



Otsego
COUNTY
M I C H I G A N

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, January 10, 2006, beginning at 9:30 a.m., in the Multi-Purpose Room of the J. Richard Yuill Alpine Center, Gaylord, Michigan 49735.

TENTATIVE AGENDA

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes
 - a. Regular Meeting of December 27, 2005
6. Consent Agenda
 - a. OCR #06-01
7. City Liaison, Township & Village Representatives
8. Correspondence
9. New Business
 - a. Financials
 1. Warrant B2006-01
 2. Warrant B2006-02
 3. Prosecuting Attorney, Fund 101, Budget Amendment
 4. Selection of Audit Firm
 - b. Social Security numbers Policy & Procedure
10. Public Comment
11. Board Remarks
12. Adjournment

December 27, 2005

The Regular meeting of the Otsego County Board of Commissioners was held in the Multi-Purpose Room of the J. Richard Yuill Alpine Center. The meeting was called to order at 9:30 a.m. by Chairman Beachnau. Invocation by Commissioner Beachnau, followed by the Pledge of Allegiance led by Commissioner Johnson.

Roll call:

Present: Backenstose, Beachnau, Liss, Olsen, Glasser, Johnson, Hyde, Bentz.

Excused: Bates

The minutes of the Regular Meeting of December 13, 2005 were approved as presented. The minutes were clarified to read the total amount of \$9,315.00 paid by the City to the County is to be deposited into the Building and Grounds Fund, Fund 637.

Consent Agenda:

Motion by Commissioner Olsen, to postpone OCR-05-43 renaming the Gaylord, Michigan Post Office until further information and discussion. Ayes: Unanimous Motion carried.

Parks and Recreation Commission moves to change the job description of the Community Center monitor to a Lead Community Center Monitor position in the winter season and an Assistant County Park Manager position in the summer season, approved by unanimous consent.

Elizabeth Haus reported on the Village of Vanderbilt.

New Business:

Motion by Commissioner Bentz, to approve Warrant B2005-51 in the amount of \$128,179.35 and the prepaid invoices in the amount of \$835,666.00 as presented.

Ayes: Unanimous. Motion carried.

Motion by Commissioner Olsen, to approve Warrant B2005-52 in the amount of \$216,789.86 and the prepaid invoices in the amount of \$46,909.39 as presented. Ayes: Unanimous. Motion carried.

Motion by Commissioner Hyde, to approve the Surveyor Fund 101, Budget Amendment as presented. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Olsen, to transfer \$15,881.60 from Contingency 101E941 into the Remonumentation Fund 101E450. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Glasser, to amend Motorcycle Safety Grant by \$3,950.62 to reflect donations received in 2004. Ayes: Unanimous. Motion carried (see attached)

Motion by Commissioner Olsen, to amend the Jail Fund 101, Budget Amendment as presented.
Ayes: Unanimous. Motion carried (see attached)

Motion by Commissioner Glasser, to establish the Jail Construction Study Fund and transfer \$50,000 from the Capital Improvement Fund with funds to be repaid if a Jail millage is successful.
Ayes: Unanimous. Motion carried.

Motion by Commissioner Glasser, to transfer surplus funds from Administrative Services Allocation Fund to the General Fund. Ayes: Unanimous. Motion carried.

Motion by Commissioner Glasser, to transfer funds as necessary to Building and Grounds fund from Delinquent Tax Revolving Fund. Ayes: Unanimous. Motion carried.

Board Remarks:

Discussion was held regarding the \$25.00 per name fee regarding the alarm log. Commissioner Hyde to go back to the Committee and present to the Board of Commissioners.

Meeting adjourned at 10:04 a.m. at the call of the Chair.

Paul M. Beachnau, Chairman

Susan I. DeFeyter, County Clerk



Otsego
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 M I C H I G A N

ESTABLISHED 1873

Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735
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MEMORANDUM

TO: Board of Commissioners
 FROM: Trisha Adam – Human Resources
 DATE: December 20, 2005
 RE: Job Descriptions and Revised Employee Roster for 2006

The Otsego County Park and Recreation Committee is recommending that a Community Center Monitor position be replaced with a Lead Community Center Monitor position in the winter season and an Assistant County Park Manager position in the summer season. The change would provide for increased supervision at the Community Center and County Park and provide needed on call supervisory assistance coverage. Due year round operational hours which include holidays, weekends and nights, increased on call supervisory coverage is needed.

The Otsego County Parks and Recreation Board recommends the pay rate of \$12.67 for Arlan Quay. This puts him at Step 2 within Pay Grade 4 of the 2006 Otsego County Non-Union Compensation Schedule.

Pay Grade 4 is below:

Minimum	Step 1	Step 2	Step 3	Step 4	Step 5
11.59	12.12	12.67	13.24	13.84	14.46

The Otsego County Parks and Recreation August 8, 2005 minutes are attached.

OTSEGO COUNTY

ASSISTANT COUNTY PARK MANAGER

General Summary

Under the supervision of the Parks and Recreation Director and County Park Manager, assists with oversight and participates in all aspects of campgrounds maintenance activities including mowing and trimming grass and performing other tasks to maintain the county campground. Assists with the training and supervision of seasonal workers on tasks related to maintaining and operating campground facilities. Assists with the installation and maintenance of campground and maintenance equipment. Enforces the rules and regulations established by the director and county park manager.

Essential Functions

1. Assists with the supervision and participates in collecting, recording, and securing fees, from campground users and explains facilities and conditions of occupancy. Records daily receipts and attendance records.
2. Assists with the supervision of seasonal workers in a variety of ground maintenance activities at the county campground such as mowing lawns, trimming trees and bushes, filling holes, picking up debris, seeding grass, applying lawn chemicals, raking leaves, and installing, maintaining, and repairing campground equipment such as picnic tables, playground equipment and signs.
3. Assists with the training of seasonal and temporary workers on safety procedures.
4. Regularly inspects the campground and facilities in order to evaluate campgrounds operations and work performed.
5. Inspects and evaluates the physical condition of campground property and equipment for safety concerns, repair needs, and improvement projects. Responsible for ensuring a safe environment in the campground.
6. Oversees the maintenance and repair of lawn care and snow removal equipment including changing oil, lubricating equipment, changing mower blades, and replacing lights.
7. Responds to complaints in the campground such as facilities out of order or other maintenance problems, and issues related to campground rules and regulations and emergency situations.
8. Assists the public with inquiries and concerns regarding campground operations and investigates and follows-up on complaints.

OTSEGO COUNTY

9. Participates in the winterization of campground facilities after they have closed for the season and prepares them for reopening in the spring. Performs building and equipment maintenance such as maintaining water and sewer lines and repairing picnic tables and other campground equipment.

Other Functions

10. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High school graduation or equivalent with additional coursework in business or campground management.

Experience: Previous campgrounds operations experience preferred.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].*

Walks over uneven terrain to maintain lawns and grounds and perform maintenance tasks.

Squatting, stooping, kneeling to maintain and repair facilities and equipment.

Climbing ladders in order to paint walls and ceilings, prune trees, and reach areas needing repairs.

Climbing into trucks and onto other equipment.

Lifting ability to remove trash and debris, tree limbs and other items.

Ability to reach all areas of buildings and facilities in order to perform maintenance tasks.

OTSEGO COUNTY

Ability to operate, tree trimming equipment and mowers.
Ability to operate light trucks, tractors and riding mowers for extended periods of time.

Working Conditions:

Works outside in all types of weather conditions.
Exposure to equipment where risk exists of getting cut, bruised or scraped.
Exposure to environmental allergens.
Exposure to pesticides, herbicides and other chemicals.
Works in areas with loud noise [heavy equipment].

OTSEGO COUNTY

LEAD COMMUNITY CENTER MONITOR

General Summary

Under the supervision of the Parks and Recreation Director, acts as Lead Community Center Monitor to Community Center Monitors and provides recreational activities and support for the public in a safe, secure environment at the community center. Responds to public's inquiries regarding department's offerings and to parental concerns about their children. Monitors the safety of minors involved in departmental recreational activities. Updates the department's Website daily, providing knowledgeable information about the county park and its reservation system. Performs daily maintenance and cleaning of the community center and ensures that all machinery and facilities work properly,

Essential Functions

1. Trains and provides shift supervision to Community Center Monitors.
2. Trains Community Center Monitors on safety procedures.
3. Supervises minors by providing a safe environment, enforcing rules and maintaining good relations with participants.
4. Acts as a positive role models, maintains order and ensures proper interaction among students and between younger and older children.
5. Keeps all areas of the community center neat and clean.
6. Works with minors and their parents to motivate the minors to behave responsibly and establish mutual respect among community center users.
7. Responds to emergencies, administers first aid when necessary and prepares an incident report of emergencies and their resolution,
8. Keeps the environment fun and free from drugs and violence and works with law enforcement to resolve problems.
9. Sets up and takes down community center equipment such as gymnastics equipment, volleyball equipment, electronic scoreboards, tennis courts and indoor and outdoor basketball backboards and nets. Ensures that all equipment, electronic and otherwise, is functioning properly and is maintained and kept in good working condition
10. Ensures that access to the center is uninhibited and safe for all persons, including the physically challenged. Ensures the facility is secured on a daily basis.
11. Cleans the interior and exterior of the center including cleaning and stocking toilets, sweeping and mopping floors, maintaining the gym floor, cleaning

OTSEGO COUNTY

windows and ledges, vacuuming carpets, shoveling snow and spreading salt when weather conditions require it.

