

April 24, 2018

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 Kyle Ryan.

Roll Call:

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

Excused: Ken Glasser.

Absent: Bruce Brown.

Consent Agenda:

Motion by Commissioner Julie Powers, seconded by Commissioner Rob Pallarito, to approve the regular minutes of April 10, 2018. Ayes: Unanimous. Motion carried.

Department Head Report:

Kyle Ryan reported on the Parks and Recreation Department, 2 new cabins added last year for a total of 4 at the County Park; Grant funding received to renovate Libke Fields, fence, signage, new back stop. Took over the dog park last summer, positive feedback from the Community; added a part-time employee at the Community Center employee last year; purchased a new truck; spring cleanup at the County park is the first weekend in May. On 4-25-18 closing on the purchase of 2 lots adjacent to the County Park; relocate the ranger station at the park in October. Renovating the utility building; renovate the beach, not much sand left with the high lake levels. Groen property relocating the entrance.

Committee Reports:

Motion by Commissioner Paul Beachnau, seconded by Rob Pallarito, to adopt OCR 18-07 Animal Control Millage Resolution to include the millage proposition on the ballot for the August 7, 2018 primary election.

Roll Call Vote:

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

Nays: None.

Excused: Ken Glasser.

Absent: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Julie Powers, to adopt OCR 18-08 Recycling Millage to include the millage proposition on the ballot for the August 7, 2018 primary election.

Roll Call Vote:

Ayes: Julie Powers, Paul Beachnau, Paul Liss, Duane Switalski, Doug Johnson, Ken Borton.

Nays: Rob Pallarito.

Excused: Ken Glasser.

Absent: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Commissioner Bruce Brown arrived at 9:55 a.m.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Doug Johnson, to approve the additional \$216 for contractual accounting services provided by Anderson Tackman. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the proposed increase to the reimbursement maximum limits for business travel and meals, and to clarify the language related to tipping for meals. Ayes: Unanimous. Motion carried. (see attached)

Special Presentation:

Employee recognition of LuAnne Deane for 20 years of employment presented by Vicki Courterier.

Administrator's Report:

Rachel Frisch announced at the Transportation Committee meeting, Victor Briley was named the Airshow Marshall; security officer agreement in place with Gaylord Community Schools; shortage of building inspectors around the State, meeting was held possible sharing inspectors with other Counties; Area Tennis association meeting, to follow-up we are on track to finish up the tennis court, ribbon cutting ceremony 5-24-18.

City Liaison, Township, Village Representative:

Vic Ouellette reported on the City Council meeting; received a grant to cover a portion of the new SUV; working on road projects, Dickerson starting soon; car show coming to Gaylord.

Correspondence:

Tim Hanley presented the February 2018 financial reports to the Board.

New Business:

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson to approve the April 17, 2018 Warrant in the amount of \$189,788.11. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers to approve the April 24, 2018 Warrant in the amount of \$332,224.28. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Beachnau reported on the Pigeon River Advisory meeting; everything is doing well, concerns of chronic wasting disease; minor changes to operating policy; 2 elk harvests again next year; library board project moving forward, meeting 4-25-18 at 8:00 a.m. to pick out colors; attended a fairboard meeting.

Commissioner Julie Powers had no report.

Commissioner Duane Switalski attended the Chester Township meeting, signed agreement with the Road Commissioner to repair a portion of some roads.

Commissioner Rob Pallarito reported Joint Land Use Study public meetings were held; NEMCOG Brownfield 101 workshop on 5-2-18 at the University Center from 10:00 a.m. to 12:00 p.m.; Otsego Lake Township meeting, approved fire Chief Contract; Commended Jon Deming for the radios for our County, we are ahead of other Counties. Attended VFW honors banquet, great event.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss attended the transportation meeting, bus system making progress on the deficit; No action taken yet on the marijuana dispensaries in Vanderbilt.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton reported a MAC Regional summit meeting is scheduled for 6-18-18 at Treetops; City planning Commissioner scheduled for 5-2-18 at 7:00 p.m. for a proposed new Belle Tire on the corner of M-32 and Murner Rd.

