



## 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, March 22, 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

Approval of Regular Minutes of March 8, 2016 w/attachments.

Consent Agenda

A. Housing Committee Recommendations

1. OCR 16-06 Mortgage Discharge (Johnson) - Motion to Adopt
2. OCR 16-07 Mortgage Discharge (Knoth) - Motion to Adopt
3. OCR 16-08 Mortgage Discharge (Alpine Development) - Motion to Adopt

B. Budget & Finance Committee Recommendations

1. FY 2015 Animal Control Budget Amendment - Motion to Approve
2. FY 2015 General Fund Budget Amendment - Motion to Approve
3. FY 2016 Capital Projects Fund Budget Amendment - Motion to Approve
4. FY 2016 General Fund Budget Amendment - Motion to Approve
5. Trail Extension Grant - Motion to Approve
6. FY 2016 Parks Budget Amendment 1 - Motion to Approve
7. FY 2016 Parks Budget Amendment 2 - Motion to Approve
8. Building Healthy Communities Grant - Motion to Approve

Special Presentations

- A. Public Hearing on Land and Water Grant Conservation Fund Public Hearing  
OCR 16-09 Land and Water Conservation Fund Grant Application
- B. Public Hearing on Natural Resources Trust Fund Grant Application  
OCR 16-10 Natural Resources Trust Fund Grant
- C. OCR 16-11 Gaylord Gateway Trail Support

Committee Reports

- A. Budget & Finance Committee
  1. Conservation District Nature Center
  2. Civil Division Rates/Fees

Administrator's Report

City Liaison, Township & Village Representatives

Correspondence

- A. February Financial Reports

New Business

- A. Financials
  1. March 15, 2016 Warrant
  2. March 22, 2016 Warrant
- B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment

March 8, 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 Sheila Simpson.

Roll Call:

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

Absent: Bruce Brown.

Motion by Commissioner Paul Liss, seconded by Commissioner Paul Beachnau, to approve the Regular minutes of February 23, 2016 with attachments. Ayes: Unanimous. Motion carried.

The public hearing on Natural Resources Trust Fund Grant application for the Sportsplex Tennis Courts was opened at 9:31 a.m.

Special Presentations:

Sheila Simpson reported the Alpine Regional Tennis Association is working with the Otsego County Sportsplex to build a 4 court tennis complex at the Sportsplex.

The public hearing was closed at 9:41 a.m.

Motion by Commissioner Paul Beachnau, to adopt OCR 16-05 Natural Resources Trust Fund Grant Application.

Roll Call Vote:

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

Nays: None.

Absent: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Administrator's Report:

John Burt Attended the MAC Conference; Awarded \$30,000 grant for Trail project.

Department Head Report:

Melissa FitzGerald reported on the Animal Control; Dog count low; Safety is goal, sending officers to training.

Commissioner Bruce Brown arrived at 9:50 a.m.

Meeting adjourned at 10:53 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyter, Otsego County Clerk

**RESOLUTION NO. OCR 16-05**  
**Alpine Regional Tennis Association Tennis Courts**  
**OTSEGO COUNTY BOARD OF COMMISSIONERS**  
March 8, 2016

**WHEREAS**, Otsego County supports the submission of an application titled, "The Otsego County Sportsplex Tennis Courts" to the Michigan Natural Resources Trust Fund for the construction of a four court tennis complex; and

**WHEREAS**, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and

**WHEREAS**, Otsego County and the Alpine Regional Tennis Association has made a financial commitment to the project in the amount of \$62,500 matching funds in cash; now therefore, be it

**RESOLVED**, that Otsego County hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$217,500, and further resolves to make its financial obligation amount of \$82,500 (\$62,500 cash; \$20,000 in-kind) (together 27.5%), for a total project cost of \$300,000, during the 2016-2017 fiscal years.



March 22, 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>  OCR 16-06 Mortgage Discharge (Johnson)	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Housing Committee Recommendations, Item 1.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

This resolution is for the discharge of a mortgage for Scott E. Johnson and Anita J. Johnson.

As a matter of process, the County issues resolutions to discharge mortgages once payment to the County is completed.

**RECOMMENDATION:**

Staff requests Board adoption of the proposed resolution OCR 16-06.

**RESOLUTION NO. OCR 16-06**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
March 22, 2016

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 177 Old Colony Road, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1264, Pages 129-142 in the name of Scott E. Johnson and Anita J. Johnson, 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 Scott E. Johnson and Anita J. Johnson, 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**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-07 Mortgage Discharge (Knoth)	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Housing Committee Recommendations, Item 2.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

This resolution is for the discharge of a mortgage for Richard Thomas Knoth and Nancy Ann Knoth.

As a matter of process, the County issues resolutions to discharge mortgages once payment to the County is completed.

**RECOMMENDATION:**

Staff requests Board adoption of the proposed resolution OCR 16-07.

**RESOLUTION NO. OCR 16-07**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
March 22, 2016

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 123 West Second Street, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County, Michigan, in Liber 1172, Pages 104-117 and a Loan Modification in Liber 1174, Pages 67-68 in the name of Richard Thomas Knoth and Nancy Ann Knoth, 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 Richard Thomas Knoth and Nancy Ann Knoth, 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**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-08 Mortgage Discharge (Alpine Development)	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Housing Committee Recommendations, Item 3.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

This resolution is for the discharge of a mortgage for Alpine Development.

As a matter of process, the County issues resolutions to discharge mortgages once payment to the County is completed.

**RECOMMENDATION:**

Staff requests Board adoption of the proposed resolution OCR 16-08.

**RESOLUTION NO. OCR 16-08**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
March 22, 2016

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 114 and 118 West Main Street, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1253, Pages 168-172 by and between Alpine Development, a Michigan Co-Partnership, and

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

**RESOLVED**, that Otsego County hereby issues a DISCHARGE OF MORTGAGE by and between Alpine Development, a Michigan Co-Partnership, 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**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  FY 2015 Animal Control Budget Amendment	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Budget & Finance Committee Recommendations, Item 1.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The Animal Control Fund (Fund 212) had additional wage costs in 2015 due to shift changes and wages paid. Those adjustments must be made for 2015.

The Budget amendment was recommended to the full Board of Commissioners by the Budget & Finance Committee at their March 16, 2016 regular meeting.

**RECOMMENDATION:**

Staff requests approval of the budget amendment as proposed.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

2015

**FUND/DEPARTMENT:** Animal Control

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** FY 2015 - End of Year Adjustments - Shift and Pay Changes

**REVENUE**

Account Number	Decrease	Increase
212-260-607.300 Fee - Adoption	\$	\$ 5,000
212-030-675.000 PILT	\$	\$ 2,000
212-025-664.010 Interest - General	\$	\$ 2,880
	\$	\$
<b>Total</b>	\$	\$ 9,880

**EXPENDITURE**

Account Number	Increase	Decrease
212-430-703.030 Regular - Hourly	\$ 6,775	\$
212-430-704.110 Hospitalization	\$ 863	\$
212-430-704.200 Social Sec Contributions	\$ 572	\$
212-430-704.300 Fee - Adoption	\$ 1,670	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 9,880	\$

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

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

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

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



## Budget & Finance Committee

Wednesday, March 16, 2016 at 9:30 a.m.  
Room 212 – Otsego County Building  
225 West Main Gaylord, MI 49735

### MINUTES

#### CALL TO ORDER

Mr. Beachnau called the meeting to order at 9:37 a.m.

Roll call – Present: Paul Beachnau, Ken Borton, Erma Backenstose, John Burt

Others present – Undersheriff Muladore, Patricia Osburn, Rachel Frisch

Excused – Ken Glasser, Diann Axford

#### APPROVAL OF MINUTES

Motion by Mr. Borton to approve the amended minutes from the February 17, 2016 Budget and Finance Committee meeting. Seconded by Ms. Backenstose. Motion passed unanimously.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

##### A. Otsego Conservation Nature Center

Ms. Osburn presented a proposed budget of the Nature Center. She had approached the County in August 2015 to contribute toward the matching fund requirement for a DNR grant that she applied for in 2015, to build a Nature Center near the Alpine Center. The County in 2015 approved \$10,000 in funding toward the Nature Center, if the grant went through. The Conservation District has been notified that they were not awarded the grant. Of the projected total cost of \$96,905, Ms. Osburn has raised \$56,905 in the form of cash and in-kind donations (including the \$10,000 from the County). The project is short by \$40,000.

The Committee discussed that the Nature Center would be a County-owned building, and perhaps it would make sense to contribute the additional \$40,000 for the project, for a total of \$50,000. Funds could be taken from residual 2015 fund balance.

Motion by Ms. Backenstose to recommend to the full Board transferring the original \$10,000 plus an additional \$40,000 for a total of \$50,000 from the residual 2015 General Fund fund balance (Fund 101) into to the Capital Projects Fund (Fund 499), for the purpose of funding the construction of a County-owned Nature Center building. Seconded by Mr. Borton. Motion passed unanimously.

## **B. Civil Papers Rates/Fees**

Undersheriff Muladore distributed documents showing the current rates for civil division services, and the new proposed rates. He indicated that many rates are set by State statute and cannot be changed; however, the ones that we can change haven't been updated in years. The proposed increases are in line with surrounding Counties.

Motion by Mr. Borton to recommend to the full Board updating the civil division service fees. Seconded by Mr. Burt. Motion passed unanimously.

## **C. Veterans Van Disposal**

Mr. Burt notified the Committee that the mechanics at the Bus System have deemed the Veterans van unusable due to substantial rusting underneath the vehicle. Mr. Burt recommends that the van be included in the next Sheriff's auction. The Committee concurred.

## **D. Animal Control Budget Amendment - 2015**

Ms. Frisch explained to the Committee that the Animal Control Fund (Fund 212) had additional wage costs in 2015 due to shift changes and wages paid to an employee whose step increase was missed in 2015. Total amendment of \$9,880.

Motion by Ms. Backenstose to recommend to the full Board approving the 2015 budget amendment for the Animal Control Fund (Fund 212). Seconded by Mr. Borton. Motion passed unanimously.

## **E. Trail Extension Grant Acceptance - \$30,000**

Mr. Burt informed the Committee that the County was awarded a \$30,000 State grant for the engineering phase of the Trail Extension project that will run from S. Wisconsin Avenue to the Southern border of the County. This phase of the project (the engineering phase) is anticipated to be completed in 2016, with actual trail construction taking place in 2017.

Motion by Mr. Borton to recommend to the full Board approving the \$30,000 Trail Extension State grant and related budget amendment. Seconded by Ms. Backenstose. Motion passed unanimously.

## **F. Parks and Recreation Items**

~Note: the following Parks and Rec items have all been approved by the Parks and Rec Board and forwarded to this Committee for its consideration.~

### **a. Millage Request**

Mr. Burt notified the Committee that there is a need to consider reinstating the second parks and rec millage for 0.0625 that was dropped in 2010. The Parks and Rec Board has determined that they are in need of an additional employee for the Community Center as well as funds to make repairs to the facilities – repair/replace existing equipment and facilities, and establish fund balance at a level to provide adequate funding matches to seek new grant sources. The additional millage would add approximately \$71,000

annually to the existing tax revenue (from the current 0.1875 millage) of \$213,000 for an approximate annual total of \$284,000.

Motion by Ms. Backenstose to recommend to the full Board adding to the ballot for Parks and Recreation reinstating the 0.0625 millage that was dropped in 2010. Seconded by Mr. Borton. Motion passed unanimously.

**b. Parks Plan Update and Budget Amendment**

The County is required to do a formal Parks Plan every five years. We are planning to contract with NEMCOG for the plan. Elmira Township would like to be added into the County's plan as a cost saving measure. Total cost for the plan will be \$6,400, with Elmira Township's portion being \$450 (net cost to the County of \$5,950).

Motion by Mr. Borton to recommend to the full Board contracting with NEMCOG to prepare the County's Park Plan for \$5,950 and to include Elmira Township for \$450 (paid by the Township). Funds to come from the Parks and Recreation Fund (Fund 208) fund balance. Seconded by Ms. Backenstose. Motion passed unanimously.

**c. Community Center Gym Lights Replacement and Budget Amendment**

Mr. Burt explained to the Committee that the Community Center needs to replace its lights over the gym floor. An estimated cost of \$16,500 will be paid from the Parks and Recreation Fund fund balance (Fund 208).

Motion by Ms. Backenstose to recommend to the full Board replacing the lights above the gym floor of the Community Center at a cost of \$16,500. Funds to come from the Parks and Recreation Fund (Fund 208) fund balance. Seconded by Mr. Borton. Motion passed unanimously.

**d. MRPA/MDSSH Grant and Budget Amendment**

Mr. Burt reported to the Committee that a State grant has been awarded to the Otsego County Parks and Recreation Department for \$34,000. Of that total, \$10,000 is to be used to fund additional temporary staffing for new programs during the summer. The remaining \$24,000 is to be spent on capital projects (no one project can exceed \$5,000).

Motion by Mr. Borton to recommend to the full Board approving the \$34,000 Parks and Recreation State grant and related budget amendment. Seconded by Ms. Backenstose. Motion passed unanimously.

**G. 2015 General Fund Budget Amendment**

Ms. Frisch distributed the final 2015 budget amendments. The Committee reviewed and discussed them.

Motion by Ms. Backenstose to recommend to the full Board approving the 2015 budget amendments. Seconded by Mr. Burt. Motion passed unanimously.

#### **H. Financial Reports – February 2016**

Ms. Frisch distributed and discussed the reports with the Committee.

#### **I. February 2016 Credit Card Statements**

Ms. Frisch distributed the statements. The Committee reviewed and discussed them.

#### **J. Bus Cash Advance**

Ms. Frisch explained to the Committee that upon further discussion with Theron Higgins, Bus Manager, the State is still very behind on its funding payments. Ms. Frisch is requesting that the original terms of the short-term internal loan be extended.

Motion by Mr. Borton to recommend to the full Board amending the payment terms of the short-term cash advance to the Bus System to be extended to September 30, 2016. Motion passed unanimously.

Mr. Beachnau adjourned the meeting at 11:05 a.m.

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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  FY 2015 General Fund Budget Amendment	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Budget & Finance Committee Recommendations, Item 2.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

At their March 16, 2016 regular meeting the Budget amendments recommended a budget amendment for a variety of Items. Items included in the budget amendment include the following:

- \$30,000 to the Equipment Fund to pay for server replacements.
- \$262,132 to the Capital Projects Fund for various projects (see Item 3).
- \$150,000 to make an extra payment to MERS Retirement.

**RECOMMENDATION:**

Staff requests approval of the budget amendment as proposed.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

2015

**FUND/DEPARTMENT:** General Fund

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** General Fund 2015 year end transfers

**REVENUE**

Account Number	Decrease	Increase
101-050-400.001 Budgeted Use of Fund Balance	\$	\$ 292,132
101-030-699.030 Transfer In	\$	\$ 150,000
647-050-400.001 Budgeted Use of Fund Balance	\$	\$ 150,000
499-030-699.030 Transfer In	\$	\$ 262,132
<b>Total</b> <i>266 '030 699 030 TSF. In</i>	\$	\$ <i>30,000</i>

**EXPENDITURE**

Account Number	Increase	Decrease
101-970-999.000 Transfer to Equipment Fund	\$ 30,000	\$
101-972-999.000 Transfer to Capital Projects Fund	\$ 262,132	\$
101-853-704.300 Retirement Contribution	\$ 150,000	\$
647-999-999.000 Transfer Out	\$ 150,000	\$
499-901-970.300 Property/Improvements	\$ 262,132	\$
266-901-970.440 Computer Equipment	\$ 30,000	\$
<b>Total</b>	\$	\$

*Rachel Frisch*

Department Head Signature

*3/15/14*

Date

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

*[Signature]*

Administrator's Signature

*3/15/16*

Date

*3/22/15*

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

*\*cash tsb*

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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  FY 2016 Capital Projects Budget Amendment	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Budget & Finance Committee Recommendations, Item 3.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

This budget amendment will move the funds for the Capital Projects listed in the last budget amendment into the 2016 budget. Items include:

- \$50,000 for Boiler Replacement Reserve
- \$75,000 Courthouse Window Replacement
- \$50,000 for Courthouse Door Replacement
- \$50,000 for Community Center Tennis Court Replacement
- \$32,132 for Scanning Clerk Files
- \$5,000 for Community Center Equipment Replacement

The Budget Amendment was recommended by the Budget & Finance Committee at their March 16, 2016 regular meeting.

**RECOMMENDATION:**

Staff requests approval of the budget amendment as proposed.



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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  FY 2016 General Fund Budget Amendment	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Budget & Finance Committee Recommendations, Item 4.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

This budget amendment is for \$45,000 to reserve funds for an updated Wage & Salary Study. The last time a study was completed was in 2004.

The Budget Amendment was recommended by the Budget & Finance Committee at their March 16, 2016 regular meeting.

**RECOMMENDATION:**

Staff requests approval of the budget amendment as proposed.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

*2016*

**FUND/DEPARTMENT:** General Fund

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** Transfer funds for study

**REVENUE**

Account Number	Decrease	Increase
101-030-699.030 Transfer In	\$	\$ 45,000
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
101-864-801.020 Professional	\$ 45,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

*Rachel Frisch*

Department Head Signature

*3/15/16*

Date

**Finance Department**

Entered:

*[Signature]*

Administrator's Signature

*3/15/16*

Date

By:

*3/22/15*

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

*\*cash tsf*

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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Trail Extension Grant	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Budget & Finance Committee Recommendations, Item 5.	<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 was awarded a \$30,000 grant from the Department of Natural Resources towards the cost of engineering for the south extension of the North Central State Trail (future Iron Belle Trail). The County must fund the project upfront, and then request reimbursement.

