



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, February 28, 2017 beginning at 9:30 a.m., at the County Building at 225 W. Main Street, Room 100, Gaylord, Michigan 49735.

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Consent Agenda

- A. Regular Minutes of February 14, 2017 w/attachments - Motion to Approve
- B. Budget & Finance Committee Recommendations
 1. FY 2017 Courts Budget Amendment - Motion to Approve
 2. FY 2017 General Fund/Prosecutor Budget Amendment - Motion to Approve
 3. FY 2016 End of Year Budget Amendments - Motion to Approve
 4. FY 2016/2017 Carry-forward Budget Amendments - Motion to Approve
 5. FY 2017 Bus Fund Budget Amendment - Motion to Approve
 6. Bid 2017-01 Sheriff Patrol Vehicles
- C. FY 2016 General Fund/Medical Examiner Budget Amendment - Motion to Approve
- D. Parks and Recreation Commission Recommendation
 1. Parks and Rec Commission Appointment (Wing) - Motion to Approve
- E. Commission on Aging Recommendations
 1. Commission on Aging Reappointment (Edel) - Motion to Approve
 2. Commission on Aging Appointment (Messina) - Motion to Approve

Committee Reports

- A. Budget & Finance Committee
 1. Senior Appraiser Position

Administrator's Report

- Add:** A. Treetops UCMAN Agreement

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 1. February 21, 2017 Warrant
 2. February 28, 2017 Warrant
- B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment



February 28, 2017 Agenda

Agenda Questions

Questions concerning anything on the Board of Commissioners agenda can be directed in advance by calling John Burt at 989-731-7520 or via email at jburt@otsegocountymi.gov, or during the Board meeting.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Regular Minutes of February 14, 2017 w/ attachments	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, A.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County Board places its minutes of the former meeting on the current Consent Agenda. If there is a correction needed, the minutes will be removed from the Consent Agenda for discussion at a later time during the meeting.

RECOMMENDATION:

Staff requests approval of the Regular Minutes of February 14, 2017 with attachments.

February 14, 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 Lisa McComb.

Roll Call:

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

Item F) FY 2017 Courts Budget amendment, item G) FY 2017 General Fund/Prosecutor Budget, item H) FY 2017 UCMAN Budget amendment and item I) FY 2017 UC Electronic Sign Budget amendment were removed from the consent agenda and placed under new business.

Consent Agenda:

Motion to approve the Regular Minutes of January 24, 2017 with attachments Ayes: Unanimous. Motion carried.

Motion to approve 2017 Remonumentation County Representative Agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve the Wade Trim Remonumentation Agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion to approve Brand Surveying Remonumentation Agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion to adopt OCR 17-02 Social Host Responsibility Month.

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 Liss, seconded by Commissioner Duane Switalski, to approve the updated Board Bylaws as presented. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

The Tri-County Court agreement has been removed until next meeting.

Motion by Commissioner Doug Johnson, seconded by Commissioner Julie Powers, to approve the C2AE Agreement for engineering services related to the Iron Belle Trail as presented. Ayes: Julie Powers, Paul Beachnau, Paul Liss, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Duane Switalski. Motion carried. (see attached)

John Burt reported Groen nature next phase; Iron Belle Trail grant.

Department Head Report:

Sheriff Matt Nowicki report has been postponed.

City Liaison, Township and Village Representative: Michelle Noiro, the Bagley Township Supervisor, introduced herself to the Board.

Commissioner Julie Powers reported on the City Council meeting; 3-18-17 Swings and Sweets at the Otsego Club; Random acts of music July 6,7,8; Farmer's Market Fees.

Correspondence:

Commissioner Ken Glasser received a letter from the DNR regarding the Ausable River Zoning Review Board.

New Business:

Motion by Commissioner Duane Switalski, seconded by Commissioner Doug Johnson, to approve the January 31, 2017 Warrant and the January 26, 2017 Special Warrant in the total amount of \$218,037.04. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Robert Pallarito, to approve the February 7, 2017 Warrant in the amount of \$384,383.41. Ayes: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Doug Johnson, Ken Borton, Bruce Brown. Nays: Ken Glasser. Motion carried.

Motion by Commissioner Rob Pallarito, seconded by Commissioner Julie Powers, to approve the February 14, 2017 Warrant in the amount of \$259,402.41. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to refer the FY 2017 Courts Budget Amendment to Budget and Finance Committee. Ayes: Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Julie Powers. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to refer the FY 2017 General Fund/Prosecutor Budget Amendment to Budget and Finance Committee. Ayes: Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Julie Powers. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the FY 2017 UCMAN Budget Amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to approve the FY 2017 UC Electronic Sign Budget Amendment. Ayes: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Rob Pallarito, Doug Johnson, Ken Borton, Bruce Brown. Nays: Ken Glasser. Motion carried. (see attached)

Public Comment:

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Rob Pallarito had no report.

Commissioner Ken Glasser reported on the Conservation District.

Commissioner Bruce Brown reported on the Sportsplex; declined a rock climbing wall purchase; update from the tennis association; Farmers Market report; Sportsplex closed in April for 1 week for maintenance; bids to replace rubber floor.

Commissioner Paul Liss had no report.

Commissioner Paul Beachnau reported Business after Hours, 2-15-17 at Buffalo Wild Wings; Snowmobile festival February 24-25.

Commissioner Julie Powers shared a flyer from Michigan Works list of top 50 jobs.

Commissioner Duane Switalski attended the Health Department meeting, Lisa Peacock is the new director; Saginaw VA Hospital is having a town hall meeting on March 9, 2017 from 5:00-7:00 at the Eagles Hall.

Commissioner Doug Johnson reported on the Parks and Recreation meeting; applied for a grant for Libke Fields to put in restrooms; cabin quotes for the County Park; reservations are starting to come in for the county park; new website: www.otsegoparks.com.

Commissioner Ken Borton will be attending the NACO conference.

Meeting adjourned at 10:22 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk

**OTSEGO COUNTY 2017 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR COUNTY REPRESENTATIVE SERVICES**

1. Parties. This agreement made this Fourteenth day of February, 2017, by and between the **County of Otsego**, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, hereafter COUNTY, and **Ronald C. Brand, PS.**, located at 533 Greenfield Drive, Gaylord, Michigan, hereafter CONTRACTOR.

2. Term. Unless earlier terminated as provided in this Agreement, the term of this Agreement will commence on January 1, 2017, and continue until December 31, 2017.

3. Definitions.
 - A. County Grant Administrator. Means a person appointed by the Otsego County Board of Commissioners as the individual responsible for completing and submitting the annual Application for a survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant.

 - B. County Representative. Means the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws

 - C. County Surveyor. Means the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws.

 - D. Peer Group. Means not less than three non-associated surveyors appointed by the County Representative. One member of the Peer Group shall be the County Representative, who shall act as chair.

4. Compensation. The CONTRACTOR shall perform all work for the PROJECT for the total amount not to exceed **One Thousand Eight Hundred and 0/100 dollars (US \$1,800.00)**. The PROJECT shall be defined as completion of all duties listed in Section 7, Services to be Provided by CONTRACTOR.

5. Payment of Compensation. The OWNER will pay the CONTRACTOR for the work when the required work listed in Section 7, Services to be Provided by CONTRACTOR, is completed by the CONTRACTOR.

If the CONTRACTOR fails to meet the deadlines contained within this contract, payment may be withheld at the option of the County Grant Administrator. In the event that the CONTRACTOR fails to meet the deadlines specified within this contract by at least fourteen days, there will be a reduction of \$50.00 per day from the Compensation total beginning on day fifteen.

Payment for partial completion of contracts shall be allowed at the discretion of the Grant Administrator. Requests for payment for partial completion of contract will not be routinely approved in order to encourage timely performance of the contract.

6. Subcontracting. Nothing contained in this contract shall prevent CONTRACTOR from employing such independent professional associates as CONTRACTOR to assist in the performance of services hereunder. The CONTRACTOR is an independent contractor. In such regard, any and all officers, employees, servants and agents of the contractor shall be deemed employees, servants and agents of the CONTRACTOR and not that of the COUNTY.
7. Services to be Provided by CONTRACTOR. In consideration of the compensation to be paid by the COUNTY, CONTRACTOR shall perform the following services:
 - A. Establishing, scheduling meetings of, and chairing a Peer Group which will meet and act as advisors for ratification of corner locations. These meetings shall be in compliance with the Open Meetings Act. Peer Group meetings shall be scheduled as to allow for all assigned Remonumentation corners, other than corners tabled until the following grant cycle, to be reviewed and ratified by October 3, 2016.
 - B. Evaluation of all completed Land Corner Recordation Certificate(s). Such work to be completed by October 31, 2017.
 - C. Creating and maintaining a filing system for each corner, which contains all survey information compiled.
 - D. Submitting documentation to the County Grant Administrator as required for the annual Application for Monumentation Grant which includes, but is not limited to the following:
 1. A general work-progress report for all current awarded contracts, by October 2, 2017.
 2. For the current-year projects, a description of the work area completed, and the work remaining to be completed. Such completion report will be completed by November 13, 2017.
 3. The Work Program for the following year. Such Work Program will be completed by November 30, 2017. The Work Program will indicate (a) the area where the Public Land Survey corners and Property-controlling corners are proposed to be monumented and/or remonumented and coordinates set within the next contract year; (b) the area where the Public Land Surveyor corners and Property-controlling corners are to be researched in the next contract year; (c) the area where horizontal and vertical control stations are to be researched and located; and (d) the area where horizontal and vertical coordinates are to be established.

The County Representative will consult with and obtain the consent of the Grant Administrator when drafting the Work Program and Remonumentation Grant Application for the following year.

- E. Any other duties contained in the Monumentation and Remonumentation Plan for Otsego County, Michigan or those contained in Act 345, of the Public Acts of 1990, the State Survey and Remonumentation Act, being Sections 54.261 to 54.279 of the Michigan Compiled Laws and to follow any rules set by the State, including Memorandum No. 16.
8. Motor Vehicle Liability Insurance. Proof of Motor vehicle liability insurance of \$1,000,000 per occurrence and aggregate, including Michigan no-fault coverages.
9. Sufficiency of Performance. Strict performance of the terms of this Agreement is necessary, and even substantial performance in good faith and without willful failure will not be deemed sufficient performance. Strict performance will be deemed the essence of this Agreement. In the event of CONTRACTOR's failure to timely perform the services under this Agreement, the COUNTY may, upon notice to CONTRACTOR, seek alternative means of obtaining the services.
10. Termination. This Agreement may be terminated prior to the expiration of its term as follows:
- A. By mutual written agreement of the parties; or
- B. In the event of default or breach of this Agreement by either party, the other party may terminate this contract immediately.
11. Effect of Termination. In the event of termination of this Agreement pursuant to Section 10, CONTRACTOR will be entitled to the monies provided herein only through date of termination.
12. Notices. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: John Burt
Otsego County Administrator
225 West Main Street, Suite 203
Gaylord, Michigan 49735

If to: Ronald C. Brand, PS
533 Greenfield Drive
Gaylord, Michigan 49735

13. Titles; Headings. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

AGREED to this Fourteenth day of February, 2017, at Gaylord, Michigan.

OWNER: COUNTY OF OTSEGO
225 W. Main Street
Gaylord, MI 49735

CONTRACTOR: Ronald C. Brand, PS
533 Greenfield Drive
Gaylord, MI 49735

By: _____
John M. Burt
Otsego County Administrator

By: _____
Ronald C. Brand, PS
Otsego County Surveyor

Approved as to Form:

Approved as to Form

**OTSEGO COUNTY 2017 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR SURVEY/REMONUMENTATION SERVICES**

1. Parties. This agreement made this Fourteenth day of February, 2017, by and between the **County of Otsego**, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, hereafter COUNTY, and **Wade Trim, Inc.**, located at 4241 Old US 27 S., Suite 1, Gaylord, Michigan, hereafter CONTRACTOR.
2. Term. Unless earlier terminated as provided in this Agreement, the term of this Agreement will commence on the date first above written, and continue until December 31, 2017.
3. Definitions.
 - A. County Grant Administrator. Means a person appointed by the Otsego County Board of Commissioners as the individual responsible for completing and submitting the annual Application for a survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant.
 - B. County Representative. Means the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws.
 - C. Peer Group. Means not less than three non-associated surveyors appointed by the County Representative. One member of the Peer Group shall be the County Representative, who shall act as chair.
 - D. County Plan. Means the approved Otsego County Remonumentation Plan.
4. Compensation. The CONTRACTOR shall perform all work for the PROJECT at the applicable rates indicted on the Professional Fee Schedule attached to and made a part hereof, for the total amount not to exceed **Fifteen Thousand Eighty Seven and 50/100 dollars (US \$15,087.50)**. The PROJECT shall be defined as the corners completed (corners to be researched, corners to be monumented or remonumented and corners to have coordinates set) without exceeding the maximum amount.
5. Payment of Compensation. The OWNER will pay the CONTRACTOR for the work when: (a) the Peer Review Group reviews and concurs with the CONTRACTORS Corner Research & Remonumentation according to the Monumentation and Remonumentation Plan For Otsego County; (b) furnishes an original Land Corner Recordation Form, or forms if appropriate to the County Representative; (c) furnish one complete set of documents for each corner monumented, remonumented, researched or coordinate set to the County Representative to be placed in the permanent file maintained at the Register of Deeds Office; (d) the County Representative certifies to the appropriate County official or officer that (a), (b) and (c) have been completed and that such completed work is in accordance with the grant; (e) that the

County will pay the amount owed and due within 30 days of receipt of itemized invoice, approved by the County Representative and by the County Grant Administrator. These (a)-(d) requirements will be completed 45 days prior to end of the Grant Agreement, ending 12/31/2017.

Unless otherwise authorized by the County Grant Administrator, the Contractor's work is to be completed **no later than October 13, 2017**. Said statement shall be in accordance with the schedule of fees and charges outlined in this Contract. If the CONTRACTOR fails to meet this deadline, payment may be withheld at the option of the County Grant Administrator. In the event that the CONTRACTOR fails to meet the deadlines specified within this contract by at least fourteen days, there will be a reduction of \$50.00 per day from the Compensation total beginning on day fifteen. The Grant Administrator can extend deadlines at his/her discretion.

Payment for partial completion of contracts shall be allowed at the discretion of the Grant Administrator.

6. Subcontracting. Nothing contained in this contract shall prevent CONTRACTOR from employing such independent professional associates as CONTRACTOR to assist in the performance of services hereunder. The CONTRACTOR is an independent contractor. In such regard, any and all officers, employees, servants and agents of the contractor shall be deemed employees, servants and agents of the CONTRACTOR and not that of the COUNTY.
7. Services to be Provided by CONTRACTOR. In consideration of the compensation to be paid by the COUNTY, CONTRACTOR shall perform the following services:

A. CORNERS TO BE RESEARCHED (25 total corners):

T29N R04W (Hayes Township)

A08, A09, A10, A11, A12, B09, B11, C08, C11, C12, D11, E08, E09, E10, E11, E12, F07, F09, F11, G07, G08, G09, G10, G11, G12

Common Corners: Will be Coordinated.

M08, M09, M10, M11, M12, T29N R5W Mancelona Twp., Antrim County

B. CORNERS TO BE MONUMENTED (25 total corners):

T29N R04W (Hayes Township)

A08, A09, A10, A11, A12, B09, B11, C08, C11, C12, D11, E08, E09, E10, E11, E12, F07, F09, F11, G07, G08, G09, G10, G11, G12

Common Corners: Will be Coordinated.

M08, M09, M10, M11, M12, T29N R5W Mancelona Twp., Antrim County

C. Project Details. RESEARCH shall consist of a thorough investigation of all available sources and include copies of pertinent supporting documents and data. REMONUMENTATION shall consist of field reconnaissance of existing monumentation and references; any required measurements or calculations; a Land Corner Recordation Certificate; presentation to, and acceptance of, the Otsego County Peer Review Group; placement of an Otsego County Monument provided by the COUNTY, and a record of the date of completion of specific tasks on a form provided by the COUNTY. The COUNTY will record all Land Corner Recordation Certificates after acceptance by the Otsego County Peer Review Group. COORDINATES shall consist of Latitude and Longitude established in accordance with the requirement of the Office of Land Survey and Remonumentation.

This Contract requires that all survey work be performed in accordance with Act 345 of Public Acts 1990 as amended, being Section 54.261 to 54.279 of the Michigan Compiled Laws, and the County Plan as adopted by the State Survey Commission and to follow any rules set by the State, including Memorandum No. 16 From time to time the Peer Group will outline a specific procedure to recover or replace a Government corner. It is required that these instructions be followed to the best of the Contractor's ability.

Geodetic Coordinates- MCL 54.268(2)(a)(iii) and 54.268(2)(d)

Starting with the 2015 grant, latitude and longitude positions must be submitted for each original public land survey corner or protracted public land survey corner at the time it is monumented, remonumented or maintained. Latitude and longitude values must be reported to a minimum accuracy of 0.001 seconds of arc. Coordinate values must be obtained either:

1. Directly from a Continuously Operating Reference Station (CORS), or
2. From supplemental control established from CORS, or
3. From supplemental control established from other NGS horizontal control stations.

The following information must be published on the Land Corner Recordation Certificate.

Latitude: 00M00"00.000"

Longitude: 00M00"00.000"

Estimated Reputability/ Accuracy: 0.25'

Datum and Adjustment Year:

Epoch Date: 00-MMM-YYYY

Date of Observation: DD-MMM-YYYY

Method of Survey: Narrative explanation

8. Indemnification. CONTRACTOR shall indemnify, defend and hold harmless the County its boards, commissioners, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services by CONTRACTOR under this Agreement or that may be sustained in or upon the County owned or leased premises from any actions or omissions of CONTRACTOR. Such indemnification shall survive the termination of this Agreement. By entering this Agreement, neither party waives any immunities granted by law.

9. Insurance. CONTRACTOR, shall at its sole expense, obtain and maintain in full force and effect at all times during the term of this Agreement, the following insurance coverages, in a form acceptable to the County, with responsible insurance companies licensed and admitted to do business in the State of Michigan. CONTRACTOR shall provide the COUNTY with proof of insurance prior to commencement of this Agreement.

A. General Liability Insurance. General liability insurance with limits of liability not less than \$1,000,000 per occurrence for the protection of the COUNTY and the State of Michigan against all claims, liabilities, obligations, damages, claims, judgments, costs and expenses, damages, and expenses for bodily injury or death, personal injury and/or damage to property that may arise out of CONTRACTOR's negligent act, error or wrongful conduct incident to or arising out of the services provided under this Agreement, or that may be sustained in or upon the COUNTY premises and the State of Michigan (and its agents and employees) from any actions or omissions of CONTRACTOR (or anyone directly or indirectly employed by it).

B. Motor Vehicle Liability. Motor vehicle liability insurance of \$1,000,000 per occurrence and aggregate, including, Michigan no-fault coverages.

C. Each insurance policy shall name the County as an Additional Insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to the County.

10. Sufficiency of Performance. Strict performance of the terms of this Agreement is necessary, and even substantial performance in good faith and without willful failure will not be deemed sufficient performance. Strict performance will be deemed the essence of this Agreement. In the event of CONTRACTOR's failure to timely perform the services under this Agreement, the COUNTY may, upon notice to CONTRACTOR, seek alternative means of obtaining the services.

11. Termination. This Agreement may be terminated prior to the expiration of its term as follows:

A. By mutual written agreement of the parties; or

B. In the event of default or breach of this Agreement by either party, the other party may terminate this contract immediately.

C. Either party may terminate this Agreement, with or without cause, upon 30 days prior written notice to the party.

12. Effect of Termination. In the event of termination of this Agreement pursuant to Section 11, CONTRACTOR will be entitled to the monies provided herein only through date of termination.

13. Notices. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: John Burt
Otsego County Administrator
225 West Main Street, Suite 203
Gaylord, Michigan 49735

If to Wade Trim, Inc.: Brian Sousa, P.E.
Vice-President
4241 Old US 27 S., Suite 1
PO Box 618
Gaylord, Michigan 49734

14. Titles; Headings. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

AGREED to this Fourteenth day of February, 2017, at Gaylord, Michigan.

OWNER: COUNTY OF OTSEGO
225 W. Main Street
Gaylord, MI 49735

CONTRACTOR: WADE-TRIM, INC.
P.O. Box 618
Gaylord, MI 49734

By: _____
Kenneth Borton, Chair
Otsego County Commissioner

By: _____
Brian Sousa, P.E.
Vice-President

Approved as to Form

Approved as to Form

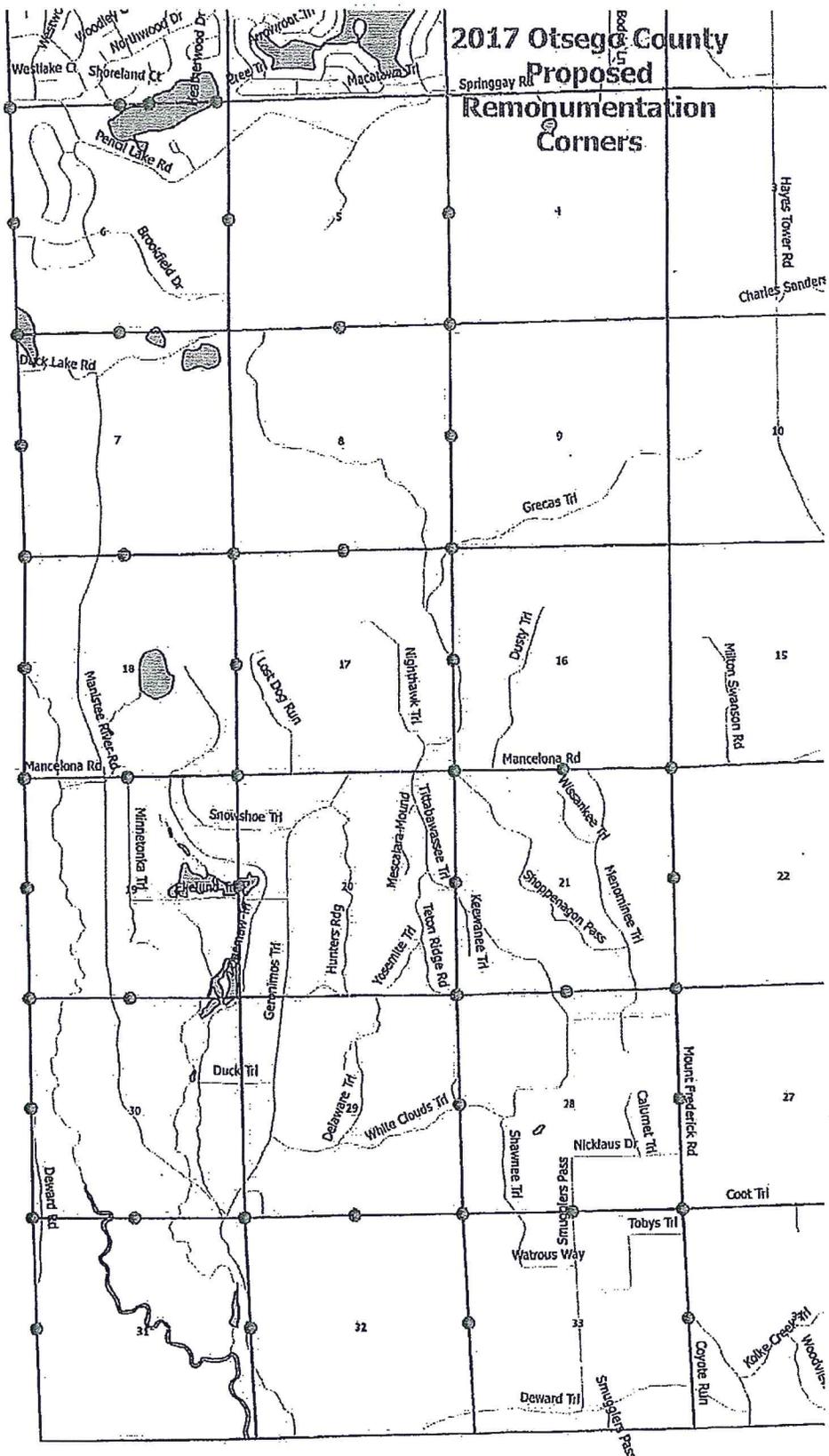
By: _____
John M. Burt,
Otsego County Administrator

By: _____
Marlene K. Hopp,
Otsego County Grant Administrator

2017
OTSEGO COUNTY
PROPOSED REMONUMENTATION CORNERS

T29N, R4W			
NUMBER	CODE	COMMON WITH:	
1	A01	A13, T30N, R4W & M01, T29N, R5W, & M13, T30N, R5W	CORNERS IN RANGE 5 WEST WILL BE COORDINATED WITH ANTRIM COUNTY
2	A02	M02, T30N, R5W	
3	A03	M03, T30N, R5W	
4	A04	M04, T30N, R5W	
5	A05	M05, T30N, R5W	
6	A06	M06, T30N, R5W	
7	A07	M07, T30N, R5W	
8	B01	B13, T30N, R4W	
9	B03		
10	B05		
11	B07		
12	MC01 (001)	MC01 (001), T30N, R4W (TWP. LINE WEST SIDE PENCIL LK.)	
13	MC02 (002)	MC02 (002), T30N, R4W (TWP. LINE EAST SIDE PENCIL LK.)	
14	C02		
15	C05		
16	C06		
17	C07		
18	D03		
19	D05		
20	E02		
21	E03		
22	E04		
23	E05		
24	E06		
25	E07		
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26	A08	M08, T30N, R5W	CORNERS IN RANGE 5 WEST WILL BE COORDINATED WITH ANTRIM COUNTY
27	A09	M09, T30N, R5W	
28	A10	M10, T30N, R5W	
29	A11	M11, T30N, R5W	
30	A12	M12, T30N, R5W	
31	B09		
32	B11		
33	C08		
34	C11		
35	C12		
36	D11		
37	E08		
38	E09		
39	E10		
40	E11		
41	E12		
42	F07		
43	F09		
44	F11		
45	G07		
46	G08		
47	G09		
48	G10		
49	G11		
50	G12		

2017 Otsego County Proposed Remonumentation Corners



**OTSEGO COUNTY 2017 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR SURVEY/REMONUMENTATION SERVICES**

1. Parties. This agreement made this Fourteenth day of February, 2017, by and between the **County of Otsego**, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, hereafter COUNTY, and **Brand Land Surveying LLC** located at 533 Greenfield Drive, Gaylord, Michigan 49735, hereafter CONTRACTOR.

