

December 12, 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 Julie Powers, followed by the Pledge of Allegiance led by Sheriff Matt Nowicki.

Roll Call:

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

Absent: Paul Beachnau.

The reappointment of Kevin Sagasser to the Zoning Board of Appeals was removed from the consent agenda and placed under new business.

Consent Agenda:

Motion by Commissioner Paul Liss, seconded by Commissioner Ken Glasser, to approve the Regular Minutes of November 28, 2017 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Ken Glasser, to approve the documents presented by the Otsego Conservation District to be in compliance under Section 9105 (6) of Part 91, SESC, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Part 91). Ayes: Unanimous. Motion carried. (see attached)

Committee Report:

Motion by Commissioner Ken Glasser, seconded by Rob Pallarito, to grant the County Administrator the authority to approve budget amendments for the 2017 budget, with subsequent review and approval by the Budget and Finance Committee and the full Board of Commissioners. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to purchase 40 new tires for the Otsego County Bus System for a total of \$16,160 with funds to come from contingency. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Duane Switalski, to approve a 2017 longevity payment for Otsego County employees in the amount of \$9,779.00. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the allocation of 20% of the costs of the new virtual server (not to exceed \$6,400) to be paid for out of the Register of Deeds Technology Fund. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

Rachel Frisch reported the lights have been installed in the employee parking lot last week; the parks committee authorized the Alpenfest Committee to use the Pontresina park and the empty lot where the 9-1-1 facility was.

Motion by Commissioner Doug Johnson, seconded by Commissioner Rob Pallarito, to allow the Gaylord Alpenfest grand parade to use the old 9-1-1 property and the area around the sheriff storage barn for the parade staging area for the 2018 Alpenfest parade. Ayes: Unanimous. Motion carried.

Special Presentations:

The Opioid litigation presentation from Crueger Dickinson, LLC, Simmons Hanly Conroy LLC, and Von Briesen and Roper was removed from the agenda.

Motion by Commissioner Paul Liss, seconded by Commissioner Ken Glasser, to postpone acting on OCR 17-33 & OCR 17-34 until the next regular meeting on January 9, 2018.

Roll Call Vote:

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

Nays: None.

Absent: Paul Beachnau.

Motion carried.

City Liaison, Township and Village Representative: None.

Correspondence: None.

New Business:

Motion by Commissioner Bruce Brown, seconded by Commissioner Ken Glasser, to approve the December 5, 2017 Warrant in the total amount of \$129,687.83. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Rob Pallarito, to approve the December 12, 2017 Warrant in the amount of \$448,185.17. Ayes: Unanimous. Motion carried.

Motion to approve the reappointment of Kevin Sagasser to the Zoning Board of Appeals, was forwarded to the County Administrator for further review.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Julie Powers reported on the City Council meeting; Pat Mankowski retired after 44 years; reported on the Heath Department meeting, Hepatitis A cases.

Commissioner Duane Switalski had no report.

Commissioner Rob Pallarito attended Pat Mankowski's retirement party, the elk park to be named after him. Attended the ribbon cutting ceremony at the new NCMC facility here in Gaylord for the early college program.

Commissioner Ken Glasser inquired about the medical examiner policy status. Administrator Rachel Frisch is diligently working on it, have 2 upcoming meetings.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss reported on the village of Vanderbilt meeting, want to have further discussion on the medical marijuana laws; Corwith Township opted out of medical marijuana dispensary area.

Commissioner Doug Johnson reported on the Parks and Recreation meeting; approval of the Pontresenia area for the Alpenfest parade; Bear basketball starts in January, waiting on appraisals on vacant property out by the County Park; beach improvements at the County Park.

Commissioner Ken Borton attended a city planning commissioner meeting with Mayor Jon Jenkins. Attending the Medical Examiner training later today.

Motion by Commissioner Paul Liss, seconded by Commissioner Ken Glasser, to enter into closed session at the appropriate time for strategy and negotiations connected with the negotiation of a collective bargaining agreement in accordance with the open meeting act, being MCL 15.268(c).

Roll Call Vote:

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

Nays: None.