12. Works with the public in person and by telephone to, arrange for the reservation of the center, take reservations for the county park, inform the public about department policies and procedures and interface between parents and their children.
13. Informs the public about department activities and offerings and establishes and publicizes schedules and programs.
14. Promotes a positive image of the community center in an effort to make the center and all other facilities of the commission attractive to the public.
15. Updates the departments established Website on a daily basis.
16. Receives money for fees, writes receipts, maintains record books and ensures the security of money receive.
17. Keep Director informed of activities through verbal reports.
18. Responds to after hours calls in the absence of the Parks and Recreation Director and County Park Manager.

Other Functions

19. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High school graduation or equivalent.

Experience: One year of experience in planning, developing and supervising recreational programs for youths. Previous lead worker experience preferred.

Other Requirements: None listed.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

OTSEGO COUNTY

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Climbs stairs.

Climbs ladders to perform maintenance work.

Stoops, kneels, bends, crawls and crouches to perform maintenance and repair tasks.

Pushes and pulls floor cleaning equipment.

Lifts and moves community center equipment during assembling, disassembling and storing process.

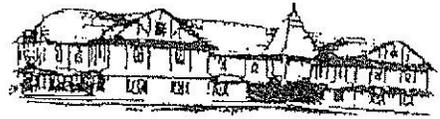
Standing and walking for prolonged periods to monitor community center activities.

Working Conditions:

Works in office, community center and outdoors conditions.

Otsego County Parks & Recreation Commission

225 WEST MAIN
GAYLORD, MICHIGAN 49735



The regularly scheduled meeting of the Otsego County Parks and Recreation was called to order at 6:00 p.m. on August 8th, 2005.

MEMBERS PRESENT: Chad Dutcher, Pete Awrey, Butch Fleming, Dave Baragrey, Bonnie Hervela, Abe Cruz, Tom Johnson, Don Tober, and Don Huff.

MEMBERS ABSENT: Doug Johnson.

OTHERS PRESENT: Mike Tarbutton, Lou Henderson, and Rachel Frisch (County Finance Director).

APPROVAL OF MINUTES: Motion by Huff, second by T. Johnson to approve as read.

BILLS: Approved to pay.

BUDGET: Rachel Frisch went over expense and revenue sheets. After presentation a motion was made to change line items in budget to reflect or adjust certain items. Motion by Huff, second by T. Johnson. Mike reported that step raises were due to Arnie Quay effective September 4th, 2005. One year step increase for \$10.44 to \$10.74. Motion by T. Johnson, second by Cruz. Mike discussed a change he would like to make as of January 1st, 2006. He would like to change the job description for Arnie Quay to Head Monitor at the Community Center and Assistant Park Manager at the County Park and raise his pay scale from \$10.74 to \$12.74. Motion by T. Johnson, second by Huff. So moved, effective January 1st, 2006. Mike reported Otsego County has two regular part-time employees.

OLD BUSINESS: Question on what ever happened to the drilling proposal that was brought up six months ago. Mike reported that he has heard nothing.

PUBLIC COMMENT: No word from DNR on recreation plan.

COMMUNITY CENTER: Will be closed the week of August 22nd to August 26th for annual maintenance. Donation from tennis league of \$ 140.00. Mike reported he will need to hire a part-time employee for 0 to 28 hours per week. Motion by Huff, second by T. Johnson. General reports on updates for fence and gates are in; landscaping by basketball and tennis courts. All varsity and JV camps went well; many positive comments from visitors. Travis Hyde Camp went well. Adam Kerfoot Camp was also going well. Tennis camp and Alpenfest Run went well. Warming Hut is in need of roof repair, or it needs to be demolished.

COUNTY PARK: Had a good weekend. Day use is up. Waldron's last day is today. Quay and Tarbutton will help out at the park. Ice Cream and Ice is going well at the park. Need a drinking fountain. Picnic tables are in need of repair. New campgrounds have some water problems on certain sites after heavy rains.

WAH WAH SOO: Very busy. Might need to monitor or spot check from 11:00 am to 7:00 pm – very heavy use.

IRONTON SPRINGS AND LIBKE FIELDS: Nothing new.

Next meeting at the County Park, Monday September 12th, 2005 at 6:00 p.m.

Meeting adjourned at 7:30 p.m., motion by Cruz, second by Huff.

Peter A. Awrey

Secretary

2006
Otsego County Roster

Pay Grade	Position Title	No. Emp in position	2006 Salary Range
Board of Commissioners			
	Commissioner, Board Chair	1	10,800
	Commissioner	8	9,600

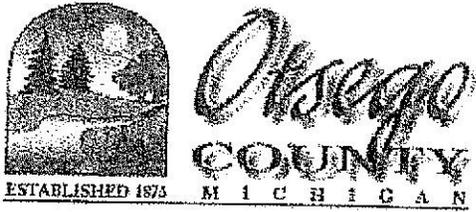
Non-Union Wage Scale			
1	Vacant	0	9.03 - 11.27
2	Janitor- Maint Asst	0.5	9.76 - 12.18
2	Housing/Veteran's Clerk	0.53	9.76 - 12.18
2	Clerk - County Clerk's Office	0.53	9.76 - 12.18
3	Maintenance Technician	1	10.57 - 13.19
3	Community Center Monitor	1.5	10.57 - 13.19
4	Lead Community Center Monitor/Asst County Park Manager	1	11.59 - 14.46
4	Asst Emergency Mgt Coordinator	0.37	11.59 - 14.46
4	Asst Animal Control Officer	1	11.59 - 14.46
5	County Park Manager	1	12.65 - 15.73
5	Airport Maintenance Worker	3.37	12.65 - 15.73
5	Sr. Maintenance Technician	1	12.65 - 15.73
5	Asst to County Administrator	1	12.65 - 15.73
5	Office Manager - Transportation	1	12.65 - 15.73
6	Office Manager - Prosecuting Attorney	1	13.74 - 17.15
6	Zoning Enforcement Officer/Admin Asst	0.53	13.74 - 17.15
7	Inspectors	4	14.96 - 18.68
7	Animal Control Director (Officer)	1	31,127 - 38,846
7	Administrator of Special Grants and Programs	1	31,127 - 38,846
8	Deputy Equalization Director	0	33,664 - 42,013
8	Operations Manager - Transportation	0	33,664 - 42,013
9	Building Official	1	17.49 - 21.82
9	Parks and Recreation Director	1	36,372 - 45,391
9	Building and Grounds Director	1	36,372 - 45,391
10	Asst Prosecuting Attorney	1	38,909 - 48,558
10	Airport Manager	1	38,909 - 48,558
10	County Clerk/Register of Deeds	1	\$47,226
10	County Treasurer	1	\$47,226
10	911 Director/Emergency Management Coor	1	38,909 - 48,558
11	Transportation Manager	1	43,139 - 53,836
12	Equalization Director	1	47,792 - 59,641
12	Director of Land Use Services	1	47,792 - 59,641
12	Human Resources Director	0.8	47,792 - 59,641
12	Finance Director	1	47,792 - 59,641
13	Chief Asst Prosecuting Attorney	1	51,174 - 63,864
14	Vacant	0	56,673 - 70,725
15	Vacant	0	62,593 - 78,114
16	Prosecuting Attorney	1	68,853 - 85,926
16	County Administrator	1	68,853 - 85,926