2. Term. Unless earlier terminated as provided in this Agreement, the term of this Agreement will commence on the date first above written, and continue until December 31, 2017.

3. Definitions.
 - A. County Grant Administrator. Means a person appointed by the Otsego County Board of Commissioners as the individual responsible for completing and submitting the annual Application for a survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant.

 - B. County Representative. Means the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws.

 - C. Peer Group. Means not less than three non-associated surveyors appointed by the County Representative. One member of the Peer Group shall be the County Representative, who shall act as chair.

 - D. County Plan. Means the approved Otsego County Remonumentation Plan.

4. Compensation. The CONTRACTOR shall perform all work for the PROJECT at the applicable rates indicted on the Professional Fee Schedule attached to and made a part hereof, for the total amount not to exceed **Fifteen Thousand Eighty Seven and 50/100 dollars (US \$15,087.50)**. The PROJECT shall be defined as the corners completed (corners to be researched, corners to be monumented or remonumented and corners to have coordinates set) without exceeding the maximum amount.

5. Payment of Compensation. The OWNER will pay the CONTRACTOR for the work when: (a) the Peer Review Group reviews and concurs with the CONTRACTORS Corner Research & Remonumentation according to the County Plan For Otsego County; (b) furnishes an original Land Corner Recordation Form, or forms if appropriate to the County Representative; (c) furnish one complete set of documents for each corner monumented; remonumented, researched or coordinate set to the County Representative to be placed in the permanent file maintained at the Register of Deeds Office; (d) the County Representative certifies to the appropriate County official or officer that (a), (b) and (c) have been completed and that such completed work is in accordance with the grant; (e) that the County will pay the amount owed and due within 30 days of receipt of itemized invoice, approved by the County Representative and by the County Grant

Administrator. These (a)-(d) requirements will be completed 45 days prior to end of the Grant Agreement, ending 12/31/2017.

Unless otherwise authorized by the County Grant Administrator, the Contractor's work is to be completed **no later than October 13, 2017**. Said statement shall be in accordance with the schedule of fees and charges outlined in this Contract. If the CONTRACTOR fails to meet this deadline, payment may be withheld at the option of the County Grant Administrator. In the event that the CONTRACTOR fails to meet the deadlines specified within this contract by at least fourteen days, there will be a reduction of \$50.00 per day from the Compensation total beginning on day fifteen. The Grant Administrator can extend deadlines at his/her discretion.

Payment for partial completion of contracts shall be allowed at the discretion of the Grant Administrator.

6. Subcontracting. Nothing contained in this contract shall prevent CONTRACTOR from employing such independent professional associates as CONTRACTOR to assist in the performance of services hereunder. The CONTRACTOR is an independent contractor. In such regard, any and all officers, employees, servants and agents of the contractor shall be deemed employees, servants and agents of the CONTRACTOR and not that of the COUNTY.

7. Services to be Provided by CONTRACTOR. In consideration of the compensation to be paid by the COUNTY, CONTRACTOR shall perform the following services:

A. CORNERS TO BE RESEARCHED (25 total corners):

T29N R04W (Hayes Township)
A01, A02, A03, A04, A05, A06, A07, B01, B03, B05, B07, MC01 (001),
MC02 (002), C02, C05, C06, C07, D03, D05, E02, E03, E04, E05, E06, E07

Common Corners: Will be coordinated.

MC01 (001) Common with MC01 (001), T30N, R4W Hayes Twp. (Twp. Line West Side Pencil Lake)

MC02 (002) Common with MC02 (002), T30N, R4W Hayes Twp. (Twp. Line East Side Pencil Lk)

A13, B13, T30N R4W Hayes Twp,

M01, M02, M03, M04, M05, M06, M07, T29N R5W Mancelona Twp., Antrim County.

M13, T30N R5W Star Twp., Antrim County.

B. CORNERS TO BE MONUMENTED (25 total corners):

T29N R04W (Hayes Township)
A01, A02, A03, A04, A05, A06, A07, B01, B03, B05, B07, MC01 (001),
MC02 (002), C02, C05, C06, C07, D03, D05, E02, E03, E04, E05, E06, E07

Common Corners: Will be coordinated.
MC01 (001) Common with MC01 (001), T30N, R4W Hayes Twp. (Twp. Line West Side Pencil Lake)
MC02 (002) Common with MC02 (002), T30N, R4W Hayes Twp. (Twp. Line East Side Pencil Lk)
A13, B13, T30N R4W Hayes Twp.,
M01, M02, M03, M04, M05, M06, M07, T29N R5W Mancelona Twp., Antrim County.
M13, T30N R5W Star Twp., Antrim County.

C. Project Details. RESEARCH shall consist of a thorough investigation of all available sources and include copies of pertinent supporting documents and data. REMONUMENTATION shall consist of field reconnaissance of existing monumentation and references; any required measurements or calculations; a Land Corner Recordation Certificate; presentation to, and acceptance of, the Otsego County Peer Review Group; placement of an Otsego County Monument provided by the COUNTY, and a record of the date of completion of specific tasks on a form provided by the COUNTY. The COUNTY will record all Land Corner Recordation Certificates after acceptance by the Otsego County Peer Review Group. COORDINATES shall consist of Latitude and Longitude established in accordance with the requirement of the Office of Land Survey and Remonumentation.

This Contract requires that all survey work be performed in accordance with Act 345 of Public Acts 1990 as amended, being Section 54.261 to 54.279 of the Michigan Compiled Laws, and the County Plan as adopted by the State Survey Commission and to follow any rules set by the State, including Memorandum No. 16. From time to time the Peer Group will outline a specific procedure to recover or replace a Government corner. It is required that these instructions be followed to the best of the Contractor's ability.

Geodetic Coordinates- MCL 54.268(2)(a)(iii) and 54.268(2)(d)
Starting with the 2015 grant, latitude and longitude positions must be submitted for each original public land survey corner or protracted public land survey corner at the time it is monumented, remonumented or maintained. Latitude and longitude values must be reported to a minimum accuracy of 0.001 seconds of arc. Coordinate values must be obtained either:

1. Directly from a Continuously Operating Reference Station (CORS), or
2. From supplemental control established from CORS, or
3. From supplemental control established from other NGS horizontal control stations.

The following information must be published on the Land Corner Recordation Certificate.

Latitude: 00M00"00.000"
Longitude: 00M00"00.000"
Estimated Reputability/ Accuracy: 0.25'
Datum and Adjustment Year:
Epoch Date: 00-MMM-YYYY
Date of Observation: DD-MMM-YYYY

Method of Survey: Narrative explanation

8. Indemnification. CONTRACTOR shall indemnify, defend and hold harmless the County its boards, commissioners, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services by CONTRACTOR under this Agreement or that may be sustained in or upon the County owned or leased premises from any actions or omissions of CONTRACTOR. Such indemnification shall survive the termination of this Agreement. By entering this Agreement, neither party waives any immunities granted by law.

9. Insurance. CONTRACTOR, shall at its sole expense, obtain and maintain in full force and effect at all times during the term of this Agreement, the following insurance coverages, in a form acceptable to the County, with responsible insurance companies licensed and admitted to do business in the State of Michigan. CONTRACTOR shall provide the COUNTY with proof of insurance prior to commencement of this Agreement.
 - A. General Liability Insurance. General liability insurance with limits of liability not less than \$1,000,000 per occurrence for the protection of the COUNTY and the State of Michigan against all claims, liabilities, obligations, damages, claims, judgments, costs and expenses, damages, and expenses for bodily injury or death, personal injury and/or damage to property that may arise out of CONTRACTOR's negligent act, error or wrongful conduct incident to or arising out of the services provided under this Agreement, or that may be sustained in or upon the COUNTY premises and the State of Michigan (and its agents and employees) from any actions or omissions of CONTRACTOR (or anyone directly or indirectly employed by it).

 - B. Motor Vehicle Liability. Motor vehicle liability insurance of \$1,000,000 per occurrence and aggregate, including Michigan no-fault coverages.

 - C. Each insurance policy shall name the County as an Additional Insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to the County.

10. Sufficiency of Performance. Strict performance of the terms of this Agreement is necessary, and even substantial performance in good faith and without willful failure will not be deemed sufficient performance. Strict performance will be deemed the essence of this Agreement. In the event of CONTRACTOR's failure to timely perform the services under this Agreement, the COUNTY may, upon notice to CONTRACTOR, seek alternative means of obtaining the services.

11. Termination. This Agreement may be terminated prior to the expiration of its term as follows:
 - A. By mutual written agreement of the parties; or

 - B. In the event of default or breach of this Agreement by either party, the other party may terminate this contract immediately.

C. Either party may terminate this Agreement, with or without cause, upon 30 days prior written notice to the party.

12. Effect of Termination. In the event of termination of this Agreement pursuant to Section 11, CONTRACTOR will be entitled to the monies provided herein only through date of termination.

13. Notices. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: John Burt
Otsego County Administrator
225 West Main Street, Suite 203
Gaylord, Michigan 49735

If to: Brand Land Surveying LLC:
Ronald C. Brand, PS,
Owner
533 Greenfield Drive
Gaylord, Michigan 49735

14. Titles; Headings. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

AGREED to this Fourteenth day of February, 2017, at Gaylord, Michigan.

OWNER: COUNTY OF OTSEGO
225 W. Main Street
Gaylord, MI 49735

CONTRACTOR: BRAND LAND
SURVEYING LLC
533 Greenfield Drive
Gaylord, MI 49735

By: _____
Kenneth Borton, Chair
Otsego County Commissioner

By: _____
Ronald C. Brand, PS
Owner

Approved as to Form

Approved as to Form

By: _____
John M. Burt,
Otsego County Administrator

By: _____
Marlene K. Hopp,
Otsego County Grant Administrator

OCR 17-02
April 2017 is Social Host Responsibility Month
Otsego County Board of Commissioners
February 14, 2017

WHEREAS, underage drinking is a problem that affects our community, our health, and our future. It exacts a terrible toll on individuals and families, and places a costly tax burden on the community at large for law enforcement, medical services, and other social services involved in the prevention and treatment of underage drinking; and

WHEREAS underage drinking has severe consequences, many of which parents and caregivers may not be fully aware. Consequences of underage drinking may include injury or death from accidents; unintended, unwanted, and unprotected sexual activity; academic problems; and drug use; and

WHEREAS, parents and caregivers have a significant influence on young people's decisions about alcohol consumption, especially when they create supportive and nurturing alcohol-free environments; and

WHEREAS, youth who start drinking before the age of 15 are five times more likely to develop alcohol dependence or abuse later in life than those who begin drinking at or after age 21; and

WHEREAS, alcohol use by young people is dangerous, not only because of the risks associated with acute impairment, but also because of the grave threat to their long-term development and well-being; and

WHEREAS, parents, educators, and community leaders who work with our young people every day are our best advocates for responsible decision-making; and

WHEREAS, one-hundred percent of any alcohol consumed by a minor came from an adult. At one time, an adult over the age of 21 was in control of the alcohol and a minor gained access to it; and

WHEREAS, it is illegal for adults to knowingly allow their child's friends to drink alcohol in their home, even with the permission of the friends' parents, and adults have the authority and should have the responsibility to take steps to reduce the likelihood that their homes will become venues for underage drinking; and now, therefore be it

RESOLVED, that we Board of Commissioners of the County of Otsego, a Community Committed to UNDERAGE DRINKING PREVENTION, do hereby proclaim that April 2017 is Social Host Responsibility Month. We also call upon all parents, citizens, homeowners and property owners to host gatherings responsibly and take measures to eliminate access of alcohol to persons under the age of 21.

OTSEGO COUNTY BOARD RULES/BYLAWS

1. AUTHORITY

These rules/bylaws are adopted by the Board of Commissioners of Otsego County (hereafter referred to as the Board) pursuant to Section 46.11 of the Compiled Laws of Michigan as amended.

2. ORGANIZATION

2.1. BOARD

The Board has nine (9) commissioners elected for two (2) year terms. Generally, the Board may be defined as the legislative, policy making branch of County government.

2.2. DUTIES OF THE CHAIRPERSON

- 2.2.1. The Chairperson, if present, shall preside at all meetings of the Board, preserve order, and decide questions of order subject to appeal to the Board which may reverse the Chairperson by a majority vote of those present and voting.
- 2.2.2. The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations and minutes of the Board.
- 2.2.3. The Chairperson shall serve in such capacities and make appointments as the law shall require or allow.
- 2.2.4. The Chairperson shall serve as an ex-officio member on all Board committees. As such, he shall not be a voting member except cases where he/she is a regular member of the committee.
- 2.2.5. The Chairperson or the appointed replacement shall represent the Board and County at various functional and ceremonial activities.
- 2.2.6. The Chairperson, subject to the disapproval of a majority of those voting, shall appoint all standing, special or ad hoc committees. He/she shall designate the chairperson of each committee.
- 2.2.7. The Chairperson shall have the power to administer an oath to any person concerning any matter being considered by the Board.
- 2.2.8. The Chairperson, when appropriate, shall refer matters coming before the Board to a committee.

2.3. VICE-CHAIRPERSON

He/she shall be elected at the organizational meeting of the Board and shall assume all the duties and responsibilities of the Chairperson when the Chairperson is absent.

2.4. COUNTY CLERK DUTIES

- 2.4.1. Preside, until a Chairperson or temporary chairperson is elected.
- 2.4.2. Record all proceedings of the Board and house the records in a safe place.
- 2.4.3. Make regular entries of all Board resolutions and decisions.
- 2.4.4. Record the vote on all questions and where required indicate the vote of each commissioner.
- 2.4.5. Perform such other duties as the Board by resolution may require.
- 2.4.6. Appoint a deputy to attend Board meeting when unable to attend.

2.5 COUNTY ADMINISTRATOR

The County Administrator is hereby designated as the official signatory of Board approved leases, contracts and other legal documents. However, this designation does not diminish the authority of the Chairperson.

3. MEETINGS

3.1. Organizational meeting.

3.1.1. The first meeting of each calendar year shall be for the purpose of organizing. If needed, the County Clerk shall preside until a chairperson is elected. However, the first order of business shall be to administer the oath of office to commissioner(s) if the oath has not been given.

3.1.2. In odd years the second item of business shall be to decide if the term of office shall be for one (1) or two (2) years and if the vote shall be an open or closed ballot.

3.1.3. If needed, the next item of business is to select, by majority vote of all members, an elected commissioner to serve as Chairperson of the Board. The elected Chairperson shall take and assume the duties upon election.

3.1.4. The next item of business shall be the election of a Vice-Chairperson.

3.2. Regular meetings

The Board shall meet according to the schedule adopted pursuant to Section 5 of the Open Meetings Act (P.A. 267 of 1976 as Amended being MCL 15.265), normally the second and fourth Tuesday of each month. The time and place shall be determined by the Board.

3.3. Special meetings

3.3.1. The Board shall meet in special sessions upon the written petition to the County Administrator, signed by one third (1/3) or more of the members. The petition shall specify the time, date, place and purpose of the meeting.

3.3.2. The Chairperson may also call an unscheduled meeting at his/her discretion.

3.4. Emergency meetings may be called with the consent of two thirds (2/3) of the members of the Board and only if delay would threaten/endanger the health, safety and welfare of the public. An emergency meeting does not require public notice.

3.5. Change in schedule

A change in schedule shall not be made unless a majority of the Board concurs. In the event the Board shall meet and a quorum is not present, the Board with the approval of a majority of those present, may adjourn the meeting to another time provided that notice is given to members and the public.

3.6. Work sessions

Work sessions of the Board may be held at a date, time and place established by the Board. However, formal action may not be taken at a work session.

4. PUBLIC NOTICE OF MEETINGS

4.1. The County Clerk or Administrator shall provide notice for all meetings of the Board. Such notice shall include but is not necessarily limited to the following.

4.1.1. Regular meetings

The Clerk or Administrator shall post within ten (10) days after the first meeting in the calendar year a list of scheduled meetings indicating the date, time and place.

- 4.1.2. Schedule change
Proper and timely notice shall be posted as mandated in Section 4.1.3.
- 4.1.3. Special and emergency meetings
Notice shall be posted immediately and delivered to the residence of each commissioner by direct delivery or mail. No meeting, except emergency, shall be held until the notice shall have been posted at least eighteen (18) hours.
- 4.1.4. Notification of media and others
If a request has been filed the Clerk or Administrator shall notify, with out charge, any newspaper or radio or television station of the Board's meeting schedule, schedule changes or emergency meetings.
- 4.1.5. Upon request, individuals will be notified of meetings but must reimburse the County for all reasonable costs.

5. QUORUM

- 5.1. A majority of commissioners, elected and serving, shall constitute a quorum for the transaction of ordinary business.
- 5.2. No member of the Board may absent himself/herself without the consent of the Board. Leave may be revoked by the Board at any time.
- 5.3. Call of the Board
The Board, by majority vote of those present and voting, may call the Board. ~~Upon such a vote, the Board empowers the Sheriff to assure that commissioners who are absent without leave will promptly attend.~~

6. AGENDA FOR REGULAR MEETINGS

- 6.1. The Administrator after reviewing pending business and consulting with the Chairperson will draft an agenda for regularly scheduled meetings. Commissioners interested in placing an item on the agenda will notify the Administrator by the close of the business on the Tuesday preceding the next regular meeting. Items not on the agenda may be introduced as new business.
- 6.2. Resolutions to be considered by the Board must be included with the agenda packet forwarded by the Administrator to each commissioner prior to the scheduled regular meeting. Any resolution not included in the packet will require six (6) votes to be adopted.
- 6.3. The following will be the usual agenda format for regular meetings of the Board.
 - Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call
 - Approval and Correction of Minutes
 - Consent Agenda (If Any)
 - Committee Reports
 - Administrator's Report
 - ~~Reports from Officers~~
 - Scheduled Presentations (If Any)
 - Reports from Department Heads (If Any)

City Liaison & Township & Village Representatives
Correspondence
Special Orders (as defined in RONR) (If Any)
Unfinished Business and General Orders (If Any)
New Business
Public Comment
Board remarks, Announcements, and informal discussions
Closed Session/Executive Meeting (If Ordered)
Adjournment

- 6.4. Agenda for special meetings
The agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and a majority concurs.
- 6.5. Distribution of agenda material
Upon completion of an agenda packet, the Administrator shall immediately distribute and post copies with reports, explanations, etc., that relate to agenda items. Commissioners shall receive materials no later than the Saturday preceding the next regularly scheduled meeting.
- 6.6. Consent agenda - Define/Procedure
- 6.6.1 The consent calendar/agenda shall consist of motions by any commissioner or the administrator with which the Board usually concurs. The Chairperson must allow commissioners to remove any motion where there is a question or a desire to discuss more fully. These items will be added at the appropriate place on the agenda.
- 6.6.2 Motions on the consent agenda shall be numbered consecutively for easy identification.
- 6.6.3 Motions not removed per section 6.6.1 or section 8.1 shall be adopted en bloc by unanimous consent.
- 6.6.4 A resolution may be placed on the consent agenda and when thus included, consideration shall be the same as and concurrent with the other items.
7. CONDUCT OF MEETINGS
- 7.1. The Chairperson shall preside at all meetings of the Board. In the Chairperson's absence the Vice Chairperson shall preside. In the event both Chair and Vice Chair are absent, the Clerk shall preside until the commissioners present elect a commissioner to preside. the Chairperson of Finance shall preside, followed by the Chairperson of Personnel should the Chairperson of Finance be unavailable.
- 7.2. Board members wishing to be heard shall first obtain the approval of the Chairperson and each person who speaks shall address the Chairperson. Individuals attending the meeting shall not speak unless recognized by the Chairperson.
- 7.3. ~~A second shall not be required to place a motion before the Board.~~
- 7.4. Disorderly conduct
- 7.4.1. The Chairperson shall call to order any person who is disorderly by speaking or otherwise disrupting the proceedings by failing to be germane, by speaking longer than the allotted time or interfering with the scheduled agenda. Said person shall be ruled out of order and not allowed to participate except upon special leave of a majority of the commissioners present. If the person continues to be disorderly, the Chairperson may call a recess or have the person removed from the meeting. However, no person shall be removed from a

- public meeting except for an actual breach of the peace committed at the meeting.
- 7.4.2. ~~Failure to place a pager and/or a cell phone on the silent mode during a meeting is hereby deemed to be a breach of peace as defined by section 7.4.1.~~
- 7.5 If a motion to adjourn is adopted prior to "Public Comment", the meeting shall immediately be open for public comments prior to execution of the motion. Public comment under this sub-section is limited to thirty (30) minutes.
- 7.6 A negative motion shall be considered the same as if the motion had been made in a positive form. A negative motion is a motion which (a) if adopted has the same result as not adopting any motion, and (b) if defeated leaves everyone confused as to the board's intent. A motion to 'not approve the petition' shall be stated as a motion to 'approve the petition.'
8. PUBLIC PARTICIPATION IN MEETINGS
- 8.1. Public comment on the consent agenda shall be limited to requesting the removal of a motion from the consent agenda. This request shall indicate the speakers desire to speak against the motion.
- 8.2. Participation during debate on a motion.
After a question has been opened for debate by the chairperson, a member of the public, when recognized by the chairperson, may speak on the question once for up to three (3) minutes, providing the remarks conform to rules of proper debate and are germane to the question. Germane is defined as having a bearing on whether the pending motion should be adopted or rejected.
- 8.3 A motion to close public debate
The subsidiary motion to close public debate shall rank between the motion to limit or extend limits of debate and the motion of the previous question. This motion shall require a majority vote, shall not be debated or amended, but may be reconsidered under the same rules as the previous question.
- 8.4. During "Public Comment" after New Business or under provisions of section 7.5, Members of the public are invited to bring before the Board any concern that is with in the providence of the Board. The speaker must use language that is appropriate for debate.
9. VOTING
- 9.1. Majority vote is the usual manner for deciding procedural and other questions arising at a meeting. However, there may be exceptions wherein decisions require, by statute, a higher than majority vote. Also, a majority of the members elected and serving is required for final passage or adoption of resolutions or allowance of claims, or other routine business.
- 9.2. A two thirds (2/3) vote shall be required on the following procedural motions.
Suspend the rules
Limit or extend debate
Object to consideration
Move the previous question
Hold a closed session pursuant to the Open Meetings Act
- 9.3. A roll call vote requires the name and vote of each member be recorded on any action

taken by the Board. Unanimous consent shall be recorded as each member voting in favor of the proposed action.

