

October 24, 2017

The regular meeting of the Otsego County Board of Commissioners was held at the County Building at 225 West Main Street, Room 100, Gaylord, Michigan. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Ken Glasser, followed by the Pledge of Allegiance led by Dona Wishart.

Roll Call:

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

Excused: Doug Johnson.

Consent Agenda:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the Regular Minutes of October 10, 2017 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve OCR 17-26 Discharge of mortgage to Carol Gould.

Roll Call Vote:

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

Excused: Doug Johnson.

Resolution adopted/Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the reappointment of Chuck Berlin to the Otsego County Veterans' Affairs Board to a term expiring on December 31, 2021. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the reappointment of Paul Cafuk to the Otsego County Veterans' Affairs Board to a term expiring on December 31, 2021. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the reappointment of Paul Gunderson to the Gaylord Regional Airport Advisory to a term expiring on December 31, 2020. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the reappointment of Mark Kersten to the Otsego County EMS Board to a term expiring on December 31, 2020. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the reappointment of Kenneth Arndt to the Otsego County Planning Commission to a term expiring on December 31, 2020. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve OCR 17-27 Discharge of mortgage to Richard T. Amborski.

Roll Call Vote:

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

Excused: Doug Johnson.

Resolution adopted/Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the reappointment of Jan Norton to the Otsego County Planning Commissioner to a term expiring on December 31, 2020. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the reappointment of Joseph Duff to the Otsego County Commission on Aging Board to a term expiring on December 31, 2020. Ayes: Unanimous. Motion carried.

Committee Reports:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to approve the reduction in Building Department fees by eliminating the \$30.00 permit fee for decks and porches, and by eliminating the \$100.00 demolition fee. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Julie Powers, to approve the 2018 wage scale for non-union employees. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to approve the budget amendments for the Library Expansion Project for funds 472 and 473. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

Rachel Frisch reported the boilers at the Alpine Center are completed; Library ground breaking was 10-20-17; State of the Community breakfast is 10-25-17 at 7:00 a.m.; Deputy James Fox received the award of excellent service from the Women's resource center.

Department Head Report:

Suzy DeFeyter reported on the County Clerk and Register of Deeds offices. The Clerk's office have scanned the court files back to 1955; the Townships and the City have received their new election equipment in October; sample ballots are on the County website for the November 7<sup>th</sup> election; CPL changed went into effect 10-11-17; we have 144 less permits than last year; SCAO is coming out with a new retention schedule; juror pay increase from 25.00 to 30.00 for a full day and 12.50 to 15.00 for ½ day effective April 2018. The Register of Deeds took in 1,982 less documents this year than last year, but collected \$207,726.72 more money than last year.

Road Commissioner update from Jason Melancon to be rescheduled.

Special Presentations: None.

City Liaison, Township and Village Representative: None.

New Business:

Motion by Commissioner Rob Pallarito, seconded by Commissioner Duane Switalski, to approve the October 17, 2017 Warrant in the total amount of \$204,309.03. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, seconded by Commissioner Paul Liss, to approve the October 24, 2017 Warrant in the amount of \$207,298.54. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Beachnau attended the Pigeon River Advisory Council meeting, met the new forest manager; working on recreation plan; Last elk hunt is in December; Budget and Finance committee meeting every Tuesday at 1:30 p.m.; attended the Livingston Township meeting; Attended the City Council meeting, updated the street plan.

Commissioner Julie Powers had no report.

Commissioner Duane Switalski had no report.

Commissioner Rob Pallarito attended the public hearing for the joint land use study in Grayling, light attendance; Congratulated Vicki Courterier for being Court Administrator of the year.

Commissioner Ken Glasser attended the Conservation District meeting; attended the Road Commissioner meeting, trying to finish some road projects.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss thanked Rachel Frisch and Commissioners for all of their hard work on the budget; attended the transportation meeting; reported on the Family Dollar in Vanderbilt progress.

Commissioner Ken Borton is attending the MAC open house in Lansing on 10-25-17; attending the MAC Transportation meeting in Lansing on 10-27-17; MAC board meeting is 11-7-17.

Meeting adjourned at 10:17 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyer, Otsego County Clerk

**RESOLUTION NO. OCR 17-26**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
October 24, 2017

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 3691 Southview Drive, Johannesburg, Michigan 49751 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1370, Pages 971-986 and in the name Carol Gould, a single woman and

**WHEREAS**, said Mortgage has been paid in full; now, therefore, be it

**RESOLVED**, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Carol Gould, a single woman and be it further

**RESOLVED**, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.

**RESOLUTION NO. OCR 17-27**  
**AUTHORIZING RESOLUTION**  
OTSEGO COUNTY BOARD OF COMMISSIONERS  
October 24, 2017

**WHEREAS**, the Otsego County Board of Commissioners is the owner of a property located at 647 Modesto, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1162, Pages 472-485 and in the name Richard T. Amborski, a single man and

