

May 23, 2017

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 Sheriff Matt Nowicki.

Roll Call:

Present: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton.

Absent: Bruce Brown.

Consent Agenda:

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the Regular Minutes of May 9, 2017 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the Snowmobile Grant Budget Amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the 2018 Budget Calendar. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the FY 2017 Courthouse Restoration Budget Amendment in the amount of \$9,545. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to award BID 2017-07 in the amount of \$21,049 to Feeny of Gaylord for the Building Department vehicle. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to adopt the updated Title VI Plan for the Otsego County Bus System. Ayes: Unanimous. Motion carried. (see attached)

Special Presentations:

Public Hearing on Iron Belle Trail Surface was opened at 9:33 a.m.

Public Hearing on Iron Belle Trail Surface was closed at 9:45 a.m.

Commissioner Bruce Brown arrived at 9:42 a.m.

Motion by Commissioner Ken Glasser, seconded by Rob Pallarito, to request that Transportation Alternatives Program (TAP) Grant and the Michigan Natural Resources Trust Fund Grant be amended to have the Iron Belle Trail Surface through the City of Gaylord use a crushed limestone material, other than at railroad crossings and potentially the first block south of Main Street. Ayes: Paul Beachnau, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Paul Liss, Duane Switalski, Julie Powers. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Ken Glasser, to adopt Resolution OCR 17-10 Iron Belle Trail Gaylord Gateway Trailhead as presented.

Roll Call Vote:

Ayes: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Committee Reports:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Paul Liss, to adopt resolution OCR 17-07 authorizing the submittal of the FY 2018 Bus Grant funding request.

Roll Call Vote:

Ayes: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to adopt resolution OCR 17-08 authorizing the grant match for the Natural Resources for the Iron Belle Trail Grant.

Roll Call Vote:

Ayes: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to adopt resolution OCR 17-09 stating the intent of the County to establish a PACE District.

Ayes: Paul Beachnau, Paul Liss, Rob Pallarito, Doug Johnson, Ken Borton, Bruce Brown.

Nays: Julie Powers, Duane Switalski, Ken Glasser.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to award bid 2017-06 Bus sale to Karen Manley in the amount of \$1,275. Ayes: Unanimous. Motion carried.

City Liaison, Township and Village Representative:

Commissioner Julie Powers reported on the City Council meeting; marijuana guidelines discussed; police open house at the City Police on August 16, 2017 from 5:00-8:00.

Correspondence:

Commissioner Ken Glasser received letters from the DNR.

Rachel Frisch presented the April Financial reports.

New Business:

Motion by Commissioner Bruce Brown, seconded by Commissioner Julie Powers, to approve the May 16, 2017 Warrant in the amount of \$161,436.15. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to approve the May 23, 2017 Warrant in the amount of \$382,631.11. Ayes: Unanimous. Motion carried.

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to enter into closed session at the appropriate time in accordance with the open meeting act, being MCL 15.268(a) 'to consider a periodic personnel evaluation of a public officer, employee, staff member or individual agent'.

Roll Call Vote:

Ayes: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown.

Nays: None.

Motion carried

Board Remarks:

Commissioner Rob Pallarito reported on the NEMCOG meeting; Public Act 288, open up State Forest Roads; joint land use study public meeting on June 1st from 7-9 in Grayling at Kirkland's new campus another public meeting in Alpena on 6-5-17 from 7-9.

Commissioner Ken Glasser reported on the Road Commission meeting, audit presented, public hearing 6-15-17 at 9:15 regarding an abandoned road.

Commissioner Bruce Brown announced on 5-24-17 is the Little League Fundraiser at the Chocolate Haus, 50 cent ice cream cones; this week is EMS week.

Commissioner Paul Liss had no report.

Commissioner Paul Beachnau had no report.

Commissioner Julie Powers attended the quarterly SANE meeting in April, they need more officers.