- 9.4. No vote may be taken by secret ballot except on the question of electing a Chairperson.
- 9.5. Mandatory voting on all issues shall be required unless a member is recused, due to conflict of interest, by a majority of the Board.
- 9.6. A question may be reconsidered and decided by a roll call vote if called for by a member who voted with the majority on the roll call. Any member may ask for reconsideration if the matter was decided viva voce. However, a matter may not be reconsidered more than once.
- 9.7. Conflict of interest suggests that a commissioner has a direct or indirect interest in a contract or other business transaction. Members are encouraged to vote after making public the possible conflict.

10. RECORD OF MEETINGS

- 10.1. The County Clerk shall be the Clerk of the Board and will be responsible for maintaining the official records and minutes of Board meetings. The minutes shall include all actions and decisions made by the Board and shall indicate the name of the mover of motions and resolutions. Resolutions will be considered by roll call vote and each commissioner's vote indicated.
 - 10.2. Request for remarks to be included.
A commissioner may have his/her comments printed as part of the minutes upon the concurrence of a majority of the members present. Such comments to be included in the record shall be provided to the clerk in writing.
 - 10.3. Public access to meeting records
The Clerk shall make available to the public the records of Board meetings in accordance with the Freedom of Information Act. Board minutes prepared but not approved by the Board shall be made available for public inspection not more than seven working days following the meeting. Approved minutes shall be available the day following the meeting of the Board wherein approval was given.
11. COMMITTEES: The intent of the committee is not to assume the management authority of either the department head or the County Administrator, but rather to ensure the integrity of all policies affecting the public. The County Administrator or the board determines which issues need committee action prior to board action. Each committee shall thoroughly investigate any matter referred to it and shall report in writing its findings to the board without undue delay. Upon the motion of any board member and approval by a majority of the board, the board may discharge a committee from further consideration of any matter.

- 11.1. Appointment
Each year, following the election of the Board Chairperson, with the advice and consent of the full board, the Chairperson shall appoint commissioners to committees and other assignments as appropriate.
- 11.2. Committee Chairperson
The person first listed on the roster of each committee shall be Chairperson. In the absence of the chairperson, the next listed commissioners shall act as Chairperson.
- 11.3 Standing Committees of this Board are:
 - 11.3.1 Budget-Finance to consider matters of finance, budget, grants, additional appropriations requested, and associated fiscal matters.
 - 11.3.2 Personnel to consider matters of staffing in each department, employing personnel, termination of personnel, other than department heads, establishing new positions, salary or wages for positions; personnel policies; benefits for elected and non-elected personnel; and serve as the collective bargaining committee including involvement in grievance procedures.
 - 11.3.3 County Airport performs the duties imposed by section 6a of act 90 of 1913 being MCL 123.66a (appendix A).
- 11.4. Committee meetings
 - 11.4.1. A majority of the members of a committee shall constitute a quorum. Committee meetings shall be open to the public unless closed by a two thirds (2/3) vote pursuant to the Open Meetings Act.
 - 11.4.2. The committee shall maintain a written record of meetings and shall present records to the Board at a regular meeting. These records shall constitute a public record and shall be made available to any person as required by law.
- 11.5. Exercise of Governmental function
A committee shall not exercise a government function in a meeting that is not open to the public unless the Open Meetings Act permits a session to be closed to the public. The committee will make recommendations to the Board and report matters considered and rejected as well as those considered and recommended.
- 11.6 A special, select or ad hoc committee may be formed by the chairperson with consent of the Board or by direction of the Board. Any committee formed under this section shall cease to exist upon completion of its assignment or at the end the term of the board chairperson that appointed it.
- 11.7. Committee of the Whole
 - 11.7.1. Whenever the Board shall meet in "working meetings" the Board shall meet as a committee of the whole and the Chairperson, Vice-Chairperson or another member shall preside.
 - 11.7.2. Meetings of the whole shall comply with the provisions of the Open Meetings Act with respect to public notice except when the Board shall devolve into a committee of the whole at one of its regular meetings.
 - 11.7.3. The rules of the Board shall be observed in committee of the whole meetings except for limiting debate, moving to vote immediately and taking a roll call vote.
 - 11.7.4. Upon request of two thirds (2/3) of the Board, resolutions, ordinances and other matters shall be read aloud by the Clerk and considered and acted upon by sections. When the

committee of the whole completes its deliberations, a member shall move that the committee rise and report to the Board.

- 11.8 The County Administrator and the Board Chairperson shall be ex-officio members of all committees with the right of voice and vote. Except when serving as a regular/designated member of the committee, the County Administrator and/or the Board Chairperson shall not be counted in determining the number required for a quorum or whether a quorum is present.

12. EXECUTIVE MEETINGS/CLOSED SESSIONS

- 12.1. A motion to hold an executive meeting/closed session may be made at any time during the meeting. If the motion passes, the meeting shall be held as provided for in rule 6.3. If rule 7.5 is in effect, then the closed session shall be between public comment and adjournment. The vote on a motion to hold an executive meeting shall be recorded in the minutes. Executive sessions must comply with the Open Meetings Act.
- 12.2. Minutes of Executive meetings shall be maintained separate and sealed. The minutes shall indicate clearly the topics discussed. The record shall not be disclosed to the public except on order of a court. The clerk shall destroy the minutes after one (1) year and one (1) day after the meeting at which the Board approved the minutes.

13. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (RONR) shall govern all questions of procedure not otherwise provided by these rules, or by State or Federal law. A person so designated by the Board shall serve as the Board's parliamentarian and shall advise the presiding officer regarding rules of procedure.

14. ADMINISTRATIVE RESOLUTIONS

14.1. Definitions

Any action regarding the operation or administration of a department of County government or containing policies of the Board applicable to more than one (1) department, and not adopted by ordinance, shall be an administrative policy.

- 14.2. Any commissioner may introduce an administrative resolution at a regular or special meeting.

15. PROCEDURE FOR FILLING VACANCIES ON BOARDS AND COMMISSIONS

- 15.1. The Administrator shall notify the Board regarding the expiration of term of office on any board or commission where vacancies are filled by the Board.
- 15.2. The Administrator shall prepare public notice of vacancies. Such action shall not require Board approval. Public notices must be given whenever a vacancy occurs on a board or commission, which the Board has the authority to fill.

16. BOARD VACANCIES

When a vacancy occurs in the office of commissioners by death, resignation, moving from the district or removal from office the vacancy shall be filled by appointment within thirty (30) days by the Board with a resident and registered voter of that district. The

person appointed to fill a vacancy which occurs in an odd numbered year shall serve until the vacancy is filled by a special election. The person appointed to fill a vacancy which occurs in an election year shall serve the remainder of the unexpired term. If the Board fails to fill a vacancy within thirty (30) days, the vacancy shall be filled by special election regardless of the year. A person appointed under this section shall, for the purpose of these rules/bylaws, be considered to be elected and serving.

18. **ADOPTION AND AMENDMENT OF RULES**

These rules having been adopted by not less than a two-thirds (2/3) vote of all the members of the Board, may be amended or rescinded by a two-thirds (2/3) vote of all the members of the Board. They shall remain in effect until amended or rescinded. Any proposed amendment of these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption stipulates otherwise.

19. **PREVIOUS RULES/BYLAWS**

These Otsego County Rules/Bylaws supersede any and all rules/bylaws and amendments adopted prior to this date.

APPENDIX A

PARKS, ZOOLOGICAL GARDENS, AND AIRPORTS (EXCERPT) Act 90 of 1913

123.66a County airport committee; appointment, powers, organization.

Sec. 6-a. Whenever a board of supervisors of any county shall have adopted a resolution to purchase, condemn or to accept certain lands for airport or landing field purposes and makes an appropriation therefor under the provisions of sections 1 and 2 of this act, there shall be created a board of 3 members to be known as a "county airport committee." These 3 members may be either 3 members of the board of county road commissioners or 3 members of the board of supervisors as determined by the majority vote of the members of the board of supervisors. Such county airport committee shall have the management, control and expenditure of such funds collected and shall hold in trust for the county the title to any real estate so purchased, acquired by condemnation or accepted by way of gift or devise for airport or landing field purposes and shall supervise the improvement of any such property so purchased, acquired or accepted as authorized by the board of supervisors. Such county airport committee shall have the care and control of all airport and landing field property and may make reasonable rules and regulations and enforce the same when made respecting the use by the public of such property. They shall elect a chairman and secretary from among the members. All expenditures of funds so appropriated shall be paid only by the county treasurer on the warrant or voucher of the chairman and 1 other member of such board. The committee so appointed shall make a full report to the board of supervisors at each October session as to the condition of the airport or landing field property and the expenditure of funds. The members of such committee shall continue to act until their successors have been duly elected or appointed.



123 W. Main St. Suite 200
Gaylord, MI 49735
O: 989.732.8131
www.c2ae.com

February 9, 2017

Mr. John Burt, Administrator
Otségo County
225 West Main Street, Room 203
Gaylord, MI 49735

**Re: Proposal for Professional Services: Design and Construction Engineering Services
Otsego County – Iron Belle Trail**

Dear John:

Congratulations to Otsego County on the success of your grant funding applications and securing the local share financing for this project. C2AE is pleased to have been an integral part of the planning and grant application assistance process. We are excited and honored to assist the County in advancing this valuable regional asset to the next phase of design and ultimately completion of construction!

We have included the final trail routing map and preliminary opinion of construction cost for reference, as they form the basis for this proposal.

PROJECT UNDERSTANDING

Otsego County, along with Bagley and Otsego Lake Townships, has teamed with the Department of Natural Resources (DNR) to construct a non-motorized trail from Passenheim Road in Waters north to Fairview Road in Gaylord, a distance of approximately 11.5 miles. The trail will continue to operate as a snowmobile trail during the winter. The north end of the new trail will connect with the existing North Central State Trail, and the entire trail segment will be a part of the Governor's Iron Belle Trail that will eventually connect Belle Isle to Ironwood. The DNR is a key stakeholder in the project, as they have secured the property and/or easements and a portion of the funding for the trail and will be the trail owner. Otsego County will enter into a lease agreement and maintenance agreement for the trail, and will pay the local share matching funds for the trail design and construction, including the non-participating engineering costs. The current total estimated construction cost of the trail is approximately \$2.5 million.

The trail will be located within the existing active railroad right-of-way, in the general location of the existing snowmobile trail. It is therefore imperative that the project team work closely with the Michigan Department of Transportation (MDOT) and the Lake State Railroad throughout this project. Both the Lake State Railroad and MDOT have previously established some design guidelines for the trail, including offset distances, trespass deterrent measures, crossing locations and other considerations that will make it extremely important to coordinate the design and construction work with these entities.

A significant amount of effort has gone into schematic design, opinions of probable construction costs, public information meetings, MDOT Rail reviews and grant applications in order to secure the necessary funding that will make this project a reality. A summary of the project funding breakdown is attached for reference.

Although a portion of the funding was secured based on two separate trail sections, labeled north segment and south segment, the design and construction will be completed as one project. Since an MDOT Transportation Alternatives

Grant was secured for the project, the entire project design and construction will need to meet the MDOT Local Agency requirements, including the use of MDOT standard plans and specifications and pre-qualified contractors.

C2AE will bring value to the County with our vast amount of experience with the design and construction of trail projects across the state of Michigan. Furthermore, our strong design and construction team is very knowledgeable with MDOT Local Agency requirements for the project. Attached for your reference is the proposed project team diagram.

SCOPE

C2AE proposes the following scope of services tailored to meet the MDOT Local Agency guidelines:

Design Phase Services

1. **Project Initiation Meeting:** Conduct a project initiation meeting with the County and DNR to review the project parameters, scope of services and project schedule contained in the project management plan. Review the previous plans with the County and DNR with respect to any desired changes. Obtain a clear understanding of the role of all parties. Set the proper course to achieve local public input throughout the project.
2. **Topographic Survey:** C2AE had previously surveyed a few of the more challenging project areas in order to complete the schematic design and opinions of probable construction cost, but there is a significant amount of survey information that needs to be obtained. The most efficient method of survey for this type of project will be the use of aerial photogrammetry and mapping, supplemented by field survey of the road crossings and other key areas. Our team has successfully implemented this method on several projects in Michigan and New York. C2AE plans to use the services of Aerocon, Inc. as a subconsultant to perform the aerial mapping services. C2AE will complete the ground control and additional topographic survey work.
3. **Program Application:** Assist the County in preparing the MDOT Program Application information, including environmental and historical clearances and other required elements.
4. **Utility Coordination:** Prepare correspondences and coordination with utility companies to determine and resolve conflicts with existing utilities and the proposed trail design.
5. **Soil Borings:** C2AE will solicit proposals for soil borings and soils report from geotechnical subconsultants and coordinate the work of the subconsultant. We have included a budget amount for soil boring work within our contract fee.
6. **Preliminary Plans:** Provide full plan and profile drawings of the proposed construction limits. Provide typical trail and road/rail crossing construction cross sections and details.
7. **Easements:** C2AE will identify any areas requiring grading permits or easements. The County and or DNR will prepare and obtain necessary permits or easements outside of the current easement/ownership areas. From our preliminary review, the two most likely areas where easements may be needed are at the Charles Brink Road section and the I-75 Underpass.
8. **Special Provisions:** Prepare special provisions to be used in conjunction with the 2012 MDOT Standard Specifications for Construction to establish the quality of all materials, equipment, installation and construction.

9. **Preliminary Quantities and Opinion of Probable Construction Cost:** Provide an Itemized breakdown of estimated quantities, estimated unit costs and estimated total cost for all project components. The estimate will utilize the MDOT-required MERL software.
10. **Grade Inspection/Review Meeting:** Provide the necessary plan submittals, coordinate and participate in an on-site Grade Inspection/Review meeting with representatives of the County, DNR, MDOT and other interested members of the project team and affected utility companies.
11. **Final Engineer's Opinion of Probable Construction Cost:** Provide a final Itemized breakdown of construction quantities and unit cost for all of the pay items used on the project.
12. **Permits:** Assist in the preparation all necessary permit applications for submission by the County/DNR to the applicable governmental agencies. Permit fees for such permits (where applicable) shall be paid for by the County/DNR. Anticipated permits will include MDOT Right of Way (I-75 and M-32 crossings), MDOT rail crossings, Otsego County Road Commission road crossings, City of Gaylord road crossings, soil erosion and sedimentation control and possibly MDEQ wetlands.
13. **Final Plans and Special Provisions:** Prepare final plans and any special provisions applicable for the project. Include maintaining traffic, striping and signing plans in accordance with the Michigan Manual of Uniform Traffic Control Devices. Submit electronically, the required plans, special provisions and cost estimate for inclusion in an MDOT bid letting.
14. **Grant Administration Assistance:** Provide assistance to the County/DNR in administering the MDOT TAP Grant, the Michigan Natural Resources Trust Fund (MNRTF) grant and DNR Recreational Trail Program (RTP) grants.

Construction Phase Services

1. **Construction Administration:**
 - a. Attend and conduct a preconstruction conference to review the project with the County, DNR, Contractor, Sub-contractor(s), utility companies, MDOT and other interested parties. Review project schedule. Record meeting minutes and distribute.
 - b. Consult with County during construction.
 - c. Prepare modifications and supplementary sketches required to resolve actual field conditions encountered.
 - d. Review product and material certifications. Maintain status of tested materials information.
 - e. Issue instructions from the County to the contractor; issue necessary interpretations and clarifications of contract documents; and prepare required change orders.
 - f. Prepare biweekly pay estimates.
 - g. Attend monthly (or more frequent) progress meetings.

- h. Attend final project inspection with the County, DNR and Contractor representatives. Prepare final punch list for project completion.
 - i. All construction documentation will be performed utilizing the current version of FieldManager Software.
 - j. Accept, review and maintain Contractor submitted Certified Payrolls in accordance with MDOT requirements. Perform wage rate interviews to verify compliance per MDOT's requirements.
2. Construction Observation and Testing:
- a. Provide on-site observation services based upon the type of construction work in progress; prepare daily reports using the current version of FieldBook Software; provide appropriate reports to the County (to monitor compliance with plans, specifications and all other contract documents).
 - b. Provide survey layout of lines and grades as required to complete construction.
 - c. Provide and/or coordinate field material density testing services for backfill, subgrade, base course and bituminous courses.
 - d. Coordinate laboratory testing services for aggregate, HMA and concrete cylinders.
 - e. Prepare Record Drawings for the project upon completion of construction.

FEE

Design and Construction Phase Services

C2AE proposes to provide engineering services as follows:

Topographic and Aerial Mapping and Control	\$33,800 Lump Sum
Design Phase Services*	\$125,200 Lump Sum
Construction Engineering Fee**	\$247,000 Estimated, Time and Materials

*Includes an allowance amount of \$13,200 for a geotechnical subconsultant

** Includes an allowance amount of \$16,500 for subconsultant materials testing services

C2AE agrees not to incur costs greater than \$30,000 for this project until further authorization is provided by the County, as the County is awaiting more definitive funding commitments.

Please note that the proposed fees are less than the budgeted/approved amounts in the funding applications.

The following assumptions are used to form the basis for determination of the engineering fee for the project.

- For the purpose of this proposal, C2AE is basing the required construction hours on a 20 week (100 working day) construction period.

- We estimate that the Contractor's work will require one person, full time for construction observation. We estimate 20 weeks at 50 hours per week for a total of 1,000 observation and testing hours for an Engineering Technician.
- We estimate that construction surveying and staking will require 240 hours of a one person survey crew.
- We estimate that contract administration will require approximately 16 hours per week of combined time for a Project Manager and Project Engineer, and an additional 80 hours for contract closeout procedures.
- We estimate HMA Quality Assurance Testing will require an engineering technician for approximately 24 hours.
- The hourly estimate provided in this proposal is based on 100 working days (1,000 observation and testing hours) for the Contractor to complete the work. The Engineer has no control over the Contractor's schedule or ability to complete the work in a timely fashion. Should the Contractor require more than 100 working days (1,000 observation and testing hours) to complete the work, a prorated budget increase will be necessary.

SCHEDULE

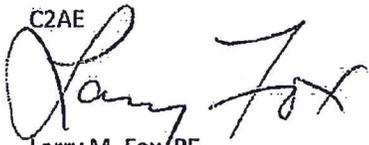
C2AE proposes the following project schedule:

C2AE will complete the project design on MDOT Local Agency Program Schedule based on a February/March 2018 bid letting to allow project construction to begin in spring of 2018.

Aerial Flight/Mapping	April/May 17
Program Application Submittal	8/29/17
GI Package Submittal (75% complete design)	9/12/17
Final Plan Submittal	11/18/17
Letting Date	2/3/18
Construction Period	April/May to September 2018

We have included our Standard Contract Provisions as part of our proposal. If the terms and conditions as stated are acceptable, please countersign and return one copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,

C2AE

 Larry M. Fox, PE
 Principal Owner | Project Manager

Accepted by: Otsego County

 John Burt, County Administrator

 Date

The parties to this agreement, Capital Consultants, Inc., a Michigan Corporation doing business as C2AE in the State of Michigan, hereinafter called the A|E CONSULTANT and the County of Otsego, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A|E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A|E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A|E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A|E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A|E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Additional services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A|E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the A|E CONSULTANT and by mutual agreement between the parties, the A|E CONSULTANT will without additional compensation, correct those services not meeting such a standard.
- E. ADA Compliance: The Americans with Disabilities Act (ADA) provides that alterations to a facility must be made in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to persons with disabilities. The OWNER acknowledges that the requirement of the ADA will be subject to various and possibly contradictory interpretations. The A|E CONSULTANT, therefore, will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. The A|E CONSULTANT, however, cannot and does not warrant or guarantee that the OWNER's project will comply with all interpretations of the ADA requirements and/or the requirements of other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project.
- F. Code Compliance: The A|E CONSULTANT shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of submission to building authorities. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the A|E CONSULTANT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provision of this Agreement.
- G. Permits and Approvals: The A|E CONSULTANT shall assist the OWNER in applying for those permits and approvals normally required by law for projects similar to the one for which the A|E CONSULTANT's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by the A|E CONSULTANT and included in the scope of Basic Services of this Agreement.
- H. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A|E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A|E CONSULTANT's opinions of probable construction costs are made on the basis of the A|E CONSULTANT's professional judgment and experience. The A|E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A|E CONSULTANT's opinion of probable construction cost.

- I. Schedule for Rendering Services: The A|E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A|E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A|E CONSULTANT's reasonable control.
- J. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A|E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A|E CONSULTANT, and shall remain in the possession of the A|E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A|E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- K. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A|E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A|E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A|E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A|E CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the A|E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys fees arising out of the unauthorized modification of these materials.
- L. Record Documents: Upon completion of the work, the A|E CONSULTANT shall compile for and deliver to the OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which the A|E CONSULTANT shall assume will be reliable, the A|E CONSULTANT cannot and does not warrant their accuracy.
- M. Payment Terms: Invoices will be submitted by the A|E CONSULTANT monthly, are due upon receipt and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- N. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A|E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after receipt of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A|E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- O. Abandonment of Work: If any work is abandoned or suspended, the A|E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- P. Errors and Omissions Insurance: The A|E CONSULTANT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the A|E CONSULTANT's liability to the OWNER and to all Construction

Contractors and Subcontractors on the project due to the A|E CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the A|E CONSULTANT to all those named shall not exceed \$406,000.

- Q. Betterment: If, due to the A|E CONSULTANT's negligence, a required item or component of the project is omitted from the A|E CONSULTANT's construction documents, the A|E CONSULTANT shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the A|E CONSULTANT be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the project.
- R. Indemnification: The A|E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the A|E CONSULTANT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the A|E CONSULTANT is legally liable.

The OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the A|E CONSULTANT, its officers, directors, employees and subconsultants (collectively, A|E CONSULTANT) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER's negligent acts in connection with the project and the acts of its contractors, subcontractors or consultants or anyone for whom the OWNER is legally liable.

Neither the OWNER nor the A|E CONSULTANT shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

- S. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A|E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A|E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- T. Full-Time Construction Observation: The A|E CONSULTANT will provide full-time project representation in order to observe the progress and quality of the work completed by the Contractor. Such observation is not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather is to allow the A|E CONSULTANT, as an experienced professional, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents.

The A|E CONSULTANT shall keep the OWNER informed about the progress of the work and shall endeavor to guard the OWNER against deficiencies in the work.

The A|E CONSULTANT shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.

The A|E CONSULTANT shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the work, or any agents or employees of any of them. The A|E CONSULTANT does not guarantee

the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

- U. Jobsite Safety: Neither the professional activities of the A|E CONSULTANT, nor the presence of the A|E CONSULTANT or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The A|E CONSULTANT and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the OWNER's contract with the General Contractor. The OWNER also agrees that the OWNER, the A|E CONSULTANT and the A|E CONSULTANT's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.
- V. Hazardous Materials: As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site.

Both parties acknowledge that the A|E CONSULTANT's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event the A|E CONSULTANT or any other party encounters any hazardous or toxic materials, or should it become known to the A|E CONSULTANT that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the A|E CONSULTANT's services, the A|E CONSULTANT may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

The OWNER agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the A|E CONSULTANT, its officers, partners, employees and consultants (collectively, A|E CONSULTANT) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of the A|E CONSULTANT.

- W. Change Orders/Stop Work Orders: The A|E CONSULTANT and the OWNER agree that any construction contract change orders or stop work orders must be approved in writing by the OWNER.
- X. Agreement Not to Claim for Cost of Certain Change Orders: The OWNER recognizes and expects that certain Change Orders may be required to be issued as the result in whole or part of imprecision, incompleteness, errors, omissions, ambiguities, or inconsistencies in the Drawings, Specifications and other design documentation furnished by the A|E CONSULTANT or in the other professional services performed or furnished by the A|E CONSULTANT under this Agreement whether caused by professional negligence or by imperfections that are within professional standards ("Covered Change Orders"). Accordingly, the OWNER agrees not to sue and otherwise to make no claim directly or indirectly against the A|E CONSULTANT on the basis of professional negligence, breach of contract or otherwise with respect to the costs of approved Covered Change Orders unless the costs of such approved Covered Change Orders exceed 5% of Construction Cost, and then only for an amount in excess of such percentage. Any responsibility of the A|E CONSULTANT for the costs of Covered Change Orders in excess of such percentage will be determined on the basis of applicable contractual obligations and professional liability standards. For purposes of this paragraph, the cost of Covered Change Orders will not include any costs that the OWNER would have

Incurring if the Covered Change Order-work had been included originally in the Contract Documents without any Imprecision, incompleteness, error, omission, ambiguity, or Inconsistency in the Drawings, Specifications and other design documents furnished by the A|E CONSULTANT or in the A|E CONSULTANT's other professional services related thereto. Nothing in this provision creates a presumption that, or changes the professional liability standard for determining if, the A|E CONSULTANT is liable for the cost of Covered Change Orders in excess of the percentage of Construction Cost stated above or for any other Change Order.