**WHEREAS**, said Mortgage has been paid in full; now, therefore, be it

**RESOLVED**, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Richard T. Amborski, a single man, and be it further

**RESOLVED**, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.

## LAND USE SERVICES DEPARTMENT

### Building Fees:

Permit Application Fee	35.00
For Building Permits:	
ICC Fee Schedule and type of construction is used for all permits.	
Electrical, Mechanical and Plumbing Permits are calculated based upon the itemized permit applications.	
Deck	.01 times the sq ft of project
Porch	.10 times the sq ft of project
Demolition (eliminate \$100 fee)	Permit Application Fee of \$35.00
For projects not involving a square footage calculation	\$50.00
Residential Plan Reviews	15% of Permit Fee
Commercial Plan Reviews	.0015 times the value of the project
Inspections	\$50.00 per inspection

### Planning & Zoning Fees:

#### Zoning Permits:

Application Fee	\$35.00
Single Family Dwelling	\$45.00
Residential Addition	\$45.00
Accessory buildings	\$45.00
Decks and Porches	<del>\$30.00</del>
Non-residential Signs	\$45.00
Residential Signs	No charge
Shoreland Permits	\$100.00
Sheds less than 200 sf	\$35.00
Fences	\$25.00
Camping Trailers	\$35.00
Home Occupations	\$30.00
Zoning Re-Inspection Fee (additional inspections)	\$50.00

Commercial Site Plan Review - In-house \$100.00

#### Land Divisions:

Hayes, Livingston & Chester Twps.	\$100.00
Bagley, Corwith, Dover, Elmira & Otsego Lake Twps.	\$25.00

#### Planning Commission Permits:

Site Plan Review	\$500.00
Special Use Permit	\$700.00
Rezoning Request	\$700.00

#### Planning Commission Permits: (When Special Meeting is Required)

Site Plan Review	\$950.00
Special Use Permit	\$950.00
Rezoning Request: (1 to 5 parcels)	\$950.00
Rezoning Request: (6 to 10 parcels)	\$1,050.00
Rezoning Request: (11 or more parcels)	\$1,150.00

2018 Proposed Non-Union/Elected Wage Progression Schedule (COLA is not included)

Grade	Minimum					Maximum
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50
2	\$11.75	\$12.34	\$12.93	\$13.51	\$14.10	\$14.69
3	\$12.93	\$13.57	\$14.22	\$14.86	\$15.51	\$16.16
4	\$13.57	\$14.25	\$14.93	\$15.61	\$16.29	\$16.96
5	\$14.25	\$14.96	\$15.67	\$16.39	\$17.10	\$17.81
6	\$14.96	\$15.71	\$16.46	\$17.21	\$17.95	\$18.70
7	\$15.71	\$16.50	\$17.28	\$18.07	\$18.85	\$19.64
8	\$16.50	\$17.32	\$18.15	\$18.97	\$19.80	\$20.62
8	\$34,320	\$36,034	\$37,748	\$39,462	\$41,176	\$42,890
10	\$19.06	\$20.02	\$20.97	\$21.92	\$22.88	\$23.83
10	\$39,645	\$41,629	\$43,613	\$45,598	\$47,582	\$49,566
11	\$21.45	\$22.52	\$23.59	\$24.66	\$25.74	\$26.81
11	\$44,616	\$46,846	\$49,076	\$51,305	\$53,535	\$55,765
12	\$50,190	\$52,699	\$55,207	\$57,716	\$60,224	\$62,733
13	\$57,720	\$60,603	\$63,486	\$66,368	\$69,251	\$72,134
14	\$60,590	\$63,623	\$66,656	\$69,688	\$72,721	\$75,754
15	\$77,563	\$81,440	\$85,317	\$89,195	\$93,072	\$96,949



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Library Bldg Construction Bond 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 budget for the Library Expansion Project

**REVENUE** (the bond proceeds and construction portion)

Account Number	Decrease	Increase
472-050-698.000 Bond Proceeds	\$	\$ 2,274,158
472-050-580.000 Contributions from library funds	\$	\$ 787,500
472-050-699.030 Transfer In	\$	\$ 365,495
	\$	\$
<b>Total</b>	\$	\$ 3,427,153

**EXPENDITURE**

Account Number	Increase	Decrease
472-901-801.020 Professional Svcs	\$ 411,025	\$
472-901-970.300 Furniture & Fixtures	\$ 250,000	\$
472-901-970.300 Property Improvements	\$ 2,766,128	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 3,427,153	\$

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

**Finance Department**

Entered:

By:

*Rachel Frisch*

*10.17.17*

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

10/24/17

\_\_\_\_\_  
Board Approval Date (if necessary)

\_\_\_\_\_  
Budget Adjustment #

\_\_\_\_\_  
Posting Number



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Library Bldg Millage 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 budget for the Library Expansion Project

**REVENUE** (the millage proceeds and debt service portion)

Account Number	Decrease	Increase
473-010-402.000 Property Taxes	\$	\$ 458,073
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$ 458,073

**EXPENDITURE**

Account Number	Increase	Decrease
473-999-999.000 Debt Service Pmts	\$ 380,663	\$
473-999-999.000 Transfer to Constr Fd	\$ 77,410	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 458,073	\$

Department Head Signature

Date

*Rachel Firsch*

*10.17.17*

Administrator's Signature

Date

10/24/17

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

<b>Finance Department</b>
Entered:
By: