sections.

**Article XII – Interpretation, Injunctive Relief, Penalty, Severability and Amendments:**

1. No changes.

**HEALTH DEPARTMENT OF NORTHWEST MICHIGAN  
DISTRICT SANITARY CODE  
ANTRIM, CHARLEVOIX, EMMET and OTSEGO COUNTIES**

**ARTICLE I                    AUTHORITY, JURISDICTION AND ADMINISTRATION**

**1-1    INTENT**

The intent of this code is to protect the environment and the public health, safety and welfare in Antrim, Charlevoix, Emmet and Otsego Counties.

**1-2    AUTHORITY AND TITLE**

The District Board of Health of Antrim, Charlevoix, Emmet and Otsego Counties govern the District Health Department currently known as the Health Department of Northwest Michigan. Under authority Act 368 of the Public Acts of 1978, the District Board of Health may enact these regulations for the protection of public health and sanitation. These regulations shall be known as the District Sanitary Code and may be called the "code" elsewhere in these regulations.

**1-3    JURISDICTION AND ADMINISTRATION**

The Health Officer shall have jurisdiction throughout Antrim, Charlevoix, Emmet and Otsego Counties, including all cities, villages and townships, in the administration and enforcement of these regulations, including all amendments hereafter adopted unless otherwise specifically stated. Nothing herein contained shall be construed to restrict or abrogate the authority of any municipality to adopt more restrictive ordinances. The Health Officer shall have the right to delegate any administrative or enforcement authority or duty granted by this code to an employee or agent of the Health Department of Northwest Michigan or its successor.

**1-4    ENFORCEMENT**

All premises affected by these regulations shall be subject to inspection by the Health Officer, and the Health Officer may collect evidence as he or she deems necessary for the enforcement of these regulations.

**1-5    RIGHT OF ENTRY AND INSPECTION**

The Health Officer may inspect any premises or property, at reasonable times, with the consent of the owner or person in charge of the premises or property. No person shall molest or resist the Health Officer in the discharge of the Health Officer's duty. In the event that a Health Officer is refused permission to inspect any premises at reasonable times, the Health Officer shall have authority to apply for an administrative search warrant pursuant to MCL 333.2241 through MCL 333.2247; MSA 14.15(2241) through MSA 14.15(2247).

**1-6    ESTABLISHMENT AND HANDLING OF FEES**

All fees for service shall be established by the District Board of Health. All fees for service shall be collected by the Health Department of Northwest Michigan and shall be deposited with the Charlevoix County Treasurer into the Health Department of Northwest Michigan depository account. If a fee is collected for a service, the fee is non-refundable except where the Health Officer authorizes the refund.

**1-7    ABATEMENT OF NUISANCES**

Nothing stated in this code shall be construed to limit the power of the Health Officer to order the immediate and complete abatement of a public nuisance or menace to public health.

## 1-8 AMENDMENTS

The Health Department of Northwest Michigan, with the approval of all Boards of Commissioners of Antrim, Charlevoix, Emmet and Otsego Counties, may from time to time amend, supplement or change these regulations. Notice of a public hearing on any such proposed changes shall be given by the Health Department of Northwest Michigan as provided in MCL 333.2442; MSA 14.15(2442).

## 1-9 OTHER LAWS AND REGULATIONS

The regulations of this code are standards supplemental to the rules and regulations duly enacted by the Michigan Department of Health and Human Services (MDHHS), and the laws of the State of Michigan relating to public health. Where any of the provisions of this code and the provisions of any local ordinance, statute, State rule or regulation, the more restrictive shall prevail.

## 1-10 REPORTS

The Health Officer shall present an Annual Report to the Boards of Commissioners. The report shall be presented after January 1 and before May of each year. The report shall include data regarding the permitting and evaluation of water and wastewater systems, evaluations of land and the inspection and abatement of public health nuisances.

## ARTICLE II

## DEFINITIONS

As used in this code or a permit that is issued pursuant to this code, the following definitions shall apply:

### 2-1 ABANDONED WATER SUPPLY

An abandoned water supply means a water supply whose use has been permanently discontinued, a water supply or portion thereof which is in such disrepair that its continued use for the purpose of obtaining water is impractical, a water supply which has been left uncompleted, a water supply which is a threat to other sources of water, or a water supply which is or may be a health or safety hazard.

### 2-2 ABSORPTION SYSTEM

Absorption system is the collective term for trench excavation, bed excavation or other alternate method used to uniformly distribute septic tank effluent to subsurface soil by means of a network of distribution piping in washed aggregate with covering soil and vegetation or other means of applying effluent to a subsurface soil interface.

### 2-3 ADVANCED TREATMENT SYSTEM (ATS)

An advanced treatment system (ATS) is an on-site wastewater system that provides for the collection, treatment and uniform disposal of wastewater using advanced technologies to pre-treat wastewater effluent prior to a soil absorption system.

### 2-4 APPROVED/APPROVAL

Approved or approval denotes that a condition, facility, thing, premise, action or use, has been reviewed by the Health Agency and has been determined to be in satisfactory compliance with the intent, purpose and applicable standards of these regulations.

### 2-5 AVAILABLE SEWER SYSTEM

Available sewer system means a publicly operated sanitary sewer system or a privately operated community

wastewater system located in a right-of-way, easement, highway, street or public way which crosses, adjoins, or abuts upon the property and passing not more than 200 feet at the nearest point from a structure in which sanitary sewage originates and when the local governmental agencies having jurisdiction will allow or require connection to that sewer. The limitations of this definition do not apply to the determination of availability of a sewer system for proposed development projects reviewed under Article III of this code.

#### 2-6 AVAILABLE WATER SUPPLY

Available water supply means a waterworks system that provides water for drinking or household purposes to persons other than the supplier of the water and is located in a right-of-way, easement, highway, street or public way which crosses, adjoins, or abuts upon the property and passing not more than 200 feet at the nearest point from a structure and when the local governmental agencies having jurisdiction will allow or require connection to that water supply. The limitations of this definition do not apply to the determination of availability of a water supply system for proposed development projects reviewed under Article III of this code.

#### 2-7 BEDROOM

Any space in the conditioned area of a dwelling unit or accessory structure which could reasonably be expected to be used for the placement of beds or other furniture used for sleeping and which conforms to the definition of bedroom as defined by the International Residential Code (IRC) R305.1, R310.1, R304.2/R304.4.

#### 2-8 BENEFITED PARCEL

A benefited parcel means a legally recognized parcel of land, separate from the burdened land, which is or will be served by a proposed sewage treatment and disposal system.

#### 2-9 BURDENED LAND

The term burdened land means a separately recognized parcel of land, separate from the benefitted parcel, over or under which any portion of a sewage treatment and disposal system will be located.

#### 2-10 CONVENTIONAL SUBSURFACE SEWAGE DISPOSAL SYSTEM

A system which includes a building sewer, one or more septic tanks, a subsurface drain field, and all associated connections, fittings, and appurtenances.

#### 2-11 DISTRIBUTION DEVICES

The term distribution device means a watertight receptacle installed with proper footings, provided with outlets on the same horizontal plane, used for the purpose of assuring the equal distribution of the septic tank effluent when such effluent is being disposed of by means of any absorption system.

#### 2-12 DISTRIBUTION HEADER / MANIFOLD

A conduit used to disperse septic tank effluent in equal amounts to the distribution network in a soil absorption system.

#### 2-13 DISTRIBUTION NETWORK

A distribution network is a system of pipe lines or other means used to disperse septic tank effluent uniformly throughout a soil absorption system.

#### 2-14 DISTRICT BOARD OF HEALTH

The term District Board of Health shall mean the District Board of Health of Antrim, Charlevoix, Emmet and Otsego Counties. The District Board of Health is comprised of two (2) appointed County commissioners from each of the Counties of Antrim, Charlevoix, Emmet and Otsego and the Health Officer, Medical Director and Division Directors of the Health Department of Northwest Michigan.

2-15 DOSING

Application of septic tank effluent to the absorption field in controlled amounts, so as to intermittently introduce a measured amount of wastewater effluent to the soil interface and allowing for a uniform wetting front that migrates downward through the soil profile permitting for an intermittent phase where soil pores are filled with oxygen.

2-16 DOSING CHAMBER - PUMPING CHAMBER

A watertight tank or receptacle used for the purpose of retaining septic tank effluent pending its automatic discharge of a measured amount of effluent to a designated point in the distribution system.

2-17 EFFLUENT BURDEN

The volume of sewage generated by human activity which includes but is not limited to; the number of bedrooms, facility or home occupancy, number and type of water using fixtures, water use characteristics and patterns and other factors.

2-18 ELEVATED ABSORPTION (MOUND) SYSTEM

Any soil absorption system having its infiltrative surface any distance above the natural ground surface and/or fill placed for the sole purpose of leveling the site for installation.

2-19 FAILURE – SEWAGE TREATMENT AND DISPOSAL SYSTEM

Where the drainfield aggregate of a sewage treatment and disposal system has hydraulically saturated or effluent from a sewage treatment and disposal system is exposed to the surface of the ground, backing up into a structure or is permitted to drain onto the surface of the ground or into any lake, river, storm sewer or stream, or where the seepage of effluent is endangering a public or private water supply or where a public health nuisance is created by a system improperly constructed or maintained.

2-20 FILL MATERIAL

Fill material shall mean clean medium textured sand, free of clay, silt, black dirt, and vegetation or other undesirable foreign material, or other material specified and approved by the Health Officer.

2-21 GARBAGE

Rejected food wastes, including waste accumulation of animal, fruit or vegetable matter used or intended for food or that attend the preparation, use, cooking, dealing in or storing of meat, fish, fowl, fruit, or vegetables or other putrescible wastes.

2-22 GRADE DROP-OFF

Drop-off means a man-made cut or natural slope where side slope is in excess of 50%.

2-23 GRAVITY FLOW

Flow without induced pressure, as characterized by a free liquid surface.

2-24 HABITABLE BUILDING

The term habitable building shall mean any structure or part thereof where persons live, sleep, reside, are employed, or congregate and which is occupied in whole or in part.

2-25 HEALTH AGENCY

The term Health Agency shall mean the Health Department of Northwest Michigan or successor agency or health department serving the counties of Antrim, Charlevoix, Emmet and Otsego.

2-26 HEALTH OFFICER

The term Health Officer shall mean the Director of the Health Department of Northwest Michigan and/or his authorized representatives.

2-27 HOLDING TANK

A watertight tank of material approved by the Health Officer which has the outlet end of the tank sealed, is underground and is equipped with an audio/visual high level alarm.

2-28 IMPERVIOUS / LIMITING STRATUM

Impervious / limiting strata shall mean any material which has a permeability rate slower than 60 (min/in) minutes per inch and which includes bedrock formations, peat, muck, marl and soils that have impervious soil structures.

2-29 INFILTRATIVE SURFACE

The soil - aggregate interface below an absorption bed, trench, drywell, block trench etc. or soil surface at the base of a chamber, graveless distribution or drip irrigation network where effluent begins to fill the pore spaces of the porous material below a soil absorption system.

2-30 LICENSED PROFESSIONAL ENGINEERS

The term licensed professional engineer shall mean a professional civil engineer who is licensed under article 20 of the occupational code, Act 299 of the Public Acts of 1980, being §§399.2001 to 339.2014 of the Michigan Compiled Laws.

2-31 LOW PRESSURE DISTRIBUTION

Flow induced by pumping or other means as characterized by minimum pressures of four (4) feet of pressure head (or 1.73 pounds per square inch) in the distribution piping.

2-32 MAXIMUM HIGH GROUNDWATER ELEVATION

Maximum high ground water elevation means the elevation of the upper surface of the zone of saturation as may occur during the normally wet periods of the year. The term includes perched and apparent conditions that are seasonally saturated for a time period in excess of two weeks. For the purpose of this code, the high ground water elevation will be determined by observing subsurface saturated conditions and/or groundwater indicators, such as soil mottling and redoximorphic features.

2-33 MOTTLING

Mottling, also known as redoximorphic features, is the result of the oxidation, reduction and translocation of soil minerals (primarily iron and manganese) and begins to occur after a soil has been periodically saturated for significant lengths of time. The actual standing water may be above or below the mottled zone resulting

from seasonal fluctuations in water table or in response to other temporal climatic events.

#### 2-34 NATURAL GROUND SURFACE

The ground surface formed on the site through the forces of nature and not altered by man through excavating, importing fill soil or other means. Ground surfaces altered by man, independent of the length of time, are not considered natural.

#### 2-35 ORDINARY HIGH WATER MARK

The term "ordinary high water mark", relative to any surface water body, means the line between upland and bottomland which persists through successive changes in water levels, below which the presence and action of the water are so common or recurrent that the character of the land is marked distinctly from the upland and is apparent in the soil itself, the configuration of the surface of the soil, and the vegetation.

On an inland lake that has an established legal lake level, it means the high established level. Where water returns to its natural level as the result of the permanent removal or abandonment of a dam, it means the natural ordinary high water mark.

On Great Lakes waters regulated by the Michigan Department of Environmental Quality, the term refers to the known high water elevation established in 1986 (582.35').

#### 2-36 OWNERS, PERSONS OWNING PREMISES

The terms owners and persons owning premises shall mean both the owner of title and of record and those occupying or in possession or control of any property or premises.

#### 2-37 PERSON

The term person shall mean an individual, firm, partnership, party, corporation, company, society, association or other legal entity.

#### 2-38 PREMISES

Premises shall mean a tract or parcel of land which is occupied or on which a habitable building or buildings are located and shall include the building or buildings.

#### 2-39 PRIVIES

Outdoor toilets utilizing a septic tank or "vault" for the collection and storage of sewage.

#### 2-40 PUBLIC WATER SUPPLY

A public water supply means a water supply which provides water for drinking or household purposes to persons other than the supplier of water and that meet the definitions of public water supplies as outlined in Act 399, P.A. 1976 as amended.

#### 2-41 REPLACEMENT WATER WELL

A water well that is installed to provide water to a premise as a result of the existing water well or water supply being unable to provide water of adequate quantity or quality or when the construction or location of the existing water well or water supply poses a potential threat to the public health.

#### 2-42 RUBBISH

Non-putrescible solid wastes excluding ashes consisting of both combustible and non-combustible wastes,

such as paper, cardboard, metal containers, wood, glass, bedding, demolished building materials and litter of any kind that will be detrimental to the public health and safety.

#### 2-43 SEPARATE, LEGALLY RECOGNIZED PARCEL

A "separate, legally recognized parcel" means a parcel of land, which is described in a legal description separate from the benefited parcel and which was created in compliance with applicable law.

#### 2-44 SEPTIC TANK

A watertight receptacle used for the purpose of receiving all sewage and so designed as to permit the collection of solids from such wastes and to permit such retained solids to undergo decomposition therein.

#### 2-45 SEPTIC TANK RISER

The term septic tank riser means a device that is connected to a septic tank, extends to ground surface and has a cover or lid which prevents unauthorized access. Risers present a means to readily locate and provide access for inspection and routine maintenance of a septic tank.

#### 2-46 SEWAGE

The liquid waste from all habitable buildings, as well as human excreta, as well as wastes from toilets, urinals, sinks, laundries, shower baths, bath tubs, dishwashers, garbage grinders, and septic tank overflow or effluent and any other liquid waste of organic or chemical nature, either singularly or in any combination.

#### 2-47 SEWAGE TREATMENT AND DISPOSAL FACILITIES

Those devices used in the treatment and disposal of sewage, including but not limited to, a holding tank, privy, seepage pit, dry well, block trench, sewer line, septic tank, absorption field, trench, or bed. These facilities are identified as methods of disposal that are routinely encountered, but do not necessarily comprise methods that are approvable under this code.

#### 2-48 SEWAGE TREATMENT AND DISPOSAL SYSTEM

The term sewage treatment and disposal system shall mean the method of disposing of sewage into the soil by means of a sewer line connected to a septic tank or aerobic tank and a soil absorption system or any other similar device, appurtenances or method approved by the Health Officer.

#### 2-49 SEWAGE (EFFLUENT) FILTER

A device intended to filter suspended solids from septic tank effluent prior to conveyance to a soil absorption system.

#### 2-50 SEWER LINE

Any watertight pipe or conduit used for the conveying of sewage.

#### 2-51 SOIL PERMEABILITY

The measure of the rate at which liquid (typically water) passes in one direction through soil under saturated conditions. Soil permeability is determined through standardized field textural analysis procedures, using USDA textural classifications and could include influential soil structure characteristics.

#### 2-52 STREAM

A stream is a natural or artificial body of water that has definite banks, a bed, and visible evidence of a flow

of water.

2-53 SUCCESSOR BUILDING

Any premise that replaces a premise that during construction, remodeling or renovation activities and where the premises square footage is greater than fifty (50) percent replaced or expanded.

2-54 SURFACE WATER

The term surface water means any of the following: The Great Lakes and their connecting waterways, inland lakes, rivers, streams and ponds. Ponds provided with an impermeable liner or manmade ponds that are contained on a parcel of land and which do not have an outlet or connection to other surface water bodies are exempt from this definition.

2-55 TERMS NOT DEFINED HEREIN

Any other terms used herein not defined shall have the natural and usual meaning as found in the trade or as defined by current trade journals or other publications.

2-54 TOE OF MOUND

The perimeter of a mound where it's fill material and cover meets the natural ground surface.

2-56 WATER SUPPLY

Water supply means a system of pipes and structures through which water is obtained, including, but not limited to, the source of the water, such as wells, hauled water storage tanks, and pumping and treatment equipment, storage tanks, pipes and appurtenances, or a combination thereof, used or intended to furnish potable water for domestic or consumer use.

2-57 WELL

Well means an opening in the surface of the earth for the purpose of removing groundwater for domestic use, irrigation, recharge, or open loop geothermal purposes.

**ARTICLE III LAND DIVISIONS, SUBDIVISIONS AND CONDOMINIUM DEVELOPMENTS**

3-1 REQUIREMENTS

A permit or approval of a parcel less than one acre, a proposed platted subdivision development or a proposed condominium development, where the development is not served by a publicly operated water supply system and public sanitary sewer system, shall be issued if the requirements of this code have been met.

3-2 DEVELOPMENT PROPOSALS

Developments which propose the use of individual water supply and/or sewage treatment and disposal systems, privately owned public water supply and/or privately owned community wastewater treatment and disposal systems or the use of existing water supply and/or sewage treatment and disposal systems shall be submitted to the Health Officer for review and approval. A licensed professional engineer or licensed land surveyor shall prepare and submit for review a development report and supporting documentation regarding the suitability of the site for the proposed use.

The licensed professional engineer or licensed land surveyor shall submit a certification of suitability of the site for the proposed use in regards to the installation of or use of existing water supplies and/or sewage

treatment and disposal systems through the submittal of a narrative outlining his/her findings and conclusions which support his/her certification of suitability.

Four copies of the site report, site development plan and supporting documentation shall be submitted to the Health Officer and shall include but not be limited to the following:

- A. A narrative statement and site development plan that articulates and conveys the proposed use, size and arrangement of units and/or lots.
- B. Indicate all areas in excess of twelve (12) percent slope. Also, show all natural drainage areas and structures.
- C. A site development plan in a scale not to exceed 1":60'.
- D. In the case of waterfront property indicate high water elevations and two (2) foot vertical contour intervals if ground water table is within sixty inches (60") of the natural ground surface.
- E. Show maximum high ground water table where such is within sixty inches (60") of the natural ground surface.
- F. The location and results of soil evaluations using procedures acceptable to the Health Agency.
- G. For developments proposing to utilize individual or privately owned public water supplies, information which demonstrates the availability of ground water that is of acceptable quality and quantity in a formation which is adequately protected with respect to potential sources of contamination must be provided.
- H. The proposed name of the development.
- I. Location as to Section Number, Town, Range, Township and County.
- J. The name and address of the owner, proprietor and applicant.
- K. North point, date, street names, unit and/or lot and development dimensions.
- L. Typical layout of the single family dwelling and facilities for each individual unit and/or lot. If the proposed use of units and/or lots will be for other than single family residences, the use and location shall be indicated and a typical layout showing building and facility locations provided for each unit and/or lot so used.
- M. Existing and proposed contours where site modifications are proposed. Site modifications shall be shown in two (2) foot vertical contour intervals.
- N. Existing and proposed utility easements.
- O. Location of existing structures, wells and sewage treatment and disposal systems.
- P. Location of lakes, rivers, streams or other surface waters or where conditions of ponding or flooding are known to occur and where such conditions may be in conflict with the development of safe and adequate systems for water supply and sewage treatment and disposal systems.
- Q. Any potential sources of contamination of proposed water supplies for the project.
- R. The location of water supplies used to determine water supply suitability relative to development location.

- S. The signature and seal of the licensed professional engineer or licensed land surveyor preparing the report.
- T. Other information as deemed necessary by the Health Agency to demonstrate site suitability.

### 3-3 CRITERIA FOR DEVELOPMENT APPROVAL

No portion of a development plan or a preliminary development plan may be approved for onsite water supply or sewage treatment and disposal where one or more of the following conditions exist:

- A. A publicly operated sewer system is available.
- B. The natural ground surface is less than sixty (72) inches above any of the following:
  - 1. Maximum high water table elevation.
  - 2. Impervious soil stratum.
  - 3. Ordinary high water mark of adjoining lake, stream or other surface waters.
  - 4. Bedrock formations, peat, muck or marl
- C. The property lacks sufficient area to provide for the minimum horizontal isolation requirements of Section 5-11 for each water well and/or sewage treatment and disposal system proposed.
- D. The requirements of State of Michigan Act 59 PA 1978 and/or Act 288 PA 1967 as amended or any Administrative Rules promulgated under these Acts cannot be met. Where the requirements of these Acts conflict with the provisions of this code, the most restrictive shall prevail.
- E. Ponding or flooding are known to occur, and such conditions might be in conflict with the development of safe and adequate systems for water supply and sewage treatment and disposal.
- F. An adequate and protected water supply is not available.

### 3-4 ENVIRONMENTAL APPROVAL

A development plan shall be approved when conditions noted in the site report, supporting documentation and certification of suitability and when the unit and/or lot size or arrangement of units and/or lots have been demonstrated to meet the requirements of this code. The review of the development plan shall take into account the anticipated use to be made of any unit, lot or division of land.

The Health Officer shall review the information submitted and determine if the information is accurate, representative and adequately supports the certification of suitability. If the Health Officer determines the development plan, supporting documentation and certification of suitability adequately demonstrates that the proposed development meets the requirements of this code and all state statutory requirements or administrative rules, then he shall send to the municipal corporation an approval of environmental suitability.

### 3-5 DEED RESTRICTIONS, RESTRICTIVE COVENANTS AND ADVISORIES

The agency may require, as a condition of approval, that the owner record deed restrictions, restrictive covenants and/or advisories for the protection of the public health, safety and welfare and the environment.

### 3-6 FINAL APPROVAL

Final approval of a development which proposes the use of individual water supply and/or sewage treatment and disposal systems, privately owned public water supply and/or privately owned community wastewater treatment and disposal systems or the use of existing water supply and/or sewage treatment and disposal systems shall not be granted approval until the conditions and/or restrictions for approval have been made part of the master deed and/or restrictive covenants for the proposed development and a copy of the recorded master deed and/or restrictive covenants are submitted for review.

## ARTICLE IV

## SEWAGE TREATMENT AND DISPOSAL

The intent of this article is to provide regulations to control the installation and maintenance of private, semi-private and public sewage treatment and disposal systems where no municipal sewage facility is available; to establish minimum criteria for such installation; to protect the health, safety and welfare of the people of Antrim, Charlevoix, Emmet and Otsego Counties.

### 4-1 SEWAGE TREATMENT AND DISPOSAL ON ALL PREMISES

It shall be unlawful for any person to construct or alter any premise which is not equipped with a sewage treatment and disposal system that complies with this code, unless granted approval by the Health Officer. It is also unlawful for any person to occupy or maintain a premise that has a failed sewage treatment and disposal system.

Existing sewage treatment and disposal systems determined by the Health Officer to be in good functional status may be granted or allowed continued operation until a change of use is proposed or created or the use of that system results in a failure.

### 4-2 CONSTRUCTION PERMIT REQUIRED

It shall be unlawful for any person to construct, repair, alter, extend or operate any sewage treatment and disposal facility within Antrim, Charlevoix, Emmet or Otsego Counties unless they have a construction permit issued by the Health Officer and for which a final approval has been granted pursuant to this code. As used in this code, the term "permit" includes any conditions contained within the permit.

### 4-3 OPERATION PERMIT REQUIRED

It shall be unlawful for any person to install or operate any Advanced Treatment System (ATS) or any sewage treatment and disposal system that uses an easement for the conveyance or disposal of residential or commercial wastewater within Antrim, Charlevoix, Emmet or Otsego Counties unless they have an operation permit issued by the Health Officer.

Operation permits for Advanced Treatment Systems (ATS) shall be valid for a maximum period of one (1) year and expire on December 31 of each year of issuance.

Operation permits for Off-Site Systems shall be valid for a maximum period of five (5) years and expire on December 31 of the fifth year after issuance.

### 4-4 TERM OF PERMITS

Any construction permit issued pursuant to the requirements of the preceding sections shall be valid for the term of twenty-four (24) months from the date of issuance, unless revoked as provided in the following.

An operation permit issued pursuant to the requirements of the preceding sections shall be valid for the term of up to twelve (12) months, from the date of issuance, for Advanced Treatment Systems, expiring on December 31st of the year of expiration, unless revoked.

An operation permit issued pursuant to the requirements of the preceding sections shall be valid for the term of up to sixty (60) months, from the date of issuance, for Off-Site Systems, expiring on December 31<sup>st</sup> of the year of expiration, unless revoked.

### 4-5 PERMIT APPLICATION

A completed Health Agency approved application and fee for a construction or operation permit shall be required for any installation of a sewage treatment and disposal system. The application for the proposed sewage treatment and disposal system shall include information and data, as the Health Officer may require, and be signed by the owner or owner's representative.

An application that is not complete shall not be approved.

If the stated requirements of this code are met, a construction or operation permit shall be issued by the Health Agency, subject to the terms and conditions established by the Health Officer.

#### 4-6 TERM OF APPLICATIONS

Any application received by the Health Department shall, if incomplete, have a term of twelve (12) months from the date of application submittal. A complete application shall include all information and documents required for the service applied for. Any incomplete application exceeding the expiration date shall be considered invalid and expired and all associated permit application fees will be forfeited.

#### 4-7 APPLICATION RESPONSE TIME

Once the Health Agency has received a completed application and fee, the Health Officer shall within fifteen (15) working days: grant the permit, deny the permit or notify the applicant that the permit process will require additional time to complete due to weather conditions, seasonal considerations or other material reason.

#### 4-7 CHANGES AND REVISIONS

No changes shall be made in the approved plans without the written consent of the Health Agency and the property owner or the property owner's authorized agent. A revision in development plans, constructing or installing sewage treatment and disposal facilities inconsistent with the permit or a change in site conditions, from those upon which the approval was based, may require an application for a new permit, and all sections of this code pertaining to new permits will then apply.

#### 4-8 CRITERIA FOR CONSTRUCTION PERMIT APPROVAL – CONVENTIONAL SEWAGE TREATMENT AND DISPOSAL SYSTEM

A conventional sewage treatment and disposal system may be permitted at a site where all of the following site characteristics or conditions exist:

- A. An available sewer system is not available.
- B. The area of the proposed sewage treatment and disposal system complies with the minimum vertical separation requirements for conventional systems in Table 5-11.
- C. The property served includes sufficient area to provide for the minimum horizontal isolation distances required in Table 5-12.
- D. The natural ground slope does not exceed twelve (12) percent. Sites may be approved with greater slopes if design includes methods designed to work with slopes (drip irrigation, step trenches, distribution chambers etc.).

#### 4-9 CRITERIA FOR CONSTRUCTION PERMIT APPROVAL – LOW PRESSURE DISTRIBUTION (LPD) ELEVATED ABSORPTION FIELD (MOUND)

A low pressure distribution elevated absorption field (mound) may be permitted at a site where all of the following conditions are met:

- A. An available sewer system is not available.
- B. The area of the proposed sewage treatment and disposal system complies with the minimum vertical separation requirements for elevated absorption systems in Table 5-11.
- C. The property served includes sufficient area to provide for the minimum horizontal isolation distances required in Table 5-12.
- E. The natural ground slope does not exceed twelve (12) percent.
- F. The site is not subject to flooding or significantly impacted by surface runoff.

#### 4-10 CRITERIA FOR CONSTRUCTION PERMIT APPROVAL – ADVANCED TREATMENT SYSTEM (ATS)

An Advanced Treatment System shall be permitted where the applicant has provided competent, material and substantive evidence which allows the Health Agency to find that all of the following standards have been met and all of the following required information has been provided:

- A. An available sewer system is not available.
- B. The area of the proposed sewage treatment and disposal system complies with the minimum vertical separation requirements for advanced treatment systems in Table 5-11.
- C. The property served includes sufficient area to provide for the minimum horizontal isolation distances required in Table 5-12.
- D. The natural ground slope does not exceed twelve (12) percent.
- E. The proposed ATS is capable of producing effluent with:
  - i. Biological Oxygen Demand (BOD<sub>5</sub>) less than or equal to 30 mg/L
  - ii. Total Suspended Solids (TSS) less than or equal to 30 mg/L
  - iii. Total Inorganic Nitrogen (TIN) less than or equal to 30 mg/L
- F. The site is not subject to flooding or significantly impacted by surface runoff.
- G. A wetland determination may be required and, if required by law, a wetland permit shall be obtained prior to issuance of a construction permit.
- H. The applicant shall provide the Health Agency with the maintenance specifications of the manufacturer and the maintenance specifications of the engineer for the entire ATS.
- I. The applicant shall provide the Health Agency with a notarized copy of a Notice of Advanced Treatment System that has been recorded with the Register of Deeds in the county in which the premises is located and which contains the page and liber numbers of the recordation.
- J. An approved operation permit shall be acquired for the proposed Advanced Treatment System (ATS).
- K. A maintenance contract meeting the requirements of Section 4-11 shall be provided prior to permit approval.