- Y. Dispute Resolution: The OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: UCMAN

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

REVENUE

Account Number	Decrease	Increase
594-170-626.041 Service - Fiber Transport Fees	\$	\$ 63,600
594-806-607.180 Fee - Service	\$	\$ 18,600
	\$	\$
	\$	\$
Total	\$	\$ 82,200

EXPENDITURE

Account Number	Increase	Decrease
594-228-700.000 Comp Unit Expenses	\$ 20,200	\$
594-228-930.450 Shipping and Mailing	\$ 200	\$
594-228-801.030 Professional Services	\$ 5,000	\$
594-228-920.410 Service Contracts	\$ 2,000	\$
594-228-940.010 Outside Contracted Services	\$ 39,800	\$
594-228-970.400 Property - Computer	\$ 15,000	\$
Total	\$ 82,200	\$

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

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

Proposed 2017 UCMAN Budget

Fund 594

The University Center at Gaylord

2016 UCMAN Budget Worksheet

	Actual 2013	Actual 2014	Actual July-Dec '14	Actual Jan-Jun '15	Total Estimate 12 Months	2015 Budget	2016 Budget
REVENUE							
Fiber Transport Fees	60,909	62,135	60,909	62,135	123,044	53,450	63,600
Radio Frequency Fees	2,130	2,256	2,130	2,256	4,386	4,000	18,600
OTHER INCOME							
Interest				150	150		
TOTAL INCOME	63,039	64,391	63,039	64,391	127,530	57,450	82,200
EXPENSES							
Administrative Fees	2,500	2,500	2,500	2,500	5,000	5,000	5,000
Permits	250	250	250		250	250	2,000
Contracted					0		
fixed cost to GLM			41,060	14,725	55,785	30,000	34,800
Repairs & Improvements	18,344	3,761	18,344	3,761	22,105	5,000	5,000
Equipment	309	196	309	196	505	2,000	
Supplies					0		
Infrastructure build out					0		
Postage	98		98		98	200	200
Legal					0		
Miscellaneous					0		
Depreciation	6,150	6,150	6,150	6,150	12,300		
TOTAL EXPENSES	63,711	27,332	63,711	27,332	21,043	42,450	47,000
NET INCOME BEFORE CAPITAL TRANSACTIONS	0	37,059	0	37,059	106,487	15,000	35,200
Capital Fund					0		
Maintenance Reserve					0	5,000	5,000
TOTAL RESERVE	0	0	0	0	0	10,000	10,000
TOTAL EXPENSES & RESERVE	63,711	27,332	63,711	27,332	21,043	57,450	62,000
TOTAL OVER/UNDER REVENUE	0	20,079	-672	37,210	36,388	0	20,200

* We are proposing to use the same figures for the 2017 Budget that were used in 2014.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Advertising - I75 Sign 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 To enter the 2017 budget for the Sign Fund

REVENUE

Account Number	Decrease	Increase
593-406-626.040 Advertising Sales	\$	\$ 3,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
593-806-930.500 Travel	\$ 200	\$
593-806-920.410 Permit Fees	\$ 500	\$
593-806-801.020 Professional Svcs	\$ 800	\$
593-806-930.620 Electricity	\$ 1,500	\$
	\$	\$
	\$	\$
Total	\$ 3,000	\$ 3,000

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

2/14/17

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

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: FY 2017 Courts Budget Amendment	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, B. Budget & Finance Committee Recommendations, 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Courts have been working towards establishing an exercise room at the Alpine Center, similar to one at the County Courthouse. The intent is to help employees get in shape and thereby save on health care costs. The total cost is \$21,788. The funds will come from the following:

- Wellness Grant: \$5,000
- Wellness Fund – Fund Balance: \$5,016
- Health Care Savings: \$11,772

The Budget & Finance Committee recommended approval of the budget amendment at their February 15, 2017 regular meeting.

RECOMMENDATION:

Staff requests approval of the budget amendment as detailed above.



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Health Care Rebate and General Funds

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

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

DESCRIPTION To establish a budget for the wellness room at the Alpine Center-2017

REVENUE

Account Number	Decrease	Increase
648-050-400.001 Budgeted Use of Fund Balance	\$	\$ 5,016
648-050-699.030 Transfer In	\$	\$ 11,772
648-060-674.000 Contribution from Grant	\$	\$ 5,000
101-050-400.001 Budgeted Use of Fund Balance	\$	\$ 11,772
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
648-901-970.300WELLNESS Property and Equipment	\$ 21,788	\$
101-969-999.000 Transfer Out	\$ 11,772	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Department Head Signature

Date

1/24/17

Administrator's Signature

Date

~~2/24/17~~ 2/28/17

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: FY 2017 General Fund/ Prosecutor Budget Amendment	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, B. Budget & Finance Committee Recommendations, 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Prosecutor's Office has requested a budget amendment in the amount of \$1,800 from within their current budget to accommodate staff turnover and staff training time.

The Budget & Finance Committee recommended approval of the budget amendment at their February 15, 2017 regular meeting.

RECOMMENDATION:

Staff requests approval of the budget amendment as detailed above.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: General Fund/Prosecutor

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 adjust wage line items to accommodate staff turnover and new staff training time

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101-267-703.030 Hourly Wages	\$	\$ 800
101-267-704.110 Health Insurance	\$	\$ 1,000
101-267-703.060 Part-time Wages	\$ 1,800	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Department Head Signature _____

Date _____

[Handwritten Signature]

2/1/17

Administrator's Signature _____

Date _____

~~2/14/17~~ 2/28/17

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Finance Department
Entered: _____
By: _____

Posting Number _____

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: FY 2016 End of Year Budget Amendments	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, B. Budget & Finance Committee Recommendations, 3.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

At the end of each budget year, the County must make adjustments to its various budgets to balance them. The following budget amendments take care of those annual adjustments.

The Budget amendments were recommended to the full Board of Commissioners by the Budget & Finance Committee at their February 15, 2017 regular meeting.

RECOMMENDATION:

Staff requests approval of the budget amendments as proposed.

**PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2016 ENDING BALANCES
PERIOD ENDING 12/31/2016**

GL NUMBER	DESCRIPTION	2016		AVAILABLE BALANCE	PROPOSED AMENDMENT
		AMENDED BUDGET	YTD BALANCE 12/31/2016		
Fund 101 - GENERAL FUND					
Dept 101-COMMISSIONERS					
101-101-940.010	OUTSIDE CONTRACTED SERVICES				(681.00)
101-101-704.301	POST EMPLMT HLTH CARE S	2,200.00	2,880.10	(680.10)	681.00
Total Dept 101-COMMISSIONERS					-
Dept 257-EQUALIZATION					
101-853-940.110	HEALTH CARE RETIREES				(9,139.00)
101-257-703.060	PART-TIME/TEMPORARY				(2,555.00)
101-257-703.030	REGULAR - HOURLY				(41,391.00)
101-257-703.010	REG EMP - DEPT DIR/COMM	0.00	3,391.11	(3,391.11)	3,392.00
101-257-703.020	REGULAR - SALARIED	0.00	45,334.00	(45,334.00)	45,334.00
101-257-704.110	HOSPITALIZATION	18,076.00	20,742.08	(2,666.08)	2,667.00
101-257-704.300	RETIREMENT CONTRIBUTIO	13,146.00	14,837.87	(1,691.87)	1,692.00
Total Dept 257-EQUALIZATION					-
Dept 267-PROSECUTOR					
101-267-704.300	RETIREMENT CONTRIBUTIONS				(473.00)
101-267-704.140	LIFE AND DISABILITY				(580.00)
101-267-704.110	HOSPITALIZATION				(814.00)
101-267-703.060	PART-TIME/TEMPORARY	13,448.00	14,565.60	(1,117.60)	1,118.00
101-267-704.301	POST EMPLMT HLTH CARE S	1,400.00	2,148.06	(748.06)	749.00
Total Dept 267-PROSECUTOR					-
Dept 301-SHERIFF					
101-301-703.030	REGULAR - HOURLY				(2,974.00)
101-301-703.070	OVERTIME	17,000.00	18,861.96	(1,861.96)	1,862.00
101-301-704.301	POST EMPLMT HLTH CARE S	2,600.00	3,711.35	(1,111.35)	1,112.00
Total Dept 301-SHERIFF					-
Dept 302-SHERIFF - CIVIL DIVISION					
101-301-703.030	REGULAR - HOURLY				(7,894.00)
101-302-703.060	PART-TIME/TEMPORARY	26,524.00	33,786.30	(7,262.30)	7,263.00
101-302-704.200	SOCIAL SEC CONTRIBUTION:	2,030.00	2,584.67	(554.67)	555.00
101-302-726.050	REPAIRS AND MAINT SUPPL	1,959.00	2,034.35	(75.35)	76.00
Total Dept 302-SHERIFF - CIVIL DIVISION					-
Dept 331-MARINE SAFETY					
101-301-703.030	REGULAR - HOURLY				(1,449.00)
101-331-703.060	PART-TIME/TEMPORARY	5,050.00	6,498.87	(1,448.87)	1,449.00
Total Dept 331-MARINE SAFETY					-

Dept 334-SECONDARY ROAD PATROL

101-301-703.030	REGULAR - HOURLY				(8,263.00)
101-334-703.030	REGULAR - HOURLY	47,612.00	50,007.74	(2,395.74)	2,396.00
101-334-703.070	OVERTIME	2,500.00	4,483.72	(1,983.72)	1,984.00
101-334-704.200	SOCIAL SEC CONTRIBUTION:	3,568.00	4,116.68	(548.68)	549.00
101-334-704.300	RETIREMENT CONTRIBUTIO	3,506.00	4,256.15	(750.15)	751.00
101-334-704.301	POST EMPLMT HLTH CARE S	233.00	469.86	(236.86)	217.00
101-334-930.660	GASOLINE	7,045.00	9,410.50	(2,365.50)	2,366.00
Total Dept 334-SECONDARY ROAD PATROL					-

Dept 336-OFF-ROAD VEHICLE GRANT

101-301-703.030	REGULAR - HOURLY				(11,961.00)
101-336-703.030	REGULAR - HOURLY	0.00	44.79	(44.79)	45.00
101-336-703.070	OVERTIME	0.00	8,106.72	(8,106.72)	8,107.00
101-336-704.110	HOSPITALIZATION	0.00	2,269.27	(2,269.27)	2,270.00
101-336-704.300	RETIREMENT CONTRIBUTIO	0.00	1,538.01	(1,538.01)	1,539.00
Total Dept 336-OFF-ROAD VEHICLE GRANT					-

Dept 351-JAIL

101-351-704.110	HOSPITALIZATION				(10,215.00)
101-351-703.030	REGULAR - HOURLY				(18,173.00)
101-351-703.070	OVERTIME	35,000.00	49,619.56	(14,619.56)	14,620.00
101-351-704.200	SOCIAL SEC CONTRIBUTION:	37,154.00	40,430.64	(3,276.64)	3,277.00
101-351-704.300	RETIREMENT CONTRIBUTIO	56,373.00	65,094.59	(8,721.59)	8,722.00
101-351-704.800	SICK PAY BUY OUT	3,500.00	4,388.07	(888.07)	889.00
101-351-920.520	RENTAL - EQUIP/VEHICLES	500.00	1,349.74	(849.74)	850.00
101-351-930.500	TRAVEL	1,073.00	1,102.27	(29.27)	30.00
Total Dept 351-JAIL					-

Dept 721-PLANNING / ZONING

101-721-703.030	REGULAR - HOURLY				(1,650.00)
101-721-704.300	RETIREMENT CONTRIBUTIO	4,289.00	5,938.93	(1,649.93)	1,650.00
Total Dept 721-PLANNING / ZONING					-

Fund 205 - WORK CAMP

205-050-400.001	BUDGETED USE OF FUND BALANCE				(33,347.00)
205-301-930.660	GASOLINE				(1,853.00)
205-301-801.020	PROFESSIONAL				(1,818.00)
205-301-703.030	REGULAR - HOURLY				(14,313.00)
205-301-703.020	REGULAR - SALARIED	0.00	28,311.62	(28,311.62)	28,312.00
205-301-703.060	PART-TIME/TEMPORARY	0.00	11,028.59	(11,028.59)	11,029.00
205-301-703.070	OVERTIME	0.00	537.08	(537.08)	538.00
205-301-704.110	HOSPITALIZATION	12,393.00	19,326.15	(6,933.15)	6,914.00
205-301-704.300	RETIREMENT CONTRIBUTIO	3,223.00	7,760.11	(4,537.11)	4,538.00
Total Dept 301-SHERIFF					-

Fund 208 - PARKS AND RECREATION

Dept 751-COUNTY PARKS

208-751-703.060	PART-TIME/TEMPORARY				(4,099.00)
208-751-703.030	REGULAR - HOURLY	35,484.00	37,628.49	(2,144.49)	2,145.00
208-751-704.300	RETIREMENT CONTRIBUTIO	8,996.00	9,778.23	(782.23)	783.00
208-751-704.600	WORKERS COMPENSATION	1,906.00	3,076.94	(1,170.94)	1,171.00
Total Dept 751-COUNTY PARKS					-

Dept 752-COMMUNITY CENTER

208-752-704.110	HOSPITALIZATION				(675.00)
208-752-704.400	EDUCATION & TRAINING				(1,501.00)
208-752-703.070	OVERTIME				(2,258.00)
208-752-703.030	REGULAR - HOURLY				(1,846.00)
208-752-703.010	REG EMP - DEP DIR/COMM				(2,069.00)
208-752-703.060	PART-TIME/TEMPORARY	3,150.00	5,065.80	(1,915.80)	1,916.00
208-752-704.300	RETIREMENT CONTRIBUTIO	3,847.00	8,979.28	(5,132.28)	5,133.00
208-752-704.600	WORKERS COMPENSATION	750.00	2,049.56	(1,299.56)	1,300.00
Total Dept 752-COMMUNITY CENTER					-

Fund 209 - GROEN NATURE PRESERVE FUND

209-751-704.400	CLA EDUCATION & TRAINING				(767.00)
209-751-704.300	RETIREMENT CONTRIBUTIONS				(955.00)
209-751-703.060	PART-TIME/TEMPORARY	29,633.00	31,027.67	(1,394.67)	1,395.00
209-751-703.070	OVERTIME	300.00	626.68	(326.68)	327.00
Total Dept 751-COUNTY PARKS					-

Fund 212 - ANIMAL CONTROL

212-430-930.660	GASOLINE				(723.00)
212-430-930.620	ELECTRICITY				(1,668.00)
212-430-930.610	NATURAL GAS				(1,037.00)
212-430-703.030	REGULAR - HOURLY	99,271.00	101,419.47	(2,148.47)	2,149.00
212-430-703.070	OVERTIME	2,000.00	2,528.36	(528.36)	529.00
212-430-704.300	RETIREMENT CONTRIBUTIO	12,033.00	12,782.23	(749.23)	750.00
Total Dept 430-ANIMAL CONTROL					-

Fund 249 - BUILDING INSPECTION FUND

249-371-801.024	PROFESSIONAL - BLDG INSPECTIONS				(2,512.00)
249-371-703.030	REGULAR - HOURLY				(8,396.00)
249-371-703.060	PART-TIME/TEMPORARY	5,721.00	16,628.16	(10,907.16)	10,908.00
Total Dept 371-BUILDING INSPECTION DEPT					-

Fund 516 - DELINQUENT TAX REVOLVING

516-050-400.001	BUDGETED USE OF FUND BALANCE				342,857.00
516-253-955.000	GAIN/LOSS ON INVESTMEN	0.00	342,857.00	(342,857.00)	(342,857.00)
Total Dept 253-TREASURER					-

OTSEGO COUNTY
JOURNAL ENTRY
JE: 22271

Post Date: 12/31/2016
Entry Date: 01/03/2017
Description: AMEND FOR ME COSTS FOR DEC 16

Entered By: RFRISCH
Journal: BA

GL #	Description	DR	CR
101-648-801.020	PROFESSIONAL		1,350.00
101-851-930.100	INSURANCE AND BONDS	1,350.00	
	Journal Total:	1,350.00	1,350.00

APPROVED BY: _____

OTSEGO COUNTY
JOURNAL ENTRY
JE: 22173

Post Date: 12/19/2016
Entry Date: 12/19/2016
Description: MISC BUILDING & GROUNDS

Entered By: JBURT
Journal: BA

#	Description	DR	CR
637-050-400.001	BUDGETED USE OF FUND BALANCE	1,500.00	
637-265-726.050	REPAIRS AND MAINT SUPPLIES		1,500.00
	Journal Total:	1,500.00	1,500.00

APPROVED BY: _____

OTSEGO COUNTY
JOURNAL ENTRY
JE: 22354

Post Date: 12/31/2016

Entered By: RFRISCH

Entry Date: 01/11/2017

Journal: BA

Description: MED EXAM AUTOPSIES 2016

GL #	Description	DR	CR
101-648-930.920	AUTOPSIES		2,000.00
101-851-930.100	INSURANCE AND BONDS	2,000.00	
	Journal Total:	2,000.00	2,000.00

APPROVED BY: _____

OTSEGO COUNTY
JOURNAL ENTRY
JE: 22515

Post Date: 12/31/2016
Entry Date: 01/27/2017
Description: ME EXPENDITURES

Entered By: RFRISCH
Journal: BA

GL #	Description	DR	CR
101-648-930.460	TRANSPORTING		4,800.00
101-648-726.000	SUPPLIES - GENERAL		125.00
101-851-930.100	INSURANCE AND BONDS	4,925.00	
Journal Total:		4,925.00	4,925.00

APPROVED BY: _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 215-141

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 2016 Year End Payroll adjustment

REVENUE Cover Shortage within Retirement Contributions.

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

EXPENDITURE

Account Number	Increase	Decrease
215-141-704.110 (Hospitalization)	\$	\$ 950.00
215-141-704.300 (Retirement)	\$ 950.00	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 950.00	\$ 950.00

Tracy J. Gray
Department Head Signature

01/31/2017

Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OTSEGO COUNTY Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: FY 2016/2017 Carry-forward Budget Amendments	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, B. Budget & Finance Committee Recommendations, 4.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

There were several projects in 2016 that did not wrap up by December 31, 2016. The following budget amendments will move funds into the 2017 budget to cover remaining costs.

The Budget amendments were recommended to the full Board of Commissioners by the Budget & Finance Committee at their February 15, 2017 regular meeting.

RECOMMENDATION:

Staff requests approval of the budget amendments as proposed.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Capital Projects 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 To carryforward remaining 2016 budget dollars into 2017 for Capital Projects that are not yet complete.

REVENUE

Account Number	Decrease	Increase
499-050-400.001 Budgeted Use of Fund Balance	\$	\$ 90,960
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
499-901-970.300 Clerk Scanning Project	\$ 4,000	\$
499-901-970.300 Lawn Project	\$ 5,000	\$
499-901-970.300 Wellness Room	\$ 1,960	\$
499-901-970.300 Vanderbilt Trailhead	\$ 50,000	\$
499-901-970.300 Trail Ext Engineering	\$ 30,000	\$
	\$	\$
Total	\$ 90,960	\$

Department Head Signature Date

Administrator's Signature Date

Finance Department
Entered:
By:

2/28/17
Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: FY 2017 Bus Fund Budget Amendment	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, B. Budget & Finance Committee Recommendations, 5.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The bus system is purchasing a used bus for \$6,500 through an auction. The bus has been checked-over by a bus mechanic to ensure its safe condition.

The Budget amendment was recommended to the full Board of Commissioners by the Budget & Finance Committee at their February 15, 2017 regular meeting.

RECOMMENDATION:

Staff requests approval of the budget amendments as proposed.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: BID 2017-01 Sheriff Patrol Vehicles	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, B. Budget & Finance Committee Recommendations, 6.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County went out to bid for two 2017 Ford Interceptors for the Sheriff's Office. The County received one bid from Gaylord Ford in the total amount of \$62,900.04 for the two vehicles.

MOTION:

Move to award BID 2017-01 to Gaylord Ford in the amount of \$62,900.04.



01/16/2017

Re: Sheriff Vehicle Purchase, BID 2017-01

For your consideration please review the following as specified in your Bid request for (2) 2017 Ford AWD Police Utilities in Sterling Grey with cloth front and vinyl rear seats.

Vehicle Price each	\$34,104.28
Title each	+ \$15.00
Doc Fee each	+\$210.00
2 extra fobs each	+\$120.74
Gov. Concession each	-\$3,000.00
Total Delivered Price each	\$31,450.02

Total Delivered Bid Price for 2 units \$62,900.04

(Bid with 43l as options 43d and 43l are not compatible)

Please feel free to contact me with any further questions.

Sincerely,

Chris M. Coon

General Sales Manager

989-732-6737

chris@gaylordfordlm.com

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: FY 2016 General Fund/Medical Examiner Budget Amendment	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, C.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County must make an adjustment to the FY 2016 Medical Examiner's Budget to account for invoices received for 2016 that are above the funding available in that budget. The following page is a budget amendment for \$14,760 to pay for those invoices.

RECOMMENDATION:

Staff requests approval of the budget amendment as detailed above.



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General Fund/Medical Examiner

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 amend the 2016 budget for remaining 2016 autopsies that we have not been billed for yet.

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101-648-930.920 Autopsies	\$ 14,760	\$
101-864-801.020 Professional Svcs	\$	\$ 14,760
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 14,760	\$ 14,760

Department Head Signature _____

Date _____


Administrator's Signature

2/15/17
Date

Finance Department
Entered: _____
By: _____

2/28/17

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Parks and Rec Commission Appointment (Wing)	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, D. Parks and Recreation Recommendation	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

At their February 13, 2017 regular meeting, the Parks and Recreation Commission reviewed applications received for the Parks and Recreation Commission and recommended the appointment of Justin Wing to a term ending December 31, 2019.

RECOMMENDATION:

Staff requests approval of the appointment of Justin Wing to the Parks and Recreation Commission to a term ending December 31, 2019.

John M. Burt

From: JustinWing <website@gaslightmedia.com>
Sent: Thursday, February 09, 2017 2:45 PM
To: appt_boc
Subject: New submission from Application for Appointment to Committees, Boards and Commissions

To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.

Otsego County Parks and Recreation Commission

Name

Justin Wing

Address

2043 Marion Ct.
Frederic, Michigan 49733
United States
[Map It](#)

Phone

(989) 889-5452

Email

justin.wing@justinwingengineering.com

Date available for appointment

02/13/2017

County Commission District

5

I am a registered voter in Otsego County

- Yes

In which township, city or village?

Otsego Lake Township

Community Service

List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county

Served on the Petoskey Area Transportation Committee as part of my job duties while employed for the Michigan Department of Transportation. Served from 2006-2010.

List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained

- B.S.C.E. (Civil Engineering) from Michigan State University in 2003.
- Licensed Professional Engineer in the state of Michigan since 2009.
- Transportation Engineer employed with Michigan Department of Transportation (2002-2013).
- Transportation Engineer employed with G2AE (2013-2015).
- Transportation Engineer in private practice (2015-present).

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest.

I am aware of potential conflicts of interest

- Yes

If yes, please indicate potential conflicts

I am aware that the parks commission may at some time in the future need to contract the services of an engineer. I will not engage in any vote or discussion as a member of the parks commission pertaining to contracting engineering services as this would constitute a conflict of interest.

I am aware of the time commitment necessary to serve on the committee, board and/or commission to which I seek appointment and will have such time

- Yes

Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek

I have been playing basketball at the Otsego County Community Center at least once per week since 2004 and am the longest continual participant of the 18 and older open gym. I have two children and a disabled brother that I take care of, and having public recreation opportunities in our area that are inclusive of all ages and abilities is important to me and my family. We have camped at the County Park and used the Sportsplex many times. I have enjoyed hundreds of hours of fun and friendly competition and exercise at the community center for next to no cost. I hope to give back some by serving on the Otsego County Parks and Recreation Committee.

I hereby certify that the preceding information is correct and to the best of my knowledge

- Yes

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Commission on Aging Reappointment (Edel)	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, E. Commission on Aging Recommendations, 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

At their February 22, 2017 regular meeting, the Commission on Aging reviewed applications received and recommended the reappointment of Rudi Edel to a term ending December 31, 2019.

RECOMMENDATION:

Staff requests approval of the reappointment of Rudi Edel to the Commission on Aging to a term ending December 31, 2019.

Susan Premo

From: RudiEdel <website@gaslightmedia.com>
Sent: Thursday, February 16, 2017 10:25 AM
To: appt_boc
Subject: New submission from Application for Appointment to Committees, Boards and Commissions

To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.

Otsego County Commission on Ageing -Board of Directors

Have you ever attended this committee/board meeting?

- Yes

Name

Rudi Edel

Address

5234 Seymore Road
Gaylord, Michigan 49735
United States
[Map It](#)

Phone

(989) 732-1244

Email

rudi@treespiritfarms.com

Date available for appointment

02/16/2017

I am a registered voter in Otsego County

- Yes

In which township, city or village?

Dover Twp

Community Service

List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county

current: Otsego County Commission on Ageing: board secretary
current: mediator at Community Mediation Services, Gaylord
current: Volunteer at the Otsego County Food Pantry
current: Pigeon River State Forest Discovery Center project - chairman
current: World Service Chairman for the Gaylord Rotary Club -coordinates/leads mission trips to the Dominican Republic, Nicaragua and South Dakota.
past: University Center Board if Directors - 25 years to include AREC Board
past: Dover Twp. Clerk
past: various committees in Otsego County while employed by Otsego County

List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained

extensive community involvement and board/committee experience; knowledge of Otsego County

Northern Michigan University -BS degree
University of Dayton - master's level - certificate in Religious Telecommunications

I have worked for Otsego County before

- Yes

If yes, please list dates and name(s) of departments

Sheriff Department -1972 to 1977
Courts - 1977 to 2009

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest.

I am aware of the time commitment necessary to serve on the committee, board and/or commission to which I seek appointment and will have such time

- Yes

Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek

extensive personnel management experience/classes through the Michigan Judicial Institute; experience in this field for 32 years.
Extensive community involvement in Otsego County; knowledge of history, current issues, elderly matters.
former EMT in Otsego County (late 1970's) license expired and not renewed.

I hereby certify that the preceding information is correct and to the best of my knowledge

- Yes

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Commission on Aging Appointment (Messina)	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Consent Agenda, E. Commission on Aging Recommendations, 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

At their February 22, 2017 regular meeting, the Commission on Aging reviewed applications received and recommended the appointment of Connie Messina to a term ending December 31, 2019. Ms. Messina will be replacing Patrick Carroll, who is moving from the area.

RECOMMENDATION:

Staff requests approval of the reappointment of Connie Messina to the Commission on Aging to a term ending December 31, 2019.

Susan Premo

From: ConstanceMessina <website@gaslightmedia.com>
Sent: Friday, February 17, 2017 11:58 AM
To: appt_boc
Subject: New submission from Application for Appointment to Committees, Boards and Commissions

To which committee, board or commission are you seeking appointment? Fill out one form for each committee/board/commission.

Otsego County Commission on Aging

Have you ever attended this committee/board meeting?

- No

Name

Constance Messina

Address

6029 Leighton
Gaylord, Michigan 48080
United States
[Map It](#)

Phone

(586) 306-5060

Email

cmessina102@comcast.net

Date available for appointment

03/03/2017

County Commission District

Otsego

In which township, city or village?

Otsego

Community Service

List boards, commissions, committees or community service organizations that you are currently serving or have served upon, offices held and in what municipality or county

I have been a hospital nurse for 35+ years and served on many committees dealing with adult patient care, and Community Outreach services in the Detroit City area. Worked especially with the poor and under served. I have also sat on church committees.

List any employment experience or education that, in your opinion, best qualifies you for this appointment. List job titles, duties (current and past), level of education and any certificates or degrees you have obtained

I am a Registered Nurse of almost 40 years. I have served as a staff RN in hospitals in Detroit and also as Unit Manager in the CICU. Presently I am Clinical Manager at a private office, I also perform cardiac testing. As stated above I have served my community in many various ways and hope to continue to do so. I am retiring to Gaylord this summer where I have my permanent home. I have no restrictions to attend meetings.

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest.

I am aware of the time commitment necessary to serve on the committee, board and/or commission to which I seek

appointment and will have such time

- Yes

Please provide information about specific training, education, experience or interests you possess that qualify you as an appointee to the position you seek

I enjoy the elderly and throughout my career have worked with adult population(I have a soft spot for children to.) I have a lot of experience with many different types of people and believe all are deserving of respect, dignity and as much comfort in life as possible. I believe we achieve greater happiness when we serve one another. I look forward to continue my journey for my greater joy through service.

I hereby certify that the preceding information is correct and to the best of my knowledge

- Yes

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Senior Appraiser Position	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Committee Reports, A. Budget & Finance Committee, 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

At their February 15, 2017 regular meeting, the Budget & Finance Committee recommended approval of the reclassification of Denise Babbitt to the Senior Appraiser position. The annual beginning cost increase is \$6,336. The position was also recommended for approval by the County's Personnel Committee at their January 26, 2017 meeting.

RECOMMENDATION:

Staff requests approval of the reclassification of Denise Babbitt to the Senior Appraiser Position effective upon approval of the Board of Commissioners.

January 18, 2017

OTSEGO COUNTY

JOB DESCRIPTION

SENIOR APPRAISER --- EQUALIZATION DEPARTMENT

General Summary:

Performs a variety of routine and complex field and office work in the valuation of real and personal property.

Answer public questions in regard to legal descriptions, house numbers and ownership of property.

Works under the general supervision of the Equalization Director and the Deputy Director.

Essential Duties and Responsibilities:

Inspects and appraises all categories of agricultural, commercial, industrial, residential , timber cut over and developmental property.

Develops land values and ECFs for all categories of property.

Selects and applies any approved combination of property valuation techniques applicable and necessary to the accurate determination of property values.

Performs personal property audits.

Responsible for proper house numbers and accurate maps.

Assist the assessors with any problems or questions.

Maintain good public relations with the general public.

Employment Qualifications:

Education and Experience:

- A) Graduation from high school or GED equivalent.
- B) Two years of experience in Assessment Administration including property descriptions and mapping (G.I.S.)

Necessary Knowledge, Skills and Abilities

- A) Working knowledge of assessment principles, techniques, procedures, laws and regulations.

B) Skill in operation of the listed tools and equipment:

1) Personal computer, copy machine, fax machine and calculator.

C) Ability to read, understand and apply assessment techniques; ability to read, understand and draft legal descriptions; ability to accurately value real and personal property; ability to read aerial photos and road maps.

Special Requirements:

A) Level MAAO 3 State Assessors Board Certification.

B) Valid state drivers license, or ability to obtain one.

Physical Requirements:

{ This job requires the ability to perform the essential functions contained in the 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 }:

Walking over uneven terrain to conduct appraisals of property and structures.

Climbing stairs in order to conduct appraisals of structures.

Bending, stooping and kneeling to make measurements and appraisals.

Ability to enter and access information from a computer terminal.

Ability to travel throughout the county.

Ability to file and retrieve documents from departmental files.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

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
M I C H I G A N

**Otsego County
Personnel Committee Minutes
January 26, 2017**

Minutes

A meeting of the Otsego County Personnel Committee was held on Thursday, January 26, 2017, in Room 100 of the County Building.

CALL TO ORDER

Mr. Liss called the meeting to order at 9:00a.m.

PRESENT: Paul Liss, Doug Johnson, Ken Borton, Duane Switalski, John Burt

OTHERS: Trisha Adam

APPROVAL OF AGENDA

Motion by Mr. Liss to approve agenda as presented. Motion Carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Board Rules/Bylaw Update

John Burt reviewed updates to the Board Rules/Bylaws as noted in the attachment. Motion by Ken Borton to recommend the updated Board Rules/Bylaws to the Board of Commissioners. Seconded by Duane Switalski. Motion passed unanimously.

B. Equalization Staffing

John Burt discussed challenges in staffing and succession planning for the Equalization Department. He informed the committee about the state wide shortage of Level IV Assessors and our intent to send employees with potential to training in order to provide internal promotion opportunities within the Equalization Department. The new Senior Appraiser job description was presented and reviewed. Our current Appraiser Level II recently completed her Level III Assessor Certification. Recommend promotion to new position of Senior Appraiser at \$22.00 per hour. Motion by Doug Johnson to approve the Senior Appraiser job description with a rate of \$22.00 per hour. Seconded by Ken Borton. Motion passed unanimously.

Mr. Liss adjourned the meeting at 9:16a.m.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Treetops UCMAN Agreement	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: Administrator Report. A.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): John Burt, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

Otsego County locates equipment for its UCMAN internet wireless services at two locations at Treetops Resort. The following is an updated agreement allowing the equipment to remain at their current location. There are no costs associated with the agreement.

RECOMMENDATION:

Staff requests approval of the agreement as presented.

AGREEMENT BETWEEN OTSEGO COUNTY AND TREETOPS
FOR THE LOCATION OF WIRELESS INTERNET EQUIPMENT

February 28, 2017

This Agreement (the "Agreement") is between Treetops Acquisition CO, LLC ("Treetops"), a State of Michigan company, and the County of Otsego, Michigan (the "County") organized and existing under the constitution and law of the State of Michigan.

In consideration of the mutual agreement contained herein, the parties agree as follows:

Purpose of the Agreement

Under the provisions of this Agreement, Treetops shall allow the County to continue locating its UCMAN wireless internet equipment on the premises of Treetops.

Terms

This Agreement contains the entire understanding and agreement of the parties regarding the subject matter contained herein.

Duration

The terms of this Agreement shall commence and is entered into this _____ day of _____, 2017 and will extend through December 31, 2020. The Agreement shall be considered extended beyond the current term of the Agreement in increments of one year each unless Treetops gives notice at least 90 days prior to the end of the current term.

Treetops may terminate this agreement at any time with a 90-day written notice.

Amendment

The terms and conditions of this Agreement, as provided herein, may only be amended by the express mutual written consent of the parties who are then bound by the terms hereof.

Other Agreements

This Agreement has no effect on any other agreements between the parties.

Rights and Obligations

- County's UCMAN wireless internet equipment shall be allowed to continue to be located at the two current locations at Treetops, being the Treetops North Pro Shop and the Communications tower next to the Legends restaurant at the top of the Ski Hill.
- County shall have the right to operate and maintain its equipment during the term of this agreement.
- County shall assume sole responsibility for all risks, costs, and expenses of equipment operation and maintenance.
- Treetops shall have the right to require reasonable notice be given by the County prior to accessing its equipment located at Treetops.

Notice

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: February 21, 2017 Warrant	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: New Business, A. Financials, Item 1	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, Finance Director/Assistant Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The February 21, 2017 Warrant in the amount of \$289,954.96.

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$289,954.96.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/21/2017	AP	65223	CORECOMM	115039078 FEBRUARY 2017 COURT INTERNET	930.210	131	21.95
02/21/2017	AP	65227	DIANN AXFORD	CANDIDATE FILING FEE RETURN	626.030	215	100.00
02/21/2017	AP	65228	DUANE SWITALSKI	CANDIDATE FILING FEE RETURN	626.030	215	100.00
02/21/2017	AP	65229*	DUNNS	843463;843926;844099;844921;845042;845386;845927	726.000	215	46.52
02/21/2017	AP	65237	KENNETH BORTON	CANDIDATE FILING FEE RETURN	626.030	215	100.00
02/21/2017	AP	65238	KENNETH GLASSER	CANDIDATE FILING FEE FOR CO COMM	626.030	215	100.00
02/21/2017	AP	65246	NICHOLAS JAMES ANTHONY	FEBRUARY 2017WEEKEND DRUG TESTER: FEB. 4, 5, 11, 12	940.010	133	160.00
02/21/2017	AP	65248*#	PROTECTION ONE	2/28/17 TO 3/27/17 DC/FAMILY COURT WING MONITORING	940.010	131	55.06
				2/28/17 TO 3/27/17 ADMIN/PA WING MONITORING	940.010	131	27.53
				2/28/17 TO 3/27/17 ADMIN/PA WING MONITORING	920.410	267	23.86
				2/28/17 TO 3/27/17 ADMIN/PA WING MONITORING	930.983	267	3.67
				CHECK AP 65248 TOTAL FOR FUND 101:			<u>110.12</u>
02/21/2017	AP	65250*#	REDWOOD TOXICOLOGY LABORATORY INC	JANUARY 2017 ADULT COURT DRUG TESTING	940.010	131	32.45
				JANUARY 2017 DRUG COURT DRUG TESTING	940.010	133	309.30
				CHECK AP 65250 TOTAL FOR FUND 101:			<u>341.75</u>
02/21/2017	AP	65255	SOUL PURPOSE COUNSELING & CONSULT	JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	315.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	210.00
				JANUARY 2017 GROUP SESSION ON 1/24/17	940.010	133	160.00
				CHECK AP 65255 TOTAL FOR FUND 101:			<u>685.00</u>
02/21/2017	AP	65258	TAMMY LABOUEF	CANDIDATE FILING FEE CO COMM 2014	626.030	215	100.00
02/21/2017	AP	65259	TERRANCE M COTTLE	JANUARY 2017 GROUP COUNSELING ON 1/10/17	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING -	940.010	133	400.00
				JANUARY 2017 MENTAL HEALTH COUNSELING -	940.010	133	400.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	80.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	240.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	400.00
				JANUARY 2017 MENTAL HEALTH COUNSELING -	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING -	940.010	133	320.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				JANUARY 2017 MENTAL HEALTH COUNSELING -	1940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING -	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING -	940.010	133	320.00
				CHECK AP 65259 TOTAL FOR FUND 101:			<u>2,960.00</u>
02/21/2017	AP	65265*#	WEST PAYMENT CENTER	JANUARY 2017 TRI-COUNTY WEST LAW CONTRACT PAYMENT	940.111	131	346.53
02/21/2017	AP	65266	WEST PAYMENT CENTER	JANUARY 2017 COURT SKIP TRACING FEE	940.010	131	123.84
				Total for fund 101 GENERAL FUND			5,295.71
Fund: 208 PARKS AND RECREATION							
02/21/2017	AP	65215	ABEL M CRUZ	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	1.70
				CHECK AP 65215 TOTAL FOR FUND 208:			<u>51.70</u>
02/21/2017	AP	65217	BONNY MILLER	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	20.00
				CHECK AP 65217 TOTAL FOR FUND 208:			<u>70.00</u>
02/21/2017	AP	65221	CHARTER COMMUNICATIONS	PARK PHONE AND INTERNET	726.000	751	19.99
				PARK PHONE AND INTERNET	930.210	751	29.99
				CHECK AP 65221 TOTAL FOR FUND 208:			<u>49.98</u>
02/21/2017	AP	65225	DAVE BARAGREY	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	1.60
				CHECK AP 65225 TOTAL FOR FUND 208:			<u>51.60</u>
02/21/2017	AP	65233	IMAGE FACTORY INC	42536 WORK SHIRTS FOR MELISSA	726.046	752	100.94
02/21/2017	AP	65236	JUDITH JARECKI	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	16.00
				CHECK AP 65236 TOTAL FOR FUND 208:			<u>66.00</u>
02/21/2017	AP	65247*#	NORTHERN MICHIGAN REVIEW	WEBSITE HOSTING, AND NEWSPAPER ADS	930.300	751	279.00
				WEBSITE HOSTING, AND NEWSPAPER ADS	930.300	752	279.00
				CHECK AP 65247 TOTAL FOR FUND 208:			<u>558.00</u>

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS AND RECREATION							
02/21/2017	AP	65254	SCOTT COURTERIER	PER DIEM, TRAVEL	703.040	752	50.00
				PER DIEM, TRAVEL	930.500	752	8.50
				CHECK AP 65254 TOTAL FOR FUND 208:			<u>58.50</u>
02/21/2017	AP	65260	TOTAL AUDIO & VIDEO ENGINEERING INC	NEW CABLES FOR SCOREBOARD CONTROLLER 779427	726.050	752	38.00
02/21/2017	AP	65268	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	3.00
				CHECK AP 65268 TOTAL FOR FUND 208:			<u>53.00</u>
				Total for fund 208 PARKS AND RECREATION			1,097.72
Fund: 209 GROEN NATURE PRESERVE FUND							
02/21/2017	AP	65235*#	JOHNSON OIL COMPANY	GASOLINE	930.660	751	18.61
02/21/2017	AP	65247*#	NORTHERN MICHIGAN REVIEW	WEBSITE HOSTING, AND NEWSPAPER ADS	930.300	751	473.00
				Total for fund 209 GROEN NATURE PRESERVE FUND			491.61
Fund: 214 M TEC							
02/21/2017	AP	65240	KIRTLAND COMMUNITY COLLEGE	JANUARY MILLAGE COLLECTION AND MILITARY LAND 2016	940.010	806	232,533.92
				Total for fund 214 M TEC			232,533.92
Fund: 215 FRIEND OF THE COURT							
02/21/2017	AP	65248*#	PROTECTION ONE	2/28/17 TO 3/27/17 FOC WING MONITORING	940.010	141	44.04
02/21/2017	AP	65267	WEST PAYMENT CENTER	JANUARY 2017 FOC SKIP TRACING FEES	940.010	141	134.16
				Total for fund 215 FRIEND OF THE COURT			178.20
Fund: 249 BUILDING INSPECTION FUND							
02/21/2017	AP	65218	BRUCE TILLINGER	SERVICES THROUGH 02/09/17	801.027	371	1,360.00
02/21/2017	AP	65231	ELI ELECTRIC LLC	SERVICES THROUGH 02/10/17	801.026	371	240.00
02/21/2017	AP	65234	JEFFERY B PROUX	SERVICES THROUGH 02/09/17	801.024	371	930.00
				Total for fund 249 BUILDING INSPECTION FUND			2,530.00
Fund: 256 REGISTER OF DEEDS AUTOMATION							
02/21/2017	AP	65229*	DUNNS	843463;843926;844099;844921;845042;845386;845927	726.000	215	824.98
02/21/2017	AP	65261	UNDERGROUND SECURITY COMPANY	STORAGE OF SECURITY RECORDS	726.000	215	1,387.60
				Total for fund 256 REGISTER OF DEEDS AUTOMATION			2,212.58
Fund: 261 911 SERVICE FUND							
02/21/2017	AP	65232	FRONTIER	ACCT#989-732-9752-032210-5	930.210	427	52.99

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 261 911 SERVICE FUND							
Total for fund 261 911 SERVICE FUND							52.99
Fund: 266 EQUIPMENT FUND							
02/21/2017	AP	65226	DELL MARKETING LP	DELL LATITUDE E5570 - QUOTE 3000005840051.1	970.440	901	1,600.02
				DELL LATITUDE E5570 - QUOTE 3000005840051.1	970.440	901	138.59
				DELL USB SLIM DVD +/- RW DRIVE - QUOTE 3000006230733.1	970.440	901	37.79
CHECK AP 65226 TOTAL FOR FUND 266:							<u>1,776.40</u>
Total for fund 266 EQUIPMENT FUND							1,776.40
Fund: 269 LAW LIBRARY							
02/21/2017	AP	65265*#	WEST PAYMENT CENTER	JANUARY 2017 TRI-COUNTY WEST LAW CONTRACT PAYMENT	726.210	145	242.61
Total for fund 269 LAW LIBRARY							242.61
Fund: 290 SOCIAL WELFARE FUND							
02/21/2017	AP	65243	MCSSCET	DHS JAN. 2017-BD. EXPS. TRAINING	704.400	670	195.00
02/21/2017	AP	65249	RADISSON HOTEL	DHS LODGING-BD. EXPS.	930.500	670	263.12
Total for fund 290 SOCIAL WELFARE FUND							458.12
Fund: 292 CHILD CARE FUND							
02/21/2017	AP	65214	7TH PROBATE FAMILY COURT	13-106-DL & 15-20-DL - JANUARY 2017 PLACEMENT (1/1/17 - 1/31/17)	930.810	662	6,590.00
02/21/2017	AP	65219	CHARLES DOBBS	15-98-NA - JANUARY 2017 PLACEMENT (1/1/17 - 1/31/17)	930.700	662	534.44
02/21/2017	AP	65230	EAGLE VILLAGE	16-26-DL 1/1/17 TO 1/31/17 PLACEMENT	930.810	662	6,062.36
02/21/2017	AP	65241	LUTHERAN CHILD & FAMILY SERVICES	16-108-NA - 12/21/16 TO 12/31/16 PLACEMENT	930.700	662	189.64
				13-71-NA 1/1/17 TO 1/31/17 PLACEMENT	930.810	662	1,196.29
				13-71-NA - 12/1/16 TO 12/31/16 PLACEMENT	930.810	662	1,196.29
				16-108-NA - JANUARY 2017 PLACEMENT (1/1/17 - 1/31/17)	930.810	662	534.44
CHECK AP 65241 TOTAL FOR FUND 292:							<u>3,116.66</u>
02/21/2017	AP	65242	MARNE MARCH OLLI	16-46-DL - JANUARY 2017 COUNSELING SERVICES	940.010	662	210.00
				16-37-DL DECEMBER 2016 COUNSELING SERVICES	940.010	662	140.00
				15-72-DL -JANUARY 2017 COUNSELING SERVICES	940.010	662	70.00
CHECK AP 65242 TOTAL FOR FUND 292:							<u>420.00</u>
02/21/2017	AP	65244	MICHAEL AND TERRY ROCHELEAU	16-83-NA - JANUARY 2017 PLACEMENT (1/11/17 - 1/31/17) & INITIAL CL	930.700	662	572.04
02/21/2017	AP	65245	MICHELLE CLARK	16-61-NA - DECEMBER 2016 TUTORING	940.010	662	105.00
02/21/2017	AP	65250*#	REDWOOD TOXICOLOGY LABORATORY INC	JANUARY 2017 JUVENILE COURT DRUG TESTING	801.030	662	30.82

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 292 CHILD CARE FUND							
02/21/2017	AP	65251	RODNEY AND CATHY BRAGG	16.55-NA 1/1/2017 TO 1/31/2017 PLACEMENT	930.700	662	534.44
02/21/2017	AP	65253	SATELLITE TRACKING OF PEOPLE LLC	15-58-DL - JANUARY 2017 TETHER	940.010	662	33.25
02/21/2017	AP	65257	SUSIE HARTZ	15-58-DL - DECEMBER 2016 COUNSELING SERVICES	940.010	662	70.00
Total for fund 292 CHILD CARE FUND							18,069.01
Fund: 516 DELINQUENT TAX REVOLVING							
02/21/2017	AP	65224	CYNTHIA NEWMAYER	OVERPMT ON 2015 TAXES 072-280-000-264-00	694.000	030	14.95
02/21/2017	AP	65239	KENNETH SZYMONIAK	OVERPMT ON 2015 TAXES 103-180-006-012-01	694.000	030	430.63
02/21/2017	AP	65262#	VILLAGE OF VANDERBILT TREASURER	DISBURSE MONEY COLLECTED DECEMBER 2016 FOR VILLAGE TAXE 026.000		000	2,822.03
				DISBURSE MONEY COLLECTED DECEMBER 2016 FOR VILLAGE TAXE 445.100		170	112.87
CHECK AP 65262 TOTAL FOR FUND 516:							2,934.90
02/21/2017	AP	65263#	VILLAGE OF VANDERBILT TREASURER	DISBURSE MONEY COLLECTED IN JAN/FEB 2017 FOR VILLAGE TAXE 026.000		000	675.52
				DISBURSE MONEY COLLECTED IN JAN/FEB 2017 FOR VILLAGE TAXE 445.100		170	36.02
CHECK AP 65263 TOTAL FOR FUND 516:							711.54
Total for fund 516 DELINQUENT TAX REVOLVING							4,092.02
Fund: 588 TRANSPORTATION FUND							
02/21/2017	AP	65216	AMERICAN WASTE	1831412 FEBRUARY	940.010	698	103.00
02/21/2017	AP	65222	CITY OF GAYLORD	1254-0000-02 FEBRUARY	920.200	697	80.71
02/21/2017	AP	65235*#	JOHNSON OIL COMPANY	CL35401 FUEL	930.660	699	7,150.00
Total for fund 588 TRANSPORTATION FUND							7,333.71
Fund: 637 BUILDING AND GROUNDS							
02/21/2017	AP	1583(E)	CONSUMERS ENERGY	ACCT#1000 2119 0929	930.610	265	116.20
				ACCT#1000 0027 8521 & 1000 0006 7155	930.620	265	166.49
				ACCT#1000 0027 8521 & 1000 0006 7155	930.620	265	144.50
CHECK AP 1583(E) TOTAL FOR FUND 637:							427.19
02/21/2017	AP	1584(E)	DTE ENERGY	VARIOUS ACCT. NUMBERS NOTED BELOW	930.610	265	689.14
				VARIOUS ACCT. NUMBERS NOTED BELOW	930.610	265	957.74
				VARIOUS ACCT. NUMBERS NOTED BELOW	930.610	265	3,236.26
				VARIOUS ACCT. NUMBERS NOTED BELOW	930.610	265	489.23
				VARIOUS ACCT. NUMBERS NOTED BELOW	930.610	265	2,049.80

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 637 BUILDING AND GROUNDS							
				VARIOUS ACCT. NUMBERS NOTED BELOW	930.610	265	143.79
				VARIOUS ACCT. NUMBERS NOTED BELOW	930.610	265	234.90
				CHECK AP 1584(E) TOTAL FOR FUND 637:			<u>7,800.86</u>
02/21/2017	AP	65213	123NET	ACCT#110735 INV#317092	930.210	265	1,393.45
				Total for fund 637 BUILDING AND GROUNDS			9,621.50
Fund: 647 HEALTH CARE FUND							
02/21/2017	AP	65264	VISION SERVICE PLAN (VSP)	ACCT#12 049684 0797 & 12 049684 0798	704.110	851	1,265.63
				ACCT#12 049684 0797 & 12 049684 0798	704.110	851	73.59
				CHECK AP 65264 TOTAL FOR FUND 647:			<u>1,339.22</u>
				Total for fund 647 HEALTH CARE FUND			1,339.22
Fund: 701 GENERAL AGENCY							
02/21/2017	AP	65220	CHARLTON TOWNSHIP	REFUND SET PORTION OF 2016 CFR SHOULD HAVE BEEN HELD BY T 226.001		000	73.64
02/21/2017	AP	65252	RYAN OWENS	REST PMT BY JACOB METZGER 15-32066-SD-3 REPLACES VOIDED C#271.130		000	2.55
				REST PMT BY JACOB METZGER 15-32066-SD-3 REPLACES VOIDED C#271.130		000	2.80
				REST PMT BY JACOB METZGER 15-32066-SD-3 REPLACES VOIDED C#271.130		000	18.65
				CHECK AP 65252 TOTAL FOR FUND 701:			<u>24.00</u>
02/21/2017	AP	65256	STATE OF MICHIGAN	JANUARY NEW AND RENEWAL CPL	228.016	000	2,532.00
				Total for fund 701 GENERAL AGENCY			2,629.64
				TOTAL - ALL FUNDS			<u>289,954.96</u>

**INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/21/2017	AP	1583(E)	CONSUMERS ENERGY	ACCT#1000 2119 0929	637-265-930.610-SILLI00000	116.20
		1583(E)		ACCT#1000 0027 8521 & 1000 0006 7155	637-265-930.620-ALPCT00000	310.99
						427.19
02/21/2017	AP	1584(E)	DTE ENERGY	VARIOUS ACCT. NUMBERS NOTED BELOW	637-265-930.610-ALPCT00000	5,372.37
		1584(E)		VARIOUS ACCT. NUMBERS NOTED BELOW	637-265-930.610-CRTHS00000	2,049.80
		1584(E)		VARIOUS ACCT. NUMBERS NOTED BELOW	637-265-930.610-INFO CTR00	143.79
		1584(E)		VARIOUS ACCT. NUMBERS NOTED BELOW	637-265-930.610-SILLI00000	234.90
						7,800.86
02/21/2017	AP	65213	123NET	ACCT#110735 INV#317092	637-265-930.210	1,393.45
02/21/2017	AP	65214	7TH PROBATE FAMILY COURT	13-106-DL & 15-20-DL - JANUARY 2017 PLACEMENT (1/1/17 - 1/31/17)292-662-930.810		6,590.00
02/21/2017	AP	65215	ABEL M CRUZ	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		65215		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	1.70
						51.70
02/21/2017	AP	65216	AMERICAN WASTE	1831412 FEBRUARY	588-698-940.010	103.00
02/21/2017	AP	65217	BONNY MILLER	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		65217		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	20.00
						70.00
02/21/2017	AP	65218	BRUCE TILLINGER	SERVICES THROUGH 02/09/17	249-371-801.027	1,360.00
02/21/2017	AP	65219	CHARLES DOBBS	15-98-NA - JANUARY 2017 PLACEMENT (1/1/17 - 1/31/17)	292-662-930.700	534.44
02/21/2017	AP	65220	CHARLTON TOWNSHIP	REFUND SET PORTION OF 2016 CFR SHOULD HAVE BEEN HELD	701-000-226.001	73.64
02/21/2017	AP	65221	CHARTER COMMUNICATIONS	PARK PHONE AND INTERNET	208-751-726.000	19.99
		65221		PARK PHONE AND INTERNET	208-751-930.210	29.99
						49.98
02/21/2017	AP	65222	CITY OF GAYLORD	1254-0000-02 FEBRUARY	588-697-920.200	80.71
02/21/2017	AP	65223	CORECOMM	115039078 FEBRUARY 2017 COURT INTERNET	101-131-930.210	21.95
02/21/2017	AP	65224	CYNTHIA NEWMAYER	OVERPMT ON 2015 TAXES 072-280-000-264-00	516-030-694.000	14.95
02/21/2017	AP	65225	DAVE BARAGREY	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		65225		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	1.60
						51.60
02/21/2017	AP	65226	DELL MARKETING LP	DELL LATITUDE E5570 - QUOTE 3000005840051.1	266-901-970.440	1,776.40

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/21/2017	AP	65227	DIANN AXFORD	CANDIDATE FILING FEE RETURN	101-215-626.030	100.00
02/21/2017	AP	65228	DUANE SWITALSKI	CANDIDATE FILING FEE RETURN	101-215-626.030	100.00
02/21/2017	AP	65229	DUNNS	843463;843926;844099;844921;845042;845386;845927	101-215-726.000	46.52
		65229		843463;843926;844099;844921;845042;845386;845927	256-215-726.000	824.98
						871.50
02/21/2017	AP	65230	EAGLE VILLAGE	16-26-DL 1/1/17 TO 1/31/17 PLACEMENT	292-662-930.810	6,062.36
02/21/2017	AP	65231	ELI ELECTRIC LLC	SERVICES THROUGH 02/10/17	249-371-801.026	240.00
02/21/2017	AP	65232	FRONTIER	ACCT#989-732-9752-032210-5	261-427-930.210	52.99
02/21/2017	AP	65233	IMAGE FACTORY INC	42536 WORK SHIRTS FOR MELISSA	208-752-726.046	100.94
02/21/2017	AP	65234	JEFFERY B PROUX	SERVICES THROUGH 02/09/17	249-371-801.024	930.00
02/21/2017	AP	65235	JOHNSON OIL COMPANY	GASOLINE	209-751-930.660	18.61
		65235		CL35401 FUEL	588-699-930.660	7,150.00
						7,168.61
02/21/2017	AP	65236	JUDITH JARECKI	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		65236		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	16.00
						66.00
02/21/2017	AP	65237	KENNETH BORTON	CANDIDATE FILING FEE RETURN	101-215-626.030	100.00
02/21/2017	AP	65238	KENNETH GLASSER	CANDIDATE FILING FEE FOR CO COMM	101-215-626.030	100.00
02/21/2017	AP	65239	KENNETH SZYMONIAK	OVERPMT ON 2015 TAXES 103-180-006-012-01	516-030-694.000	430.63
02/21/2017	AP	65240	KIRTLAND COMMUNITY COLLEGE	JANUARY MILLAGE COLLECTION AND MILITARY LAND 2016	214-806-940.010	232,533.92
02/21/2017	AP	65241	LUTHERAN CHILD & FAMILY SERVICES	16-108-NA - 12/21/16 TO 12/31/16 PLACEMENT	292-662-930.700	189.64
		65241		13-71-NA 1/1/17 TO 1/31/17 PLACEMENT	292-662-930.810	2,927.02
						3,116.66
02/21/2017	AP	65242	MARNE MARCH OLLI	16-46-DL - JANUARY 2017 COUNSELING SERVICES	292-662-940.010	420.00
02/21/2017	AP	65243	MCSSCET	DHS JAN. 2017-BD. EXPS. TRAINING	290-670-704.400	195.00
02/21/2017	AP	65244	MICHAEL AND TERRY ROCHELEAU	16-83-NA - JANUARY 2017 PLACEMENT (1/11/17 - 1/31/17) & INITIAL	292-662-930.700	572.04
02/21/2017	AP	65245	MICHELLE CLARK	16-61-NA - DECEMBER 2016 TUTORING	292-662-940.010	105.00
02/21/2017	AP	65246	NICHOLAS JAMES ANTHONY	FEBRUARY 2017WEEKEND DRUG TESTER: FEB. 4, 5, 11, 12	101-133-940.010	160.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/21/2017	AP	65247	NORTHERN MICHIGAN REVIEW	WEBSITE HOSTING, AND NEWSPAPER ADS	208-751-930.300	279.00
		65247		WEBSITE HOSTING, AND NEWSPAPER ADS	208-752-930.300	279.00
		65247		WEBSITE HOSTING, AND NEWSPAPER ADS	209-751-930.300	473.00
						1,031.00
02/21/2017	AP	65248	PROTECTION ONE	2/28/17 TO 3/27/17 DC/FAMILY COURT WING MONITORING	101-131-940.010	82.59
		65248		2/28/17 TO 3/27/17 ADMIN/PA WING MONITORING	101-267-920.410	23.86
		65248		2/28/17 TO 3/27/17 ADMIN/PA WING MONITORING	101-267-930.983	3.67
		65248		2/28/17 TO 3/27/17 FOC WING MONITORING	215-141-940.010	44.04
						154.16
02/21/2017	AP	65249	RADISSON HOTEL	DHS LODGING-BD. EXPS.	290-670-930.500	263.12
02/21/2017	AP	65250	REDWOOD TOXICOLOGY LABORATORY INC	JANUARY 2017 ADULT COURT DRUG TESTING	101-131-940.010	32.45
		65250		JANUARY 2017 DRUG COURT DRUG TESTING	101-133-940.010	309.30
		65250		JANUARY 2017 JUVENILE COURT DRUG TESTING	292-662-801.030	30.82
						372.57
02/21/2017	AP	65251	RODNEY AND CATHY BRAGG	16.55-NA 1/1/2017 TO 1/31/2017 PLACEMENT	292-662-930.700	534.44
02/21/2017	AP	65252	RYAN OWENS	REST PMT BY JACOB METZGER 15-32066-SD-3 REPLACES VOIDE701-000-271.130		24.00
02/21/2017	AP	65253	SATELLITE TRACKING OF PEOPLE LLC	15-58-DL - JANUARY 2017 TETHER	292-662-940.010	33.25
02/21/2017	AP	65254	SCOTT COURTERIER	PER DIEM, TRAVEL	208-752-703.040	50.00
		65254		PER DIEM, TRAVEL	208-752-930.500	8.50
						58.50
02/21/2017	AP	65255	SOUL PURPOSE COUNSELING & CONSULT	JANUARY 2017 MENTAL HEALTH COUNSELING	101-133-940.010	685.00
02/21/2017	AP	65256	STATE OF MICHIGAN	JANUARY NEW AND RENEWAL CPL	701-000-228.016	2,532.00
02/21/2017	AP	65257	SUSIE HARTZ	15-58-DL - DECEMBER 2016 COUNSELING SERVICES	292-662-940.010	70.00
02/21/2017	AP	65258	TAMMY LABOUEF	CANDIDATE FILING FEE CO COMM 2014	101-215-626.030	100.00
02/21/2017	AP	65259	TERRANCE M COTTLE	JANUARY 2017 GROUP COUNSELING ON 1/10/17	101-133-940.010	2,960.00
02/21/2017	AP	65260	TOTAL AUDIO & VIDEO ENGINEERING INC	NEW CABLES FOR SCOREBOARD CONTROLLER 779427	208-752-726.050	38.00
02/21/2017	AP	65261	UNDERGROUND SECURITY COMPANY	STORAGE OF SECURITY RECORDS	256-215-726.000	1,387.60
02/21/2017	AP	65262	VILLAGE OF VANDERBILT TREASURER	DISBURSE MONEY COLLECTED DECEMBER 2016 FOR VILLAGE T 516-000-026.000-TAX2016000		2,822.03
		65262		DISBURSE MONEY COLLECTED DECEMBER 2016 FOR VILLAGE T 516-170-445.100-TAX2016000		112.87
						2,934.90

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/21/2017 - 02/21/2017

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/21/2017	AP	65263	VILLAGE OF VANDERBILT TREASURER	DISBURSE MONEY COLLECTED IN JAN/FEB 2017 FOR VILLAGE T7516-000-026.000-TAX2016000		675.52
		65263		DISBURSE MONEY COLLECTED IN JAN/FEB 2017 FOR VILLAGE T7516-170-445.100-TAX2016000		36.02
						711.54
02/21/2017	AP	65264	VISION SERVICE PLAN (VSP)	ACCT#12 049684 0797 & 12 049684 0798	647-851-704.110	1,339.22
02/21/2017	AP	65265	WEST PAYMENT CENTER	JANUARY 2017 TRI-COUNTY WEST LAW CONTRACT PAYMENT	101-131-940.111	346.53
		65265		JANUARY 2017 TRI-COUNTY WEST LAW CONTRACT PAYMENT	269-145-726.210	242.61
						589.14
02/21/2017	AP	65266	WEST PAYMENT CENTER	JANUARY 2017 COURT SKIP TRACING FEE	101-131-940.010	123.84
02/21/2017	AP	65267	WEST PAYMENT CENTER	JANUARY 2017 FOC SKIP TRACING FEES	215-141-940.010	134.16
02/21/2017	AP	65268	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		65268		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	3.00
						53.00
TOTAL - ALL FUNDS				TOTAL OF 58 CHECKS		289,954.96

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO

CHECK NUMBER 65255

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/21/2017	AP	65255	SOUL PURPOSE COUNSELING & CONSULT	JANUARY 2017 MENTAL HEALTH COUNSELING	** VOIDED **	
		65255		JANUARY 2017 MENTAL HEALTH COUNSELING -	** VOIDED **	
		65255		JANUARY 2017 GROUP SESSION ON 1/24/17	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO

CHECK NUMBER 65074

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/14/2017	AP	65074	DELL MARKETING LP	DELL LATITUDE E5570 - QUOTE 3000005840051.1		** VOIDED **
		65074		DELL LATITUDE E5570 - QUOTE 3000005840051.1		** VOIDED **
		65074		DELL USB SLIM DVD +/- RW DRIVE - QUOTE 3000006230733.1		** VOIDED **
		65074		DELL 90 WHR 9-CELL BATTERY - QUOTE 3000007090993.1		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: February 28, 2017 Warrant	AGENDA DATE: February 28, 2017
AGENDA PLACEMENT: New Business, A. Financials, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, Finance Director/Assistant Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The February 28, 2017 Warrant in the amount of \$267,887.28.

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$267,887.28.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/28/2017 - 02/28/2017

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/28/2017	AP	1585(A)	GARY GELOW	MARCH 2017 CAA CONTRACT PAYMENT	101-131-801.021	12,060.08
02/28/2017	AP	1585(E)	CONSUMERS ENERGY	ACCT# 1000 7019 9300	226-528-930.620-PROG000000	24.96
		1585(E)		ALPINE CTR. & LAND USE	637-265-930.620-ALPCT00000	5,039.74
		1585(E)		ACCT#1000 0016 3053 & 1030 1585 2710	637-265-930.620-CRTHS00000	2,822.79
		1585(E)		ACCT#1000 0016 3053 & 1030 1585 2710	637-265-930.620-INFO CTR00	142.17
		1585(E)		ALPINE CTR. & LAND USE	637-265-930.620-LNDUS00000	589.62
						8,619.28
02/28/2017	AP	1586(E)	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	101-301-930.660	2,222.24
		1586(E)		ACCT#100 1181 575	101-302-930.660	141.16
		1586(E)		ACCT#100 1181 575	101-648-930.660	62.37
		1586(E)		ACCT#100 1181 575	101-721-930.660	40.77
		1586(E)		ACCT#100 1181 575	205-301-930.660	305.95
		1586(E)		ACCT#100 1181 575	208-751-930.660	65.69
		1586(E)		ACCT#100 1181 575	208-752-930.660	65.70
		1586(E)		ACCT#100 1181 575	210-651-700.000	4,896.29
		1586(E)		ACCT#100 1181 575	212-430-930.660	373.93
		1586(E)		ACCT#100 1181 575	249-371-930.660	13.59
		1586(E)		ACCT#100 1181 575	281-537-930.660	65.35
		1586(E)		ACCT#100 1181 575	645-172-930.660	68.46
						8,321.50
02/28/2017	AP	65269	87- A DISTRICT	JANUARY 2017 GARNISHMENT/CREDIT CARD FEES	101-131-930.150	820.91
02/28/2017	AP	65270	87-A DISTRICT COURT- IMPREST CASH	PEOPLE V MCKENZIE BENCH TRIAL ON 2/15/17	101-131-930.940	60.30
02/28/2017	AP	65271	ALPINE LANDSCAPE & SNOW LLC	INV#21517 (SNOW REMOVAL)	226-528-940.010-PROG000000	650.00
02/28/2017	AP	65272	ALPINE LOCKSMITH	INV#417551 (KEYS FOR ROOM 215)	637-265-726.050	10.00
02/28/2017	AP	65273	AMERICAN FIDELITY ASSURANCE COMPANY	FEBRUARY 2017 CANCER/LIFE/DISABILITY	704-000-231.285	342.26
02/28/2017	AP	65274	AMERICAN WASTE	INV#1832707	637-265-920.410	375.55
02/28/2017	AP	65275	BENISTAR HARTFORD - 6795	ACCT#06218 INV#03012017 (MARCH 2017)	647-851-704.110	7,689.50
02/28/2017	AP	65276	BEVERLY ENTERPRISES	RESTITUTION	701-000-271.000	50.00
02/28/2017	AP	65277	BLUE CARE NETWORK	MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	101-131-704.110	5,925.63
		65277		MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	101-148-704.110	1,248.68
		65277		MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	215-141-704.110	5,617.37
		65277		MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	292-662-704.110	1,852.05
		65277		MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	704-000-231.261	3,660.93

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						18,304.66
02/28/2017	AP	65278	BLUE CARE NETWORK	GROUP# 00282880 INV#170410065999 (MARCH 2017)	647-851-704.110	18,701.76
02/28/2017	AP	65279	BLUE CROSS BLUE SHIELD OF MICHIGAN	GROUP#007041908 (3/1/2017 - 3/31/2017)	647-851-704.110	57,068.84
02/28/2017	AP	65280	BLUE TOOL SERVICE LLC	64644 SHOP TOOLS	588-699-726.050	16.13
02/28/2017	AP	65281	CATHERINE ISBELL	15-59-DL & 14-104-DL TRANSPORT ON 2/7/17	101-134-930.500	230.05
		65281		15-59-DL & 14-104-DL TRANSPORT ON 2/7/17	101-134-940.010	96.00
		65281		15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	292-662-930.500	32.10
		65281		15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	292-662-930.830	30.00
						388.15
02/28/2017	AP	65282	CATHOLIC HUMAN SERVICES INC	JANUARY 2017 MENTAL HEALTH COUNSELING CO-PAYS	101-133-940.010	15.00
02/28/2017	AP	65283	CDW GOVERNMENT INC	3 WIRELESS KEY BOARDS	101-131-726.000	113.85
		65283		PRINTER & TONER - LAW CLERKS NEW OFFICE	101-131-940.111	192.82
		65283		LEXMARK SUPPLIES 500Z IMAGING UNIT (QUOTE- HRTM696)	516-253-726.000	43.59
						350.26
02/28/2017	AP	65284	CENTURY LINK	ACCT. ELMIRA TWP. FIRE. DEPT. ACCT#300451601	261-427-930.210	55.18
02/28/2017	AP	65285	CENTURYLINK	ACCT#63357762 INV#1400415412	261-427-930.210	129.17
02/28/2017	AP	65286	CHRIS DECKROW	RESTITUTION	701-000-271.000	85.00
02/28/2017	AP	65287	CROSSROADS INDUSTRIES	INV#17616	101-101-726.000	35.00
		65287		INV#17616	101-215-726.000	25.00
		65287		INV#17616	101-267-920.410	35.00
		65287		INV#17616	101-301-920.410	35.00
		65287		RESTITUTION	701-000-271.000	200.00
						330.00
02/28/2017	AP	65288	CUMMINGS, MCCLOREY, DAVIS & ACHO P	INV#235167	260-270-801.020	2,526.50
02/28/2017	AP	65289	CURTISS REPORTING CORP	16-33437-FY-3 PEOPLE V GIERKE TRANSCRIPT	101-131-801.030	337.60
		65289		INV 17650, COLE TRANS.; INV 17651 GIERKE TRANS.	101-267-726.000	46.20
						383.80
02/28/2017	AP	65290	DE LAGE LANDEN PUBLIC FINANCE	INV#53262721	101-267-920.410	98.90
		65290		INV#53262721	101-267-930.983	15.22
		65290		INV#53262721	101-864-920.410	595.78
		65290		INV#53262721	212-430-920.410	141.55

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		65290		INV#53262721	249-371-920.410	100.42
						<u>951.87</u>
02/28/2017	AP	65291	DELTA DENTAL OF MICHIGAN	MI00116001 - MARCH 2017 COURT DENTAL	101-131-704.110	592.34
		65291		MI00116001 - MARCH 2017 COURT DENTAL	101-148-704.110	110.46
		65291		MI00116001 - MARCH 2017 COURT DENTAL	215-141-704.110	465.56
		65291		MI00116001 - MARCH 2017 COURT DENTAL	292-662-704.110	160.12
		65291		MI00116001 - MARCH 2017 COURT DENTAL	704-000-231.261	332.12
						<u>1,660.60</u>
02/28/2017	AP	65292	DELTA DENTAL OF MICHIGAN	INV#RIS0001374670 (MARCH 2017)	647-851-704.110	5,710.94
02/28/2017	AP	65293	DENISE BABBITT	MMAO ADVANCED DEPRECIATION COURSE STC	101-257-704.400	250.00
02/28/2017	AP	65294	DENISE SOCIA	RESTITUTION	701-000-271.000	10.00
02/28/2017	AP	65295	DIANA M BOYD	GUARDIANSHIP REVIEW HEARING ON 2/15/17	101-131-930.830	30.00
02/28/2017	AP	65296	DONNA PETERS	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
02/28/2017	AP	65297	DOUG KASSUBA	RELOCATE NETWORK LINE IN CHAMBERS 101	101-131-920.400	375.00
		65297		INV#201706 (JUDGE MERTZ'S OFFICE)	497-901-970.300	850.00
						<u>1,225.00</u>
02/28/2017	AP	65298	DUNNS	PENS, FILE FOLDERS, LABELS	101-131-726.000	84.94
		65298		ACCT#1738	101-267-726.000	23.77
		65298		JAIL FLOOR MAT/WORK CAMP BINDER'S FOLDERS #845910-0/843	101-351-726.000	102.04
		65298		ACCT#3603	101-864-726.000	1,205.19
		65298		JAIL FLOOR MAT/WORK CAMP BINDER'S FOLDERS #845910-0/843	205-301-726.000	19.82
		65298		ACCT#1738	212-430-726.000	57.70
		65298		ACCT#1738	249-371-726.000	95.94
		65298		ACCT#1738	281-537-726.000	56.46
		65298		8469130 MOPS, BATTERIES; SHEET PROTECTORS	588-697-726.000	21.70
		65298		8469130 MOPS, BATTERIES; SHEET PROTECTORS	588-698-726.025	97.93
		65298		ACCT#1738	637-265-726.050	(399.00)
						<u>1,366.49</u>
02/28/2017	AP	65299	EARTHWORKS ENTERPRISES INC	INV#19565	226-528-940.010-PROG000000	745.38
02/28/2017	AP	65300	ELI ELECTRIC LLC	SERVICES THROUGH 02/16/2017	249-371-801.026	680.00
02/28/2017	AP	65301	EXTRA PACKAGING, LLC	INV#60351	101-648-726.000	340.55
02/28/2017	AP	65302	EXTREME POWER SPORTS	RESTITUTION	701-000-271.000	50.00

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02/28/2017	AP	65303	FARM BUREAU INSURANCE	CLM#001-39328A-080	701-000-271.000	240.00
02/28/2017	AP	65304	FRONTIER	ACCT#989-732-2373-030804-5	637-265-930.210	49.17
02/28/2017	AP	65305	GASLIGHT MEDIA	INV#53928	101-228-930.240	50.00
		65305		INV#53967 (OTSEGO RECYCLING.ORG 9-YR. DOMAIN RENEWAL)	226-528-940.010-PROG000000	200.00
		65305		INV#53790 & 53981	594-228-700.000	5,800.00
						6,050.00
02/28/2017	AP	65306	GENESEE COUNTY MEDICAL EXAMINER	INV#A69-16-201619	101-648-930.920	2,460.00
02/28/2017	AP	65307	GONZALEZ, NICHOLS & NICHOLS PLLC	STIPULATION CONFERENCE N 1/13/17	101-131-801.022	75.00
02/28/2017	AP	65308	GORDON FOOD SERVICES	INMATE FOOD SUPPLIES #788207578/7753/7754/7808/8002/8183	101-351-726.025	292.22
		65308		INMATE FOOD SUPPLIES #788207578/7753/7754/7808/8002/8183	101-351-726.030	295.32
		65308		INMATE FOOD #788207109	101-351-930.700	3,685.90
		65308		INMATE FOOD SUPPLIES #788207578/7753/7754/7808/8002/8183	205-301-726.000	30.28
						4,303.72
02/28/2017	AP	65309	GRACE WALL	02/08/2017 CDL	588-699-930.600	47.00
02/28/2017	AP	65310	IMAGE FACTORY INC	12 FOC RECEIPT BOOKS	215-141-726.000	142.00
		65310		1000 TAX CERT LABELS	516-253-726.000	90.00
						232.00
02/28/2017	AP	65311	IMPREST CASH-ADMINISTRATION	REPLENISH IMPREST CASH	637-265-726.050	22.50
		65311		REPLENISH IMPREST CASH	645-201-930.450	0.23
						22.73
02/28/2017	AP	65312	INTERNATIONAL CODE COUNCIL, INC	CODE BOOKS	249-371-726.200	688.00
02/28/2017	AP	65313	JEFFERY B PROUX	SERVICES THROUGH 02/16/17	101-721-801.020	40.00
		65313		SERVICES THROUGH 02/16/17	249-371-801.024	595.00
						635.00
02/28/2017	AP	65314	JIM'S ALPINE AUTOMOTIVE	1-713826 BUS #31	588-699-726.050	140.02
		65314		1-713601 STOCK *SHERIFF	588-699-726.051	767.70
						907.72
02/28/2017	AP	65315	JIMMY SMITH	BDR LESS 10%	701-000-265.000	180.00
02/28/2017	AP	65316	JNJ ALPINE AUTOWASH LLC	CARWASH	249-371-920.400	6.30
02/28/2017	AP	65317	JOHN LAFAVE	2/16/17 HOUSING MEETING PER DIEM, TRAVEL REIMBURSEMENT	233-690-703.040	50.00

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		65317		2/16/17 HOUSING MEETING PER DIEM, TRAVEL REIMBURSEMENT	1233-690-930.500	6.27
						<u>56.27</u>
02/28/2017	AP	65318	KEN REEDY	RESTITUTION	701-000-271.000	20.00
02/28/2017	AP	65319	KERRIE JO DAENZER	GUARDIANSHIP REVIEW HEARING ON 2/8/17	101-131-930.500	18.40
		65319		GUARDIANSHIP REVIEW HEARING ON 2/8/17	101-131-930.830	30.00
						<u>48.40</u>
02/28/2017	AP	65320	KEVAN D FLORY	2/16/17 HOUSING MEETING PER DIEM	233-690-703.040	50.00
02/28/2017	AP	65321	KEVIN KENNEDY	RESTITUTION	701-000-271.000	20.00
02/28/2017	AP	65322	LATITUDE SUBROGATION SERVICES	RESTITUTION	701-000-271.000	100.00
02/28/2017	AP	65323	LEROY JAMES DAVIS	BDR @ \$450 X2	701-000-265.000	900.00
02/28/2017	AP	65324	LINCOLN FINANCIAL	MARCH 2017 CICOTSEGOC-BL-954784	101-131-704.140	411.19
		65324		MARCH 2017 CICOTSEGOC-BL-954784	101-133-704.140	36.10
		65324		MARCH 2017 CICOTSEGOC-BL-954784	215-141-704.140	189.67
		65324		MARCH 2017 CICOTSEGOC-BL-954784	292-662-704.140	83.64
						<u>720.60</u>
02/28/2017	AP	65325	LINETTE VALENTINE	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
02/28/2017	AP	65326	LUCY RICH	BDR LESS 10% B-1	701-000-265.000	370.00
02/28/2017	AP	65327	MAAE	AIRPORT MANAGERS CONFERENCE	281-537-930.500	200.00
02/28/2017	AP	65328	MATTHEW GREEN	RESTITUTION	701-000-271.000	50.00
02/28/2017	AP	65329	MAXIMUM SECURITY	JUDGE MERTZ OFFICE SECURITY PANEL & VIDEO ACCESS SYST	497-901-970.300	2,154.20
		65329		INV#12180	637-265-920.410	89.97
						<u>2,244.17</u>
02/28/2017	AP	65330	MCSSCET	MCSSA/MCSCCET LEGISLATIVE CONF. - J. POWERS	101-101-704.400	195.00
02/28/2017	AP	65331	MCWCF	MEMBER 760 2017 2ND QUARTER	101-131-704.600	542.90
		65331		MEMBER 760 2017 2ND QUARTER	101-133-704.600	115.28
		65331		MEMBER 760 2017 2ND QUARTER	215-141-704.600	427.38
		65331		MEMBER 760 2017 2ND QUARTER	292-662-704.600	508.69
						<u>1,594.25</u>
02/28/2017	AP	65332	MCWCF	MEMBER #736 INV#3020 (2ND QTR. BILLING - 2017)	704-000-231.270	38,911.19
02/28/2017	AP	65333	MID NORTH PRINTING INC	INV 84965, LETTERHEAD, BUS. CARDS; INV 84972, BUS. CARDS	101-267-726.000	107.65

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		65333		INV 84965, LETTERHEAD, BUS. CARDS; INV 84972, BUS. CARDS	101-267-726.000-CVR0000000	39.70
						<u>147.35</u>
02/28/2017	AP	65334	MID STATES BOLT & SCREW CO	30968320 BUS #27	588-699-726.050	24.93
02/28/2017	AP	65335	MISTER T'S GLASS	AO6857 WINDSHIELD #24	588-699-940.010	682.60
02/28/2017	AP	65336	MPJRA-LATECIA CIRILO TREASURER	JENNY LOCHINSKI - 2017 JUVENILE REGISTER MEMBERSHIP DUI	101-131-930.600	75.00
02/28/2017	AP	65337	MPJRA-LATECIA CIRILO TREASURER	JULIE CHUDZINSKI - 2017 PROBATE REGISTER MEMBERSHIP DU	101-131-930.600	75.00
02/28/2017	AP	65338	MUTUAL OF OMAHA	GROUP ID# G000AYJX (MARCH 2017	704-000-231.870	3,195.41
02/28/2017	AP	65339	NATIONAL TEST SYSTEMS LLC	DRUG TESTS	101-131-726.000	542.00
		65339		DRUG TESTS	292-662-726.000	542.00
						<u>1,084.00</u>
02/28/2017	AP	65340	NMCOA	MADCAD (CODE) PARTICIPATION	249-371-726.200	300.00
02/28/2017	AP	65341	NMJOA	JAMIE FITAK - 2017 JUVENILE OFFICERS SPRING CONFERENCE	101-131-704.400	35.00
02/28/2017	AP	65342	NORTHERN MICHIGAN REVIEW	PUBLICATION J-14-084-NA & J-16-091-NA	101-131-930.450	150.50
		65342		PUBLIC NOTICES	101-721-930.300	180.38
						<u>330.88</u>
02/28/2017	AP	65343	NORTHERN TECH SUPPLY	NT20932 SHOP STOCK	588-699-726.050	19.54
02/28/2017	AP	65344	OBSERVER & ECCENTRIC MEDIA	1710798; PUBLICATON J-16-079-NA	101-131-930.450	55.20
02/28/2017	AP	65345	ODS THE DOOR SPECIALIST	15838 GARAGE DOOR #3	588-698-940.010	110.00
02/28/2017	AP	65346	OFFICE DEPOT INC	SUPPLIES	516-253-726.000	50.13
02/28/2017	AP	65347	OMS COMPLIANCE SERVICES INC	86465 RANDOM DRUG TEST	588-699-940.010	75.75
02/28/2017	AP	65348	OTSEGO CO FOC		701-000-265.000	918.28
02/28/2017	AP	65349	OTSEGO COUNTY BUS SYSTEM	WORK CAMP VEHICLE REPAIR #5203/5218	205-301-726.050	825.41
		65349		JANUARY 2017 ALTERNATIVE EDUCATION BUS	292-662-930.500	168.00
						<u>993.41</u>
02/28/2017	AP	65350	OTSEGO COUNTY CLERK	16-5195 BDA \$180/BDU \$20; 16-5210 BDA \$180/BDU \$20; BDU'S: 15	701-000-265.000	650.00
02/28/2017	AP	65351	OTSEGO COUNTY EMS	COUNTY MORGUE	101-648-930.460	2,588.50
02/28/2017	AP	65352	OTSEGO COUNTY TREASURER	REIMB JURY BOX	101-145-930.930	14.90
02/28/2017	AP	65353	PITNEY BOWES INC-SUPPLIES	POSTAGE MACHINE LEASE	249-371-920.410	93.57

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02/28/2017	AP	65354	PURCHASE POWER	POSTAGE FOR PITNEY BOWES METER	249-371-930.450	198.96
02/28/2017	AP	65355	RAINBOW PLAQUE CO	INV. 545928; 2-6-17; PLAQUE FOR VICTIM ADVOCATE	101-267-726.000-CVR0000000	9.00
02/28/2017	AP	65356	RICHARD CILWA	RESTITUTION	701-000-271.000	50.00
02/28/2017	AP	65357	RONALD KORONKA	SNOWPLOWING	226-528-940.010-PROG0000000	473.00
02/28/2017	AP	65358	SABRINA JANE MOORE	EVANS BDR LESS 10% 3RD PTY	701-000-265.000	900.00
02/28/2017	AP	65359	SAFETY KLEEN	72487089 SHOP CLEANER	588-698-940.010	199.00
02/28/2017	AP	65360	SANE	RESTITUTION	701-000-271.000	132.50
02/28/2017	AP	65361	SCOTT T BEATTY	FEBRUARY 2017 FOC REFEREE HEARINGS	215-141-940.010	1,600.00
02/28/2017	AP	65362	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE PURCHASE #34525/35417	101-351-930.210-INMT0000000	2,004.00
02/28/2017	AP	65363	SHERRY S HUFF	JAN. 2017 DHHS BD. EXPS.	290-670-703.040	50.00
		65363		JAN. 2017 DHHS BD. EXPS.	290-670-930.500	20.00
						70.00
02/28/2017	AP	65364	SOUL PURPOSE COUNSELING & CONSULT	JANUARY 2017 GROUP COUNSELING ON 1/24/17	101-133-940.010	685.00
02/28/2017	AP	65365	STANDARD ELECTRIC COMPANY	9521679-00 GARAGE LIGHTS	588-698-726.025	128.48
02/28/2017	AP	65366	STAPLES BUSINESS ADVANTAGE	SUMMARY INV# 8043137430	101-000-106.000	235.69
		65366		SUMMARY INV# 8043137430	101-101-726.000	16.99
		65366		SUMMARY INV# 8043137430	645-201-726.000	9.99
		65366		SUMMARY INV# 8043137430	645-270-726.000	28.86
						291.53
02/28/2017	AP	65367	SUNRISE CONSTRUCTION COMPANY INC	INV#1160064 (JUDGE MERTZ'S OFFICE)	497-901-970.300	2,500.00
02/28/2017	AP	65368	SYSCO - GRAND RAPIDS	INMATE FOOD #168053752	101-351-930.700	1,906.63
02/28/2017	AP	65369	TELE-RAD	INV#877481	261-901-970.435	845.10
02/28/2017	AP	65370	TELEPHONE SUPPORT SYSTEMS INC	14558 01/05/2017 SERVICE CALL	588-697-940.010	124.20
02/28/2017	AP	65371	TERRANCE M COTTLE	JANUARY 2017 GROUP COUNSELING ON 1/10/17	101-133-940.010	2,560.00
		65371		JANUARY 2017 MENTAL HEALTH COUNSELING	101-134-940.010	400.00
						2,960.00
02/28/2017	AP	65372	THEODORE WILLIAMS JR	FEB. 2017	101-648-801.020	650.00
		65372		FEB. 2017	101-648-930.500	80.00
						80.00

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						730.00
02/28/2017	AP	65373	THERESA KOHLER	REFUND TO POSTER	701-000-265.000	281.72
02/28/2017	AP	65374	THOR CONTRACTING, INC	PROJECT #HO-0812-131452 50% COMPLETED AND INSPECTED	233-690-940.010	19,923.00
02/28/2017	AP	65375	TITLE CHECK LLC	PARCEL ADMIN FEES 2014 TAX FORFE CYCLE FEBRUARY INSTA	516-253-920.410	1,512.94
02/28/2017	AP	65376	TOM PRUSAKIEWICZ	SEIZED CATTLE EXPENSES	212-050-673.002	1,500.00
02/28/2017	AP	65377	TONYA KLEE-JURCZYK	RESTITUTION	701-000-271.000	30.00
02/28/2017	AP	65378	TREDROC TIRE SERVICES LLC	13305 STOCK	588-699-726.052	743.75
		65378		13305 STOCK	588-699-920.400	135.00
						<u>878.75</u>
02/28/2017	AP	65379	VERIZON WIRELESS	ACCT#342115252-00001	261-427-930.210	112.40
02/28/2017	AP	65380	WALMART	RESTITUTION	701-000-271.000	50.00
02/28/2017	AP	65381	WAYNE ISBELL	15-59-DL & 14-104-DL TRANSPORT ON 2/7/17	101-134-940.010	96.00
		65381		15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	292-662-930.830	30.00
						<u>126.00</u>
02/28/2017	AP	65382	WEST PAYMENT CENTER	INV 835620298, 835620299, 835538355; ACCT 1000715367	101-267-726.200	241.95
		65382		INV 835522417; ACCT 1000242483; CLEAR INFO CHGS	101-268-726.200	193.17
						<u>435.12</u>
02/28/2017	AP	65383	WILBER AUTOMOTIVE SUPPLY INC	049094 STOCK & OCCOA (EQ)	588-699-726.050	11.70
		65383		049094 STOCK & OCCOA (EQ)	588-699-726.051	58.75
						<u>70.45</u>
02/28/2017	AP	65384	WINN TELECOM	ACCT#9897326108	261-427-930.210	63.34
		65384		989-705-1786 FEBRUARY	588-697-930.210	258.86
						<u>322.20</u>
02/28/2017	AP	65385	ZAREMBA EQUIPMENT INC	S 102656 STOCK & BUS #6	588-699-726.050	2,616.67
		65385		W 63335 BUS #12	588-699-920.400	350.00
						<u>2,966.67</u>
			TOTAL - ALL FUNDS	TOTAL OF 120 CHECKS		267,887.28

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/28/2017	AP	1585(A)	GARY GELOW	MARCH 2017 CAA CONTRACT PAYMENT	801.021	131	12,060.08
02/28/2017	AP	1586(E)*#	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	930.660	301	2,222.24
				ACCT#100 1181 575	930.660	302	141.16
				ACCT#100 1181 575	930.660	648	62.37
				ACCT#100 1181 575	930.660	721	40.77
				CHECK AP 1586(E) TOTAL FOR FUND 101:			<u>2,466.54</u>
02/28/2017	AP	65269	87- A DISTRICT	JANUARY 2017 GARNISHMENT/CREDIT CARD FEES	930.150	131	820.91
02/28/2017	AP	65270	87-A DISTRICT COURT- IMPREST CASH	PEOPLE V MCKENZIE BENCH TRIAL ON 2/15/17	930.940	131	8.00
				PEOPLE V ALLAIRE PRELIEM ON 2/19/17	930.940	131	52.30
				CHECK AP 65270 TOTAL FOR FUND 101:			<u>60.30</u>
02/28/2017	AP	65277*#	BLUE CARE NETWORK	MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	704.110	131	5,925.63
				MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	704.110	148	1,248.68
				CHECK AP 65277 TOTAL FOR FUND 101:			<u>7,174.31</u>
02/28/2017	AP	65281*#	CATHERINE ISBELL	15-59-DL & 14-104-DL TRANSPORT ON 2/7/17	930.500	134	133.75
				15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	930.500	134	96.30
				15-59-DL & 14-104-DL TRANSPORT ON 2/7/17	940.010	134	54.00
				15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	940.010	134	42.00
				CHECK AP 65281 TOTAL FOR FUND 101:			<u>326.05</u>
02/28/2017	AP	65282	CATHOLIC HUMAN SERVICES INC	JANUARY 2017 MENTAL HEALTH COUNSELING CO-PAYS	940.010	133	15.00
02/28/2017	AP	65283*#	CDW GOVERNMENT INC	3 WIRELESS KEY BOARDS	726.000	131	113.85
				PRINTER & TONER - LAW CLERKS NEW OFFICE	940.111	131	192.82
				CHECK AP 65283 TOTAL FOR FUND 101:			<u>306.67</u>
02/28/2017	AP	65287*#	CROSSROADS INDUSTRIES	INV#17616	726.000	101	35.00
				INV#17616	726.000	215	25.00
				INV#17616	920.410	267	35.00
				INV#17616	920.410	301	35.00
				CHECK AP 65287 TOTAL FOR FUND 101:			<u>130.00</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/28/2017	AP	65289#	CURTISS REPORTING CORP	16-33437-FY-3 PEOPLE V GIERKE TRANSCRIPT	801.030	131	125.05
				16-33324-FY-3 PEOPLE V COLE TRANSCRIPT	801.030	131	212.55
				INV 17650, COLE TRANS.; INV 17651 GIERKE TRANS.	726.000	267	46.20
				CHECK AP 65289 TOTAL FOR FUND 101:			<u>383.80</u>
02/28/2017	AP	65290*#	DE LAGE LANDEN PUBLIC FINANCE	INV#53262721	920.410	267	98.90
				INV#53262721	930.983	267	15.22
				INV#53262721	920.410	864	595.78
				CHECK AP 65290 TOTAL FOR FUND 101:			<u>709.90</u>
02/28/2017	AP	65291*#	DELTA DENTAL OF MICHIGAN	MI00116001 - MARCH 2017 COURT DENTAL	704.110	131	592.34
				MI00116001 - MARCH 2017 COURT DENTAL	704.110	148	110.46
				CHECK AP 65291 TOTAL FOR FUND 101:			<u>702.80</u>
02/28/2017	AP	65293	DENISE BABBITT	MMAO ADVANCED DEPRECIATION COURSE STC	704.400	257	250.00
02/28/2017	AP	65295	DIANA M BOYD	GUARDIANSHIP REVIEW HEARING ON 2/15/17	930.830	131	30.00
02/28/2017	AP	65296	DONNA PETERS	COUNTY BURIAL ALLOWANCE, VETERAN	930.960	681	300.00
02/28/2017	AP	65297*#	DOUG KASSUBA	RELOCATE NETWORK LINE IN CHAMBERS 101	920.400	131	125.00
				CHAMBERS 101: REPAIR AND PAINT	920.400	131	250.00
				CHECK AP 65297 TOTAL FOR FUND 101:			<u>375.00</u>
02/28/2017	AP	65298*#	DUNNS	PENS, FILE FOLDERS, LABELS	726.000	131	84.94
				ACCT#1738	726.000	267	23.77
				JAIL FLOOR MAT/WORK CAMP BINDER'S FOLDERS #845910-0/843975-	726.000	351	102.04
				ACCT#3603	726.000	864	779.51
				ACCT#1738	726.000	864	425.68
				CHECK AP 65298 TOTAL FOR FUND 101:			<u>1,415.94</u>
02/28/2017	AP	65301	EXTRA PACKAGING, LLC	INV#60351	726.000	648	340.55
02/28/2017	AP	65305*#	GASLIGHT MEDIA	INV#53928	930.240	228	50.00
02/28/2017	AP	65306	GENESEE COUNTY MEDICAL EXAMINER	INV#A69-16-201619	930.920	648	1,230.00
				INV#A69-16-201619	930.920	648	1,230.00
				CHECK AP 65306 TOTAL FOR FUND 101:			<u>2,460.00</u>

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Fund: 101 GENERAL FUND							
02/28/2017	AP	65307	GONZALEZ, NICHOLS & NICHOLS PLLC	STIPULATION CONFERENCE N 1/13/17	801.022	131	75.00
02/28/2017	AP	65308*#	GORDON FOOD SERVICES	INMATE FOOD SUPPLIES #788207578/7753/7754/7808/8002/8183	726.025	351	292.22
				INMATE FOOD SUPPLIES #788207578/7753/7754/7808/8002/8183	726.030	351	295.32
				INMATE FOOD #788207109	930.700	351	1,489.89
				INMATE FOOD SUPPLIES #788207578/7753/7754/7808/8002/8183	930.700	351	2,196.01
				CHECK AP 65308 TOTAL FOR FUND 101:			<u>4,273.44</u>
02/28/2017	AP	65313*#	JEFFERY B PROUX	SERVICES THROUGH 02/16/17	801.020	721	40.00
02/28/2017	AP	65319	KERRIE JO DAENZER	GUARDIANSHIP REVIEW HEARING ON 2/8/17	930.500	131	18.40
				GUARDIANSHIP REVIEW HEARING ON 2/8/17	930.830	131	30.00
				CHECK AP 65319 TOTAL FOR FUND 101:			<u>48.40</u>
02/28/2017	AP	65324*#	LINCOLN FINANCIAL	MARCH 2017 CICOTSEGO-C-954784	704.140	131	411.19
				MARCH 2017 CICOTSEGO-C-954784	704.140	133	36.10
				CHECK AP 65324 TOTAL FOR FUND 101:			<u>447.29</u>
02/28/2017	AP	65325	LINETTE VALENTINE	COUNTY BURIAL ALLOWANCE, VETERAN	930.960	681	300.00
02/28/2017	AP	65330	MCSSCET	MCSSA/MCSCCET LEGISLATIVE CONF. - J. POWERS	704.400	101	195.00
02/28/2017	AP	65331*#	MCWCF	MEMBER 760 2017 2ND QUARTER	704.600	131	542.90
				MEMBER 760 2017 2ND QUARTER	704.600	133	115.28
				CHECK AP 65331 TOTAL FOR FUND 101:			<u>658.18</u>
02/28/2017	AP	65333	MID NORTH PRINTING INC	INV 84965, LETTERHEAD, BUS. CARDS; INV 84972, BUS. CARDS	726.000	267	107.65
				INV 84965, LETTERHEAD, BUS. CARDS; INV 84972, BUS. CARDS	726.000	267	39.70
				CHECK AP 65333 TOTAL FOR FUND 101:			<u>147.35</u>
02/28/2017	AP	65336	MPJRA-LATECIA CIRILO TREASURER	JENNY LOCHINSKI - 2017 JUVENILE REGISTER MEMBERSHIP DUES	930.600	131	75.00
02/28/2017	AP	65337	MPJRA-LATECIA CIRILO TREASURER	JULIE CHUDZINSKI - 2017 PROBATE REGISTER MEMBERSHIP DUES	930.600	131	75.00
02/28/2017	AP	65339*#	NATIONAL TEST SYSTEMS LLC	DRUG TESTS	726.000	131	542.00
02/28/2017	AP	65341	NMJOA	JAMIE FITAK - 2017 JUVENILE OFFICERS SPRING CONFERENCE	704.400	131	35.00