Absent: Paul Beachnau.

Motion carried.

Entered into closed session at 10:39 a.m.

Returned to open session at 10:53 a.m.

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to ratify the 2018 Teamsters Clerical tentative agreement, as discussed in the closed session.

Ayes: Unanimous. Motion carried.

Meeting adjourned at 10:54 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



OTSEGO
CONSERVATION DISTRICT

**OTSEGO
CONSERVATION
DISTRICT**

800 Livingston Blvd.
Suite 4A
Gaylord, MI 49735

PH (989) 732-4021
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www.facebook.com/otsegocd

BOARD OF DIRECTORS

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Member

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Patricia Osburn
District Manager, Native Plant
Nursery Manager &
Soil Erosion Inspector

Abby Cherwinski
Assistant District Manager
& Recycling Coordinator

Diane Bomer
District Forester

12-06-2017

Otsego County Board of Commissioners
225 West Main Street
Gaylord, MI 49735

Dear County Commissioners,

On August 29, 2017 and August 30, 2017, the Department of Environmental Quality (DEQ), Water Resources Division (WRD), conducted a program review of Otsego County's (County) County Enforcing Agency (CEA) Soil Erosion and Sedimentation Control (SESC) Program to determine compliance with Section 9105 (6) of Part 91, SESC, of the Natural Resources and Environmental protection Act, 1994 PA 451, as amended (Part 91). The program review included; an evaluation of the County's resolution, staff training, program funding, compliance and enforcement efforts, a review of project files, SESC forms (applications, plans, inspection forms, and permits), and on-site conditions.

Based on the review of the County's SESC program, the DEQ has determined that the County is not meeting its obligation under Part 91 to effectively administer and enforce its SESC program.

Listed below are the documents that need to be adopted to be in compliance.

- Written compliance and enforcement procedures
- Inspection Prioritization Matrix
- Soil erosion fee schedule
- Soil Erosion and Sedimentation Control Permit Application

Attached are copies of each document that have been review and approved by James Mouch, Otsego County Land Use Services Director and Justin Bragg, Environmental Quality Analyst Water Resources Division, Gaylord Field Office.

For further explanation of the review I am available for questions and will be attending the Otsego County Commissioners meeting on December 12, 2017.

Sincerely,



Patricia Osburn
District Manager
Soil Erosion Officer
Native Plant Nursery Manager
posburn@otsegocountymi.gov

Enforcement Process for Otsego County Soil Erosion Control Program

Step one "Notice of Correction"

A notice of correction letter will be sent for correction to occur with 14 days.

The following Enforcement Process:

Notice of Correction Letter for "Minor part 91 Issues"

1. Upon receipt of a complaint, Otsego Conservation District shall investigate the complaint to verify the violation.
 - a. Schedule Inspection
 - b. Take picture(s) of violation and upload to database.
 - c. From the database select the appropriate action.
 - d. Enter results of the enforcement. (Violation, No Violation)
 - e. If there is a discharge to a lake /stream or to an adjacent property it is a violation and a stop work order would be written.
 - f. If "No Violation"; Close Enforcement.
 - g. If "Violation":
 - i. Edit the Inspector Comment(s) field with the specific violation(s) that need to be corrected.
 - ii. "A cease and desist order may be issued to stop work related to earth work, excavating and or filling activities on the premises."
 - iii. Print "Notice of Correction" letter(s) and send 1st Class mail.
 - iv. A follow up inspection will automatically be scheduled in 14 days.

Step two "Notice of Violation(s)" Letter

2. In the event that no action was taken within the 14 days by the property owner following the mailing of the "Notice of Correction" or if the property owner denies responsibility for the violation;
 - a. Perform 2nd Inspection
 - b. Take picture(s) of violation and upload to database.
 - c. Enter results of Enforcement: (Violation, No Violation)
 - d. If "No Violation"; Close Enforcement.
 - e. If "Violation":
 - i. Edit the Inspector Comment(s) field with the specific violation(s) that need to be corrected.
 - ii. "A cease and desist order may be issued to stop work related to earth work, excavating and or filling activities on the premises."
 - iii. Print "Notice of Violation" letter(s) and send Certified Mail...
 - iv. If inaction causes sediment release to waters of the state, or neighboring properties, fine required not less than \$2,500 or more than \$25,000 for each day of violation. (324.9121 Violations; penalties pg.13)
 - v. Invoice owner an inspection fee of \$50.00 and send statement with violation notice.
 - vi. A follow up inspection will automatically be scheduled in 5 days. (324.9118 Compliance; time pg. 12)