Non-Union (Not included on non union wage scale)		
Cook	1	9.54
Sheriff's Secretary	1	17.10
Jail Administrator	1	39,099
Undersheriff	1	45,369
Sheriff	1	52,716
Seasonal/Irregular PT Positions not included on wage scales		
Irregular PT Bus Aids	3	7.47
Maintenance Asst	0.15	9.03
Inspector	0.3	14.96 - 18.68
Irregular PT Bus Driver	3	10.12
Park Rangers	3.5	8.00 - 10.00
Process Servers	2.1	8.63
Clerical Teamsters Union		
Animal Control Clerk Level I	2	9.97 - 12.09
Clerk Typist Level I MSU Extension	1	9.97 - 12.09
Prosecutor Clerk 1	1.5	9.97 - 12.09
Prosecutor Clerk 2	2	10.26 - 13.02
Clerk Typist Level I Building	0.5	9.97 - 12.09
Building Zoning Clerk 2	1	10.26 - 13.02
Building Zoning Clerk 3	1	10.33 - 13.35
Appraiser II	2	12.92 - 15.73
Statistical Clerk - Equalization	0.5	9.97 - 12.09
Deputy Treasurer II (Level 3)	1	10.33 - 13.35
Chief Deputy Treasurer	1	11.72 - 14.74
Deputy Clerk (Level 2) Clerk's Office	0	10.26 - 13.02
Deputy Clerk (Level 3) Clerk's Office	1	10.33 - 13.35
Chief Deputy Clerk - County Clerk's Office	1	11.72 - 14.74
Deputy Clerk (Level 1) ROD	0.5	9.97 - 12.09
Deputy Clerk (Level 2) ROD	1	10.26 - 13.02
Deputy Register of Deeds (grandfathered)	1	11.72 - 14.74
POLC		
Deputy Sheriff	7	13.57 - 19.13
Sergeant	2	20.09
Detective Sergeant	1	20.47
AFSCME		
Clerk II	1	13.29
Correction Officers	10	10.41 - 13.04
Dispatchers	6	10.41 - 13.04
Teamsters Bus		
Bus Driver	12	10.07 - 11.60
Bus Driver - Part-Time	5	9.82 - 10.51
Dispatcher	2	10.31 - 12.01
Sec/Bookkeeper/Dispatcher	1	10.31 - 12.01
Mechanic	1	11.94 - 13.22
Chief Dispatcher	2	10.93 - 12.61

Lead Mechanic	1	14.94 - 16.52
Driver/Dispatcher	2	10.28 - 11.80
Lead Driver	1	10.67 - 11.90
General Maintenance	1	10.17 - 11.60

Total FTE approved positions for 2006

136.18



finance department

Rachel Frisch, CPA
Director of Finance

225 West Main Street
Gaylord, Michigan 49735
(989) 731-7520

BUDGET AMENDMENT EXPLANATIONS
FOR THE DECEMBER 27, 2005 BOARD MEETING

101E278 SURVEYOR DEPT.

The surveyor for Otsego County is paid a contractual amount of \$200 a year for his services. In 2004, no payment was made to him. Our intent is to pay the surveyor a total of \$400, for 2004 and 2005, in order to catch up the amount owed to him. Transfer of funds is to be taken out of Contingency.

101E450 REMONUMENTATION GRANT DEPT.

This amendment is necessary because in 2004, the entire Remonumentation Grant was not used up. Accordingly, the State of Michigan required Otsego County to refund the unused dollars, in the amount of \$15,881.60. The refund was not paid over to the State until 2005, which shows us over budget for our 2005 Remonumentation Grant line item. This amendment will correct the overage in 2005. Transfer of funds is to be taken out of Contingency.

101E332 MOTORCYCLE SAFETY GRANT DEPT.

This amendment is necessary to properly reflect the designation of donations received for the motorcycle safety program. In 2004, \$3,950.62 was received in donations but was not properly reflected as being designated for the motorcycle safety program. Instead, those dollars were incorrectly commingled with general fund dollars. Tim McPherson and Marlene Hopp alerted me to this oversight, and this amendment will in effect allocate those donations to the proper line item. Transfer of funds is to be taken out of Contingency.

FYI – the current balance of General Fund Contingency is \$59,404.26 as of 12/21/05. If the Board chooses to approve the above amendments, the Contingency balance will be reduced to \$39,372.04

Respectfully Submitted,

Rachel Frisch



OTSEGO COUNTY BUDGET AMENDMENT

Surveyor Dept.

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)

REVENUE

Account Number	Decrease	Increase
-	\$	
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Decrease	Increase
101E278 - 940010 - Surveyor contract	\$	\$ 400.00
101E278 - 703010 - Surveyor payroll	\$ 200.00	\$
101E941 - 999000 - Contingency	\$ 200.00	\$
-	\$	\$
-	\$	\$
-	\$	\$
Total	\$ 400.00	\$ 400.00

Rachel Frisch
Department Head Signature

12/15/05
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary):

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: 101E450 REMONUMENTATION GRANT

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)

REVENUE

Account Number	Decrease	Increase
101E941 - 999000 - Co. Contingency	\$15,881.60	\$
- - -	\$	\$
- - -	\$	\$
- - -	\$	\$
Total	\$15,881.60	\$

EXPENDITURE

Account Number	Increase	Decrease
101E450 - 999000 - Remonumentation	\$15,881.60	\$
- <u>941000</u> -	\$	\$
- - -	\$	\$
- - -	\$	\$
- - -	\$	\$
- - -	\$	\$
Total	\$15,881.60	\$

Mark Hopp
Department Head Signature

12/19/2005
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: 101E332 MOTORCYCLE SAFETY

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)

REVENUE

Account Number	Decrease	Increase
101E941 - 999000 - Co. Contingency	\$3,950.62	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$3,950.62	\$

EXPENDITURE

Account Number	Increase	Decrease
101E332 - 999990 - Motorcycle Safety	\$3,950.62	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
- -	\$	\$
Total	\$3,950.62	\$

Mark Hopp
Department Head Signature

12/19/2005
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

Dept 351 - JAIL

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type: General Special Revenue Debt Service Capital Project Business-Type (Enterprise or Internal Svc)

REVENUE

Account Number	Decrease	Increase
- - -		
- - -	\$	\$
- - -	\$	\$
- - -	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Decrease	Increase
101E351 - 704800 - Sick Pay Buyout	\$ 9,000.00	
101E351 - 726045 - Supplies tether	\$ 1,000.00	\$
101E351 - 930210 - Telephone	\$ 2,500.00	\$
101E351 - 726035 - Supplies medica	\$	\$ 1,000.00
101E351 - 930700 - Room & Board	\$	\$ 4,000.00
101E351 - 930470 - Inmate Health	\$	\$ 7,000.00
Total	\$ 12,500.00	\$ 12,000.00

101E351 926000 Supplies - Gen

500

[Signature]
Department Head Signature

12-21-05
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary):

Budget Adjustment #

Posting Number

RESOLUTION NO. OCR 06-01
INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2007 UNDER ACT 51
OF THE PUBLIC ACTS OF 1951, AS AMENDED.

OTSEGO COUNTY BOARD OF COMMISSIONERS
January 10, 2006

INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2007 UNDER ACT 51
OF THE PUBLIC ACTS OF 1951, AS AMENDED.

WHEREAS, Pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for **OTSEGO COUNTY BUS SYSTEM (OTSEGO COUNTY)**, (hereby known as THE APPLICANT) established under Act 51, to provide a local transportation program for the state fiscal year of 2007 and, therefore, apply for state financial assistance under provisions of Act 51; and

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

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

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

WHEREAS, THE APPLICANT, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$261,537, estimated state funds \$670,059.00, estimated local funds \$680,746.00, estimated farebox \$170,000, estimated other funds \$ 0 , with total estimated expenses of \$1,743,585.00

NOW THEREFORE BE IT RESOLVED, that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51, and

BE IT FURTHER RESOLVED, that the Otsego County Board of Commissioners hereby appoints Theron D. Higgins as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation commission or department for its administration of Act 51 for 2007.