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Fund: 101 GENERAL FUND							
02/28/2017	AP	65342#	NORTHERN MICHIGAN REVIEW	PUBLICATION J-14-084-NA & J-16-091-NA	930.450	131	150.50
				PUBLIC NOTICES	930.300	721	180.38
				CHECK AP 65342 TOTAL FOR FUND 101:			<u>330.88</u>
02/28/2017	AP	65344	OBSERVER & ECCENTRIC MEDIA	1710798; PUBLICATON J-16-079-NA	930.450	131	55.20
02/28/2017	AP	65351	OTSEGO COUNTY EMS	COUNTY MORGUE	930.460	648	406.50
				COUNTY MORGUE	930.460	648	406.50
				COUNTY MORGUE	930.460	648	426.00
				COUNTY MORGUE	930.460	648	458.50
				COUNTY MORGUE	930.460	648	478.00
				COUNTY MORGUE	930.460	648	413.00
				CHECK AP 65351 TOTAL FOR FUND 101:			<u>2,588.50</u>
02/28/2017	AP	65352	OTSEGO COUNTY TREASURER	REIMB JURY BOX	930.930	145	14.90
02/28/2017	AP	65355	RAINBOW PLAQUE CO	INV. 545928; 2-6-17; PLAQUE FOR VICTIM ADVOCATE	726.000	267	9.00
02/28/2017	AP	65362	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE PURCHASE #34525/35417	930.210	351	2,004.00
02/28/2017	AP	65364	SOUL PURPOSE COUNSELING & CONSULT	JANUARY 2017 GROUP COUNSELING ON 1/24/17	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	315.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	210.00
				CHECK AP 65364 TOTAL FOR FUND 101:			<u>685.00</u>
02/28/2017	AP	65366#	STAPLES BUSINESS ADVANTAGE	SUMMARY INV# 8043137430	106.000	000	68.30
				SUMMARY INV# 8043137430	106.000	000	68.30
				INV#3329809099 (MSUE COPY PAPER)	106.000	000	99.09
				SUMMARY INV# 8043137430	726.000	101	16.99
				CHECK AP 65366 TOTAL FOR FUND 101:			<u>252.68</u>
02/28/2017	AP	65368	SYSCO - GRAND RAPIDS	INMATE FOOD #168053752	930.700	351	1,906.63
02/28/2017	AP	65371#	TERRANCE M COTTLE	JANUARY 2017 GROUP COUNSELING ON 1/10/17	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	400.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	80.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	240.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	400.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	320.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	160.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	133	320.00
				JANUARY 2017 MENTAL HEALTH COUNSELING	940.010	134	400.00
				CHECK AP 65371 TOTAL FOR FUND 101:			<u>2,960.00</u>
02/28/2017	AP	65372	THEODORE WILLIAMS JR	FEB. 2017	801.020	648	650.00
				FEB. 2017	930.500	648	80.00
				CHECK AP 65372 TOTAL FOR FUND 101:			<u>730.00</u>
02/28/2017	AP	65381*#	WAYNE ISBELL	15-59-DL & 14-104-DL TRANSPORT ON 2/7/17	940.010	134	54.00
				15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	940.010	134	42.00
				CHECK AP 65381 TOTAL FOR FUND 101:			<u>96.00</u>
02/28/2017	AP	65382#	WEST PAYMENT CENTER	INV 835620298, 835620299, 835538355; ACCT 1000715367	726.200	267	241.95
				INV 835522417; ACCT 1000242483; CLEAR INFO CHGS	726.200	268	193.17
				CHECK AP 65382 TOTAL FOR FUND 101:			<u>435.12</u>
				Total for fund 101 GENERAL FUND			49,357.42
Fund: 205 WORK CAMP							
02/28/2017	AP	1586(E)*#	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	930.660	301	305.95
02/28/2017	AP	65298*#	DUNNS	JAIL FLOOR MAT/WORK CAMP BINDER'S FOLDERS #845910-0/843975- 726.000		301	19.82
02/28/2017	AP	65308*#	GORDON FOOD SERVICES	INMATE FOOD SUPPLIES #788207578/7753/7754/7808/8002/8183	726.000	301	30.28
02/28/2017	AP	65349*#	OTSEGO COUNTY BUS SYSTEM	WORK CAMP VEHICLE REPAIR #5203/5218	726.050	301	825.41
				Total for fund 205 WORK CAMP			1,181.46
Fund: 208 PARKS AND RECREATION							
02/28/2017	AP	1586(E)*#	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	930.660	751	65.69
				ACCT#100 1181 575	930.660	752	65.70
				CHECK AP 1586(E) TOTAL FOR FUND 208:			<u>131.39</u>
				Total for fund 208 PARKS AND RECREATION			131.39

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 210 AMBULANCE SERVICES							
02/28/2017	AP	1586(E)*#	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	700.000	651	4,896.29
Total for fund 210 AMBULANCE SERVICES							4,896.29
Fund: 212 ANIMAL CONTROL							
02/28/2017	AP	1586(E)*#	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	930.660	430	373.93
02/28/2017	AP	65290*#	DE LAGE LANDEN PUBLIC FINANCE	INV#53262721	920.410	430	141.55
02/28/2017	AP	65298*#	DUNNS	ACCT#1738	726.000	430	57.70
02/28/2017	AP	65376	TOM PRUSAKIEWICZ	SEIZED CATTLE EXPENSES	673.002	050	1,500.00
Total for fund 212 ANIMAL CONTROL							2,073.18
Fund: 215 FRIEND OF THE COURT							
02/28/2017	AP	65277*#	BLUE CARE NETWORK	MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	704.110	141	5,617.37
02/28/2017	AP	65291*#	DELTA DENTAL OF MICHIGAN	MI00116001 - MARCH 2017 COURT DENTAL	704.110	141	465.56
02/28/2017	AP	65310*#	IMAGE FACTORY INC	12 FOC RECEIPT BOOKS	726.000	141	142.00
02/28/2017	AP	65324*#	LINCOLN FINANCIAL	MARCH 2017 CICOTSEGOC-BL-954784	704.140	141	189.67
02/28/2017	AP	65331*#	MCWCF	MEMBER 760 2017 2ND QUARTER	704.600	141	427.38
02/28/2017	AP	65361	SCOTT T BEATTY	FEBRUARY 2017 FOC REFEREE HEARINGS	940.010	141	1,600.00
Total for fund 215 FRIEND OF THE COURT							8,441.98
Fund: 226 RECYCLING FUND							
02/28/2017	AP	1585(E)*#	CONSUMERS ENERGY	ACCT# 1000 7019 9300	930.620	528	24.96
02/28/2017	AP	65271	ALPINE LANDSCAPE & SNOW LLC	INV#21517 (SNOW REMOVAL)	940.010	528	650.00
02/28/2017	AP	65299	EARTHWORKS ENTERPRISES INC	INV#19565	940.010	528	745.38
02/28/2017	AP	65305*#	GASLIGHT MEDIA	INV#53967 (OTSEGORECYCLING.ORG 9-YR. DOMAIN RENEWAL)	940.010	528	200.00
02/28/2017	AP	65357	RONALD KORONKA	SNOWPLOWING	940.010	528	473.00
Total for fund 226 RECYCLING FUND							2,093.34
Fund: 233 HUD GRANT FUND							

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 233 HUD GRANT FUND							
02/28/2017	AP	65317	JOHN LAFAVE	2/16/17 HOUSING MEETING PER DIEM, TRAVEL REIMBURSEMENT	703.040	690	50.00
				2/16/17 HOUSING MEETING PER DIEM, TRAVEL REIMBURSEMENT	930.500	690	6.27
				CHECK AP 65317 TOTAL FOR FUND 233:			<u>56.27</u>
02/28/2017	AP	65320	KEVAN D FLORY	2/16/17 HOUSING MEETING PER DIEM	703.040	690	50.00
02/28/2017	AP	65374	THOR CONTRACTING, INC	PROJECT #HO-0812-131452 50% COMPLETED AND INSPECTED	940.010	690	19,155.00
				PROJECT #HO-0812-131452 50% COMPLETED AND INSPECTED	940.010	690	150.00
				PROJECT #HO-0812-131452 50% COMPLETED AND INSPECTED	940.010	690	618.00
				CHECK AP 65374 TOTAL FOR FUND 233:			<u>19,923.00</u>
				Total for fund 233 HUD GRANT FUND			20,029.27
Fund: 249 BUILDING INSPECTION FUND							
02/28/2017	AP	1586(E)*#	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	930.660	371	13.59
02/28/2017	AP	65290*#	DE LAGE LANDEN PUBLIC FINANCE	INV#53262721	920.410	371	100.42
02/28/2017	AP	65298*#	DUNNS	ACCT#1738	726.000	371	95.94
02/28/2017	AP	65300	ELI ELECTRIC LLC	SERVICES THROUGH 02/16/2017	801.026	371	680.00
02/28/2017	AP	65312	INTERNATIONAL CODE COUNCIL,INC	CODE BOOKS	726.200	371	688.00
02/28/2017	AP	65313*#	JEFFERY B PROUX	SERVICES THROUGH 02/16/17	801.024	371	595.00
02/28/2017	AP	65316	JNJ ALPINE AUTOWASH LLC	CARWASH	920.400	371	6.30
02/28/2017	AP	65340	NMCOA	MADCAD (CODE) PARTICIPATION	726.200	371	300.00
02/28/2017	AP	65353	PITNEY BOWES INC-SUPPLIES	POSTAGE MACHINE LEASE	920.410	371	93.57
02/28/2017	AP	65354	PURCHASE POWER	POSTAGE FOR PITNEY BOWES METER	930.450	371	198.96
				Total for fund 249 BUILDING INSPECTION FUND			2,771.78
Fund: 260 LEGAL DEFENSE FUND							
02/28/2017	AP	65288	CUMMINGS, MCCLOREY, DAVIS & ACHO P	INV#235167	801.020	270	2,526.50
				Total for fund 260 LEGAL DEFENSE FUND			2,526.50
Fund: 261 911 SERVICE FUND							
02/28/2017	AP	65284	CENTURY LINK	ACCT. ELMIRA TWP. FIRE. DEPT. ACCT#300451601	930.210	427	55.18
02/28/2017	AP	65285	CENTURYLINK	ACCT#63357762 INV#1400415412	930.210	427	129.17

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Fund: 261 911 SERVICE FUND							
02/28/2017	AP	65369	TELE-RAD	INV#877481	970.435	901	845.10
02/28/2017	AP	65379	VERIZON WIRELESS	ACCT#342115252-00001	930.210	427	112.40
02/28/2017	AP	65384*#	WINN TELECOM	ACCT#9897326108	930.210	427	63.34
Total for fund 261 911 SERVICE FUND							1,205.19
Fund: 281 AIRPORT							
02/28/2017	AP	1586(E)*#	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	930.660	537	65.35
02/28/2017	AP	65298*#	DUNNS	ACCT#1738	726.000	537	56.46
02/28/2017	AP	65327	MAAE	AIRPORT MANAGERS CONFERENCE	930.500	537	200.00
Total for fund 281 AIRPORT							321.81
Fund: 290 SOCIAL WELFARE FUND							
02/28/2017	AP	65363	SHERRY S HUFF	JAN. 2017 DHHS BD. EXPS.	703.040	670	50.00
				JAN. 2017 DHHS BD. EXPS.	930.500	670	20.00
CHECK AP 65363 TOTAL FOR FUND 290:							70.00
Total for fund 290 SOCIAL WELFARE FUND							70.00
Fund: 292 CHILD CARE FUND							
02/28/2017	AP	65277*#	BLUE CARE NETWORK	MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	704.110	662	1,852.05
02/28/2017	AP	65281*#	CATHERINE ISBELL	15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	930.500	662	32.10
				15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	930.830	662	30.00
CHECK AP 65281 TOTAL FOR FUND 292:							62.10
02/28/2017	AP	65291*#	DELTA DENTAL OF MICHIGAN	MI00116001 - MARCH 2017 COURT DENTAL	704.110	662	160.12
02/28/2017	AP	65324*#	LINCOLN FINANCIAL	MARCH 2017 CICOTSEGOC-BL-954784	704.140	662	83.64
02/28/2017	AP	65331*#	MCWCF	MEMBER 760 2017 2ND QUARTER	704.600	662	508.69
02/28/2017	AP	65339*#	NATIONAL TEST SYSTEMS LLC	DRUG TESTS	726.000	662	542.00
02/28/2017	AP	65349*#	OTSEGO COUNTY BUS SYSTEM	JANUARY 2017 ALTERNATIVE EDUCATION BUS	930.500	662	168.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 292 CHILD CARE FUND							
02/28/2017	AP	65381*#	WAYNE ISBELL	15-92-DL TRANSPORT ON 2/7/17 & 2/12/17	930.830	662	30.00
Total for fund 292 CHILD CARE FUND							3,406.60
Fund: 497 COURTHOUSE RESTORATION							
02/28/2017	AP	65297*#	DOUG KASSUBA	INV#201706 (JUDGE MERTZ'S OFFICE)	970.300	901	600.00
				INV. #201707 (ROOM 215)	970.300	901	250.00
CHECK AP 65297 TOTAL FOR FUND 497:							850.00
02/28/2017	AP	65329*#	MAXIMUM SECURITY	JUDGE MERTZ OFFICE SECURITY PANEL & VIDEO ACCESS SYSTEM (970.300		901	2,154.20
02/28/2017	AP	65367	SUNRISE CONSTRUCTION COMPANY INC	INV#1160064 (JUDGE MERTZ'S OFFICE)	970.300	901	2,500.00
Total for fund 497 COURTHOUSE RESTORATION							5,504.20
Fund: 516 DELINQUENT TAX REVOLVING							
02/28/2017	AP	65283*#	CDW GOVERNMENT INC	LEXMARK SUPPLIES 500Z IMAGING UNIT (QUOTE- HRTM696)	726.000	253	43.59
02/28/2017	AP	65310*#	IMAGE FACTORY INC	1000 TAX CERT LABELS	726.000	253	90.00
02/28/2017	AP	65346	OFFICE DEPOT INC	SUPPLIES	726.000	253	50.13
02/28/2017	AP	65375	TITLE CHECK LLC	PARCEL ADMIN FEES 2014 TAX FORFE CYCLE FEBRUARY INSTALLME	920.410	253	1,512.94
Total for fund 516 DELINQUENT TAX REVOLVING							1,696.66
Fund: 588 TRANSPORTATION FUND							
02/28/2017	AP	65280	BLUE TOOL SERVICE LLC	64644 SHOP TOOLS	726.050	699	16.13
02/28/2017	AP	65298*#	DUNNS	8469130 MOPS, BATTERIES; SHEET PROTECTORS	726.000	697	6.95
				8467680 BLOWOFF DUSTER (KEYBOARDS)	726.000	697	14.75
				8469130 MOPS, BATTERIES; SHEET PROTECTORS	726.025	698	97.93
CHECK AP 65298 TOTAL FOR FUND 588:							119.63
02/28/2017	AP	65309	GRACE WALL	02/08/2017 CDL	930.600	699	47.00
02/28/2017	AP	65314	JIM'S ALPINE AUTOMOTIVE	1-713826 BUS #31	726.050	699	50.32
				1-714160 BUS #31 & SHOP	726.050	699	7.60
				1-713612 STOCK	726.050	699	75.60
				1-713453 STOCK & EQUANOX	726.050	699	6.50
				1-713601 STOCK *SHERIFF	726.051	699	191.29
				1-713453 STOCK & EQUANOX	726.051	699	3.25
				1-714406 MEALS #42	726.051	699	556.98

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/28/2017 - 02/28/2017

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 588 TRANSPORTATION FUND							
				1-714466 SHERIFF #69-012	726.051	699	16.18
				CHECK AP 65314 TOTAL FOR FUND 588:			<u>907.72</u>
02/28/2017	AP	65334	MID STATES BOLT & SCREW CO	30968320 BUS #27	726.050	699	24.93
02/28/2017	AP	65335	MISTER T'S GLASS	AO6857 WINDSHIELD #24	940.010	699	341.30
				AO6856 WINDSHIELD #26	940.010	699	341.30
				CHECK AP 65335 TOTAL FOR FUND 588:			<u>682.60</u>
02/28/2017	AP	65343	NORTHERN TECH SUPPLY	NT20932 SHOP STOCK	726.050	699	19.54
02/28/2017	AP	65345	ODS THE DOOR SPECIALIST	15838 GARAGE DOOR #3	940.010	698	110.00
02/28/2017	AP	65347	OMS COMPLIANCE SERVICES INC	86465 RANDOM DRUG TEST	940.010	699	75.75
02/28/2017	AP	65359	SAFETY KLEEN	72487089 SHOP CLEANER	940.010	698	199.00
02/28/2017	AP	65365	STANDARD ELECTRIC COMPANY	9521679-00 GARAGE LIGHTS	726.025	698	128.48
02/28/2017	AP	65370	TELEPHONE SUPPORT SYSTEMS INC	14558 01/05/2017 SERVICE CALL	940.010	697	124.20
02/28/2017	AP	65378	TREDROC TIRE SERVICES LLC	13305 STOCK	726.052	699	743.75
				13305 STOCK	920.400	699	135.00
				CHECK AP 65378 TOTAL FOR FUND 588:			<u>878.75</u>
02/28/2017	AP	65383	WILBER AUTOMOTIVE SUPPLY INC	049094 STOCK & OCCOA (EQ)	726.050	699	11.70
				049094 STOCK & OCCOA (EQ)	726.051	699	12.18
				049677 SHERIFF *WORK CAMP VAN #69-016	726.051	699	46.57
				CHECK AP 65383 TOTAL FOR FUND 588:			<u>70.45</u>
02/28/2017	AP	65384*#	WINN TELECOM	989-705-1786 FEBRUARY	930.210	697	258.86
02/28/2017	AP	65385	ZAREMBA EQUIPMENT INC	S 102656 STOCK & BUS #6	726.050	699	86.61
				S 102684 BUS #6	726.050	699	22.08
				S 102831 BUS #6	726.050	699	32.48
				S 103117 BUS #12	726.050	699	15.95
				S 102822 BUS #6	726.050	699	2,357.99
				W 63335 BUS #12	726.050	699	15.00
				S 103289 BUS #8	726.050	699	86.56
				W 63335 BUS #12	920.400	699	350.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 588 TRANSPORTATION FUND							
				CHECK AP 65385 TOTAL FOR FUND 588:			2,966.67
				Total for fund 588 TRANSPORTATION FUND			6,629.71
Fund: 594 UC METROPOLITAN AREA NETWORK							
02/28/2017	AP	65305*#	GASLIGHT MEDIA	INV#53790 & 53981	700.000	228	2,900.00
				INV#53790 & 53981	700.000	228	2,900.00
				CHECK AP 65305 TOTAL FOR FUND 594:			5,800.00
				Total for fund 594 UC METROPOLITAN AREA NETWORK			5,800.00
Fund: 637 BUILDING AND GROUNDS							
02/28/2017	AP	1585(E)*#	CONSUMERS ENERGY	ALPINE CTR. & LAND USE	930.620	265	4,941.60
				ALPINE CTR. & LAND USE	930.620	265	98.14
				ACCT#1000 0016 3053 & 1030 1585 2710	930.620	265	2,822.79
				ACCT#1000 0016 3053 & 1030 1585 2710	930.620	265	142.17
				ALPINE CTR. & LAND USE	930.620	265	589.62
				CHECK AP 1585(E) TOTAL FOR FUND 637:			8,594.32
02/28/2017	AP	65272	ALPINE LOCKSMITH	INV#417551 (KEYS FOR ROOM 215)	726.050	265	10.00
02/28/2017	AP	65274	AMERICAN WASTE	INV#1832707	920.410	265	185.00
				INV.# 1832706	920.410	265	190.55
				CHECK AP 65274 TOTAL FOR FUND 637:			375.55
02/28/2017	AP	65298*#	DUNNS	ACCT#1738	726.050	265	(399.00)
02/28/2017	AP	65304	FRONTIER	ACCT#989-732-2373-030804-5	930.210	265	49.17
02/28/2017	AP	65311*#	IMPREST CASH-ADMINISTRATION	REPLENISH IMPREST CASH	726.050	265	22.50
02/28/2017	AP	65329*#	MAXIMUM SECURITY	INV#12180	920.410	265	89.97
				Total for fund 637 BUILDING AND GROUNDS			8,742.51
Fund: 645 ADMINISTRATIVE SERVICES							
02/28/2017	AP	1586(E)*#	SPEEDWAY SUPERAMERICA LLC	ACCT#100 1181 575	930.660	172	68.46
02/28/2017	AP	65311*#	IMPREST CASH-ADMINISTRATION	REPLENISH IMPREST CASH	930.450	201	0.23
02/28/2017	AP	65366*#	STAPLES BUSINESS ADVANTAGE	SUMMARY INV# 8043137430	726.000	201	9.99

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 645 ADMINISTRATIVE SERVICES							
				SUMMARY INV# 8043137430	726.000	270	10.98
				SUMMARY INV# 8043137430	726.000	270	8.44
				SUMMARY INV# 8043137430	726.000	270	9.44
				CHECK AP 65366 TOTAL FOR FUND 645:			<u>38.85</u>
				Total for fund 645 ADMINISTRATIVE SERVICES			107.54
Fund: 647 HEALTH CARE FUND							
02/28/2017	AP	65275	BENISTAR HARTFORD - 6795	ACCT#06218 INV#03012017 (MARCH 2017)	704.110	851	7,689.50
02/28/2017	AP	65278	BLUE CARE NETWORK	GROUP# 00282880 INV#170410065999 (MARCH 2017)	704.110	851	18,701.76
02/28/2017	AP	65279	BLUE CROSS BLUE SHIELD OF MICHIGAN	GROUP#007041908 (3/1/2017 - 3/31/2017)	704.110	851	57,068.84
02/28/2017	AP	65292	DELTA DENTAL OF MICHIGAN	INV#RIS0001374670 (MARCH 2017)	704.110	851	5,710.94
				Total for fund 647 HEALTH CARE FUND			89,171.04
Fund: 701 GENERAL AGENCY							
02/28/2017	AP	65276	BEVERLY ENTERPRISES	RESTITUTION	271.000	000	50.00
02/28/2017	AP	65286	CHRIS DECKROW	RESTITUTION	271.000	000	85.00
02/28/2017	AP	65287*#	CROSSROADS INDUSTRIES	RESTITUTION	271.000	000	200.00
02/28/2017	AP	65294	DENISE SOCIA	RESTITUTION	271.000	000	10.00
02/28/2017	AP	65302	EXTREME POWER SPORTS	RESTITUTION	271.000	000	50.00
02/28/2017	AP	65303	FARM BUREAU INSURANCE	CLM#001-39328A-080	271.000	000	240.00
02/28/2017	AP	65315	JIMMY SMITH	BDR LESS 10%	265.000	000	180.00
02/28/2017	AP	65318	KEN REEDY	RESTITUTION	271.000	000	20.00
02/28/2017	AP	65321	KEVIN KENNEDY	RESTITUTION	271.000	000	20.00
02/28/2017	AP	65322	LATITUDE SUBROGATION SERVICES	RESTITUTION	271.000	000	100.00
02/28/2017	AP	65323	LEROY JAMES DAVIS	BDR @ \$450 X2	265.000	000	900.00
02/28/2017	AP	65326	LUCY RICH	BDR LESS 10% B-1	265.000	000	370.00
02/28/2017	AP	65328	MATTHEW GREEN	RESTITUTION	271.000	000	50.00
02/28/2017	AP	65348	OTSEGO CO FOC		265.000	000	918.28
02/28/2017	AP	65350	OTSEGO COUNTY CLERK	16-5195 BDA \$180/BDU \$20; 16-5210 BDA \$180/BDU \$20; BDU'S: 15-504	265.000	000	650.00
02/28/2017	AP	65356	RICHARD CILWA	RESTITUTION	271.000	000	50.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY							
02/28/2017	AP	65358	SABRINA JANE MOORE	EVANS BDR LESS 10% 3RD PTY	265.000	000	900.00
02/28/2017	AP	65360	SANE	RESTITUTION	271.000	000	12.50
				RESTITUTION	271.000	000	120.00
				CHECK AP 65360 TOTAL FOR FUND 701:			<u>132.50</u>
02/28/2017	AP	65373	THERESA KOHLER	REFUND TO POSTER	265.000	000	281.72
02/28/2017	AP	65377	TONYA KLEE-JURCZYK	RESTITUTION	271.000	000	30.00
02/28/2017	AP	65380	WALMART	RESTITUTION	271.000	000	50.00
				Total for fund 701 GENERAL AGENCY			5,287.50
Fund: 704 PAYROLL IMPREST FUND							
02/28/2017	AP	65273	AMERICAN FIDELITY ASSURANCE COMPANY	FEBRUARY 2017 CANCER/LIFE/DISABILITY	231.285	000	342.26
02/28/2017	AP	65277*#	BLUE CARE NETWORK	MARCH 2017 COURT MEDICAL 3/1/17 TO 3/31/17	231.261	000	3,660.93
02/28/2017	AP	65291*#	DELTA DENTAL OF MICHIGAN	MI00116001 - MARCH 2017 COURT DENTAL	231.261	000	332.12
02/28/2017	AP	65332	MCWCF	MEMBER #736 INV#3020 (2ND QTR. BILLING - 2017)	231.270	000	38,911.19
02/28/2017	AP	65338	MUTUAL OF OMAHA	GROUP ID# G000AYJX (MARCH 2017	231.870	000	3,195.41
				Total for fund 704 PAYROLL IMPREST FUND			46,441.91
				TOTAL - ALL FUNDS			267,887.28

**INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/14/2017	AP	65137	MICHIGAN GOVT FIN OFFICER ASSN	SPRING SEMINAR 2017		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00