The Grant Agreement was recommended by the Budget & Finance Committee at their March 16, 2016 regular meeting.

**RECOMMENDATION:**

Staff requests approval of the Grant Agreement and associated budget amendment as proposed.





RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



DR. WILLIAM E. MORITZ  
DIRECTOR

February 22, 2016

Mr. John Burt  
225 West Main  
Gaylord, Michigan 49735

RE: Iron Belle Trail Funding Proposal 2016 –Round 2

Dear IBT funding applicant:

We are pleased to announce that your Round 2 proposal requesting funding for your project as part of the new Iron Belle Trail Initiative here in Michigan has been awarded \$30,000.

Two copies of the grant agreement are enclosed. Please have them signed and dated by the appropriate staff and return them to our office at the address listed below for execution. A signed original copy will be returned for you records. One of the requirements of the grant is for grantees to provide a Project Report once the grant portion of the project has been completed.

Details for the project report are listed in the MOU.

Please send signed agreement to:

Michigan Department of Natural Resources  
Parks and Recreation Division  
P.O. Box 30257  
Lansing, Michigan 48909  
Attention: Mark Mandenberg

The Iron Belle Trail is an exciting project in Michigan, and the Parks and Recreation Division is interested in the progress of the trail as it is developed. Once your project has been completed, you will be sent a short survey to allow you to comment on the Iron Belle Trail project in your area. We hope you will share the positive impacts you see from the trail as well as the challenges you may have.

Congratulations on your grant award for the Iron Belle Trail in your community, and thank you for being a part of the growing Michigan Trails Network that truly embraces Michigan as, "The Trails State".

Sincerely,

Paul Yauk, State Trails Coordinator  
517-284-6141

Iron Belle Funding  
February 22, 2016  
Page 2

Enclosure

cc: Mr. Ed Golder, Public Information Officer  
Mr. Ronald A. Olsen, Chief, Parks and Recreation Division  
Ms. Kriss Bennett, DNR  
Mr. Steve DeBrander, DNR  
Mr. Mark Mandenberg, DNR



**MEMORANDUM OF UNDERSTANDING AND AGREEMENT  
FOR THE  
IRON BELLE TRAIL (IBT) FUND-ROUND 2**

*This information is required by authority of Part 711 of Act 451 of 1994,  
as amended, to qualify for reimbursement.*

Grantee Otsego County	
Attention John Burt, County Administrator	
Address 225 W. Main Street, Room 203	
City, State, ZIP Gaylord, Michigan 49735	
Telephone ( 989 ) 731-7527	Federal Employer Identification Number (FEIN) 38-6004882

It is expressly understood by and between the parties hereto that the proposal bears the above Grant Agreement Number and associated documents including all attachments, are by this reference made part of this understanding. All materials bearing this number constitute the entire understanding between the parties.

An agreement is made between the MICHIGAN DEPARTMENT OF NATURAL RESOURCES (hereinafter called the Department; State Trails Coordinator, contracting officer) and the above-named Grantee for funding **Engineering for Iron Belle Trail segment on North Central State Trail extension going south from Gaylord.**

The project period shall be from **Date State Trails Coordinator signs to September 30, 2017.** Funds provided under this agreement shall not in any event exceed Thirty Thousand (\$30,000.00) dollars. This sum shall be used only for the elements called for in the project scope.

All projects will comply with the Americans with Disabilities Act of 1990.

All work must comply with State and Federal guidelines rules, regulations, and laws.

Additional guidelines and specifications for this agreement:

- **Project Coordination:** The Department contact for this project is **Mark Mandenberg**, hereinafter referred to as the Coordinator. The Grantee will confer regularly with the Coordinator on the progress of this project.
- **Payment:** Where applicable, the Department agrees to reimburse the Grantee for authorized expenditures upon verification of actual expenditures up to 90 percent of the grant amount. The Department will pay the final 10 percent upon project completion and final audit. Total payment under this grant is not to exceed the actual costs or **\$30,000.00**, whichever is less. A final request must be made by **October 15, 2017.** Requests for payment must include copies of invoices and cancelled checks for all expenditures.
- **Project Report:** Prior to final payment Grantee will provide the coordinator a report on the project:
  - Development projects:** Report will include pictures and location map of trail segments/trail structures constructed.
  - Route Planning/Engineering projects:** Route planning-Report will include map(s) identifying the preferred alternative chosen for the IBT / Engineering- Report will include pictures and detail the project status before final payment will be issued.
- **Fiscal Control and Accounting Procedures:** In addition to the summary documentation submitted to the Department, the Grantee will maintain complete financial records. Documents required to be maintained for audit include: purchase orders, vouchers, authorized payments, and time records for individual employee(s) charged to this program. All financial records for this Grant will be retained by the Grantee until audit, or for a minimum of three (3) years, whichever is less. Records under audit will be retained until the audit is closed.
- **Procurement:** The Grantee will use their own procurement procedures provided they reflect applicable state and local laws and regulations, to include low bidder competition bid process, as applicable.
- **Prevailing Wage and Fringe Benefits:** Any sub-contractor performing work under this agreement must comply with the requirements of P.A. 166 of 1965.

- **Insurance:** The Grantee will add the State of Michigan, Department of Natural Resources, as an additional insured party on Grantee's liability insurance policy. Proof of liability insurance must be supplied to the State Trails Coordinator prior to the Department releasing any reimbursements for this grant.
- **Changes:** From time to time, changes may be needed in the scope or an extension of the project and the grant. All changes must be submitted in writing to the Coordinator and approved by the Department 45 days prior to September 30, 2017. Changes implemented prior to approval by the Department will not be eligible for reimbursement.
- **Audits:** The project and related reports are subject to audit by the Department. This may include both financial audits and site visits.
- **Hold Harmless:** Each party to this agreement will be responsible for its own negligent acts, including the acts of its officers, agents, and employees.
- **Right of Cancellation:** This grant agreement may be cancelled by either party upon giving thirty (30) days' written notice to that effect to the other party.

The individuals or officers signing on behalf of the parties to this Agreement certify by their signatures that they have read, understand and agree to comply with this Agreement, and have the authority to enter into this Agreement on behalf of the Grantee.

**DEPARTMENT COORDINATOR**

Printed Name: Paul Yauk Title: State Trails Coordinator  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GRANTEE'S REPRESENTATIVE(S)**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign and return both copies to:**

**PROGRAM SERVICES SECTION  
 PARKS AND RECREATION DIVISION  
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
 PO BOX 30257  
 LANSING MI 48909**

A fully executed copy will be returned for Grantee's files to the address provided on page 1.



**MEMORANDUM OF UNDERSTANDING AND AGREEMENT  
FOR THE  
IRON BELLE TRAIL (IBT) FUND-ROUND 2**

*This information is required by authority of Part 711 of Act 451 of 1994,  
as amended, to qualify for reimbursement.*

Grantee Otsego County	
Attention John Burt, County Administrator	
Address 225 W. Main Street, Room 203	
City, State, ZIP Gaylord, Michigan 49735	
Telephone ( 989 ) 731-7527	Federal Employer Identification Number (FEIN) 38-6004882

It is expressly understood by and between the parties hereto that the proposal bears the above Grant Agreement Number and associated documents including all attachments, are by this reference made part of this understanding. All materials bearing this number constitute the entire understanding between the parties.

An agreement is made between the MICHIGAN DEPARTMENT OF NATURAL RESOURCES (hereinafter called the Department; State Trails Coordinator, contracting officer) and the above-named Grantee for funding **Engineering for Iron Belle Trail segment on North Central State Trail extension going south from Gaylord.**

The project period shall be from **Date State Trails Coordinator signs to September 30, 2017.** Funds provided under this agreement shall not in any event exceed Thirty Thousand (\$30,000.00) dollars. This sum shall be used only for the elements called for in the project scope.

All projects will comply with the Americans with Disabilities Act of 1990.

All work must comply with State and Federal guidelines rules, regulations, and laws.

Additional guidelines and specifications for this agreement:

- **Project Coordination:** The Department contact for this project is **Mark Mandenberg**, hereinafter referred to as the Coordinator. The Grantee will confer regularly with the Coordinator on the progress of this project.
- **Payment:** Where applicable, the Department agrees to reimburse the Grantee for authorized expenditures upon verification of actual expenditures up to 90 percent of the grant amount. The Department will pay the final 10 percent upon project completion and final audit. Total payment under this grant is not to exceed the actual costs or **\$30,000.00**, whichever is less. A final request must be made by **October 15, 2017**. Requests for payment must include copies of invoices and cancelled checks for all expenditures.
- **Project Report:** Prior to final payment Grantee will provide the coordinator a report on the project:
  - Development projects:** Report will include pictures and location map of trail segments/trail structures constructed.
  - Route Planning/Engineering projects:** Route planning-Report will include map(s) identifying the preferred alternative chosen for the IBT / Engineering- Report will include pictures and detail the project status before final payment will be issued.
- **Fiscal Control and Accounting Procedures:** In addition to the summary documentation submitted to the Department, the Grantee will maintain complete financial records. Documents required to be maintained for audit include: purchase orders, vouchers, authorized payments, and time records for individual employee(s) charged to this program. All financial records for this Grant will be retained by the Grantee until audit, or for a minimum of three (3) years, whichever is less. Records under audit will be retained until the audit is closed.
- **Procurement:** The Grantee will use their own procurement procedures provided they reflect applicable state and local laws and regulations, to include low bidder competition bid process, as applicable.
- **Prevailing Wage and Fringe Benefits:** Any sub-contractor performing work under this agreement must comply with the requirements of P.A. 166 of 1965.

- **Insurance:** The Grantee will add the State of Michigan, Department of Natural Resources, as an additional insured party on Grantee's liability insurance policy. Proof of liability insurance must be supplied to the State Trails Coordinator prior to the Department releasing any reimbursements for this grant.
- **Changes:** From time to time, changes may be needed in the scope or an extension of the project and the grant. All changes must be submitted in writing to the Coordinator and approved by the Department 45 days prior to September 30, 2017. Changes implemented prior to approval by the Department will not be eligible for reimbursement.
- **Audits:** The project and related reports are subject to audit by the Department. This may include both financial audits and site visits.
- **Hold Harmless:** Each party to this agreement will be responsible for its own negligent acts, including the acts of its officers, agents, and employees.
- **Right of Cancellation:** This grant agreement may be cancelled by either party upon giving thirty (30) days' written notice to that effect to the other party.

The individuals or officers signing on behalf of the parties to this Agreement certify by their signatures that they have read, understand and agree to comply with this Agreement, and have the authority to enter into this Agreement on behalf of the Grantee.

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**DEPARTMENT COORDINATOR**

Printed Name: Paul Yauk Title: State Trails Coordinator  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**GRANTEE'S REPRESENTATIVE(S)**

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please sign and return both copies to:**

**PROGRAM SERVICES SECTION  
 PARKS AND RECREATION DIVISION  
 MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
 PO BOX 30257  
 LANSING MI 48909**

A fully executed copy will be returned for Grantee's files to the address provided on page 1.

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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  FY 2016 Parks Budget Amendment 1	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Budget & Finance Committee Recommendations, Item 6.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

At their regular meeting of March 14, 2016 the Parks and Recreation Commission recommended approval of the use of \$6,400 of fund balance update the 5-Year Community Recreation Plan. The Plan is required to be updated in order to be eligible for State grants. The County is planning on contracting with the Northeast Michigan Council of Governments (NEMCOG). The Plan will also incorporate Elmira Township, which will reimburse the County \$450 for their portion of the costs.

At their regular meeting of March 16, 2016 the Budget & Finance Committee recommended approval of the NEMCOG Proposal along with the associated budget amendment to the full County Board.

**RECOMMENDATION:**

Staff requests approval of the NEMCOG Proposal as well as the associated budget amendment.





## Otsego Recreation Plan Update (including Elmira Township) PROPOSAL

**March 1, 2016**

As per request, the Northeast Michigan Council of Governments (NEMCOG) is submitting a proposal to work with Otsego County and Elmira Township to update the Recreation Plan. NEMCOG will work with the County and Township throughout the process to ensure the recreation plan fits the community's specific recreation needs. A final hard copy and digital copy of the plan will be provided to the County and Township to be used for making additional copies and amendments. In addition, the final plan will be posted on NEMCOG's website.

### **Components of the Recreation Plan**

#### ***Community Description***

The Community Description section contains information pertaining to the jurisdiction of the recreation plan and the extent of the plan focus.

#### ***Administrative Structure***

Planning for and providing park and recreation services and open space for a community requires staff (or volunteers) and funds to purchase recreation land and open spaces and to develop, operate, and maintain them. This section contains a description of how the park and recreation functions are carried out in Otsego County and Elmira Township.

#### ***Recreation Inventory***

This section contains a description of each recreational facility in the County and Township, maps, barrier-free accessibility assessments, and a DNR Recreation Grant Inventory. Included also are the Post-Completion Self Certification Reports that are now required for each facility for which DNR grant funding has been awarded in the past (including the required photos).

#### ***Description of the Planning and Public Input Process***

Planning methods and a description of the public input process are detailed in this section.

#### ***Public Input***

Two methods of public input are required in a Recreation Plan. One method is the input gathered at the required public hearing prior to adoption of the plan. The other method of public input will take the form of an online public input survey.

#### ***Goals and Objectives/Action Program/Basis for Action***

These sections describe the goals and objectives developed during the preparation of the plan. It also identifies how the County and Township intend to meet, or work toward meeting, the goals and objectives over the next five years. It contains specific projects/improvements, cost

estimates, as well as a general timeline for intended improvements. In addition, a basis for action will justify needed improvements.

**Services to be provided by Otsego County and Elmira Township for Recreation Plan Preparation**

Otsego County and Elmira Township will make available, free of charge, all existing information pertinent to the planning process such as any existing maps, lists of facility improvements since the last recreation plan, digital data, reports, or file material. NEMCOG shall not sell or redistribute any digital data created by and obtained from Otsego County and Elmira Township. The County and Township also agrees to provide input throughout the process.

Draft documents in digital format will be provided to Otsego County and Elmira Township during preparation of the plan. Otsego County and Elmira Township agrees to provide draft hard copies for those individual involved in the planning process (who request hard copies). Otsego County and Elmira Township also agrees to pay for publication of all required public notices and postage for the mailing of the plans to appropriate entities.

**Proposed Budget**

NEMCOG proposes to complete the described professional services for the fee described below. This work will be billed each month, based on work accomplished.

Breakdown of Estimated Costs

Staff time	\$4,500
Meetings	\$675
Administration, Travel, and Printing	\$1,225

**Total Cost:** (Not to exceed) \$6,400

*Note: If Otsego County and Elmira Township or Elmira Township requests work activities outside this scope, there would be additional charges, based on time and materials expended by NEMCOG staff. The additional charges would be determined and agreed upon prior to NEMCOG proceeding with the expanded scope. Also, cost for meetings requested by the County or Township above and beyond the three (3) included in this contract will be \$400 per meeting.*

## Otsego County Recreation Plan Timeline

### April 2016

#### Tasks:

1. Community Description updated.
2. Administrative Structure updated.
3. Planning Commission reviews updates and gets changes back to NEMCOG.

### May 2016

#### Tasks:

1. Update Recreation Inventory.
2. Prepare online survey.
3. Planning Commission reviews inventory and survey and gets changes back to NEMCOG.

### June 2016

#### Tasks:

1. Publish online survey.
2. Publish press release and social media posts to advertise survey.

### July 2016

#### Tasks:

1. Survey remains open.
2. Post-Completion Self-Inspection reports completed by NEMCOG.
3. Planning process chapter gets drafted.

### August 2016

#### Tasks:

1. **(Meeting 1)** NEMCOG meets with Otsego County Planning Commission to review survey results and review all goals, objectives and action plans.
2. **(Meeting 2)** NEMCOG meets with Elmira Township Planning Commission to review survey results and review all goals, objectives and action plans.
3. Goals and Action Plans get updated.

### September 2016

#### Tasks:

1. NEMCOG transmits final changes to Planning Commissions.
2. **(Possible 3<sup>rd</sup> meeting)** – NEMCOG meets with Otsego County Planning Commission to make final changes.
3. Plan is posted for 30-day review.

### October/November 2016

#### Tasks:

1. Planning Commissions hold public hearing to adopt resolution (**possible 3<sup>rd</sup> meeting** here instead of in September).
2. County Board and Township Board adopt resolution.
3. Plan is uploaded to DNR website.

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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  FY 2016 Parks Budget Amendment 2	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Budget & Finance Committee Recommendations, Item 7.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

At their regular meeting of March 14, 2016 the Parks and Recreation Commission recommended approval of the use of \$16,500 of fund balance to replace lighting fixtures in the Community Center with new LED units. Many of the existing units are in need of immediate replacement due to poor condition.

At their regular meeting of March 16, 2016 the Budget & Finance Committee recommended approval of the budget amendment to the full County Board.

**RECOMMENDATION:**

Staff requests approval of the budget amendment in the amount as presented and authorize the County Administrator to award the bid to the lowest bidder that meets bid requirements.



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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Building Healthy Communities Grant	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Consent Agenda, A. Budget & Finance Committee Recommendations, Item 8.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

At their regular meeting of March 14, 2016 the Parks and Recreation Commission recommended acceptance of a Building Healthy Communities Grant in the amount of \$34,000 from the Michigan Recreation and Park Association. \$10,000 would go towards staffing, to be paid out of the existing budget and reimbursed via the grant. The remaining \$24,000 would be for equipment at the Count's former DNR Property.