#### 4-11 MAINTENANCE CONTRACTS – ADVANCED TREATMENT SYSTEM (ATS)

A maintenance contract shall be submitted to this Health Agency for approval and is required prior to issuance of the operation permit for an Advanced Treatment System (ATS). At a minimum the maintenance contract shall provide that:

- A. The ATS shall be inspected and the effluent sampled and evaluated not less than annually by a maintenance contractor who shall be a licensed professional engineer, State of Michigan or nationally registered sanitarian in private practice or a certified ATS inspector.
- B. The first operation and maintenance inspection shall be conducted thirty (30) to ninety (90) days of ATS start-up.
- C. The inspection(s) and any regular maintenance required by the manufacturer, design engineer and operation permit shall be prepaid for a minimum of one (1) year.
- D. Required inspection(s) shall determine and inspection report(s) shall describe whether the ATS:
  - i. Is functioning in compliance with the standards of section 4-10(F.) and include all analytical testing which has been done to make this determination.
  - ii. Continues to be compliance with the maintenance specifications of the manufacturer.
  - iii. Continues to be compliance with the maintenance specifications of the engineer for the ATS.
  - iv. Continues to be compliance with conditions imposed by all permits issued by the Health Agency
  - v. The ATS is performing in the manner in which it was approved.
- E. The inspection report must include a description of all maintenance performed on the ATS or any of its components since the last inspection report.
- F. The maintenance contract must be assignable to subsequent owners of the premises, which is equipped with the ATS.
- G. The maintenance contractor acknowledges the obligation to notify the Health Agency of a discontinuation of services as required by Section 4-12.
- H. An operation and maintenance inspection report shall be submitted to the Health Agency and the property owner within thirty (30) days of any inspections required by the Health Agency.
- I. The Health Agency, as deemed necessary, may require additional inspections and inspection parameters.

#### 4-12 TERMINATION OF MAINTENANCE CONTRACT – ADVANCED TREATMENT SYSTEM (ATS)

The property owner and maintenance contractor shall notify the Health Agency within thirty (30) days if for any reason the services required by the maintenance contract are or will no longer be performed.

#### 4-13 CRITERIA FOR OPERATION PERMIT APPROVAL – ADVANCED TREATMENT SYSTEM (ATS)

The initial operation permit shall be issued by the Health Agency for an Advanced Treatment System (ATS) documented to have the capability to meet the requirements of Section 4-10 (E and F) and which has a maintenance contract meeting the requirements of Section 4-11.

An operation permit renewals shall be issued by the Health Agency if the applicant has provided competent, material and substantive evidence which allows the Health Agency to find that the ATS is in compliance with Section 4-10(F) and that the property owner has a valid maintenance contract in effect as required by this code.

#### 4-14 FAILURE OF AN ADVANCED TREATMENT SYSTEM (ATS)

If the ATS fails to meet the standards in Section 4-10(F), any provision of the maintenance contract or a condition of the construction permit or operation permit, the owner shall immediately notify the Health Officer of the failure and immediately take action to identify and correct the cause(s) of the failure. Corrections and

additional effluent sampling shall be conducted to demonstrate compliance with Section 4-10(F) without endangerment to public health or the environment.

Where the cause of failure cannot be corrected within a one-month period, the owner shall enter into an agreement approved by the Health Officer to provide for the proper disposal of septage generated on the property. The Health Officer shall approve such an agreement if it provides, in a timely manner, for the lawful disposal of septage by a State of Michigan licensed septage hauler until such time as the ATS can operate as required by the operation permit.

#### 4-15 FINAL INSPECTIONS AND APPROVALS

The Health Officer shall make such inspections at the site as deemed necessary to assure that the wastewater system was installed in compliance with the code and with any conditions required on the permit. The owner or the owner's agent shall notify the Health Officer when the wastewater system is installed and the project is ready for inspection. Notification must be provided a minimum of two (2) working days prior to anticipated system completion and desired final inspection by the Health Officer.

The wastewater system must be left in a condition that allows for proper inspection and may not be put into use prior to an inspection and approval by the Health Officer, except with the permission of the Health Officer and submittal of a sewage treatment and disposal system affidavit.

Where engineered systems are required, the system shall be inspected by the design engineer and an "as-built" drawing shall be submitted to the Health Agency within thirty (30) working days.

#### 4-16 INSPECTIONS – ADVANCED TREATMENT SYSTEMS (ATS)

For Advanced Treatment Systems (ATS), the following inspections shall be performed by a licensed professional engineer and the engineer shall certify, on a form provided by the Health Agency, that the following have been met:

- i. The advanced treatment unit or facility is installed according to the engineered site plan.
- ii. The advanced treatment system is installed in compliance with the ATS construction permit and all conditions.
- iii. All system components and appurtenances are installed correctly.
- iv. Advanced treatment unit or facility is in good working condition, functioning properly and meets all manufacturer design parameters.

#### 4-17 CONDEMNATION OF EXISTING INSTALLATIONS

A "failed" sewage treatment and disposal system shall be repaired, rebuilt, or replaced by a system constructed according to stated requirements of this code or connected to an available sewage system within a reasonable period of time specified by the Health Officer.

#### 4-18 SUCCESSOR BUILDINGS

A building or mobile home using an existing sewage treatment and disposal system may be replaced or succeeded by a building or mobile home which may use the same treatment and disposal system provided approval of the Health Officer is first obtained and the system is deemed adequate for the replacement building in terms of the provisions of this code.

#### 4-19 CHANGE OF USE

Any change in use that may increase the objective potential effluent burden of an existing premises or into an existing sewage treatment and disposal system, shall require approval of the Health Officer as to the adequacy of the system in terms of the stated requirements of this code.

#### 4-20 MUNICIPAL SEWER CONNECTION

Where a public sewer is available, all new buildings shall be connected at the time of construction. When a public sewage system becomes available to existing properties where a sewage treatment and disposal system exists that is not in compliance with or can be brought into compliance with the code, connection to the available sewer system must occur and documentation of connection must be provided to the Health Agency.

### ARTICLE V REQUIREMENTS FOR CONSTRUCTION OF INDIVIDUAL SEWAGE TREATMENT AND DISPOSAL SYSTEMS

#### 5-1 DESIGN CRITERIA

The standards herein shall be the minimum design criteria and shall apply to all sewage treatment and disposal systems. For systems serving uses other than single or two-family residences, Michigan established rules, guidelines or criteria or the District Sanitary Code will be applied, whichever is more restrictive.

Where the provisions of this code or any criteria established by the State of Michigan do not address critical components of a wastewater system design or installation, other accepted practices may be applied as deemed necessary by the Health Officer.

Where plans are required as part of a permitting process, they shall be submitted along with specification and supporting documents prior to permit issuance. If the plans and specifications meet the requirements of this code and any applicable state statutes and rules, a permit shall be issued by the Health Agency.

#### 5-2 SEPTIC TANKS

Design and construction of septic tanks shall be subject to the approval of the Health Officer prior to construction or installation. All septic tanks should be designed and installed to be watertight including; watertight seams, penetrations and access risers in high water table conditions. In areas of high groundwater conditions, septic tank buoyancy calculations shall be provided to the Health Agency for review and necessary ballasting provided, at the time of installation, to secure tank placement.

#### 5-3 SEPTIC TANKS – MINIMUM VOLUME

The minimum liquid capacity of a septic tank serving a single dwelling shall be 1,000 gallons for a dwelling having three (3) bedrooms or less, and 250 additional gallons for each additional bedroom in excess of three.

#### 5-4 SEPTIC TANKS – MAXIMUM BURIAL

A septic tank, pump chamber or other tank that is a component of a wastewater system, shall have a maximum burial depth of thirty-six (36) inches below finished grade. If information can be provided by the tank manufacturer that a greater burial depth can be achieved, the tank may be allowed to have a greater burial depth.

#### 5-5 COMPACTING

The soil below a septic tank or pump chamber should be compacted, levelled and free of stone or other material that could compromise the integrity of the tank bottom. Soils, adjacent to the sidewalls of the tank, should be compacted using non-mechanical methods to prevent settling.

#### 5-6 OUTLET PIPING

Where septic tank effluent is exiting a tank by gravity, the pipe connected to the outlet baffle must be constructed of Schedule 40 PVC or SDR 23 material for a minimum of ten (10) feet from the outlet of the tank.

5-7 SEPTIC TANK RISERS

Each septic tank installed, where the top of the tank is greater than eighteen inches (18") below finished grade, shall have a septic tank riser installed and terminated at finished grade. Septic tank risers shall be installed to provide access for routine maintenance, minimize odors and to prevent unauthorized and unsupervised entry.

5-8 PUMP CHAMBERS

The pump chamber shall have a reserve volume that provides for temporary loss of power or other pump failure, shall have a high level warning device and shall be provided with a septic tank riser with a watertight connection to the top of the tank. The minimum liquid capacity of the pump chamber shall be 500 gallons or 1/3 of the total septic tank capacity requirement, whichever is greater.

All pump and pumping equipment shall be accessible from the finished grade to prevent entry into the pump chamber during routine operation and maintenance. Design and construction of pump chambers shall be subject to the prior approval of the Health Officer.

5-9 RISER LIDS – WEIGHT STANDARD

For new or replacement wastewater systems permitted under the authority of the Health Department of Northwest Michigan, septic tank and pump chamber riser lids must be constructed of concrete, cast iron or other durable material heavy enough or weighted to prevent access by children, meeting ASTM 1227 07-C standards, which specify a minimum weight of 59 pounds.

5-10 PUMP DISCHARGE SEWAGE (EFFLUENT) FILTERS

Pump discharge filters are required where the distribution orifice size is ¼ inch diameter or smaller. Maximum pump discharge filter opening/screening size shall not exceed the maximum orifice size in the distribution network.

5-11 VERTICAL SEPARATION REQUIREMENTS

**TABLE 5-11 MINIMUM VERTICAL SEPARATION DISTANCES  
(INCHES OF SEPARATION)**

The infiltrative surface of a sewage treatment and disposal system shall be separated by the minimum vertical distances from the item named:

<u>Water Table<sup>1</sup></u>	<u>Ordinary High Water Mark<sup>2</sup></u>	<u>Impervious/Limiting Stratum</u>
48	48	60

The natural ground surface within the entire sewage treatment and disposal system area shall be separated by the minimum vertical distances from the items named for the types of systems noted:

<u>Type of System</u>	<u>Water Table</u>	<u>Ordinary High Water Mark<sup>2</sup></u>	<u>Impervious/Limiting Stratum</u>
Conventional	48	48	60
Low Pressure Dist. Mound	24	24	36
Advanced Treatment (ATS)	12	12	24

<sup>1</sup>Water table cannot be artificially lowered to meet requirement. <sup>2</sup>Measurement from relative elevation of ordinary high water mark

## 5-12 HORIZONTAL ISOLATION REQUIREMENTS

The components of a sewage treatment and disposal system shall be located not closer than the following horizontal distances away from the item named:

**TABLE 5-12 MINIMUM HORIZONTAL ISOLATION DISTANCES  
(FEET TO SEWAGE TREATMENT AND DISPOSAL SYSTEM COMPONENT)**

FROM	Absorption Field	Sewers <sup>1</sup>	Sewers <sup>2</sup>	Septic Tank <sup>3</sup>
Wells <sup>4</sup> or Suction Lines	50	10	50	50
Pressure Water Line (buried)	10	10	10	10
Property Line	10	10	10	10
Easement Boundary	10	5	5	10
Foundation Wall or Footing Drain <sup>5</sup>	10	NA	5	5
Drainage Tile	10	10	10	10
Grade Drop-Off	20	5	10	10
Lake, Stream or Surface Water	100	10	50	50

<sup>1</sup>Ductile Iron, Schedule 40 PVC (plastic) or equivalent. <sup>2</sup>Other materials, including force main. <sup>3</sup>Includes pump and dosing chambers.

<sup>4</sup>Applies to individual residential water supply wells, for Type II A or B, and Type III water supplies refer to Act 399, P.A. 1978. <sup>5</sup>In the case of Lake Michigan or connected water bodies, isolation shall be measured from the Ordinary High Water Mark as defined in Article II. In the case of other lakes or streams, isolation shall be measured from the known high water mark. <sup>5</sup> Slab on grade foundations, with no drainage infrastructure, may be granted a reduced horizontal isolation from the stated requirement.

## 5-13 ABSORPTION FIELD AREA

A new wastewater absorption field shall provide a basal area for a minimum of two (2) bedrooms. An absorption field, trench or bed shall provide not less than the following basal areas for each bedroom served:

**TABLE 5-12 MINIMUM SOIL ABSORPTION FIELD BASAL AREA  
(SQUARE FEET PER BEDROOM)**

SOIL TEXTURAL CLASSIFICATION <sup>1</sup>	TRENCH AREA REQUIRED	BED AREA REQUIRED	APPLICATION RATE
Course to Medium Sand	125	250	1.0
Fine Sand	165	330	.75
Loamy Sand	190	380	.65
Sandy Loam	250	500	.50
Silt Loam, Loam	300	Not Suitable	.41
Sandy Clay Loam	330	Not Suitable	.38
Clay Loams and Clays <sup>2</sup>	Not Suitable	Not Suitable	----

<sup>1</sup> Soils can have varying amounts of sand, silt and clay and therefore can have a wide range of permeabilities. Soil structure can have a greater effect on permeability than texture alone and will be considered in determining permeability rates and absorption area requirements. Engineering tests may be conducted to determine site-specific soil permeability <sup>2</sup> There are other soils with permeabilities over 60 min/in which would fall into the "Not Suitable" category (Silt, Silty Clay, Sandy Clay etc.).

#### 5-14 ABSORPTION TRENCHES - SPACING

An absorption trench shall have one (1) distribution pipe centered in the trench width. Trench system spacing shall be constructed to provide a minimum of four (4) feet of undisturbed soil between trenches.

#### 5-15 ABSORPTION BEDS

An absorption bed shall have two (2) or more parallel distribution pipes. The outermost pipes shall be located not closer than six (6) inches and not further than twenty-four (24) inches from the bed side wall. The maximum spacing center to center of distribution pipes shall be four (4) feet for gravity flow and five (5) feet for low pressure distribution.

#### 5-16 TRENCH AND BED CONSTRUCTION DETAILS

The following additional requirements shall apply to trenches and beds:

**TABLE 5-15 TRENCH AND BED CONSTRUCTION DETAILS**

ITEM	MAXIMUM	MINIMUM
Number of trenches	----	2
Length of single lateral pipe (feet)	75	----
Width of trench (inches)	48	18
Trench or bed bottom below finished grade (inches)	30	----
Depth of aggregate below laterals (inches)	----	6
Depth of aggregate above laterals (inches)	----	2
Total depth of aggregate	----	12
Size of Aggregate <sup>1</sup> (inches)	1 ½	1/2
Slope of trench or bed bottom	Level	Level
Slope of gravity flow pipe (inches per 75 feet)	1.5	Level
Diameter of gravity flow pipe (inches)	----	4

<sup>1</sup> Fines not to exceed 1% as determined by ASTM 117 for materials finer than 75 um (No. 200) Sieve in mineral aggregates by washing.

#### 5-17 FILTER FABRIC

Filter (geotextile) fabric is required for all soil absorption systems at the interface between the top of the drainfield aggregate and the final disposal field soil cover. Filter fabric must be a non-woven fabric with a weight greater than ½ oz. per square yard and not to exceed 2.0 oz. per square yard.

#### 5-18 PUMPING

Where site conditions require, wastewater effluent may be pumped to another septic tank or the absorption system. It is preferred that pumping shall be from a separate chamber downstream from the septic tank. Where wastewater effluent is pumped to a septic tank, the receiving tank must be a two-compartment tank or two separate tanks prior to final disposal. Pumping capacity shall be sufficient to deliver the required flow against static head and pipe friction.

#### 5-19 DOSING

A sewage treatment and disposal system may include provisions for dosing the absorption field. When dosing is employed, the frequency limited to dose at a volume which does not exceed 1/3 of the total maximum daily

design flow, nor 3 times the total distribution pipe volume.

#### 5-20 FORCEMAIN CONSTRUCTION

A septic system forcemain shall be constructed of schedule 40 PVC/ SDR 21 (or equivalent) with the use of solvent welded couplings. High density polyethylene (HDPE) pipe may be used if installed as a single seamless pipe or with fusion joints only. All forcemain pipe shall have a minimum pressure rating of 160PSI regardless of diameter and shall be protected from freezing either by depth of bury below anticipated frost lines or by adequate insulation.

Forcemain installations which cross under drives, roads, or other anticipated traffic areas shall be installed greater than 6.5 feet, in groundwater, or be properly insulated to prevent freezing for shallower installation depths.

Tracer wire shall be required on all forcemain installations greater than 300' on the same property where sewage originates, or any installation to an off-site drainfield location. The tracer wire shall be rated for direct burial with HDPE, high molecular weight polyethylene HMWPE coating, or high strength copper clad steel (CCS). The coating shall be green in color per the American Public Works Association (APWA) uniform standards. Installation shall be in accordance with industry standards which includes, but is not limited to, adequately protected termination points that are marked for future use.

#### 5-21 LOW PRESSURE DISTRIBUTION

When effluent is applied by means of low pressure distribution piping, the distribution network and its perforations (orifices) shall be sized to provide acceptably uniform application rates when lateral pipe friction is considered. As a guide, the calculated application flow rates should not differ by more than ten (10) percent in the orifices of a single lateral pipe, nor by more than fifteen (15) percent in the orifices of all the lateral pipes.

The minimum inside diameter of low pressure distribution piping shall be one inch (1) and the minimum diameter of pipe perforations shall be one-eighth inch (1/8"). Orifice shields shall be utilized to uniformly distribute septic tank effluent and to prevent orifice obstruction. The design of a low pressure distribution system shall be in accordance with generally accepted engineering practices.

#### 5-22 ELEVATED ABSORPTION SYSTEM (MOUND)

Any elevated absorption field, including those associated with Advanced Treatment Systems (ATS), shall be subject to all applicable requirements stated elsewhere in Article V, and to the following additional requirements:

- A. Preferred location shall be on level ground or at the crest of slopes. In any location, adequate means for diverting surface run-off shall be provided.
- B. An elevated absorption field on sloping ground shall have its longer dimension across the slope. Vertical requirements for isolation from water or unsuitable soils shall be measured at the up-slope edge or corner of the field.
- C. The ground below a mound shall be free of brush, stumps, and long grasses. The natural soil shall be scarified in a manner which provides good interface with the sand fill, but which does not compact or otherwise alter the soil structure. Plowing to eight (8) inches deep is an acceptable method. Rototilling is not. On sloping ground, furrows shall be made to lie across the slope. Site preparation shall not proceed when unusual moisture content has made the soil vulnerable to smearing or compacting.
- D. Before the absorption aggregate is placed, the fill material shall be compacted sufficiently to insure against future settlement and loss of vertical isolation distance.

- E. The absorption field area shall be as required in Table 5-12 for the fill material used. The preferred shape for a bed is long and narrow.
- F. The base of the fill material at the natural soil (i.e., toe of mound) shall have an area which equals or exceeds the area required in Table 5-12 for the natural soil type in the column for bed bottom. On a sloping site, only the area directly below the absorption field and downslope to the toe of the mound may be considered as contributing to the required area.
- G. Effluent shall be distributed by means of low-pressure distribution piping. Distribution piping shall be provided with a means to clean and maintain the distribution network (clean-outs, lateral sweeps etc.)
- H. Perimeter fill material must extend from the final finished grade and extend in all directions from the absorption field in a 3:1 slope, three (3) feet of horizontal extent for every one (1) feet of vertical height.
- I. The covering material above the absorption field shall be sand to loamy sand in texture and shall have grass cover established and maintained to prevent soil erosion.
- J. An elevated absorption system shall be required to be designed by a licensed professional engineer or the Health Department may, upon request by the applicant, agree to design the system. If engineered plans are required, plans and specifications shall be in accordance with generally accepted engineering practices and shall bear the engineers stamp or seal.

#### 5-23 SEWAGE TREATMENT AND DISPOSAL SYSTEM EASEMENTS

Any sewage disposal and treatment system that requires the use of burdened land other than the premises benefitted parcel for any portion of the sewage disposal and treatment system must be in compliance with the following.

- A. If the applicant will place any portion of the sewage disposal system on a burdened land, then an easement must be prepared and recorded in accordance with this section. If burdened land(s) are owned by the applicant, then the applicant shall comply with section 5-23(C).
- B. The easement shall be in a recordable form approved by the Health Agency. The Health Agency shall determine whether the form of the easement meets this code, whether the easement document is ambiguous and the easement document is legally binding. The easement document must include at a minimum all of the following:
  - i. Legal description of the easement
  - ii. Legal description of the benefitted parcel and burdened land(s)
  - iii. Purpose or use of the buildings served by the septic system
  - iv. Maximum effluent burden which can be placed on the burdened land
- C. If the applicant will place any portion of the sewage disposal system on a burdened land that is also owned by the applicant, then the applicant shall have prepared and sign an affidavit in a form approved by the Health Agency that contains at a minimum the legal descriptions of the burdened land and the benefitted parcel; the names of all owners; the existence of the portion of the sewage disposal system that is located on the burdened parcel; and a statement that, at the time of separation of the common ownership of the benefitted and burdened parcels, an easement document must be prepared and recorded with the County Register of Deeds as required by this regulation and the terms of the septic permit that is located on the benefitted parcel.
- D. The Health Agency shall require proof that all documents which must be in recordable form have been recorded with the County Register of Deeds prior to the issuance of the sewage disposal system permit.

- E. An operation permit must be obtained from the Health Agency for any sewage disposal system requiring an easement. The operation permit shall allow the use of off-site or remote disposal of residential or commercial wastewater for a maximum of five (5) years from the time of permit issuance.

A new operation permit must be obtained every five (5) years for as long as the easement is used in conjunction with a benefited parcel for the purposes of sewage conveyance and disposal and also when there is any change in use of the benefited parcel.

- F. An operation permit shall be issued by the Health Agency if the applicant has provided competent, material and substantial evidence which allows the Health Agency to find that the permit conditions are being complied with, no safety hazards exist and there are no reported or visible indications of failure or malfunction of the system have occurred.

- G. No person shall:

1. Use or occupy a premises on a benefited parcel when the sewage disposal system that serves the benefited parcel is not in compliance with these regulations, the operation permit or operation permit conditions.
2. Use or occupy a premises that is required by law to be served by a sewage disposal system when any portion of the sewage disposal system is located on two (2) or more legally recognized parcels of land unless there is compliance with these regulations.

#### 5-24 ALTERNATIVE METHODS

An alternative method of sewage treatment and disposal may be approved by the Health Officer if it provides equal or better on-site treatment of sewage than the methods provided in this code. Proposals for alternative methods must be submitted for review by the Health Officer. If approved, all conditions required by the Health Officer must be complied with.

#### 5-25 PRIVIES

All privies shall be constructed and maintained in a manner that does not create a public health nuisance. All premises are restricted from having water under pressure or plumbing where privies are permitted for wastewater disposal. All privies must be constructed using a watertight vault approved by the Health Officer. Privies can only be approved on sites that meet the site approval criteria outlined in Section 4-8.

### ARTICLE VI

### WELLS AND WATER SUPPLIES

It is hereby recognized that supply of safe potable water is fundamental to individual, public, and community health; that water supply facilities installed and operated in a proper manner are necessary for safeguarding public health; that water supplies furnishing water for human consumption need to be isolated and protected from sewage or other sources of pollution; and that contamination of water resources and supplies, or the creation of conditions menacing the public health, should be prevented.

#### 6-1 WATER SUPPLIES

All water supplies shall be located, constructed and maintained in accordance with the specifications outlined in Act 399, P.A. 1978 and Part 127 of Act 368, P.A. 1976 and administrative rules.

#### 6-2 PERMIT REQUIRED

It shall be unlawful for any person to install a water supply within Antrim, Charlevoix, Emmet or Otsego County unless a permit has been issued by the Health Officer

6-3 PERMIT APPLICATION

An application signed by the applicant, for a permit to install a water well shall be required for any installation. A plan of the proposed water well installation, with such data as the Health Officer may require shall be submitted on forms supplied by the Health Agency.

6-4 CRITERIA FOR PERMIT APPROVAL

The Health Officer shall have the right to deny a permit where one or more of the following conditions exist:

- A. An available public water supply exists.
- B. The property served lacks sufficient area to achieve the minimum isolation distances required in Table 6-8 and in applicable state law and regulations.
- C. The site is subject to ponding or flooding.
- D. No wastewater facilities are proposed, exist or are allowable on the site.

6-5 PERMIT ISSUANCE

If the proposed installation meets the requirements of this code, a permit shall be issued by the Health Agency.

6-6 INSPECTIONS

The Health Officer shall make such inspections at the site as he or she deems necessary.

6-7 DEVIATION FROM TERMS OF THE PERMIT

Failure to construct according to the terms of the permit shall be deemed a violation of these regulations for which the owner and/or installer shall be held liable. Such failure may result in the revocation of the permit and the proper abandonment of the well by plugging in accordance with Part 127 of Act 368, PA 1976 as amended.

6-8 ISOLATION DISTANCES

A private residential well shall be located not closer than the following horizontal distances away from the source of pollution named:

**TABLE 6-8 MINIMUM HORIZONTAL ISOLATION DISTANCES**

---

SOURCE OF POLLUTION	MINIMUM DISTANCE (FEET)
Septic Tank	50
Absorption Field	50
Building Sewer of Cast Iron, Schedule 40 PVC (plastic) or equivalent	10
Building Sewer of other materials, including force mains	50
Oil and Gas Wells	300
Other sources	50

---

Other water supply wells shall be isolated in accordance with state statutes and administrative rules.

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6-9 CONTAMINATED WATER SUPPLIES

When at least two (2) consecutive samples of water from an existing well show coliform organisms present or where an established EPA Maximum Contaminant Level (MCL) has been exceeded, such water supplies shall be considered contaminated. Consecutive samples shall mean those taken by the Health Officer at least seven (7) days apart.

Contaminated water supplies shall be repaired or replaced to meet the requirements of this code within a time reasonable period specified by the Health Officer. Contaminated water supplies which represent an immediate health hazard shall be posted with suitable signs at each outlet, or the outlet shall be made inoperative.

6-10 PLUGGING OF ABANDONED WELLS

At the time a replacement water well is installed, an approved public water supply is connected to a premise or if an existing water well is no longer in use or becomes a potential threat to the public health or groundwater supply or otherwise determined to be abandoned; the existing water well shall be plugged in accordance with the requirements outlined in Part 127, Act 368, of the Public Acts of 1978 and Administrative Rules as amended.

**ARTICLE VII PUBLIC HEALTH NUISANCES**

7-1 HEALTH OFFICER

It shall be the duty of the Health Officer to investigate all nuisances, sources of filth, and potential sources of illness that may be injurious to the health of the inhabitants of Antrim, Charlevoix, Emmet or Otsego counties.

7-2 ABATEMENT

Whenever any nuisance, source of filth, or potential cause of illness shall be found, the Health Officer shall order the owner or occupant thereof to remove or abate same within a specified time, but such correction shall not be required in less than twenty-four (24) hours, unless deemed necessary by the Health Officer. Failure to comply with such an order shall be deemed a violation of this code, if the Health Officer determines that the condition continues to be a threat to public health.

**ARTICLE VIII GARBAGE AND RUBBISH**

8-1 SCOPE

These regulations are intended to complement the requirements of Part 115 of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, as amended, and the administrative rules promulgated pursuant to that Act.

8-2 ACCUMULATION OF GARBAGE

No person shall permit to accumulate upon their premise any garbage except in durable, covered containers of rodent proof, fly proof and watertight construction. Garbage containers shall not be filled to overflowing or permitted to become foul smelling or a breeding place for vermin or flies.

8-3 ACCUMULATION OF RUBBISH

No person shall permit to accumulate upon their premise any rubbish except in durable containers adequately sized to enclose all accumulated wastes.

#### 8-4 DISPOSAL OF GARBAGE AND RUBBISH

Garbage and rubbish shall be disposed of in a manner which creates neither a nuisance nor a menace to health, and in accordance with the provisions of Part 115 of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, as amended, and the administrative rules promulgated pursuant to that Act.

An individual disposing of garbage and rubbish from their own household upon their own property shall do so in a manner that does not create a nuisance or hazard to public health. The disposal or accumulation of garbage or rubbish that may invite the breeding or collection of flies, mosquitoes, rodents or vermin is prohibited.

### ARTICLE IX PERMIT REVOCATION

#### 9-1 REVOCATION OF PERMITS

Any permit issued pursuant to this code may be revoked by the Health Officer if the Health Officer finds that one or more of the following circumstances exist:

- A. Changes have taken place on or to the site so that the construction or operation of the object of the permit cannot comply with this code;
- B. The object of the permit is not constructed, is not operated, is not maintained or does not perform as required by this code or the applicable permit;
- C. The premises to be served by the object of the permit is not constructed or operated as stated in the permit application;
- D. The permit holder does not comply with the requirements of this code or the terms of the applicable permit; or
- E. The permit application is inaccurate.

#### 9-2 PERMIT REVOCATION PROCEDURE

The revocation of a permit shall be taken pursuant to notice to the permit holder by the mailing of the notice of revocation via certified first class mail to the permit holder at the mailing address of the permit holder as provided in the application for the permit. The Health Officer may, but is not required to post the notice of revocation on the premises.

The notice of revocation shall contain the reasons for the revocation and notice that the permit holder has the right to request a meeting with the Health Officer. The request for the meeting shall be in writing and shall be made within sixty (60) days of the date of the posting of the notice of revocation. After the meeting, the Health Officer may continue the revocation, rescind the revocation or impose such conditions of the reinstatement of the permit as are necessary to require that the water supply or sewage treatment system is constructed as required by this code. If the permit holder is not satisfied with the decision of the Health Officer after the meeting, then the permit holder may appeal the Health Officer's decision to the Board of Appeals.

## ARTICLE X

## VARIANCES

### 10-1 VARIANCE – WHEN PERMITTED

Where, owing to special conditions of the property, strict compliance with the provisions of this code would be physically impossible, the Health Officer shall have the power to authorize one or more variances from the requirements of this code and the granting of such variances shall be limited to the fewest variances needed to achieve compliance with this code as much as the facts of the situation allow.

