

July 12, 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 Julie Powers-Gehman, followed by the Pledge of Allegiance led by Bruce Fasel.

Roll Call:

Present: Julie Powers-Gehman, Paul Beachnau, Paul Liss, Robert Harkness, Erma Backenstose, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Consent Agenda:

Motion to approve the Regular minutes of June 28, 2016 with attachments. Ayes: Unanimous. Motion carried.

Motion to approve the appointment of Steven J. Bauman to the Planning Commission was removed from the Consent agenda and placed under new business as item E).

Motion to approve the Land Use Agreement with Otsego Lake Township. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

John Burt reported on the Community Center tennis and pickle ball courts; Vanderbilt recycling center damaged in the storm; Veteran's memorial to be worked on after Alpenfest; demolition cleanup on foreclosed property; Planning the 2017 airshow; Groen nature preserve had 140 trees damaged in the storm, cleanup of trees, closed down until cleaned up.

Motion by Commissioner Erma Backenstose, seconded by Commissioner Paul Beachnau, to award Bid 2016-04 to North Central Excavating and to approve the associated budget amendment in the amount of \$42,500. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve moving forward with planning for the 2017 Air Show and to authorize the Administrator to approve Agreements for the Air Show. Ayes: Unanimous. Motion carried.

Motion by Commissioner Robert Harkness, seconded by Commissioner Ken Glasser, to authorize the Administrator to contract for tree removal services not to exceed \$20,000 along with the associated budget amendment to be reimbursed by the Groen Trust Fund Board. Ayes: Unanimous. Motion carried.

Department Head Report:

Lisa Anderson updated the Board on the Michigan State University Extension department; 4-H 2014-2015 programs, family fun fair held at the Middle School had 130 participants; Spring Extravaganza held during Spring break, offered cooking classes, made terrariums, survivor

bracelets; 2 Scholarship recipients granted at \$500.00 each; father/ daughter dance held had 400 participants; 4-H Council has increased their total membership from 9 adults and 3 youth to 12 adults and 12 youths; Proud Equestrian program provides riding for children with disabilities; Sent 5 youth to 4-H summer camp at Ocqueoc. SNAP program had 886 youths that participated in a 36, 6 week series, works with North Ohio and South Maple Schools. Backpack program, students receive backpacks with food for the weekends.

**Special Presentations:**

Paul Sough reported on Community Mediation Services, provides means to work out disputes outside of Court. 90% of the cases handled, kept agreements made; receive grant funding from SCAO, requesting \$4,000.00 from the County. Referred to Budget and Finance for consideration.

City Liaison, Township and Village Representative: None.

State Representative Tristan Cole and State Senator Jim Stamas reported budgets are done for the State, Counties receiving revenue sharing.

**Correspondence:**

Commissioner Ken Glasser received correspondence regarding the Manistee River and the AuSable River erosion control.

**New Business:**

Motion by Commissioner Doug Johnson, seconded by Commissioner Julie Powers-Gehman, to approve the July 5, 2016 Warrant for a total amount of \$78,957.34 Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Robert Harkness, to approve the July 12, 2016 Special Warrant and the July 12, 2016 Regular Warrant in the total amount of \$224,822.31 Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers-Gehman, seconded by Commissioner Robert Harkness, to allocate an additional \$200.00 to help with expenses associated with moving the Skateboard Park to the Sportsplex with funds to come from the General Fund Contingency Fund along with the associated budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the appointment of Steven J. Bauman to the Planning Commission with a term ending December 31, 2018. Ayes: Unanimous. Motion carried. Application of Mr. Bauman to be corrected to check the "yes" box regarding the question are you aware of the time commitment to serve.

**Public Comment:**

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Erma Backenstose had no report.

Commissioner Paul Liss attended a meeting, citizens asked about why the County is demolishing buildings instead of bringing up to code. When the County gets them, they are beyond repair. Vanderbilt held music in the park last Saturday, good attendance.

Commissioner Bruce Brown had no report.

Commissioner Ken Glasser attended Bagley Township meeting. Residents concerned about Al's Market, fire was 2 years ago and nothing has been done. ORV complaint from a citizen. Land Use contract agreed upon.

Commissioner Paul Beachnau had no report.

Commissioner Julie Powers-Gehman reported on the City Council meeting. State of Michigan is 3<sup>rd</sup> in the nation for shootings; pictures of foreclosed house on 501 E. Main St.

Commissioner Robert Harkness reported on the Health Department meeting. Can go on the website and review the inspection reports of restaurants.