The focus of the grant is to implement and evaluate evidence-based interventions to increase access to physical activity opportunities via parks as part of a MI Department of Health and Human Services "Getting to the Heart of the Matter in Michigan" initiative.

At their regular meeting of March 16, 2016 the Budget & Finance Committee recommended acceptance of the grant along with the associated budget amendment.

**RECOMMENDATION:**

Staff requests approval of the Building Health Communities Grant and associated budget amendment.





## Building Healthy Communities (BHC) 2016

### Partnership Agreement

This Partnership Agreement (Agreement) by and between the Michigan Recreation and Park Association (mParks) and **Otsego County Parks & Recreation** (Partner) for the period from March 1, 2016 to September 30, 2016. The project scope is outlined in Attachment A.

#### Program Components:

In addition to the components identified in Attachment A, Partner agrees to:

- Send appropriate representatives to training/update meetings as scheduled by mParks. When necessary, video conferencing may be available.
- Utilize the COAP curriculum and evaluation provided by mParks. Any exceptions must be approved by mParks.
  - \$500 will be allocated to cover materials (facilitators manual, activity logs) and supplies (pedometers, play equipment). See Attachment B.
- Conduct pre and post fitness level evaluation on all COAP participants with tools provided by mParks. Any exceptions must be approved by mParks.
- Utilize the Walk with Ease (WWE) curriculum and evaluation provided by Arthritis Foundation.
  - Training, materials (guidebook, pedometers) and registration fees in Attachment C are covered directly by mParks.
- Conduct pre and post fitness level evaluation on all WWE participants with tools provided by mParks. Any exceptions must be approved by mParks.
- Implement the SOPARC evaluation tool (pre and post) between May 2016 and August 2016. Materials, supplies and staffing costs will be provided by mParks.
- Survey neighborhood members within ½ mile radius for input about safety, ease of use, types of improvements/enhancements to install to increase use of park.
- Participate in the development of a "How to Make Parks Tobacco Free" guide for county and local parks staff.
- Conduct key informant interviews with key staff/partners/community members, including success stories.
- Participate in Marketing/Promotion on social media (i.e., Facebook, Twitter, etc.) and traditional media (i.e., press release, newsletter, etc.).
- Complete reporting forms as may be required by mParks.
- Provide any other information reasonably requested by mParks.

#### Program Payment:

mParks agrees to provide Partner a payment total amount of \$34,000 in addition to the expenses of the supplies ordered in Attachment B. Payment will be processed as reimbursements throughout the duration of grant unless otherwise mutually agreed upon. Payment will be issued after mParks receives from partner a detailed report of expenses requested for reimbursement and the required progress report. Please allow four to six weeks for reimbursements. All expenses must be approved in advance by mParks.

Partner will:

- Submit an invoice detailing the incurred costs under this partnership. Unless otherwise specified in Attachment A, Partner shall retain ownership of any equipment/materials issued to them by mParks pursuant to this Agreement.
- Partner must include with the invoice a copy of:
  - Time sheets for any hours charged to the grant included in the partnership.
  - Copies of invoices for any *optional* equipment identified in Attachment B will be provided directly by mParks.\*
    - \*mParks will place equipment order for each agency.
  - Copies of invoices for any enhancement project identified in work plan.
  - Progress report on implementation of program on form provided by mParks.
- Capital equipment and food expenditures will not be reimbursed by mParks
- See Attachment D for budget.

Partner agrees that payments received from mParks shall not be used to influence the outcome of any public election or to carry on any voter registration drive, and are to be used solely for the purpose of developing and administering community fitness. mParks reserves the right to reject any payment request, or part thereof, which in its sole discretion does not comply with the terms of this Agreement.

Indemnification: The partner agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless mParks, and the Michigan Department of Health and Human Services (MDHHS) and their officers, directors, employees and agents from and against any and all claims, liabilities, losses and expenses (including reasonable attorney fees) which directly or, indirectly, wholly or partially arise from or in connection with any act or omission of Partner, its employees, or agents in applying for or accepting the program reimbursement in expending or applying the program reimbursement funds, or in carrying out any project supported by the program reimbursement funds except to the extent that such claims, liabilities, losses and expenses arise from or are related to any act of omission of mParks or MDHHS and their officers, directors, employees or agents.

Changes: The Partner shall immediately notify mParks about any changes, events or occurrences which significantly affect the ability of the partner to fulfill the activities outlined in this document.

Records and Access to Information: The partner shall maintain records of all activities related to or funded under this Agreement, including but not limited to, financial records, receipts and expenditures relating to the partnership. The partner's books and records shall be made available for mParks inspection during normal business hours at the partner's principal place of business for the purpose of making financial audits, verifications or program evaluations as MPARKS deems necessary concerning the partnership.

Right to Discontinue Funding: mParks may terminate this agreement or withhold payment, or both, in its sole discretion, if the partner is unable to carry out the purposes of the grant or fails to meet the terms and conditions of this agreement. If termination or withholding of the payment is being considered by mParks, the partner will be notified of the non-compliance issues and will have a specified period of time to remediate the non-compliance issues cited by mParks. Successful remediation will be determined in the sole discretion of mParks.

Publicity: mParks and the partner shall each permit the other to include information regarding the partnership, including the MDHHS, mParks and the partner and the purpose of the partnership in each party's periodic public reports, newsletters and news releases. The partner agrees to acknowledge the support of mParks and MDHHS whenever activities funded pursuant to this Agreement are published in any news media. Any proposed publicity that goes beyond the disclosure described in this section shall require the approval of the other party which shall not be unreasonable withheld.

Assignment: The partner shall not transfer or assign responsibility for any obligation of Partner hereunder to another party without the prior written consent of mParks.

Governing Law: This Agreement shall be construed in accordance with the laws of the State of Michigan.

Complete Agreement: This Agreement constitutes the entire Agreement of the parties as to the subject matter hereof and may not be modified or amended except by written amendment signed by both parties.

\_\_\_\_\_  
PARTNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
mParks

\_\_\_\_\_  
Date

## ATTACHMENT A

<b>AGENCY NAME</b>	<b>Otsego County Parks &amp; Recreation</b>
<b>AMOUNT OF AWARD</b>	<b>\$24,000– park improvements</b> <b>\$10,000 – Program Implementation (WWE, COAP)</b> <i>All as approved in advanced by mParks</i>
<b>BHC Grant Year</b>	<b>March. 1, 2016 – Sept. 30, 2016</b>
<b>PROJECT DESCRIPTION</b>	
<ul style="list-style-type: none"> <li>• Data collection (SOPARC)</li> <li>• Come Out and Play (COAP) Curriculum – 3 sessions, 6-week sessions*</li> <li>• Adult/Senior Walking Program (Walk with Ease) – 3 sessions, 6-week sessions*</li> <li>• Park/greenspace Improvements <i>(as pre-approved by mParks)</i></li> <li>• Informational outreach to increase physical activity at park/greenspace</li> <li>• Provide input in the development of a “How to Make Parks Tobacco Free” guide for county and local parks staff</li> </ul> <p><i>*WWE and COAP sessions may operate concurrently between April 1– Sept. 30, 2016 to complete three, 6-week sessions.</i></p>	
<b>ADDITIONAL COMMENTS</b>	
<p>Serve as a BHC community to enhance park/greenspace to increase access to physical activity; and build awareness of new policies and environmental changes through informational outreach.</p> <p>\$500 has been allocated for each community for Come Out and Play (COAP) supplies, equipment, materials as explained on Attachment B. mParks will purchase the materials directly for the communities. If the \$500 isn't spent in full on the supplies and materials, the balance may be used by the community for other supplies as approved in advance by mParks. <b>Items #A, B &amp; C on Attachment B are required, all other supply items are optional.</b></p> <p>All Walk With Ease (WWE) training, materials, supplies and program registration ordered on <b>Attachment C will be paid directly by mParks. <u>All items on Attachment C are required.</u></b></p>	

**Attachment D  
BHC Grant Budget**

Partner: Otsego County Parks & Recreation

TOTAL FUNDED \$34,000

Category	Funding
<b>Partner Program Expenses</b>	
Park enhancements	\$24,000
Staffing	\$10,000
Promotion of park(s)/trail(s), COAP, WWE	---
<b>mParks Program Expenses</b>	
SOPARC (staff time)	\$650
Smoke-Free Signage	\$1,000
Programming Supplies & Materials**	\$1725

\*\*Come Out and Play: \$500 will be allocated for supplies and materials (Attachment B). If you do not use all \$500, remaining funding can be used for incentives or other *pre-approved* costs.

\*\*Walk With Ease: program registration, training, supplies and materials (\$1225). will be covered directly by mParks.

Michigan Department of Health & Human Services  
Cardiovascular Health, Nutrition & Physical Activity Section  
Getting to the Heart of the Matter Project  
Building Healthy Communities –Parks Grant (BHC)

## Part I: General Guidelines and Information

### A. Overview and Purpose:

Everyone deserves access to resources that support healthy lifestyles where they live, learn, work and play. The physical environments and local policies in our communities can play an influential role in health outcomes. Improving community environments and policies to ensure all residents can reach their highest health potential is an important piece of preventing chronic diseases.

Building Healthy Communities (BHC) is a grant program offered by the Michigan Department of Health and Human Services (MDHHS), Cardiovascular Health, Nutrition and Physical Activity Section (CVHNPA) in the Division of Chronic Disease and Injury Control (DCDIC). The purpose of BHC is to create policy, system and environment changes supportive of physical activity and healthy eating. The program aims to reduce cardiovascular disease, obesity, and other chronic conditions among disparate populations.

For fiscal year 2015-2016, the BHC program will provide funding to Michigan Recreation and Park Association (MPRA) to implement and evaluate evidence-based interventions to increase access to physical activity opportunities via parks as part of the new MDHHS DCDIC initiative "Getting to the Heart of the Matter in Michigan."

The priority objectives, strategies, and interventions of the 2015/2016 BHC program are provided in the table on page three. The program aligns with national strategies, the Michigan 4 x 4 Health and Wellness Initiative, and also includes recommendations of The Guide to Community Preventive Services and objectives of Healthy People 2020 as outlined below:

- Create social and physical environments that promote good health;
- Promote quality of life, healthy development, and healthy behaviors across the life span;
- Achieve health equity and the elimination of health disparities.

## 2015-2016 GHM -Building Healthy Communities Priority Interventions for Physical Activity

**Physical Activity Goal:** Increase the percentage of individuals in Michigan achieving adequate physical activity.

**Priority Objective:** Increase the number of policies and environmental changes paired with information outreach, in parks, to create safe, appealing places for physical activity.

Priority Strategies:	Priority Interventions:	Activities*
Enhance parks/greenspace and amenities.	<ol style="list-style-type: none"> <li>1. Creating or enhancing walking paths</li> <li>2. Installing play/exercise equipment</li> <li>3. Improving access and attraction to parks within ½ mile radius</li> <li>4. Implementing a smoke-free park policy (1 Policy required in each region)</li> </ol>	<ol style="list-style-type: none"> <li>1. Installing a walking loop around a playground or on perimeter of park</li> <li>2. Installing equipment/playscapes such as jungle gyms, adult exercise equipment, active play equipment</li> <li>3. Installing signage, safety amenities, safe access amenities (physical infrastructure), and bike racks/fix it stations, addressing curb appeal</li> <li>4. Adopt a smoke free park policy and install signage</li> </ol>
Build awareness of new policies and environmental changes through informational outreach.	<ol style="list-style-type: none"> <li>1. Implement health and fitness programs.</li> <li>2. Marketing/advertising policy, environmental changes, and health programs.</li> </ol>	<ol style="list-style-type: none"> <li>1. Plan, implement, and evaluate a walking club/program: 1 Adult and 1 Youth program required.<sup>1</sup></li> <li>2. Marketing/advertising the parks, offering incentives to visit</li> </ol>

\* Examples only – in no way do the listed examples represent all possible activities

1. Adult walking club will use the Arthritis Foundation Walking With Ease program. Youth program will use the MRPA Come Out and Play Curriculum.

Strategies	Resources
Enhance parks/greenspace and amenities.	<ul style="list-style-type: none"> <li>• <a href="#">CDC Strategies to Increase Physical Activity in Communities</a></li> <li>• <a href="#">CDC Establishing a Community-Based Walking Program</a></li> <li>• <a href="#">Creation of or Enhanced Access to Places for Physical Activity</a></li> <li>• <a href="#">MDHHS Evaluation Toolkit for Smoke-Free Policies</a></li> </ul>

**Building Health Communities – Getting to the Heart of the Matter**  
**A Grant funded by the Michigan Department of Health and Human Services**

**Program Synopsis**

The Building Health Communities program will implement and evaluate evidence-based interventions to increase access to physical activity opportunities via parks as part of the new MDHHS DCDIC initiative “Getting to the Heart of the Matter in Michigan.” The program aligns with national strategies, the Michigan 4 x 4 Health and Wellness Initiative, and also includes recommendations of The Guide to Community Preventive Services and objectives of Healthy People 2020 as outlined below:

- Create social and physical environments that promote good health;
- Promote quality of life, healthy development, and healthy behaviors across the life span;
- Achieve health equity and the elimination of health disparities.

The overall goal is to increase the number of policies and environmental changes paired with information outreach in parks and to create safe, appealing places for physical activity.

mParks will work with ten communities, five from Washtenaw County and five from Antrim, Charlevoix, Emmet, and Otsego Counties to :

- Review GIS maps of green spaces in the region and collect data from the County Health Assessments/BFRRS data regarding obesity, physical activity demographic data, data pertaining to people living ½ mile radius from parks and other pertinent data. mParks staff will complete research as part of the grant funding.
- Work with selected communities to implement the Arthritis Foundation's “*Walking with Ease*” program for adults and seniors; and mParks “*Come Out and Play*” curriculum for youth. All costs, including staffing, for implementation of the programs are included in the grant funding. There is some funding available for each community to purchase enhancements items to make parks more accessible and desirable for users.
- Provide tools and resources for communities interested in implementing tobacco free policies.
- Connect with Federally Qualified Health Centers and other health systems and providers in each region to introduce the programs and parks.
- Collect, analyze and summarize pre and post testing and data from program participants. mParks will provide all resources for the evaluation process.

Google Maps



Imagery ©2016 Google, Map data ©2016 Google 100 ft

Google Maps

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-09 Natural Resources Trust Fund Grant Application	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Special Presentations, 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 Alpine Regional Tennis Association (ARTA) is working with the Otsego County Sportsplex to build a 4 court tennis complex at the Sportsplex. As part of that process, an application is being submitted for a Department of Natural Resources Trust Fund Grant in the amount of \$217,500. The total project cost is estimated at \$300,000. A public hearing will be held at the March 22, 2016 Board meeting as part of the process.

**RECOMMENDATION:**

Staff requests adoption of the resolution as proposed.