### 10-2 VARIANCE STANDARDS

A variance from the requirements of this code may be granted if the applicant shows by competent, material and substantive evidence that all of the following special conditions have been met:

- A. Strict compliance with the code cannot be achieved.
- B. There are exceptional or extraordinary circumstances or conditions applicable to the subject property, and is not created for personal convenience or economic hardship.
- C. The request for the variance is not a self-created condition or the result of actions of the property owner or previous property owner(s) which occurred after the enactment of the code provisions for which the variance is sought.
- D. The granting of such variance will constitute an improvement of existing conditions and will provide a high level of protection to the health, welfare and safety of the public and will not be materially injurious to other properties in the area which it is located.

### 10-3 WRITTEN DECISION

A decision regarding a request for a variance made by the Health Officer shall be made in writing and shall include the facts and the basis for the determination regarding whether the variance standards were met or not met.

### 10-4 CONDITIONS ON VARIANCE

Conditions may be imposed on the variance that are designed to implement compliance with the performance standards of this code or that are necessary to provide the same protection to persons or the environment as if there had been strict compliance with the provisions of this code.

### 10-6 DENIAL OF VARIANCE

The denial of a variance may be appealed to the Board of Appeals.

## ARTICLE XI

## BOARD OF APPEALS

### 11-1 BOARD OF APPEALS FOR EACH COUNTY

The Board of Commissioners of each county shall appoint five (5) persons who shall serve as a Board of Appeals for that county. One (1) or more alternates may also be appointed. An alternate may serve in the absence or disqualification of a regular member of the Board of Appeals. The duty of such Board shall be to consider appeals from the decision of the officials charged with the enforcement of the code and which relate to property that is located within that county.

## 11-2 CONFLICT OF INTEREST

Where an appointed member of the Board of Appeals has a conflict of interest under Michigan law, the member must recuse himself from hearing the appeal and the decision making process. If the member, who may have or is alleged to have a conflict of interest, disagrees that a conflict of interest exists, then the matter shall be referred to the attorney of the Health Department. After obtaining all relevant facts and reviewing Michigan law, the attorney shall issue a written legal opinion in advance of the hearing on the Appeal or provide an oral opinion at the hearing on the Appeal. The member, who is the subject of the opinion, and the Board of Appeals shall abide by the legal opinion.

## 11-3 COMPENSATION

The compensation for each member shall be that sum established by the County Board of Commissioners.

## 11-4 APPEALS

An applicant may appeal to the Board of Appeals any order, requirement, decision or determination that is made the Health Officer. Except for the filing of an appeal, which must be filed with the Health Officer as described below.

Each appeal shall be in writing and shall be filed with the Health Officer. Such appeal must specify the following: the order, requirement, decision or determination that is being appealed; the section(s) of this code that apply to the appeal; and those facts on which the appellant will rely to support the appeal. An appeal that is incomplete is not ripe for decision by the Board of Appeals.

An appeal must be filed within sixty (60) days after the date of the decision that is being appealed. An untimely appeal shall be dismissed by the Board of Appeals. The appellant shall deposit a fee with the Health Officer when the appeal is filed. Fees for appeals shall be as established by the Board of Commissioners and the amount of the fee shall reflect the cost of processing the appeal, including legal or other professional services.

The Health Officer shall transmit to the Board of Appeals a summary report of all previous action taken and the entire file pertaining to the subject of the appeal.

The final disposition of such appeal shall be in writing, concurred in by three (3) or more members of the Board, and may reverse, modify, or affirm the decision or the determination made by the Health Officer.

## 11-5 HEARINGS

The Board of Appeals shall set a reasonable time for the hearing and give due notice thereof to the appellant. The Board of Appeals shall decide the appeal within a reasonable time. The hearing shall be held in the county in which the property that is related to the subject matter of the appeal is located.

## 11-6 STANDARD FOR DECISION

As provided in Section 11-4, decisions shall be made by a concurrence of not less than three (3) persons on the Board of Appeals and shall be in writing. The decision of the Board of Appeals shall be the final administrative decision, shall be in writing, and shall include specific findings of fact by the Board of Appeals, and further, shall be subject to such judicial review as by law may be provided.

In deciding an appeal, the Board of Appeals shall determine the following:

- A. The Health Officer accurately determined the existing site conditions.
- B. The Health Officer properly interpreted and applied the requirements of the code for the existing site

conditions.

- C. The applicant has shown by competent, material and substantial evidence that the appeal should be granted.
- D. Variances granted as part of an appeals decision shall comply with Section 10-1 and 10-2 of the Variance section.

#### 11-7 APPEALS DECISION AND CONDITIONS

The Board of Appeals may affirm, reverse, wholly or in part, a decision of the Health Officer. The Board of Appeals may include any conditions in its decision that the Health Officer could have made. The Board of Appeals may grant a variance or variances or impose conditions on the appellant or the property or premises in its decision.

#### 11-8 MEETINGS - RULES OF PROCEDURE

The Board of Appeals shall meet at such times as the Board may determine. The Board shall set a place of meeting and all meetings shall be open to the public. The Board shall adopt its own rules of procedure, and keep a record of its proceedings, showing the question(s) considered. The presence of three (3) members of the Board or alternate members of the Board shall constitute a quorum. Said meetings shall be conducted in accordance with the "Open Meetings Act", as amended.

#### 11-9 NOTICES

The Board of Appeals shall send notice to the adjoining land owners surrounding the parcel of land in question, or any other interested person. For the purpose of surrounding properties; includes properties that are adjacent, contiguous or located across streets, roads or public easements or within 300 feet of the subject property.

### **ARTICLE XII                    INTERPRETATION, INJUNCTIVE RELIEF, PENALTY,    SEVERABILITY AND AMENDMENTS**

#### 12-1 INTERPRETATION

Where not inconsistent with the text, words used in the present tense include the future; words in the singular include the plural; and words in the plural include the singular. The word "shall" is always mandatory and not merely directory. Words or terms not defined herein shall be interpreted in the manner of their common meaning.

#### 12-2 INJUNCTIVE RELIEF

Notwithstanding the existence or pursuit of any other remedy, the Health Officer may maintain in a court of competent jurisdiction, an action for an injunction or other process against any person to restrain or prevent violations of the code.

#### 12-3 VIOLATION - CIVIL INFRACTION

No person or legal entity shall violate any provision or requirement of this code. A violation of this code shall be a municipal civil infraction as provided in MCL 600.113(c). A minimum fine of \$200.00 plus all damages, attorney fees and costs allowed by law shall be imposed for each violation. The failure to pay a court order authorized under MCL 600.8727 as amended shall allow the Health Officer to file a lien against the premises or property that is related to the violation as authorized by MCL 600.8737, as amended. Each day in which a person fails to comply with the provisions of this code shall constitute a separate and complete

violation.

#### 12-4 SEVERABILITY

The provisions of this code are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by a court of competent jurisdiction, the remaining portions of said code shall remain in full force and effect.

#### 12-5 AMENDMENTS

The District Board of Health, with the approval of Antrim, Charlevoix, Emmet and Otsego County Boards of Commissioners, may from time to time amend, supplement or change these regulations with the approval of all Boards. Any such amendment, supplement, or change of these regulations shall be preceded by such public hearings and notice as are required by state statute.

#### 12-6 RULES MAKING

Section 333.2226 of the Public Health Code (Act 368, PA 1978) allows for the promulgation of rules to "safeguard the properly the public health: to prevent the spread of disease and the existence of contamination; and to implement and carry out the powers and duties vested by law in the department". All rules created in this manner shall be approved by the Board of Health.

**BALANCE SHEET - - BOARD DISCRETIONARY FUNDS - - OCTOBER 31, 2016**

	<u>CAPITAL PROJECTS</u>	<u>DEBT SERVICE</u>	<u>HEALTH CARE</u>
<b>ASSETS</b>			
CASH	97,460.89	-	159,323.15
RESERVED CASH	250,000.00	-	
INVESTMENTS	100,000.00	-	100,000.00
IMPREST CASH	-	-	2,000.00
TAXES RECEIVABLE	-	-	-
ACCOUNTS RECEIVABLE	-	(35,000.00)	5,551.07
DUE FROM STATE	-	-	-
DUE FROM OTHER FUNDS	8,000.00	760,000.00	-
LONG TERM ADV TO OTHER FDS	-	-	-
LONG TERM ADV TO EMS	-	-	-
POSTAGE INVENTORY	-	-	-
SUPPLIES INVENTORY	-	-	-
PREPAID EXPENSE	-	-	15,645.96
<b>TOTAL ASSETS</b>	<u>455,460.89</u>	<u>725,000.00</u>	<u>282,520.18</u>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	-	-	-
ACCRUED WAGES PAYABLE	-	-	-
DUE TO OTHER FUNDS	-	-	-
DEFERRED REVENUE	-	725,000.00	-
<b>TOTAL LIABILITIES</b>	-	<u>725,000.00</u>	-
<b>FUND BALANCE</b>			
NONSPENDABLE/ASSIGNED/RESTRICTED	-	-	-
UNASSIGNED	455,460.89	-	282,520.18
<b>TOTAL FUND BALANCE</b>	<u>455,460.89</u>	<u>-</u>	<u>282,520.18</u>
<b>TOTAL LIABS &amp; FUND BALANCE</b>	<u>455,460.89</u>	<u>725,000.00</u>	<u>282,520.18</u>

PERIOD ENDING 10/31/2016

GL NUMBER	YTD BALANCE		YTD BALANCE		AVAILABLE		% BDGT USED
	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
010-PROPERTY TAXES	4,288,811.94	4,663,000.00	4,116,727.58		546,272.42		88.28
015-STATE UNRESTRICTED RE	579,651.75	630,799.00	563,597.82		67,201.18		89.35
025-INTEREST EARNINGS	113,933.02	125,000.00	148,744.16		(23,744.16)		119.00
030-OTHER REVENUE	164,428.36	348,000.00	95,342.11		252,657.89		27.40
050-SPECIAL ITEMS/TRANSFE	141,781.85	265,251.00	81,194.00		184,057.00		30.61
131-CIRCUIT COURT	123,623.53	209,950.00	116,460.39		93,489.61		55.47
132-LEIN FEES	7,225.50	11,800.00	9,530.00		2,270.00		80.76
133-DRUG COURT GRANT	76,827.67	142,608.00	57,843.50		84,764.50		40.56
134-RDSS TRANSPORT GRANT	5,543.81	15,000.00	3,282.50		11,717.50		21.88
136-DISTRICT COURT	428,737.96	477,029.00	479,848.34		(2,819.34)		100.59
145-JURY COMMISSION	1,270.00	5,500.00	5,222.50		277.50		94.95
148-PROBATE COURT	152,492.99	183,500.00	150,219.68		33,280.32		81.86
166-FAMILY COUNSELING SER	5,623.70	4,000.00	4,081.00		(81.00)		102.03
215-COUNTY CLERK/ROD	247,100.17	268,750.00	246,547.24		22,202.76		91.74
253-TREASURER	2,748.00	8,550.00	8,198.60		351.40		95.89
257-EQUALIZATION	19,096.75	36,700.00	20,964.00		15,736.00		57.12
262-ELECTIONS	0.00	0.00	14,387.19		(14,387.19)		100.00
267-PROSECUTOR	29,550.32	47,900.00	37,482.22		10,417.78		78.25
268-CHILD SUPPORT SPECIAL	15,736.31	48,000.00	30,213.42		17,786.58		62.94
301-SHERIFF	23,413.47	16,500.00	16,048.92		451.08		97.27
302-SHERIFF - CIVIL DIVIS	15,856.03	16,000.00	23,937.59		(7,937.59)		149.61
320-JUSTICE TRAINING	1,004.40	1,800.00	1,825.92		(25.92)		101.44
331-MARINE SAFETY	0.00	4,000.00	0.00		4,000.00		0.00
332-MOTORCYCLE SAFETY EDU	42,028.99	83,409.00	55,240.11		28,168.89		66.23
333-SNOWMOBILE GRANT	11,375.00	10,000.00	195.37		9,804.63		1.95
334-SECONDARY ROAD PATROL	19,624.00	40,000.00	41,664.00		(1,664.00)		104.16
336-OFF-ROAD VEHICLE GRAN	0.00	5,000.00	0.00		5,000.00		0.00
351-JAIL	56,139.47	78,600.00	60,488.43		18,111.57		76.96
427-EMERGENCY SERVICES	6,193.05	6,100.00	9,450.28		(3,350.28)		154.92
450-REMONUMENTATION	18,973.20	34,788.00	13,915.20		20,872.80		40.00
601-DISTRICT HEALTH	175.00	0.00	0.00		0.00		0.00
721-PLANNING / ZONING	91,934.00	93,235.00	88,645.00		4,590.00		95.08
<b>TOTAL REVENUES</b>	<b>6,690,900.24</b>	<b>7,880,769.00</b>	<b>6,501,297.07</b>		<b>1,379,471.93</b>		<b>82.50</b>
101-COMMISSIONERS	143,300.85	199,257.00	158,143.75		41,113.25		79.37
105-OTHER LEGISLATIVE	21,223.56	21,242.00	11,882.28		9,359.72		55.94
131-CIRCUIT COURT	787,346.92	1,086,004.00	789,545.43		296,458.57		72.70
132-LEIN FEES	7,663.00	11,800.00	9,530.00		2,270.00		80.76
133-DRUG COURT GRANT	82,571.64	134,104.00	78,117.41		55,986.59		58.25
134-RDSS TRANSPORT GRANT	5,549.15	15,000.00	3,910.25		11,089.75		26.07
136-DISTRICT COURT	53,963.45	68,606.00	52,378.17		16,227.83		76.35
145-JURY COMMISSION	21,098.65	33,950.00	17,020.03		16,929.97		50.13
148-PROBATE COURT	141,630.74	173,620.00	138,183.28		35,436.72		79.59
149-PROBATION/PAROLE	701.49	1,500.00	801.96		698.04		53.46
166-FAMILY COUNSELING SER	1,660.00	4,000.00	2,380.00		1,620.00		59.50
172-COUNTY ADMINISTRATOR	100,440.00	160,629.00	120,471.00		40,158.00		75.00
201-FINANCE DEPARTMENT	64,891.00	109,775.00	82,332.00		27,443.00		75.00
215-COUNTY CLERK/ROD	225,636.78	277,803.00	218,227.91		59,575.09		78.55
223-EXTERNAL AUDIT	11,289.29	11,267.00	11,266.71		0.29		100.00
228-INFORMATION TECHNOLOG	42,305.28	60,781.00	50,887.77		9,893.23		83.72
253-TREASURER	89,393.59	129,454.00	102,331.81		27,122.19		79.05
257-EQUALIZATION	201,572.64	213,509.00	171,991.15		41,517.85		80.55
261-COOPERATIVE EXTENSION	43,561.54	58,980.00	55,005.82		3,974.18		93.26
262-ELECTIONS	126.76	25,740.00	22,710.29		3,029.71		88.23
265-BUILDING AND GROUNDS	230,000.00	280,000.00	210,000.00		70,000.00		75.00
267-PROSECUTOR	353,291.48	500,532.00	393,131.31		107,400.69		78.54
268-CHILD SUPPORT SPECIAL	28,652.16	54,797.00	40,399.24		14,397.76		73.73
270-HUMAN RESOURCES	52,405.00	86,707.00	65,031.00		21,676.00		75.00
278-SURVEYOR	200.00	200.00	0.00		200.00		0.00
280-OTSEGO CONSERVATION D	4,000.00	4,000.00	4,000.00		0.00		100.00
301-SHERIFF	539,522.93	905,596.00	569,909.04		335,686.96		62.93
302-SHERIFF - CIVIL DIVIS	30,066.14	36,733.00	33,644.77		3,088.23		91.59
306-SANE	20,000.00	20,000.00	20,000.00		0.00		100.00
320-JUSTICE TRAINING	2,500.00	1,814.00	1,637.66		176.34		90.28
331-MARINE SAFETY	1,561.30	7,905.00	8,113.50		(208.50)		102.64
332-MOTORCYCLE SAFETY EDU	41,587.35	83,409.00	54,275.67		29,133.33		65.07
333-SNOWMOBILE GRANT	2,636.89	4,714.00	256.02		4,457.98		5.43
334-SECONDARY ROAD PATROL	60,989.99	75,030.00	64,493.02		10,536.98		85.96
336-OFF-ROAD VEHICLE GRAN	1,228.17	8,514.00	13,326.63		(4,812.63)		156.53
351-JAIL	788,038.06	1,059,864.00	801,423.46		258,440.54		75.62
427-EMERGENCY SERVICES	22,500.00	30,000.00	22,500.00		7,500.00		75.00
445-DRAINS	0.00	4,500.00	0.00		4,500.00		0.00
450-REMONUMENTATION	44,983.00	34,788.00	31,539.00		3,249.00		90.66
601-DISTRICT HEALTH	143,347.50	195,909.00	195,909.00		0.00		100.00
605-COMMUNICABLE DISEASES	500.00	500.00	500.00		0.00		100.00
631-SUBSTANCE ABUSE	57,857.50	86,246.00	17,871.00		68,375.00		20.72

PERIOD ENDING 10/31/2016

GL NUMBER	YTD BALANCE 10/31/2015		2016 AMENDED BUDGET	YTD BALANCE 10/31/2016		AVAILABLE BALANCE		% BDTG USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
<b>Fund 101 - GENERAL FUND</b>								
648-MEDICAL EXAMINER	75,341.93		85,650.00		76,335.49		9,314.51	89.12
649-MENTAL HEALTH	70,502.25		94,003.00		47,001.50		47,001.50	50.00
681-VETERANS BURIAL	3,176.54		7,400.00		5,499.49		1,900.51	74.32
682-VETERANS AFFAIRS	40,924.13		58,841.00		45,784.85		13,056.15	77.81
721-PLANNING / ZONING	46,027.00		96,591.00		62,795.96		33,795.04	65.01
729-CHAMBER OF COMMERCE	997.50		1,050.00		0.00		1,050.00	0.00
731-ECONOMIC ALLIANCE	10,000.00		15,000.00		15,000.00		0.00	100.00
851-INSURANCE AND BONDS	107,367.00		260,000.00		87,326.00		172,674.00	33.59
853-HEALTH CARE RETIREES	73,278.40		80,000.00		53,894.40		26,105.60	67.37
864-DISTRIBUTIVE SERVICES	27,410.77		89,108.00		27,639.59		61,468.41	31.02
941-CONTINGENCY	0.00		43,898.00		0.00		43,898.00	0.00
961-APPROPRIATION - HUMAN	8,904.00		58,904.00		58,904.00		0.00	100.00
962-APPROPRIATION - LGL D	37,500.00		0.00		0.00		0.00	0.00
966-APPROPRIATION - AIRPO	160,710.00		239,281.00		239,281.00		0.00	100.00
967-APPROPRIATION - CHILD	176,250.00		285,000.00		263,750.00		21,250.00	92.54
968-APPROPRIATION - FOC	122,197.00		113,264.00		84,948.00		28,316.00	75.00
969-APPROPRIATION - OTHER	22,500.00		13,000.00		13,000.00		0.00	100.00
970-APPROPRIATION - EQUIP	60,000.00		15,000.00		15,000.00		0.00	100.00
971-APPROPRIATION - SLDRS	5,000.00		5,000.00		5,000.00		0.00	100.00
972-APPROPRIATION - CAP P	42,000.00		35,000.00		35,000.00		0.00	100.00
978-APPROPRIATION - MAPPI	6,000.00		6,000.00		6,000.00		0.00	100.00
<b>TOTAL EXPENDITURES</b>	<b>5,567,880.32</b>		<b>7,880,769.00</b>		<b>5,787,237.62</b>		<b>2,093,531.38</b>	<b>73.43</b>
<b>Fund 101 - GENERAL FUND:</b>								
TOTAL REVENUES	6,690,900.24		7,880,769.00		6,501,297.07		1,379,471.93	82.50
TOTAL EXPENDITURES	5,567,880.32		7,880,769.00		5,787,237.62		2,093,531.38	73.43
NET OF REVENUES & EXPENDITURE	1,123,019.92		0.00		714,059.45		(714,059.45)	100.00
BEG. FUND BALANCE	2,187,918.91		2,708,510.15		2,708,510.15			
FUND BALANCE ADJUSTMENTS	309,095.00							
END FUND BALANCE	3,620,033.83		2,708,510.15		3,422,569.60			
<b>Fund 245 - PUBLIC IMPROVEMENT FUND</b>								
025-INTEREST EARNINGS	16,625.77		20,000.00		14,864.28		5,135.72	74.32
030-OTHER REVENUE	17,102.00		0.00		153,919.00		(153,919.00)	100.00
050-SPECIAL ITEMS/TRANSFE	0.00		0.00		153,919.00		(153,919.00)	100.00
090-COURT FEES AND COSTS	0.00		0.00		67,102.00		(67,102.00)	100.00
<b>TOTAL REVENUES</b>	<b>33,727.77</b>		<b>20,000.00</b>		<b>389,804.28</b>		<b>(369,804.28)</b>	<b>1,949.02</b>
901-CAPITAL OUTLAY	0.00		0.00		324,940.00		(324,940.00)	100.00
941-CONTINGENCY	0.00		20,000.00		0.00		20,000.00	0.00
999-TRANSFER OUT	0.00		0.00		50,000.00		(50,000.00)	100.00
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>		<b>20,000.00</b>		<b>374,940.00</b>		<b>(354,940.00)</b>	<b>1,874.70</b>
<b>Fund 245 - PUBLIC IMPROVEME</b>								
TOTAL REVENUES	33,727.77		20,000.00		389,804.28		(369,804.28)	1,949.02
TOTAL EXPENDITURES	0.00		20,000.00		374,940.00		(354,940.00)	1,874.70
NET OF REVENUES & EXPENDITURE	33,727.77		0.00		14,864.28		(14,864.28)	100.00
BEG. FUND BALANCE	1,768,565.06		1,793,969.11		1,793,969.11			
END FUND BALANCE	1,802,292.83		1,793,969.11		1,808,833.39			
<b>Fund 257 - BUDGET STABLIZATION</b>								
025-INTEREST EARNINGS	9,929.44		9,500.00		0.00		9,500.00	0.00
<b>TOTAL REVENUES</b>	<b>9,929.44</b>		<b>9,500.00</b>		<b>0.00</b>		<b>9,500.00</b>	<b>0.00</b>
941-CONTINGENCY	0.00		9,500.00		0.00		9,500.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>		<b>9,500.00</b>		<b>0.00</b>		<b>9,500.00</b>	<b>0.00</b>
<b>Fund 257 - BUDGET STABLIZAT</b>								
TOTAL REVENUES	9,929.44		9,500.00		0.00		9,500.00	0.00
TOTAL EXPENDITURES	0.00		9,500.00		0.00		9,500.00	0.00
NET OF REVENUES & EXPENDITURE	9,929.44		0.00		0.00		0.00	0.00
BEG. FUND BALANCE	1,485,187.14		1,485,187.14		1,485,187.14			

PERIOD ENDING 10/31/2016

GL NUMBER	YTD BALANCE 10/31/2015		2016 AMENDED BUDGET	YTD BALANCE 10/31/2016		AVAILABLE BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 257 - BUDGET STABILIZATION								
END FUND BALANCE	1,495,116.58		1,485,187.14		1,485,187.14			
Fund 260 - LEGAL DEFENSE FUND								
025-INTEREST EARNINGS	205.36		0.00		197.13	(197.13)		100.00
050-SPECIAL ITEMS/TRANSFE	37,500.00		45,000.00		0.00	45,000.00		0.00
TOTAL REVENUES	37,705.36		45,000.00		197.13	44,802.87		0.44
270-HUMAN RESOURCES	46,619.12		45,000.00		22,666.00	22,334.00		50.37
TOTAL EXPENDITURES	46,619.12		45,000.00		22,666.00	22,334.00		50.37
Fund 260 - LEGAL DEFENSE FU								
TOTAL REVENUES	37,705.36		45,000.00		197.13	44,802.87		0.44
TOTAL EXPENDITURES	46,619.12		45,000.00		22,666.00	22,334.00		50.37
NET OF REVENUES & EXPENDITU	(8,913.76)		0.00		(22,468.87)	22,468.87		100.00
BEG. FUND BALANCE	124,457.38		122,450.02		122,450.02			
END FUND BALANCE	115,543.62		122,450.02		99,981.15			
Fund 266 - EQUIPMENT FUND								
030-OTHER REVENUE	2,190.82		0.00		793.98	(793.98)		100.00
050-SPECIAL ITEMS/TRANSFE	177,876.00		208,270.00		104,544.00	103,726.00		50.20
TOTAL REVENUES	180,066.82		208,270.00		105,337.98	102,932.02		50.58
901-CAPITAL OUTLAY	73,024.70		208,270.00		170,289.47	37,980.53		81.76
TOTAL EXPENDITURES	73,024.70		208,270.00		170,289.47	37,980.53		81.76
Fund 266 - EQUIPMENT FUND:								
TOTAL REVENUES	180,066.82		208,270.00		105,337.98	102,932.02		50.58
TOTAL EXPENDITURES	73,024.70		208,270.00		170,289.47	37,980.53		81.76
NET OF REVENUES & EXPENDITU	107,042.12		0.00		(64,951.49)	64,951.49		100.00
BEG. FUND BALANCE	74,660.82		130,401.49		130,401.49			
END FUND BALANCE	181,702.94		130,401.49		65,450.00			
Fund 499 - CAPITAL PROJECTS FUND								
030-OTHER REVENUE	20,000.00		46,905.00		0.00	46,905.00		0.00
050-SPECIAL ITEMS/TRANSFE	643,800.00		722,364.00		242,500.00	479,864.00		33.57
TOTAL REVENUES	663,800.00		769,269.00		242,500.00	526,769.00		31.52
901-CAPITAL OUTLAY	513,382.45		769,269.00		434,456.58	334,812.42		56.48
941-CONTINGENCY	1,000.00		0.00		0.00	0.00		0.00
999-TRANSFER OUT	0.00		0.00		32.00	(32.00)		100.00
TOTAL EXPENDITURES	514,382.45		769,269.00		434,488.58	334,780.42		56.48
Fund 499 - CAPITAL PROJECTS								
TOTAL REVENUES	663,800.00		769,269.00		242,500.00	526,769.00		31.52
TOTAL EXPENDITURES	514,382.45		769,269.00		434,488.58	334,780.42		56.48
NET OF REVENUES & EXPENDITU	149,417.55		0.00		(191,988.58)	191,988.58		100.00
BEG. FUND BALANCE	515,672.33		647,449.47		647,449.47			
END FUND BALANCE	665,089.88		647,449.47		455,460.89			
Fund 569 - DEBT SERVICE								
050-SPECIAL ITEMS/TRANSFE	325,162.50		314,038.00		312,712.50	1,325.50		99.58
TOTAL REVENUES	325,162.50		314,038.00		312,712.50	1,325.50		99.58
906-DEBT SERVICE	308,387.50		314,038.00		312,712.50	1,325.50		99.58
TOTAL EXPENDITURES	308,387.50		314,038.00		312,712.50	1,325.50		99.58

REVENUE AND EXPENDITURE REPORT FOR OTSEGO COUNTY

PERIOD ENDING 10/31/2016

GL NUMBER	YTD BALANCE 10/31/2015		2016 AMENDED BUDGET	YTD BALANCE 10/31/2016		AVAILABLE BALANCE		% BDGT USED
	NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)	NORMAL	(ABNORMAL)	
Fund 569 - DEBT SERVICE								
Fund 569 - DEBT SERVICE:								
TOTAL REVENUES	325,162.50		314,038.00	312,712.50		1,325.50		99.58
TOTAL EXPENDITURES	308,387.50		314,038.00	312,712.50		1,325.50		99.58
NET OF REVENUES & EXPENDITURES	16,775.00		0.00	0.00		0.00		0.00
BEG. FUND BALANCE								
END FUND BALANCE	16,775.00							
Fund 647 - HEALTH CARE FUND								
025-INTEREST EARNINGS	256.21		0.00	4,438.98		(4,438.98)		100.00
030-OTHER REVENUE	0.00		5,000.00	7,966.62		(2,966.62)		159.33
485-HEALTH CARE CONTRIBUT	928,240.84		1,240,000.00	1,019,566.68		220,433.32		82.22
TOTAL REVENUES	928,497.05		1,245,000.00	1,031,972.28		213,027.72		82.89
851-INSURANCE AND BONDS	984,506.43		1,245,000.00	1,144,312.21		100,687.79		91.91
TOTAL EXPENDITURES	984,506.43		1,245,000.00	1,144,312.21		100,687.79		91.91
Fund 647 - HEALTH CARE FUND								
TOTAL REVENUES	928,497.05		1,245,000.00	1,031,972.28		213,027.72		82.89
TOTAL EXPENDITURES	984,506.43		1,245,000.00	1,144,312.21		100,687.79		91.91
NET OF REVENUES & EXPENDITURES	(56,009.38)		0.00	(112,339.93)		112,339.93		100.00
BEG. FUND BALANCE	500,000.00		394,860.11	394,860.11				
END FUND BALANCE	443,990.62		394,860.11	282,520.18				
TOTAL REVENUES - ALL FUNDS	8,869,789.18		10,491,846.00	8,583,821.24		1,908,024.76		81.81
TOTAL EXPENDITURES - ALL FUNDS	7,494,800.52		10,491,846.00	8,246,646.38		2,245,199.62		78.60
NET OF REVENUES & EXPENDITURES	1,374,988.66		0.00	337,174.86		(337,174.86)		100.00
BEG. FUND BALANCE - ALL FUNDS	6,656,461.64		7,282,827.49	7,282,827.49				
FUND BALANCE ADJ - ALL FUNDS	309,095.00							
END FUND BALANCE - ALL FUNDS	8,340,545.30		7,282,827.49	7,620,002.35				

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  November 29, 2016 Warrant	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 1	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, Finance Director/Assistant Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The November 29, 2016 Warrant in the amount of \$124,623.35.