Meeting adjourned at 10:27 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk

RESOLUTION NO. OCR 18-07

A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A MILLAGE PROPOSITION TO PROVIDE FUNDS FOR THE OPERATION AND MAINTENANCE OF THE OTSEGO COUNTY ANIMAL SHELTER AND TO SUBMIT THE PROPOSITION TO THE ELECTORATE AT THE AUGUST 7, 2018 PRIMARY ELECTION

OTSEGO COUNTY BOARD OF COMMISSIONERS
April 24, 2018

Recitals

WHEREAS, Otsego County currently operates and maintains an animal shelter and employs individuals to carry out the functions of the animal shelter for the benefit of county residents and others visiting the county; and

WHEREAS, the funds to operate and maintain the animal shelter are currently provided by a millage of 0.30 mills, previously approved by the county electors; and

WHEREAS, the millage previously approved by the county electors to operate and maintain the county animal shelter expires on December 1, 2018; and

WHEREAS, the Otsego County Board of Commissioners desires to again obtain voter approval for the same millage amount (0.30 mills) to provide funds for operating and maintaining the Otsego County Animal Shelter, including personnel administrative costs and capital improvement expenses; and

WHEREAS, the county finds it appropriate to submit this millage proposition to the county electors at the primary election to be held on August 7, 2018; now

THEREFORE BE IT RESOLVED, that the following proposition, the language of which is hereby approved by the Otsego County Board of Commissioners and certified to the Otsego County Clerk, shall be submitted to the electors of Otsego County for a vote at the August 7, 2018 state primary election.

BALLOT LANGUAGE

OTSEGO COUNTY

PROPOSITION FOR RENEWAL OF OTSEGO COUNTY ANIMAL SHELTER MILLAGE

This proposal is a renewal of the previously approved millage and will allow the County to continue to levy 0.30 mills (\$0.30 per \$1,000.00 of taxable valuation) to provide funds for CONTINUATION OF THE NO KILL OF ADOPTABLE PET POLICY and for the operation and maintenance of the Otsego County Animal Shelter.

Shall the constitutional tax rate limitation on general ad valorem taxes within the County of Otsego, Michigan be increased by 0.30 mills (\$0.30 per \$1,000.00 of taxable valuation) on the taxable value of such property for a period of five (5) years, 2019 through 2023, both inclusive, to provide funds for the continued operation, maintenance, and improvements at the Otsego County Animal Shelter (such an increase would be estimated to provide revenues of approximately \$376,295 in 2019).

By law, the City of Gaylord Downtown Development Authority (DDA) may capture and retain only that portion of the millage which is collected from the properties which reside within the defined DDA District boundaries.

RESOLUTION NO. OCR 18-08

A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A MILLAGE PROPOSITION TO PROVIDE FUNDS FOR THE OPERATION AND MAINTENANCE OF A SOLID WASTE RECOVERY PROGRAM AND TO SUBMIT THE PROPOSITION TO THE ELECTORATE IN THE PRIMARY ELECTION ON AUGUST 7, 2018

OTSEGO COUNTY BOARD OF COMMISSIONERS

April 24, 2018

Recitals

WHEREAS, Otsego County currently operates and maintains a county-wide recycling program for the benefit of county residents and others visiting the county; and

WHEREAS, the millage previously approved by the county electors to operate and maintain the recycling program expired on December 1, 2017; and

WHEREAS, the Otsego County Board of Commissioners desires to again obtain voter approval for a millage levy of 0.35 mills to provide funds for operation and maintenance of the Otsego County Recycling Drop-off Program, and for recycling education, including all costs associated with the operation and maintenance of the county-wide recycling program; and

WHEREAS, the Otsego County Board of Commissioners wishes to submit this millage proposition to the county electors at the primary election to be held on August 7, 2018; now

THEREFORE BE IT RESOLVED, that the following proposition, the language of which is hereby approved by the Otsego County Board of Commissioners and certified to the Otsego County Clerk, shall be submitted to the electors of Otsego County for a vote at the August 7, 2018 state primary election.

BALLOT LANGUAGE

OTSEGO COUNTY

PROPOSITION FOR THE RECYCLING MILLAGE

This millage will allow the County of Otsego, Michigan, to levy 0.35 mills (\$0.35 per \$1,000.00 of taxable valuation) to provide funds for the operation and maintenance of the Otsego County Recycling Drop-off Program, and for recycling education, including all costs associated with the operation and maintenance of the county-wide recycling program. A millage to operate and maintain the recycling program was previously approved by the county electors which expired on December 1, 2017.

Shall the constitutional tax rate limitation on general ad valorem taxes within the County of Otsego, Michigan, be increased by 0.35 mills (\$0.35 per \$1,000 of taxable value) on the taxable value of such property for a period of five (5) years, 2018 through 2022, both inclusive, to provide funds for the operation and maintenance of the Otsego County Recycling Drop-off Program, including all costs associated with the operation and maintenance of the county-wide recycling program and for recycling education (such increase is estimated to provide revenues of approximately \$439,012 in 2018).

By law, the City of Gaylord Downtown Development Authority (DDA) may capture and retain only that portion of the millage which is collected from the properties which reside within the defined DDA District boundaries.



Otsego
COUNTY
M I C H I G A N

Travel & Business Expenses Policy

A. General. To reimburse County employees for reasonable expenses incurred while in training or conducting official business for the benefit of the County.

