

January 23, 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 Vic Ouellette.

Roll Call:

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

Absent: Bruce Brown.

Consent Agenda:

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve the Regular Minutes of January 9, 2018 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve OCR 18-03, Social Host Responsibility Month.

Roll Call Vote:

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

Nays: None.

Absent: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve the reappointment of Michael Deerfield to the Airport Advisory Committee to a term expiring on December 21, 2020. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve the reappointment of Donald Matz to the Airport Advisory Committee to a term expiring on December 31, 2020. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve the reappointment of Kevin Sagasser to the Otsego County Zoning Board of Appeals to a term expiring on December 31, 2020. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve the County Surveyor Remonumentation agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve the Wade Trim Inc. Remonumentation agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve Brand Land Surveying, LLC Remonumentation agreement. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve OCR 18-04 Discharge of Mortgage Randy J. Troy and Martha A. Troy.

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

Nays: None.

Absent: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Committee Report: None.

Commissioner Bruce Brown arrived at 9:36 a.m.

Committee Reports:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to approve the 2018 Budget Amendment for the Otsego County Road Commission. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Doug Johnson, to approve the 2018 Budget Amendment for EMS. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Duane Switalski, to approve Parks and Recreation to purchase lots 23 and 24. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Rob Pallarito, to approve the early retirement incentive program. Ayes: Unanimous. Motion carried.

Administrator's Report:

Rachel Frisch thanked the Board members who were able to attend the Economic Alliance event; trailhead grant kickoff meeting today; Treasurer's office staffing.

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers, to authorize the County Administrator to contract accounting services including but not limited to: daily and monthly balancing, audit preparation, and settlement procedures, not to exceed \$15,000 for an 8-10 week period beginning in February 2018. Ayes: Unanimous. Motion carried.

Department Head Report: None.

Special Presentations:

Tom Quinn from Kirtland Community College reported on the millage request campaign, in the process of setting up a ballot committee; attending meetings to get the message out; sending out surveys and mailings to promote the millage request.

City Liaison, Township and Village Representative:

Commissioner Julie Powers introduced a new City Council member, Vic Ouellette to the Board.

Correspondence: None.

New Business:

Motion by Commissioner Paul Liss, seconded by Commissioner Julie Powers, to approve the January 16, 2018 Warrant in the total amount of \$224,184.20. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, seconded by Commissioner Rob Pallarito, to approve the January 23, 2018 Warrant in the amount of \$514,477.19. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Rob Pallarito reported on the Otsego Lake Township meeting, events planned; Chambers award banquet at Treetops February 8, 2018; MACC conference; attended an electrical vehicle infrastructure meeting.

Commissioner Ken Glasser reported on the Road Commission, replacing a bridge in the Pigeon River State Forest.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss reported on the Community Corrections board meeting held.

Commissioner Paul Beachnau reported on the Pigeon River Advisory meeting, new chair and vice-chair on the Board; Tourism Bureau invitation sent to the Board, presentation is January 30, 2018 at Treetops.

Commissioner Julie Powers reported on the Economic Alliance program; grandparents raising grandchildren program.

Commissioner Duane Switalski reported a health department meeting is scheduled for February 6, 2018; article in the paper regarding the flu.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton attended the LEPC meeting, concerns of over committing resources for various events.

Meeting adjourned at 10:27 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyer, Otsego County Clerk

OCR 18-03

April 2018 is Social Host Responsibility Month

Otsego County Board of Commissioners

January 23, 2018

Underage drinking is a national public health issue with serious implications. Although we have done much work and made progress here in northern Michigan to address this pervasive problem, there is still much more we can do. According to a study by the National Survey on Drug Use and Health, an estimated 10 million people younger than the age of 21 drank alcohol in the past month in the United States.

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 2018 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 2018 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR COUNTY REPRESENTATIVE SERVICES**

1. Parties. This agreement made this Twenty-Third day of January, 2018, 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, 2018, and continue until December 31, 2018.

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 **Two Thousand One Hundred and 0/100 dollars (US \$2,100.00)**. 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 1, 2018.
 - B. Evaluation of all completed Land Corner Recordation Certificate(s). Such work to be completed by October 31, 2018.
 - 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 1, 2018.
 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, 2018.
 3. The Work Program for the following year. Such Work Program will be completed by November 30, 2018. 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: Rachel Frisch
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 Twenty-Third day of January, 2018, 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: _____
Rachel Frisch
Otsego County Administrator

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

Approved as to Form

Approved as to Form

GRANT NO. BCC 18-69

GRANT BETWEEN
THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
AND
OTSEGO COUNTY

GRANTEE/ADDRESS:

Marlene K. Hopp
County of Otsego
225 West Main Street, Room 213

Gaylord, MI 49735
(989) 731-7570
(989) 731-7599

STATE GRANT ADMINISTRATOR/ADDRESS:

Michael C. Barger, P.S., Director
Office of Land Survey and Remonumentation
Department of Licensing and Regulatory Affairs
P.O. Box 30254
Lansing, MI 48909
Phone: (517) 241-6321
Email: bargerm@michigan.gov

GRANT PERIOD:

From: 01-01-2018 To: 12-31-2018

TOTAL AUTHORIZED BUDGET: \$47,055.00

ACCOUNTING TEMPLATE: 6415137T001

RECEIVED
JAN 16 2018
BY: _____

GRANT

This is Grant No. BCC 18-69 between the Department of Licensing and Regulatory Affairs (Grantor), and Otsego County (Grantee), is entered into pursuant to the State Survey and Remonumentation Act, 1990 PA 345 (SSRA) and is subject to the terms and conditions of this Agreement (Agreement).

1.0 Statement of Purpose

This Grant is offered annually to the Grantee in accordance with the requirements of the SSRA. The SSRA establishes the State Survey and Remonumentation Fund which supports a program for the monumentation and remonumentation and perpetual monument maintenance of original public land survey corners, protracted public land survey corners and property controlling corners throughout the State.

This Grant is offered to the Grantee to carry out its annual work program as set forth and approved by the Grantor in the Grantee's Survey and Remonumentation Grant Application, made part of this Agreement as "Attachment A."

In accordance with the terms and conditions of this Grant, the Grantor will reimburse the eligible expenses incurred by the Grantee to carry out the annual work program as set forth and approved by the Grantor in "Attachment A."

1.1 Statement of Work

The Grantee agrees to undertake, perform, and complete the project described in the Grantee's Proposal, Attachment A, file a Land Corner Recordation Certificate (LCRC) pursuant to the Corner Recordation Act, 1970 PA 74 (CRA) with the addition of a geodetic coordinate value, the peer group date, and county representative's signature on said LCRC for each corner identified in Attachment A under the requirements of the SSRA.

The Grantee must submit a Completion Report as specified in this Agreement, may submit a Work Progress Report as specified in this Agreement and provide any other reports or forms requested by the Grantor.

1.2 Detailed Budget

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment B, without the prior written consent of the Grant Administrator.

- C. Attachment A includes the Budget. The Grantee agrees that all funds shown in Attachment A are to be spent as detailed in Attachment A.
- D. Changes in the Budget of less than 5 percent of the total line item amount do not require prior written approval, but Grantee must provide notice to the Grant Administrator.
- E. Changes in the Budget equal to or greater than 5 percent of the total line item amount will be allowed only upon prior review and written approval by the State Grant Administrator. A formal grant amendment must be signed by both the Grantor and Grantee.