Commissioner Doug Johnson reported on the Parks and Recreation meeting. Groen nature preserve house flooding, pontoon boat tied to the dock damaged. Excellent year at the County Park, cabins already booked out into next year; Over 1000 people attended the fireworks; 150 people at the Groen Nature property for the smile for a mile race.

Commissioner Ken Borton reported the next MTA meeting is July 19, 2016 at 6:00 p.m. at City Hall.

Meeting adjourned at 10:57 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyter, Otsego County Clerk

**CONTRACT FOR MUNICIPAL LAND USE SERVICES ADMINISTRATION  
(LAND USE PLANNING, ZONING, ZONING ADMINISTRATION AND  
BUILDING CODE COMPLIANCE)  
2017-2018**

WHEREAS, Otsego County (the County) and Otsego Lake Township (the Township) agree that it is in the interest of the Citizens of the County and the Township and the overall development of the County and the Township to centralize administration of Land Use Services; and

WHEREAS, the County and the Township agree that Land Use Services includes Land Use Planning, Zoning and Zoning Administration and Enforcement; and

WHEREAS, the County and the Township agree that because the County's offices are centrally located and because the County can provide professional and administrative personnel, and office space to the Township so that the land use within the Township can be developed uniformly with joint cooperation and with one location for citizens to go for more efficient service with one set of rules.

**Agreements**

The County and the Township hereby enter into this Contract for services. This contract shall be in effect for a period of two (2) years beginning January 1, 2017 and continuing in effect until December 31, 2018.

**Responsibilities of the Township**

1. Funding for the Land Use Services Zoning function is distributed among participating townships using an equal blend of the latest State Equalized Values and population for each township (see Attachment A). Otsego Lake Township agrees to provide a total of \$7,210 in 2017 and \$7,210 in 2018 to assist in covering the costs of operation and staffing of the Planning & Zoning Department.
2. The Township will pay the annual contribution amount as noted above by July 1<sup>st</sup> of each year of this contract.
3. The Township Board will select their representative, with confirmation by the Otsego County Board of Commissioners, to serve on the Otsego County Planning Commission.

**Responsibilities of the County**

1. The County shall provide full and complete professional Land Use Planning.
2. The County shall provide professional planning personnel on staff to assist Township official, citizens, land owners and developers with Land Use Planning questions and procedures and municipal cooperation.

3. The County shall maintain digital maps for zoning and land use planning purposes.
4. The County shall appoint and operate a County Planning Commission for the purposes of administering the County Plan and the County Zoning Ordinance.
5. The County shall appoint and operate a County Zoning Board of Appeals for the purposes of interpreting and ruling on requests involving administration of the Zoning Ordinance.
6. The County shall ensure that the Township is informed and advised of any proposed land use changes or proposed ordinance text changes or special land use requests or other similar requests presented to the Planning Commission and any requests presented to the Zoning Board of Appeals involving land within the Township.
7. The County shall provide professional personnel on staff to administer and enforce the zoning ordinance regulations and all other land use regulations.
8. The County shall regularly provide reports to the Township at the Township Association meetings. The report shall include but is not limited to a financial report showing the expenses of the Planning & Zoning Department, the fee schedule for permits issued, the number and type of permits issued; and the revenue received.
9. Funds related to the Otsego County Land Use Department Planning & Zoning will be maintained in a fund separate from the County's General Fund.

Either party may terminate this Agreement for any or no reason upon one hundred eighty (180) day written notice.

In the event of termination of this Agreement, the Township shall be responsible only for costs pro-rated to the date of termination.

Otsego County and Otsego Lake Township.

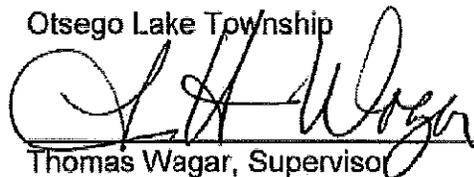
Entered into this 28 day of June 2016 between Otsego County and Otsego Lake Township

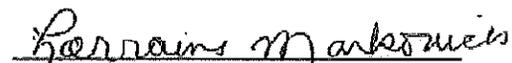
Otsego County

\_\_\_\_\_  
John Burt, County Administrator

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Susan DeFeyter, County Clerk

Otsego Lake Township

  
Thomas Wagar, Supervisor

  
Lorraine Markovitch, Township Clerk

ATTACHMENT A

Funding

Based on numbers used in 2013-2014 Agreement.