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$124,623.35.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 11/29/2016 - 11/29/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
11/29/2016	AP	1544(A)	GARY GELOW	DECEMBER 2016	801.021	131	12,060.08
11/29/2016	AP	1546(E)*#	SPEEDWAY SUPERAMERICA LLC	SHERIFF,U/S	930.660	301	61.04
				SHERIFF DEPUTIES	930.660	301	1,750.34
				CIVIL (49 50 51)	930.660	302	78.86
				JAIL (93)	930.660	351	12.75
				MEDICAL EXAMINER	930.660	648	109.69
				LAND USE-75%	930.660	721	69.14
				CHECK AP 1546(E) TOTAL FOR FUND 101:			<u>2,081.82</u>
11/29/2016	AP	64152*#	BLUE CARE NETWORK	HOSPITALIZATION	704.110	131	5,531.13
				HOSPITALIZATION	704.110	136	956.54
				HOSPITALIZATION	704.110	148	1,248.68
				CHECK AP 64152 TOTAL FOR FUND 101:			<u>7,736.35</u>
11/29/2016	AP	64155*#	CENTURYLINK	TELEPHONE	930.210	131	1.16
11/29/2016	AP	64161*#	DE LAGE LANDEN PUBLIC FINANCE	INV#52142552	920.410	267	98.90
				INV#52142552	930.983	267	15.22
				INV#52142552	920.410	864	595.78
				CHECK AP 64161 TOTAL FOR FUND 101:			<u>709.90</u>
11/29/2016	AP	64162*#	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	704.110	131	667.61
				HOSPITALIZATION	704.110	136	65.99
				HOSPITALIZATION	704.110	148	110.46
				CHECK AP 64162 TOTAL FOR FUND 101:			<u>844.06</u>
11/29/2016	AP	64163*#	DUNNS	ACCT#3603 (MSUE & OCD COPIER)	726.000	864	216.00
				Total for fund 101 GENERAL FUND			23,649.37
Fund: 205 WORK CAMP							
11/29/2016	AP	1546(E)*#	SPEEDWAY SUPERAMERICA LLC	WORK CAMP (47 91 92)	930.660	301	335.86
				Total for fund 205 WORK CAMP			335.86
Fund: 208 PARKS AND RECREATION							
11/29/2016	AP	1545(E)*#	CONSUMERS ENERGY	CENTER ELECTRIC	930.620	752	411.38

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 11/29/2016 - 11/29/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS AND RECREATION							
11/29/2016	AP	1546(E)*#	SPEEDWAY SUPERAMERICA LLC	PARKS-50%	930.660	751	76.40
				PARKS-50%	930.660	752	76.40
				CHECK AP 1546(E) TOTAL FOR FUND 208:			<u>152.80</u>
11/29/2016	AP	64149	ABEL M CRUZ	PER DIEM	703.040	752	40.00
				TRAVEL	930.500	752	1.70
				CHECK AP 64149 TOTAL FOR FUND 208:			<u>41.70</u>
11/29/2016	AP	64153	BONNY MILLER	PER DIEM	703.040	752	40.00
				TRAVEL	930.500	752	15.00
				CHECK AP 64153 TOTAL FOR FUND 208:			<u>55.00</u>
11/29/2016	AP	64154	BUTCH FLEMING	PER DIEM,	703.040	752	40.00
				TRAVEL	930.500	752	12.00
				CHECK AP 64154 TOTAL FOR FUND 208:			<u>52.00</u>
11/29/2016	AP	64156#	CHARTER COMMUNICATIONS	PARK INTERNET	726.000	751	(1.30)
				PARK PHONE	930.210	751	29.99
				CENTER PHONE AND CABLE	726.000	752	0.90
				CHECK AP 64156 TOTAL FOR FUND 208:			<u>29.59</u>
11/29/2016	AP	64159	CLASSIC PLUMBING	1300	726.050	752	85.00
11/29/2016	AP	64160	DAVE BARAGREY	PER DIEM	703.040	752	40.00
				TRAVEL	930.500	752	1.60
				CHECK AP 64160 TOTAL FOR FUND 208:			<u>41.60</u>
11/29/2016	AP	64163*#	DUNNS	PAPER CLIPS	726.000	752	8.18
				TONER	726.000	752	64.89
				FILE BOXES, FILE CABINET FRAME	726.000	752	14.56
				PAPER CLIPS	726.000	752	1.27
				CHECK AP 64163 TOTAL FOR FUND 208:			<u>88.90</u>
11/29/2016	AP	64168	LARRYS LANDSCAPING	2016027 WINTERIZE SPRINKLER SYSTEM	920.200	751	200.00
11/29/2016	AP	64169	MISTER T'S GLASS	NEW DOOR FOR RESTROOM	726.050	752	196.47

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 11/29/2016 - 11/29/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS AND RECREATION							
11/29/2016	AP	64173	RANDY STULTS	PER DIEM	703.040	752	40.00
				TRAVEL	930.500	752	10.60
				CHECK AP 64173 TOTAL FOR FUND 208:			<u>50.60</u>
11/29/2016	AP	64175*#	SPARTAN SEWER & SEPTIC TANK SERVICE	999802 RENTAL AT DOG PARK	726.000	751	90.00
				83830 PUMP ALL TANKS AND VAULTS	920.200	751	1,003.00
				CHECK AP 64175 TOTAL FOR FUND 208:			<u>1,093.00</u>
11/29/2016	AP	64176	STATE OF MICHIGAN	761-8097532 IRONTONE	920.200	751	135.87
				761-8097533 PARK OFFICE	920.200	751	135.87
				761-8097534 HAND PUMP 3	920.200	751	135.87
				761-8097535 HAND PUMP 4	920.200	751	135.87
				761-8097536 COUNTY PARK	920.200	751	135.87
				CHECK AP 64176 TOTAL FOR FUND 208:			<u>679.35</u>
11/29/2016	AP	64178	THOMAS JOHNSON	PER DIEM	703.040	752	40.00
				TRAVEL	930.500	752	17.00
				CHECK AP 64178 TOTAL FOR FUND 208:			<u>57.00</u>
11/29/2016	AP	64180	UCMAN	2456	726.000	752	59.95
11/29/2016	AP	64182	WILLIAM HOLEWINSKI	PER DIEM	703.040	752	40.00
				TRAVEL	930.500	752	3.00
				CHECK AP 64182 TOTAL FOR FUND 208:			<u>43.00</u>
				Total for fund 208 PARKS AND RECREATION			3,337.34
Fund: 209 GROEN NATURE PRESERVE FUND							
11/29/2016	AP	64175*#	SPARTAN SEWER & SEPTIC TANK SERVICE	99980 RENTAL AT GROEN	726.000	751	90.00
				Total for fund 209 GROEN NATURE PRESERVE FUND			90.00
Fund: 210 AMBULANCE SERVICES							
11/29/2016	AP	1546(E)*#	SPEEDWAY SUPERAMERICA LLC	EMS	700.000	651	4,024.98
				Total for fund 210 AMBULANCE SERVICES			4,024.98
Fund: 212 ANIMAL CONTROL							
11/29/2016	AP	1546(E)*#	SPEEDWAY SUPERAMERICA LLC	ANIMAL CTRL	930.660	430	361.15

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 212 ANIMAL CONTROL							
11/29/2016	AP	64161*#	DE LAGE LANDEN PUBLIC FINANCE	INV#52142552	920.410	430	141.55
Total for fund 212 ANIMAL CONTROL							502.70
Fund: 215 FRIEND OF THE COURT							
11/29/2016	AP	64152*#	BLUE CARE NETWORK	HOSPITALIZATION	704.110	141	6,116.52
11/29/2016	AP	64162*#	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	704.110	141	433.85
Total for fund 215 FRIEND OF THE COURT							6,550.37
Fund: 226 RECYCLING FUND							
11/29/2016	AP	1545(E)*#	CONSUMERS ENERGY	ACCT#1000 7019 9300	930.620	528	24.98
Total for fund 226 RECYCLING FUND							24.98
Fund: 233 HUD GRANT FUND							
11/29/2016	AP	64167	KEVAN D FLORY	11/17/16 HOUSING PER DIEM	703.040	690	40.00
				FINAL 130644 HERGENROEDER INSPECTION	940.010	690	200.00
				FINAL TOSTEVIN 131254 INSPECTION	940.010	690	200.00
				FINAL ROSE 130796 INSPECTION	940.010	690	200.00
				FINAL SAMONS 130711 ROOF INSPECTION	940.010	690	200.00
CHECK AP 64167 TOTAL FOR FUND 233:							840.00
11/29/2016	AP	64170	NORTHERN LIGHTS CONSTRUCTION LLC	MSF PRJ #HO-0812-130796-ROOF	940.010	690	8,439.00
				OWNER MATCH-ROOF	940.010	690	261.00
CHECK AP 64170 TOTAL FOR FUND 233:							8,700.00
11/29/2016	AP	64172	OTSEGO COUNTY TITLE	MSF FUNDS #GYL16-09231395	940.010	690	201.00
				CDBG P.I.-INV#GYL16-10232589	940.010	690	185.00
				MSF FUNDS #GYL16-08230227	940.010	690	235.00
				MSF FUNDS #GYL16-08230107 ROOF	940.010	690	235.00
				MSF FUNDS INV# GYL16-10232560	940.010	690	191.00
CHECK AP 64172 TOTAL FOR FUND 233:							1,047.00
11/29/2016	AP	64174	SIMMONS & SON BUILDERS	MSF PRJ#HO-0812-130644 TOTAL	940.010	690	14,793.00
				OWNER MATCH-TOTAL	940.010	690	150.00
				MSF PRJ#HO-0812-130711 ROOF	940.010	690	12,672.00
				OWNER-MATCH ROOF	940.010	690	359.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 233 HUD GRANT FUND							
				CHECK AP 64174 TOTAL FOR FUND 233:			27,974.00
11/29/2016	AP	64175*#	SPARTAN SEWER & SEPTIC TANK SERVICE	CDBG P.I. PRJ#HO-0812-131254 SEPTIC DONE	940.010	690	3,773.00
				OWNER MATCH-SEPTIC SYSTEM	940.010	690	117.00
				CHECK AP 64175 TOTAL FOR FUND 233:			3,890.00
11/29/2016	AP	64179	THOR CONTRACTING, INC	MSF PRJ#HO-0812-131034 RAMP	940.010	690	5,150.00
				OWNER-MATCH RAMP	940.010	690	160.00
				CHECK AP 64179 TOTAL FOR FUND 233:			5,310.00
				Total for fund 233 HUD GRANT FUND			47,761.00
Fund: 249 BUILDING INSPECTION FUND							
11/29/2016	AP	1546(E)*#	SPEEDWAY SUPERAMERICA LLC	LAND USE-25%	930.660	371	23.04
11/29/2016	AP	64161*#	DE LAGE LANDEN PUBLIC FINANCE	INV#52142552	920.410	371	100.42
				Total for fund 249 BUILDING INSPECTION FUND			123.46
Fund: 261 911 SERVICE FUND							
11/29/2016	AP	64155*#	CENTURYLINK	OUTSIDE CONTRACTED SERVICES	940.010	427	128.65
11/29/2016	AP	64183*#	WINN TELECOM	ACCT#9897326108	930.210	427	63.34
				Total for fund 261 911 SERVICE FUND			191.99
Fund: 281 AIRPORT							
11/29/2016	AP	1546(E)*#	SPEEDWAY SUPERAMERICA LLC	AIRPORT	930.660	537	18.31
11/29/2016	AP	64165	GAYLORD ARFF INC	AIRPORT SERVICES FOR DECEMBER 2016	940.010	537	11,519.40
				Total for fund 281 AIRPORT			11,537.71
Fund: 292 CHILD CARE FUND							
11/29/2016	AP	64152*#	BLUE CARE NETWORK	HOSPITALIZATION	704.110	662	1,910.48
11/29/2016	AP	64162*#	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	704.110	662	169.01
				Total for fund 292 CHILD CARE FUND			2,079.49
Fund: 588 TRANSPORTATION FUND							
11/29/2016	AP	64158	CITY OF GAYLORD	001254-0000-02	920.200	697	72.97
11/29/2016	AP	64171	OMS COMPLIANCE SERVICES INC	INV#85784	940.010	699	79.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 588 TRANSPORTATION FUND							
11/29/2016	AP	64183*#	WINN TELECOM	989-705-1786	930.210	697	261.79
Total for fund 588 TRANSPORTATION FUND							414.26
Fund: 637 BUILDING AND GROUNDS							
11/29/2016	AP	1545(E)*#	CONSUMERS ENERGY	ACCT#1000 0016 3053	930.620	265	3,071.11
				ACCT#1030 1585 2710	930.620	265	38.75
CHECK AP 1545(E) TOTAL FOR FUND 637:							<u>3,109.86</u>
11/29/2016	AP	64164	FRONTIER	ACCT#989-732-2373-030804-5	930.210	265	49.22
Total for fund 637 BUILDING AND GROUNDS							3,159.08
Fund: 645 ADMINISTRATIVE SERVICES							
11/29/2016	AP	1546(E)*#	SPEEDWAY SUPERAMERICA LLC	ADMIN	930.660	172	39.68
Total for fund 645 ADMINISTRATIVE SERVICES							39.68
Fund: 647 HEALTH CARE FUND							
11/29/2016	AP	64152*#	BLUE CARE NETWORK	DECEMBER 2016 BILLING	704.110	851	11,639.13
11/29/2016	AP	64181	VISION SERVICE PLAN (VSP)	ACCT. 12 049684 0797	704.110	851	1,316.41
				ACCT. 12 049684 0798	704.110	851	73.59
CHECK AP 64181 TOTAL FOR FUND 647:							<u>1,390.00</u>
Total for fund 647 HEALTH CARE FUND							13,029.13
Fund: 701 GENERAL AGENCY							
11/29/2016	AP	64157	CHESTER TOWNSHIP TREASURER	TWP PRE INTEREST	226.030	000	74.90
11/29/2016	AP	64166	JOHANNESBURG LEWISTON SCHOOLS	SCHOOL PORTION PRE	228.001	000	1,678.69
11/29/2016	AP	64177	STATE OF MICHIGAN	2016 PRE DENIALS STATE PORTION	226.030	000	524.29
Total for fund 701 GENERAL AGENCY							2,277.88
Fund: 704 PAYROLL IMPREST FUND							
11/29/2016	AP	64150	AMERICAN FIDELITY ASSURANCE CO	NOVEMBER 2016	231.285	000	612.47
11/29/2016	AP	64151	AMERICAN FIDELITY ASSURANCE COMPANY	NOVEMBER 2016	231.285	000	342.26
11/29/2016	AP	64152*#	BLUE CARE NETWORK	HEALTH CARE CONTRIBS COURT	231.261	000	4,187.58
11/29/2016	AP	64162*#	DELTA DENTAL OF MICHIGAN	HEALTH CARE CONTRIBS COURT	231.261	000	351.76
Total for fund 704 PAYROLL IMPREST FUND							5,494.07
TOTAL - ALL FUNDS							<u>124,623.35</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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\*\*INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 11/29/2016 - 11/29/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/29/2016	AP	1544(A)	GARY GELOW	DECEMBER 2016	101-131-801.021	12,060.08
11/29/2016	AP	1545(E)	CONSUMERS ENERGY	CENTER ELECTRIC	208-752-930.620	411.38
		1545(E)		ACCT#1000 7019 9300	226-528-930.620-PROG000000	24.98
		1545(E)		ACCT#1000 0016 3053	637-265-930.620-CRTHS00000	3,071.11
		1545(E)		ACCT#1030 1585 2710	637-265-930.620-INFO CTR00	38.75
						3,546.22
11/29/2016	AP	1546(E)	SPEEDWAY SUPERAMERICA LLC	SHERIFF,U/S	101-301-930.660	1,811.38
		1546(E)		CIVIL (49 50 51)	101-302-930.660	78.86
		1546(E)		JAIL (93)	101-351-930.660	12.75
		1546(E)		MEDICAL EXAMINER	101-648-930.660	109.69
		1546(E)		LAND USE-75%	101-721-930.660	69.14
		1546(E)		WORK CAMP (47 91 92)	205-301-930.660	335.86
		1546(E)		PARKS-50%	208-751-930.660	76.40
		1546(E)		PARKS-50%	208-752-930.660	76.40
		1546(E)		EMS	210-651-700.000	4,024.98
		1546(E)		ANIMAL CTRL	212-430-930.660	361.15
		1546(E)		LAND USE-25%	249-371-930.660	23.04
		1546(E)		AIRPORT	281-537-930.660	18.31
		1546(E)		ADMIN	645-172-930.660	39.68
						7,037.64
11/29/2016	AP	64149	ABEL M CRUZ	PER DIEM	208-752-703.040	40.00
		64149		TRAVEL	208-752-930.500	1.70
						41.70
11/29/2016	AP	64150	AMERICAN FIDELITY ASSURANCE CO	NOVEMBER 2016	704-000-231.285	612.47
11/29/2016	AP	64151	AMERICAN FIDELITY ASSURANCE COMPANY	NOVEMBER 2016	704-000-231.285	342.26
11/29/2016	AP	64152	BLUE CARE NETWORK	HOSPITALIZATION	101-131-704.110	5,531.13
		64152		HOSPITALIZATION	101-136-704.110	956.54
		64152		HOSPITALIZATION	101-148-704.110	1,248.68
		64152		HOSPITALIZATION	215-141-704.110	6,116.52
		64152		HOSPITALIZATION	292-662-704.110	1,910.48
		64152		DECEMBER 2016 BILLING	647-851-704.110	11,639.13
		64152		HEALTH CARE CONTRIBS COURT	704-000-231.261	4,187.58
						31,590.06
11/29/2016	AP	64153	BONNY MILLER	PER DIEM	208-752-703.040	40.00
		64153		TRAVEL	208-752-930.500	15.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 11/29/2016 - 11/29/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						55.00
11/29/2016	AP	64154	BUTCH FLEMING	PER DIEM,	208-752-703.040	40.00
		64154		TRAVEL	208-752-930.500	12.00
						52.00
11/29/2016	AP	64155	CENTURYLINK	TELEPHONE	101-131-930.210	1.16
		64155		OUTSIDE CONTRACTED SERVICES	261-427-940.010	128.65
						129.81
11/29/2016	AP	64156	CHARTER COMMUNICATIONS	PARK INTERNET	208-751-726.000	(1.30)
		64156		PARK PHONE	208-751-930.210	29.99
		64156		CENTER PHONE AND CABLE	208-752-726.000	0.90
						29.59
11/29/2016	AP	64157	CHESTER TOWNSHIP TREASURER	TWP PRE INTEREST	701-000-226.030	74.90
11/29/2016	AP	64158	CITY OF GAYLORD	001254-0000-02	588-697-920.200	72.97
11/29/2016	AP	64159	CLASSIC PLUMBING	1300	208-752-726.050	85.00
11/29/2016	AP	64160	DAVE BARAGREY	PER DIEM	208-752-703.040	40.00
		64160		TRAVEL	208-752-930.500	1.60
						41.60
11/29/2016	AP	64161	DE LAGE LANDEN PUBLIC FINANCE	INV#52142552	101-267-920.410	98.90
		64161		INV#52142552	101-267-930.983	15.22
		64161		INV#52142552	101-864-920.410	595.78
		64161		INV#52142552	212-430-920.410	141.55
		64161		INV#52142552	249-371-920.410	100.42
						951.87
11/29/2016	AP	64162	DELTA DENTAL OF MICHIGAN	HOSPITALIZATION	101-131-704.110	667.61
		64162		HOSPITALIZATION	101-136-704.110	65.99
		64162		HOSPITALIZATION	101-148-704.110	110.46
		64162		HOSPITALIZATION	215-141-704.110	433.85
		64162		HOSPITALIZATION	292-662-704.110	169.01
		64162		HEALTH CARE CONTRIBS COURT	704-000-231.261	351.76
						1,798.68
11/29/2016	AP	64163	DUNNS	ACCT#3603 (MSUE & OCD COPIER)	101-864-726.000	216.00
		64163		PAPER CLIPS	208-752-726.000	88.90

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 11/29/2016 - 11/29/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						304.90
11/29/2016	AP	64164	FRONTIER	ACCT#989-732-2373-030804-5	637-265-930.210	49.22
11/29/2016	AP	64165	GAYLORD ARFF INC	AIRPORT SERVICES FOR DECEMBER 2016	281-537-940.010	11,519.40
11/29/2016	AP	64166	JOHANNESBURG LEWISTON SCHOOLS	SCHOOL PORTION PRE	701-000-228.001-PRE0000000	1,678.69
11/29/2016	AP	64167	KEVAN D FLORY	11/17/16 HOUSING PER DIEM	233-690-703.040	40.00
		64167		FINAL 130644 HERGENROEDER INSPECTION	233-690-940.010	800.00
						840.00
11/29/2016	AP	64168	LARRYS LANDSCAPING	2016027 WINTERIZE SPRINKLER SYSTEM	208-751-920.200	200.00
11/29/2016	AP	64169	MISTER T'S GLASS	NEW DOOR FOR RESTROOM	208-752-726.050	196.47
11/29/2016	AP	64170	NORTHERN LIGHTS CONSTRUCTION LLC	MSF PRJ #HO-0812-130796-ROOF	233-690-940.010	8,700.00
11/29/2016	AP	64171	OMS COMPLIANCE SERVICES INC	INV#85784	588-699-940.010	79.50
11/29/2016	AP	64172	OTSEGO COUNTY TITLE	MSF FUNDS #GYL16-09231395	233-690-940.010	1,047.00
11/29/2016	AP	64173	RANDY STULTS	PER DIEM	208-752-703.040	40.00
		64173		TRAVEL	208-752-930.500	10.60
						50.60
11/29/2016	AP	64174	SIMMONS & SON BUILDERS	MSF PRJ#HO-0812-130644 TOTAL	233-690-940.010	27,974.00
11/29/2016	AP	64175	SPARTAN SEWER & SEPTIC TANK SERVICE	999802 RENTAL AT DOG PARK	208-751-726.000	90.00
		64175		83830 PUMP ALL TANKS AND VAULTS	208-751-920.200	1,003.00
		64175		99980 RENTAL AT GROEN	209-751-726.000	90.00
		64175		CDBG P.I. PRJ#HO-0812-131254 SEPTIC DONE	233-690-940.010	3,890.00
						5,073.00
11/29/2016	AP	64176	STATE OF MICHIGAN	761-8097532 IRONTONE	208-751-920.200	679.35
11/29/2016	AP	64177	STATE OF MICHIGAN	2016 PRE DENIALS STATE PORTION	701-000-226.030	524.29
11/29/2016	AP	64178	THOMAS JOHNSON	PER DIEM	208-752-703.040	40.00
		64178		TRAVEL	208-752-930.500	17.00
						57.00
11/29/2016	AP	64179	THOR CONTRACTING, INC	MSF PRJ#HO-0812-131034 RAMP	233-690-940.010	5,310.00
11/29/2016	AP	64180	UCMAN	2456	208-752-726.000	59.95

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK DATE FROM 11/29/2016 - 11/29/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/29/2016	AP	64181	VISION SERVICE PLAN (VSP)	ACCT. 12 049684 0797	647-851-704.110	1,390.00
11/29/2016	AP	64182	WILLIAM HOLEWINSKI	PER DIEM	208-752-703.040	40.00
		64182		TRAVEL	208-752-930.500	3.00
						<hr/> 43.00
11/29/2016	AP	64183	WINN TELECOM	ACCT#9897326108	261-427-930.210	63.34
		64183		989-705-1786	588-697-930.210	261.79
						<hr/> 325.13
			TOTAL - ALL FUNDS	TOTAL OF 38 CHECKS		124,623.35

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 64040

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 282 AIRPORT SPECIAL EVENTS FUND							
11/22/2016	AP	64040	BMI	AIRSHOW MUSIC 28691159		** VOIDED **	
TOTAL - ALL FUNDS				Total for fund 282 AIRPORT SPECIAL EVENTS FUND			0.00 0.00

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  December 6, 2016 Warrant	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 2.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, Finance Director/Assistant Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The December 6, 2016 Warrant in the amount of \$45,828.59.

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$45,828.59.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/06/2016 - 12/06/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/06/2016	AP	1547(E)	AVFUEL CORPORATION	2OTS	281-537-930.664	4,122.85
12/06/2016	AP	1548(E)	CONSUMERS ENERGY	100060707310 OCT 2016	212-430-930.620	632.33
		1548(E)		ACCT#1000 0693 6593	637-265-930.620-ALPCT00000	91.80
		1548(E)		ACCT#1000 0051 3331	637-265-930.620-ALPCT00000	4,427.55
		1548(E)		ACCT#1000 5428 8418	637-265-930.620-LNDUS00000	511.85
						5,663.53
12/06/2016	AP	1549(E)	DTE ENERGY	INV# 470774600014 AIRPORT	281-537-930.610	40.64
12/06/2016	AP	1550(E)	ELAN	GIFT CARDS-DRUG CT. INCENTIVES	101-133-726.000	380.90
		1550(E)		SUPPLIES	101-253-726.000	125.67
		1550(E)		HOLIDAY IN-D. BABBITT (EQUALIZATION)	101-257-930.500	445.00
		1550(E)		MY FAX CENTRAL-PA OFC.	101-267-801.020	10.00
		1550(E)		CORR TAPE & HI-LITERS/SHERIFF PORTION	101-301-726.000	4.00
		1550(E)		CAR WASH SUPPLIES/SHERIFF PORTION	101-301-726.050	54.17
		1550(E)		PRIORITY MAIL-LEGAL COPY SVCS.	101-301-930.450	6.45
		1550(E)		PRIORITY MAIL-CONKLIN, BENHAM	101-301-930.450	13.45
		1550(E)		LODGING/6901 & 6902/MSA FALL CONFERENCE	101-301-930.500	593.40
		1550(E)		CAR WASH SUPPLIES/CIVIL DIVISION PORTION	101-302-726.050	18.05
		1550(E)		JAIL- PRINTER	101-351-726.000	299.95
		1550(E)		CORR TAPE & HI-LITERS/CORRECTIONS PORTIO	101-351-726.000	4.01
		1550(E)		FEMALE INMATE HYGIENE PRODUCTIS	101-351-726.035	45.12
		1550(E)		CAR WASH SUPPLIES/CORRECTIONS PORTION	101-351-920.400	9.02
		1550(E)		INMATE SPECIAL DIET ITEMS	101-351-930.700	22.32
		1550(E)		LEAF BLOWER FOR WORK CAMP/LAWN CLEAN-UP	205-301-726.050	440.00
		1550(E)		SUPPLIES	516-253-726.000	125.67
		1550(E)		GHT 1 YR. SUBSCRIPTION	645-172-726.200	67.00
		1550(E)		PRIORITY POSTAGE-PASSPORTS	645-172-930.450	12.90
		1550(E)		PRIORITY MAIL-PASSPORTS	645-172-930.450	6.45
		1550(E)		J. BURT-LUNCH W/CRAWFORD CO.	645-172-930.500	13.29
		1550(E)		T. ADAM SPHR RECERTIFICATION	645-270-704.400	150.00
		1550(E)		OTC-TROPHIES (HOLIDAY POTLUCK)	701-000-232.002	16.98
						2,863.80
12/06/2016	AP	1551(A)	US POSTAL SERVICE-CAPS SVC CENTER	JURY POSTAGE FOR JURY SUMMONS	101-145-930.450	300.00
12/06/2016	AP	64184	44NORTH	INV#163388 (2017 EXPENSE)	647-000-123.000	2,200.00
		64184		INV#163388 (2016 EXPENSE)	647-851-704.110	1,931.20
						4,131.20
12/06/2016	AP	64185	44NORTH	NOVEMBER 2016	101-131-704.110	60.21

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/06/2016 - 12/06/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		64185		NOVEMBER 2016	101-133-704.110	0.95
		64185		NOVEMBER 2016	101-136-704.110	7.45
		64185		NOVEMBER 2016	101-148-704.110	7.45
		64185		NOVEMBER 2016	215-141-704.110	44.70
		64185		NOVEMBER 2016	292-662-704.110	12.54
						<hr/> 133.30
12/06/2016	AP	64186	7TH PROBATE FAMILY COURT	OCTOBER 2016	292-662-930.810	8,895.00
12/06/2016	AP	64187	ADVANCE ELECTRIC INC	LIGHT COVERS	208-752-726.050	112.66
12/06/2016	AP	64188	AMERICAN WASTE	AIRPORT TRASH # 1729760	281-537-920.410	118.45
12/06/2016	AP	64189	CHARTER COMMUNICATIONS	TV,INTERNET, PHONE #8245122500044755	281-537-920.410	256.19
12/06/2016	AP	64190	CITY OF GAYLORD	WATER BILL	208-752-920.200	67.83
		64190		ACCT-LIVI-000500-000D-01	637-265-920.200-ALPCT00000	403.18
		64190		ACCT-LIVI-000200-000B-03	637-265-920.200-ALPCT00000	90.61
		64190		ACCT-MAIW-000225-0000-01	637-265-920.200-CRTHS00000	420.96
		64190		ACCT-OTSS-000125-0000-02	637-265-920.200-INFO CTR00	34.59
		64190		ACCT-ILLS-000540-0000-02	637-265-920.200-SILLI00000	35.90
						<hr/> 1,053.07
12/06/2016	AP	64191	CORECOMM	NOVEMBER 2016	101-131-930.210	21.95
12/06/2016	AP	64192	DUNNS	OCTOBER 2016	101-131-920.520	148.51
		64192		OCTOBER 2016	101-131-940.111	21.10
		64192		OCTOBER 2016	215-141-920.520	92.07
						<hr/> 261.68
12/06/2016	AP	64193	FRONTIER	NOV 2016 9897052645020712-5	212-430-930.210	76.01
		64193		ACCT#231-189-0447-031698-5	261-427-930.210	369.40
		64193		ACCT#269-161-8203-082208-5	261-427-930.210	63.81
		64193		ACCT#231-164-4102-082208-5	261-427-930.210	63.81
		64193		ACCT#989-732-7858-011910-5	261-427-930.210	111.10
						<hr/> 684.13
12/06/2016	AP	64194	GAYLORD MACHINE & FABRICATION LLC	1286-2853	208-751-726.050	225.00
12/06/2016	AP	64195	GREAT LAKES ENERGY	ELECTRIC BILL	209-751-930.620	101.08
12/06/2016	AP	64196	KEVAN D FLORY	RYCKMAN FINAL WELL INSPECTION	233-690-940.010	200.00
		64196		MUSGRAVE 131452 INITIAL INSPECTION	233-690-940.010	300.00
		64196		LAMB 131034 FINAL INSPECTION	233-690-940.010	200.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/06/2016 - 12/06/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						700.00
12/06/2016	AP	64197	LINCOLN FINANCIAL	DECEMBER 2016	101-131-704.140	411.19
		64197		DECEMBER 2016	101-133-704.140	36.10
		64197		DECEMBER 2016	215-141-704.140	189.67
		64197		DECEMBER 2016	292-662-704.140	83.64
						720.60
12/06/2016	AP	64198	LUTHERAN CHILD & FAMILY SERVICES	OCTOBER 2016	292-662-930.810	1,318.29
12/06/2016	AP	64199	MEYER ACE	20679 GORILLA TAPE	208-751-726.000	11.99
		64199		FINANCE CHARGE	208-751-726.000	2.00
						13.99
12/06/2016	AP	64200	MUTUAL OF OMAHA	INV#000593248827 (DEC. 2016)	704-000-231.870	3,143.81
12/06/2016	AP	64201	NICHOLAS JAMES ANTHONY	NOVEMBER 2016	101-133-940.010	200.00
12/06/2016	AP	64202	OTSEGO COUNTY TITLE	MSF FUNDS INV# GYL16-10232548	233-690-940.010	181.00
12/06/2016	AP	64203	REDWOOD TOXICOLOGY LABORATORY INC	OCTOBER 2016	101-131-940.010	806.28
		64203		OCTOBER 2016	101-133-940.010	482.23
		64203		OCTOBER 2016	292-662-801.030	252.30
						1,540.81
12/06/2016	AP	64204	RODNEY AND CATHY BRAGG	OCTOBER 2016 & CLOTHING/HOLIDAY ALLOWANC	292-662-930.700	722.80
12/06/2016	AP	64205	SATELLITE TRACKING OF PEOPLE LLC	OCTOBER 2016	292-662-940.010	299.25
12/06/2016	AP	64206	SAULT STE MARIE TRIBE - CHIPPEWA IN	OCTOBER 2016	292-662-930.810	1,920.00
12/06/2016	AP	64207	SCOTT T BEATTY	NOVEMBER 2016	215-141-940.010	1,600.00
12/06/2016	AP	64208	SOUL PURPOSE COUNSELING & CONSULT	OCTOBER 2016	101-133-940.010	770.00
12/06/2016	AP	64209	SPARTAN SEWER & SEPTIC TANK SERVICE	10065 RENTAL AT GROEN	209-751-726.000	90.00
12/06/2016	AP	64210	THOMAS & ROSS PAYTON & SONS	MSF PRJ #HO-0812-131442 WATER WELL	233-690-940.010	1,935.00
		64210		OWNER MATCH FUNDS - WATER WELL	233-690-940.010	60.00
						1,995.00
12/06/2016	AP	64211	UCMAN	AIRPORT INTERNET CONNECTION #2450	281-537-920.410	16.00
12/06/2016	AP	64212	VILLAGE OF VANDERBILT TREASURER	TAXES REC - REAL - DELQ	516-000-026.000-TAX2016000	260.51
		64212		PENALTY & INTEREST/TAXES	516-170-445.100-TAX2016000	7.82