1.3 Payment Schedule

- A. The maximum amount of grant assistance offered is \$47,055.00. An initial advance of \$18,822.00 (40 percent of the State Grant Amount) shall be made to the Grantee upon submittal of the 2017 Completion Report and all required documentation to the State Grant Administrator.
- B. Progress payments up to a total of 85 percent of the Total Authorized Budget may be made upon submission of a Grantee request indicating the grant funds received, project expenditures incurred, and objectives completed to date, as well as backup documentation for all expenditures. Backup documentation must include a printout of the 245 grant account, invoice copies, and a payroll printout for any county costs supported with the grant, and be maintained for audit purposes in order to comply with this Agreement.
- C. Payment of the final 15 percent of the grant amount shall be made after completion of the project and after the State Grant Administrator has received and approved the Completion Report and supporting documentation as specified in this Agreement.

1984 PA 279 states that the State shall take all steps necessary to assure that payment for goods or services is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

1.4 Program Performance - Monitoring, Reporting and Documentation

- A. **Monitoring.** The Grantee shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished and provide a status report to the State Grant Administrator upon request.
- B. **Reporting (see 1.4.C. for documentation requirements):**
 - 1. The Grantee may submit to the State Grant Administrator a Progress Report as soon as July 1 of the grant year but no later than September 30 of

the grant year with backup documentation for work completed and expenditures incurred during the reporting period

2. The Grantee must submit to the State Grant Administrator a Completion Report no later than February 1 following the close of the grant year accompanied by all documentation for work completed and expenditures incurred during the reporting period.

D. Documentation. Backup documentation must include the following, as applicable:

1. A written narrative of the total work accomplished during the grant year, including an explanation for any additional work completed that was not specified in the approved "Attachment A," any work not completed that was specified in the approved "Attachment A," and any changes in an approved line item of the budget approved in "Attachment A" (submit for Completion Report only).
2. A narrative of any coordinated efforts with other organizations to complete the project (submit for Completion Report only).
3. Invoices:
 - a. An invoice from all Peer Review Group members, each surveyor or any other service provider for all services provided to the Grantee under this Agreement, and other supplies and purchases, as outlined in the approved "Attachment A" (submit for Progress Report and Completion Report).
 - b. A detailed breakdown and backup documentation for any county costs charged to the program as outlined in the approved "Attachment A" (submit for Progress Report and Completion Report).
4. General Ledger: The County Treasurer's print-out of the State Survey and Remonumentation grant account or equivalent ledger providing a detailed history of each transaction occurring within the account, including all payroll, indirect and/or overhead expenses. If not itemized in the ledger, a salary and fringe benefits breakdown must also be submitted for all administrative staff (submit for Progress Report and Completion Report).
5. An exact, full-size copy of the recorded LCRC prepared in compliance with the CRA and SSRA (submit for Completion Report only).
 - (1) The LCRC must include geodetic coordinate values for each corner recorded, signed by the county representative and reflect the date of

the peer review group meeting at which the corner was reviewed.

- (2) A copy must be submitted for each corner code reported on an LCRC. If the LCRC identifies more than one corner code, the Grantee must provide a separate copy of the LCRC for each corner code.
6. An LCRC Spreadsheet listing all corner codes recorded for filing in the State's Corner Recordation Collection System (submit with Completion Report only).

PART II - GENERAL PROVISIONS

2.1 Project Changes

Grantee must obtain prior written approval for project changes from the Grant Administrator. See Section 1.2. Detailed Budget.

2.2 Delegation

Grantee may not delegate any of its obligations under the Grant without the prior written approval of the State. Grantee must notify the State at least 90 calendar days before the proposed delegation, and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Grantee must: (a) be the sole point of contact regarding all project matters, including payment and charges for all Grant Activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant Activities, compliance with the terms of this Grant, and the acts and omissions of the subgrantee. The State, in its sole discretion, may require the replacement of any subgrantee.

2.3 Project Income

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

2.4 Share-in-savings

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

2.5 Order of Spending

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

2.6 Purchase of Equipment

The purchase of equipment not specifically listed in the Budget, "Attachment A," must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

2.7 Accounting

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

2.8 Records Maintenance, Inspection, Examination, and Audit

The State or its designee may audit Grantee to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Grant must be paid or refunded within 45 calendar days.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Uniform Guidance (\$750,000 as of December 26, 2013) or more in total federal funds in its fiscal year, then Grantee is required to submit an Audit Report to the Federal Audit Clearinghouse (FAC) as required in 200.36.

2.9 Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

3.0 Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

3.1 Reserved

3.2 Safety

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

3.3 General Indemnification

Inasmuch as each party to this grant is a governmental entity of the State of Michigan, each party to this grant must seek its own legal representation and bear its own costs, including judgments, in any litigation which may arise from the performance of this grant. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

3.4 Termination

A. Termination for Cause

The State may terminate this Grant for cause, in whole or in part, if Grantee, as determined by the State: (a) endangers the value, integrity, or security of any

location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Grant will not be construed to mean that other breaches are not material.

If the State terminates this Grant under this Section, the State will issue a termination notice specifying whether Grantee must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Grantee was not in breach of the Grant, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Subsection B, Termination for Convenience.

The State will only pay for amounts due to Grantee for Grant Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Grantee for the State's reasonable costs in terminating this Grant. The Grantee must pay all reasonable costs incurred by the State in terminating this Grant for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Grant Activities from other sources.

B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Grant Responsibilities.

3.5 Conflicts and Ethics

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of these standards. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant Activities in connection with this Grant.

3.6 Non-Discrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Grant.

3.7 Unfair Labor Practices

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

3.8 Force Majeure

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees. If immediate performance is necessary to ensure public health and safety, the State may immediately Grant with a third party.

3.9 Media Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

4.0 Website Incorporation

The State is not bound by any content on Grantee's website unless expressly incorporated directly into this Grant.

4.1 Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

4.2 Illegal Influence

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any

person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

4.3 Governing Law

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved in Michigan Court of Claims. Grantee consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or forum non conveniens. Grantee must appoint agents in Michigan to receive service of process.

4.4 Compliance with Laws

Grantee must comply with all federal, state and local laws, rules and regulations.

Grantee is required to possess in order to perform under this Grant.

4.5 Disclosure of Litigation, or Other Proceeding

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Grantee, a subgrantee, or an officer or director of Grantee or subgrantee, that arises during the term of the Grant, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Grantee's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Grantee is required to possess in order to perform under this Grant.

4.6 Assignment

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

4.7 Entire Grant and Modification

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant Activities. This Grant may not be amended except by signed agreement between the parties.

4.8 Grantee Relationship

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees and any subgrantees. Prior performance does not modify Grantee's status as an independent Grantee.

4.9 Dispute Resolution

The parties will endeavor to resolve any Grant dispute in accordance with this provision. The dispute will be referred to the parties' respective Grant Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Grant.

5.0 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

5.1 Waiver

Failure to enforce any provision of this Grant will not constitute a waiver.

5.2 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

LeAnn Droste
LeAnn Droste, Director
Bureau of Finance and Administrative Services
Department of Licensing and Regulatory Affairs
State of Michigan

1-10-18
Date

Marlene K. Hopp
Marlene K. Hopp
County Grant Administrator
County of Otsego

November 27, 2017
Date

GRANT NO. BCC 18-69

11

Grant Year: 2018
SURVEY AND REMONUMENTATION GRANT APPLICATION
 Attachment A To Annual Grant Agreement
 Authority: MCL 64.273

This application must be filed on or before December 31 of the calendar year immediately preceding the year in which the grant is made.