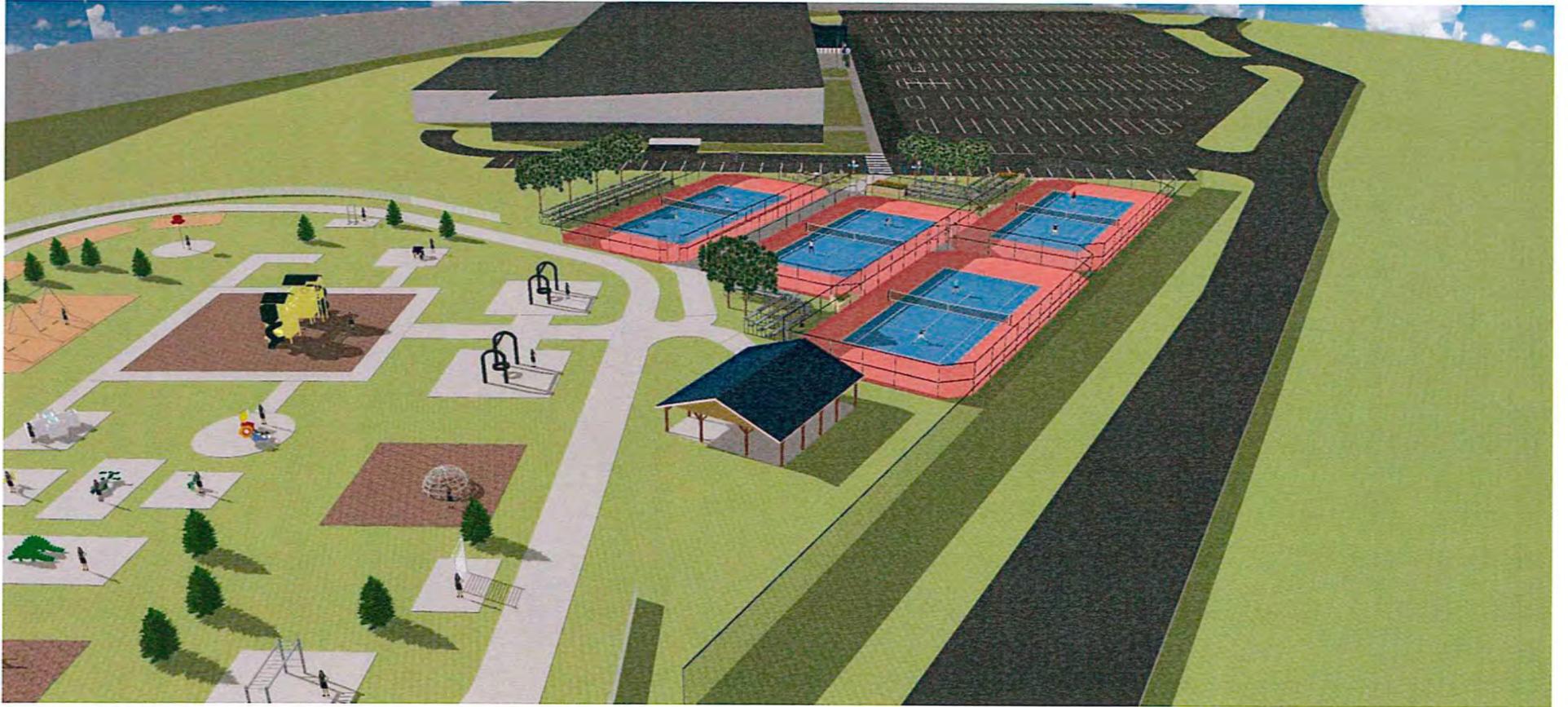
**RESOLUTION NO. OCR 16-09**  
**Alpine Regional Tennis Association Tennis Courts**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
March 22, 2016

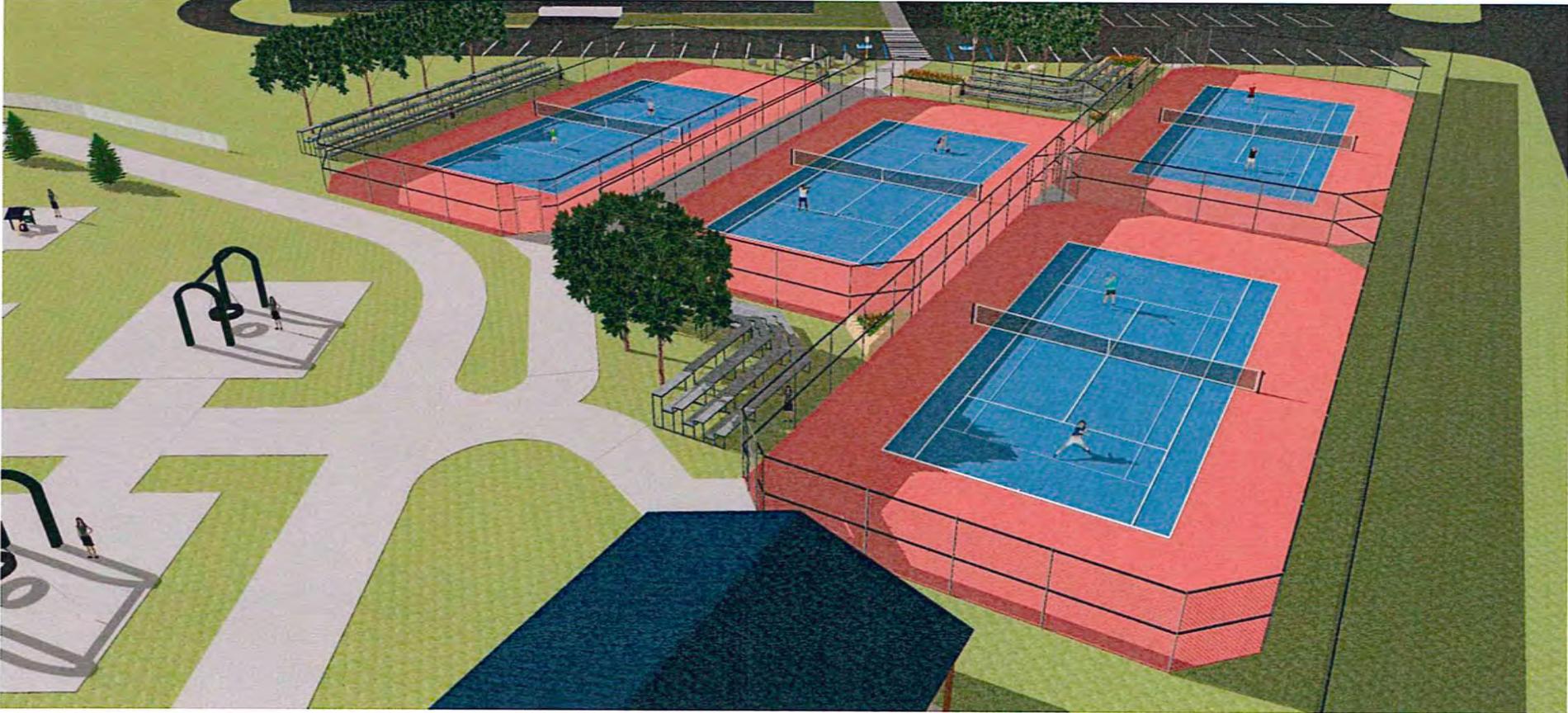
**WHEREAS**, Otsego County supports the submission of an application titled, "The Otsego County Sportsplex Tennis Courts" to the Michigan Natural Resources Land and Water Conservation Fund for the construction of a four court tennis complex; and

**WHEREAS**, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and

**WHEREAS**, Otsego County and the Alpine Regional Tennis Association has made a financial commitment to the project in the amount of \$62,500 matching funds in cash; now therefore, be it

**RESOLVED**, that Otsego County hereby authorizes submission of a Michigan Natural Resources Land and Water Conservation Fund Application for \$150,000, and further resolves to make its financial obligation amount of \$62,500 (\$62,500 cash) (together 29%), for a total project cost of \$212,500, during the 2016-2017 fiscal years.







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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-10 Natural Resources Trust Fund Grant Application	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Special Presentations, 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 County is applying for a Department of Natural Resources Trust Fund Grant for an addition to the North Central State Trail from S. Wisconsin Avenue to the south border of the County. The County is applying for \$300,000 from the Trust Fund. In addition the County is applying for funds for a Transportation Alternatives (TAP) Grant in the amount of \$1,400,000. The County has received an Iron Belle Trail Grant for \$30,000. The expectation is to split local grant match of approximately \$610,000 between Otsego County, Bagley Township, and Otsego Lake Township. The trail will be part of the future Iron Belle Trail running from Belle Isle in Detroit to Iron Mountain in the Upper Peninsula. The total cost of the project is approximately \$2,320,700.

**RECOMMENDATION:**

Staff requests adoption of the resolution as presented.

**RESOLUTION NO. OCR 16-10**  
**Iron Belle Otsego County South**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
March 22, 2016

**WHEREAS**, Otsego County supports the submission of an application titled, "Iron Belle Otsego County South" to the Michigan Natural Resources Trust Fund for the extension of the North Central State Trail for Wisconsin Avenue south to the County border; and

**WHEREAS**, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and

**WHEREAS**, Otsego County has made a financial commitment to the project in the amount of \$1,718,000 matching funds in cash; now therefore, be it

**RESOLVED**, that Otsego County hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000, and further resolves to make its financial obligation amount of \$2,020,700 (\$590,700 cash; \$1,400,000 TAP Grant; \$30,000 Iron Belle Trail Grant) (together 87%), for a total project cost of \$2,320,700, during the 2016-2017 fiscal years.



123 West Main Street  
 Suite 200  
 Gaylord, MI 49735  
 P: 989.732.8131  
 F: 989.732.2714  
 www.c2ae.com

**Otsego County Iron Belle Trail  
 Proposed South Trail Construction (South County Line to Grandview Blvd)  
 Preliminary Opinion of Probable Construction Costs**

**Cost Summary Table**

Trail Segment	Length (miles)	Estimated Total Construction Cost
<b>Otsego Lake Township</b>		
County Line north to Lakeview Dr.	6.14	\$970,435.00
<b>Bagley Township</b>		
Lakeview Dr. to Gornick Ave (Township Line/Sportsplex)	4.56	\$943,944.00
<b>City of Gaylord</b>		
City Limits (Gornick) north to Grandview/Wisconsin	0.48	\$103,621.00
<b>Total Estimated Construction Cost</b>	<b>11.18</b>	<b>\$2,018,000.00</b>

Total Estimated Construction Costs do NOT include Survey, Design or Construction Engineering Fees

Estimated Engineering Fees = \$322,000

<b>FOR MDOT TAP GRANT</b>		
Proposed MNRTF Grant	15%	\$300,000.00
Proposed MDOT TAP Grant	69%	\$1,400,000.00
Proposed Local Match (County and Townships)	16%	\$318,000.00
<b>Proposed Total Funding for Participating Construction</b>	<b>100%</b>	<b>\$2,018,000.00</b>

<b>FOR MNRTF GRANT</b>		
Proposed MNRTF Grant	13%	\$300,000.00
Proposed MDOT TAP Grant	60%	\$1,400,000.00
Iron Belle Trail Grant	1%	\$30,000.00
Prop. Local Match - Construction(County and Townships)	12%	\$288,000.00
Prop. Local Match - Participating Design & Const Engineering (County and Township)	13%	\$302,700.00
<b>Proposed Total Funding for Participating Construction</b>	<b>100%</b>	<b>\$2,320,700.00</b>

**LOCAL MATCH**

Estimated Participating Construction Costs	\$288,000.00
Estimated Participating Engineering Fees	\$302,700.00
Estimated Non Participating Engineering Fees	\$19,300.00
<b>Proposed Total Local Match</b>	<b>\$610,000.00</b>

## Otsego County Trail

### Total Trail project:

- 12.85 mile rail with trail project from the Southern County line to Fairview Road along the existing railroad corridor.
- Entire project will be designed, bid and constructed together. One joint DNR and Otsego County Transportation Alternative Program (TAP) grant will be submitted for the project.
- Otsego County will lease and maintain the trail upon completion.
- The trail connects directly with the North Central State Trail at Fairview Road.
- The entire trail is part of the Iron Belle Trail Route.

**For MNRTF purposes, the two partners will each apply for one segment of the grant, both of which will match the TAP grant.**

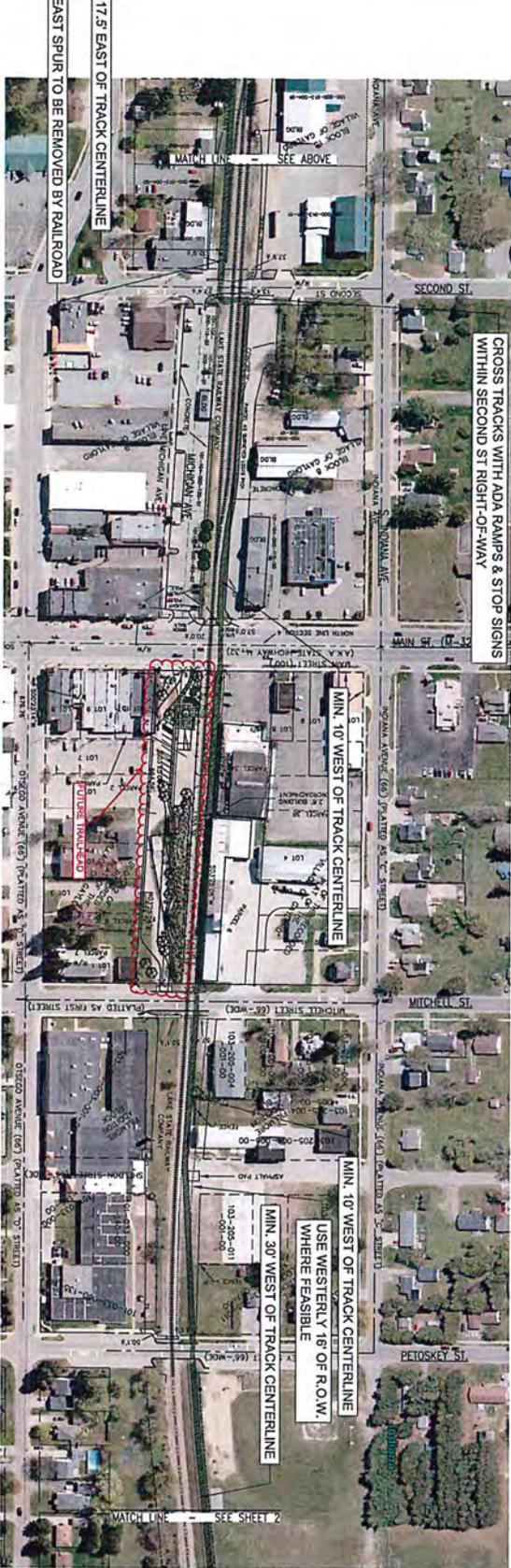
### Segment A: Otsego County South Trail (being submitted by Otsego County).

- 11.2 miles of 10' wide packed crushed limestone trail.
- Segment limits, southern County line north to Grandview Blvd.
- Entire trail segment is along a slightly used, active rail corridor
- Southern 8.7 miles will be located on the far eastern 20' of the MDOT railroad corridor, except in a few exceptions where topography will limit this possibility. When the trail is closer than that, appropriate fencing or separation will be installed.
- DNR is working with MDOT on an MOA to allow for the use of the public corridor
- The northern 2.5 miles will be located on a DNR easement for a trail in part on the far eastern 16' but then crosses the tracks and goes on the far western 16'.
- Part of the project includes a connection to the Otsego County Sportsplex and Energy Outlet on the north end of the trail where there is parking and facilities.
- The trail connects directly to WahWahSoo Township Beach facility and Otsego Lake State Park.
- The trail runs adjacent to Otsego Lake Township Hall in the community of Waters which has parking and facilities.
- Total Project cost: \$2,340,000 (with engineering costs included)
- Funding will be approximately 60% TAP, 13% MNRTF, 27% LOCAL

### Segment B: Gaylord Gateway Trail (being submitted by DNR)

- 1.65 miles of 10' wide asphalt trail.
- Segment limits, Grandview Blvd to Fairview Road.
- Entire trail segment is on a slightly used, active rail corridor.
- DNR owns a 16' trailway easement on the far western 16' of north .7 miles of this segment.
- The DNR is in the process of closing on a trailway easement and some property for trail use on the southern .95 miles of trail. The trail will be on the far western side of the tracks except for one block from 2<sup>nd</sup> to 4<sup>th</sup> Street it will be on the far eastern side of the tracks.
- Fencing will be required between the trail and rail in the areas the trail is closer than 30' from centerline of the railroad.
- The trail provides an incredible gateway to Gaylord as it connects public facilities, schools and commercial areas as follows:

- Otsego County Dog Park
  - Downtown Commercial District
  - Future Gaylord Trailhead (DNR in process of purchasing)
  - St. Mary's School and athletic fields
  - North Ohio Elementary School
  - Gaylord Youth Soccer Complex
  - Otsego County Fairgrounds
  - Gaylord High School, University Center and Otsego Memorial Hospital via direct connection with the Gaylord Community Pathway.
- Provides a safe and convenient non-motorized transportation and recreation facility from the north to south ends of the city limits.
  - Total segment cost \$690,800 including engineering.
  - Funding: 43% MNRTF, 50% TAP, 7% RIF/RTP/IBT???



EAST SPUR TO BE REMOVED BY RAILROAD

17.5' EAST OF TRACK CENTERLINE  
EAST SPUR TO BE REMOVED BY RAILROAD

CROSS TRACKS WITH ADA RAMPS & STOP SIGNS  
WITHIN SECOND ST RIGHT-OF-WAY

17.5' WEST OF TRACK CENTERLINE

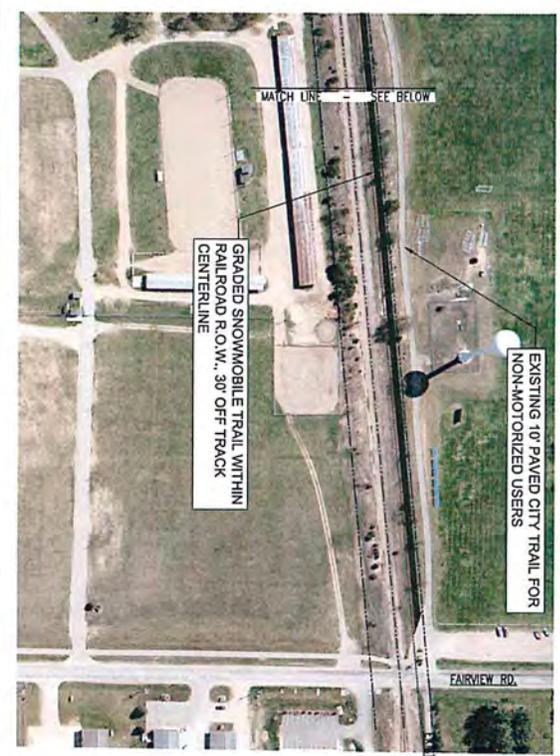
CROSS TRACKS WITH ADA RAMPS & STOP SIGNS

MIN. 10' WEST OF TRACK CENTERLINE

MIN. 10' WEST OF TRACK CENTERLINE  
USE WESTERLY 16' OF R.O.W.  
WHERE FEASIBLE

MIN. 30' WEST OF TRACK CENTERLINE

ADJUSTED BY: [REDACTED] DATE: [REDACTED]



PROJECT	OTSEGO COUNTY IRON BELLE TRAIL
SCALE	AS SHOWN
DATE	FEB 2014
DESIGNER	[REDACTED]
CHECKER	[REDACTED]
APPROVED	[REDACTED]

TRAIL CONCEPT  
PETOSKEY TO FAIRVIEW

OTSEGO COUNTY IRON BELLE TRAIL  
GAYLORD GATEWAY TRAIL  
SCHEMATIC DESIGN



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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCR 16-11 Gaylord Gateway Trail Support	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Special Presentations, 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 Michigan Department of Natural Resources (MDNR) is applying for a Natural Resources Trust Fund Grant for an addition to the North Central State Trail from S. Wisconsin north to Fairview Avenue. In addition the MDNR is applying for funds for a Transportation Alternatives (TAP) Grant. The total cost of the project is projected at \$690,800. The MDNR will be at the Board of Commissioners meeting to discuss their project.