Commissioner Duane Switalski had no report.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton will be attending a leadership training on June 4th in Washington D.C.

Entered into closed session at 10:20 a.m.

Returned to open session at 10:38 a.m.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to authorize the Otsego County Personnel Committee to negotiate an agreement with Rachel Frisch assuming the role of County Administrator immediately following the final day of employment for John Burt, and to authorize Ken Borton to sign the agreement upon recommendation of the Personnel Committee. Ayes: Unanimous. Motion carried.

Meeting adjourned at 10:39 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General Fund - Snowmobile 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)

DESCRIPTION To increase snowmobile grant budget to actual amount awarded by the State.

REVENUE

Account Number	Decrease	Increase
101-333-539.000 Snowmobile Grant	\$	\$ 7,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-333-726.046 Supplies - Uniforms	\$ 1,500	\$
101-333-703.030 Hourly Wages	\$ 5,500	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 7,000	\$ 7,000

Department Head Signature Date

Administrator's Signature Date

Finance Department
Entered:
By:

5/23/17

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



Otsego
COUNTY
M I C H I G A N

FISCAL YEAR 2018 BUDGET CALENDAR

2017

- May 23 Board approve calendar
- July 14 Finance Director prepares budget packets for distribution to departments. Management Team members asked to complete line item descriptions, equipment request lists, and their requested 2018 budget figures using designated format.
- August 18 Departments submit completed budget requests, line item descriptions, and equipment lists to the Finance Director.
- Weeks of August 21,28 Administration staff conducts initial review of department budgets with department heads and elected officials as necessary.
- September 1 Component Units Budgets Due to Finance Director (Parks, Library, U Ctr, EMS, Road Cmsn, Cmsn on Aging, Bus, Sportsplex, M-TEC)
- September 29 General Fund Budget submitted to Budget and Finance Committee Members (all other funds submitted during the Budget Workshops).
- September 26 Board Adopts budgets for September 30 year-end funds, Bus and Cmsn on Aging

BUDGET WORKSHOPS:

- | | |
|------------|---------------------------------------------------------------------|
| October 10 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 17 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 24 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 31 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| November 7 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |

- November 14&17 Public Hearing notices published in Gaylord Herald Times
- November 15 Budget to Otsego County Clerk's Office and Online, Available for Public Review
- November 28 Board holds Truth-in-Taxation hearing and Public Hearing on the Budget. Adopts General Appropriations Act resolution.

All Budget Work Sessions will be conducted in Room 212 of the downtown County Building, 225 West Main, Gaylord, MI 49735. In compliance with the Americans with Disabilities Act, persons requiring assistance to fully participate in the meeting should contact the County Administrator's office 12 hours prior to the meeting.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Courthouse Restoration 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 JAVS system upgrade in Courtroom 101

REVENUE

Account Number	Decrease	Increase
497-030-400.001 Budgeted Use of Fund Balance	\$	\$ 9,545
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
497-901-970.300 Property Improvements	\$ 9,545	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 9,545	\$ 9545

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

5/23/17

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



Otsego
COUNTY
M I C H I G A N

Agency Name: Otsego County Bus System

Date Adopted:

I. Program Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Otsego County Bus System is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

This program was developed in accordance with FTA C 4702.1B to guide the Otsego County Bus System in its administration and management of Title VI-related activities.

Title VI Coordinator Contact information

Tim Cherwinski, Transportation Manager
Otsego County Bus System
1254 Energy Drive, Gaylord MI 49735
989 731-1204 Fax# 989 731-9924
tcherwinski@otsegocountymi.gov

II. Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in the Otsego County Bus System facility and on the inside of their revenue vehicles (see Appendix G). The name of the Title VI coordinator is available on the Otsego County Bus Systems website, at www.otsegocountymi.gov; go to the 'County Government' tab and click on 'Otsego County Bus System', Title VI information can be located at the bottom of the page. Additional information relating to nondiscrimination obligation can also be obtained from the Otsego County Bus System's Title VI Coordinator.

Title VI information shall be disseminated to Otsego County Bus System employees annually via the Employee Education form (see Appendix A) in payroll envelopes. This form reminds employees of the Otsego County Bus System policy statement, and of their Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the Otsego County Bus Systems expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Program and are required to sign the Acknowledgement of Receipt (see Appendix B).

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from the Otsego County Bus System where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

IV. Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of Otsego County Bus Systems Title VI Program, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

V. Title VI Complaint Procedures

1. How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with the Otsego County Bus System at the following address:

*Otsego County Bus System
1254 Energy Drive
Gaylord MI, 49735*

NOTE: The Otsego County Bus System encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

2. What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the Otsego County Bus System will be directly addressed by the Otsego County Bus System. The Otsego County Bus System shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the Otsego County Bus System shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (see Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

3. How will the complainant be notified of the outcome of the complaint?

Otsego County Bus System will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from the Otsego County Bus System, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by the Otsego County Bus System, a written response will be drafted subject to review by the transit's attorney. If appropriate, the Otsego County Bus System attorney may administratively close the complaint. In this case, the Otsego County Bus System will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

VI. Limited English Proficiency (LEP) Program

A four factor analysis was performed by the Otsego County Bus System in accordance with MDOT/FTA guidelines to determine the need and or the type of LEP program which might be needed in our service area. The four factor analysis is as follows:

- 1. The number or proportion of LEP persons eligible in the OCBS service area who may be served or likely to encounter an OCBS program, activity, or service:**

OCBS has reviewed the current data from the U.S Census report of 2016 covering our geographic area of service. OCBS has determined that only 2.4% of the county population of 24,470 speak a language other than English at home.

- 2. The Frequency with which LEP individuals come in contact with an OCBS program, activity, or service:**

Since the inception of OCBS in 1980, the agency has continually assessed the frequency with which LEP individuals come into contact with an OCBS program, activity or service. The Majority of our drivers and dispatchers have worked an average of 18 years for the OCBS and have never experienced a situation or come into contact with an individual who did not speak well enough to get a ride scheduled, or take advantage of our programs/and or our service.. The dispatchers and drivers of the OCBS have not encountered any individual who did not read, speak, write, or understand the English language less than "well."

- 3. The nature and importance of the program, activity, or service provided by the OCBS to LEP community:**

In our service area within our county, we have no concentration of any one type of LEP individuals. The Majority of our county speak English "very well" or "well". We have contacted many local agencies, DHHS, chamber of commerce, CHS and the university center in an attempt to find an outreach, membership or leadership function that assist LEP individuals and none exists due to the very low number of people who speak other than English but still speak English "very well" or "well". Should anyone within our community with LEP become known in the future, the OCBS will take the necessary measures to provide them with assistance; however, at this time the need for LEP services is very low.

- 4. The resources available to the OCBS and overall costs:**

OCBS has assessed available resources that could be used for LEP assistance, in conjunction with using the "Google Translate" website, if needed to assist with

any non-English speaking community members whom might request service. We have determined that when or if that situation arises, we will use either the services of our local State Trooper post that has retain a Spanish Speaking translator on call, or we will use the language instructors at the M-TEC/University Center in Gaylord. The Cost incurred to provide this invaluable service to any non-English speaking patrons would be very minimal, based on no past contact with passengers whom didn't speak well enough English to schedule a ride.

VII. Language Assistance Program (LAP)

OCBS will take reasonable steps to ensure any individual identified as needing language assistance will receive that assistance with one of the following methods:

- Ongoing assistance will be provided by Dispatcher through the use of Google Translate upon request if and when the need arises.
- I Speak cards will be available in the dispatch and carried by all drivers on all buses at all times.
- OCBS will coordinate with the County DHHS, Health Dept, Commission on Aging, Crawford County Transit, and Thunder Bay Transportation Authority on language resources.
- The LAP will be monitored through dispatch and drivers receiving requests; If and when the need arises, additional resources will be sought out and implemented.

VIII. Community Outreach

As an agency receiving federal financial assistance, we have made the following community outreach efforts since our initial Title VI submission:

1. Board Meetings.

The Otsego County Bus System holds monthly meetings coordinated under the "Transportation and Airport Committee", Comprised of 3 County Commissioners, County Administrator and the Airport and Transportation Directors and the public is invited to attend and they do occasionally. Many outstanding ideas and inputs are received and incorporated as part of our service or operations based on the public's inputs at our Monthly Committee Meetings.

2. Local Advisory Council.

The Otsego County Bus system has the opportunity to incorporate many great ideas, pass on any new information or service ideas and get much needed feedback from our very active Local Advisory Council. This council is made up with a wide array of representation from different demographics, and many agencies are invited to attend. Local human service agencies, commission on aging, CMH, DHS, HeadStart, Veterans Affairs and Veterans Homeless shelter,

school district, adult special needs workshops, disabled passengers, Senior passengers, and advocates from all local agencies.

3. Public Advertising.

Weekly bus system advertising is coordinated with the local radio stations, The Gaylord Herald Times Newspaper and other free publications in our community. Television and Radio notifications are done with all broadcasting agencies for Bus System Closure due to severe weather. These notifications happen before 6am to limit the impact on the community and to get the word out quickly if a closure occurs.

4. Customer Complaint Process.

Citizens may call our Dispatch Center at 989 732-6224 x1 to lodge a complaint or comment. All complaints/comments are distributed to the Department Manager who researches the complaint and responds back to the citizen in a timely manner.

5. General Awareness and Phone Surveys.

We conduct general awareness surveys through our dispatch center and take inputs from the public. Surveys are passed out by drivers and gathered for analysis and to determine routing needs or changes.

NOTE: The Otsego County Bus System has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities.

We submit to the Michigan Department of Transportation annually an application for funding. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.

IX. Title VI Equity Analysis

In the event that the Otsego County Bus System remodels or builds a new facility we will follow NEPA process as indicated in FTA C 4702.1B in the entire programming of such a facility. The location will be selected without regard to race, color, or national origin. Further if a facility is built, census tracts will be used to determine no negative impact is made on potential Title VI individuals. If it is determined that an impact may occur there needs to be legitimate justification for the location with no alternate site available to meet the needs of the transit system. Before the programming process is completed Otsego County Bus must consider alternatives to determine any site that would lessen the potential impact. At that point, we must follow the least discriminatory alternative.

X. Membership of Non-Elected Committees:

During the process of attracting new LAC members, Otsego County Bus and the Otsego County Commission (OCCOA) on Aging will post notices for the LAC committee at the OCCOA stating that we are looking for members and we do not discriminate based on race, color, or national origin. Further the OCCOA senior center is one of the places in the County of Otsego that has a diverse ethnic population and comes in contact with a diverse ethnic population on a daily basis.

Body	Caucasian	African American	Asian	Native American	Pacific Islander
Population	95.9%	0.6%	0.8%	0.7%	0.0%
LAC Committee	100%	0%	0%	0%	0%

XI. Transit related Title VI investigations, complaints and lawsuits.

Otsego County Bus System has had no Title VI complaints, investigations, or lawsuits since the inception of the Transit System or prior to a written Title VI program.

Appendix A Employee Annual Education Form

Title VI Policy

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the Otsego County Bus System are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to Otsego County Bus System, Transportation Director.

In all dealings with citizens, use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

Appendix B Acknowledgement of Receipt of Title VI Program

I hereby acknowledge the receipt of the Otsego County Bus System's Title VI Program. I have read the program and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular C 4702.1.B.

Your signature

Print your name

Date

Appendix C TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and sent it to:

Otsego County Bus System
1254 Energy Drive
Gaylord MI, 49735

Please print clearly:

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____ (home) _____ (cell) _____ (message)

Person discriminated against: _____

Address of person discriminated against: _____

City, State, Zip Code: _____

Please indicate why you believe the discrimination occurred:

- _____ race or color
- _____ national origin
- _____ income
- _____ other

What was the date of the alleged discrimination? _____

Where did the alleged discrimination take place? _____

Please describe the circumstances as you saw it: _____

Please list any and all witnesses' names and phone numbers:

What type of corrective action would you like to see taken?

Please attach any documents you have which support the allegation. Then date and sign this form and send to the Title VI Coordinator at:

Tim Cherwinski, Transportation Manager
Otsego County Bus System
1254 Energy Drive
Gaylord MI, 49735

Your signature

Print your name

Date

APPENDIX D Letter Acknowledging Receipt of Complaint

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against the Otsego County Bus System alleging _____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 989 731-1204 x2, or write to me at this address.

Sincerely,

Tim Cherwinski, Transportation Manager
Otsego County Bus System

APPENDIX E Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against the Otsego County Bus System alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. *(If a hearing is requested, the following sentence may be appropriate.)* You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Tim Cherwinski, Transportation Manager
Otsego County Bus System

APPENDIX F Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date

Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against the Otsego County Bus System alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The Otsego County Bus System has analyzed the materials and facts pertaining to your case for evidence of the city's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from Otsego County Bus System, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Tim Cherwinski, Transportation Manager
Otsego County Bus System

APPENDIX G Samples of Narrative to be included in Posters to be Displayed in Revenue Vehicles and Facilities

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Otsego County Bus System is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. **If you feel you are being denied participation in or being denied benefits of the transit services provided by Otsego County Bus System, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our office at 989 731-1204 or by Mail at:**

**Otsego County Bus System
Transportation Manager /Title VI Coordinator
1254 Energy Drive, Gaylord MI, 49735**

For more information, go to 'Otsego County Bus System' under the 'County Government' on the Otsego County website at www.otsegocountymi.gov

OCR 17-10
Support for Iron Belle Trail Trailhead
Otsego County Board of Commissioners
May 23, 2017

WHEREAS, the Otsego County Board of Commissioners has supported the expansion of its trails by pursuing the extension of the Iron Belle trail through its County; and

WHEREAS, Otsego County views the expansion of trails and associated trailheads as being an important part of its local economy; and

WHEREAS, Otsego County supports the Department of Natural Resources' (DNR) submission of an application titled, "Iron Belle Trail - Gaylord Gateway Trailhead Development" to the Michigan Natural Resources Trust Fund for the development of a Trailhead in downtown Gaylord along the Iron Belle Trail; and

WHEREAS, the location of the proposed project is within the jurisdiction of Otsego County; now, therefore, be it

RESOLVED, that Otsego County hereby supports submission of a Michigan Natural Resources Trust Fund Application for the "Iron Belle Trail - Gaylord Gateway Trailhead Development", by the DNR; and, be it further

RESOLVED, that Otsego County intends to enter into a lease agreement with the Michigan Department of Natural Resources upon trailhead completion, including management of the facility at the sole expense of the County.

OCR 17-07
INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2018
UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

Otsego County Board of Commissioners
May 23, 2017

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 94, to provide a local transportation program for the state fiscal year of 2018 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 \$374,868.00, estimated state funds \$776,282.00, estimated local funds \$245,000.00, estimated farebox \$120,000.00, estimated other funds \$ 461,082.00 with total estimated expenses of \$ 2,092,267.00 , 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 Timothy M. Cherwinski 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 FY2018.