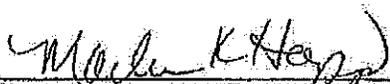
<p style="text-align: center;">Office of Land Survey Bureau of Construction Codes Department of Licensing and Regulatory Affairs Overnight Courier Service: 1st Flr, 611 W. Ottawa St., Lansing, MI 48933 U.S. Mail: PO Box 30254, Lansing, MI 48909 Telephone: (517) 241-6321 Facsimile: (517) 241-6301 Email: bccolsr@michigan.gov www.michigan.gov/sbc</p>	<p>APPLICANT (County): Otsego</p> <p>FEDERAL I.D. #: 38-6004882</p> <p>Grant # BCC: 18-109</p> <p>MAIN Mail Code:</p> <p>P.O. #:</p>
--	---

Grant Administrator	County Representative	Address for Payments
Name: Marlene K. Hopp	Name: Ronald G. Brand	Name: Otsego County Treasurer
Address: 225 W. Main St., room 213	Address: 533 Greenfield Drive	Address: 225 W. Main St., room 107
City: Gaylord	City: Gaylord	City: Gaylord
State, Zip: MI, 49735	State, Zip: MI, 49735	State, Zip: MI, 49735
Telephone: (989) 731-7570	Telephone: (989) 732-8077	Telephone: (989) 731-7560
Fax: (989) 731-7599	Fax: (989) 732-7767	
Email: mhoppp@otsegocountymi.gov	Email: surveyor@otsegocountymi.gov	

GRANT REQUESTED		
State Grant	Reimbursement for Expedited Expenditures under MCL 600.2567a(4) (≤ 50% of State Grant)	Total Annual Budget (State Grant - Reimbursement = Total Budget)
\$ 47,055.00	\$ 0.00	\$ 47,055.00

I certify the information in this grant application is correct and request a 40% Start-Up Payment upon approval of an Annual Grant Agreement.

RECEIVED


 Signature of County Grant Administrator (Original Signature Required)

NOV 30 2017 November 27, 2017
 Date

Office of Land Survey &
 Remonumentation


 Michael C. Barber, P.S., Director (Original Signature Required)
 Office of Land Survey and Remonumentation

December 21, 2017
 Date

Grant Year: 2018

SURVEY AND REMONUMENTATION GRANT APPLICATION

Attachment A to Annual Grant Agreement

County of:

Otsego

Surveying Services and Supplies
 Total Surveying Services and Supplies (Items A or B, C and D)
 Must be a Minimum of 80% of the Total Annual Budget

Item A - Remonumentation Services

Includes all requirements under MCL 54.268(2)a, i.e., monumentation or remonumentation plan includes the filing of a land corner recordation certificate and geodetic coordinates.

Column A	Column B	Column C	Column D	Total Item A
Number of Original and Protracted PLSS Corners Completed by Applicant	Number of Original and Protracted PLSS Corners Completed by Others	Number of Original and Protracted PLSS Corners Revisited	No. of Property Controlling Corners under MCL 54.262(h)(II)	
58	0	0	0	\$ 41,055.00

Please attach a report for the work proposed. The report must include a corner list for the work proposed under Item A itemizing each column by Town, Range and Corner Code; do NOT list corners by municipality. For all corners, identify when a corner/monument location has more than one corner code associated with it, i.e., common corner codes, and identify all corner codes filed for that corner/monument location. For Column B, identify who is proposing to complete the work, and for Column C, identify why the corners are to be proposed revisited. Attach additional pages as necessary.

Total No. of Corner Records proposed (A+B+C+D+common corner codes identified on the attached corner list): 87

Item B - Monument Maintenance Services

Includes all requirements under MCL 54.268(2)d, i.e., perpetual monument maintenance plan, including the filing of a land corner recordation certificate and geodetic coordinates.

Column A	Column B	Column C	Column D	Total Item B
Number of Original and Protracted PLSS Corners Completed by Applicant	Number of Original and Protracted PLSS Corners Completed by Others	Number of Original and Protracted PLSS Corners Revisited	No. of Property Controlling Corners under MCL 54.262(h)(II)	
0	0	0	0	\$ 0.00

Please attach a report for the work proposed. The report must include a corner list for the work proposed under Item B itemizing each column by Town, Range and Corner Code; do NOT list corners by municipality. For all corners, identify when a corner/monument location has more than one corner code associated with it, i.e., common corner codes, and identify all corner codes filed for that corner/monument location. For Column B, identify who is proposing to complete the work, and for Column C, identify why the corners are to be proposed revisited. Attach additional pages as necessary.

Total No. of Corner Records proposed (A+B+C+D+common corner codes identified on the attached corner list): 0

Item C - Remonumentation Supplies and Materials

Identify items and estimated expenses for each item. Attach additional pages as necessary.

No. of Markers: _____ x \$ _____ each = \$ <u>0</u>	Total Item C
No. of Caps: _____ x \$ _____ each = \$ <u>0</u>	
Other: _____ x \$ _____ each = \$ <u>0</u>	
	\$ 0.00

Item D - Geodetic Control Maintenance and Operations

Identify items and estimated expenses for each station. Attach additional pages as necessary.

Station PID: _____ \$ _____	Station PID: _____ \$ _____	Total Item D
Station PID: _____ \$ _____	Station PID: _____ \$ _____	
Station PID: _____ \$ _____	Station PID: _____ \$ _____	
		\$ 0.00

	Percent of Budget	Subtotal
Subtotal Items A or B+C+D	87%	\$ 41,055.00

Grant Year: 2018

SURVEY AND REMONUMENTATION GRANT APPLICATION

Olsego

County of: _____

Administrative Services and Supplies		
Total Administrative Services and Supplies (Items E, F, G, H, and I) Can be no greater than 20% of the Total Annual Budget.		
Item E - Grant Administrator Fees/Wages Attach additional pages as necessary.		
Hours _____ x Rate \$ _____ = \$ 0.00 or Fixed \$ 2,100.00	Total Item E	
Comments:	\$	2,100.00
Item F - County Representative Fees/Wages Attach additional pages as necessary.		
Hours _____ x Rate \$ _____ = \$ 0.00 or Fixed \$ 2,100.00	Total Item F	
Comments:	\$	2,100.00
Item G - Additional Administrative Staff Fees/Wages Attach additional pages as necessary.		
Hours _____ x Rate \$ _____ = \$ 0.00 or Fixed \$ 0.00	Total Item G	
Identify staff by name and identify the delegated duties and responsibilities.	\$	0.00
Item H - Peer Review Group Fees/Wages Attach additional pages as necessary.		
Number of Members <u>4</u> x Fee \$ <u>150.00</u> x Number of Meetings <u>9</u> = \$ 1,800.00 or Fixed \$ _____	Total Item H	
Comments:	\$	1,800.00
Item I - Administrative Supplies and Indirect Costs Identify items and estimated expenses for each item, or identify a flat overhead rate. Attach additional pages as necessary.		
_____ \$ _____	Total Item I	
_____ \$ _____		
_____ \$ _____	\$	0.00
Subtotal Items E+F+G+H+I	Percent of Budget	Subtotal
	13 %	\$ 6,000.00
Annual Budget		
Item A - Remonumentation Services	\$	41,055.00
Item B - Monument Maintenance Services	\$	0.00
Item C - Remonumentation Supplies and Materials	\$	0.00
Item D - Geodetic Control Maintenance and Operations	\$	0.00
Item E - Grant Administrator Fees/Wages	\$	2,100.00
Item F - County Representative Fees/Wages	\$	2,100.00
Item G - Additional Administrative Staff Fees/Wages	\$	0.00
Item H - Peer Review Group Fees/Wages	\$	1,800.00
Item I - Administrative Supplies and Indirect Costs	\$	0.00
Total MUST EQUAL "Total Annual Budget" on Page 1	\$	47,055.00

