



Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

989-731-7520 • Fax 989-731-7529

NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, March 13, 2018 beginning at 9:30 a.m., at the County Building at 225 W. Main Street, Room 100, Gaylord, Michigan 49735.

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Consent Agenda

- A. Regular Minutes of February 27, 2018 w/attachments – Motion to Approve
- B. Resolution OCR 18-05 Support of NEMCSA's decision
- C. Otsego County Bus System – Drug & Alcohol Policy Update
- D. MDOT Aeronautics Consultant Procurement Guidelines

Department Reports

- A. Gaylord Regional Airport Update – Matt Barresi, Director

Administrator's Report

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 - 1. March 6, 2018 Warrant
 - 2. March 13, 2018 Warrant
- B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment



March 13, 2018
Agenda

Agenda Questions

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

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Regular Minutes of February 27, 2018 with attachments.	AGENDA DATE: March 13, 2018
AGENDA PLACEMENT: Consent Agenda, Item A.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

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

RECOMMENDATION:

Staff requests approval of the Regular Minutes of February 27, 2018 with attachments.

February 27, 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.

Excused: Bruce Brown.

Consent Agenda:

Motion by Commissioner Julie Powers, seconded by Commissioner Ken Glasser, to approve the Regular Minutes of February 13, 2018 with attachments. Ayes: Unanimous. Motion carried.

Commissioner Bruce Brown arrived at 9:38 a.m.

Department Reports:

Dona Wishart reported on the Otsego County Commission on Aging-Commun02 Program. Improved the previous pilot program BeBloomin. Otsego County Commission on Aging is one of the programs that will receive a portion of new grant awards.

Committee Reports:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to update the Otsego County Fee Schedule to eliminate permit fees for fences. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to reserve \$100,000 in the Delinquent Tax Fund (Fund 516) to be used as necessary to cover a potential shortfall in the existing Library Expansion Project, not to exceed the \$100,000 limit. Ayes: Unanimous. Motion carried.

Administrator's Report:

Rachel Frisch commended Maureen Derenzy on all of her efforts with the library project; Building security committee formed, company coming in and assessing our building safety. First meeting is March 1, 2018; Community wide survey to be updated, process to begin and the survey to go out in 2019. Recycling committee meeting held.

City Liaison, Township and Village Representative:

Vic Ouellette reported on the City Council meeting, City opted to vote out of the medical Marijuana Dispensaries.

Michelle Noirot received a call from a citizen requesting a neighborhood watch program.

Correspondence: Commissioner Ken Glasser received a letter regarding stream improvements on the AuSable.

New Business:

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers, to approve the February 20, 2018 Warrant in the total amount of \$431,572.03. Ayes: Unanimous. Motion carried.

Motion by Commissioner Rob Pallarito, seconded by Commissioner Doug Johnson, to approve the February 27, 2018 Warrant in the amount of \$288,471.94. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Beachnau reported a recycling meeting was held last week, next meeting is March 19, 2018 at 5:30 p.m. at the County Building; thanked the City Council members on their efforts on the Marijuana Dispensaries; Tourism Bureau assessment is rescheduled to March 22, 2018 at 11:30 a.m. at Treetops.

Commissioner Julie Powers thanked Dona Wishart and Maureen Derenzy for all of their hard work.

Commissioner Duane Switalski reported on the security.

Commissioner Rob Pallarito thanked the City Council; NEMCOG meeting, medical examiner issues around the State.

Commissioner Ken Glasser reported on the recycling meeting, possible longer millage and more money, very popular; Conservation District has a tight budget, possible millage. Road Commission received some money; Presentation at the Finance Committee meeting from S.A.N.E.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss commended City of the actions of the Marijuana dispensaries; Village of Vanderbilt is going through the same process.

Commissioner Doug Johnson commended Maureen Derenzy.

Commissioner Ken Borton is attending the National Association of Counties conference in Washington D.C., meeting with numerous representatives, federal funding for roads and bus system; EMS received a grant from AAA.

Meeting adjourned at 10:55 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk

Permit Application Fee 35.00

For Building Permits:

ICC Fee Schedule and type of construction is used for all permits.
Electrical, Mechanical and Plumbing Permits are calculated based upon
the itemized permit applications.

