

May 24, 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 Paul Beachnau, followed by the Pledge of Allegiance led Captain Brian Webber.

Roll Call:

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

Excused: Bruce Brown.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Doug Johnson, to approve the Regular minutes of May 10, 2016 with attachments. Ayes: Unanimous. Motion carried.

Consent Agenda;

Motion to extend the term of the employment contract with John Burt to June 22, 2019. Ayes: Unanimous. Motion carried.

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

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

Motion to award the tennis court restoration bid to Hentco in the amount of \$19,999 and to award the tile system installation to Ultimate Sports Systems for \$28,000. Ayes: Unanimous. Motion carried.

Committee Reports:

Motion by Commissioner Ken Glasser, seconded by Commissioner Robert Harkness, to award Bid 2016-03 for the Medical Examiner vehicle to Gaylord Ford along with the associated budget amendment in the amount of \$30,000. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to approve the addition of one full-time Work Camp Corrections Officer position and the elimination of two part-time Work Camp Corrections Officer positions. Ayes: Unanimous. Motion carried.

Administrator's Report:

John Burt reported on the Courthouse Plaza project, inner coating of the fountain done, replaced broken concrete; meeting with Vern Schlaud and Diann Axford regarding foreclosure sites; Historic plaques sandblasted and repainted; Veteran's Memorial fixing up flagpoles; Break in the sewer line from the Community Center to the Street.

City Liaison, Township and Village Representative: None.

Correspondence: None.

New Business:

Motion by Commissioner Doug Johnson, seconded by Commissioner Robert Harkness, to approve the May 17, 2016 Warrant for a total amount of \$81,396.24. Ayes: Unanimous. Motion carried.

Motion by Commissioner Erma Backenstose, seconded by Commissioner Ken Glasser, to approve the May 19, 2016 Special Warrant, the May 20, 2016 Special Warrant, and the May 24, 2016 Warrant for a total amount of \$491,752.17 Ayes: Unanimous. Motion carried.

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Beachnau thanked John Burt for his presentation at the State of the Community Luncheon; Leadership of Otsego County final module done, graduation ceremony is June 7th at 5:30 p.m.

Commissioner Julie Powers-Gehman reported the City has a public hearing set for June 3, 2016 for a special assessment for the fire and police; Air show advertisement and ticket sales; Skate Park meeting, project moving along.

Commissioner Robert Harkness reported on the NEMCOG meeting.

Commissioner Erma Backenstose had no report.

Commissioner Paul Liss had no report.

Commissioner Ken Glasser reported a meeting is scheduled for 6-1-16 at 1:00 p.m. at the University Center regarding the Enbridge; Housing Commission meeting held, received a response to the public comment on Michigan's consolidated plan from the State of Michigan; Hazardous waste pickup is 6-11-16 at the Road Commission from 9:00 a.m. to 2:00 p.m.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton reported the MAC regional summit meeting is scheduled for August 16, 2016 at the University Center.

Meeting adjourned at 10:00 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyer, Otsego County Clerk

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

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

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

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

Agreements

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

Responsibilities of the Township

1. Funding for the Land Use Services Zoning function is distributed among participating townships using an equal blend of the latest State Equalized Values and population for each township (see Attachment A). Corwith Township agrees to provide a total of \$6,180 in 2017 and \$6,180 in 2018 to assist in covering the costs of operation and staffing of the Planning & Zoning Department
2. The Township will pay the annual contribution amount as noted above by July 1st of each year of this contract.
3. The Township Board will select their representative, with confirmation by the Otsego County Board of Commissioners, to serve on the Otsego County Planning Commission.

Responsibilities of the County

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

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

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

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

Otsego County and Corwith Township.

Entered into this 4 day of may 2016 between Otsego County and Corwith Township

Otsego County

Corwith Township

John Burt, County Administrator

Vern J. Kassuba
Vern Kassuba, Supervisor

Susan DeFeyter, County Clerk

Debbie Whitman
Debbie Whitman, Township Clerk

ATTACHMENT A

Funding

Based on numbers used in 2013-2014 Agreement.

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

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

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

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

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

Agreements

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

Responsibilities of the Township

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

Responsibilities of the County

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

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

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

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

Otsego County and Hayes Township.

Entered into this 10th day of May 2016 between Otsego County and Hayes Township

Otsego County

Hayes Township

John Burt, County Administrator

Mary M Sanders
Mary M Sanders, Supervisor

Susan DeFeyter, County Clerk

Richard B. Ross
Richard B. Ross, Township Clerk

ATTACHMENT A

Funding

Based on numbers used in 2013-2014 and 2015-2016 Agreements.

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