Otsego County
 2018 Proposed Reimbursement Corners
 Township 32 North, Range 3 West

CONTRACTOR # 1

CODE	Common With
A01	M01, T32N, R4W & M17, T31N, R4W, Charlevoix County and A13, T33N, R3W, Cheboygan County
A02	M02, T32N, R4W, Charlevoix County
A03	M03, T32N, R4W, Charlevoix County
A04	M04, T32N, R4W, Charlevoix County
A05	M05, T32N, R4W, Charlevoix County
A06	M06, T32N, R4W, Charlevoix County
A07	M07, T32N, R4W, Charlevoix County
B05	
B07	
C06	
D05	
D04	
E05	
E06	
F05	
G06	
H05	
I05	
I06	
I07	
J05	
K05	
K06	
K07	
L05	
L07	
M05	A05, T32N, R3W
M06	A06, T32N, R3W
M07	A07, T32N, R3W

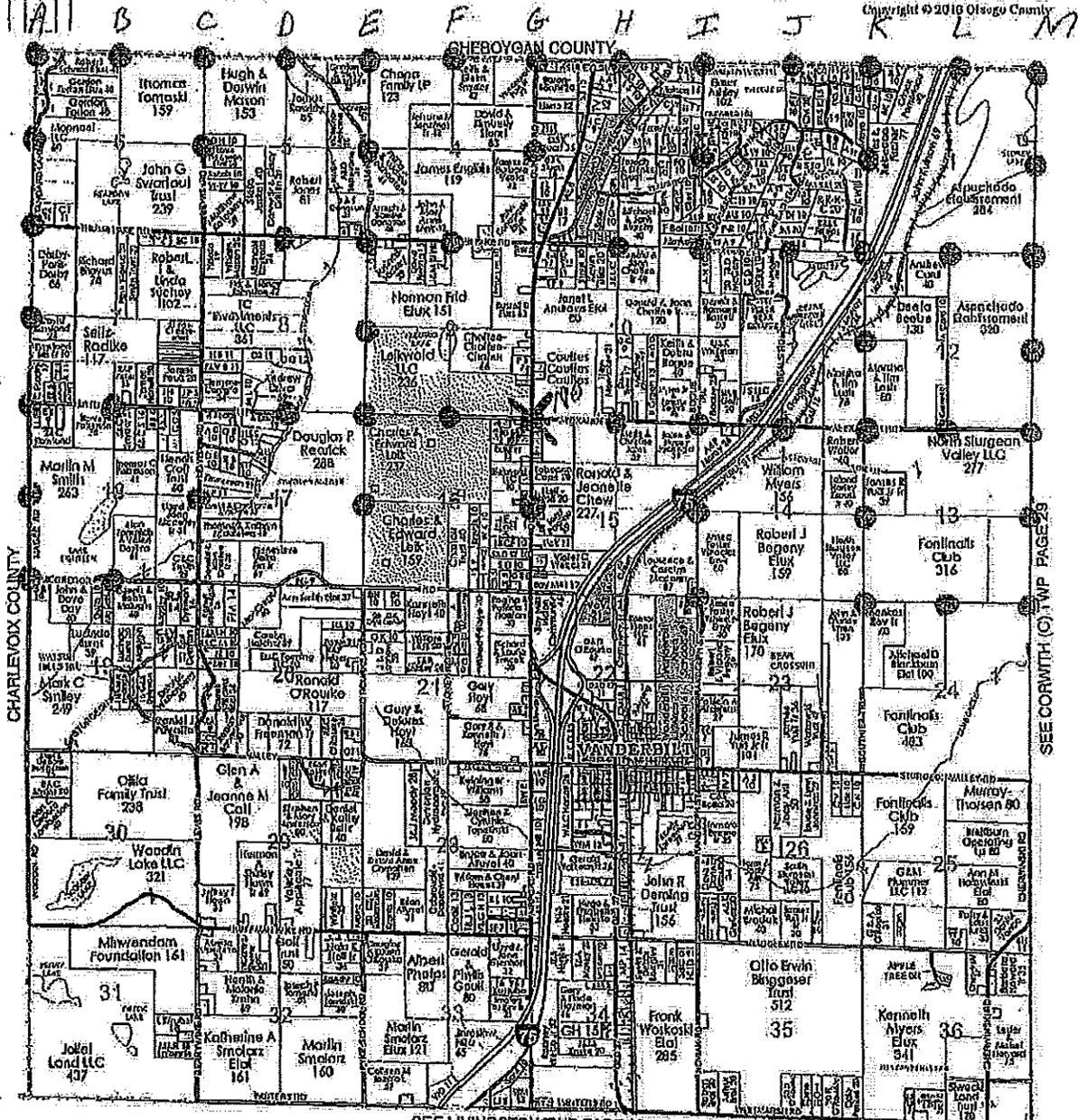
CONTRACTOR # 2

CODE	Common With
D01	H13, T33N, R3W, Cheboygan County
C01	G13, T33N, R3W, Cheboygan County
C02	
D01	D13, T33N, R3W, Cheboygan County
D03	
E01	H13, T33N, R3W, Cheboygan County
E02	
E03	
F01	F13, T33N, R3W, Cheboygan County
F03	
G01	G13, T33N, R3W, Cheboygan County
G02	
H01	H13, T33N, R3W, Cheboygan County
H03	
I01	I13, T33N, R3W, Cheboygan County
I02	
I03	
J01	J13, T33N, R3W, Cheboygan County
J03	
K01	K13, T33N, R3W, Cheboygan County
K02	
K03	
K04	
L01	L13, T33N, R3W, Cheboygan County
L03	
M01	A01, T32N, R2W and M13, T33N, R3W & A13, T31N, R2W, Cheboygan County
M02	A02, T32N, R2W
M03	A03, T32N, R2W
M04	A04, T32N, R2W

Corwith (W)

Township 32N - Range 3W

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01
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07