Deck	.01 times the sq ft of project
Porch	.10 times the sq ft of project
Demolition (eliminated \$100 fee)	Permit Application Fee of \$35.00
For projects not involving a square footage calculation	\$50.00
Residential Plan Reviews	15% of Permit Fee
Commercial Plan Reviews	.0015 times the value of the project
Inspections	\$50.00 per inspection

Planning & Zoning Fees:

Zoning Permits:

Application Fee	\$35.00
Single Family Dwelling	\$45.00
Residential Addition	\$45.00
Accessory buildings	\$45.00
Decks and Porches	\$0.00
Non-residential Signs	\$45.00
Residential Signs	No charge
Shoreland Permits	\$100.00
Sheds less than 200 sf	\$35.00
Fences	\$25.00 0.00
Camping Trailers	\$35.00
Home Occupations	\$30.00
Zoning Re-Inspection Fee (additional inspections)	\$50.00

Commercial Site Plan Review - In-house \$100.00

Land Divisions:

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

Planning Commission Permits:

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

Planning Commission Permits: (When Special Meeting is Required)

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

Zoning Board of Appeals Hearings:

Variance Request	\$400.00
Appeal-Interpretation	\$400.00

Zoning Board of Appeals Hearings: (When Special Meeting is Required)

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 18-05 NEMCSA	AGENDA DATE: March 13, 2018
AGENDA PLACEMENT: Consent Agenda, Item B.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Northwest Michigan Community Service Agency (NEMCSA) has identified areas of concern with the proposed 2019 Federal Budget. This resolution supports NEMCSA's position.

RECOMMENDATION:

Staff requests adoption of resolution OCR 18-05 as proposed.

OCR 18-05

To Draw Attention to the Federal Government Administration's Fiscal Year 2019 Proposed Budget and Its Effect on the NEMCSA Service Area

Otsego County Board of Commissioners
March 13, 2018

WHEREAS, NEMCSA is a private Community Action Agency, is a trusted source of support for individuals and families who reside within the eleven counties of Northeast Michigan; and

WHEREAS, NEMCSA provides quality programs and services to strengthen and enhance the self-sufficiency of individuals, families and communities through the best use of human and financial resources, focusing on those who are experiencing an economic hardship; and

WHEREAS, NEMCSA believes the future of our area depends on everyone doing well, and that our communities are stronger when all people can realize their full potential and contribute to their community; and

WHEREAS, NEMCSA helps families construct stable and strong foundations so everyone in the family - young children, teens, parents, and seniors alike can reach their full potential; and

WHEREAS, NEMCSA understands helping individuals and families build well-being is a smart investment; it prevents the need for future services and contributes to stronger, more vibrant communities; and

WHEREAS, NEMCSA deploys its Community Services Block Grant (CSBG) funds to build pathways to prosperity for families in the eleven counties of Northeast Michigan which has been recommended for elimination in the Administration's Fiscal Year 2019 Proposed Budget; and

WHEREAS, NEMCSA utilizes CSBG funding to support agency programs and activities that help individuals and families move toward self-sufficiency by offering needed services unique to its eleven county rural service area; and

WHEREAS, NEMCSA administers the Weatherization Assistance Program (WAP) and provided weatherization services to improve energy efficiency, affordability, and the health and safety of 76 homes of individuals with low incomes in Fiscal Year 2017; and

WHEREAS, NEMCSA administers the Low Income Heating Assistance Program (LIHEAP) and provided energy assistance to 427 households consisting of 854 individuals in Fiscal Year 2017 to resolve or prevent energy crisis situations for seniors, individuals with disabilities, and hardworking families with young children; now, therefore be it

RESOLVED that the Otsego County Board of Commissioners supports NEMCSA's decision to reject the Federal Government Administration's Fiscal Year 2019 Budget proposal to eliminate vital community programs such as CSBG, Weatherization, and LIHEAP and calls on Congress to support funding for CSBG at \$750 million, Weatherization at \$250 million, and LIHEAP at \$3.8 billion.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: OCBS – Drug & Alcohol Policy Update	AGENDA DATE: March 13, 2018
AGENDA PLACEMENT: Consent Agenda, Item C.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Otsego County Bus System’s Drug & Alcohol Policy had to be updated per instruction from the State of Michigan.
A small wording change from “opiate” to “opioid” needs to be implemented.

RECOMMENDATION:

Staff requests approval to update with the necessary changes to the OCBS Drug & Alcohol policy as proposed.