**RECOMMENDATION:**

Staff requests adoption of the resolution as presented.

**RESOLUTION NO. OCR 16-11**  
**Gaylord Gateway Trail**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
March 22, 2016

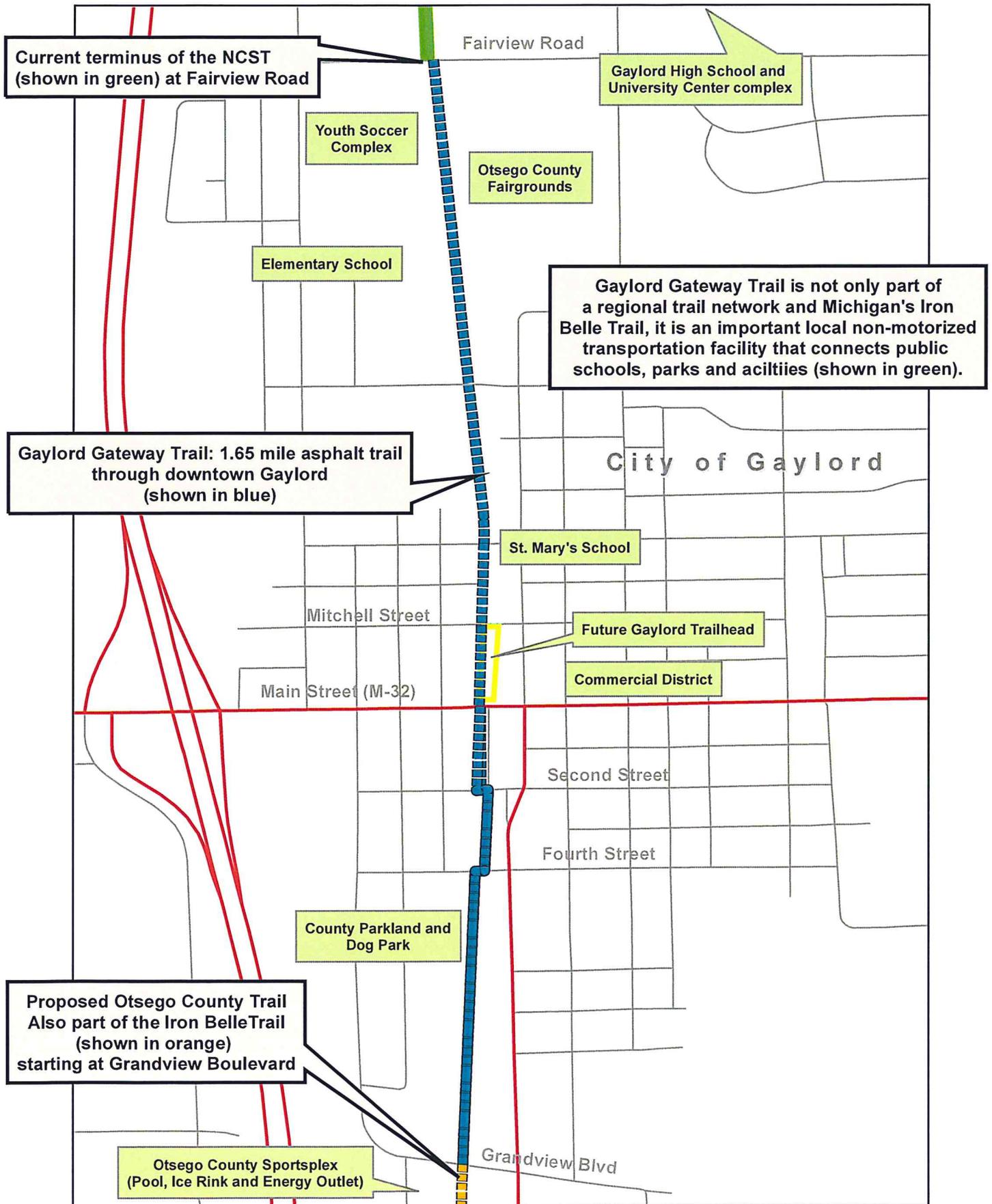
**WHEREAS**, Otsego County supports the Department of Natural Resources' (DNR) submission of an application titled, "Gaylord Gateway Trail" to the Michigan Natural Resources Trust Fund for the development of 1.65 miles of multi-use trail (non-motorized and snowmobile) from Fairview Road to Gaylord Blvd; and

**WHEREAS**, the location of the proposal project is within the jurisdiction of City of Gaylord; and

**WHEREAS**, with this resolution of support it is acknowledged that Otsego County is not committing to any obligations, financial or otherwise; now therefore, be it

**RESOLVED**, that Otsego County hereby supports submission of a Michigan Natural Resources Trust Fund Application titled "Gaylord Gateway Trail" by the DNR.

# Gaylord Gateway Trail part of the Otsego County Trail and Iron Belle Trail



## Otsego County Trail

### Gaylord Gateway Trail (being submitted by DNR)

- 1.65 miles of 10' wide asphalt trail.
- Segment limits, Grandview Blvd to Fairview Road.
- Entire trail segment is on a slightly used, active rail corridor.
- DNR owns a 16' railway easement on the far western 16' of north .7 miles of this segment.
- The DNR is in the process of closing on a railway easement and some property for trail use on the southern .95 miles of trail. The trail will be on the far western side of the tracks except for one block from 2<sup>nd</sup> to 4<sup>th</sup> Street it will be on the far eastern side of the tracks.
- Fencing will be required between the trail and rail in the areas the trail is closer than 30' from centerline of the railroad.
- The trail provides an incredible gateway to Gaylord as it connects public facilities, schools and commercial areas as follows:
  - Otsego County Dog Park
  - Downtown Commercial District
  - Future Gaylord Trailhead (DNR in process of purchasing)
  - St. Mary's School and athletic fields
  - North Ohio Elementary School
  - Gaylord Youth Soccer Complex
  - Otsego County Fairgrounds
  - Gaylord High School, University Center and Otsego Memorial Hospital via direct connection with the Gaylord Community Pathway.
- Provides a safe and convenient non-motorized transportation and recreation facility from the north to south ends of the city limits.

Total segment cost \$690,800 including engineering.

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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Conservation District Nature Center	<b>AGENDA DATE:</b>  March 22, 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>  No

**BACKGROUND/DISCUSSION:**

The Conservation District has been raising funds to build a Nature Center with restrooms at the Conservation District Gardens at the County's Alpine Center Complex. The total estimated cost of the project is \$96,905. The District has raised \$56,905 in the form of cash and in-kind donations, including \$10,000 from the County, leaving funds for the project short by \$40,000.

At the regular meeting of March 16, 2016, the Budget & Finance Committee recommended transferring the original \$10,000 plus an additional \$40,000 for a total of \$50,000 from the residual 2015 General Fund fund balance (Fund 101) into the Capital Projects Fund (Fund 499) for the purpose of funding the construction of a County-owned Nature Center building.

**RECOMMENDATION:**

Staff requests approval of the budget amendment as recommended.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

2016

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

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 transfer \$50,000 toward the construction of a Nature Center facility and to

**REVENUE** establish the budget for the remaining building cost of \$46,905 (funded from other local sources) = total project cost of \$96,905

Account Number	Decrease	Increase
499-030.699.030 Transfer In	\$	\$ 50,000
101-050-400.001 Budgeted Use of Fund Balance	\$	\$ 50,000
499-030-674.000 Contributions - local sources	\$	\$ 46,905
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
101-961-999.000 Transfer to Capital Projects Fund	\$ 50,000	\$
499-901-970.300 NATURE CTR	\$ 96,905	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

*Rachel Frisch*

Department Head Signature

*3/16/16*

Date

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

*JNA*

Administrator's Signature

*3/16/16*

Date

*3/22/16*

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

*\*Cash tsb*

# OTSEGO COUNTY Board of Commissioners



## EXECUTIVE SUMMARY

<b>AGENDA ITEM:</b>  Civil Division Rates/Fees	<b>AGENDA DATE:</b>  March 22, 2016
<b>AGENDA PLACEMENT:</b>  Committee Reports, A. Budget & Finance Committee, 2.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  John Burt, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The rates for civil division services have not been updated in several years. Undersheriff Muladore presented recommendations for fee updates as the March 16, 2016 regular meeting of the County’s Budget & Finance Committee.

Changes would include the following:

Service	Current Rate	New Rate
Misc. Notices	\$24.00	\$25.00
Non-Domestic PPO Service	\$21.00	\$40.00
Orders of Eviction, Stand-by time	\$40.00 for first hour No rate set beyond	\$40.00 first hour \$60.00 per hour after (15 minute increments)

The Budget & Finance Committee recommended the changes in fees.

**RECOMMENDATION:**

Staff requests approval of the fee changes as presented.

**BALANCE SHEET - - BOARD DISCRETIONARY FUNDS - - FEBRUARY 29, 2016**

	<u>GENERAL FUND</u>	<u>PUBLIC IMPROVEMENT</u>	<u>BUDGET STABILIZATION</u>	<u>LEGAL DEFENSE</u>	<u>EQUIPMENT FUND</u>
<b>ASSETS</b>					
CASH	422,543.67	588,748.41	1,347,651.63	120,715.57	72,489.10
INVESTMENTS	1,932,195.75	800,000.00	138,619.15	-	-
IMPREST CASH	10,665.00	-	-	-	-
TAXES RECEIVABLE	228,210.11	-	-	-	-
ACCOUNTS RECEIVABLE	-	131,266.56	-	-	-
DUE FROM STATE	-	-	-	-	-
DUE FROM OTHER FUNDS	-	81,069.38	-	-	-
LONG TERM ADV TO OTHER FDS	-	53,366.37	-	-	-
LONG TERM ADV TO EMS	-	295,139.64	-	-	-
POSTAGE INVENTORY	4,086.29	-	-	-	-
SUPPLIES INVENTORY	17,274.60	-	-	-	-
PREPAID EXPENSE	10,757.47	-	-	-	-
<b>TOTAL ASSETS</b>	<u>2,625,732.89</u>	<u>1,949,590.36</u>	<u>1,486,270.78</u>	<u>120,715.57</u>	<u>72,489.10</u>
<b>LIABILITIES</b>					
ACCOUNTS PAYABLE	9,776.25	-	-	-	-
ACCRUED WAGES PAYABLE	-	-	-	-	-
DUE TO OTHER FUNDS	-	-	-	-	-
DEFERRED REVENUE	23,710.11	-	-	-	-
<b>TOTAL LIABILITIES</b>	<u>33,486.36</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCE</b>					
NONSPENDABLE/ASSIGNED/RESTRICTED	50,753.09	-	-	-	-
UNASSIGNED	2,541,493.44	1,949,590.36	1,486,270.78	120,715.57	72,489.10
<b>TOTAL FUND BALANCE</b>	<u>2,592,246.53</u>	<u>1,949,590.36</u>	<u>1,486,270.78</u>	<u>120,715.57</u>	<u>72,489.10</u>
<b>TOTAL LIABS &amp; FUND BALANCE</b>	<u>2,625,732.89</u>	<u>1,949,590.36</u>	<u>1,486,270.78</u>	<u>120,715.57</u>	<u>72,489.10</u>

Information on these pages is intended for mangement purposes only.  
The information is unaudited and is prepared using the modified cash basis of accounting.

**BALANCE SHEET - - BOARD DISCRETIONARY FUNDS - - FEBRUARY 29, 2016**

	<u>REVENUE SHARING</u>	<u>CAPITAL PROJECTS</u>	<u>DEBT SERVICE</u>	<u>HEALTH CARE</u>
<b>ASSETS</b>				
CASH	-	252,173.13	-	39,431.13
RESERVED CASH	-	50,000.00	-	
INVESTMENTS	-	100,000.00	-	400,000.00
IMPREST CASH	-	-	-	2,000.00
TAXES RECEIVABLE	-	-	-	-
ACCOUNTS RECEIVABLE	-	-	795,000.00	1,261.76
DUE FROM STATE	-	-	-	-
DUE FROM OTHER FUNDS	-	8,000.00	-	-
LONG TERM ADV TO OTHER FDS	-	-	-	-
LONG TERM ADV TO EMS	-	-	-	-
POSTAGE INVENTORY	-	-	-	-
SUPPLIES INVENTORY	-	-	-	-
PREPAID EXPENSE	-	-	-	31,942.14
<b>TOTAL ASSETS</b>	<u>-</u>	<u>410,173.13</u>	<u>795,000.00</u>	<u>474,635.03</u>
<b>LIABILITIES</b>				
ACCOUNTS PAYABLE	-	-	-	-
ACCRUED WAGES PAYABLE	-	-	-	-
DUE TO OTHER FUNDS	-	-	-	-
DEFERRED REVENUE	-	-	795,000.00	-
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>-</u>	<u>795,000.00</u>	<u>-</u>
<b>FUND BALANCE</b>				
NONSPENDABLE/ASSIGNED/RESTRICTED	-	-	-	-
UNASSIGNED	-	410,173.13	-	474,635.03
<b>TOTAL FUND BALANCE</b>	<u>-</u>	<u>410,173.13</u>	<u>-</u>	<u>474,635.03</u>
<b>TOTAL LIABS &amp; FUND BALANCE</b>	<u>-</u>	<u>410,173.13</u>	<u>795,000.00</u>	<u>474,635.03</u>

**OTSEGO COUNTY - BOARD DISCRETIONARY FUNDS  
BUDGET REPORT  
YEAR TO DATE THROUGH FEBRUARY 29, 2016**

GL NUMBER	YTD BALANCE 02/28/2015	2016 AMENDED BUDGET	YTD BALANCE 02/29/2016	AVAILABLE BALANCE	% COLLECTED/ SPENT
<b>Fund 101 - GENERAL FUND</b>					
<b>REVENUES</b>					
010-PROPERTY TAXES	57,086.24	4,663,000.00	66,320.96	4,596,679.04	1.42
015-STATE UNRESTRICTED REVENUE	74,151.00	630,799.00	88,559.00	542,240.00	14.04
025-INTEREST EARNINGS	4,387.11	125,000.00	8,431.88	116,568.12	6.75
030-OTHER REVENUE	135.00	348,000.00	45.00	347,955.00	0.01
050-SPECIAL ITEMS/TRANSFERS	141,781.85	170,251.00	36,194.00	134,057.00	21.26
131-CIRCUIT COURT	7,586.34	209,950.00	30,999.40	178,950.60	14.77
132-LEIN FEES	0.00	11,800.00	0.00	11,800.00	0.00
133-DRUG COURT GRANT	(9,213.14)	142,608.00	48,513.24	94,094.76	34.02
134-RDSS TRANSPORT GRANT	680.35	15,000.00	3,004.52	11,995.48	20.03
136-DISTRICT COURT	61,733.11	477,029.00	106,610.72	370,418.28	22.35
145-JURY COMMISSION	0.00	5,500.00	0.00	5,500.00	0.00
148-PROBATE COURT	4,814.70	183,500.00	5,085.34	178,414.66	2.77
166-FAMILY COUNSELING SERVICES	2,000.10	4,000.00	537.84	3,462.16	13.45
215-COUNTY CLERK/ROD	42,250.18	268,750.00	36,650.37	232,099.63	13.64
253-TREASURER	157.00	8,550.00	653.00	7,897.00	7.64
257-EQUALIZATION	8,281.25	36,700.00	23,171.15	13,528.85	63.14
267-PROSECUTOR	(13,126.91)	47,500.00	16,123.30	31,376.70	33.94
268-CHILD SUPPORT SPECIALIST-PROS ATTY	(5,791.26)	48,000.00	10,236.19	37,763.81	21.33
301-SHERIFF	9,132.21	16,500.00	1,260.57	15,239.43	7.64
302-SHERIFF - CIVIL DIVISION	2,516.75	16,000.00	5,375.13	10,624.87	33.59
320-JUSTICE TRAINING	(1,189.77)	0.00	0.00	0.00	0.00
331-MARINE SAFETY	0.00	4,000.00	1,423.83	2,576.17	35.60
332-MOTORCYCLE SAFETY EDUCATION	313.80	70,941.00	260.00	70,681.00	0.37

Information on these pages is intended for mangement purposes only.

The information is unaudited and is prepared using the modified cash basis of accounting.