OCR 17-08
Michigan Department of Natural Resources
OTSEGO COUNTY BOARD OF COMMISSIONERS
May 23, 2017

RESOLVED, that the County of Otsego, Michigan, does hereby accept the terms of the Agreement for (insert grant number here) as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the County of Otsego does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the Iron Belle Trail Project during the project period and to provide Five Hundred Ninety Thousand Seven Hundred (\$590,700) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

OCR 17-09
RESOLUTION OF INTENT TO ESTABLISH A PROPERTY ASSESSED CLEAN
ENERGY PROGRAM AND CALLING PUBLIC HEARING
OTSEGO COUNTY BOARD OF COMMISSIONERS
May 23, 2017

WHEREAS, the Otsego County Board of Commissioners intends to authorize the establishment of a Property Assessed Clean Energy Program ("PACE Program") and create a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010 ("Act 270"), for the purpose of promoting the use of renewable energy systems and energy efficiency improvements by owners of certain real property; and

WHEREAS, the Board of Commissioners intends to find that financing energy projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, improves property values and increases employment in the County; and

WHEREAS, the types of energy efficiency improvements and renewable energy systems that may be financed under the PACE Program include, but are not limited to: insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems; storm windows and doors; multi-glazed windows and doors; heat-absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption; automated energy control systems; heating, ventilating, or air-conditioning and distribution system modifications or replacements; caulking, weather-stripping, and air sealing; replacement or modification of lighting fixtures to reduce the energy use of the lighting system; energy recovery systems; day lighting systems; installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity; measures to reduce the usage of water or increase the efficiency of water usage; any other installation or modification of equipment, devices, or materials approved as a utility cost-savings measure by the PACE Program; a fixture, product, device, or interacting group of fixtures, products, or devices on the customer's side of the meter that use one more renewable energy resources to generate electricity. Renewable energy resources include, but are not limited to: biomass (including a biomass stove but not an incinerator); solar and solar thermal energy; geothermal energy and methane gas captured from a landfill; and

WHEREAS, the Board of Commissioners intends to create a PACE district having the same boundaries as the County's jurisdictional boundaries; and

WHEREAS, the Board of Commissioners intends to join Lean & Green Michigan™, and intends to utilize Levin Energy Partners, LLC as PACE administrator (the "PACE Administrator") to administer its PACE Program; and

WHEREAS, the report referenced in Section 9(1) of Act 270 (the "PACE Report") shall be available on the County's website at <http://www.otsegocountymi.gov/>, and shall be available for viewing at the office of the County Clerk located at: 225 W. Main Street, Gaylord, MI 49735.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Commissioners, being fully apprised of the PACE Program, finds that financing energy projects is a valid public purpose because it reduces energy costs, reduces greenhouse gas emissions, stimulates economic development, improves property values and increased employment in the County.

2. The Board of Commissioners, by adoption of this Resolution, formally states its intention to establish a PACE district having the same boundaries as the County's jurisdictional boundaries and a PACE Program as described in and for the reasons set forth in this Resolution.
3. The Board of Commissioners formally states its intention to provide a property owner-based method of financing and funds for energy projects, including from owner-arranged financing from a commercial lender, which funds and financing shall be secured and repaid by assessments on the property benefited, with the agreement of the record owners, such that no County moneys, general County taxes or County credit of any kind whatsoever shall be pledged, committed or used in connections with any project as required by and subject to Act 270.
4. The Board of Commissioners, by adoption of this Resolution, formally states its intention to join Lean & Green Michigan™, and to utilize Levin Energy Partners, LLC as PACE Administrator
5. The Board of Commissioners will set a public hearing at a future date, in Room 100, County Building 225 W. Main Street, Gaylord, MI 49735, to receive comments on the proposed PACE Program, including the PACE Report.
6. The County Administrator is authorized and directed to publish a notice of intent to establish a PACE district and a PACE Program, and a notice of the public hearing set by this Resolution in a newspaper of general circulation in the County as a display advertisement prominent in size. The County Clerk shall maintain on file for public review a copy of the PACE Report and shall cause the PACE Report to be available on the County's website in accordance with the requirements of Act 270.
7. All resolutions and parts of resolutions inconsistent with this Resolution are repealed to the extent of such inconsistency.