01/05/2006
07:46:27

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

PAGE 1
apwarrnt

PREPAID INVOICE LIST

WARRANT: B2006-1 01/05/2006

VENDOR VENDOR NAME R INVOICE PO TYPE DUE DATE AMOUNT VOUCHER CHECK COMMENT

CASH ACCOUNT: 0001A 001000 CASH

1208 MERS 00160178 DD 01/10/2006 22,453.92 13902 721 RU03 - MERS BILLING NOV 200

22,453.92 CASH ACCOUNT 0001A 001000 TOTAL

01/05/2006
11:10:24

OTSAGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

PAGE 4
apwarrnt

DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-1 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
2863	ANGEL OPPERMAN 1 212E430 920410			0 43000236 INV ANM CTRL SVC CNTRCT	01/04/2006	150.00	12-19-2005	13883	
				CHECK TOTAL		150.00			
1047	CELLULAR ONE 1 101E301 920410 2 101E351 930210			0 30100339 INV SHERIFF SVC CNTRCT JAIL TELEPHONE	01/04/2006	77.58 30.90	00122907-12	13876	
1047	CELLULAR ONE 1 101E267 930210			0 26700147 INV PROSECUTOR TELEPHONE	01/04/2006	108.48	00253289-12	13879	
				CHECK TOTAL		25.86 134.34			
2064	CENTURYTEL 1 261E427 930210			0 42700165 INV EMGR SVCS TELEPHONE	01/04/2006	41.37	30045160112	13880	
				CHECK TOTAL		41.37			
3404	CHARTER COMMUNICATIONS 1 595E351 726000			0 35100353 INV JAIL COMM SUPPLIES	01/04/2006	48.81	500075295801	13875	
				CHECK TOTAL		48.81			
1051	CITY OF GAYLORD 1 588E699 920200			0 69900524 INV OPERATIONS H2O/SEWAGE	01/04/2006	62.58	BUS-SYSTEM	13874	
1051	CITY OF GAYLORD 1 637E265 920200			0 BLDG GRNDS H2O/SEWAGE	01/04/2006	97.77	LVGSTN-A-120	13892	
1051	CITY OF GAYLORD 1 637E265 920200			0 BLDG GRNDS H2O/SEWAGE	01/04/2006	97.77	LVGSTND-1205	13891	
				CHECK TOTAL		391.60 551.95			
1059	CONSUMERS ENERGY 1 637E265 930620			0 BLDG GRNDS ELECTRIC	01/04/2006	133.78	023751008120	13889	
1059	CONSUMERS ENERGY 1 261E427 930620			0 42700164 INV EMGR SVCS ELECTRIC	01/04/2006	40.55	033620021205	13881	
1059	CONSUMERS ENERGY 1 212E430 930620			0 43000234 INV ANM CTRL ELECTRIC	01/04/2006	205.58	037730021205	13885	
1059	CONSUMERS ENERGY 1 637E265 930620			0 BLDG GRNDS ELECTRIC	01/04/2006	3,033.62	038108001120	13895	
				CHECK TOTAL		3,033.62			

01/05/2006
11:10:24

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

PAGE 5
apwarrnt

DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-1 01/05/2006

VENDOR G/L ACCOUNTS R PO TYPE DUE DATE AMOUNT INVOICE VOUCHER CHECK

1059 CONSUMERS ENERGY 0 BLDG GRNDS INV 01/04/2006 130.83 504843001120 13888

1 637E265 930620 ELECTRIC CHECK TOTAL 3,544.36

3497 TAMMIE DUBOIS 0 43000238 INV 01/04/2006 25.00 REFUND 13882

1 0701L 255000 GEN AGENCY CUST DEP CHECK TOTAL 25.00

1107 FUELMAN OF MICHIGAN 0 OPERATIONS INV 01/04/2006 1,860.14 NP3587178 13896

1 588E699 930660 BLDG GRNDS GAS 212.41

2 637E265 930660 ANM CTRL GAS 84.53

3 212E430 930660 BULDING GAS 69.29

4 249E371 930660 REC PGMS GAS 51.44

5 208E752 930660 SHERIFF GAS 555.14

6 101E301 930660 OPERATIONS GAS 35.20

7 588E699 930660 AMBULANCE CU EXPENSE 481.24

8 210E651 700000 OPERATIONS INV 01/04/2006 1,571.41

1 588E699 930660 BLDG GRNDS GAS 198.12

2 637E265 930660 ANM CTRL GAS 34.95

3 212E430 930660 BULDING GAS 75.97

4 249E371 930660 SHERIFF GAS 612.34

5 101E301 930660 OPERATIONS GAS 13.16

6 588E699 930660 PLAN ZONE GAS 27.87

7 101E721 930660 AMBULANCE CU EXPENSE 271.19

8 210E651 700000 OPERATIONS INV 01/04/2006 559.13

1 212E430 726035 ANM CTRL MEDICAL 38.86

2 212E430 726035 ANM CTRL MEDICAL 305.64

3 101E130 940010 TRIAL CT OUTSIDE 29.77

4 101E130 940010 TRIAL CT OUTSIDE 1,654.95

5 265E301 726000 DRUGLAW SUPPLIES 49.27

6 101E130 726000 TRIAL CT MAINT SVC 195.78

7 212E430 920400 ANM CTRL SUPPLIES 64.60

8 101E130 726000 TRIAL CT OUTSIDE 305.64

9 101E130 940010 TRIAL CT OUTSIDE 125.00

10 101E228 930150 IT SVC CHGS CHECK TOTAL 3,328.64

CHECK TOTAL 2,805.01

CHECK TOTAL 6,154.40

CHECK TOTAL 82009806-DEC 13898

CHECK TOTAL 3,328.64

CHECK TOTAL 7525018DC05 13893

CHECK TOTAL 1252 PITNEY BOWES INC 0 INV 01/04/2006

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01/05/2006
11:10:24

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT
DETAIL INVOICE LIST

PAGE 6
apwarrnt

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2005-1 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
2933 SHRED-IT GRAND RAPIDS	1 101E301 940010	0		INV	01/04/2006				
	2 101E101 725000	0		OUTSIDE SUPPLIES		35.00	05454458379	13894	
						35.00			
						CHECK TOTAL			
						495.00			
1122 VERIZON NORTH	1 101E267 920410	0	26700148	INV	01/04/2006				
			PROSECUTOR	SVC CNTRCT		30.52	7057273	13878	
						CHECK TOTAL			
						70.00			
1122 VERIZON NORTH	1 101E228 930240	0		INV	01/04/2006				
			IT NETWORK			210.00	940301-1205	13887	
						CHECK TOTAL			
						210.00			
1869 WEST PAYMENT CENTER	1 101E267 726200	0	26700150	INV	01/04/2006				
			PROSECUTOR	BOOKS		635.13	6034936648	13877	
						CHECK TOTAL			
						635.13			
2860 WINN TELECOM	1 212E430 930210	0	43000237	INV	01/04/2006				
			ANM CTRL	TELEPHONE		118.41	989705763212	13884	
						CHECK TOTAL			
						118.41			
1509 YOUNG GRAHAM & ELSENHIMER	1 260E130 801025	0		INV	01/04/2006				
			TRIAL CT	PROFSLSVCS		2,506.00	8404	13886	
						CHECK TOTAL			
						2,506.00			
24 INVOICES						18,043.93			
						WARRANT TOTAL			
						18,043.93			
						CASH ACCOUNT BALANCE			
						3,861,867.49			

01/05/2006
07:46:27

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT
DETAIL INVOICE LIST

PAGE 2
apwarrnt

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-1 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1341 WILLIAM L CAREY									
1 101E131	801020	0		CIRCT CT	INV 01/10/2006	12,034.39	1-01-06	13832	
2 0101A	072120			GF ASSET	PROFESSNL	7,356.86			
3 0101A	072140			GF ASSET	FROM CRAW	9,483.13			
					FROM KALKKA				
						28,874.38			
						28,874.38			
3506 CHRIS KNIGHT									
1 101E101	930300	0		BOC	INV 12/29/2005	1,956.25	100	13848	
					ADVERTISE				
						1,956.25			
						1,956.25			
1321 US POSTAL SERVICE									
1 101E141	930450	0		FOC	INV 01/10/2006	4,250.00	315067934	13835	
2 215E141	930450			FOC	SHIP/MAIL	750.00			
						5,000.00			
						5,000.00			
1321 US POSTAL SERVICE									
1 101E130	930450	0		TRIAL CT	INV 01/10/2006	8,000.00	35941319	13834	
					SHIP/MAIL				
						8,000.00			
						8,000.00			
1429 UNITED WISCONSIN GROUP									
1 101E131	704140	0		CIRCT CT	INV 01/01/2006	17.76	800268-JAN06	13944	
2 101E130	704140			TRIAL CT	LIFE/DISAB	687.97			
3 101E130	704140			TRIAL CT	LIFE/DISAB	58.42			
4 101E130	704140			CRCCF	LIFE/DISAB	38.83			
5 101E130	704140			OTCCF	LIFE/DISAB	51.86			
6 101E130	704140			TRIAL CT	LIFE/DISAB	21.12			
7 101E141	704140			TRIAL CT	LIFE/DISAB	167.02			
8 215E141	704140			FOC	LIFE/DISAB	29.49			
						1,072.47			
						1,072.47			
5 INVOICES						44,903.10			
						44,903.10			
						3,861,867.49			
						44,903.10			
						3,861,867.49			
						44,903.10			
						3,861,867.49			