CHARLEVOIX COUNTY

SEE CORWITH (G) TWP PAGE 23

SEE LIVINGSTON TWP PAGE 19

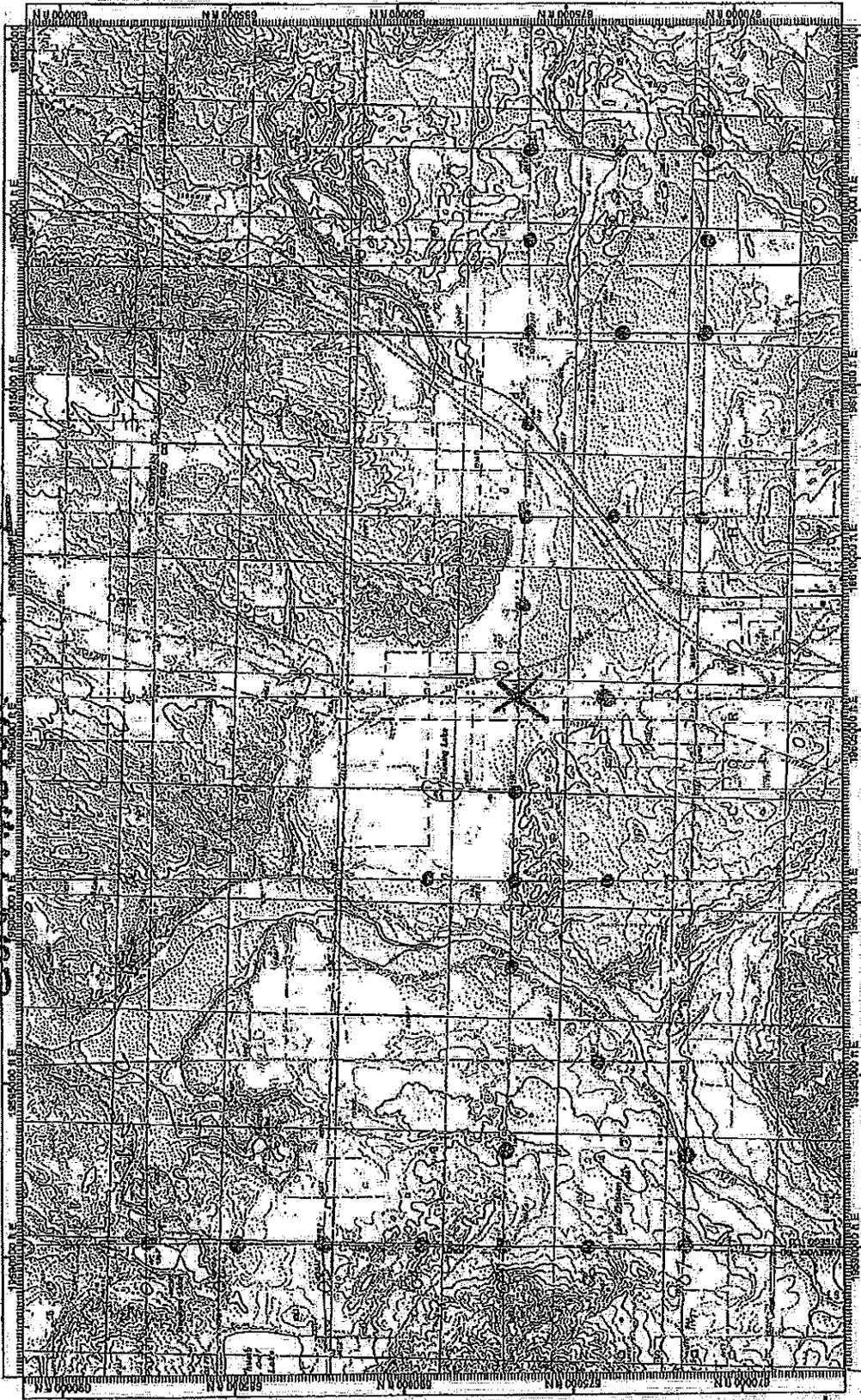


What Does the Conservation District Have to Offer...

- Forestry Assistance Program
- Cost Share Riparian Buffer Program
- New Education Center!
- Otsego County Recycling
- Conservation Day Camp
- Junior Master Gardeners; Seed To Harvest Program
- 8th Grade Natural Resources Day at the Louis M. Green Nature Preserve
- Art in the Garden Festival
- Demonstration Garden
- Native Plant Nursery
- Composting Demonstration Site
- Workshops & Seminars throughout the year
- Annual Spring and Fall Tree Sale
- Household Hazardous Waste Collection
- Soil Erosion Control
- And So Much More!

800 Livingston Blvd., Ste. 41
 Cayuga, NY 13735
 989-742-1001
 Fax 989-731-7400
www.otsegoed.org
www.facebook.com/otsegoed

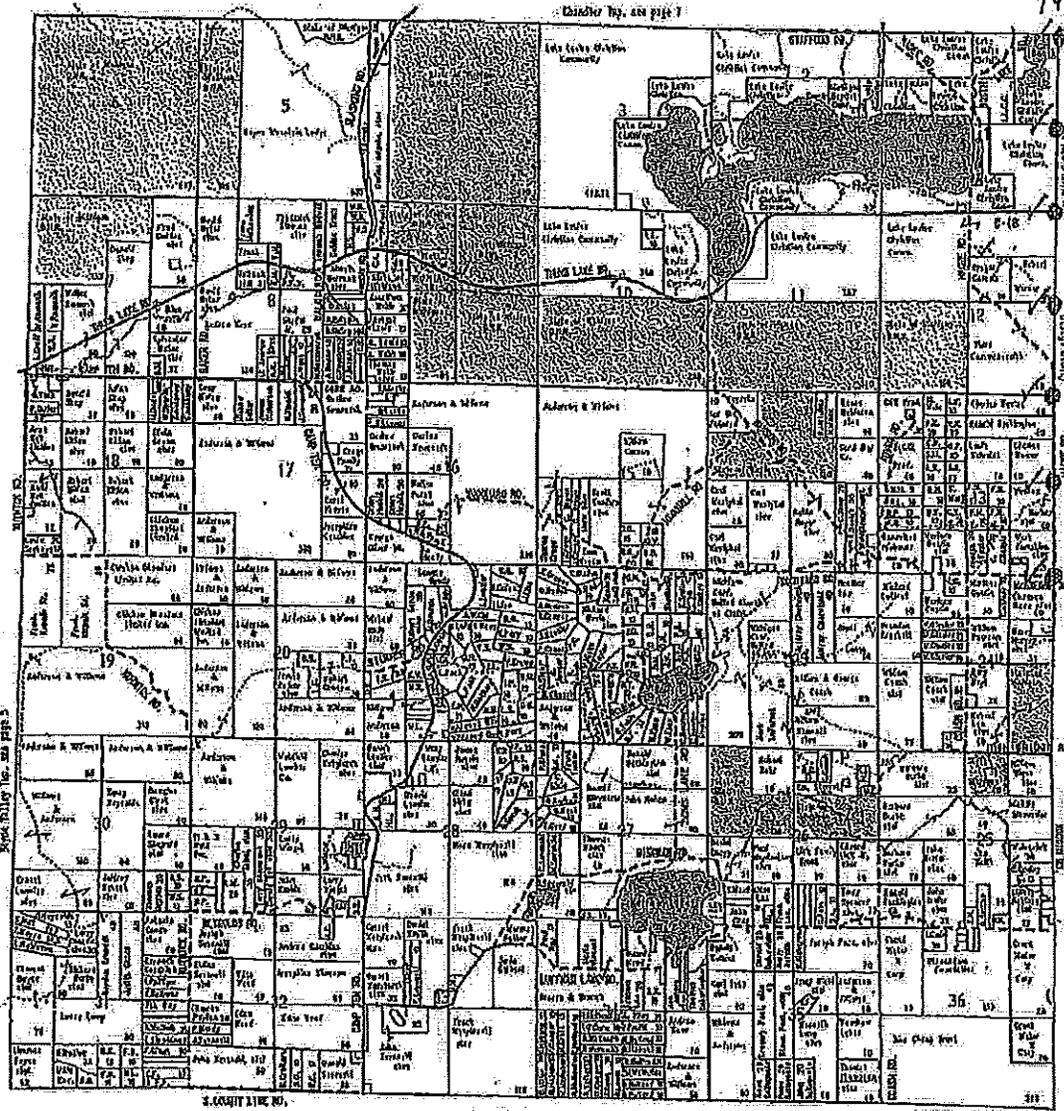
CONTRACTOR # 1



SCALE 1:50000

T.32N. - R.4W.