Otsego County Bus System

Controlled Substances and Alcohol Misuse Testing Policy

U.S. Department of Transportation Federal Transit Administration (FTA) Regulations

49 CFR Parts 40 & 655

**Effective:
March 13, 2018**

OCBS's drug testing provider is:

**OMS Compliance Systems, Inc.
(231) 582-5898**

I. STATEMENT OF POLICY

Otsego County Bus System ("OCBS"), the Federal Transit Administration and the U.S. Congress have determined that alcohol abuse and illegal drug use pose specific dangers to the safety and welfare of the Nation. In fact, the Federal Transit Administration has specifically noted that the use of alcohol and illegal drugs has been demonstrated to significantly affect the performance of individuals involved in the public transportation industry. It is therefore the policy of OCBS and the Federal Transit Administration that safety-sensitive employees in the public transportation industry be free from the influence of drugs and alcohol.

In order to achieve this objective and to comply with the requirements of the Omnibus Transportation Employee Testing Act of 1991 and Federal Transit Administration Regulation, 49 CFR Part 655, OCBS has developed and implemented a drug and alcohol testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol and prohibited drugs by employees who perform safety-sensitive functions in the public transportation industry, and to deter and detect the use of prohibited drugs by covered employees. Implementation of this program also helps deter substance abuse, as well as reduce absenteeism, accidents, health care costs and other drug-related problems. This program enhances the safety of our employees and the users of public transportation by facilitating the early identification of substance abuse-related issues and referral for treatment of workers with drug or alcohol abuse problems.

Those areas of the policy that appear in bold and underline print reflect the County's independent authority to require additional provisions with regard to drug and alcohol testing procedures.

II. SCOPE

Individuals Subject to Testing (Covered Employees) [655.4]. Part 655.4 defines a "Covered Employee" as a person, including an applicant or transferee, who performs or will perform a safety-sensitive function for an entity subject to part 655.

For purposes of this policy a "safety-sensitive function" includes:

- Operating a revenue service vehicle, including when not in revenue service;
- Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL);
- Controlling dispatch of movement of a revenue service vehicle;
- Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 USC 5307 or 5309, is an area of less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 USC 5311 and contracts out such services; or
- Carrying a firearm for security purposes.
- An individual will be performing a safety-sensitive function during any period in which he/she is performing, ready to perform or immediately available to perform such functions.

A volunteer is a covered employee if:

- The volunteer is required to hold a commercial driver's license to operate the vehicle; or
- The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration more than his or her actual expenses incurred while engaged in the volunteer activity.

"Vehicles" subject to this policy include buses, electric buses, vans, automobiles, rail cars, trolley cars, trolley buses or vessels. "Public transit vehicles" are vehicles used for public transportation or ancillary services.

A. Contractors. Under FTA regulations, the requirements of this policy apply to recipients of FTA assistance as defined in 49 CFR, as well as other entities that provide public transportation services or perform safety-sensitive functions for such recipients or entities, including sub-recipients, operators and **contractors**.

"*Contractors*" subject to the requirements of the regulations include persons or organizations that provide services for an FTA covered "employer" consistent with a specific understanding or arrangement, which can be evidenced by a written agreement and such contractors are also considered employers within the FTA definition of "employer".

B. Alcohol. For purposes of this policy, "*alcohol*" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. "*Alcohol use*" means the consumption of any beverage, mixture, or preparation, including any medication, which contains alcohol. "*Alcohol concentration*" (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

C. Prohibited Drugs. Although this policy prohibits the use of any controlled substances not lawfully prescribed by a physician, any drug test required under this policy will analyze an individual's urine to test for the presence of marijuana, cocaine, opioids, amphetamines and phencyclidine and/or their metabolites.

D. Prescription or Over-the-Counter Medication. An individual will be allowed to list on the back of the donor copy of the Drug Testing Custody and Control Form, any prescription or over-the-counter medication that he/she may be taking or may have recently taken. If the testing laboratory returns a positive test result, the individual will have the opportunity to discuss the use of the medication with OCBS's medical review officer.

In the event, it is determined by the MRO that an employee is taking a medication that may pose a safety risk though the continued performance of safety-sensitive functions, the employee may be placed on a medical leave of absence until that threat is acceptably reduced or eliminated.

A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug during medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing transit business is prohibited.