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK DATE FROM 12/06/2016 - 12/06/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						268.33
12/06/2016	AP	64213	WALMART COMMUNITY GEMB	INV 9526 5274 1686	212-430-726.000	337.04
12/06/2016	AP	64214	WAYNE BENTLEY	NOVEMBER 2016	101-133-940.010	160.00
12/06/2016	AP	64215	WEST PAYMENT CENTER	OCTOBER 2016	215-141-940.010	134.16
12/06/2016	AP	64216	WEST PAYMENT CENTER	OCTOBER 2016	101-131-940.111	346.53
		64216		OCTOBER 2016	269-145-726.210	242.61
						<hr/> 589.14
12/06/2016	AP	64217	WEST PAYMENT CENTER	OCTOBER 2016	101-131-940.010	123.84
			TOTAL - ALL FUNDS	TOTAL OF 39 CHECKS		45,828.59

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/06/2016 - 12/06/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/06/2016	AP	1550(E)*#	ELAN	GIFT CARDS-DRUG CT. INCENTIVES	726.000	133	50.00
				GIFT CARDS-DRUG CT. INCENTIVES	726.000	133	105.90
				GIFT CARDS-DRUG CT. INCENTIVES	726.000	133	50.00
				GIFT CARDS-DRUG CT. INCENTIVES	726.000	133	50.00
				GIFT CARDS-DRUG CT. INCENTIVES	726.000	133	75.00
				GIFT CARDS-DRUG CT. INCENTIVES	726.000	133	50.00
				SUPPLIES	726.000	253	125.67
				HOLIDAY IN-D. BABBITT (EQUALIZATION)	930.500	257	445.00
				MY FAX CENTRAL-PA OFC.	801.020	267	10.00
				CORR TAPE & HI-LITERS/SHERIFF PORTION	726.000	301	4.00
				CAR WASH SUPPLIES/SHERIFF PORTION	726.050	301	54.17
				PRIORITY MAIL-LEGAL COPY SVCS.	930.450	301	6.45
				PRIORITY MAIL-CONKLIN, BENHAM	930.450	301	13.45
				LODGING/6901 & 6902/MSA FALL CONFERENCE	930.500	301	593.40
				CAR WASH SUPPLIES/CIVIL DIVISION PORTION	726.050	302	18.05
				JAIL- PRINTER	726.000	351	299.95
				CORR TAPE & HI-LITERS/CORRECTIONS PORTIO	726.000	351	4.01
				FEMALE INMATE HYGIENE PRODUCTIS	726.035	351	45.12
				CAR WASH SUPPLIES/CORRECTIONS PORTION	920.400	351	9.02
				INMATE SPECIAL DIET ITEMS	930.700	351	22.32
				CHECK AP 1550(E) TOTAL FOR FUND 101:			<u>2,031.51</u>
12/06/2016	AP	1551(A)	US POSTAL SERVICE-CAPS SVC CENTER	JURY POSTAGE FOR JURY SUMMONS	930.450	145	300.00
12/06/2016	AP	64185*#	44NORTH	NOVEMBER 2016	704.110	131	60.21
				NOVEMBER 2016	704.110	133	0.95
				NOVEMBER 2016	704.110	136	7.45
				NOVEMBER 2016	704.110	148	7.45
				CHECK AP 64185 TOTAL FOR FUND 101:			<u>76.06</u>
12/06/2016	AP	64191	CORECOMM	NOVEMBER 2016	930.210	131	21.95
12/06/2016	AP	64192*#	DUNNS	OCTOBER 2016	920.520	131	148.51
				OCTOBER 2016	940.111	131	21.10
				CHECK AP 64192 TOTAL FOR FUND 101:			<u>169.61</u>
12/06/2016	AP	64197*#	LINCOLN FINANCIAL	DECEMBER 2016	704.140	131	411.19
				DECEMBER 2016	704.140	133	36.10

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/06/2016 - 12/06/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
							447.29
CHECK AP 64197 TOTAL FOR FUND 101:							
12/06/2016	AP	64201	NICHOLAS JAMES ANTHONY	NOVEMBER 2016	940.010	133	200.00
12/06/2016	AP	64203*#	REDWOOD TOXICOLOGY LABORATORY INC	OCTOBER 2016	940.010	131	806.28
				OCTOBER 2016	940.010	133	482.23
							1,288.51
CHECK AP 64203 TOTAL FOR FUND 101:							
12/06/2016	AP	64208	SOUL PURPOSE COUNSELING & CONSULT	OCTOBER 2016	940.010	133	140.00
				OCTOBER 2016	940.010	133	140.00
				OCTOBER 2016	940.010	133	210.00
				OCTOBER 2016	940.010	133	280.00
							770.00
CHECK AP 64208 TOTAL FOR FUND 101:							
12/06/2016	AP	64214	WAYNE BENTLEY	NOVEMBER 2016	940.010	133	160.00
12/06/2016	AP	64216*#	WEST PAYMENT CENTER	OCTOBER 2016	940.111	131	346.53
12/06/2016	AP	64217	WEST PAYMENT CENTER	OCTOBER 2016	940.010	131	123.84
							5,935.30
Total for fund 101 GENERAL FUND							
Fund: 205 WORK CAMP							
12/06/2016	AP	1550(E)*#	ELAN	LEAF BLOWER FOR WORK CAMP/LAWN CLEAN-UP	726.050	301	440.00
							440.00
Total for fund 205 WORK CAMP							
Fund: 208 PARKS AND RECREATION							
12/06/2016	AP	64187	ADVANCE ELECTRIC INC	LIGHT COVERS	726.050	752	112.66
12/06/2016	AP	64190*#	CITY OF GAYLORD	WATER BILL	920.200	752	67.83
12/06/2016	AP	64194	GAYLORD MACHINE & FABRICATION LLC	1286-2853	726.050	751	225.00
12/06/2016	AP	64199	MEYER ACE	20679 GORILLA TAPE	726.000	751	11.99
				FINANCE CHARGE	726.000	751	2.00
							13.99
CHECK AP 64199 TOTAL FOR FUND 208:							
							419.48
Total for fund 208 PARKS AND RECREATION							
Fund: 209 GROEN NATURE PRESERVE FUND							
12/06/2016	AP	64195	GREAT LAKES ENERGY	ELECTRIC BILL	930.620	751	101.08
12/06/2016	AP	64209	SPARTAN SEWER & SEPTIC TANK SERVICE	10065 RENTAL AT GROEN	726.000	751	90.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 209 GROEN NATURE PRESERVE FUND							
Total for fund 209 GROEN NATURE PRESERVE FUND							191.08
Fund: 212 ANIMAL CONTROL							
12/06/2016	AP	1548(E)*#	CONSUMERS ENERGY	100060707310 OCT 2016	930.620	430	632.33
12/06/2016	AP	64193*#	FRONTIER	NOV 2016 9897052645020712-5	930.210	430	76.01
12/06/2016	AP	64213	WALMART COMMUNITY GEMB	INV 9526 5274 1686	726.000	430	337.04
Total for fund 212 ANIMAL CONTROL							1,045.38
Fund: 215 FRIEND OF THE COURT							
12/06/2016	AP	64185*#	44NORTH	NOVEMBER 2016	704.110	141	44.70
12/06/2016	AP	64192*#	DUNNS	OCTOBER 2016	920.520	141	92.07
12/06/2016	AP	64197*#	LINCOLN FINANCIAL	DECEMBER 2016	704.140	141	189.67
12/06/2016	AP	64207	SCOTT T BEATTY	NOVEMBER 2016	940.010	141	1,600.00
12/06/2016	AP	64215	WEST PAYMENT CENTER	OCTOBER 2016	940.010	141	134.16
Total for fund 215 FRIEND OF THE COURT							2,060.60
Fund: 233 HUD GRANT FUND							
12/06/2016	AP	64196	KEVAN D FLORY	RYCKMAN FINAL WELL INSPECTION	940.010	690	200.00
				MUSGRAVE 131452 INITIAL INSPECTION	940.010	690	300.00
				LAMB 131034 FINAL INSPECTION	940.010	690	200.00
				CHECK AP 64196 TOTAL FOR FUND 233:			<u>700.00</u>
12/06/2016	AP	64202	OTSEGO COUNTY TITLE	MSF FUNDS INV# GYL16-10232548	940.010	690	181.00
12/06/2016	AP	64210	THOMAS & ROSS PAYTON & SONS	MSF PRJ #HO-0812-131442 WATER WELL	940.010	690	1,935.00
				OWNER MATCH FUNDS - WATER WELL	940.010	690	60.00
				CHECK AP 64210 TOTAL FOR FUND 233:			<u>1,995.00</u>
Total for fund 233 HUD GRANT FUND							2,876.00
Fund: 261 911 SERVICE FUND							
12/06/2016	AP	64193*#	FRONTIER	ACCT#231-189-0447-031698-5	930.210	427	369.40
				ACCT#269-161-8203-082208-5	930.210	427	63.81
				ACCT#231-164-4102-082208-5	930.210	427	63.81
				ACCT#989-732-7858-011910-5	930.210	427	111.10

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 261 911 SERVICE FUND							
CHECK AP 64193 TOTAL FOR FUND 261:							608.12
Total for fund 261 911 SERVICE FUND							608.12
Fund: 269 LAW LIBRARY							
12/06/2016	AP	64216*#	WEST PAYMENT CENTER	OCTOBER 2016	726.210	145	242.61
Total for fund 269 LAW LIBRARY							242.61
Fund: 281 AIRPORT							
12/06/2016	AP	1547(E)	AVFUEL CORPORATION	2OTS	930.664	537	4,122.85
12/06/2016	AP	1549(E)	DTE ENERGY	INV# 470774600014 AIRPORT	930.610	537	40.64
12/06/2016	AP	64188	AMERICAN WASTE	AIRPORT TRASH # 1729760	920.410	537	118.45
12/06/2016	AP	64189	CHARTER COMMUNICATIONS	TV,INTERNET, PHONE #8245122500044755	920.410	537	256.19
12/06/2016	AP	64211	UCMAN	AIRPORT INTERNET CONNECTION #2450	920.410	537	16.00
Total for fund 281 AIRPORT							4,554.13
Fund: 292 CHILD CARE FUND							
12/06/2016	AP	64185*#	44NORTH	NOVEMBER 2016	704.110	662	12.54
12/06/2016	AP	64186	7TH PROBATE FAMILY COURT	OCTOBER 2016	930.810	662	7,190.00
				OCTOBER 2016	930.810	662	1,705.00
CHECK AP 64186 TOTAL FOR FUND 292:							8,895.00
12/06/2016	AP	64197*#	LINCOLN FINANCIAL	DECEMBER 2016	704.140	662	83.64
12/06/2016	AP	64198	LUTHERAN CHILD & FAMILY SERVICES	OCTOBER 2016	930.810	662	1,318.29
12/06/2016	AP	64203*#	REDWOOD TOXICOLOGY LABORATORY INC	OCTOBER 2016	801.030	662	252.30
12/06/2016	AP	64204	RODNEY AND CATHY BRAGG	OCTOBER 2016 & CLOTHING/HOLIDAY ALLOWANC	930.700	662	722.80
12/06/2016	AP	64205	SATELLITE TRACKING OF PEOPLE LLC	OCTOBER 2016	940.010	662	299.25
12/06/2016	AP	64206	SAULT STE MARIE TRIBE - CHIPPEWA IN	OCTOBER 2016	930.810	662	240.00
				OCTOBER 2016	930.810	662	240.00
				OCTOBER 2016	930.810	662	1,440.00
CHECK AP 64206 TOTAL FOR FUND 292:							1,920.00
Total for fund 292 CHILD CARE FUND							13,503.82

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 516 DELINQUENT TAX REVOLVING							
12/06/2016	AP	1550(E)*#	ELAN	SUPPLIES	726.000	253	125.67
12/06/2016	AP	64212#	VILLAGE OF VANDERBILT TREASURER	TAXES REC - REAL - DELQ	026.000	000	260.51
				PENALTY & INTEREST/TAXES	445.100	170	7.82
				CHECK AP 64212 TOTAL FOR FUND 516:			<u>268.33</u>
				Total for fund 516 DELINQUENT TAX REVOLVING			394.00
Fund: 637 BUILDING AND GROUNDS							
12/06/2016	AP	1548(E)*#	CONSUMERS ENERGY	ACCT#1000 0693 6593	930.620	265	91.80
				ACCT#1000 0051 3331	930.620	265	4,427.55
				ACCT#1000 5428 8418	930.620	265	511.85
				CHECK AP 1548(E) TOTAL FOR FUND 637:			<u>5,031.20</u>
12/06/2016	AP	64190*#	CITY OF GAYLORD	ACCT-LIVI-000500-000D-01	920.200	265	403.18
				ACCT-LIVI-000200-000B-03	920.200	265	90.61
				ACCT-MAIW-000225-0000-01	920.200	265	420.96
				ACCT-OTSS-000125-0000-02	920.200	265	34.59
				ACCT-ILLS-000540-0000-02	920.200	265	35.90
				CHECK AP 64190 TOTAL FOR FUND 637:			<u>985.24</u>
				Total for fund 637 BUILDING AND GROUNDS			6,016.44
Fund: 645 ADMINISTRATIVE SERVICES							
12/06/2016	AP	1550(E)*#	ELAN	GHT 1 YR. SUBSCRIPTION	726.200	172	67.00
				PRIORITY POSTAGE-PASSPORTS	930.450	172	6.45
				PRIORITY POSTAGE-PASSPORTS	930.450	172	6.45
				PRIORITY MAIL-PASSPORTS	930.450	172	6.45
				J. BURT-LUNCH W/CRAWFORD CO.	930.500	172	13.29
				T. ADAM SPHR RECERTIFICATION	704.400	270	150.00
				CHECK AP 1550(E) TOTAL FOR FUND 645:			<u>249.64</u>
				Total for fund 645 ADMINISTRATIVE SERVICES			249.64
Fund: 647 HEALTH CARE FUND							
12/06/2016	AP	64184#	44NORTH	INV#163388 (2017 EXPENSE)	123.000	000	2,200.00
				INV#163388 (2016 EXPENSE)	704.110	851	1,931.20
				CHECK AP 64184 TOTAL FOR FUND 647:			<u>4,131.20</u>
				Total for fund 647 HEALTH CARE FUND			4,131.20
Fund: 701 GENERAL AGENCY							

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/06/2016 - 12/06/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
12/06/2016	AP	1550(E)*#	ELAN	OTC-TROPHIES (HOLIDAY POTLUCK)	232.002	000	16.98
				Total for fund 701 GENERAL AGENCY			16.98
Fund: 704 PAYROLL IMPREST FUND							
12/06/2016	AP	64200	MUTUAL OF OMAHA	INV#000593248827 (DEC. 2016)	231.870	000	3,143.81
				Total for fund 704 PAYROLL IMPREST FUND			3,143.81
TOTAL - ALL FUNDS							45,828.59

\*-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

# OTSEGO COUNTY Board of Commissioners



## EXECUTIVE SUMMARY

<b>AGENDA ITEM:</b>  December 13, 2016 Warrant	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 3.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, Finance Director/Assistant Administrator	<b>ATTORNEY REVIEW:</b>  No

### **BACKGROUND/DISCUSSION:**

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The December 13, 2016 Warrant in the amount of \$406,008.28.

### **RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$406,008.28.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/13/2016 - 12/13/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/13/2016	AP	64220	87-A DISTRICT COURT- IMPREST CASH	8/31/16 KUHLE PRELIEM - WITNESS FEES	930.940	131	55.20
				11/10/16 KORONKA PRELIEM - WITNESS FEES	930.940	131	8.30
				CHECK AP 64220 TOTAL FOR FUND 101:			<u>63.50</u>
12/13/2016	AP	64223	ADVANCED CORRECTIONAL HEALTHCARE	INMATE MEDICAL SERVICES DECEMBER 2016	930.470	351	3,458.81
12/13/2016	AP	64226	ALLIE BROTHERS UNIFORMS	SINGER/REPLACEMENT UNIFORMS (CIVIL DIV)	726.046	302	290.24
12/13/2016	AP	64232	AUTOMATED BUSINESS EQUIPMENT	SERVICE CONTRACT FOLDER/STUFFER 2017	920.400	257	750.00
12/13/2016	AP	64234	BARBARA J GOWARD	11/23/16 GUARDIANSHIP REVIEW HEARING	930.830	131	30.00
12/13/2016	AP	64246	BROCK ARTFITCH	NOVEMBER 2016 EXPENSES	801.020	648	430.00
				NOVEMBER 2016 EXPENSES	930.460	648	275.00
				NOVEMBER 2016 EXPENSES	930.500	648	10.00
				CHECK AP 64246 TOTAL FOR FUND 101:			<u>715.00</u>
12/13/2016	AP	64248	BS&A SOFTWARE INC	ANNUAL SERVICE--ASSESSING SYSTEM	920.410	257	3,277.00
12/13/2016	AP	64249	CATHOLIC HUMAN SERVICES INC	OCTOBER 2016	940.010	133	65.00
12/13/2016	AP	64250	CDW GOVERNMENT INC	MICROSOFT OFFICE STANDARD 2016 - LICENSE	930.983	267	263.00
12/13/2016	AP	64252	CHARLES KLEE	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	6.00
				CHECK AP 64252 TOTAL FOR FUND 101:			<u>46.00</u>
12/13/2016	AP	64259#	CMP DISTRIBUTORS	ARMOR VESTS/RD PATROL PORTION + SHIPPING	726.046	301	4,354.00
				ARMOR VESTS/CORRECTIONS PORTION + SHIP	726.046	351	2,910.00
				CHECK AP 64259 TOTAL FOR FUND 101:			<u>7,264.00</u>
12/13/2016	AP	64261#	CROSSROADS INDUSTRIES	INV#17403	920.410	101	35.00
				INV#17403	920.410	215	25.00
				INV#17403	920.410	267	35.00
				INV#17403	920.410	301	35.00
				CHECK AP 64261 TOTAL FOR FUND 101:			<u>130.00</u>
12/13/2016	AP	64263#	CURTISS REPORTING CORP	TRANSCRIPTS	801.030	131	409.50
				TRANSCRIPTS	801.030	131	103.95

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/13/2016 - 12/13/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				INV 17575; 10-7-16 TRANSCRIPT, MENDOZA	726.200	267	12.30
				CHECK AP 64263 TOTAL FOR FUND 101:			<u>525.75</u>
12/13/2016	AP	64264*	DEKETO	SERVICE CONTRACTS	920.410	215	358.67
12/13/2016	AP	64265*#	DELL MARKETING LP	DELL E-PORT REPLICATOR DOCKING	930.983	267	107.09
				DELL LATITUDE E5570	930.983	267	1,293.83
				DELL EXTERNAL USB SLIM DVD+/-	930.983	267	37.79
				CHECK AP 64265 TOTAL FOR FUND 101:			<u>1,438.71</u>
12/13/2016	AP	64266	DELRIIDGE CORPORATION	COURT FORMS PROGRAM RENEWAL	970.450	131	199.95
12/13/2016	AP	64269	DIANA M BOYD	11/15/16 GUARDIANSHIP REVIEW - TRAVEL	930.500	131	1.50
				11/15/16 GUARDIANSHIP REVIEW HEARING	930.830	131	30.00
				CHECK AP 64269 TOTAL FOR FUND 101:			<u>31.50</u>
12/13/2016	AP	64270	DOUG KASSUBA	INSTALLATION OF NEW CAMERA / RE ROUTE NE	726.000	253	50.00
12/13/2016	AP	64271	DOUGLAS HEMPENSTALL	NOV. 2016 EXPENSES	801.020	648	250.00
				NOV. 2016 EXPENSES	930.460	648	300.00
				NOV. 2016 EXPENSES	930.500	648	6.00
				CHECK AP 64271 TOTAL FOR FUND 101:			<u>556.00</u>
12/13/2016	AP	64272*#	DUNNS	SUPPLIES	726.000	131	101.58
				SUPPLIES - GENERAL	726.000	215	175.50
				INV. 840084; DEPT 406; SUPPLIES	726.000	267	277.36
				INV. 8399977; DEPT 3589; VICTIM ADVOCATE	930.983	267	22.41
				HI-LITERS/MSG BOOK/CORRECTION TAPE	726.000	301	20.19
				HI-LITERS/CORRECTION TAPE/LEIN RIBBONS	726.000	351	122.36
				VETERANS, ACCT #2647 COPIER CONTRACT	920.410	682	26.72
				OFFICE SUPPLIES - NAME PLATES	726.000	721	67.96
				CHECK AP 64272 TOTAL FOR FUND 101:			<u>814.08</u>
12/13/2016	AP	64275	EDM PUBLISHERS	LEGAL BRIEFINGS FOR ZONING OFFICIALS	726.200	721	98.00
12/13/2016	AP	64277*#	EMPIRIC SOLUTIONS INC	INV#7205 (JANUARY 2017)	123.000	000	3,250.00
				INV#7204	940.010	131	33.33

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/13/2016 - 12/13/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				INV#7204	801.020	228	165.00
				INV#7204	801.020	301	37.50
				CHECK AP 64277 TOTAL FOR FUND 101:			<u>3,485.83</u>
12/13/2016	AP	64282	FRANCES NOWAK	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	7.50
				CHECK AP 64282 TOTAL FOR FUND 101:			<u>47.50</u>
12/13/2016	AP	64288*	GAYLORD DRY CLEANERS	RD PATROL DRYCLNG	920.410	301	100.00
				CIVIL DIVISION DRYCLNG	920.410	302	60.00
				416SRP DEP DRYCLNG	920.410	334	20.00
				INMATE RESTRAINT SMOCK DRYCLNG	920.410	351	17.00
				CHECK AP 64288 TOTAL FOR FUND 101:			<u>197.00</u>
12/13/2016	AP	64290	GENESEE COUNTY MEDICAL EXAMINER	INV#A69-16-2008	930.920	648	1,230.00
				INV#A69-16-2008	930.920	648	1,230.00
				CHECK AP 64290 TOTAL FOR FUND 101:			<u>2,460.00</u>
12/13/2016	AP	64291*	GILL ROYS HARDWARE	JAIL SUPPLIES/HALOGEN LIGHT BULB	726.000	351	12.99
12/13/2016	AP	64292	GORDON FOOD SERVICES	JAIL SUPPLIES	726.025	351	361.53
				KITCHEN SUPPLIES	726.030	351	229.34
				INMATE FOOD	930.700	351	4,483.18
				CHECK AP 64292 TOTAL FOR FUND 101:			<u>5,074.05</u>
12/13/2016	AP	64296	HENDERSON COUNTY TREASURER	PERSONAL SERVICE OF COURT DATE	930.450	131	40.00
12/13/2016	AP	64300	ICLE	1 YR SUBSCRIP; ID 86229	726.200	267	595.00
12/13/2016	AP	64302	IMPREST CASH EQUALIZATION DEPT	POSTAGE	930.450	257	9.87
12/13/2016	AP	64303*	IMPREST CASH, OTSEGO COUNTY SHERIFF	YELLOW HI-LITERS/SHERIFF PORTION	726.000	301	3.44
				POSTAGE/APRS FORMS TO MSP-FRU LANSING	930.450	301	6.04
				YELLOW HI-LITERS/CORRECTIONS PORTION	726.000	351	3.45
				INMATE SPECIAL NEEDS DIETARY ITEMS	930.700	351	15.18
				CHECK AP 64303 TOTAL FOR FUND 101:			<u>28.11</u>

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/13/2016 - 12/13/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/13/2016	AP	64304*#	IMPREST CASH-ADMINISTRATION	AAA BATTERIES-ADMIN.	726.000	101	6.99
				RESOLUTION FRAMES	726.000	101	15.98
				CHECK AP 64304 TOTAL FOR FUND 101:			<u>22.97</u>
12/13/2016	AP	64305	JASON CAVERSON	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	15.00
				CHECK AP 64305 TOTAL FOR FUND 101:			<u>55.00</u>
12/13/2016	AP	64306	JAVSI	JAVS SOFTWARE - CHAMBERS 102	970.450	131	750.00
12/13/2016	AP	64307*#	JEFFERY B PROUX	SERVICES THROUGH 12/1/16	801.020	721	40.00
12/13/2016	AP	64309	JIM HILGENDORF	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	20.00
				CHECK AP 64309 TOTAL FOR FUND 101:			<u>60.00</u>
12/13/2016	AP	64314*#	JOHNSON OIL COMPANY	ACCT#52710158	930.500	131	15.15
				VEH#697 L-O-F & VEH#693 HEADLAMP	726.050	301	49.94
				VEH#696 TAHOE/ROTATE & BALANCE TIRES	726.050	301	32.00
				CHECK AP 64314 TOTAL FOR FUND 101:			<u>97.09</u>
12/13/2016	AP	64317	JUDITH JARECKI	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	15.50
				CHECK AP 64317 TOTAL FOR FUND 101:			<u>55.50</u>
12/13/2016	AP	64319*#	JUNE ELIZABETH GREVE	DECEMBER 2016	726.025	131	150.00
12/13/2016	AP	64320	JUSTIN HOLZSCHU	NOV. 2016	801.020	648	240.00
				NOV. 2016	801.020	648	100.00
				NOV. 2016	930.500	648	18.00
				CHECK AP 64320 TOTAL FOR FUND 101:			<u>358.00</u>
12/13/2016	AP	64322	KENNETH ARNDT	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	5.00
				CHECK AP 64322 TOTAL FOR FUND 101:			<u>45.00</u>