HUDSON



01
02
03
04
05
06
07

HUDSON TOWNSHIP BOARD

Meetings: first Wednesday of each month at 7:30pm

SUPERVISOR

Terence Erber
04856 Kuzmik Rd.
Vanderbilt, MI 49795
549-2624

TREASURER

Sharon Jepsen
06855 Reynolds Rd.
Blumira, MI 49730

TRUSTEE

Dotis Glazier
03263 Consh Rd.
Vanderbilt, MI 49795
549-2793

CLERK

Frank Wasylewski
08755 Huffman Lake Rd.
Blumira, MI 49730
549-3019

TRUSTEE

Caroline M. Kobylezak
4545 Camp Ten Rd.
Blumira, MI 49730
549-3300

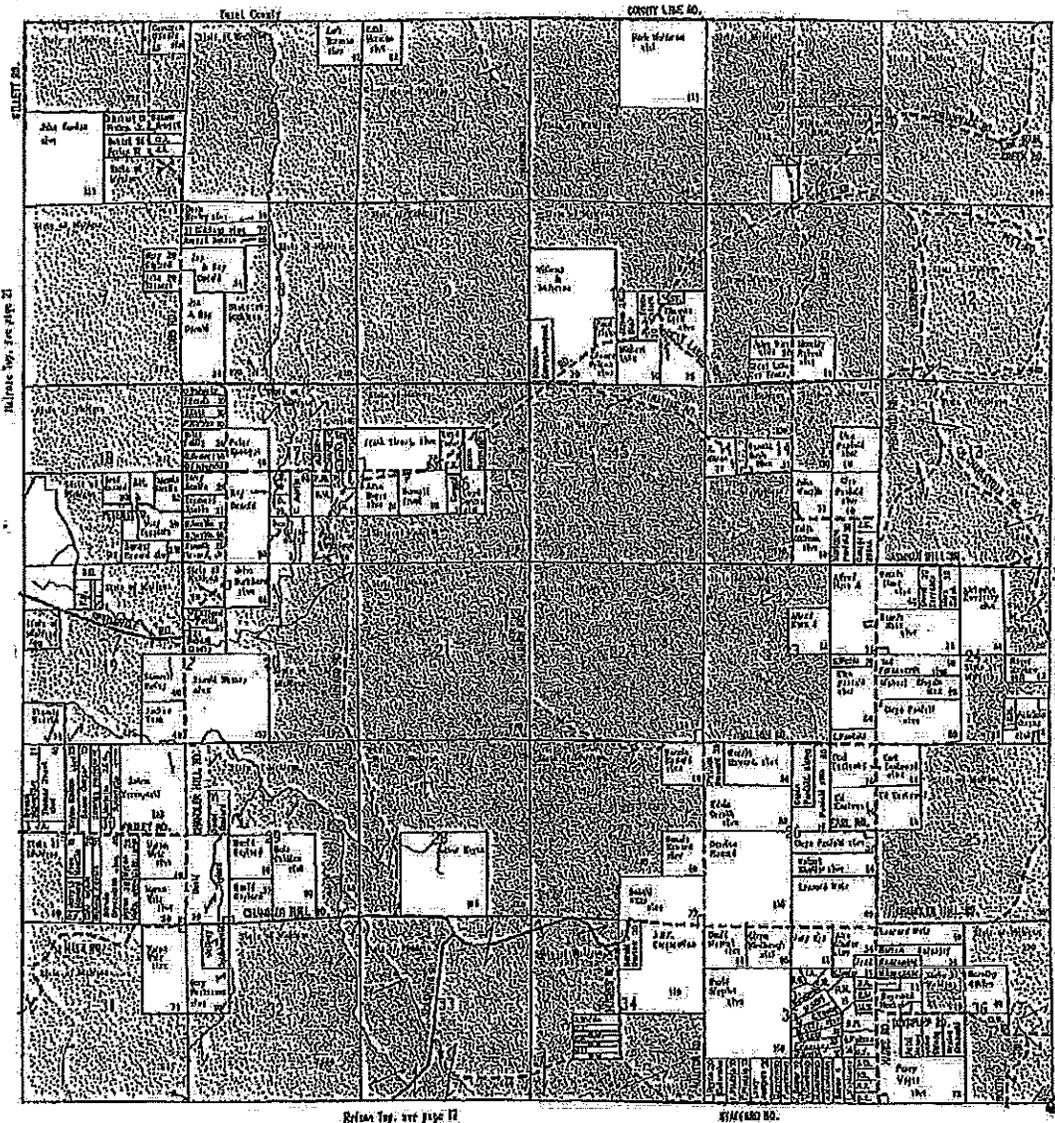
ZONING ADMINISTRATOR

La Holborn
11675 Huffman Lake Rd.
Blumira, MI 49730
549-3363

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T.33N. - R.4W.

CHANDLER



CHANDLER TOWNSHIP BOARD
 Meetings: second Tuesday of each month at 7:30pm

SUPERVISOR
 Dennis Howard
 11373 Walton Rd.
 Boyne Falls, MI 49713
 549-2558

TREASURER
 Phyllis Penfold
 03473 Penfold Rd.
 Boyne Falls, MI 49713
 549-2590

TRUSTEE
 Myron Matz
 07090 Matz Rd.
 Boyne Falls, MI 49713
 549-2596

CLERK
 Raymond Neckel
 00598 Magee Rd.
 Boyne Falls, MI 49713
 549-2034

TRUSTEE
 Samuel Strong
 08053 Springvale Rd.
 Boyne Falls, MI 49713
 549-2936

ZONING ADMINISTRATOR
 Raymond Neckel
 00598 Magee Rd.
 Boyne Falls, MI 49713
 549-2034

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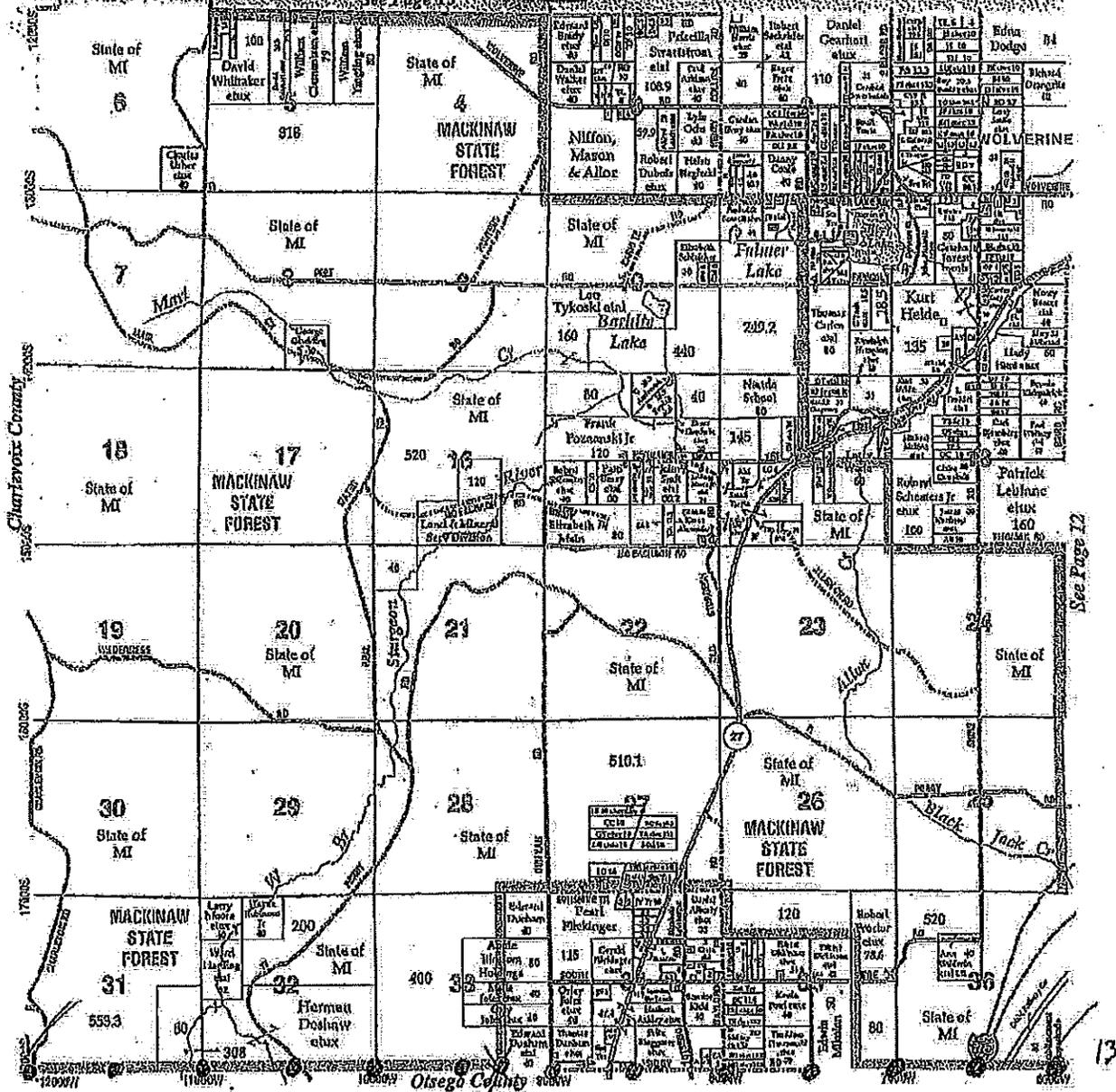
7