Step three "Notice of Citation(s)" Letter

3. In the event that no action was taken within the 5 days by the property owner following the mailing of the "Notice of Violation" or if the property owner denies responsibility for the violation;
 - a. Perform 3rd Inspection
 - b. Take picture(s) of violation and upload to database.
 - c. Enter results of Enforcement: (Violation, No Violation)
 - d. If "No Violation "; Close Enforcement.
 - e. If "Violation":
 - i. Edit the Inspector Comment(s) field with the specific violation(s) that need to be corrected.
 - ii. Review the Enforcement with County Attorney if necessary.
 - iii. Print "Notice of Citation"" letter(s) complete a "Municipal Civil Infraction Ticket" and send Certified Mail...
 - iv. A copy of the "Citation" and "Notice of Citation(s) letter will be provided to the District Court Clerk and the matter will, from then on, be within the jurisdiction of the District Court with possible Civil penalties and fines.

Part 91, Soil Erosion and Sedimentation Control, Act 451 of 1994

Compliance and enforcement actions are taken in accordance with the Part 91 agency's compliance and enforcement procedures or guidelines, Part 91, and the Rules.

Otsego County Site Prioritization Matrix

This Matrix is intended to provide an overview for how sites are prioritized for inspection in Otsego County. However, the Otsego County Enforcing Agency reserves the right to use additional criteria (such as soil type, slope, type of resource at risk, and past performance of permittee or contractor) as mitigating circumstances when deciding whether a site is High, Moderate, Low, or Very Low priority.

At a minimum, all sites will be inspected prior to permit issuance and upon confirmation of site stabilization and closure. Site prioritizations do not limit the frequency or amount of inspections.

Site Prioritization matrix:

1. **High priority** (inspection at least 1 time every 2 weeks of open permit or after a significant rain event) – Earth disturbance is over 5 acres and has a direct connection (immediately adjacent to or point source discharge to) surface water, wetlands or adjacent property.
2. **Moderate priority** (inspection at least 1 time every month of open permit)
 - a. Earth disturbance over 5 acres with no direct connection to surface water, wetland or adjacent property or
 - b. Site under 5 acres with direct connection to surface water, wetland or adjacent property.
3. **Low priority** (inspection at least 1 time every 2 months of open permit) - Earth disturbance under 5 acres. No direct connection to surface water, wetland or adjacent property.
4. **Very low priority** (3 inspections – initial, midseason and closure) Earth disturbance less than .05 acre. No highly erodible soils or slopes. No direct connection to surface water, wetlands or adjacent property. Greater than 50 feet of dense vegetation between earth disturbance and property boundary. (Flat site, either connected or unconnected to surface water with more than 50 feet of established buffer on sandy or light soils).
5. **Beach permits** (2 inspections – initial and closure)
6. **Waivers** (no inspections) 225 sq. ft. or less with no likelihood of erosive activity (and discretion of inspector)

*The number identified by the Site Prioritization Matrix will be identified in the upper right hand corner of the file copy of each permit.

*Site priority may change during the course of the project

Otsego County Soil Erosion Program

Otsego County Soil Erosion Fees Schedule

1. Need all soil erosion fees stated in the minutes by the county commissioners and cost of permit if the project is started before the permit is issued? Permits are good for one year.
 - a. Residential permit is \$150.
 - b. Commercial is \$300 for the first acre and \$50 for every additional acre or part of.
 - c. Inspection fee of \$50 for notices of violation and for sites started without a permit.
 - d. Cost to renew a permit for an additional year is \$85.