III. QUALIFICATIONS FOR EMPLOYMENT

A. Prohibited Conduct

- i. **Prohibited Drugs [655.21]** Covered employees are prohibited from using prohibited drugs at any time, from refusing to submit to a required test, and from performing a safety-sensitive function after receiving a verified positive test result following any drug test receiving a verified positive test result in any drug test required by this policy. For purposes of this policy the prohibited drugs tested for are marijuana, cocaine, opioids, phencyclidine, and amphetamines.
- ii. **Alcohol [655 Subpart D]** Company policy and Federal Transit Administration Regulations prohibit the following conduct as it relates to the use of alcohol:
 - a. **Alcohol concentration** - reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
 - b. **On-duty use** - using alcohol while performing safety-sensitive functions. If OCBS has actual knowledge that a covered employee is using alcohol while performing safety-sensitive functions OCBS will not permit the employee to perform or continue to perform safety-sensitive functions.
 - c. **Pre-duty use** - using alcohol within four hours prior to performing a safety-sensitive function. If OCBS has actual knowledge that a covered employee has used alcohol within 4 hours prior to performing safety-sensitive functions OCBS will not permit the employee to perform or continue to perform safety-sensitive functions.
 - d. **Use following an accident** - using alcohol for eight hours following an accident, unless the employee has first undergone a post-accident alcohol test.
 - e. **Refusal to submit** - refusing to submit to any alcohol test required under this policy.
 - f. **On-call employees** - OCBS will prohibit the consumption of alcohol for the specified on-call hours of each covered employee who is on-call. The procedure will include:
 - The opportunity for the covered employee to acknowledge the use of alcohol at the time he or she is called to report to duty and the inability to perform his or her safety-sensitive function.
 - The requirement that the covered employee take an alcohol test, if the covered employee has acknowledged the use of alcohol, but claims ability to perform his or her safety-sensitive function.

No discipline will be taken against any on-call employee who acknowledges his/her use of alcohol while in an on-call status, unless such conduct has the effect of making that employee repeatedly unavailable for duty.

- g. **Other alcohol-related conduct** - OCBS will not permit a covered employee tested under the provisions of subpart E of part 655 who is

found to have an alcohol concentration of 0.02 or greater but less than 0.04 to perform or continue to perform safety-sensitive functions, until:

- The employee's alcohol concentration measures less than 0.02; or
- The start of the employee's next regularly scheduled duty period, but not less than 8 hours following administration of the test.
- Except as provided in the regulations, OCBS will not take any action under this part against an employee based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit OCBS with authority independent of part 655 from taking any action otherwise consistent with law.

B. Removal from Service

- i. Prohibited drugs. [655.61]** As soon as OCBS has received notice from a medical review officer that an employee has a verified positive test result, or upon notice that an employee has refused to submit to a required test, it shall immediately remove the employee from the performance of safety-sensitive functions.
- ii. Alcohol [655.61].** As soon as OCBS has received notice from a Breath Alcohol Technician that a covered employee has a confirmed alcohol test result of 0.04 or greater, or has refused to submit to an alcohol test required under this policy, it shall immediately remove the employee from the performance of safety-sensitive functions.

Any covered employee requested to submit to an alcohol test required under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be disqualified from performing or continuing to perform a safety-sensitive functions until eight (8) hours following administration of the test or until the employee's BAC measures less than .02 in a retest.

- iii. Return to Duty.** No employee who has engaged in conduct prohibited by this policy will be allowed to resume performing safety-sensitive functions unless and until that individual has been evaluated by a substance abuse professional and complied with recommended treatment or rehabilitation assistance, and has satisfied the return-to-duty obligations outlined in Section IV, F & G of this policy.
- iv. Medical Marijuana.** The U.S. Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize “medical marijuana” under a state law to be a valid medical explanation for a transportation employee's positive drug test result. Medical Marijuana remains unacceptable for any safety-sensitive employee subject to the authority of the U.S. Department of Transportation.

IV. TYPES OF TESTING [655 Subpart E]

- A. Notice of Testing Circumstances.** Before performing any alcohol or drug test required by this policy, OCBS will notify the test subject that the test is being required

pursuant to this policy and/or Federal Transit Administration Regulations (49 CFR Part 655). OCBS will not represent that any requested test is required by federal regulations if, in fact, the individual to be tested is not subject to those regulations.

- B. Pre-Employment.** No employee or applicant will be permitted to perform a safety-sensitive function, and no employee will be transferred from a non-safety-sensitive function to a safety-sensitive function, unless the individual takes a drug test with a verified negative test result. If for some reason a pre-employment drug test is canceled, the individual will be required to submit to another test.