Wilmot

T.33 N. R.3W.

See Page 15

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A B C D E F

The Big Dipper
Ice Cream Parlour

108 South Main - Cheboygan
Ice Cream - Yogurt
40 Flavors

(291) 627-8010
FAX: 291-627-1147

White's
Sales & Service

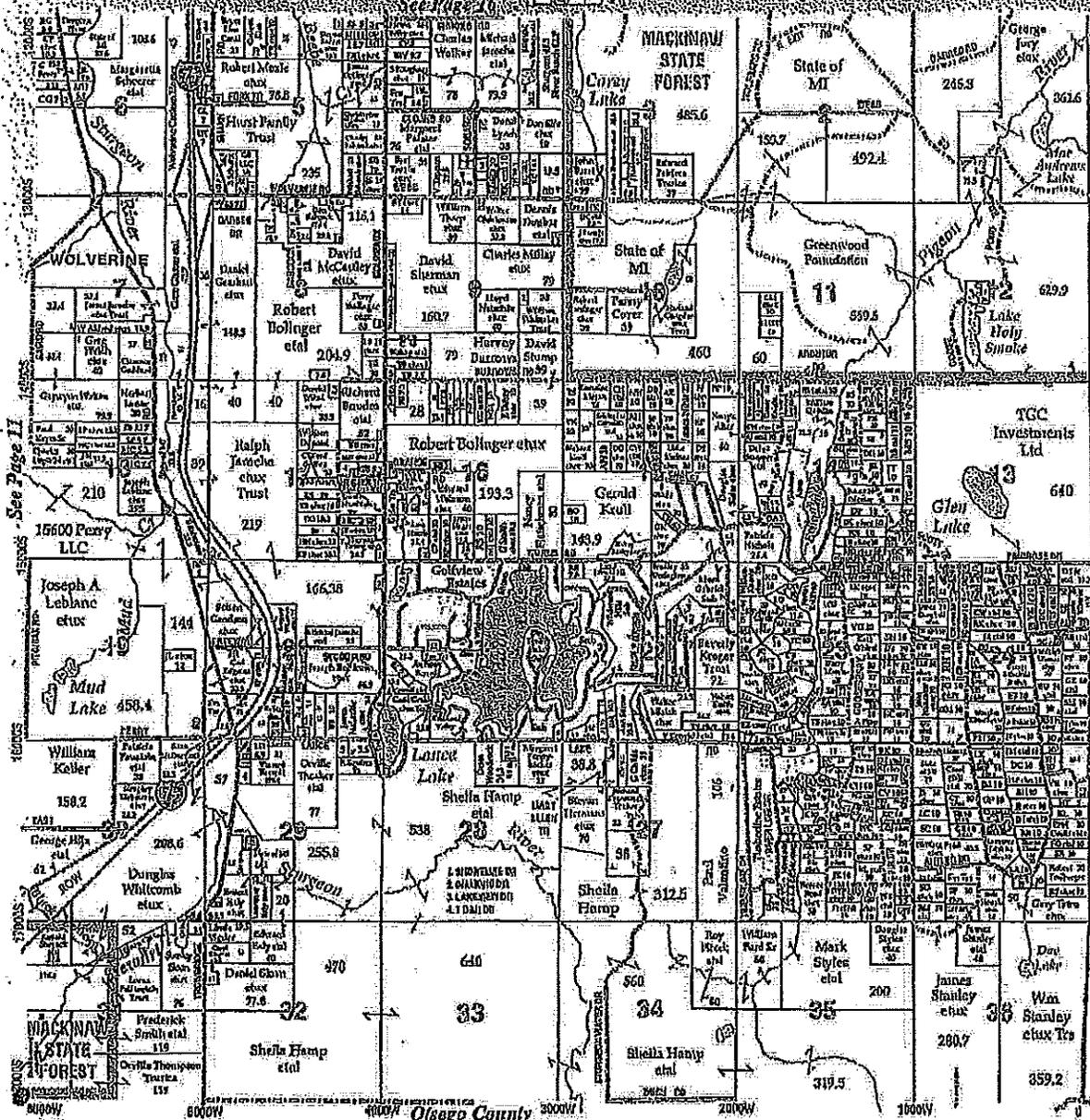
HONDA & KAWASAKI MOTORCYCLES
ARCTIC CAT, POLARIS & SIG-DOO SNOWMOBILES
ARCTIC CAT, POLARIS & KAWASAKI PERSONAL WATERCRAFT
POLARIS, HONDA & KAWASAKI ATVs

CHUCK FREEZE

WCT. M-35 & US 27 N. STRAITS HWY.
P.O. Box 269
Cheboygan, MI 49721

Nunda (W)

T.33 N. R.2W.



See Page 11

See Page 13

A

R.C. (Dick) Dunn
 Professional Land Surveyor

7291 Wolverine Road
 Wolverine, MI 49799

231-525-8712
 Fax 231-525-6758

12

STAN SLOAN
 AUCTIONEERS

STAN SLOAN
 Ph. 231-525-8626
 Wolverine, MI

JOHN SLOAN
 Ph. 517-275-8700
 Roscommon, MI

Over 20 Years Of Experience
 2005 Michigan Auctioneer

**OTSEGO COUNTY 2018 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR SURVEY/REMONUMENTATION SERVICES**

1. Parties. This agreement made this Twenty-Third day of January, 2018, 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, 2018.
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 **Nineteen Thousand Four Hundred Sixty Two and 50/100 (US \$19,462.50)**. 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 12/31/2018.

Unless otherwise authorized by the County Grant Administrator, the Contractor's work is to be completed **no later than October 13, 2018**. 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 (29 total corners):

T32N R03W (Corwith Township)

Code Common Corners 12 will be coordinated.