Otsego Conservation District
 800 Livingston Blvd; Suite 4-A
 Gaylord, MI 49735
 989-732-4021 *Fax 989-731-7480

PERMIT APPLICATION
 of Part 91
 SOIL EROSION AND
 SEDIMENTATION CONTROL

Matrix #

All blanks need to be filled out or na written in blank.

1. APPLICANT

Name		Landowner/Designated Agent (Circle one)	
Address			
City	State	Zip Code	Area code/Telephone number

2. LOCATION OF EXCAVATION

Street address		City	Tax ID Number
Township	Section	T N R W	

3. PROPOSED EARTH CHANGE

Type of Project : (circle one)	Residential	Multi Family	Commercial	Industrial	Land Balancing
Describe Project		Size of Earth Change (Acres or Sq feet)			
Name of and Distance to Nearest Lake, Stream, Creek or Dam		Project Start Date	Project Completion Date		

4. SOIL EROSION AND SEDIMENTATION CONTROL/RESPONSIBLE PARTY

Plan Preparer's Name	Area code/Telephone number	Est. Cost Erosion & Sediment Control
Name of individual "On Site" Responsible for Earth Change	Company Name/Address	Telephone Number

5. PROPERTY OWNER

Name of Landowner	Address
City	State Zip Code Area code/Telephone number

6. PERFORMANCE DEPOSIT (If required by the permitting agency)

Amount Required \$ _____	Cash	Certified Check	Irrevocable Letter of Credit (attached)	Surety Bond (attached)
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I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application.
**Application must include landowner's signature or Designated Agent must have a written statement from landowner authorizing Agent to make application for permit in the landowner's name. This is a State Law.*

_____ Landowner's Signature	_____ Print Name	_____ Date
_____ Applicant's Signature	_____ Print Name	_____ Date

For Office Use Only

SE Permit No. _____ Date of Application _____ Date of Initial Inspection _____

PLEASE PROVIDE SOIL EROSION AND SEDIMENTATION CONTROL PLAN
INFORMATION REQUIRED ON SITE PLAN

- _____ Location of project: T____N, R____W, Section: _____
- _____ Site location sketch indicating main and crossroads in area
- _____ Property dimensions
- _____ Location and dimensions of all buildings
- _____ Dimensions (area) of soil disturbance from construction including septic and driveway
- _____ Cross-section sketch of property showing change elevation from construction site to water
- _____ Distance to lake/stream from earth change (excavated area)
- _____ Location of stockpiled soil
- _____ Predominant land features (natural vegetation, sand, trees, grass, etc.) (Circle all that apply)
- _____ Slope information and high point of property (Show on site plan)
- _____ Soils information (sand, loamy sand, loam, clay) (Circle One)
- _____ Direction water would run off property. (Draw arrows on plan showing direction)
- _____ Drainage facilities (ditch, culvert, low areas)
- _____ Timing, sequences and installation instructions _____
- _____ Temporary erosion control measure – silt fence, mulch (Circle One)
- _____ Permanent erosion control measures _____
- _____ Maintenance program (Person Responsible) _____

SITE PLAN



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Contingency/Enterprise

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 Bus Tire Purchase

REVENUE

Account Number	Decrease	Increase
588-050-699.030 Transfers In	\$	\$ 16,160
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-941-999.990 Contingency	\$	\$ 16,160
101-969-999.000 Transfer to Other Funds	\$ 16,160	\$
588-697-726.050 Repairs and Maint Supplies	\$ 16,160	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 32,320	\$ 32,320

Department Head Signature

Date

Rachel Frisch

12.4.17

Administrator's Signature

Date

12/12/17

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

Finance Department
Entered:
By:

* cash transfer



**OTSEGO COUNTY
BUDGET AMENDMENT**

page 1-5

FUND/DEPARTMENT: General, Spec Rev. Enterprise

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 2017 Longevity

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101-215-703.050 Clerk Dept Longevity	\$ 850	\$
101-253-703.050 Treasurer Dept Longevity	\$ 250	\$
101-257-703.050 Equaliz Dept Longevity	\$ 200	\$
101-261-703.050 MSU Ext Longevity	\$ 93	\$
101-267-703.050 Pros Atty Dept Longevity	\$ 650	\$
101-268-703.050 Child Support Dept Longevity	\$ 150	\$
Total	\$	\$