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/13/2016 - 12/13/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/13/2016	AP	64323	KERRIE JO DAENZER	11/10/16 GUARDIANSHIP REVIEW - TRAVEL	930.500	131	17.30
				11/10/16 GUARDIANSHIP REVIEW HEARING	930.830	131	30.00
				CHECK AP 64323 TOTAL FOR FUND 101:			<u>47.30</u>
12/13/2016	AP	64339	MICHAEL LAMBLE	11/18/16 DEFERRAL HEARING	801.022	131	75.00
12/13/2016	AP	64340	MICHAEL M MISHIC PC	10/28/16 DEFERRAL HEARING	801.022	131	75.00
12/13/2016	AP	64341	MICHELLE FRAKES	NOV. 2016	801.020	648	100.00
				NOV. 2016	801.020	648	90.00
				NOV. 2016	930.500	648	9.00
				CHECK AP 64341 TOTAL FOR FUND 101:			<u>199.00</u>
12/13/2016	AP	64342	MICHIGAN DEPARTMENT OF TREASURY	CERT RENEWAL MARK	930.600	257	175.00
				CERT RENEWAL DENISE	930.600	257	175.00
				CHECK AP 64342 TOTAL FOR FUND 101:			<u>350.00</u>
12/13/2016	AP	64344	MICHIGAN SHERIFFS ASSOCIATION	2017 MSA DUES 6901 & 6902	930.600	301	705.00
12/13/2016	AP	64349	MMRMA	POLICY#R0000962	930.100	851	35,000.00
				POLICY#M0000962	930.100	851	111,872.50
				CHECK AP 64349 TOTAL FOR FUND 101:			<u>146,872.50</u>
12/13/2016	AP	64352	NORA HOLLY CORFIS	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	14.00
				CHECK AP 64352 TOTAL FOR FUND 101:			<u>54.00</u>
12/13/2016	AP	64358	OFFICE DEPOT INC	IMAGE UNIT	940.111	131	57.99
12/13/2016	AP	64359*#	OMS COMPLIANCE SERVICES INC	BRUNIQUEL PRE EMPLOYMENT TESTING	940.010	351	79.50
12/13/2016	AP	64364*#	OTSEGO COUNTY EMS	4TH QTR. CONTRACT	940.010	427	7,500.00
				ACCT#C-2618-16	726.000	648	25.00
				ACCT#C-2709-16	726.000	648	25.00
				ACCT#C-2909-16	726.000	648	185.00
				4TH UCMAN FOR M.E. OFC.	930.240	648	300.00
				ACCT#C-2939-16	930.460	648	517.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/13/2016 - 12/13/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				ACCT#C2636-16	930.460	648	491.00
				ACCT#C-2909-16	930.460	648	722.50
				ACCT#C-2709-16	930.460	648	478.00
				ACCT#C-2813-16	930.460	648	432.50
				ACCT#C-2430-16	930.460	648	413.00
				ACCT#C-2618-16	930.460	648	406.50
				CHECK AP 64364 TOTAL FOR FUND 101:			<u>11,495.50</u>
12/13/2016	AP	64365	OTSEGO COUNTY TREASURER	JURY BOX REIMB	930.930	145	751.40
12/13/2016	AP	64366	PAK MAIL CENTERS OF AMERICA	MAILING FEE	930.450	131	48.97
12/13/2016	AP	64369*#	PITNEY BOWES INC-SUPPLIES	SUPPLIES	726.000	131	83.57
12/13/2016	AP	64370*#	QUILL CORPORATION	INV#1819271 (COPY PAPER)	106.000	000	90.95
12/13/2016	AP	64376	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE TIME PURCHASE	930.210	351	663.00
12/13/2016	AP	64382*#	STAPLES BUSINESS ADVANTAGE	5 CS. COPY PAPER-EQUALIZATION	106.000	000	165.15
				14 MO. CALENDARS FOR BOC	726.000	101	35.67
				RETURN ENVELOPES (RETIREEES)	726.000	101	15.89
				SUPPLIES	940.111	131	120.72
				STAPLERS/RD PATROL ANNEX	726.000	301	57.57
				CHECK AP 64382 TOTAL FOR FUND 101:			<u>395.00</u>
12/13/2016	AP	64388	STEPHNIE MARIE JOHNSON	11/17/16 GUARDIANSHIP REVIEW HEARING	930.830	131	30.00
12/13/2016	AP	64389	STEVE J BAUMAN	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	1.00
				CHECK AP 64389 TOTAL FOR FUND 101:			<u>41.00</u>
12/13/2016	AP	64393	TELEPHONE SUPPORT SYSTEMS INC	V-TECH CONFERENCE PHONE	726.000	131	349.00
				PROGRAM JUDGE'S TELEPHONES	920.400	131	138.00
				CHECK AP 64393 TOTAL FOR FUND 101:			<u>487.00</u>
12/13/2016	AP	64394	TERRANCE M COTTLE	NOVEMBER 2016	940.010	133	160.00
				NOVEMBER 2016	940.010	133	240.00
				NOVEMBER 2016	940.010	133	240.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 12/13/2016 - 12/13/2016

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				NOVEMBER 2016	940.010	133	320.00
				NOVEMBER 2016	940.010	133	80.00
				NOVEMBER 2016	940.010	133	240.00
				NOVEMBER 2016	940.010	133	160.00
				NOVEMBER 2016	940.010	133	160.00
				NOVEMBER 2016	940.010	133	240.00
				NOVEMBER 2016	940.010	133	320.00
				NOVEMBER 2016	940.010	133	160.00
				NOVEMBER 2016	940.010	133	240.00
				NOVEMBER 2016	940.010	133	320.00
				CHECK AP 64394 TOTAL FOR FUND 101:			<u>2,880.00</u>
12/13/2016	AP	64396	THOMAS J PUDVAN	NOVEMBER 2016	801.020	648	1,056.67
				NOVEMBER 2016	801.020	648	270.00
				NOVEMBER 2016	930.210	648	40.00
				NOVEMBER 2016	930.460	648	300.00
				NOVEMBER 2016	930.460	648	300.00
				NOVEMBER 2016	930.500	648	33.00
				CHECK AP 64396 TOTAL FOR FUND 101:			<u>1,999.67</u>
12/13/2016	AP	64402*#	UCMAN	INV. #2497	930.240	864	800.00
12/13/2016	AP	64404	UNIVERSITY CENTER AT GAYLORD	VALUING LAKEFRONT PROP CLASS	704.400	257	716.00
12/13/2016	AP	64406*#	VERIZON WIRELESS	SHERIFF DEPT.	930.230	301	546.82
				JAIL	930.230	351	48.94
				CHECK AP 64406 TOTAL FOR FUND 101:			<u>595.76</u>
12/13/2016	AP	64407	VERIZON WIRELESS	NOVEMBER 2016	930.210	131	17.15
12/13/2016	AP	64410	WALZ POSTAL SOLUTIONS INC	SUPPLIES	726.000	131	185.06
12/13/2016	AP	64411*#	WASH N GO MANAGEMENT INC	VEH#693 CAR WASH	920.410	301	5.00
				M.E. TRUCK WASH	726.000	648	5.00
				CHECK AP 64411 TOTAL FOR FUND 101:			<u>10.00</u>
12/13/2016	AP	64412*#	WEST PAYMENT CENTER	2017 MI CHILD SUPPORT FORMULA MANUAL	726.200	131	22.50

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Fund: 101 GENERAL FUND							
12/13/2016	AP	64414	WILLARD L BROWN	PER DIEM	703.040	721	40.00
				MILEAGE	930.500	721	20.00
				CHECK AP 64414 TOTAL FOR FUND 101:			<u>60.00</u>
12/13/2016	AP	64415*#	WMJZ EAGLE 101.5	ACCT# 3404 VETERANS MARKETING	930.300	682	100.00
				Total for fund 101 GENERAL FUND			203,996.94
Fund: 205 WORK CAMP							
12/13/2016	AP	64272*#	DUNNS	PRINTER TONER/RD PATROL PORTION	726.000	301	110.24
12/13/2016	AP	64288*#	GAYLORD DRY CLEANERS	WORK CAMP SUPV DRYCLNG & ALTERATION	920.410	301	26.00
12/13/2016	AP	64291*#	GILL ROYS HARDWARE	WORK CAMP SUPPLIES/SHOVELS AND SNOW BRUS	726.050	301	273.92
12/13/2016	AP	64303*#	IMPREST CASH, OTSEGO COUNTY SHERIFF	WORK CAMP SMALL ENGINE REPAIR	726.050	301	150.00
12/13/2016	AP	64329	MAKE IT MINE DESIGN	WORK CAMP EMBROIDERY	726.046	301	35.00
12/13/2016	AP	64402*#	UCMAN	WORK CAMP CONNECTIVITY	930.240	301	32.00
12/13/2016	AP	64406*#	VERIZON WIRELESS	WORK CAMP	930.230	301	97.88
				Total for fund 205 WORK CAMP			725.04
Fund: 208 PARKS AND RECREATION							
12/13/2016	AP	1553(E)*#	DTE ENERGY	GAS BILL	930.610	752	164.57
12/13/2016	AP	64229*#	AMERICAN WASTE	CENTER GARBAGE BILL	920.200	752	82.40
12/13/2016	AP	64253	CHARTER COMMUNICATIONS	CABLE	920.410	752	36.95
				TELEPHONE	930.210	752	29.99
				CHECK AP 64253 TOTAL FOR FUND 208:			<u>66.94</u>
12/13/2016	AP	64255*#	CHOICE PUBLICATIONS	53217 CENTER AD	930.300	752	48.00
				53219 CENTER AD	930.300	752	48.00
				52781 CENTER AD	930.300	752	48.00
				52780 CENTER AD	930.300	752	48.00

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Fund: 208 PARKS AND RECREATION							
				CHECK AP 64255 TOTAL FOR FUND 208:			192.00
12/13/2016	AP	64291*#	GILL ROYS HARDWARE	680482 BATTERIES, BOLTS	726.000	752	16.25
				706593 KEYS, LIGHT SWITCH COVERS	726.000	752	33.85
				751265 DUCK TAPE	726.000	752	8.88
				CHECK AP 64291 TOTAL FOR FUND 208:			<u>58.98</u>
12/13/2016	AP	64314*#	JOHNSON OIL COMPANY	376337 OIL CHANGE	726.050	751	29.95
				46343 NEW TIRES ON TRUCK	726.050	751	287.90
				46349 INSTALL NEW LOW BEAM BULB	726.050	751	15.95
				CHECK AP 64314 TOTAL FOR FUND 208:			<u>333.80</u>
12/13/2016	AP	64348	MMRMA	RESTITUTION (V. MERRITT)	676.040	030	100.00
12/13/2016	AP	64355*#	NORTHERN MICHIGAN REVIEW	PARK AD	930.300	751	130.00
				CENTER AD	930.300	752	130.00
				CHECK AP 64355 TOTAL FOR FUND 208:			<u>260.00</u>
12/13/2016	AP	64402*#	UCMAN	WIRELESS INTERNET BILL	726.000	752	59.95
12/13/2016	AP	64406*#	VERIZON WIRELESS	PARKS/REC	930.230	751	45.57
				PARKS/REC	930.230	752	45.57
				CHECK AP 64406 TOTAL FOR FUND 208:			<u>91.14</u>
				Total for fund 208 PARKS AND RECREATION			1,409.78
Fund: 209 GROEN NATURE PRESERVE FUND							
12/13/2016	AP	64255*#	CHOICE PUBLICATIONS	53218 GROEN AD	930.300	751	48.00
				53389 GROEN AD	930.300	751	48.00
				52779 GROEN AD	930.300	751	48.00
				52778 GROEN AD	930.300	751	48.00
				CHECK AP 64255 TOTAL FOR FUND 209:			<u>192.00</u>
12/13/2016	AP	64283	FRONTIER	PHONE BILL	930.210	751	82.24
12/13/2016	AP	64294	GREAT LAKES ENERGY	ELECTRIC BILL	930.620	751	92.33
12/13/2016	AP	64355*#	NORTHERN MICHIGAN REVIEW	GROEN AD	930.300	751	130.00

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Fund: 209 GROEN NATURE PRESERVE FUND							
12/13/2016	AP	64416*#	ZAREMBA EQUIPMENT INC	REPAIRS TO CUB CADET	726.050	751	3,307.55
Total for fund 209 GROEN NATURE PRESERVE FUND							3,804.12
Fund: 212 ANIMAL CONTROL							
12/13/2016	AP	1553(E)*#	DTE ENERGY	456939000067 NOV 2016	930.610	430	151.68
12/13/2016	AP	64227	ALPINE ANIMAL HOSPITAL	NOV 2016 MEDICAL	930.471	430	199.35
				NOV 2016 STERILIZATION	930.980	430	498.41
CHECK AP 64227 TOTAL FOR FUND 212:							697.76
12/13/2016	AP	64229*#	AMERICAN WASTE	1744427 DEC 2016 ANIMAL CONTROL	920.410	430	72.10
12/13/2016	AP	64265*#	DELL MARKETING LP	DELL 23 MONITOR - P2317H	970.440	901	191.61
12/13/2016	AP	64272*#	DUNNS	840109	726.000	430	219.43
12/13/2016	AP	64291*#	GILL ROYS HARDWARE	1610-646615 646626	726.000	430	58.03
12/13/2016	AP	64295	HALL VETERINARY CLINIC	SCRIPTS NOV 2016	726.035	430	11.49
				MEDICAL NOV 2016	930.471	430	99.87
				STERILIZATION NOV 2016	930.980	430	470.00
CHECK AP 64295 TOTAL FOR FUND 212:							581.36
12/13/2016	AP	64299	HOME DEPOT CREDIT SERVICES	9593698	726.000	430	21.97
12/13/2016	AP	64347	MIDWEST VETERINARY SUPPLY, INC.	7670198	726.035	430	427.63
12/13/2016	AP	64402*#	UCMAN	493 DEC 2016	920.410	430	400.00
12/13/2016	AP	64411*#	WASH N GO MANAGEMENT INC	10910 NOV 2016	920.410	430	20.00
Total for fund 212 ANIMAL CONTROL							2,841.57
Fund: 215 FRIEND OF THE COURT							
12/13/2016	AP	64267	DELUXE BUSINESS CHECKS	SUPPLIES	726.000	141	80.52
12/13/2016	AP	64319*#	JUNE ELIZABETH GREVE	DECEMBER 2016	726.025	141	150.00

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Fund: 215 FRIEND OF THE COURT							
12/13/2016	AP	64369*#	PITNEY BOWES INC-SUPPLIES	SUPPLIES	726.000	141	83.58
12/13/2016	AP	64412*#	WEST PAYMENT CENTER	2017 MI CHILD SUPPORT FORMULA MANUAL	726.200	141	67.50
Total for fund 215 FRIEND OF THE COURT							381.60
Fund: 226 RECYCLING FUND							
12/13/2016	AP	1552(E)*#	CONSUMERS ENERGY	ACCT#1000 7028 9754	930.620	528	24.70
12/13/2016	AP	64228	ALPINE LANDSCAPE & SNOW LLC	INV#113016 (SNOW REMOVAL)	940.010	528	180.00
Total for fund 226 RECYCLING FUND							204.70
Fund: 232 HOUSING COMMISSION							
12/13/2016	AP	64272*#	DUNNS	HOUSING, ACCT #2647 COPIER CONTRACT	920.410	690	26.72
Total for fund 232 HOUSING COMMISSION							26.72
Fund: 233 HUD GRANT FUND							
12/13/2016	AP	64251	CHARLES BERLIN	11/17/16 HOUSING PER DIEM	703.040	690	40.00
				TRAVEL REIMBURSEMENT	930.500	690	2.85
CHECK AP 64251 TOTAL FOR FUND 233:							42.85
12/13/2016	AP	64313	JOHN LAFAVE	11/17/16 HOUSING MEETING PER DIEM	703.040	690	40.00
				TRAVEL REIMBURSEMENT	930.500	690	6.27
CHECK AP 64313 TOTAL FOR FUND 233:							46.27
12/13/2016	AP	64316	JOSEPH WAMBOLD	11/17/16 HOUSING PER DIEM	703.040	690	40.00
12/13/2016	AP	64353	NORTHERN CREDIT BUREAU	INV# 10643 NOV CREDIT REPORTS	930.150	690	10.00
12/13/2016	AP	64415*#	WMJZ EAGLE 101.5	ACCT# 3404 HOUSING MARKETING	930.300	690	100.00
Total for fund 233 HUD GRANT FUND							239.12
Fund: 249 BUILDING INSPECTION FUND							
12/13/2016	AP	64247	BRUCE TILLINGER	SERVICES THROUGH 12/1/16	801.027	371	2,070.00
12/13/2016	AP	64272*#	DUNNS	OFFICE SUPPLIES	726.000	371	45.99
12/13/2016	AP	64276	ELI ELECTRIC LLC	SERVICES THROUGH 12/01/16	801.026	371	2,380.00
12/13/2016	AP	64307*#	JEFFERY B PROUX	SERVICES THROUGH 12/1/16	801.024	371	3,425.00
12/13/2016	AP	64324	KEVAN D FLORY	SERVICES THROUGH 12/01/16	801.024	371	2,910.00

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Fund: 249 BUILDING INSPECTION FUND							
12/13/2016	AP	64356	NORTHERN POWER ELEC SERV INC	REFUND - DUPLICATE PERMIT - PE16-448	451.041	260	97.00
12/13/2016	AP	64368	PITNEY BOWES INC-SUPPLIES	POSTAGE METER - LEASING CHARGES	920.410	371	93.57
Total for fund 249 BUILDING INSPECTION FUND							11,021.56
Fund: 256 REGISTER OF DEEDS AUTOMATION							
12/13/2016	AP	64264*	DEKETO	SERVICE CONTRACTS	920.410	215	717.33
12/13/2016	AP	64293	GRAPHIC SCIENCES INC	SUPPLIES - GENERAL	726.000	215	136.82
Total for fund 256 REGISTER OF DEEDS AUTOMATION							854.15
Fund: 260 LEGAL DEFENSE FUND							
12/13/2016	AP	64262	CUMMINGS, MCCLOREY, DAVIS & ACHO P	INV#232806	801.020	270	1,372.80
Total for fund 260 LEGAL DEFENSE FUND							1,372.80
Fund: 261 911 SERVICE FUND							
12/13/2016	AP	64301	IDSI INTERNATIONAL INC	INV#20169059 (TIER II MANAGER ENTERPRISE	970.450	901	1,500.00
12/13/2016	AP	64364*#	OTSEGO COUNTY EMS	TRAFFIC SIGN FOR TRAINING	970.435	901	288.27
12/13/2016	AP	64392	TELE-RAD	INV#876089	970.435	901	176.00
				INV#875851	970.435	901	1,000.00
CHECK AP 64392 TOTAL FOR FUND 261:							1,176.00
12/13/2016	AP	64402*#	UCMAN	INV. #2490	930.240	427	200.00
12/13/2016	AP	64406*#	VERIZON WIRELESS	911	930.230	427	36.01
				INV#9775869701	970.435	901	90.60
CHECK AP 64406 TOTAL FOR FUND 261:							126.61
Total for fund 261 911 SERVICE FUND							3,290.88
Fund: 264 LCL CORRECTIONS OFFR TRAINING							
12/13/2016	AP	64258*#	CITY OF GAYLORD	TRAINING ROOM RENTAL	704.400	362	50.00
Total for fund 264 LCL CORRECTIONS OFFR TRAINING							50.00
Fund: 281 AIRPORT							
12/13/2016	AP	64225	AIRGAS USA LLC	INV # 9940018169 CYLINER RENTALS	920.410	537	35.94
12/13/2016	AP	64230	ARROW UNIFORM RENTAL	AIRPORT CARPET RENTAL INV# 14-834705	920.410	537	38.83
12/13/2016	AP	64242	BLUEGLOBES LLC	AIRPORT GLR-23512 COMPRESSION COUPLING	726.000	537	110.93

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Fund: 281 AIRPORT							
12/13/2016	AP	64245	BRIDGEWAY POWER LLC #774494	AIRPORT INV# 015-93406 SWITCH	920.400	537	28.93
12/13/2016	AP	64257*#	CHUCKS ELECTRIC OF GAYLORD	ADDITIONAL OUTLET FOR BACK UP#1121	920.400	537	154.35
12/13/2016	AP	64258*#	CITY OF GAYLORD	AIRPORT WATER 1100 AERO DR	920.200	537	240.60
12/13/2016	AP	64272*#	DUNNS	801473-0 BADGE HOLDER	726.000	537	49.00
				812548-0 PAPER	726.000	537	18.99
				818033-0 COLOR COPY	726.000	537	3.00
				CHECK AP 64272 TOTAL FOR FUND 281:			<u>70.99</u>
12/13/2016	AP	64281	FEENY	NEW BLUE CAR # 5219190	920.400	537	105.00
				WHITE CREW CAR # 6226562/1	920.400	537	376.80
				CHECK AP 64281 TOTAL FOR FUND 281:			<u>481.80</u>
12/13/2016	AP	64284	FUTURE ENVIRONMENTAL INC	AIRPORT WASTE FUEL DISPOSAL # M17538	920.400	537	75.00
12/13/2016	AP	64291*#	GILL ROYS HARDWARE	INV # 1608-781084 WOOD FILLER	920.400	537	3.59
				INV # 1608791015 ACRYLIC	920.400	537	57.98
				INV# 1610661884 LANDSCAPE FABRIC	920.400	537	8.59
				INV # 1611680796 CHAIN SAW	920.400	537	25.99
				INV # 1611696900 BATTERY	920.400	537	22.98
				INV # 1611706375 GARMENT HOOK	920.400	537	19.77
				INV # 1611718619 NUTS BOLTS SCREWS	920.400	537	2.40
				INV# 1610-661884 LANDSCAPE FABRIC	920.400	537	8.59
				INV# 1611-743860 SMOKE GRAY ENAMEL	920.400	537	55.57
				INV # 1611764144 GARMENT HOOK	920.400	537	32.95
				INV # 1611778506 ZIP LOCK BAGGIES	920.400	537	6.99
				CHECK AP 64291 TOTAL FOR FUND 281:			<u>245.40</u>
12/13/2016	AP	64311*#	JIM'S ALPINE AUTOMOTIVE	INV # 1707688 GLASS FUSE	920.400	537	2.96
				INV # 1706749 REAR VIEW MIRROR	920.400	537	30.12
				INV # 1707671 RAD FLUSH AND FLUID	920.400	537	79.00
				CHECK AP 64311 TOTAL FOR FUND 281:			<u>112.08</u>
12/13/2016	AP	64326	LAPPANS OF GAYLORD INC	INV# 01-119329 SHARPEN	920.400	537	5.00
				INV # 01-119249 SHARPEN	920.400	537	5.00

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Fund: 281 AIRPORT							
				CHECK AP 64326 TOTAL FOR FUND 281:			10.00
12/13/2016	AP	64343	MICHIGAN DEPT. OF ENVIRONMENTAL QUA	AIRPORT UNDERGROUND STORAGE TANKS 2017	920.410	537	200.00
12/13/2016	AP	64346	MID STATES BOLT & SCREW CO	AIRPORT INV # 30886135 M12-1.75	920.400	537	3.78
12/13/2016	AP	64357	NORTHERN PUMP SERVICE INC	AIRPORT SERVICE CALLS #24555	920.400	537	95.00
12/13/2016	AP	64378	SHERWIN WILLIAMS	AIRPORT INV # 3753-8	920.400	537	35.49
12/13/2016	AP	64381	STANDARD ELECTRIC COMPANY	AIRPORT 9517644-00 LAMPS	920.400	537	130.80
				AIRPORT 9517747-00	920.400	537	33.82
				AIRPORT 9518310-60	920.400	537	1.50
				CHECK AP 64381 TOTAL FOR FUND 281:			166.12
12/13/2016	AP	64406*#	VERIZON WIRELESS	AIRPORT	930.230	537	48.94
12/13/2016	AP	64413*#	WILBER AUTOMOTIVE SUPPLY INC	035768 HEATER TUG	920.400	537	76.79
				036379 CHAMP 2 CYCLE OIL	920.400	537	5.97
				0379019	920.400	537	8.99
				CHECK AP 64413 TOTAL FOR FUND 281:			91.75
				Total for fund 281 AIRPORT			2,245.93
Fund: 282 AIRPORT SPECIAL EVENTS FUND							
12/13/2016	AP	64243	BMI	AIRSHOW MUSIC 28691159	930.100	537	378.00
12/13/2016	AP	64272*#	DUNNS	828230-0 LABELS AND COPY	930.300	537	21.16
				828863-0 DBL SIDE TICKET COPY	930.300	537	68.00
				828983-0 MORE DBL SIDE TICKETS	930.300	537	24.00
				829022-0 AIRSHOW PASSES	930.300	537	24.00
				CHECK AP 64272 TOTAL FOR FUND 282:			137.16
12/13/2016	AP	64321	KAMP OIL INC	AIRSHOW SMOKE OIL # 827703	940.010	537	2,980.32
				Total for fund 282 AIRPORT SPECIAL EVENTS FUND			3,495.48
Fund: 290 SOCIAL WELFARE FUND							
12/13/2016	AP	64260	CONNIE MURPHY	NOV. DHHS BD. EXPS.	703.040	670	40.00
				NOV. DHHS BD. EXPS.	930.500	670	27.00
				CHECK AP 64260 TOTAL FOR FUND 290:			67.00

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Fund: 290 SOCIAL WELFARE FUND							
12/13/2016	AP	64337	MELANIE YOUNGS	NOV. DHHS BD. EXPS.	930.500	670	30.00
12/13/2016	AP	64377	SHERRY S HUFF	NOV. DHHS BD. EXPS.	703.040	670	40.00
				NOV. DHHS BD. EXPS.	930.500	670	49.50
				CHECK AP 64377 TOTAL FOR FUND 290:			<u>89.50</u>
				Total for fund 290 SOCIAL WELFARE FUND			186.50
Fund: 292 CHILD CARE FUND							
12/13/2016	AP	64331	MARNE MARCH OLLI	SEPTEMBER 2016	940.010	662	40.00
12/13/2016	AP	64369*#	PITNEY BOWES INC-SUPPLIES	SUPPLIES	726.000	662	83.58
12/13/2016	AP	64373	RENEE EDWARDS	NOVEMBER 2016	940.010	662	1,560.00
				Total for fund 292 CHILD CARE FUND			1,683.58
Fund: 499 CAPITAL PROJECTS FUND							
12/13/2016	AP	64289	GAYLORD REFRIGERATION	INV#16-521302	970.300	901	4,710.00
12/13/2016	AP	64379	SIDOCK GROUP INC	INV#515197.B-9	970.300	901	303.00
				Total for fund 499 CAPITAL PROJECTS FUND			5,013.00
Fund: 516 DELINQUENT TAX REVOLVING							
12/13/2016	AP	64272*#	DUNNS	SUPPLIES	726.000	253	75.30
				POST IT FLAGS / SHELF	726.000	253	43.93
				CHECK AP 64272 TOTAL FOR FUND 516:			<u>119.23</u>
12/13/2016	AP	64277*#	EMPIRIC SOLUTIONS INC	INV#7204	801.020	253	50.00
12/13/2016	AP	64362	OTSEGO CONSERVATION DISTRICT	2 2016 PLAT BOOKS	726.000	253	48.00
12/13/2016	AP	64371	RALPH REEVES	REFUND 023-180-001-059/060-00	694.000	030	94.00
				Total for fund 516 DELINQUENT TAX REVOLVING			311.23
Fund: 588 TRANSPORTATION FUND							
12/13/2016	AP	1552(E)*#	CONSUMERS ENERGY	ELECTRICITY	930.620	697	1,012.56
12/13/2016	AP	1553(E)*#	DTE ENERGY	NATURAL GAS	930.610	697	464.66
12/13/2016	AP	64221	ADVANCE AUTO PARTS	REPAIRS AND MAINT SUPPLIES	726.050	699	23.98
12/13/2016	AP	64229*#	AMERICAN WASTE	OUTSIDE CONTRACTED SERVICES	940.010	698	103.00
				OUTSIDE CONTRACTED SERVICES	940.010	698	103.00

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Fund: 588 TRANSPORTATION FUND							
				CHECK AP 64229 TOTAL FOR FUND 588:			206.00
12/13/2016	AP	64241	BLUE TOOL SERVICE LLC	62541	726.050	699	176.88
				62729	726.050	699	110.13
				REPAIRS AND MAINT SUPPLIES	726.050	699	17.21
				CHECK AP 64241 TOTAL FOR FUND 588:			304.22
12/13/2016	AP	64272*#	DUNNS	8389660	726.000	697	14.00
				8398730	726.000	697	34.14
				SUPPLIES - GENERAL	726.000	697	12.75
				8398730	726.025	698	27.75
				SUPPLIES - JANITORIAL	726.025	698	66.39
				SUPPLIES - JANITORIAL	726.025	698	(1.39)
				CHECK AP 64272 TOTAL FOR FUND 588:			153.64
12/13/2016	AP	64278	ESPAR OF MICHIGAN	REPAIRS AND MAINT SUPPLIES	726.050	699	421.67
12/13/2016	AP	64285	G.T. RUBBER SUPPLY CO.	REPAIRS AND MAINT SUPPLIES	726.050	699	24.40
12/13/2016	AP	64297	HERITAGE-CRYSTAL CLEAN, LLC	REPAIRS AND MAINT SUPPLIES	726.050	699	75.00
12/13/2016	AP	64298	HOEKSTRA TRANSPORTATION INC	X101012587:01	726.050	699	375.00
				REPAIRS AND MAINT SUPPLIES	726.050	699	242.00
				REPAIRS AND MAINT SUPPLIES	726.050	699	77.50
				CHECK AP 64298 TOTAL FOR FUND 588:			694.50
12/13/2016	AP	64310*#	JIM WERNIG INC	19455	726.050	699	75.60
				REPAIRS AND MAINT SUPPLIES	726.050	699	413.25
				REPAIRS AND MAINT SUPPLIES	726.050	699	401.99
				CHECK AP 64310 TOTAL FOR FUND 588:			890.84
12/13/2016	AP	64311*#	JIM'S ALPINE AUTOMOTIVE	SUPPLIES - JANITORIAL	726.025	698	33.76
				REPAIRS AND MAINT SUPPLIES	726.050	699	78.23
				REPAIRS AND MAINT SUPPLIES	726.050	699	39.10
				REPAIRS AND MAINT SUPPLIES	726.050	699	397.26
				REPAIRS AND MAINT SUPPLIES	726.050	699	145.65
				REPAIRS AND MAINT SUPPLIES	726.050	699	2.92
				REPAIRS AND MAINTENANCE - COUNTY VEHICLE	726.051	699	65.60

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Fund: 588 TRANSPORTATION FUND							
				CHECK AP 64311 TOTAL FOR FUND 588:			762.52
12/13/2016	AP	64332	MASSTRANS	MEMBERSHIP AND DUES	930.600	697	2,462.35
12/13/2016	AP	64335	MCVEIGHS TRUCK SPRINGS INC	007010	726.050	699	227.82
12/13/2016	AP	64338	MEYER ACE	20802	726.050	699	3.59
12/13/2016	AP	64354	NORTHERN ENERGY, INC	REPAIRS AND MAINT SUPPLIES	726.050	699	929.50
12/13/2016	AP	64355*#	NORTHERN MICHIGAN REVIEW	ADVERTISING	930.300	697	107.60
12/13/2016	AP	64359*#	OMS COMPLIANCE SERVICES INC	OUTSIDE CONTRACTED SERVICES	940.010	699	75.75
12/13/2016	AP	64372	RAYMOND GEHRINGER	11-09-2016	930.600	699	47.00
12/13/2016	AP	64374	SAFETY KLEEN	71717517	726.025	698	199.00
12/13/2016	AP	64398	TREDROC TIRE SERVICES LLC	12467	726.052	699	1,475.60
				TIRES & TUBES	726.052	699	944.61
				TIRES & TUBES	726.052	699	1,651.55
				TIRES & TUBES	726.052	699	828.75
				12467	920.400	699	255.00
				CHECK AP 64398 TOTAL FOR FUND 588:			5,155.51
12/13/2016	AP	64406*#	VERIZON WIRELESS	TELEPHONE	930.210	697	8.07
12/13/2016	AP	64413*#	WILBER AUTOMOTIVE SUPPLY INC	037459	726.050	699	187.88
				REPAIRS AND MAINT SUPPLIES	726.050	699	105.00
				037459	726.051	699	3.82
				CHECK AP 64413 TOTAL FOR FUND 588:			296.70
				Total for fund 588 TRANSPORTATION FUND			14,546.88
Fund: 595 JAIL COMMISSARY							
12/13/2016	AP	64401	TRINITY SERVICES GROUP INC	INMATE COMMISSARY	726.000	351	770.06
				INMATE CABLE FOR DECEMBER	726.000	351	219.71
				CHECK AP 64401 TOTAL FOR FUND 595:			989.77
				Total for fund 595 JAIL COMMISSARY			989.77
Fund: 618 GIS PROJECT AND AERIAL							