A01,	M01, T32N R4W; M13, T33N R4W, Charlevoix County and A13, T33N R3W, Cheboygan County
A02,	M02, T32N R4W, Charlevoix County
A03,	M03, T32N R4W, Charlevoix County
A04,	M04, T32N R4W, Charlevoix County
A05,	M05, T32N R4W, Charlevoix County
A06,	M06, T32N R4W, Charlevoix County
A07,	M07, T32N R4W, Charlevoix County
B05,	
B07,	
C06,	
D05,	
E04,	
E05,	
E06,	
F05,	
G06,	

H05,	
I05,	
I06,	
I07,	
J05,	
K05,	
K06,	
K07,	
L05,	
L07,	
M05,	A05, T32N R2W, Otsego County
M06,	A06, T32N R2W, Otsego County
M07,	A07, T32N R2W, Otsego County

B. CORNERS TO BE MONUMENTED (29 total corners):

T32N R03W (Corwith Township)

<u>Code</u>	<u>Common Corners 12 total will be coordinated.</u>
A01,	M01, T32N R4W; M13, T33N R4W, Charlevoix County and A13, T33N R3W, Cheboygan County
A02,	M02, T32N R4W, Charlevoix County
A03,	M03, T32N R4W, Charlevoix County
A04,	M04, T32N R4W, Charlevoix County
A05,	M05, T32N R4W, Charlevoix County
A06,	M06, T32N R4W, Charlevoix County
A07,	M07, T32N R4W, Charlevoix County
B05,	
B07,	
C06,	
D05,	
E04,	
E05,	
E06,	
F05,	
G06,	
H05,	
I05,	
I06,	
I07,	
J05,	
K05,	
K06,	
K07,	
L05,	
L07,	
M05,	A05, T32N R2W, Otsego County
M06,	A06, T32N R2W, Otsego County
M07,	A07, T32N R2W, Otsego County

29 corners 12 common, total 41

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: Rachel Frisch
Otsego County Administrator
225 West Main Street, Suite 203
Gaylord, Michigan 49735

If to Wade Trim, Inc.: Brian Sousa, P.E.
Wade Trim Inc. 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 Twenty-Third day of January, 2018, 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, Wade Trim Inc.

Approved as to Form

Approved as to Form

By: _____
Rachel Frisch,
Otsego County Administrator

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

**OTSEGO COUNTY 2018 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR SURVEY/REMONUMENTATION SERVICES**

1. Parties. This agreement made this Twenty-Third day of January, 2018, 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, 2018.
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 **Nineteen Thousand Four Hundred Sixty Two and 50/100 dollars (US \$19,462.50)**. 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 12/31/2018.

Unless otherwise authorized by the County Grant Administrator, the Contractor's work is to be completed **no later than October 13, 2018**. 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 (29 total corners):
T32N R03W (Corwith Township)

<u>Code</u>	<u>Common Corners 17 will be coordinated.</u>
B01,	B13, T33N R3W, Cheboygan County
C01,	C13, T33N R3W, Cheboygan County
C02,	
D01,	D13, T33N R3W, Cheboygan County
D03,	
E01,	E13, T33N R3W, Cheboygan County
E02,	
E03,	
F01,	F13, T33N R3W, Cheboygan County
F03,	
G01,	G13, T33N R3W, Cheboygan County
G02,	
H01,	H13, T33N R3W, Cheboygan County
H03,	
I01,	I13, T33N R3W, Cheboygan County
I02,	
I03,	
J01,	J13, T33N R3W, Cheboygan County
J03,	
K01,	K13, T33N R3W, Cheboygan County

K02,	
K03,	
K04,	
L01,	L13, T33N R3W, Cheboygan County
L03,	
M01,	A01, T32N R2W; M13 T33N R3W; A13, T33N R2W, Cheboygan Co.
M02,	A02, T32N R2W, Otsego County
M03,	A03, T32N R2W, Otsego County
M04	A04, T32N R2W, Otsego County

B. CORNERS TO BE MONUMENTED (29 total corners):
T32N R03W (Corwith Township)

<u>Code</u>	<u>Common Corners 17 total will be coordinated.</u>
B01,	B13, T33N R3W, Cheboygan County
C01,	C13, T33N R3W, Cheboygan County
C02,	
D01,	D13, T33N R3W, Cheboygan County
D03,	
E01,	E13, T33N R3W, Cheboygan County
E02,	
E03,	
F01,	F13, T33N R3W, Cheboygan County
F03,	
G01,	G13, T33N R3W, Cheboygan County
G02,	
H01,	H13, T33N R3W, Cheboygan County
H03,	
I01,	I13, T33N R3W, Cheboygan County
I02,	
I03,	
J01,	J13, T33N R3W, Cheboygan County
J03,	
K01,	K13, T33N R3W, Cheboygan County
K02,	
K03,	
K04,	
L01,	L13, T33N R3W, Cheboygan County
L03,	
M01,	A01, T32N R2W; M13 T33N R3W; A13, T33N R2W, Cheboygan Co.
M02,	A02, T32N R2W, Otsego County
M03,	A03, T32N R2W, Otsego County
M04	A04, T32N R2W, Otsego County

29 corners 17 common, total 46

G. 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.

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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.

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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: Rachel Frisch
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 Twenty-Third day of January, 2018, 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: _____
Rachel Frisch,
Otsego County Administrator

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

RESOLUTION NO. OCR 18-04
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
January 23, 2018

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 11779 Old 27 North, Vanderbilt, Michigan 49795 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 0923, Pages 942-956 and a Loan Modification in Liber 930, Pages 038-040 in the name of Randy J. Troy and Martha A. Troy, f/k/a Martha A Vanier, husband and wife; and

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

RESOLVED, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Randy J. Troy and Martha A. Troy, f/k/a Martha A Vanier, husband and wife; 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.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Road Commission

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 update the 2018 budget to actual

REVENUE

Account Number	Decrease	Increase
201-050-400.000 Component Unit Deposits	\$	\$ 849,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 849,000

EXPENDITURE

Account Number	Increase	Decrease
201-449-700.000 Comp Unit Expenses	\$ 849,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 849,000	\$

Department Head Signature

Date

Administrator's Signature

Date

Finance Department
Entered:
By:

10/24/17

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: EMS

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 update the 2018 budget to actual

REVENUE

Account Number	Decrease	Increase
210-050-400.000 Component Unit Deposits	\$ 121,797.30	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 121,797.30	\$

EXPENDITURE

Account Number	Increase	Decrease
	\$	\$
210-651-700.000 Comp Unit Expenses	\$	\$ 121,797.30
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 121,797.30

Department Head Signature _____

Date _____

Administrator's Signature _____

Date _____

10/24/17

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____

Finance Department
Entered: _____
By: _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Parks and Rec

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)

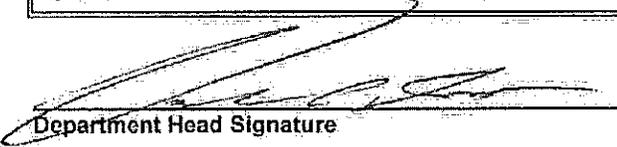
DESCRIPTION To amend the budget for land purchase

REVENUE

Account Number	Decrease	Increase
208-050-400.001 Budgeted Use of Fund Balance	\$	\$ 14,300
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 14,300

EXPENDITURE

Account Number	Increase	Decrease
208-901-970.300 Property Improvements	\$ 14,300	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 14,300	\$


Department Head Signature

1/12/18
Date

Finance Department
Entered:
By:

Administrator's Signature Date

01/23/2018

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