GL NUMBER	YTD BALANCE 02/28/2015	2016 AMENDED BUDGET	YTD BALANCE 02/29/2016	AVAILABLE BALANCE	% COLLECTED/ SPENT
333-SNOWMOBILE GRANT	0.00	10,000.00	0.00	10,000.00	0.00
334-SECONDARY ROAD PATROL	(22,040.00)	40,000.00	22,713.00	17,287.00	56.78
336-OFF-ROAD VEHICLE GRANT	0.00	5,000.00	0.00	5,000.00	0.00
351-JAIL	5,488.00	69,000.00	16,118.27	52,881.73	23.36
427-EMERGENCY SERVICES	(2,616.68)	6,100.00	2,607.50	3,492.50	42.75
450-REMONUMENTATION	(30,281.40)	34,788.00	28,309.80	6,478.20	81.38
721-PLANNING / ZONING	1,730.00	93,235.00	1,425.00	91,810.00	1.53
<b>TOTAL Revenues</b>	<b>339,965.83</b>	<b>7,761,501.00</b>	<b>560,629.01</b>	<b>7,200,871.99</b>	<b>7.22</b>
<b>EXPENDITURES</b>					
101-COMMISSIONERS	29,755.00	195,257.00	29,816.42	165,440.58	15.27
105-OTHER LEGISLATIVE	21,223.56	21,242.00	11,882.28	9,359.72	55.94
131-CIRCUIT COURT	145,473.24	1,097,944.67	119,692.48	978,252.19	10.90
132-LEIN FEES	0.00	11,800.00	0.00	11,800.00	0.00
133-DRUG COURT GRANT	15,619.12	134,104.00	17,648.47	116,455.53	13.16
134-RDSS TRANSPORT GRANT	826.25	15,000.00	999.75	14,000.25	6.67
136-DISTRICT COURT	11,883.57	68,606.00	10,031.14	58,574.86	14.62
145-JURY COMMISSION	2,242.67	33,950.00	2,045.01	31,904.99	6.02
148-PROBATE COURT	31,590.86	173,620.00	25,760.55	147,859.45	14.84
149-PROBATION/PAROLE	84.00	1,500.00	0.00	1,500.00	0.00
166-FAMILY COUNSELING SERVICES	175.00	4,000.00	175.00	3,825.00	4.38
172-COUNTY ADMINISTRATOR	32,846.00	160,629.00	0.00	160,629.00	0.00
201-FINANCE DEPARTMENT	21,630.00	109,775.00	0.00	109,775.00	0.00
215-COUNTY CLERK/ROD	41,680.91	277,803.00	39,877.34	237,925.66	14.35
223-EXTERNAL AUDIT	0.00	11,267.00	0.00	11,267.00	0.00
228-INFORMATION TECHNOLOGY	7,142.55	60,781.00	7,513.55	53,267.45	12.36
253-TREASURER	19,215.96	129,454.00	18,260.67	111,193.33	14.11
257-EQUALIZATION	43,049.26	213,509.00	35,245.65	178,263.35	16.51
261-COOPERATIVE EXTENSION	12,449.25	58,980.00	2,451.54	56,528.46	4.16
262-ELECTIONS	0.00	25,740.00	(36.41)	25,776.41	(0.14)
265-BUILDING AND GROUNDS	75,000.00	280,000.00	0.00	280,000.00	0.00

GL NUMBER	YTD BALANCE 02/28/2015	2016 AMENDED BUDGET	YTD BALANCE 02/29/2016	AVAILABLE BALANCE	% COLLECTED/ SPENT
267-PROSECUTOR	63,371.90	500,132.00	71,824.77	428,307.23	14.36
268-CHILD SUPPORT SPECIALIST-PROS ATTY	6,368.34	54,797.00	6,388.20	48,408.80	11.66
270-HUMAN RESOURCES	17,468.00	86,707.00	0.00	86,707.00	0.00
278-SURVEYOR	0.00	200.00	0.00	200.00	0.00
280-OTSEGO CONSERVATION DISTRICT	4,000.00	4,000.00	4,000.00	0.00	100.00
301-SHERIFF	148,914.27	905,496.00	100,288.44	805,207.56	11.08
302-SHERIFF - CIVIL DIVISION	7,506.19	36,747.00	7,300.65	29,446.35	19.87
306-SANE	20,000.00	20,000.00	20,000.00	0.00	100.00
320-JUSTICE TRAINING	295.00	0.00	0.00	0.00	0.00
331-MARINE SAFETY	73.52	7,905.00	0.00	7,905.00	0.00
332-MOTORCYCLE SAFETY EDUCATION	1,182.84	70,941.00	673.88	70,267.12	0.95
333-SNOWMOBILE GRANT	2,411.93	4,714.00	145.38	4,568.62	3.08
334-SECONDARY ROAD PATROL	11,950.64	75,130.00	12,670.19	62,459.81	16.86
336-OFF-ROAD VEHICLE GRANT	73.52	8,514.00	0.00	8,514.00	0.00
351-JAIL	154,482.35	1,050,264.00	147,306.24	902,957.76	14.03
427-EMERGENCY SERVICES	0.00	30,000.00	0.00	30,000.00	0.00
445-DRAINS	0.00	4,500.00	0.00	4,500.00	0.00
450-REMONUMENTATION	0.00	34,788.00	0.00	34,788.00	0.00
601-DISTRICT HEALTH	0.00	195,909.00	48,977.25	146,931.75	25.00
605-COMMUNICABLE DISEASES	500.00	500.00	500.00	0.00	100.00
631-SUBSTANCE ABUSE	(28,165.50)	86,246.00	0.00	86,246.00	0.00
648-MEDICAL EXAMINER	4,940.94	85,650.00	12,498.62	73,151.38	14.59
649-MENTAL HEALTH	0.00	94,003.00	0.00	94,003.00	0.00
681-VETERANS BURIAL	243.00	7,400.00	1,204.20	6,195.80	16.27
682-VETERANS AFFAIRS	8,161.48	58,841.00	7,483.35	51,357.65	12.72
721-PLANNING / ZONING	7,670.88	94,591.00	7,148.82	87,442.18	7.56
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	0.00	260,000.00	0.00	260,000.00	0.00
853-HEALTH CARE RETIREES	14,655.68	80,000.00	0.00	80,000.00	0.00
864-DISTRIBUTIVE SERVICES	5,121.29	44,108.00	5,261.33	38,846.67	11.93

GL NUMBER	YTD BALANCE 02/28/2015	2016 AMENDED BUDGET	YTD BALANCE 02/29/2016	AVAILABLE BALANCE	% COLLECTED/ SPENT
941-CONTINGENCY	0.00	107,898.00	0.00	107,898.00	0.00
961-APPROPRIATION - HUMAN SVCS	8,904.00	8,904.00	8,904.00	0.00	100.00
962-APPROPRIATION - LGL DFS FUND	12,500.00	0.00	0.00	0.00	0.00
966-APPROPRIATION - AIRPORT	107,140.00	239,281.00	0.00	239,281.00	0.00
967-APPROPRIATION - CHILD CARE	58,750.00	285,000.00	0.00	285,000.00	0.00
968-APPROPRIATION - FOC	37,099.00	113,264.00	0.00	113,264.00	0.00
969-APPROPRIATION - OTHER FUNDS	7,500.00	0.00	0.00	0.00	0.00
970-APPROPRIATION - EQUIP FUND	60,000.00	0.00	0.00	0.00	0.00
971-APPROPRIATION - SLDRS SLRS	5,000.00	5,000.00	0.00	5,000.00	0.00
972-APPROPRIATION - CAP PROJ FUND	25,000.00	5,000.00	0.00	5,000.00	0.00
978-APPROPRIATION - MAPPING FUND	6,000.00	6,000.00	0.00	6,000.00	0.00
<b>TOTAL Expenditures</b>	<b>1,302,003.97</b>	<b>7,773,441.67</b>	<b>798,938.76</b>	<b>6,974,502.91</b>	<b>10.28</b>
<b>NET OF REVENUES/EXPENDITURES - 2015</b>			<b>333,542.37</b>		
<b>NET OF REVENUES/EXPENDITURES - 2016</b>	<b>(962,038.14)</b>		<b>(238,309.75)</b>		
<b>FUND BALANCE - JANUARY 1</b>	<b>2,187,918.91</b>		<b>2,497,013.91</b>		
<b>FUND BALANCE ADJUSTMENTS</b>	<b>309,095.00</b>		<b>0.00</b>		
<b>FUND BALANCE - FEBRUARY 29</b>	<b>1,534,975.77</b>		<b>2,592,246.53</b>		
<b>Fund 245 - PUBLIC IMPROVEMENT FUND</b>					
<b>REVENUES</b>					
025-INTEREST EARNINGS	2,005.14	20,000.00	1,702.25	18,297.75	8.51
030-OTHER REVENUE	0.00	0.00	171,021.00	(171,021.00)	100.00
<b>TOTAL Revenues</b>	<b>2,005.14</b>	<b>20,000.00</b>	<b>172,723.25</b>	<b>(152,723.25)</b>	<b>863.62</b>
<b>EXPENDITURES</b>					
901-CAPITAL OUTLAY	0.00	0.00	17,102.00	(17,102.00)	100.00
941-CONTINGENCY	0.00	20,000.00	0.00	20,000.00	0.00
<b>TOTAL Expenditures</b>	<b>0.00</b>	<b>20,000.00</b>	<b>17,102.00</b>	<b>2,898.00</b>	<b>85.51</b>
<b>NET OF REVENUES/EXPENDITURES - 2015</b>	<b>0.00</b>		<b>25,404.05</b>		
<b>NET OF REVENUES/EXPENDITURES - 2016</b>	<b>2,005.14</b>		<b>155,621.25</b>		
<b>FUND BALANCE - JANUARY 1</b>	<b>1,768,565.06</b>		<b>1,768,565.06</b>		
<b>FUND BALANCE - FEBRUARY 29</b>	<b>1,770,570.20</b>		<b>1,949,590.36</b>		

GL NUMBER	YTD BALANCE 02/28/2015	2016 AMENDED BUDGET	YTD BALANCE 02/29/2016	AVAILABLE BALANCE	% COLLECTED/ SPENT
<b>Fund 257 - BUDGET STABILIZATION</b>					
<b>REVENUES</b>					
025-INTEREST EARNINGS	3,241.22	9,500.00	1,083.64	8,416.36	11.41
<b>TOTAL Revenues</b>	<b>3,241.22</b>	<b>9,500.00</b>	<b>1,083.64</b>	<b>8,416.36</b>	<b>11.41</b>
<b>EXPENDITURES</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>NET OF REVENUES/EXPENDITURES - 2016</b>	<b>3,241.22</b>		<b>1,083.64</b>		
<b>FUND BALANCE - JANUARY 1</b>	<b>1,485,187.14</b>		<b>1,485,187.14</b>		
<b>FUND BALANCE - FEBRUARY 29</b>	<b>1,488,428.36</b>		<b>1,486,270.78</b>		
<b>Fund 260 - LEGAL DEFENSE FUND</b>					
<b>REVENUES</b>					
025-INTEREST EARNINGS	43.61	0.00	37.55	(37.55)	100.00
050-SPECIAL ITEMS/TRANSFERS	12,500.00	45,000.00	0.00	45,000.00	0.00
<b>TOTAL Revenues</b>	<b>12,543.61</b>	<b>45,000.00</b>	<b>37.55</b>	<b>44,962.45</b>	<b>0.08</b>
<b>EXPENDITURES</b>					
270-HUMAN RESOURCES	7,120.45	45,000.00	1,772.00	43,228.00	3.94
<b>TOTAL Expenditures</b>	<b>7,120.45</b>	<b>45,000.00</b>	<b>1,772.00</b>	<b>43,228.00</b>	<b>3.94</b>
<b>NET OF REVENUES/EXPENDITURES - 2015</b>			<b>(2,007.36)</b>	<b>(2,007.36)</b>	
<b>NET OF REVENUES/EXPENDITURES - 2016</b>	<b>5,423.16</b>		<b>(1,734.45)</b>		
<b>FUND BALANCE - JANUARY 1</b>	<b>124,457.38</b>		<b>124,457.38</b>		
<b>FUND BALANCE - FEBRUARY 29</b>	<b>129,880.54</b>		<b>120,715.57</b>		
<b>Fund 266 - EQUIPMENT FUND</b>					
<b>REVENUES</b>					
030-OTHER REVENUE	150.05	0.00	125.96	(125.96)	100.00
050-SPECIAL ITEMS/TRANSFERS	60,080.00	112,220.00	0.00	112,220.00	0.00
<b>TOTAL Revenues</b>	<b>60,230.05</b>	<b>112,220.00</b>	<b>125.96</b>	<b>112,094.04</b>	<b>0.11</b>

GL NUMBER	YTD BALANCE 02/28/2015	2016 AMENDED BUDGET	YTD BALANCE 02/29/2016	AVAILABLE BALANCE	% COLLECTED/ SPENT
<b>EXPENDITURES</b>					
901-CAPITAL OUTLAY	4,242.00	112,220.00	27,966.25	84,253.75	24.92
<b>TOTAL Expenditures</b>	<b>4,242.00</b>	<b>112,220.00</b>	<b>27,966.25</b>	<b>84,253.75</b>	<b>24.92</b>
NET OF REVENUES/EXPENDITURES - 2015			25,668.57	25,668.57	
NET OF REVENUES/EXPENDITURES - 2016	55,988.05		(27,840.29)		
FUND BALANCE - JANUARY 1	74,660.82		74,660.82		
FUND BALANCE - FEBRUARY 29	130,648.87		72,489.10		

**Fund 499 - CAPITAL PROJECTS FUND**

<b>REVENUES</b>					
050-SPECIAL ITEMS/TRANSFERS	25,000.00	184,969.00	60,000.00	124,969.00	32.44
<b>TOTAL Revenues</b>	<b>25,000.00</b>	<b>184,969.00</b>	<b>60,000.00</b>	<b>124,969.00</b>	<b>32.44</b>
<b>EXPENDITURES</b>					
901-CAPITAL OUTLAY	2,960.00	184,969.00	25,144.34	159,824.66	13.59
941-CONTINGENCY	1,000.00	0.00	0.00	0.00	0.00
<b>TOTAL Expenditures</b>	<b>3,960.00</b>	<b>184,969.00</b>	<b>25,144.34</b>	<b>159,824.66</b>	<b>13.59</b>
NET OF REVENUES/EXPENDITURES - 2015			(140,354.86)	(140,354.86)	
NET OF REVENUES/EXPENDITURES - 2016	21,040.00		34,855.66		
FUND BALANCE - JANUARY 1	515,672.33		515,672.33		
FUND BALANCE - FEBRUARY 29	536,712.33		410,173.13		

**Fund 569 - DEBT SERVICE**

<b>REVENUES</b>					
050-SPECIAL ITEMS/TRANSFERS	0.00	245,275.00	0.00	245,275.00	0.00
<b>TOTAL Revenues</b>	<b>0.00</b>	<b>245,275.00</b>	<b>0.00</b>	<b>245,275.00</b>	<b>0.00</b>
<b>EXPENDITURES</b>					
906-DEBT SERVICE	0.00	245,275.00	0.00	245,275.00	0.00
<b>TOTAL Expenditures</b>	<b>0.00</b>	<b>245,275.00</b>	<b>0.00</b>	<b>245,275.00</b>	<b>0.00</b>
NET OF REVENUES/EXPENDITURES - 2016	0.00		0.00		
FUND BALANCE - JANUARY 1	0.00		0.00		
FUND BALANCE - FEBRUARY 29	0.00		0.00		

GL NUMBER	YTD BALANCE 02/28/2015	2016 AMENDED BUDGET	YTD BALANCE 02/29/2016	AVAILABLE BALANCE	% COLLECTED/ SPENT
<b>Fund 647 - HEALTH CARE FUND</b>					
<b>REVENUES</b>					
025-INTEREST EARNINGS	84.31	0.00	2,336.56	(2,336.56)	100.00
485-HEALTH CARE CONTRIBUTIONS	191,004.28	1,040,000.00	191,741.82	848,258.18	18.44
<b>TOTAL Revenues</b>	<b>191,088.59</b>	<b>1,040,000.00</b>	<b>194,078.38</b>	<b>845,921.62</b>	<b>18.66</b>
<b>EXPENDITURES</b>					
851-INSURANCE AND BONDS	263,690.83	1,040,000.00	263,088.18	776,911.82	25.30
<b>TOTAL Expenditures</b>	<b>263,690.83</b>	<b>1,040,000.00</b>	<b>263,088.18</b>	<b>776,911.82</b>	<b>25.30</b>
<b>NET OF REVENUES/EXPENDITURES - 2015</b>			<b>43,644.83</b>	<b>43,644.83</b>	
<b>NET OF REVENUES/EXPENDITURES - 2016</b>	<b>(72,602.24)</b>		<b>(69,009.80)</b>		
<b>FUND BALANCE - JANUARY 1</b>	<b>500,000.00</b>		<b>500,000.00</b>		
<b>FUND BALANCE - FEBRUARY 29</b>	<b>427,397.76</b>		<b>474,635.03</b>		

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



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  March 15, 2016 Warrant	<b>AGENDA DATE:</b>  March 22, 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 warrants will be on the agenda.

The March 15, 2016 Warrant: Totaling \$67,367.05.