| <u>Township</u> | <u>2017</u>     | <u>2018</u>     |
|-----------------|-----------------|-----------------|
| Bagley          | \$10,300        | \$10,300        |
| Charlton        | \$ 6,180        | \$ 6,180        |
| Chester         | \$ 4,120        | \$ 4,120        |
| Corwith         | \$ 6,180        | \$ 6,180        |
| Dover           | \$ 2,060        | \$ 2,060        |
| Elmira          | \$ 6,180        | \$ 6,180        |
| Hayes           | \$ 7,210        | \$ 7,210        |
| Livingston      | \$ 8,755        | \$ 8,755        |
| Otsego Lake     | \$ 7,210        | \$ 7,210        |
| <u>Total</u>    | <u>\$58,195</u> | <u>\$58,195</u> |



**OTSEGO COUNTY ADMINISTRATION  
 BID REGISTER LOG/PRELIMINARY TABULATION SHEET**

**BID NUMBER:** 2016-04

**DATE/TIME BIDS DUE:** Thursday, July 7, 2016 @ Noon

**TITLE:** Foreclosed Properties Demolition

**DATE/TIME OF BID OPENING:** July 7, 2016 @ 1:30 p.m.

**ADVERTISED:** Yes

**BID DEPOSIT REQUIRED:** N/A

**ADDENDUM/DATES:** 7/3/16

**BIDS/PROPOSAL RECEIVED**

|    | <b>COMPANY NAME</b>      | <b>LOCATION</b>    | <b>PRELIMINARY<br/>TOTAL BID</b>       | <b>PRELIMINARY<br/>RANK</b> |
|----|--------------------------|--------------------|--|-----------------------------|
| 1. | Bowne Construction       | Lowell, MI         | \$40,700.00                            | 4                           |
| 2. | Earthworks Ent.          | Gaylord, MI        | \$37,655.00                            | 2                           |
| 3. | J&N Construction         | Gaylord, MI        | <del>\$25,500.00</del><br>(Incomplete) |                             |
| 4. | North Central Excavating | Gaylord, MI        | \$34,368.00                            | 1                           |
| 5. | Tri-County Excavating    | Harbor Springs, MI | \$54,700.00                            | 5                           |
| 6. | Wcisel Construction      | Gaylord, MI        | \$41,700 (\$39,615 w 5% break)         | 3                           |

| Company       | 1. 611 Sharon | 2. 11927 Fantasy | 3. 9152 Shell | 4. Pohutsky Tr | 5. 3548 Birchdale Dr | 6. 6499 Hickory St | Total    |
|---------------|---------------|------------------|---------------|----------------|----------------------|--------------------|----------|
| Bowne         | \$13,525      | \$13,800         | \$2,200       | \$4,125        | \$3,960              | \$3,090            | \$40,700 |
| Earthworks    | \$13,325      | \$14,265         | \$3,225       | \$3,125        | \$2,115              | \$1,600            | \$37,655 |
| J&N           | \$12,390      | \$13,110         | NA            | Na             | NA                   | NA                 | \$25,500 |
| North Central | \$13,087      | \$13,091         | \$2,336       | \$2,101        | \$1,845              | \$1,908            | \$34,368 |
| Tri-County    | \$14,000      | \$16,500         | \$13,000      | \$4,000        | \$4,200              | \$3,000            | \$54,700 |
| Wcisel        | \$15,000      | \$13,500         | \$3,800       | \$3,500        | \$3,500              | \$2,400            | \$41,700 |

Items 1 and 2 are demolitions, the others are cleanups.





**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT: General Fund/Capital Projects**

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** skate park at Sportsplex

**REVENUE**

| Account Number                          | Decrease | Increase  |
|---|----------|-----------|
| 499-050-699.030 Other Sources Transfers | \$       | \$ 200.00 |
|   | \$       | \$        |
|   | \$       | \$        |
|   | \$       | \$        |
| <b>Total</b>                            | \$       | \$        |

**EXPENDITURE**

| Account Number                              | Increase  | Decrease  |
|---|-----------|-----------|
| 101-941-999.010 Contingency General Fund    | \$        | \$ 200.00 |
| 101-972-999.000 Transfer Out Capital Prjcts | \$ 200.00 | \$        |
| 499-901-970.300 Skate Pk                    | \$ 200.00 | \$        |
|   | \$        | \$        |
|   | \$        | \$        |
|   | \$        | \$        |
| <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 \_\_\_\_\_