01/05/2006
10:23:46

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

PAGE 1
apwarrnt

DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-2 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1377	ARROW UNIFORM RENTAL								
	1 637E265 726046	2		BLDG GRNDS UNIFORM	01/04/2006	156.40	DEC-2005	13966	
						CHECK TOTAL			
						156.40			
1026	ARTS AUTO ELECTRIC SERVICE I								
	1 588E699 726050	0		OPERATIONS MAINT SUPP	01/04/2006	297.70	871058	13925	
						CHECK TOTAL			
						297.70			
3515	AUTOMATED BUSINESS EQUIPMENT								
	1 101E253 920400	0		TREASURER MAINT SVC	12/22/2005	1,650.00	SERVICE-CONT	13870	
						CHECK TOTAL			
						1,650.00			
3503	RONALD C. BRAND								
	1 101E450 703040	0		REMONUMEN PER DIEM	01/04/2006	300.00	DEC-2005	13938	
						CHECK TOTAL			
						300.00			
2698	BUILDING DEPARTMENT								
	1 249E371 726000	0		BUILDING SUPPLIES	01/04/2006	23.58	IMPRESST	13916	
	2 249E371 726050			BUILDING MAINT SUPP		11.39			
						CHECK TOTAL			
						34.97			
1041	BURNHAM & FLOWER OF MICHIGAN								
	1 101E253 930100	0		TREASURER INSURANCE	12/22/2005	3,374.00	05-06-BOND	13873	
						CHECK TOTAL			
						3,374.00			
2063	OTSEGO COUNTY BUS SYSTEM								
	1 261E901 970430	0		CAP OUTLAY PROP-FURN	01/04/2006	694.13	1d89878	13936	
						CHECK TOTAL			
						694.13			
1711	CASE CREDIT								
	1 588E699 726050	0		OPERATIONS MAINT SUPP	01/04/2006	311.06	10699	13920	
						CHECK TOTAL			
						311.06			
1711	CASE CREDIT								
	1 588E699 726050	0		OPERATIONS MAINT SUPP	01/04/2006	2,002.27	10774	13922	
						CHECK TOTAL			
						2,002.27			
1711	CASE CREDIT								
	1 588E699 726050	0		OPERATIONS MAINT SUPP	01/04/2006	438.64	10791	13918	
						CHECK TOTAL			
						438.64			
1711	CASE CREDIT								
	1 588E699 920400	0		OPERATIONS MAINT SVC	01/04/2006	70.38	1312	13919	
						CHECK TOTAL			
						70.38			

01/05/2006
10:23:46

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH

WARRANT: B2006-2 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1053	CHUCKS ELECTRIC OF GAYLORD	0		INV	01/04/2006	2,822.35			
	1 637E265 920400		BLDG GRNDS	MAINT SVC			9971	13958	
				CHECK TOTAL		533.00			
				CHECK TOTAL		533.00			
3507	CITI FINANCIAL MORTGAGE	0		INV	12/22/2005	25.00	OVER-PAY-04	13849	
	1 0701L 275000		GEN AGENCY	DUE TXPYR		25.00			
				CHECK TOTAL		25.00			
2055	U.S. POSTAL SERVICE (POSTAGE)	0		INV	01/04/2006	1,000.00	JAN-2006	13969	
	1 0101A 103000		GF ASSET	POST INV		1,000.00			
				CHECK TOTAL		1,000.00			
1082	DUNNS	0		PROSECUTOR	01/04/2006	1,381.09	1758	13931	
	1 101E267 726000		CVR	SUPPLIES		1,381.09			
				CHECK TOTAL		1,381.09			
1082	DUNNS	0		PROSECUTOR	01/04/2006	8.79	526503	13914	
	1 101E267 726000		CVR	SUPPLIES		8.79			
				CHECK TOTAL		8.79			
1082	DUNNS	0		TREASURER	01/04/2006	116.50	526622	13976	
	1 101E253 726000			SUPPLIES		116.50			
				CHECK TOTAL		116.50			
1082	DUNNS	0		TREASURER	01/04/2006	488.87	528013	13903	
	1 101E253 726000			SUPPLIES		488.87			
				CHECK TOTAL		488.87			
1082	DUNNS	0		CAP OUTLAY	01/04/2006	62.46	528836	13930	
	1 261E901 970430			PROP-FURN		62.46			
				CHECK TOTAL		62.46			
1454	EARTHWORKS ENTERPRISES INC	0		INV	01/04/2006	316.50	9167	13962	
	1 637E265 920320		BLDG GRNDS	SNOW PLOW		316.50			
				CHECK TOTAL		316.50			
2281	GASLIGHT MEDIA	0		INV	01/04/2006	800.00	14396	13945	
	1 101E864 930240		DISTRIBUTE	NETWORK		800.00			
				CHECK TOTAL		800.00			
1117	GAYLORD FORD	0		INV	01/04/2006	23.87	6252	13923	
	1 588E699 726050		OPERATIONS	MAINT SUPP		23.87			
				CHECK TOTAL		23.87			

01/05/2006
10:23:46

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-2 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3516 GAYLORD/OTSEGO CHAMBER OF CO	1 101E729 930600			CHAMBER	01/04/2006	1,000.00	8844	13970	
				MEMB/DUES					
				INV	01/04/2006	1,000.00			
				CHECK TOTAL		1,000.00			
1078 GIL-ROYS HARDWARE	1 637E265 726050			BLDG GRNDS	01/04/2006	788.70	DEC-2005	13959	
				BLDG GRNDS					
				INV	01/04/2006	788.70			
				MAINT SUPP					
				CHECK TOTAL		788.70			
1530 GORDON FOOD SERVICES	1 637E265 726050			BLDG GRNDS	01/04/2006	94.85	788024286	13961	
				BLDG GRNDS					
				INV	01/04/2006	94.85			
				MAINT SUPP					
				CHECK TOTAL		94.85			
3505 HOFFERT & ASSOC P.C. TRUST A	1 0516A 026020			DEIQ TAX	12/22/2005	1,855.46	TX-TRIBUNAL	13845	
				DEIQ TAX					
				INV	12/22/2005	1,855.46			
				CHG BACK					
				CHECK TOTAL		1,855.46			
1152 JIMS ALPINE AUTOMOTIVE	1 588E699 726050			OPERATIONS	01/04/2006	54.77	412457	13926	
				OPERATIONS					
				INV	01/04/2006	54.77			
				MAINT SUPP					
				CHECK TOTAL		54.77			
3502 CARL KIISKIJA	1 101E450 703040			REMONUMEN	01/04/2006	300.00	DEC-2005	13939	
				REMONUMEN					
				INV	01/04/2006	300.00			
				PER DIEM					
				CHECK TOTAL		300.00			
1369 CHARLES KLEE	1 101E721 703040			PLAN ZONE	01/04/2006	35.00	DEC-2005	13906	
				PLAN ZONE					
				INV	01/04/2006	35.00			
				PER DIEM					
				TRAVEL					
				CHECK TOTAL		35.00			
1165 LISTVAN PLUMBING & HEATING	1 637E265 940010			BLDG GRNDS	01/04/2006	565.88	WA009486	13964	
				BLDG GRNDS					
				INV	01/04/2006	565.88			
				OUTSIDE					
				CHECK TOTAL		565.88			
1000 CARL LORD	1 101E101 930500			BOC	01/04/2006	36.00	JULY-BIG-ROC	13950	
				BOC					
				INV	01/04/2006	36.00			
				TRAVEL					
				PER DIEM					
				CHECK TOTAL		36.00			
	2 101E101 703040			BOC		35.00			
				BOC					
				INV		71.00			
				PER DIEM					
				CHECK TOTAL		71.00			

01/05/2006
10:23:46

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT
DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-2 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
2664	LOWES BUSINESS ACCOUNT								
	1 637E265 726050	0		BLDG GRNDS	01/04/2006	788.55	51551BH27910	13957	
						788.55			
						788.55			
3352	M.A.C.T.								
	1 101E253 930600	0		TREASURER	12/22/2005	150.00	MEMBERSHIP	13844	
						150.00			
						150.00			
2573	M.A.R.D								
	1 101E215 930600	0		CLERK/ROD	01/04/2006	237.00	2006-DUES	13860	
						237.00			
						237.00			
1174	JAMES L MADDIX								
	1 101E721 703040	0		PLAN ZONE	01/04/2006	35.00	DEC-2005	13907	
	2 101E721 930500			PLAN ZONE		17.70			
						52.70			
						52.70			
1170	TIMOTHY MCPHERSON								
	1 101E332 726000	0		MOTORCYCLE	01/04/2006	55.84	PHOTO-WB	13899	
	2 101E332 801030			MOTORCYCLE		150.00			
	3 101E332 930500			MOTORCYCLE		54.00			
						259.84			
						259.84			
2577	MICHIGAN ASSOC OF COUNTY								
	1 101E215 930600	0		CLERK/ROD	01/04/2006	165.00	2006-DUES	13861	
						165.00			
						165.00			
1195	MICHIGAN OFFICEMAYS INC								
	1 101E267 726000	0		PROSECUTOR	01/04/2006	25.43	88706	13912	
						25.43			
						25.43			
1837	MUNIS INC								
	1 402E901 970450	0		CAP OUTLAY	01/04/2006	200.00	86553	13973	
						200.00			
						200.00			
1215	CAROL NELSON SNYDER								
	1 101E648 801020	0		MED EXAM	01/04/2006	375.00	DEC-2005	13952	
						375.00			
						375.00			