B. Policy and Procedures.

1. **Original itemized receipts** shall accompany requests for reimbursement for expenses incurred in conjunction with official travel and business meal reimbursement.
2. When practical, employees should share transportation and lodging as economy measures.
3. Approval authority for travel plans and travel expense reimbursement claims is as follows:

<u>Approval Authority</u> Elected Officials Department Heads County Administrator	<u>Approval For</u> Persons in their Department(s) Persons in their Department(s) Board Members, Elected Officials, Appointed Department Heads
--	--
4. Claims for travel and business meal reimbursement shall be submitted by the employee within 30 days after travel has been completed using either or both of the following forms. Travel and business meal expenses shall be reimbursed only in the budget year in which expenses are incurred. On approval by the authorizing official as outlined above, travel and business meal claims will be forwarded for payment.
 - a. County Credit Card expense voucher.
 - b. Travel Expense voucher.
5. Employees must use a County owned vehicle during County business travel unless otherwise authorized by the designated approval authority.
6. Out-of-state travel and any exceptions to this policy must be submitted in writing to the County Administrator for prior approval, with such approval being provided in writing.

C. Travel Reimbursement.

1. Accommodations: ~~\$400.00~~ \$125.00 (tax included)
Reimbursement for accommodations may be higher when associated with a workshop or conference, with advance authorization from the designated approval authority.
2. Mileage cannot be incurred for travel of less than one mile and multiple trips of less than one mile shall not be accumulated for reimbursement purposes. Mileage will be reimbursed at 50 cents per mile, as approved by the County Board of Commissioners unless specified otherwise in a separate union contract. For out-of-county mileage, a copy of a Mapquest (or similar service) printout verifying the miles of travel requested for reimbursement must be submitted with the request form as supporting documentation.
3. Reimbursement of meals for out-of-county travel when the employee is on County business is addressed in the Business Meals while Traveling section below.

D. Reimbursement of Business Meals.

To be considered a business meal, such meals must be directly related to County business and purposes. The meal period must be planned for the purpose of and include substantive and bona fide business discussions or other business activities which directly and specifically benefit the County.

Documentation must include names of persons attending and the business purposes of the meal, or in the case of an organization or group, the name of the sponsoring organization, an original itemized receipt, and a description of the business purposes of the organization and meal. Cost of business meals may be paid or reimbursed if approved by the authorized department signatory with required documentation.

1. In-County Business Meals

- a. In-county business meals are those meals which are located within the county (and therefore not considered travel), but not at a County work site.
- b. Examples of in-county business meals may include the following: as part of an interview the County is conducting; or as part of a negotiation with potential business partners.
- c. In general, meals attended only by County staff will not be approved for reimbursement as business meals.
- d. All in-county business meals must be approved by the County Administrator prior to the meal taking place.

2. On-Site Business Meals

- a. On-site business meals are those meals which are located on County property. Meals may be provided at County offices and workplaces if the meals are for the convenience of the County in the conduct of substantive County business.
- b. Allowable on-site meals include occasions when the participants are meeting on-site and are conducting substantive County business during or immediately before or after the meals and it is necessary to provide the meals for the efficient conduct of County business. An example would be in-house training that goes through the lunch hour.
- c. All on-site business meals must be approved by the County Administrator prior to the meal taking place.

3. Business Meals while Traveling

Reimbursement of meals for out-of-county travel when the employee is on County business is as follows:

- a. Breakfast: Travel commences prior to 6:00 a.m. and extends beyond 8:00 a.m.
Allowance: Reimbursement of actual meal expenses incurred, up to ~~\$40.00~~ \$15.00, accompanied by the original itemized receipts.
- b. Lunch: Travel commences prior to 10:00 a.m. and extends beyond 2:30 p.m.
Allowance: Reimbursement of actual meal expenses incurred, up to ~~\$15.00~~ \$20.00, accompanied by the original itemized receipts.
- c. Dinner: Travel commences prior to 3:00 p.m. and extends beyond 8:00 p.m.
Allowance: Reimbursement of actual meal expenses incurred, up to ~~\$20.00~~ \$25.00, accompanied by the original itemized receipts.
- d. The above reimbursement amounts include gratuity. There is a limit of

approximately 20% of meal cost for gratuity.

- e. Expenses related to alcoholic beverages are not reimbursable. Employees are prohibited from using an Otsego County credit card to purchase alcoholic beverages.
- f. The County Administrator may authorize meal charges in excess of the approved meal allowance upon receiving a written description of the necessity of the cost overage, which must be filed with the meal receipt in the Finance Department.

Adopted: 01-26-10

Revised: 04-24-18