**RECOMMENDATION:**

Staff requests approval of the warrant as detailed above with a total amount of \$67,367.05.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/15/2016	AP	1438 (E) 1438 (E)	CONSUMERS ENERGY	ACCT# 1000 7028 9754 204029797478 FEBRUARY	226-528-930.620-PROG000000 588-699-930.620	24.20 1,002.35 <hr/> 1,026.55
03/15/2016	AP	60797	AMERICAN WASTE	1408558 CENTER GARBAGE BILL	208-752-920.200	80.00
03/15/2016	AP	60798	AMY BRADFIELD	DHS DONATION ACCOUNT	701-000-230.000	100.00
03/15/2016	AP	60799	BEVERLY ENTERPRISES	RESTITUTION	701-000-271.000	50.00
03/15/2016	AP	60800	CHARLTON TOWNSHIP	RETURN SET PORTION OF COMMERCIAL	701-000-275.000	74.49
03/15/2016	AP	60801 60801	CHARTER COMMUNICATIONS	PARK INTERNET CABLE BILL	208-751-726.000 208-752-726.000	71.02 77.16 <hr/> 148.18
03/15/2016	AP	60802 60802	CHOICE PUBLICATIONS	CENTER & GROEN ADS CENTER & GROEN ADS	208-752-930.300 209-751-930.300	79.20 79.20 <hr/> 158.40
03/15/2016	AP	60803	CHRIS DECKROW	RESTITUTION	701-000-271.000	50.00
03/15/2016	AP	60804	CITY OF GAYLORD	WATER BILL	208-752-920.200	49.52
03/15/2016	AP	60805	CROSSROADS INDUSTRIES	RESTITUTION	701-000-271.000	75.00
03/15/2016	AP	60806	DE LAGE LANDEN PUBLIC FINANCE	MARCH 2016 COURT COPIER LEASE	101-131-920.520	104.77
03/15/2016	AP	60807	DE LAGE LANDEN PUBLIC FINANCE	MARCH 2016 FOC COPIER LEASE	215-141-920.520	80.74
03/15/2016	AP	60808	DTE ENERGY	GAS BILL		** VOIDED **
		60808		463315100024 MARCH		** VOIDED **
		60808		200 LIVINGSTON		** VOIDED **
		60808		102 LIVINGSTON		** VOIDED **
		60808		101 LIVINGSTON		** VOIDED **
		60808		500 LIVINGSTON		** VOIDED **
		60808		225 W MAIN ST		** VOIDED **
		60808		125 S OTSEGO AVE		** VOIDED **
		60808		611 S ILLINOIS		** VOIDED **
03/15/2016	AP	60809 60809 60809 60809	DUNNS	FEBRUARY 2016 COURT COPY FEES & FEBRUARY 2016 CIRCUIT SECRETARY TONERS, NOTE PADS, ERASE BOARD FEBRUARY 2016 FOC COPY FEES &	101-131-920.520 101-131-940.111 208-752-726.000 215-141-920.520	85.50 18.80 288.27 62.81 <hr/> 455.38

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/15/2016 - 03/15/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/15/2016	AP	60810	EXTREME POWER SPORTS	RESTITUTION	701-000-271.000	100.00
03/15/2016	AP	60811	FRONTIER	PHONE BILLS	208-751-930.210	42.44
		60811		PHONE BILLS	208-752-930.210	67.75
		60811		PHONE BILLS	209-751-930.210	82.34
		60811		ACCT#989-732-7858-011910-5 & 269-	261-427-930.210	164.34
						356.87
03/15/2016	AP	60812	GENEVIE BURZYNSKI	RESTITUTION	701-000-271.000	7.50
03/15/2016	AP	60813	GILL ROYS HARDWARE	FLAG, AIR FRESHENER, CARPET	208-752-726.025	7.98
		60813		FLAG, AIR FRESHENER, CARPET	209-751-726.000	39.99
						47.97
03/15/2016	AP	60814	GREAT LAKES ENERGY	ELECTRIC BILL	209-751-930.620	120.73
03/15/2016	AP	60815	JAVSI	1/1/16 TO 12/31/16	101-131-920.410	11,600.00
03/15/2016	AP	60816	JERIANN AND JASON STEIGER	14-46-NA T. RAY PLACMENT 2/1/16 TO	292-662-930.700	644.96
03/15/2016	AP	60817	MARVAC	MEMBERSHIP RENEWAL	208-751-726.000	280.00
03/15/2016	AP	60818	MAXIMUM SECURITY	10316 MONITOR RESTROOM AND VISITOR	209-751-726.000	209.94
03/15/2016	AP	60819	MEYER ACE	18938 LINER, ROLLERS, PAINT	208-752-726.000	59.44
03/15/2016	AP	60820	MID NORTH PRINTING INC	DAY PASSES, NAME TAGS	208-751-726.000	589.40
		60820		DAY PASSES, NAME TAGS	209-751-726.000	23.00
						612.40
03/15/2016	AP	60821	OTSEGO COUNTY BUS SYSTEM	FEBRUARY 2016 DRUG COURT BUS	101-133-930.500	281.00
03/15/2016	AP	60822	OTSEGO COUNTY FOC	14-15402 \$600; 05-	701-000-265.000	2,081.00
03/15/2016	AP	60823	PIONEER STATE MUTUAL	RESTITUTION	701-000-271.000	15.00
03/15/2016	AP	60824	REDWOOD TOXICOLOGY LABORATORY	FEBRUARY 2016 ADULT	101-131-940.010	351.90
		60824		FEBRUARY 2016 DRUG COURT DRUG	101-133-940.010	342.10
						694.00
03/15/2016	AP	60825	REHMANN ROBSON	12/31/2015 AUDIT	101-223-801.020	13,500.00
03/15/2016	AP	60826	RICHARD CILWA	RESTITUTION	701-000-271.000	100.00
03/15/2016	AP	60827	RICHARD G SUMAMPOW	YOUTH FITNESS ACADEMY WINTER 2016	292-662-940.010	1,840.00
03/15/2016	AP	60828	SANE	RESTITUTION	701-000-271.000	100.00
03/15/2016	AP	60829	SATELLITE TRACKING OF PEOPLE	FEBRUARY 2016 JUVENILE TETHER	292-662-940.010	209.00
03/15/2016	AP	60830	SOUL PURPOSE COUNSELING &	FEBRUARY 2016 MENTAL HEALTH	101-133-940.010	350.00
03/15/2016	AP	60831	SPARTAN SEWER & SEPTIC TANK	99346 TOILET RENTAL	209-751-726.000	90.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/15/2016	AP	60832	TERRANCE M COTTLE	FEBRUARY 2016 MENTAL HEALTH	101-133-940.010	1,040.00
03/15/2016	AP	60833	THOR CONTRACTING, INC	PROJECT #HO-0812-127933 50%	233-690-940.010	29,656.00
03/15/2016	AP	60834	TONYA KLEE-JURCZYK	RESTITUTION	701-000-271.000	60.00
03/15/2016	AP	60835	VILLAGE OF VANDERBILT	DISBURSE FEBRUARY VILLAGE	516-000-026.000-TAX2015000	287.27
		60835		DISBURSE FEBRUARY VILLAGE	516-170-445.100-TAX2015000	14.36
						301.63
03/15/2016	AP	60836	DTE ENERGY	GAS BILL 463311600027	208-752-930.610	556.58
			TOTAL - ALL FUNDS	TOTAL OF 41 CHECKS (1 voided)		67,367.05
--- GL TOTALS ---						
101-131-920.410			SERVICE CONTRACTS		11,600.00	
101-131-920.520			RENTAL - EQUIP/VEHICLES		190.27	
101-131-940.010			OUTSIDE CONTRACTED SERVICES		351.90	
101-131-940.111			TRI COUNTY COURT EXPENSES		18.80	
101-133-930.500			TRAVEL		281.00	
101-133-940.010			OUTSIDE CONTRACTED SERVICES		1,732.10	
101-223-801.020			PROFESSIONAL		13,500.00	
208-751-726.000			SUPPLIES - GENERAL		940.42	
208-751-930.210			TELEPHONE		42.44	
208-752-726.000			SUPPLIES - GENERAL		424.87	
208-752-726.025			SUPPLIES - JANITORIAL		7.98	
208-752-920.200			WATER/SEWAGE		129.52	
208-752-930.210			TELEPHONE		67.75	
208-752-930.300			ADVERTISING		79.20	
208-752-930.610			NATURAL GAS		556.58	
209-751-726.000			SUPPLIES - GENERAL		362.93	
209-751-930.210			TELEPHONE		82.34	
209-751-930.300			ADVERTISING		79.20	
209-751-930.620			ELECTRICITY		120.73	
215-141-920.520			RENTAL - EQUIP/VEHICLES		143.55	
226-528-930.620-PROG000000			ELECTRICITY		24.20	
233-690-940.010			OUTSIDE CONTRACTED SERVICES		29,656.00	
261-427-930.210			TELEPHONE		164.34	
292-662-930.700			ROOM AND BOARD		644.96	
292-662-940.010			OUTSIDE CONTRACTED SERVICES		2,049.00	
516-000-026.000-TAX2015000			TAXES REC - REAL - DELQ		287.27	
516-170-445.100-TAX2015000			PENALTY & INTEREST/TAXES		14.36	
588-699-930.620			ELECTRICITY		1,002.35	
701-000-230.000			DHS DONATION ACCOUNT		100.00	
701-000-265.000			BONDS PAYABLE		2,081.00	
701-000-271.000			RESTITUTIONS PAYABLE		557.50	
701-000-275.000			DUE TO TAXPAYERS		74.49	

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Total for fund 101 GENERAL FUND	27,674.07
Total for fund 208 PARKS AND RECREATION	2,248.76
Total for fund 209 GROEN NATURE PRESERVE FUND	645.20
Total for fund 215 FRIEND OF THE COURT	143.55
Total for fund 226 RECYCLING FUND	24.20
Total for fund 233 HUD GRANT FUND	29,656.00
Total for fund 261 911 SERVICE FUND	164.34
Total for fund 292 CHILD CARE FUND	2,693.96
Total for fund 516 DELINQUENT TAX REVOLVING	301.63
Total for fund 588 TRANSPORTATION FUND	1,002.35
Total for fund 637 BUILDING AND GROUNDS	0.00
Total for fund 701 GENERAL AGENCY	2,812.99
TOTAL - ALL FUNDS	67,367.05

03/11/2016 08:51 AM  
User: dlandrie  
DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 60426

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/16/2016	AP	60426	DTE ENERGY	456939000067 JAN 2016		** VOIDED **
		60426		463315100024 FEBRUARY		** VOIDED **
		60426		456939000042 JAN 2016		** VOIDED **
		60426		456939000018		** VOIDED **
		60426		463311600068 JAN 2016		** VOIDED **
		60426		463311600043 JAN 2016		** VOIDED **
		60426		460634600015 JAN 2016		** VOIDED **
		60426		460634600049 JAN 2016		** VOIDED **
		60426		463313300014		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00
--- GL TOTALS ---						

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  March 22, 2016 Warrant	<b>AGENDA DATE:</b>  March 22, 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 warrants will be on the agenda.

The March 22, 2016 Warrant: Totaling \$585,083.15.

**RECOMMENDATION:**

Staff requests approval of the warrants as detailed above with a total amount of \$585,083.15.

03/15/2016 10:49 AM  
 User: dlandrie  
 DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/22/2016 - 03/22/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/22/2016	AP	1(S)	IDVILLE	BADGE HOLDERS	101-131-726.000	0.00
03/22/2016	AP	1439(E)	CONSUMERS ENERGY	AIRPORT MULTIPLE INVOICE	281-537-930.620	3,458.58
		1439(E)		100000278521 STREET LIGHTS	637-265-930.620-ALPCT00000	291.24
		1439(E)		100021190929 611 S ILLINOIS	637-265-930.620-SILLI00000	66.94
						<hr/>
						3,816.76
03/22/2016	AP	1440(E)	MUNICIPAL EMPLOYEES	PROJECTION STUDY FOR DIV 13 & DIV	101-101-940.010	650.00
03/22/2016	AP	1441(E)	MUNICIPAL EMPLOYEES	FEBRUARY 2016 COURT MERS	704-000-231.700	10,089.63
03/22/2016	AP	1442(E)	MUNICIPAL EMPLOYEES	FEBRUARY 2016 COURT MERS HYBRID	704-000-231.700	881.55
03/22/2016	AP	60837	123NET	ACCOUNT 110735	637-265-930.210	1,314.34
03/22/2016	AP	60838	87- A DISTRICT	FEBRUARY 2016 CREDIT CARD FEES	101-131-930.150	766.50
03/22/2016	AP	60839	87-A DISTRICT COURT- IMPREST	15-31606-SM-3 PEOPLE V ARNDT	101-131-930.940	186.90
		60839		STATE V TIMOTHY KAPPELLER JURY	101-145-930.930	407.70
						<hr/>
						594.60
03/22/2016	AP	60840	ALPINE ANIMAL HOSPITAL	FEB 2016	212-430-930.471	30.00
		60840		FEB 2016	212-430-930.980	255.00
						<hr/>
						285.00
03/22/2016	AP	60841	ALPINE LANDSCAPE & SNOW LLC	SNOWPLOWING 2/17,19,22,25,26, 2016	226-528-940.010-PROG000000	415.00
		60841		22916 SHOVEL ROOF & CLEANUP	588-699-940.010	590.00
						<hr/>
						1,005.00
03/22/2016	AP	60842	AMERICAN WASTE	1408552 MARCH 2016	212-430-920.410	70.00
		60842		AIRPORT TRASH REMOVAL	281-537-920.410	115.00
		60842		1409195 MARCH	588-699-940.010	100.00
		60842		GARBAGE PICK UP	637-265-920.410	370.00
						<hr/>
						655.00
03/22/2016	AP	60843	ANDERSON, TACKMAN & CO. PLC	115005 REVIEW PAPERS WITH NEW	588-699-940.010	232.50
03/22/2016	AP	60844	ARROW UNIFORM RENTAL	AIRPORT CARPET	281-537-920.410	36.66
03/22/2016	AP	60845	ARTS AUTO ELECTRIC SERVICE	01LS7105 STOCK	588-699-726.050	346.80
03/22/2016	AP	60846	AUTOMATED BUSINESS EQUIPMENT	CURRENCY COUNTER	516-253-726.000	2,700.00
03/22/2016	AP	60847	BARBARA J GOWARD	GUARDIANSHIP REVIEW ON 2/8/2016	101-131-930.500	1.85
		60847		GUARDIANSHIP REVIEW ON 2/8/2016	101-131-930.830	30.00
						<hr/>
						31.85
03/22/2016	AP	60848	BENISTAR HARTFORD - 6795	INV#04012016 ACCT#06218	647-851-704.110	7,973.54
03/22/2016	AP	60849	BLUE CARE NETWORK	INV#160720058276 (4/1 THRU	647-851-704.110	11,187.84

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/22/2016	AP	60850	BLUE CROSS BLUE SHIELD OF	GROUP#007041908710 (COVERAGE 4/1	647-851-704.110	69,726.86
03/22/2016	AP	60851	BRUCE TILLINGER	SERVICES PROVIDED THROUGH 03/10/16	249-371-801.027	2,010.00
03/22/2016	AP	60852	C2AE	INV#61751 PROJ#14-0144	499-901-970.300-TRAIL_EXTN	1,370.00
03/22/2016	AP	60853	CATHOLIC HUMAN SERVICES INC	FEBRUARY 2016 MENTAL HEALTH	101-133-940.010	90.00
03/22/2016	AP	60854	CDW GOVERNMENT INC	SHF DEPT - OFFICE 2016 STND	101-351-726.000	265.00
03/22/2016	AP	60855	CENTENNIAL PRODUCTS INC	ME SUPPLIES	101-648-726.000	514.35
03/22/2016	AP	60856	CHARTER COMMUNICATIONS	AIRPORT CABLE, PHONE, INTERNET	281-537-920.410	259.56
03/22/2016	AP	60857	CORECOMM	115039078 MARCH 2016	101-131-930.210	21.95
03/22/2016	AP	60858	CROSSROADS INDUSTRIES	SHREDDING SERVICES	101-101-726.000	35.00
		60858		SHREDDING SERVICES	101-149-726.000	45.00
		60858		SHREDDING SERVICES	101-215-726.000	25.00
		60858		SHREDDING SERVICES	101-267-920.410	35.00
		60858		SHREDDING SERVICES	101-301-920.410	35.00
						175.00
03/22/2016	AP	60859	CURTIS BOYD	03/03/2016 CDL	588-699-930.600	47.00
03/22/2016	AP	60860	CURTISS REPORTING CORP	15-4943-FC PEOPLE V KEITH IRVING	101-131-801.030	3,452.10
03/22/2016	AP	60861	DEKETO	INV#2016#02	101-215-920.410	303.33
		60861		INV#2016#02	256-215-920.410	606.67
						910.00
03/22/2016	AP	60862	DONNA A CURIAK	GUARDIANSHIP REVIEW ON 2/12/16	101-131-930.500	22.00
		60862		GUARDIANSHIP REVIEW ON 2/12/16	101-131-930.830	30.00
						52.00
03/22/2016	AP	60863	DOUG KASSUBA	INV. 201602; DATE 3-4-16;	101-267-920.400	75.00
03/22/2016	AP	60864	DTE ENERGY	456939000067 FEB 2016	212-430-930.610	575.58
03/22/2016	AP	60865	DUNNS	5179 SUPPLIES	101-149-726.000	33.84
		60865		SUPPLIES	101-257-726.000	117.57
		60865		FEB 2016 COPIES	101-267-726.000	31.43
		60865		INV 821945 & 822172; DEPT 406;	101-268-726.000	158.54
		60865		ACCT#2647 COPIER CONTRACT, FULL	101-682-920.410	21.81
		60865		MSUE/CONS DISTRICT COPIER	101-864-726.000	544.30
		60865		FEB 2016 COPIES	212-430-726.000	34.30
		60865		ACCT#2647 COPIER CONTRACT, FULL	232-690-920.410	21.81
		60865		FEB 2016 COPIES	249-371-726.000	481.73
		60865		FEB 2016 COPIES	281-537-726.000	50.81
		60865		8214760 FEBRUARY COPIES	588-699-726.000	111.25

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		60865		8224090 CUPS, TRASH BAGS	588-699-726.025	91.76
						1,699.15
03/22/2016	AP	60866	EARTHWORKS ENTERPRISES INC	INV#18720	226-528-940.010-PROG000000	354.88
03/22/2016	AP	60867	EDM PUBLISHERS	LEGAL BRIEFING FOR BUILDING	249-371-726.200	99.49
03/22/2016	AP	60868	EMPIRIC SOLUTIONS INC	APRIL 2016 FOC COMPASS MANAGEMENT	215-141-801.020	379.00
03/22/2016	AP	60869	ENGINEERED PROTECTION SYSTEMS	AIRPORT CAMERA CONTRACT	281-537-920.400	285.00
03/22/2016	AP	60870	ESRI INC	INV#93103613	637-265-726.050	400.00
03/22/2016	AP	60871	FIRST MERIT BANK	REST PMT BY DONALD FREEMAN 15-	701-000-271.130	288.76
03/22/2016	AP	60872	FORMS TRAC ENTERPRISES INC	INV# 63522 FIFTY	101-301-726.000	730.86
		60872		INV# 63522 FIFTY	101-331-726.000	34.80
		60872		INV# 63522 FIFTY	101-333-726.000	34.80
		60872		INV# 63522 FIFTY	101-334-726.000	104.41
		60872		INV# 63522 FIFTY	101-336-726.000	34.80
						939.67
03/22/2016	AP	60873	FRONTIER	ACCT#989-732-9752-032210-5	261-427-930.210	52.39
03/22/2016	AP	60874	GALLS INC AN ARAMARK CO	004905116	212-430-726.046	40.00
03/22/2016	AP	60875	GAYLORD ARFF INC	INV#03022016-01 (SNOWPLOWING)	226-528-940.010-PROG000000	400.00
		60875		APRIL PAYMENT	281-537-940.010	11,519.40
		60875		2ND QTR. BILLING	637-265-940.010	58,261.00
						70,180.40
03/22/2016	AP	60876	GILL ROYS HARDWARE	INV# 1603-952350 (\$34.08) &	INV# 101-301-726.000	16.05
		60876		INV# 1603-952350 (\$34.08) &	INV# 101-351-726.000	11.99
		60876		INV# 1603-952350 (\$34.08) &	INV# 101-351-920.400	17.99
		60876		1602-915540 948961	212-430-726.000	75.97
		60876		AIRPORT MULTIPLE INVOICES	281-537-920.400	99.45
						221.45
03/22/2016	AP	60877	GORDON FOOD SERVICES	INMATE FOOD/#788194966 THRU	101-351-726.025	47.92
		60877		INMATE FOOD/#788194966 THRU	101-351-726.030	26.39
		60877		INMATE FOOD/#788194966 THRU	101-351-930.700	1,291.17
		60877		ME SUPPLIES	101-648-726.000	51.19
		60877		INMATE FOOD/#788194966 THRU	205-301-726.000	73.98
						1,490.65
03/22/2016	AP	60878	GOVERNMENT FINANCE OFFICERS	R FRISCH #300162965	645-201-930.600	225.00
03/22/2016	AP	60879	HALL VETERINARY CLINIC	FEB 2016	212-430-930.471	590.42
		60879		FEB 2016	212-430-930.980	588.25

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						1,178.67
03/22/2016	AP	60880	HOME DEPOT CREDIT SERVICES	2493 2174 INV 7162385 & 6592664	212-430-726.000	68.66
03/22/2016	AP	60881	HOWARD L SHIFMAN PC	INV#12602	260-270-801.020	11.50
03/22/2016	AP	60882	IMPREST CASH, OTSEGO COUNTY	FEBRUARY 2016 IMPREST CASH	101-301-726.000	1.89
		60882		FEBRUARY 2016 IMPREST CASH	101-301-726.050	1.00
		60882		FEBRUARY 2016 IMPREST CASH	101-351-930.500	12.00
						<u>14.89</u>
03/22/2016	AP	60883	IMPREST CASH-ANIMAL CONTROL	STAMPS / FLOOR MATS	212-430-726.000	74.94
		60883		STAMPS / FLOOR MATS	212-430-930.450	49.00
						<u>123.94</u>
03/22/2016	AP	60884	INTERNATIONAL CODE	EC - 15 MI RESIDENTIAL CODE PDF	249-371-726.200	110.00
03/22/2016	AP	60885	JEFFERY B PROUX	SERVICES PROVIDED THROUGH 03/10/16	249-371-801.024	810.00
03/22/2016	AP	60886	JIM WERNIG INC	17689 BUS #33	588-699-726.050	604.58
		60886		112364 VAN #13	588-699-920.400	59.95
						<u>664.53</u>
03/22/2016	AP	60887	JIM'S ALPINE AUTOMOTIVE	WINTER BLADES CREW CAR	281-537-920.400	17.86
		60887		1-687215 ; 1-687253 TAHOE #1	588-699-726.050	1,528.11
						<u>1,545.97</u>
03/22/2016	AP	60888	JOHNSON OIL COMPANY	INV# 44867 INSTALLED	101-301-726.050	12.09
		60888		CL335278 FUEL	588-699-930.660	5,831.97
						<u>5,844.06</u>
03/22/2016	AP	60889	JOSEPH SEIFERT	SERVICES PROVIDED THROUGH 03/10/16	249-371-801.026	880.00
03/22/2016	AP	60890	KEVAN D FLORY	SERVICES PROVIDED THROUGH 03/10/16	249-371-801.024	430.00
03/22/2016	AP	60891	KILPATRICK & ASSOCIATES PC	TREETOPS CASE NUMBER 14-22602-DOB	516-253-920.410	1,878.80
03/22/2016	AP	60892	KIRTLAND COMMUNITY COLLEGE	FEBRUARY MILLAGE COLLECTION 2015	214-806-940.010	297,172.87
03/22/2016	AP	60893	LISTVAN PLUMBING & HEATING	CERT FOR AIRPORT H2O	281-537-920.400	187.00
03/22/2016	AP	60894	MANPOWER	INV#29789880 (TESTING FOX &	101-257-726.000	50.00
03/22/2016	AP	60895	MARC	0574029-IN SHOP SUPPLIES	588-699-726.050	115.09
03/22/2016	AP	60896	MCWCF	INV#10356 (2ND QTR. BILLING)	704-000-231.270	38,717.00
03/22/2016	AP	60897	MCWCF	MEMBER 760 2016 2ND QUARTER	101-131-704.600	553.22
		60897		MEMBER 760 2016 2ND QUARTER	101-133-704.600	115.56
		60897		MEMBER 760 2016 2ND QUARTER	215-141-704.600	425.87
		60897		MEMBER 760 2016 2ND QUARTER	292-662-704.600	515.35

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						1,610.00
03/22/2016	AP	60898	MDJA	2016 MEMBERSHIP DUES - HON.	101-131-930.600	200.00
03/22/2016	AP	60899	MELISSA CLAYTON	03/04/2016 CHAUFF. LICENSE	588-699-930.600	35.00
03/22/2016	AP	60900	MEYER ACE	19098 OFFICE KEYS; 19119 TAHOE	588-699-726.000	4.98
		60900		19098 OFFICE KEYS; 19119 TAHOE	588-699-726.050	62.53
						<u>67.51</u>
03/22/2016	AP	60901	MICHIGAN DEPT OF HEALTH &	RESTITUTION	701-000-271.000	110.00
03/22/2016	AP	60902	MID STATES BOLT & SCREW CO	30738587 SHOP SUPPLIES	588-699-726.050	66.15
03/22/2016	AP	60903	MIDWEST VETERINARY SUPPLY,	6946169-000	212-430-726.035	680.85
03/22/2016	AP	60904	MMRMA	RESTITUTION PAID BY VERNE MERRITT	208-030-676.040	25.00
03/22/2016	AP	60905	NEW CENTURY SIGNS	VETS COFFE SIGN INVOICE # 32746	281-537-920.400	1,090.00
03/22/2016	AP	60906	NICHOLAS JAMES ANTHONY	MARCH 2016 WEEKEND DRUG TESTER:	101-133-940.010	80.00
03/22/2016	AP	60907	NORTH EXCAVATING & ASPHALTING	INV#22716-2	226-528-940.010-PROG000000	510.00
03/22/2016	AP	60908	NORTHERN A-1 SERVICES	SRE BUILDING VACUUM AIRPORT	281-537-940.010	1,289.80
03/22/2016	AP	60909	NORTHERN CREDIT BUREAU	INVOICE #10472 ANNUAL DUES-PUBLIC	233-690-930.600	100.00
03/22/2016	AP	60910	NORTHERN ENERGY, INC	9066 WASHER SOLVENT	588-699-726.050	96.25
03/22/2016	AP	60911	NORTHERN MICHIGAN REVIEW	ACCT#14112438 (EQUALIZATION CLERK	101-257-930.300	316.00
		60911		00473987-07508474 PRIMR TIMES,	588-699-930.300	147.60
						<u>463.60</u>
03/22/2016	AP	60912	NORTHERN PUMP SERVICE INC	FUEL TANK AND TRUCK	281-537-920.400	3,906.99
03/22/2016	AP	60913	OFFICE DEPOT INC	ACCT# 33676958, HOUSING/VETERANS	101-682-726.000	50.46
		60913		ACCT# 33676958, HOUSING/VETERANS	233-690-726.000	50.46
						<u>100.92</u>
03/22/2016	AP	60914	OMH MEDICAL GROUP & MEDCAR	ACCT# 60162 (PRE-PLACEMENT	208-751-726.000	65.00
03/22/2016	AP	60915	OMS COMPLIANCE SERVICES INC	INV#82831	101-257-726.000	159.00
		60915		INVOICES 82888/82909	588-699-940.010	154.50
						<u>313.50</u>
03/22/2016	AP	60916	OTSEGO CONSERVATION DISTRICT	INV#452	226-528-940.010-PROG000000	7,063.34
03/22/2016	AP	60917	OTSEGO COUNTY TREAS	JURY BOX REIMB	101-145-930.930	130.90
03/22/2016	AP	60918	OTSEGO MEMORIAL HOSPITAL	ME SERVICES	101-648-930.920	498.00
03/22/2016	AP	60919	PAULA S. AYLWARD	ENGAGEMENT FEE - 10-035-NA APPEAL	292-662-940.010	500.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/22/2016	AP	60920	PITNEY BOWES INC-SUPPLIES	INV#417694 BILLING ACCT#0082-0700-	101-000-103.000	261.76
		60920		LEASING INVOICE #9094104-FB16	249-371-930.450	93.57
						355.33
03/22/2016	AP	60921	PLANNING & ZONING CENTER INC	PLANNING & ZONING NEW SUBSCRIPTION	645-172-930.600	185.00
03/22/2016	AP	60922	PRO-BUILD	INVOICE # 60304649	281-537-920.400	71.98
03/22/2016	AP	60923	PROSECUTING ATTORNEYS	INV MW 0302-036; DATE 3-2-16; MID-	101-267-704.400	40.00
03/22/2016	AP	60924	PROTECTION ONE	3/28/16 TO 4/27/16 ADMIN/PA WING	101-131-940.010	82.59
		60924		3/28/16 TO 4/27/16 ADMIN/PA WING	101-267-920.410	27.53
		60924		3/28/16 TO 4/27/16	215-141-940.010	44.04
						154.16
03/22/2016	AP	60925	QUILL CORPORATION	TONER, COPY PAPER	215-141-726.000	316.93
03/22/2016	AP	60926	RITE AID PHARMACY #1663	INMATE PHARMACY THRU FEB #646351	101-351-726.035	2,161.49
03/22/2016	AP	60927	ROBERT LATUSZEK	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
03/22/2016	AP	60928	SANE	RESTITUTION	701-000-271.000	586.00
03/22/2016	AP	60929	SCIENTIFIC BRAKE & EQUIPMENT	2260640033 STOCK/ TRIM	588-699-726.050	90.00
03/22/2016	AP	60930	SCRUBS-R-US	RESTITUTION	701-000-271.000	30.00
03/22/2016	AP	60931	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE PURCHASE/#IDA	101-351-930.210-INMT000000	3,017.00
03/22/2016	AP	60932	SIRCHIE FINGER PRINT LAB	INV#0245174-IN DRUG FIELD TEST	101-301-726.000	61.25
				INV#0245174-IN DRUG FIELD TEST	101-334-726.000	8.75
						70.00
03/22/2016	AP	60933	STAPLES BUSINESS ADVANTAGE	DET 1046110	101-000-106.000	116.97
		60933		FAX CARTRIDGES, LETTER OPENERS,	101-131-726.000	284.29
		60933		CLASP ENVELOPES, TONER	101-131-940.111	133.77
		60933		TONER	215-141-726.000	128.78
		60933		INV#3295619829 (FLAIR PENS)	645-172-726.000	24.20
						688.01
03/22/2016	AP	60934	STEPHIE MARIE JOHNSON	GUARDIANSHIP REVIEW HEARING ON	101-131-930.830	30.00
03/22/2016	AP	60935	SUMMIT COUNTY JAIL	WRONG COUNTY PAID BY K. MCCARTY	101-302-626.060	1,010.00
03/22/2016	AP	60936	SYSCO - GRAND RAPIDS	INMATE FOOD/#602240249 THRU	101-351-726.025	27.69
		60936		INMATE FOOD/#602240249 THRU	101-351-726.030	485.86
		60936		INMATE FOOD/#602240249 THRU	101-351-930.700	2,519.82
						3,033.37
03/22/2016	AP	60937	TARGET INFORMATION MANAGEMENT	DC213 FORMS - ADVICE OF RIGHTS	101-131-726.000	82.77

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 User: dlandrie  
 DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/22/2016 - 03/22/2016

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/22/2016	AP	60938	THOMAS J PUDVAN	SUPPLIES	101-648-726.000	90.42
03/22/2016	AP	60939	TONYA CAVERLY	03/08/2016 CDL	588-699-930.600	47.00
03/22/2016	AP	60940	TOPCOMP COMPUTER	FEB 2016	618-447-920.410	1,200.00
03/22/2016	AP	60941	TRI-STAR HOSPITALITY LLC	JT MEAL 2/19/16 P	101-145-930.500	131.05
03/22/2016	AP	60942	TRUDY VOJTAS	08/28/2015 CDL	588-699-930.600	18.00
03/22/2016	AP	60943	UCMAN	MARCH 2016 ALPINE CTR/CRTHS	101-864-930.240	800.00
		60943		2125	212-430-920.410	400.00
		60943		INV#2122 (MONTHLY CONNECTIVITY)	261-427-920.410	200.00
		60943		2127 MARCH	588-699-940.010	59.95
						1,459.95
03/22/2016	AP	60944	ULTA	RESTITUTION	701-000-271.000	127.00
03/22/2016	AP	60945	VERIZON WIRELESS	283104123-0001 FEBRUARY 2016	101-131-930.210	17.97
03/22/2016	AP	60946	WASH N GO MANAGEMENT INC	FEB 2016	212-430-920.410	10.00
03/22/2016	AP	60947	WAYNE BENTLEY	MARCH 2016 WEEKEND DRUG TESTER:	101-133-940.010	80.00
03/22/2016	AP	60948	WEST PAYMENT CENTER	2016 MI COURT RULES & FEDERAL	101-131-726.200	732.50
		60948		FEBRUARY 2016 COURT SKIP TRACING	101-131-940.010	122.62
		60948		INV 833652142 & 833652143; DATE 3-	101-267-726.200	414.00
		60948		INV 833554063; DATE 3-1-16; ACCT	101-268-726.200	189.38
						1,458.50
03/22/2016	AP	60949	WEST PAYMENT CENTER	FEBRUARY 2016 TRI-COUNTY WEST LAW	101-131-940.111	343.10
		60949		FEBRUARY 2016 TRI-COUNTY WEST LAW	269-145-726.210	240.21
						583.31
03/22/2016	AP	60950	WILBER AUTOMOTIVE SUPPLY INC	AIRPORT MULTIPLE INVOICES	281-537-920.400	46.59
		60950		002628 SHOP; 002660 STOCK	588-699-726.050	17.72
						64.31
TOTAL - ALL FUNDS				TOTAL OF 119 CHECKS		585,083.15

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Total for fund 101 GENERAL FUND	26,054.24
Total for fund 205 WORK CAMP	73.98
Total for fund 208 PARKS AND RECREATION	90.00
Total for fund 212 ANIMAL CONTROL	3,542.97
Total for fund 214 M TEC	297,172.87
Total for fund 215 FRIEND OF THE COURT	1,294.62
Total for fund 226 RECYCLING FUND	8,743.22
Total for fund 232 HOUSING COMMISSION	21.81
Total for fund 233 HUD GRANT FUND	150.46
Total for fund 249 BUILDING INSPECTION FUND	4,914.79
Total for fund 256 REGISTER OF DEEDS AUTOMATION	606.67
Total for fund 260 LEGAL DEFENSE FUND	11.50
Total for fund 261 911 SERVICE FUND	252.39
Total for fund 269 LAW LIBRARY	240.21
Total for fund 281 AIRPORT	22,434.68
Total for fund 292 CHILD CARE FUND	1,015.35
Total for fund 499 CAPITAL PROJECTS FUND	1,370.00
Total for fund 516 DELINQUENT TAX REVOLVING	4,578.80
Total for fund 588 TRANSPORTATION FUND	10,458.69
Total for fund 618 GIS PROJECT AND AERIAL	1,200.00
Total for fund 637 BUILDING AND GROUNDS	60,703.52
Total for fund 645 ADMINISTRATIVE SERVICES	434.20
Total for fund 647 HEALTH CARE FUND	88,888.24
Total for fund 701 GENERAL AGENCY	1,141.76
Total for fund 704 PAYROLL IMPREST FUND	49,688.18
TOTAL - ALL FUNDS	585,083.15