01/05/2006
10:23:46

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT
DETAIL INVOICE LIST

PAGE 5
apwarrnt

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-2 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1216 H CHARLES NELSON	1 101E648 801020	0		INV 01/04/2006		375.00			
				MED EXAM			dec-2005	13951	
				PROFESSNL					
				CHECK TOTAL		225.00			
				CHECK TOTAL		225.00			
2476 NORTHERN CREDIT BUREAU	1 233E690 930150	0		INV 01/04/2006		7.20			
				5CDBG HOUSING			6823	13943	
				SVC CHGS					
				CHECK TOTAL		7.20			
				CHECK TOTAL		7.20			
1227 NORTHWEST MICHIGAN COMMUNITY	1 101E351 726035	0		INV 01/04/2006		145.00			
				JAIL			GARDNER	13932	
				MEDICAL					
				CHECK TOTAL		145.00			
				CHECK TOTAL		145.00			
1367 OFFICE DEPOT INC	1 101E253 726000	0		INV 01/04/2006		39.19			
				TREASURER			318779244	13977	
				SUPPLIES					
				CHECK TOTAL		39.19			
				CHECK TOTAL		39.19			
3517 THE OTSEGO CLUB & RESORT	1 645E172 930500	0		INV 01/04/2006		1,187.20			
				ADMIN			DEC-13-2005	13972	
				TRAVEL					
				CHECK TOTAL		1,187.20			
				CHECK TOTAL		1,187.20			
1235 OTSEGO COUNTY EMS	1 101E648 930460	0		INV 01/04/2006		290.00			
				MED EXAM			COUGHLIN	13954	
				MED EXAM					
				MED EXAM					
				CHECK TOTAL		290.00			
				CHECK TOTAL		290.00			
1235 OTSEGO COUNTY EMS	1 101E648 726000	0		INV 01/04/2006		575.00			
				MED EXAM			WILSON	13955	
				MED EXAM					
				MED EXAM					
				CHECK TOTAL		575.00			
				CHECK TOTAL		575.00			
2746 OTSEGO MEMORIAL HOSPITAL/CLI	1 101E351 726035	0		INV 01/04/2006		47.50			
				JAIL			7522	13934	
				MEDICAL					
				CHECK TOTAL		47.50			
				CHECK TOTAL		47.50			
2746 OTSEGO MEMORIAL HOSPITAL/CLI	1 101E351 726035	0		INV 01/04/2006		47.50			
				JAIL			8057	13933	
				MEDICAL					
				CHECK TOTAL		47.50			
				CHECK TOTAL		47.50			

01/05/2006
10:23:46

OTSIEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

PAGE 6
apwarrnt

DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-2 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3450 PMP PERSONNEL SERVICE									
1 101E721	801020	0	72000252	INV	01/04/2006	228.38	00064390	13917	
			PLAN ZONE	PROFESSNL					
						228.38			
						228.38			
1257 THOMAS J PUDVAN									
1 101E648	801020	0		INV	01/04/2006	150.00	DEC-2005	13956	
2 101E648	930210			MED EXAM		20.00			
				TELEPHONE					
						170.00			
						170.00			
2571 PUMMILL BUSINESS FORMS									
1 101E253	930450	0		INV	12/22/2005	534.58	CERTIFIED-FO	13867	
			TREASURER	SHIP/MAIL					
						534.58			
						534.58			
1572 JIM QUANDT									
1 101E721	703040	0	72000249	INV	01/04/2006	35.00	DEC-2005	13908	
2 101E721	930500			PLAN ZONE	PER DIEM	11.40			
				TRAVEL					
						46.40			
						46.40			
1260 RAINBOW PLAQUE CO									
1 101E332	726000	0	69000146	INV	01/04/2006	175.00	2426	13911	
			MOTORCYCLE	SUPPLIES					
						175.00			
						175.00			
2840 RICHARD WOJTOWIAK									
1 101E721	703040	0	72000251	INV	01/04/2006	35.00	DEC-2005	13910	
2 101E721	930500			PLAN ZONE	PER DIEM	1.50			
				TRAVEL					
						36.50			
						36.50			
3498 RIEF, RICHARD M & MARY JO									
1 0516A	026020	0		INV	12/22/2005	60.00	PRE-GRANTED	13831	
			DELQ TAX	CHG BACK					
						60.00			
						60.00			
3475 CARL ROBINSON									
1 101E450	703040	0	69000149	INV	01/04/2006	300.00	DEC-2005	13941	
			REMONUMEN	PER DIEM					
						300.00			
						300.00			
1267 ROYAL LINEN SERVICE									
1 637E265	726046	0		INV	01/04/2006	74.68	139282	13960	
			BLDG GRNDS	UNIFORM					
						74.68			
						74.68			

01/05/2006
10:23:46

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

PAGE 7
apwarrnt

DETAIL INVOICE LIST

CASH ACCOUNT: 0001A 001000 CASH WARRANT: B2006-2 01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
3499	DONALD E. SAGASSER, P.S.	0	69000148	INV	01/04/2006	300.00	DEC-2005	13942	
	1 101E450 703040		REMONUMEN	PER DIEM		300.00			
						CHECK TOTAL			
3501	JAMES L. SCHWANDT	0	69000150	INV	01/04/2006	225.00	DE-2005	13940	
	1 101E450 703040		REMONUMEN	PER DIEM		225.00			
						CHECK TOTAL			
1275	SCIENTIFIC BRAKE & EQUIPMENT	0		INV	01/04/2006	434.37	2253390046	13965	
	1 637E265 920400		BLDG GRNDS	MAINT SVC		434.37			
						CHECK TOTAL			
1280	SIMONS VETERINARY CLINIC	0	43000235	INV	01/04/2006	455.00	12132005	13900	
	1 212E430 930980		ANM CTRL	STERILIZE		455.00			
						CHECK TOTAL			
2140	RUSS SOFFREDINE	0	72000250	INV	01/04/2006	35.00	DEC-2005	13909	
	1 101E721 703040		PLAN ZONE	PER DIEM		3.00			
	2 101E721 930500		PLAN ZONE	TRAVEL		38.00			
						CHECK TOTAL			
1874	STATE ELECTRONICS	0	42700167	INV	01/04/2006	5,446.53	9899577	13935	
	1 261E901 970430		CAP OUTLAY	PROP-FURN		5,446.53			
						CHECK TOTAL			
1290	STATE OF MICHIGAN	1		INV	01/04/2006	8,987.14	4TH-QTR-ROD	13865	
	1 0701L 228040		GEN AGENCY	STATE SURV		8,987.14			
						CHECK TOTAL			
1295	STATE OF MICHIGAN	0		INV	01/04/2006	384.00	DEC-05-M-E	13859	
	1 0701L 228016		GEN AGENCY	PSTL PRMT		384.00			
						CHECK TOTAL			
1298	STATE OF MICHIGAN	1		INV	01/04/2006	360.00	DEC-05-M-E	13858	
	1 0701L 228042		GEN AGENCY	ST CRT FND		157.50			
	2 0701L 228037		GEN AGENCY	CRIME VICT		150.00			
	3 0701L 228057		GEN AGENCY	JUROR COMP		1,071.00			
	4 0701L 228058		GEN AGENCY	CIVIL FILE		519.00			
	5 0701L 228059		GEN AGENCY	JSTCE SYS					
						CHECK TOTAL			

01/05/2006
10:23:46

OTSEGO COUNTY
ACCOUNTS PAYABLE WARRANT REPORT

PAGE 10
apwarrnt

DETAIL INVOICE LIST

CASH ACCOUNT: 0001A

001000 CASH

WARRANT:

B2006-2

01/05/2006

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1656 ZEE MEDICAL									
1 588E699	726050			0 69900528 INV	01/04/2006	24.10	139308409	13929	
				OPERATIONS MAINT SUPP		24.10			
				CHECK TOTAL		1,585.43			
				CHECK TOTAL		24.10			
				CASH ACCOUNT BALANCE		59,996.66			
				WARRANT TOTAL		3,861,867.49			

**OTSEGO COUNTY
BUDGET AMENDMENT**

PROSECUTOR DEPT.

As provided for in the Uniform Budgeting and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Treasurer are hereby authorized to record the following adjustments to the budget.

FUND: General Capital Improvement Special Revenue Debt Service

REVENUE

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101E267 801020 Professional	\$ 2,068.79	\$
101E267 704800 Sick pay buyout	\$	\$ 1,917.79
101E267 704110 Hospitalization	\$	\$ 151-
	\$	\$
	\$	\$
	\$	\$
Total	\$ 2,068.79	\$ 2068.79

Manager's Signature <i>WJZ</i>	Date 11/3/06
Administrator's Signature	Date
Budget Amendment Number	Date
Board Approval	Date
Posting Number	Date

COUNTY OF OTSEGO

USE AND DISCLOSURE OF SOCIAL SECURITY NUMBERS POLICY & PROCEDURE 01/01/2006



COUNTY OF OTSEGO
USE AND DISCLOSURE OF SOCIAL SECURITY NUMBERS
POLICY & PROCEDURE
01/01/2006

PURPOSE

The County of Otsego is required by Michigan's Social Security Number Privacy Act ("the Act") to control how it obtains, uses, disseminates and disposes of records which contain Social Security numbers. The Act also requires the County of Otsego to establish, publish and enforce a policy regarding the use, disclosure and disposal of records which it creates or obtains in the course of its business and which contain Social Security numbers. This Policy and Procedure sets forth the County of Otsego's standards and practices for how much information is gathered, stored, disclosed and ultimately disposed of.

POLICY

It is the policy of the County of Otsego that Social Security numbers obtained from employees, vendors, contractors, customers or others are confidential information. Social Security numbers will be obtained, retained, used and disposed of only for legitimate reasons and in accordance with the law and this Policy and Procedure.

PROCEDURE

A. Obtaining Social Security numbers

Documents or other records containing Social Security numbers are to be requested, obtained or created only for legitimate business reasons consistent with this policy. Such reasons include, but are not limited to:

- i. Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
- ii. Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment in accordance with the Immigration Reform and Control Act.
- iii. Social Security numbers may be requested from employees for tax reporting purposes (i.e. IRS Form W-4), for new hire reporting, or for purposes of enrollment in the County of Otsego benefit plans.
- iv. Social Security numbers may be obtained from contractors or vendors for tax-reporting purposes (i.e. IRS Form 1099).
- v. Customers/clients may be asked to provide Social Security numbers for tax reporting purposes or for purposes of establishing a customer-specific account or other record.

B. Retention and Access to Social Security numbers.

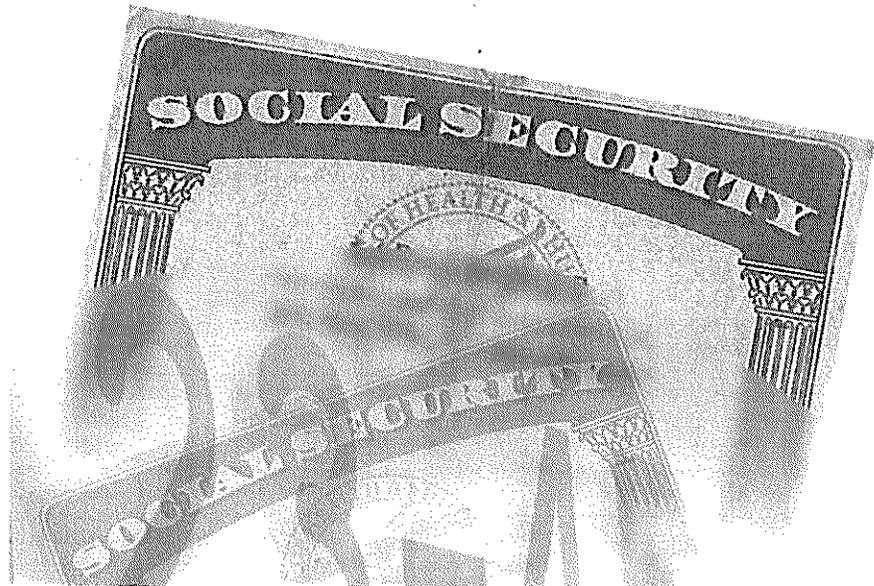
- i. All records containing Social Security numbers (whether partial or complete) will be maintained in secured files.
- ii. All paper records containing Social Security numbers must to stamped "Confidential", "Controlled Document", or with some similar identifying mark.
- iii. Only personnel who have a legitimate business reason to know will have access to records containing Social Security numbers.
 - (a) Employees whose job entails regular access to records containing Social Security numbers will be trained in the legal requirements and the requirements of this Policy and Procedure.
 - (b) Where a record containing a Social Security number is to be disseminated to persons outside of the County of Otsego, to persons within the County of Otsego who are not authorized or trained in this Policy and Procedure, or where the Social Security number is not relevant to the purpose for which the record is being shared, the Social Security number shall be redacted or otherwise rendered unreadable.

- iv. Employees using records containing Social Security numbers will take appropriate steps to secure such records when not in immediate use. Such steps may include:
 - (a) Placing such records in a locked desk or file drawer when not in use.
 - (b) Using password protection or screen-savers on computers and computerized records to prevent unauthorized access to or viewing of such records by others.
- v. Inactive records containing Social Security numbers will be retained in accordance with the requirements of state and federal laws and then destroyed in a manner that continues to ensure their confidentiality. For purposes of this Policy and Procedure, "inactive records" are those where there is no longer a current employer, supplier, or customer relationship.

C. Unauthorized Use/Disclosure of Social Security numbers.

Any employee, who obtains, uses or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this Policy and Procedure shall be subject to discipline up to and including discharge. The County of Otsego will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who obtains, uses, or discloses Social Security numbers for unlawful reasons.

Any employee, who obtains, uses or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this Policy and Procedure shall be subject to discipline up to and including discharge



SOCIAL SECURITY NUMBER PRIVACY ACT

In response to increased concerns regarding identity theft, the State of Michigan passed the Social Security Number Privacy Act (Act 454 of 2004). This law became effective March 1, 2005.

The Act applies to individuals, corporations, partnerships, schools and, most importantly for MMRMA members, to all governmental entities.

Any governmental entity which obtains a Social Security Number (SSN) in the ordinary course of business must create a Social Security Number Privacy Policy by no later than January 1, 2006. This policy must be published (in hard copy or electronically) in your employee handbook, policy manual, or other similar document. This policy needs to be tailored to your entity's own systems and uses of social security numbers. The purpose of this privacy policy is to ensure the confidentiality of social security numbers and to protect against their unlawful disclosure. **This law does not prohibit you from using a social security number.** In addition, the law does not apply to a person who possesses social security numbers in the ordinary course of business.

PROHIBITIONS AND EXCEPTIONS

There are several uses of SSNs that are **prohibited**. Because the description in the statute is complex, many governmental entities are likely to stop using SSNs except when legally necessary. Here is a brief summary of what the new law prohibits:

- Public display of all or more than four sequential digits of a SSN
- Use of all or more than four sequential digits of a SSN as the primary account number (if this use existed as of March 1, 2005, there is a delayed effective date of January 1, 2006 to comply; and, SSNs that are already being used as primary account numbers can continue to be so used indefinitely, but if the use is stopped it may not be reestablished)
- Use of the SSN on an ID badge or card, or membership card, permit or license (a delayed compliance date no later than January 1, 2006 is potentially available)
- Requiring anyone to use or transmit all or more than four sequential digits of his or her SSN over the Internet or a computer system or network, unless the transmission is secure or encrypted
- Requiring anyone to use or transmit all or more than four sequential digits of his or her SSN to gain access to an Internet website or a computer system or network unless the connection is encrypted or an authentication device is also required to gain access
- Putting all or more than four sequential digits in or on a document or information mailed or sent if the SSN is visible from the outside of the envelope or package
- Including all or more than four sequential digits of a SSN in a mailing, unless one of seven listed exceptions apply (This provision has a delayed effective date of January 1, 2006)

There are some **exceptions** to the above. One allows use when authorized or required by a federal or state law, by a court order or

rule, or pursuant to legal discovery or process. Another allows "administrative use" if "in the ordinary course of business," to:

- Verify identity related to an account, transaction, product, service, or employment
- Investigate an individual's claim, credit, or criminal or driving history
- Detect, prevent/deter or identify a crime such as identity theft
- Pursue a legal right, such as an audit, collection, investigation, transfer of a tax, employee benefit debt, claim receivable, or account
- Investigate, collect or enforce a child or spousal support obligation or tax liability
- Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of investment such as stocks

The following are some examples of documents that a municipal entity may utilize and which may contain Social Security numbers:

- Employment Application
- Tax Withholding Forms
- Homeowner's Principal Residence Exemption Affidavit
- Police Incident Reports
- Police Fingerprint ID card
- Employee ID Badges
- Emergency Medical Information Sheet
- Authorization For Direct Deposit of Employee Paycheck

This is not an exhaustive list of such documents. It is recommended that your entity review all forms and documents that you utilize to insure that they meet the requirements of the Social Security Number Privacy Act.

SOCIAL SECURITY NUMBER PRIVACY ACT
Act 454 of 2004

AN ACT to establish the social security number privacy act in the state of Michigan; to prescribe penalties; and to provide remedies.
History: 2004, Act 454, Eff. Mar. 1, 2005.

The People of the State of Michigan enact:

445.81 Short title.

Sec. 1. This act shall be known and may be cited as the "social security number privacy act".