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Fund: 618 GIS PROJECT AND AERIAL							
12/13/2016	AP	64330	MAPPING SOLUTIONS	2016 PLATBOOKS	920.410	447	8,785.00
Total for fund 618 GIS PROJECT AND AERIAL							8,785.00
Fund: 637 BUILDING AND GROUNDS							
12/13/2016	AP	1552(E)*#	CONSUMERS ENERGY	ACCT#1000 0027 8521	930.620	265	160.87
				ACCT#1000 0006 7155	930.620	265	138.40
				ACCT# 1000 2119 0929	930.620	265	53.39
CHECK AP 1552(E) TOTAL FOR FUND 637:							352.66
12/13/2016	AP	1553(E)*#	DTE ENERGY	ACCT# 4633 116 0006 8	930.610	265	338.60
				ACCT# 4569 390 0004 2	930.610	265	246.13
				ACCT# 4569 390 0001 8	930.610	265	1,968.05
				ACCT# 4633 116 0004 3	930.610	265	438.84
				ACCT# 4606 346 0001 5	930.610	265	1,435.31
				ACCT#4606 346 0004 9	930.610	265	89.68
				ACCT#4633 133 0001 4	930.610	265	138.00
CHECK AP 1553(E) TOTAL FOR FUND 637:							4,654.61
12/13/2016	AP	64218	123NET	ACCT# 110735 INV# 311233	930.210	265	1,362.02
				INV#303112 ACCT#110735	930.210	265	1,383.65
CHECK AP 64218 TOTAL FOR FUND 637:							2,745.67
12/13/2016	AP	64222	ADVANCE ELECTRIC INC	INV. TKT.#44610-01	726.050	265	1,689.65
12/13/2016	AP	64229*#	AMERICAN WASTE	INV#1746292	920.410	265	190.55
				INV#1746293 ACCT#8617671	920.410	265	185.00
CHECK AP 64229 TOTAL FOR FUND 637:							375.55
12/13/2016	AP	64257*#	CHUCKS ELECTRIC OF GAYLORD	INV#1186	726.050	265	551.76
12/13/2016	AP	64258*#	CITY OF GAYLORD	INV#3232 (CHRISTMAS TREE LIGHTS)	726.050	265	132.86
12/13/2016	AP	64274	EARTHWORKS ENTERPRISES INC	INV#19253	726.050	265	500.00
12/13/2016	AP	64380	SIGNS BY DESIGN	INV#656 (DOG PARK SIGNS)	726.050	265	880.00
Total for fund 637 BUILDING AND GROUNDS							11,882.76
Fund: 645 ADMINISTRATIVE SERVICES							
12/13/2016	AP	64224	AICPA	MEMBERSHIP	930.600	201	320.00

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Fund: 645 ADMINISTRATIVE SERVICES							
12/13/2016	AP	64304*#	IMPREST CASH-ADMINISTRATION	ICE-CONFLICT MGMT. WORKSHOP	704.400	270	3.98
12/13/2016	AP	64370*#	QUILL CORPORATION	ACCT#05169293 (QUILL-PLUS MEMBER FEE)	930.600	172	49.00
12/13/2016	AP	64382*#	STAPLES BUSINESS ADVANTAGE	HANDSET CORD-J. BURT	726.000	172	5.79
				INV#3322626468	726.000	201	130.94
				CHECK AP 64382 TOTAL FOR FUND 645:			<u>136.73</u>
12/13/2016	AP	64406*#	VERIZON WIRELESS	ADMIN	930.230	172	51.07
				Total for fund 645 ADMINISTRATIVE SERVICES			560.78
Fund: 647 HEALTH CARE FUND							
12/13/2016	AP	64408	VISION SERVICE PLAN (VSP)	ACCT#30 064226 0001 (DECEMBER 2016)	704.110	851	129.03
				Total for fund 647 HEALTH CARE FUND			129.03
Fund: 701 GENERAL AGENCY							
12/13/2016	AP	64219	46TH CIRCUIT TRIAL COURT	RESITUTIONS PAYABLE-PRBT CT	271.148	000	172.50
				RESITUTIONS PAYABLE-PRBT CT	271.148	000	20.00
				RESITUTIONS PAYABLE-PRBT CT	271.148	000	1.25
				CHECK AP 64219 TOTAL FOR FUND 701:			<u>193.75</u>
12/13/2016	AP	64231	AUTO OWNERS INSURANCE CO	RESTITUTIONS PAYABLE	271.000	000	200.00
12/13/2016	AP	64233	BARBARA BLOOM	RESTITUTIONS PAYALBE - DIST CT	271.130	000	125.00
12/13/2016	AP	64235	BARBARA WAITE	BONDS PAYABLE	265.000	000	270.00
12/13/2016	AP	64236	BENSINGER, COTANT & MENKE	CASH REFUNDS DISTRICT COURT	286.002	000	75.00
12/13/2016	AP	64237	BENSINGER, COTANT & MENKE	CASH REFUNDS DISTRICT COURT	286.002	000	55.00
12/13/2016	AP	64238	BENSINGER, COTANT & MENKE	CASH REFUNDS DISTRICT COURT	286.002	000	55.00
12/13/2016	AP	64239	BENSINGER, COTANT & MENKE	CASH REFUNDS DISTRICT COURT	286.002	000	55.00
12/13/2016	AP	64240	BILL MARSH HYUNDAI	RESTITUTIONS PAYALBE - DIST CT	271.130	000	886.90
12/13/2016	AP	64244	BRADLEY J. BUTCHER	RESTITUTIONS PAYALBE - DIST CT	271.130	000	100.00
12/13/2016	AP	64254	CHELSEA MCKINISTRY	RESTITUTIONS PAYALBE - DIST CT	271.130	000	111.00
12/13/2016	AP	64256	CHRIS DECKROW	RESTITUTIONS PAYABLE	271.000	000	30.00

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Fund: 701 GENERAL AGENCY							
12/13/2016	AP	64268	DENISE SOCIA	RESTITUTIONS PAYABLE	271.000	000	20.00
12/13/2016	AP	64279	EXTREME POWER SPORTS	RESTITUTIONS PAYABLE	271.000	000	100.00
12/13/2016	AP	64280	FARM BUREAU INSURANCE	RESTITUTIONS PAYABLE	271.000	000	120.00
12/13/2016	AP	64286	GARRETT SCHULTZ	BONDS PAYABLE	265.000	000	90.00
12/13/2016	AP	64287	GAYLORD CITY TREASURER	DUE CITIES	221.000	000	310.20
12/13/2016	AP	64308	JESSICA ROGERS	RESTITUTIONS PAYALBE - DIST CT	271.130	000	19.20
12/13/2016	AP	64310*#	JIM WERNIG INC	RESTITUTIONS PAYALBE - DIST CT	271.130	000	157.50
12/13/2016	AP	64312	JOHN DENISON	RESTITUTIONS PAYALBE - DIST CT	271.130	000	25.00
12/13/2016	AP	64314*#	JOHNSON OIL COMPANY	RESTITUTIONS PAYALBE - DIST CT	271.130	000	13.78
12/13/2016	AP	64315	JORDAN STILSON	RESITUTIONS PAYABLE-PRBT CT	271.148	000	10.00
12/13/2016	AP	64318	JULIE DELANEY	RESTITUTIONS PAYALBE - DIST CT	271.130	000	323.00
12/13/2016	AP	64325	KOHL'S CORPORATE LOSS PREVENTION	RESTITUTIONS PAYALBE - DIST CT	271.130	000	12.50
12/13/2016	AP	64327	LATITUDE SUBROGATION SERVICES	RESTITUTIONS PAYABLE	271.000	000	200.00
12/13/2016	AP	64328	M BANK	RESTITUTIONS PAYALBE - DIST CT	271.130	000	30.00
12/13/2016	AP	64333	MATTHEW EDWARD MCLAUGHLIN	RESTITUTIONS PAYALBE - DIST CT	271.130	000	20.80
				RESTITUTIONS PAYALBE - DIST CT	271.130	000	10.40
				CHECK AP 64333 TOTAL FOR FUND 701:			<u>31.20</u>
12/13/2016	AP	64334	MATTHEW GREEN	RESTITUTIONS PAYABLE	271.000	000	50.00
12/13/2016	AP	64345	MICHIGAN STATE POLICE BFS-CASHIERS	LIVESCAN FEE'S FINGERPRINTS	228.017	000	838.75
12/13/2016	AP	64350	MUSIK HAUS	RESTITUTIONS PAYALBE - DIST CT	271.130	000	42.50
12/13/2016	AP	64351	NICOLE SUSAN BURNS	BONDS PAYABLE	265.000	000	153.40
12/13/2016	AP	64360	OTSEGO CO CLERK	BONDS PAYABLE	265.000	000	146.60
12/13/2016	AP	64361	OTSEGO CO CLERK	BONDS PAYABLE	265.000	000	110.00
12/13/2016	AP	64363	OTSEGO COUNTY CLERK	BONDS PAYABLE	265.000	000	900.00

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Fund: 701 GENERAL AGENCY							
12/13/2016	AP	64367	PATRICIA MULLINS	RESTITUTIONS PAYALBE - DIST CT	271.130	000	140.00
12/13/2016	AP	64375	SANE	RESTITUTIONS PAYALBE - DIST CT	271.130	000	150.00
12/13/2016	AP	64382*#	STAPLES BUSINESS ADVANTAGE	INV#3322626467	232.002	000	19.79
				CUTLERY FOR POTLUCK	232.002	000	7.99
				CHECK AP 64382 TOTAL FOR FUND 701:			<u>27.78</u>
12/13/2016	AP	64383	STATE OF MICHIGAN	PISTOL PERMITS	228.016	000	2,966.00
12/13/2016	AP	64384	STATE OF MICHIGAN	STATE CNSRVTN CSTS LQDTN DMG	228.020	000	50.00
				DRIVERS LICENSE REINSTATEMENT	228.030	000	180.00
				CRIME VICTIM RIGHTS FUNDS	228.037	000	4,614.39
				STATE COURT FUND	228.042	000	140.00
				JUROR COMPENSATION REIMBURSE	228.057	000	180.00
				CIVIL FILING FEE FUND	228.058	000	2,982.00
				JUSTICE SYSTEM FUND	228.059	000	11,847.58
				ELECTRONIC FILING SYSTEM FEE	228.560	000	820.00
				CHECK AP 64384 TOTAL FOR FUND 701:			<u>20,813.97</u>
12/13/2016	AP	64385	STATE OF MICHIGAN	CRIME VICTIM RIGHTS FUNDS	228.037	000	833.27
				STATE COURT FUND	228.042	000	320.00
				JUROR COMPENSATION REIMBURSE	228.057	000	150.00
				CIVIL FILING FEE FUND	228.058	000	2,142.00
				JUSTICE SYSTEM FUND	228.059	000	232.50
				ELECTRONIC FILING SYSTEM FEE	228.560	000	400.00
				CHECK AP 64385 TOTAL FOR FUND 701:			<u>4,077.77</u>
12/13/2016	AP	64386	STATE OF MICHIGAN	PROBATE COURT SHARED FEES	228.006	000	480.37
				CRIME VICTIM RIGHTS FUNDS	228.037	000	45.00
				STATE COURT FUND	228.042	000	110.00
				CIVIL FILING FEE FUND	228.058	000	1,464.00
				JUSTICE SYSTEM FUND	228.059	000	75.00
				ELECTRONIC FILING SYSTEM FEE	228.560	000	275.00
				CHECK AP 64386 TOTAL FOR FUND 701:			<u>2,449.37</u>
12/13/2016	AP	64387	STATE OF MICHIGAN BUREAU OF FINANCE	RESTITUTIONS PAYALBE - DIST CT	271.130	000	100.00
12/13/2016	AP	64390	SULLIVAN & LEAVITT	BONDS PAYABLE	265.000	000	200.00

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Fund: 701 GENERAL AGENCY							
12/13/2016	AP	64391	SUPERWASH-TOM ROEN	RESTITUTIONS PAYALBE - DIST CT	271.130	000	85.00
12/13/2016	AP	64395	THE CRIME VICTIM FOUNDATION	RESTITUTIONS PAYALBE - DIST CT	271.130	000	40.00
12/13/2016	AP	64397	TONYA KLEE-JURCZYK	RESTITUTIONS PAYABLE	271.000	000	30.00
12/13/2016	AP	64399	TREETOPS	RESTITUTIONS PAYALBE - DIST CT	271.130	000	410.00
12/13/2016	AP	64400	TRINITY KENNEDY	RESTITUTIONS PAYALBE - DIST CT	271.130	000	84.00
12/13/2016	AP	64405	UP RENTAL	RESITUTIONS PAYABLE-PRBT CT	271.148	000	25.00
12/13/2016	AP	64409	WAL-MART STORES ASSET PROTECTION	RESTITUTIONS PAYALBE - DIST CT	271.130	000	10.00
				RESTITUTIONS PAYALBE - DIST CT	271.130	000	17.00
				RESTITUTIONS PAYALBE - DIST CT	271.130	000	36.20
				RESTITUTIONS PAYALBE - DIST CT	271.130	000	187.24
				RESTITUTIONS PAYALBE - DIST CT	271.130	000	15.00
				RESTITUTIONS PAYALBE - DIST CT	271.130	000	55.00
				RESTITUTIONS PAYALBE - DIST CT	271.130	000	20.00
				CHECK AP 64409 TOTAL FOR FUND 701:			<u>340.44</u>
12/13/2016	AP	64416*#	ZAREMBA EQUIPMENT INC	RESTITUTIONS PAYALBE - DIST CT	271.130	000	28.00
				Total for fund 701 GENERAL AGENCY			37,827.61
Fund: 704 PAYROLL IMPREST FUND							
12/13/2016	AP	1554(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	INV#00063836-14 (NOV. 2016)	231.700	000	48,520.56
12/13/2016	AP	64336	MCWCF	2017 FIRST QTR. BILLING	231.270	000	38,911.19
12/13/2016	AP	64403	UNEMPLOYMENT CONSULTANTS INC	1ST QTR. - 2017	228.027	000	700.00
				Total for fund 704 PAYROLL IMPREST FUND			88,131.75
				TOTAL - ALL FUNDS			406,008.28

""-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

\*#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

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12/13/2016	AP	1552(E)	CONSUMERS ENERGY	ACCT#1000 7028 9754	226-528-930.620-PROG000000	24.70
		1552(E)		ELECTRICITY	588-697-930.620	1,012.56
		1552(E)		ACCT#1000 0027 8521	637-265-930.620-ALPCT00000	160.87
		1552(E)		ACCT#1000 0006 7155	637-265-930.620-ALPCT00000	138.40
		1552(E)		ACCT# 1000 2119 0929	637-265-930.620-SILLI00000	53.39
						1,389.92
12/13/2016	AP	1553(E)	DTE ENERGY	GAS BILL	208-752-930.610	164.57
		1553(E)		456939000067 NOV 2016	212-430-930.610	151.68
		1553(E)		NATURAL GAS	588-697-930.610	464.66
		1553(E)		ACCT# 4633 116 0006 8	637-265-930.610-ALPCT00000	338.60
		1553(E)		ACCT# 4569 390 0004 2	637-265-930.610-ALPCT00000	246.13
		1553(E)		ACCT# 4569 390 0001 8	637-265-930.610-ALPCT00000	1,968.05
		1553(E)		ACCT# 4633 116 0004 3	637-265-930.610-ALPCT00000	438.84
		1553(E)		ACCT# 4606 346 0001 5	637-265-930.610-CRTHS00000	1,435.31
		1553(E)		ACCT#4606 346 0004 9	637-265-930.610-INFO CTR00	89.68
		1553(E)		ACCT#4633 133 0001 4	637-265-930.610-SILLI00000	138.00
						5,435.52
12/13/2016	AP	1554(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	INV#00063836-14 (NOV. 2016)	704-000-231.700	48,520.56
12/13/2016	AP	64218	123NET	ACCT# 110735 INV# 311233	637-265-930.210	1,362.02
		64218		INV#303112 ACCT#110735	637-265-930.210	1,383.65
						2,745.67
12/13/2016	AP	64219	46TH CIRCUIT TRIAL COURT	RESITUTIONS PAYABLE-PRBT CT	701-000-271.148	193.75
12/13/2016	AP	64220	87-A DISTRICT COURT- IMPREST CASH	8/31/16 KUHLE PRELIEM - WITNESS FEES	101-131-930.940	55.20
		64220		11/10/16 KORONKA PRELIEM - WITNESS FEES	101-131-930.940	8.30
						63.50
12/13/2016	AP	64221	ADVANCE AUTO PARTS	REPAIRS AND MAINT SUPPLIES	588-699-726.050	23.98
12/13/2016	AP	64222	ADVANCE ELECTRIC INC	INV. TKT.#44610-01	637-265-726.050	1,689.65
12/13/2016	AP	64223	ADVANCED CORRECTIONAL HEALTHCARE	INMATE MEDICAL SERVICES DECEMBER 2016	101-351-930.470	3,458.81
12/13/2016	AP	64224	AICPA	MEMBERSHIP	645-201-930.600	320.00
12/13/2016	AP	64225	AIRGAS USA LLC	INV # 9940018169 CYLINER RENTALS	281-537-920.410	35.94
12/13/2016	AP	64226	ALLIE BROTHERS UNIFORMS	SINGER/REPLACEMENT UNIFORMS (CIVIL DIV)	101-302-726.046	290.24
12/13/2016	AP	64227	ALPINE ANIMAL HOSPITAL	NOV 2016 MEDICAL	212-430-930.471	199.35

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		64227		NOV 2016 STERILIZATION	212-430-930.980	498.41
						697.76
12/13/2016	AP	64228	ALPINE LANDSCAPE & SNOW LLC	INV#113016 (SNOW REMOVAL)	226-528-940.010-PROG000000	180.00
12/13/2016	AP	64229	AMERICAN WASTE	CENTER GARBAGE BILL	208-752-920.200	82.40
		64229		1744427 DEC 2016 ANIMAL CONTROL	212-430-920.410	72.10
		64229		OUTSIDE CONTRACTED SERVICES	588-698-940.010	206.00
		64229		INV#1746292	637-265-920.410	190.55
		64229		INV#1746293 ACCT#8617671	637-265-920.410	185.00
						736.05
12/13/2016	AP	64230	ARROW UNIFORM RENTAL	AIRPORT CARPET RENTAL INV# 14-834705	281-537-920.410	38.83
12/13/2016	AP	64231	AUTO OWNERS INSURANCE CO	RESTITUTIONS PAYABLE	701-000-271.000	200.00
12/13/2016	AP	64232	AUTOMATED BUSINESS EQUIPMENT	SERVICE CONTRACT FOLDER/STUFFER 2017	101-257-920.400	750.00
12/13/2016	AP	64233	BARBARA BLOOM	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	125.00
12/13/2016	AP	64234	BARBARA J GOWARD	11/23/16 GUARDIANSHIP REVIEW HEARING	101-131-930.830	30.00
12/13/2016	AP	64235	BARBARA WAITE	BONDS PAYABLE	701-000-265.000	270.00
12/13/2016	AP	64236	BENSINGER, COTANT & MENKE	CASH REFUNDS DISTRICT COURT	701-000-286.002	75.00
12/13/2016	AP	64237	BENSINGER, COTANT & MENKE	CASH REFUNDS DISTRICT COURT	701-000-286.002	55.00
12/13/2016	AP	64238	BENSINGER, COTANT & MENKE	CASH REFUNDS DISTRICT COURT	701-000-286.002	55.00
12/13/2016	AP	64239	BENSINGER, COTANT & MENKE	CASH REFUNDS DISTRICT COURT	701-000-286.002	55.00
12/13/2016	AP	64240	BILL MARSH HYUNDAI	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	886.90
12/13/2016	AP	64241	BLUE TOOL SERVICE LLC	62541	588-699-726.050	176.88
		64241		62729	588-699-726.050	110.13
		64241		REPAIRS AND MAINT SUPPLIES	588-699-726.050	17.21
						304.22
12/13/2016	AP	64242	BLUEGLOBES LLC	AIRPORT GLR-23512 COMPRESSION COUPLING	281-537-726.000	110.93
12/13/2016	AP	64243	BMI	AIRSHOW MUSIC 28691159	282-537-930.100	378.00
12/13/2016	AP	64244	BRADLEY J. BUTCHER	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	100.00
12/13/2016	AP	64245	BRIDGEWAY POWER LLC #774494	AIRPORT INV# 015-93406 SWITCH	281-537-920.400	28.93
12/13/2016	AP	64246	BROCK ARTFITCH	NOVEMBER 2016 EXPENSES	101-648-801.020	430.00

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		64246		NOVEMBER 2016 EXPENSES	101-648-930.460	275.00
		64246		NOVEMBER 2016 EXPENSES	101-648-930.500	10.00
						<hr/> 715.00
12/13/2016	AP	64247	BRUCE TILLINGER	SERVICES THROUGH 12/1/16	249-371-801.027	2,070.00
12/13/2016	AP	64248	BS&A SOFTWARE INC	ANNUAL SERVICE--ASSESSING SYSTEM	101-257-920.410	3,277.00
12/13/2016	AP	64249	CATHOLIC HUMAN SERVICES INC	OCTOBER 2016	101-133-940.010	65.00
12/13/2016	AP	64250	CDW GOVERNMENT INC	MICROSOFT OFFICE STANDARD 2016 - LICENSE	101-267-930.983	263.00
12/13/2016	AP	64251	CHARLES BERLIN	11/17/16 HOUSING PER DIEM	233-690-703.040	40.00
		64251		TRAVEL REIMBURSEMENT	233-690-930.500	2.85
						<hr/> 42.85
12/13/2016	AP	64252	CHARLES KLEE	PER DIEM	101-721-703.040	40.00
		64252		MILEAGE	101-721-930.500	6.00
						<hr/> 46.00
12/13/2016	AP	64253	CHARTER COMMUNICATIONS	CABLE	208-752-920.410	36.95
		64253		TELEPHONE	208-752-930.210	29.99
						<hr/> 66.94
12/13/2016	AP	64254	CHELSEA MCKINISTRY	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	111.00
12/13/2016	AP	64255	CHOICE PUBLICATIONS	53217 CENTER AD	208-752-930.300	48.00
		64255		53219 CENTER AD	208-752-930.300	48.00
		64255		52781 CENTER AD	208-752-930.300	48.00
		64255		52780 CENTER AD	208-752-930.300	48.00
		64255		53218 GROEN AD	209-751-930.300	48.00
		64255		53389 GROEN AD	209-751-930.300	48.00
		64255		52779 GROEN AD	209-751-930.300	48.00
		64255		52778 GROEN AD	209-751-930.300	48.00
						<hr/> 384.00
12/13/2016	AP	64256	CHRIS DECKROW	RESTITUTIONS PAYABLE	701-000-271.000	30.00
12/13/2016	AP	64257	CHUCKS ELECTRIC OF GAYLORD	ADDITIONAL OUTLET FOR BACK UP#1121	281-537-920.400	154.35
		64257		INV#1186	637-265-726.050	551.76
						<hr/> 706.11
12/13/2016	AP	64258	CITY OF GAYLORD	TRAINING ROOM RENTAL	264-362-704.400	50.00

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		64258		AIRPORT WATER 1100 AERO DR	281-537-920.200	240.60
		64258		INV#3232 (CHRISTMAS TREE LIGHTS)	637-265-726.050	132.86
						<hr/> 423.46
12/13/2016	AP	64259	CMP DISTRIBUTORS	ARMOR VESTS/RD PATROL PORTION + SHIPPING	101-301-726.046	4,354.00
		64259		ARMOR VESTS/CORRECTIONS PORTION + SHIP	101-351-726.046	2,910.00
						<hr/> 7,264.00
12/13/2016	AP	64260	CONNIE MURPHY	NOV. DHHS BD. EXPS.	290-670-703.040	40.00
		64260		NOV. DHHS BD. EXPS.	290-670-930.500	27.00
						<hr/> 67.00
12/13/2016	AP	64261	CROSSROADS INDUSTRIES	INV#17403	101-101-920.410	35.00
		64261		INV#17403	101-215-920.410	25.00
		64261		INV#17403	101-267-920.410	35.00
		64261		INV#17403	101-301-920.410	35.00
						<hr/> 130.00
12/13/2016	AP	64262	CUMMINGS, MCCLOREY, DAVIS & ACHO P	INV#232806	260-270-801.020	1,372.80
12/13/2016	AP	64263	CURTISS REPORTING CORP	TRANSCRIPTS	101-131-801.030	513.45
		64263		INV 17575; 10-7-16 TRANSCRIPT, MENDOZA	101-267-726.200	12.30
						<hr/> 525.75
12/13/2016	AP	64264	DEKETO	SERVICE CONTRACTS	101-215-920.410	358.67
		64264		SERVICE CONTRACTS	256-215-920.410	717.33
						<hr/> 1,076.00
12/13/2016	AP	64265	DELL MARKETING LP	DELL E-PORT REPLICATOR DOCKING	101-267-930.983	107.09
		64265		DELL LATITUDE E5570	101-267-930.983	1,293.83
		64265		DELL EXTERNAL USB SLIM DVD+/-	101-267-930.983	37.79
		64265		DELL 23 MONITOR - P2317H	212-901-970.440	191.61
						<hr/> 1,630.32
12/13/2016	AP	64266	DELRIDGE CORPORATION	COURT FORMS PROGRAM RENEWAL	101-131-970.450	199.95
12/13/2016	AP	64267	DELUXE BUSINESS CHECKS	SUPPLIES	215-141-726.000	80.52
12/13/2016	AP	64268	DENISE SOCIA	RESTITUTIONS PAYABLE	701-000-271.000	20.00
12/13/2016	AP	64269	DIANA M BOYD	11/15/16 GUARDIANSHIP REVIEW - TRAVEL	101-131-930.500	1.50
		64269		11/15/16 GUARDIANSHIP REVIEW HEARING	101-131-930.830	30.00
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						31.50
12/13/2016	AP	64270	DOUG KASSUBA	INSTALLATION OF NEW CAMERA / RE ROUTE NE	101-253-726.000	50.00
12/13/2016	AP	64271	DOUGLAS HEMPENSTALL	NOV. 2016 EXPENSES	101-648-801.020	250.00
		64271		NOV. 2016 EXPENSES	101-648-930.460	300.00
		64271		NOV. 2016 EXPENSES	101-648-930.500	6.00
						556.00
12/13/2016	AP	64272	DUNNS	SUPPLIES	101-131-726.000	101.58
		64272		SUPPLIES - GENERAL	101-215-726.000	175.50
		64272		INV. 840084; DEPT 406; SUPPLIES	101-267-726.000	277.36
		64272		INV. 8399977; DEPT 3589; VICTIM ADVOCATE	101-267-930.983	22.41
		64272		HI-LITERS/MSG BOOK/CORRECTION TAPE	101-301-726.000	20.19
		64272		HI-LITERS/CORRECTION TAPE/LEIN RIBBONS	101-351-726.000	122.36
		64272		VETERANS, ACCT #2647 COPIER CONTRACT	101-682-920.410	26.72
		64272		OFFICE SUPPLIES - NAME PLATES	101-721-726.000	67.96
		64272		PRINTER TONER/RD PATROL PORTION	205-301-726.000	110.24
		64272		840109	212-430-726.000	219.43
		64272		HOUSING, ACCT #2647 COPIER CONTRACT	232-690-920.410	26.72
		64272		OFFICE SUPPLIES	249-371-726.000	45.99
		64272		801473-0 BADGE HOLDER	281-537-726.000	49.00
		64272		812548-0 PAPER	281-537-726.000	18.99
		64272		818033-0 COLOR COPY	281-537-726.000	3.00
		64272		828230-0 LABELS AND COPY	282-537-930.300	21.16
		64272		828863-0 DBL SIDE TICKET COPY	282-537-930.300	68.00
		64272		828983-0 MORE DBL SIDE TICKETS	282-537-930.300	24.00
		64272		829022-0 AIRSHOW PASSES	282-537-930.300	24.00
		64272		SUPPLIES	516-253-726.000	75.30
		64272		POST IT FLAGS / SHELF	516-253-726.000	43.93
		64272		8389660	588-697-726.000	14.00
		64272		8398730	588-697-726.000	34.14
		64272		SUPPLIES - GENERAL	588-697-726.000	12.75
		64272		8398730	588-698-726.025	27.75
		64272		SUPPLIES - JANITORIAL	588-698-726.025	65.00
						1,697.48
12/13/2016	AP	64273	VOID	** VOIDED **		** VOIDED **
12/13/2016	AP	64274	EARTHWORKS ENTERPRISES INC	INV#19253	637-265-726.050	500.00
12/13/2016	AP	64275	EDM PUBLISHERS	LEGAL BRIEFINGS FOR ZONING OFFICIALS	101-721-726.200	98.00