Department Head Signature

Date

Rachel Trisch

12-4-17

Administrator's Signature

Date

Finance Department
Entered:
By:

10/24/17

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

* cash transfer



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General, Spec Rev, Enterprise

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 2017 Longevity

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101-301-703.050 Sheriff Dept Longevity	\$ 750	\$
101-351-705.030 Jail Dept Longevity	\$ 1150	\$
101-334-705.030 Secondary Road Longevity	\$ 150	\$
101-682-705.030 Vet Affairs Dept Longevity	\$ 139	\$
101-721-705.030 Zoning Dept Longevity	\$ 150	\$
101-131-703.050 Circuit Court Longevity	\$ 1936	\$
Total	\$	\$

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered: _____
By: _____

10/24/17

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

page 3-5

FUND/DEPARTMENT: General, Spec Rev. Enterprise

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 2017 Longevity

REVENUE

Account Number	Decrease	Increase
205-050-699.030 Transfer In	\$	\$ 175
208-050-699.030 Transfer In	\$	\$ 425
212-050.699.030 Transfer In	\$	\$ 700
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-148-703.050 Probate Court Longevity	\$ 200	\$
(General Fund Total = \$6,668)	\$	\$
205-301-703.050 Work Camp Longevity	\$ 175	\$
208-751-703.050 Parks and Rec Longevity	\$ 250	\$
208-752-703.050 Community Cntr Longevity	\$ 175	\$
212-430-703.050 Animal Control Longevity	\$ 700	\$
Total	\$	\$

Department Head Signature _____ Date _____

Finance Department	
Entered:	
By:	

Administrator's Signature _____ Date _____

10/24/17
Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

Page 4-5

FUND/DEPARTMENT: General, Spec Rev. Enterprise

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 2017 Longevity

REVENUE

Account Number	Decrease	Increase
215-050-699.030 Transfer In	\$	\$ 500
232-050-699.030 Transfer In	\$	\$ 226
292-050.699.030 Transfer In	\$	\$ 65
281-050-699.030 Transfer In	\$	\$ 175
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
215-141-703.050 FOC Longevity	\$ 500	\$
232-690-703.050 Housing Longevity	\$ 226	\$
292-662-703.050 Child Support Fund Longevity	\$ 65	\$
281-537-703.050 Airport Longevity	\$ 175	\$
516-253-703.050 Treasurer Dept Longevity	\$ 150	\$
645-172-703.050 Admin Longevity	\$ 375	\$
Total	\$	\$

Department Head Signature

Date

Administrator's Signature

Date

Finance Department
Entered:
By:

10/24/17

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: General, Spec Rev, Enterprise

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 2017 Longevity

REVENUE

Account Number	Decrease	Increase
516-050-699.030 Transfer In	\$	\$ 150
645-050-699.030 Transfer In	\$	\$ 695
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
645-201-703.050 Finance Longevity	\$ 120	\$
645-202-703.050 Grant Admin Longevity	\$ 25	\$
645-270-703.050 Human Resource Longevity	\$ 175	\$
101-969-999.000 Transfer Out	\$ 3111	\$
101-941-999-010 Contingency	\$	\$ 9779
	\$	\$
Total	\$	\$

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

10/24/17

Board Approval Date (If necessary)

Budget Adjustment #

Posting Number

Finance Department
Entered:
By:



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: ROD Technology 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 Svo)

DESCRIPTION To fund the portion of the County's new virtual server that will be used by ROD.

REVENUE

Account Number	Decrease	Increase
256-050-400.001 Budgeted Use of Fund Balance	\$	\$ 6,400
266-050-699.030 Transfer In	\$	\$ 6,400
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
256-215-999.000 Transfer Out	\$ 6,400	\$
266-901-970.440 Computers	\$ 6,400	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Department Head Signature

Date

Rachel French

12-4-17

Administrator's Signature

Date

12/12/17

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

Finance Department
Entered:
By:

**Cash transfer*