History: 2004, Act 454, Eff. Mar. 1, 2005.

445.82 Definitions.

Sec. 2. As used in this act:

- (a) "Child or spousal support" means support for a child or spouse, paid or provided pursuant to state or federal law under a court order or judgment. Support includes, but is not limited to, any of the following:
 - (i) Expenses for day-to-day care.
 - (ii) Medical, dental, or other health care.
 - (iii) Child care expenses.
 - (iv) Educational expenses.
 - (v) Expenses in connection with pregnancy or confinement under the paternity act, 1956 PA 205, MCL 722.711 to 722.730.
 - (vi) Repayment of genetic testing expenses, under the paternity act, 1956 PA 205, MCL 722.711 to 722.730.
 - (vii) A surcharge paid under section 3a of the support and parenting time enforcement act, 1982 PA 295, MCL 552.603a.
- (b) "Computer", "computer network", or "computer system" mean those terms as defined in section 2 of 1979 PA 53, MCL 752.792.
- (c) "Internet" means that term as defined in 47 U.S.C. 230.
- (d) "Mailed" means delivered by United States mail or other delivery service that does not require the signature of recipient indicating actual receipt.
- (e) "Person" means an individual, partnership, limited liability company, association, corporation, public or nonpublic elementary or secondary school, trade school, vocational school, community or junior college, college, university, state or local governmental agency or department, or other legal entity.
- (f) "Publicly display" means to exhibit, hold up, post, or make visible or set out for open view, including, but not limited to, open view on a computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner. The term does not include conduct described in section 3(1)(b), (c), or (f).
- (g) "Title IV-D agency" means that term as defined in section 2 of the support and parenting time enforcement act, 1982 PA 295, MCL 552.602.
- (h) "Vital record" means that term as defined in section 2805 of the public health code, 1978 PA 368, MCL 333.2805.
- (i) "Website" means a collection of pages of the world wide web or internet, usually in HTML format, with clickable or hypertext links to enable navigation from 1 page or section to another, that often uses associated graphics files to provide illustration and may contain other clickable or hypertext links.

History: 2004, Act 454, Eff. Mar. 1, 2005.

Compiler's note: In subdivision (b), the phrase "mean those terms" evidently should read "means those terms."

Following the first occurrence of subdivision (e), subdivision (d) should evidently be designated subdivision (f), subdivision (e) should evidently be designated subdivision (g), subdivision (f) should evidently be designated (h), and subdivision (g) should evidently be designated (i).

445.83 Prohibited use of social security number of employee, student, or other individual; exceptions.

Sec. 3. (1) Except as provided in subsection (2), a person shall not intentionally do any of the following with the social security number of an employee, student, or other individual:

- (a) Publicly display all or more than 4 sequential digits of the social security number.

- (b) Subject to subsection (3), use all or more than 4 sequential digits of the social security number as the primary account number for an individual. However, if the person is using the social security number under subdivision (c) and as the primary account number on the effective date of this act, this subdivision does not apply to that person until January 1, 2006.
 - (c) Visibly print all or more than 4 sequential digits of the social security number on any identification badge or card, membership card, or permit or license. However, if a person has implemented or implements a plan or schedule that establishes a specific date by which it will comply with this subdivision, this subdivision does not apply to that person until January 1, 2006, or the completion date specified in that plan or schedule, whichever is earlier.
 - (d) Require an individual to use or transmit all or more than 4 sequential digits of his or her social security number over the internet or a computer system or network unless the connection is secure or the transmission is encrypted.
 - (e) Require an individual to use or transmit all or more than 4 sequential digits of his or her social security number to gain access to an internet website or a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.
 - (f) Include all or more than 4 sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or, without manipulation, from outside of the envelope or packaging.
 - (g) Subject to subsection (3), beginning January 1, 2006, include all or more than 4 sequential digits of the social security number in any document or information mailed to a person, unless any of the following apply:
 - (i) State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.
 - (ii) The document is sent as part of an application or enrollment process initiated by the individual.
 - (iii) The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.
 - (iv) The document or information is mailed by a public body under any of the following circumstances:
 - (A) The document or information is a public record and is mailed in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.
 - (B) The document or information is a copy of a public record filed or recorded with a county clerk or register of deeds office and is mailed by that office to a person entitled to receive that record.
 - (C) The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.
 - (v) The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian.
 - (vi) The document or information is mailed in a manner or for a purpose consistent with subtitle A of title V of the Gramm-Leach-Bliley act, 15 USC 6801 to 6809; with the health insurance portability and accountability act of 1996, Public Law 104-191; or with section 537 or 539 of the insurance code of 1956, 1956 PA 218, MCL 500.537 and 500.539.
- (2) Subsection (1) does not apply to any of the following:
- (a) A use of all or more than 4 sequential digits of a social security number that is authorized or required by state or federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process.
 - (b) A use of all or more than 4 sequential digits of a social security number by a title IV-D agency, law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution, or providing all or more than 4 sequential digits of a social security number to a title IV-D agency, law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.
- (3) It is not a violation of subsection (1)(b) or (g) to use all or more than 4 sequential digits of a social security number if the use is any of the following:
- (a) An administrative use of all or more than 4 sequential digits of the social security number in the ordinary course of business, by a person or a vendor or contractor of a person, to do any of the following:
 - (i) Verify an individual's identity, identify an individual, or do another similar administrative purpose related to an account, transaction, product, service, or employment or proposed account, transaction, product, service, or employment.
 - (ii) Investigate an individual's claim, credit, criminal, or driving history.
 - (iii) Detect, prevent, or deter identity theft or another crime.
 - (iv) Lawfully pursue or enforce a person's legal rights, including, but not limited to, an audit, collection, investigation, or transfer of a tax, employee benefit, debt, claim, receivable, or account or an interest in a receivable or account.
 - (v) Lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability.
 - (vi) Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

(b) A use of all or more than 4 sequential digits of a social security number as a primary account number that meets both of the following:

- (i) The use began before the effective date of this act.
- (ii) The use is ongoing, continuous, and in the ordinary course of business. If the use is stopped for any reason, this subdivision no longer applies.

History: 2004, Act 454, Eff. Mar. 1, 2005.

445.84 Privacy policy.

Sec. 4. (1) Beginning January 1, 2006, a person who obtains 1 or more social security numbers in the ordinary course of business shall create a privacy policy that does at least all of the following concerning the social security numbers the person possesses or obtains:

- (a) Ensures to the extent practicable the confidentiality of the social security numbers.
- (b) Prohibits unlawful disclosure of the social security numbers.
- (c) Limits who has access to information or documents that contain the social security numbers.
- (d) Describes how to properly dispose of documents that contain the social security numbers.
- (e) Establishes penalties for violation of the privacy policy.

(2) A person that creates a privacy policy under subsection (1) shall publish the privacy policy in an employee handbook, in a procedures manual, or in 1 or more similar documents, which may be made available electronically.

(3) This section does not apply to a person who possesses social security numbers in the ordinary course of business and in compliance with the fair credit reporting act, 15 USC 1681 to 1681v, or subtitle A of title V of the Gramm-Leach-Bliley act, 15 USC 6801 to 6809.

History: 2004, Act 454, Eff. Mar. 1, 2005.

445.85 Exemption from disclosure.

Sec. 5. All or more than 4 sequential digits of a social security number contained in a public record are exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246, pursuant to section 13(1)(d) of the freedom of information act, 1976 PA 442, MCL 15.243.

History: 2004, Act 454, Eff. Mar. 1, 2005.

445.86 Violation of MCL 445.83 as misdemeanor; penalty; recovery of damages in civil action.

Sec. 6. (1) A person who violates section 3 with knowledge that the person's conduct violates this act is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000.00, or both.

(2) An individual may bring a civil action against a person who violates section 3 and may recover actual damages. If the person knowingly violates section 3, an individual may recover actual damages or \$1,000.00, whichever is greater. If the person knowingly violates section 3, an individual may also recover reasonable attorney fees. Except for good cause, not later than 60 days before filing a civil action, an individual must make a written demand to the person for a violation of section 3 for the amount of his or her actual damages with reasonable documentation of the violation and the actual damages caused by the violation. This subsection does not apply to a person for conduct by an employee or agent of the person in violation of a privacy policy created pursuant to section 4 or in compliance with the fair credit reporting act, 15 USC 1681 to 1681v, or subtitle A of title V of the Gramm-Leach-Bliley act, 15 USC 6801 to 6809, if the person has taken reasonable measures to enforce its policy and to correct and prevent the reoccurrence of any known violations.

History: 2004, Act 454, Eff. Mar. 1, 2005.

445.87 Effective date.

Sec. 7. This act takes effect March 1, 2005.

History: 2004, Act 454, Eff. Mar. 1, 2005.