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12/13/2016	AP	64276	ELI ELECTRIC LLC	SERVICES THROUGH 12/01/16	249-371-801.026	2,380.00
12/13/2016	AP	64277	EMPIRIC SOLUTIONS INC	INV#7205 (JANUARY 2017)	101-000-123.000	3,250.00
		64277		INV#7204	101-131-940.010	33.33
		64277		INV#7204	101-228-801.020	165.00
		64277		INV#7204	101-301-801.020	37.50
		64277		INV#7204	516-253-801.020	50.00
						3,535.83
12/13/2016	AP	64278	ESPAR OF MICHIGAN	REPAIRS AND MAINT SUPPLIES	588-699-726.050	421.67
12/13/2016	AP	64279	EXTREME POWER SPORTS	RESTITUTIONS PAYABLE	701-000-271.000	100.00
12/13/2016	AP	64280	FARM BUREAU INSURANCE	RESTITUTIONS PAYABLE	701-000-271.000	120.00
12/13/2016	AP	64281	FEENY	NEW BLUE CAR # 5219190	281-537-920.400	105.00
		64281		WHITE CREW CAR # 6226562/1	281-537-920.400	376.80
						481.80
12/13/2016	AP	64282	FRANCES NOWAK	PER DIEM	101-721-703.040	40.00
		64282		MILEAGE	101-721-930.500	7.50
						47.50
12/13/2016	AP	64283	FRONTIER	PHONE BILL	209-751-930.210	82.24
12/13/2016	AP	64284	FUTURE ENVIRONMENTAL INC	AIRPORT WASTE FUEL DISPOSAL # M17538	281-537-920.400	75.00
12/13/2016	AP	64285	G.T. RUBBER SUPPLY CO.	REPAIRS AND MAINT SUPPLIES	588-699-726.050	24.40
12/13/2016	AP	64286	GARRETT SCHULTZ	BONDS PAYABLE	701-000-265.000	90.00
12/13/2016	AP	64287	GAYLORD CITY TREASURER	DUE CITIES	701-000-221.000	310.20
12/13/2016	AP	64288	GAYLORD DRY CLEANERS	RD PATROL DRYCLNG	101-301-920.410	100.00
		64288		CIVIL DIVISION DRYCLNG	101-302-920.410	60.00
		64288		416SRP DEP DRYCLNG	101-334-920.410	20.00
		64288		INMATE RESTRAINT SMOCK DRYCLNG	101-351-920.410	17.00
		64288		WORK CAMP SUPV DRYCLNG & ALTERATION	205-301-920.410	26.00
						223.00
12/13/2016	AP	64289	GAYLORD REFRIGERATION	INV#16-521302	499-901-970.300-SHRF REMDL	4,710.00
12/13/2016	AP	64290	GENESEE COUNTY MEDICAL EXAMINER	INV#A69-16-2008	101-648-930.920	2,460.00
12/13/2016	AP	64291	GILL ROYS HARDWARE	JAIL SUPPLIES/HALOGEN LIGHT BULB	101-351-726.000	12.99

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		64291		WORK CAMP SUPPLIES/SHOVELS AND SNOW BRUS	205-301-726.050	273.92
		64291		680482 BATTERIES, BOLTS	208-752-726.000	16.25
		64291		706593 KEYS, LIGHT SWITCH COVERS	208-752-726.000	33.85
		64291		751265 DUCK TAPE	208-752-726.000	8.88
		64291		1610-646615 646626	212-430-726.000	58.03
		64291		INV # 1608-781084 WOOD FILLER	281-537-920.400	3.59
		64291		INV # 1608791015 ACRYLIC	281-537-920.400	57.98
		64291		INV# 1610661884 LANDSCAPE FABRIC	281-537-920.400	8.59
		64291		INV # 1611680796 CHAIN SAW	281-537-920.400	25.99
		64291		INV # 1611696900 BATTERY	281-537-920.400	22.98
		64291		INV # 1611706375 GARMENT HOOK	281-537-920.400	19.77
		64291		INV # 1611718619 NUTS BOLTS SCREWS	281-537-920.400	2.40
		64291		INV# 1610-661884 LANDSCAPE FABRIC	281-537-920.400	8.59
		64291		INV# 1611-743860 SMOKE GRAY ENAMEL	281-537-920.400	55.57
		64291		INV # 1611764144 GARMENT HOOK	281-537-920.400	32.95
		64291		INV # 1611778506 ZIP LOCK BAGGIES	281-537-920.400	6.99
						649.32
12/13/2016	AP	64292	GORDON FOOD SERVICES	JAIL SUPPLIES	101-351-726.025	361.53
		64292		KITCHEN SUPPLIES	101-351-726.030	229.34
		64292		INMATE FOOD	101-351-930.700	4,483.18
						5,074.05
12/13/2016	AP	64293	GRAPHIC SCIENCES INC	SUPPLIES - GENERAL	256-215-726.000	136.82
12/13/2016	AP	64294	GREAT LAKES ENERGY	ELECTRIC BILL	209-751-930.620	92.33
12/13/2016	AP	64295	HALL VETERINARY CLINIC	SCRIPTS NOV 2016	212-430-726.035	11.49
		64295		MEDICAL NOV 2016	212-430-930.471	99.87
		64295		STERILIZATION NOV 2016	212-430-930.980	470.00
						581.36
12/13/2016	AP	64296	HENDERSON COUNTY TREASURER	PERSONAL SERVICE OF COURT DATE	101-131-930.450	40.00
12/13/2016	AP	64297	HERITAGE-CRYSTAL CLEAN, LLC	REPAIRS AND MAINT SUPPLIES	588-699-726.050	75.00
12/13/2016	AP	64298	HOEKSTRA TRANSPORTATION INC	X101012587:01	588-699-726.050	375.00
		64298		REPAIRS AND MAINT SUPPLIES	588-699-726.050	319.50
						694.50
12/13/2016	AP	64299	HOME DEPOT CREDIT SERVICES	9593698	212-430-726.000	21.97
12/13/2016	AP	64300	ICLE	1 YR SUBSCRIP; ID 86229	101-267-726.200	595.00

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12/13/2016	AP	64301	IDSI INTERNATIONAL INC	INV#20169059 (TIER II MANAGER ENTERPRISE	261-901-970.450	1,500.00
12/13/2016	AP	64302	IMPREST CASH EQUALIZATION DEPT	POSTAGE	101-257-930.450	9.87
12/13/2016	AP	64303	IMPREST CASH, OTSEGO COUNTY SHERIFF	YELLOW HI-LITERS/SHERIFF PORTION	101-301-726.000	3.44
		64303		POSTAGE/APRS FORMS TO MSP-FRU LANSING	101-301-930.450	6.04
		64303		YELLOW HI-LITERS/CORRECTIONS PORTION	101-351-726.000	3.45
		64303		INMATE SPECIAL NEEDS DIETARY ITEMS	101-351-930.700	15.18
		64303		WORK CAMP SMALL ENGINE REPAIR	205-301-726.050	150.00
						<u>178.11</u>
12/13/2016	AP	64304	IMPREST CASH-ADMINISTRATION	AAA BATTERIES-ADMIN.	101-101-726.000	6.99
		64304		RESOLUTION FRAMES	101-101-726.000	15.98
		64304		ICE-CONFLICT MGMT. WORKSHOP	645-270-704.400	3.98
						<u>26.95</u>
12/13/2016	AP	64305	JASON CAVERSON	PER DIEM	101-721-703.040	40.00
		64305		MILEAGE	101-721-930.500	15.00
						<u>55.00</u>
12/13/2016	AP	64306	JAVSI	JAVS SOFTWARE - CHAMBERS 102	101-131-970.450	750.00
12/13/2016	AP	64307	JEFFERY B PROUX	SERVICES THROUGH 12/1/16	101-721-801.020	40.00
		64307		SERVICES THROUGH 12/1/16	249-371-801.024	3,425.00
						<u>3,465.00</u>
12/13/2016	AP	64308	JESSICA ROGERS	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	19.20
12/13/2016	AP	64309	JIM HILGENDORF	PER DIEM	101-721-703.040	40.00
		64309		MILEAGE	101-721-930.500	20.00
						<u>60.00</u>
12/13/2016	AP	64310	JIM WERNIG INC	19455	588-699-726.050	75.60
		64310		REPAIRS AND MAINT SUPPLIES	588-699-726.050	815.24
		64310		RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	157.50
						<u>1,048.34</u>
12/13/2016	AP	64311	JIM'S ALPINE AUTOMOTIVE	INV # 1707688 GLASS FUSE	281-537-920.400	2.96
		64311		INV # 1706749 REAR VIEW MIRROR	281-537-920.400	30.12
		64311		INV # 1707671 RAD FLUSH AND FLUID	281-537-920.400	79.00
		64311		SUPPLIES - JANITORIAL	588-698-726.025	33.76
		64311		REPAIRS AND MAINT SUPPLIES	588-699-726.050	663.16

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		64311		REPAIRS AND MAINTENANCE - COUNTY VEHICLE	588-699-726.051	65.60
						874.60
12/13/2016	AP	64312	JOHN DENISON	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	25.00
12/13/2016	AP	64313	JOHN LAFAVE	11/17/16 HOUSING MEETING PER DIEM	233-690-703.040	40.00
		64313		TRAVEL REIMBURSEMENT	233-690-930.500	6.27
						46.27
12/13/2016	AP	64314	JOHNSON OIL COMPANY	ACCT#52710158	101-131-930.500	15.15
		64314		VEH#697 L-O-F & VEH#693 HEADLAMP	101-301-726.050	49.94
		64314		VEH#696 TAHOE/ROTATE & BALANCE TIRES	101-301-726.050	32.00
		64314		376337 OIL CHANGE	208-751-726.050	29.95
		64314		46343 NEW TIRES ON TRUCK	208-751-726.050	287.90
		64314		46349 INSTALL NEW LOW BEAM BULB	208-751-726.050	15.95
		64314		RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	13.78
						444.67
12/13/2016	AP	64315	JORDAN STILSON	RESITUTIONS PAYABLE-PRBT CT	701-000-271.148	10.00
12/13/2016	AP	64316	JOSEPH WAMBOLD	11/17/16 HOUSING PER DIEM	233-690-703.040	40.00
12/13/2016	AP	64317	JUDITH JARECKI	PER DIEM	101-721-703.040	40.00
		64317		MILEAGE	101-721-930.500	15.50
						55.50
12/13/2016	AP	64318	JULIE DELANEY	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	323.00
12/13/2016	AP	64319	JUNE ELIZABETH GREVE	DECEMBER 2016	101-131-726.025	150.00
		64319		DECEMBER 2016	215-141-726.025	150.00
						300.00
12/13/2016	AP	64320	JUSTIN HOLZSCHU	NOV. 2016	101-648-801.020	340.00
		64320		NOV. 2016	101-648-930.500	18.00
						358.00
12/13/2016	AP	64321	KAMP OIL INC	AIRSHOW SMOKE OIL # 827703	282-537-940.010	2,980.32
12/13/2016	AP	64322	KENNETH ARNDT	PER DIEM	101-721-703.040	40.00
		64322		MILEAGE	101-721-930.500	5.00
						45.00
12/13/2016	AP	64323	KERRIE JO DAENZER	11/10/16 GUARDIANSHIP REVIEW - TRAVEL	101-131-930.500	17.30

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		64323		11/10/16 GUARDIANSHIP REVIEW HEARING	101-131-930.830	30.00
						<hr/> 47.30
12/13/2016	AP	64324	KEVAN D FLORY	SERVICES THROUGH 12/01/16	249-371-801.024	2,910.00
12/13/2016	AP	64325	KOHL'S CORPORATE LOSS PREVENTION	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	12.50
12/13/2016	AP	64326	LAPPANS OF GAYLORD INC	INV# 01-119329 SHARPEN	281-537-920.400	5.00
		64326		INV # 01-119249 SHARPEN	281-537-920.400	5.00
						<hr/> 10.00
12/13/2016	AP	64327	LATITUDE SUBROGATION SERVICES	RESTITUTIONS PAYABLE	701-000-271.000	200.00
12/13/2016	AP	64328	M BANK	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	30.00
12/13/2016	AP	64329	MAKE IT MINE DESIGN	WORK CAMP EMBROIDERY	205-301-726.046	35.00
12/13/2016	AP	64330	MAPPING SOLUTIONS	2016 PLATBOOKS	618-447-920.410-PLAT000000	8,785.00
12/13/2016	AP	64331	MARNE MARCH OLLI	SEPTEMBER 2016	292-662-940.010	40.00
12/13/2016	AP	64332	MASSTRANS	MEMBERSHIP AND DUES	588-697-930.600	2,462.35
12/13/2016	AP	64333	MATTHEW EDWARD MCLAUGHLIN	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	31.20
12/13/2016	AP	64334	MATTHEW GREEN	RESTITUTIONS PAYABLE	701-000-271.000	50.00
12/13/2016	AP	64335	MCVEIGHS TRUCK SPRINGS INC	007010	588-699-726.050	227.82
12/13/2016	AP	64336	MCWCF	2017 FIRST QTR. BILLING	704-000-231.270	38,911.19
12/13/2016	AP	64337	MELANIE YOUNGS	NOV. DHHS BD. EXPS.	290-670-930.500	30.00
12/13/2016	AP	64338	MEYER ACE	20802	588-699-726.050	3.59
12/13/2016	AP	64339	MICHAEL LAMBLE	11/18/16 DEFERRAL HEARING	101-131-801.022	75.00
12/13/2016	AP	64340	MICHAEL M MISHIC PC	10/28/16 DEFERRAL HEARING	101-131-801.022	75.00
12/13/2016	AP	64341	MICHELLE FRAKES	NOV. 2016	101-648-801.020	190.00
		64341		NOV. 2016	101-648-930.500	9.00
						<hr/> 199.00
12/13/2016	AP	64342	MICHIGAN DEPARTMENT OF TREASURY	CERT RENEWAL MARK	101-257-930.600	175.00
		64342		CERT RENEWAL DENISE	101-257-930.600	175.00
						<hr/> 350.00
12/13/2016	AP	64343	MICHIGAN DEPT. OF ENVIRONMENTAL QUA	AIRPORT UNDERGROUND STORAGE TANKS 2017	281-537-920.410	200.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/13/2016	AP	64344	MICHIGAN SHERIFFS ASSOCIATION	2017 MSA DUES 6901 & 6902	101-301-930.600	705.00
12/13/2016	AP	64345	MICHIGAN STATE POLICE BFS-CASHIERS	LIVESCAN FEE'S FINGERPRINTS	701-000-228.017	838.75
12/13/2016	AP	64346	MID STATES BOLT & SCREW CO	AIRPORT INV # 30886135 M12-1.75	281-537-920.400	3.78
12/13/2016	AP	64347	MIDWEST VETERINARY SUPPLY, INC.	7670198	212-430-726.035	427.63
12/13/2016	AP	64348	MMRMA	RESTITUTION (V. MERRITT)	208-030-676.040	100.00
12/13/2016	AP	64349	MMRMA	POLICY#R0000962	101-851-930.100	35,000.00
		64349		POLICY#M0000962	101-851-930.100	111,872.50
						146,872.50
12/13/2016	AP	64350	MUSIK HAUS	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	42.50
12/13/2016	AP	64351	NICOLE SUSAN BURNS	BONDS PAYABLE	701-000-265.000	153.40
12/13/2016	AP	64352	NORA HOLLY CORFIS	PER DIEM	101-721-703.040	40.00
		64352		MILEAGE	101-721-930.500	14.00
						54.00
12/13/2016	AP	64353	NORTHERN CREDIT BUREAU	INV# 10643 NOV CREDIT REPORTS	233-690-930.150	10.00
12/13/2016	AP	64354	NORTHERN ENERGY, INC	REPAIRS AND MAINT SUPPLIES	588-699-726.050	929.50
12/13/2016	AP	64355	NORTHERN MICHIGAN REVIEW	PARK AD	208-751-930.300	130.00
		64355		CENTER AD	208-752-930.300	130.00
		64355		GROEN AD	209-751-930.300	130.00
		64355		ADVERTISING	588-697-930.300	107.60
						497.60
12/13/2016	AP	64356	NORTHERN POWER ELEC SERV INC	REFUND - DUPLICATE PERMIT - PE16-448	249-260-451.041	97.00
12/13/2016	AP	64357	NORTHERN PUMP SERVICE INC	AIRPORT SERVICE CALLS #24555	281-537-920.400	95.00
12/13/2016	AP	64358	OFFICE DEPOT INC	IMAGE UNIT	101-131-940.111	57.99
12/13/2016	AP	64359	OMS COMPLIANCE SERVICES INC	BRUNIQUEL PRE EMPLOYMENT TESTING	101-351-940.010	79.50
		64359		OUTSIDE CONTRACTED SERVICES	588-699-940.010	75.75
						155.25
12/13/2016	AP	64360	OTSEGO CO CLERK	BONDS PAYABLE	701-000-265.000	146.60
12/13/2016	AP	64361	OTSEGO CO CLERK	BONDS PAYABLE	701-000-265.000	110.00

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12/13/2016	AP	64362	OTSEGO CONSERVATION DISTRICT	2 2016 PLAT BOOKS	516-253-726.000	48.00
12/13/2016	AP	64363	OTSEGO COUNTY CLERK	BONDS PAYABLE	701-000-265.000	900.00
12/13/2016	AP	64364	OTSEGO COUNTY EMS	4TH QTR. CONTRACT	101-427-940.010	7,500.00
		64364		ACCT#C-2618-16	101-648-726.000	25.00
		64364		ACCT#C-2709-16	101-648-726.000	25.00
		64364		ACCT#C-2909-16	101-648-726.000	185.00
		64364		4TH UCMAN FOR M.E. OFC.	101-648-930.240	300.00
		64364		ACCT#C-2939-16	101-648-930.460	517.00
		64364		ACCT#C2636-16	101-648-930.460	491.00
		64364		ACCT#C-2909-16	101-648-930.460	722.50
		64364		ACCT#C-2709-16	101-648-930.460	478.00
		64364		ACCT#C-2813-16	101-648-930.460	432.50
		64364		ACCT#C-2430-16	101-648-930.460	413.00
		64364		ACCT#C-2618-16	101-648-930.460	406.50
		64364		TRAFFIC SIGN FOR TRAINING	261-901-970.435	288.27
						<u>11,783.77</u>
12/13/2016	AP	64365	OTSEGO COUNTY TREASURER	JURY BOX REIMB	101-145-930.930	751.40
12/13/2016	AP	64366	PAK MAIL CENTERS OF AMERICA	MAILING FEE	101-131-930.450	48.97
12/13/2016	AP	64367	PATRICIA MULLINS	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	140.00
12/13/2016	AP	64368	PITNEY BOWES INC-SUPPLIES	POSTAGE METER - LEASING CHARGES	249-371-920.410	93.57
12/13/2016	AP	64369	PITNEY BOWES INC-SUPPLIES	SUPPLIES	101-131-726.000	83.57
		64369		SUPPLIES	215-141-726.000	83.58
		64369		SUPPLIES	292-662-726.000	83.58
						<u>250.73</u>
12/13/2016	AP	64370	QUILL CORPORATION	INV#1819271 (COPY PAPER)	101-000-106.000	90.95
		64370		ACCT#05169293 (QUILL-PLUS MEMBER FEE)	645-172-930.600	49.00
						<u>139.95</u>
12/13/2016	AP	64371	RALPH REEVES	REFUND 023-180-001-059/060-00	516-030-694.000	94.00
12/13/2016	AP	64372	RAYMOND GEHRINGER	11-09-2016	588-699-930.600	47.00
12/13/2016	AP	64373	RENEE EDWARDS	NOVEMBER 2016	292-662-940.010	1,560.00
12/13/2016	AP	64374	SAFETY KLEEN	71717517	588-698-726.025	199.00
12/13/2016	AP	64375	SANE	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	150.00

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12/13/2016	AP	64376	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE TIME PURCHASE	101-351-930.210-INMT000000	663.00
12/13/2016	AP	64377	SHERRY S HUFF	NOV. DHHS BD. EXPS.	290-670-703.040	40.00
		64377		NOV. DHHS BD. EXPS.	290-670-930.500	49.50
						89.50
12/13/2016	AP	64378	SHERWIN WILLIAMS	AIRPORT INV # 3753-8	281-537-920.400	35.49
12/13/2016	AP	64379	SIDOCK GROUP INC	INV#515197.B-9	499-901-970.300-DOORS_CTY_	303.00
12/13/2016	AP	64380	SIGNS BY DESIGN	INV#656 (DOG PARK SIGNS)	637-265-726.050	880.00
12/13/2016	AP	64381	STANDARD ELECTRIC COMPANY	AIRPORT 9517644-00 LAMPS	281-537-920.400	130.80
		64381		AIRPORT 9517747-00	281-537-920.400	33.82
		64381		AIRPORT 9518310-60	281-537-920.400	1.50
						166.12
12/13/2016	AP	64382	STAPLES BUSINESS ADVANTAGE	5 CS. COPY PAPER-EQUALIZATION	101-000-106.000	165.15
		64382		14 MO. CALENDARS FOR BOC	101-101-726.000	35.67
		64382		RETURN ENVELOPES (RETIRES)	101-101-726.000	15.89
		64382		SUPPLIES	101-131-940.111	120.72
		64382		STAPLERS/RD PATROL ANNEX	101-301-726.000	57.57
		64382		HANDSET CORD-J. BURT	645-172-726.000	5.79
		64382		INV#3322626468	645-201-726.000	130.94
		64382		INV#3322626467	701-000-232.002	19.79
		64382		CUTLERY FOR POTLUCK	701-000-232.002	7.99
						559.51
12/13/2016	AP	64383	STATE OF MICHIGAN	PISTOL PERMITS	701-000-228.016	2,966.00
12/13/2016	AP	64384	STATE OF MICHIGAN	STATE CNSRVTN CSTS LQDTN DMG	701-000-228.020	50.00
		64384		DRIVERS LICENSE REINSTATEMENT	701-000-228.030	180.00
		64384		CRIME VICTIM RIGHTS FUNDS	701-000-228.037	4,614.39
		64384		STATE COURT FUND	701-000-228.042	140.00
		64384		JUROR COMPENSATION REIMBURSE	701-000-228.057	180.00
		64384		CIVIL FILING FEE FUND	701-000-228.058	2,982.00
		64384		JUSTICE SYSTEM FUND	701-000-228.059	11,847.58
		64384		ELECTRONIC FILING SYSTEM FEE	701-000-228.560	820.00
						20,813.97
12/13/2016	AP	64385	STATE OF MICHIGAN	CRIME VICTIM RIGHTS FUNDS	701-000-228.037	833.27
		64385		STATE COURT FUND	701-000-228.042	320.00



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12/13/2016	AP	64397	TONYA KLEE-JURCZYK	RESTITUTIONS PAYABLE	701-000-271.000	30.00
12/13/2016	AP	64398	TREDROC TIRE SERVICES LLC	12467	588-699-726.052	1,475.60
		64398		TIRES & TUBES	588-699-726.052	3,424.91
		64398		12467	588-699-920.400	255.00
						5,155.51
12/13/2016	AP	64399	TREETOPS	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	410.00
12/13/2016	AP	64400	TRINITY KENNEDY	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	84.00
12/13/2016	AP	64401	TRINITY SERVICES GROUP INC	INMATE COMMISSARY	595-351-726.000	770.06
		64401		INMATE CABLE FOR DECEMBER	595-351-726.000	219.71
						989.77
12/13/2016	AP	64402	UCMAN	INV. #2497	101-864-930.240	800.00
		64402		WORK CAMP CONNECTIVITY	205-301-930.240	32.00
		64402		WIRELESS INTERNET BILL	208-752-726.000	59.95
		64402		493 DEC 2016	212-430-920.410	400.00
		64402		INV. #2490	261-427-930.240	200.00
						1,491.95
12/13/2016	AP	64403	UNEMPLOYMENT CONSULTANTS INC	1ST QTR. - 2017	704-000-228.027	700.00
12/13/2016	AP	64404	UNIVERSITY CENTER AT GAYLORD	VALUING LAKEFRONT PROP CLASS	101-257-704.400	716.00
12/13/2016	AP	64405	UP RENTAL	RESITUTIONS PAYABLE-PRBT CT	701-000-271.148	25.00
12/13/2016	AP	64406	VERIZON WIRELESS	SHERIFF DEPT.	101-301-930.230	546.82
		64406		JAIL	101-351-930.230	48.94
		64406		WORK CAMP	205-301-930.230	97.88
		64406		PARKS/REC	208-751-930.230	45.57
		64406		PARKS/REC	208-752-930.230	45.57
		64406		911	261-427-930.230	36.01
		64406		INV#9775869701	261-901-970.435	90.60
		64406		AIRPORT	281-537-930.230	48.94
		64406		TELEPHONE	588-697-930.210	8.07
		64406		ADMIN	645-172-930.230	51.07
						1,019.47
12/13/2016	AP	64407	VERIZON WIRELESS	NOVEMBER 2016	101-131-930.210	17.15
12/13/2016	AP	64408	VISION SERVICE PLAN (VSP)	ACCT#30 064226 0001 (DECEMBER 2016)	647-851-704.110	129.03

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12/13/2016	AP	64409	WAL-MART STORES ASSET PROTECTION	RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	340.44
12/13/2016	AP	64410	WALZ POSTAL SOLUTIONS INC	SUPPLIES	101-131-726.000	185.06
12/13/2016	AP	64411	WASH N GO MANAGEMENT INC	VEH#693 CAR WASH	101-301-920.410	5.00
		64411		M.E. TRUCK WASH	101-648-726.000	5.00
		64411		10910 NOV 2016	212-430-920.410	20.00
						<hr/> 30.00
12/13/2016	AP	64412	WEST PAYMENT CENTER	2017 MI CHILD SUPPORT FORMULA MANUAL	101-131-726.200	22.50
		64412		2017 MI CHILD SUPPORT FORMULA MANUAL	215-141-726.200	67.50
						<hr/> 90.00
12/13/2016	AP	64413	WILBER AUTOMOTIVE SUPPLY INC	035768 HEATER TUG	281-537-920.400	76.79
		64413		036379 CHAMP 2 CYCLE OIL	281-537-920.400	5.97
		64413		0379019	281-537-920.400	8.99
		64413		037459	588-699-726.050	187.88
		64413		REPAIRS AND MAINT SUPPLIES	588-699-726.050	105.00
		64413		037459	588-699-726.051	3.82
						<hr/> 388.45
12/13/2016	AP	64414	WILLARD L BROWN	PER DIEM	101-721-703.040	40.00
		64414		MILEAGE	101-721-930.500	20.00
						<hr/> 60.00
12/13/2016	AP	64415	WMJZ EAGLE 101.5	ACCT# 3404 VETERANS MARKETING	101-682-930.300	100.00
		64415		ACCT# 3404 HOUSING MARKETING	233-690-930.300	100.00
						<hr/> 200.00
12/13/2016	AP	64416	ZAREMBA EQUIPMENT INC	REPAIRS TO CUB CADET	209-751-726.050	3,307.55
		64416		RESTITUTIONS PAYALBE - DIST CT	701-000-271.130	28.00
						<hr/> 3,335.55
			TOTAL - ALL FUNDS	TOTAL OF 202 CHECKS (1 voided)		406,008.28

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/25/2016	AP	63719	123NET	INV#303112 ACCT#110735		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-33 Recognition of Robert Harkness	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  New Business, B.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The term for Otsego County Commissioner Robert Harkness ends on December 31, 2016. Resolution 16-33 is to honor Mr. Harkness.

**RECOMMENDATION:**

Staff requests adoption of the resolution honoring Robert Harkness.

**OCR 16-33**  
**Recognition and Appreciation of Robert H. Harkness**

Otsego County Board of Commissioners  
December 13, 2016

**WHEREAS**, Robert Harkness has faithfully served as an Otsego County Commissioner from January 2009 to December 2010 and again from January 2016 until December 2016; and

**WHEREAS**, Bob served on many committees while being a Commissioner which include the Transportation & Airport, Personnel, Groen Nature Preserve Visioning Committees, Criminal Justice Coordinating Committee, as well as liaison to the Commission on Aging, Parks & Recreation, District Health, Construction Board of Appeals, NEMCOG, NMRE, NCCMH, Huron Pines, Township Officers Association, and the Veteran Affairs board; and

**WHEREAS**, Bob's term as County Commissioner is ending on December 31, 2016; and

**WHEREAS**, Bob will be missed by his fellow Commissioners, County officials, and County staff; now, therefore, be it

**RESOLVED**, that Robert H. Harkness be remembered by fellow Otsego County colleagues and the public for the giving of his time and talents to make Otsego County a better place to live and work; and be it further

**RESOLVED**, that the Otsego County Board of Commissioners commend and honor Bob for his outstanding service to our community, and wish him the best in his future endeavors.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-34 Recognition of Erma Backenstose	<b>AGENDA DATE:</b>  December 13, 2016
<b>AGENDA PLACEMENT:</b>  New Business, C.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The term for Otsego County Commissioner Erma Backenstose ends on December 31, 2016. Resolution 16-34 is to honor Ms. Backenstose.

**RECOMMENDATION:**

Staff requests adoption of the resolution honoring Erma Backenstose.

**OCR 16-34**  
**Recognition and Appreciation of Erma Backenstose**  
Otsego County Board of Commissioners  
December 13, 2016

**WHEREAS,** Erma Backenstose has faithfully served as an Otsego County Commissioner from January 2005 to December 2016; and

**WHEREAS,** Erma previously served as the Otsego County Treasurer, working in the Treasurer's Office from July 1, 1971 to December 31, 2004; and

**WHEREAS,** Erma served on many committees while being a Commissioner which include MSUE, DHHS, Township Association, Veterans' Affairs, Library Board of Trustees, Housing Committee, M-Tec Advisory Board, Budget & Finance, Criminal Justice Coordinating Committee and the Sanitary Board of Appeals Board; and

**WHEREAS,** Erma's time as County Commissioner is ending on December 31, 2016; and

**WHEREAS,** Erma will be missed by her fellow Commissioners, County officials, and County staff; now, therefore, be it

**RESOLVED,** that Erma Backenstose be remembered by fellow Otsego County colleagues and the public for the giving of her time and talents to make Otsego County a better place to live and work; and be it further

**RESOLVED,** that the Otsego County Board of Commissioners commend and honor Erma for her outstanding service to our community, and wish her the best in her future endeavors.

**From:** KEVINDRUMMOND <website@gaslightmedia.com>  
**Sent:** Monday, December 12, 2016 1:42 PM  
**To:** appt\_boc  
**Subject:** [SPAM? faked-from] New submission from Application for Appointment to Committees, Boards and Commissions

**To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.**

EMS BOARD

**Name**

KEVIN DRUMMOND

**Address**

2563 MANORWOOD DRIVE  
GAYLORD, Michigan 49735  
United States  
[Map It](#)

**Phone**

(989) 619-2466

**Email**

[KEVIN\\_DRUMMOND@MSN.COM](mailto:KEVIN_DRUMMOND@MSN.COM)

**Date available for appointment**

12/31/2016

**County Commission District**

7

**I am a registered voter in Otsego County**

- Yes

**In which township, city or village?**

BAGLEY TOWNSHIP

**Community Service**

**List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county**

EMS BOARD

**List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained**

WALMART - 27 YEARS, EMS BOARD - 2YEARS

**Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest.**

**I am aware of the time commitment necessary to serve on the committee, board and/or commission to which I seek appointment and will have such time**

- Yes

I hereby certify that the preceding information is correct and to the best of my knowledge

- Yes