If an applicant fails a pre-employment drug test, the conditional offer of employment will be rescinded. When an employee being transferred, or promoted from a non-DOT position to a covered position submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with this policy.

When an employee or applicant has previously failed or refused a pre-employment drug test conducted under DOT authority, the individual must provide OCBS with proof of having successfully completed a referral, evaluation and treatment plan. When an employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in OCBS's random testing pool during that time, OCBS shall ensure that the employee takes a pre-employment drug test with a verified negative result.

If the individual's test result is negative-dilute, OCBS reserves the right to require the individual to submit to another drug test. If the subsequent drug test is also negative dilute, OCBS will accept the result as negative.

- C. Post-Accident.** An employee who is performing a safety-sensitive function must submit to a post-accident drug and alcohol test as soon as possible after any occurrence that meets the description of a "DOT Accident". For purposes of this Policy and OCBS's drug and alcohol testing program, a "DOT Accident" is defined as an occurrence associated with the operation of a vehicle, if as a result:

- Individual dies; or
- An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or
- With respect to an occurrence in which the public transportation vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or
- With respect to an occurrence in which the public transportation vehicle involved is a rail car, trolley car, trolley bus, or vessel, the public transportation vehicle is removed from operation.

Under FTA regulations "Disabling damage" means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- i. Inclusion.** Damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven.

ii. Exclusions.

- a. Damage that can be remedied temporarily at the scene of the accident without special tools or parts.
- b. Tire disablement without other damage even if no spare tire is available.
- c. Headlamp or tail light damage.
- d. Damage to turn signals, horn, or windshield wipers, which makes the vehicle inoperable.

i. Fatal accidents.

- a. As soon as practicable following an accident involving the loss of human life, OCBS will conduct drug and alcohol tests on each surviving covered employee operating the public transportation vehicle at the time of the accident. Post-accident drug and alcohol testing of the operator is not required if the covered employee is tested under the fatal accident testing requirements of the Federal Motor Carrier Safety Administration rule.
- b. OCBS will also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by OCBS using the best information available at the time of the decision.

i. Nonfatal accidents.

- a. As soon as practicable following an accident not involving the loss of human life in which a public transportation vehicle is involved, OCBS will drug and alcohol test each covered employee operating the public transportation vehicle at the time of the accident unless OCBS determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident. OCBS will also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by OCBS using the best information available at the time of the decision.

If an alcohol test required by the regulations is not administered within two hours following the accident, OCBS will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by the regulations is not administered within eight hours following the accident, OCBS will cease attempts to administer an alcohol test and maintain the record. Records must be submitted to FTA upon request of the Administrator. OCBS will ensure that a covered employee required to be drug tested under this section is tested as soon as practicable but within 32 hours of the accident.

A covered employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying OCBS or OCBS representative of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed by OCBS to have refused to submit to testing.

The decision not to administer a drug and/or alcohol test will be based on OCBS's determination, using the best available information at the time of the determination that the employee's performance could not have contributed to the accident. Such a decision must be documented in detail, including the decision-making process used to reach the decision not to test.

Nothing in the regulations should be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

The results of a blood, urine, or breath test for the use of prohibited drugs or alcohol misuse, conducted by Federal, State, or local officials having independent authority for the test, will be considered to meet the requirements of the regulations provided such test conforms to the applicable Federal, State, or local testing requirements, and that the test results are obtained by OCBS. Such test results may be used only when OCBS is unable to perform a post-accident test within the required period.

If the individual's test result is negative-dilute, OCBS reserves the right to require the individual to submit to another drug test. If the subsequent drug test is also negative dilute, OCBS will accept the result as negative.

- D. **Random.** Both OCBS and Federal Transit Administration believe that random drug and alcohol testing is an essential part of any program seeking to ensure a drug and alcohol-free workplace. All covered employees subject to this policy will therefore be required to submit to random drug and alcohol testing.

The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as a random number table or a computer-based random number generator matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. The tests will be unannounced and the dates for test will be reasonably spread throughout the course of the year. All covered employees will have an equal chance of being testing each time selections are made, regardless of the number of his/her previous selections, if any.

Any covered employee notified of his/her selection for random testing will be required to proceed to the test site immediately. If a covered employee is performing a safety-sensitive function at the time of his/her notification of a random test requirement, he/she will be required to cease performing the safety-sensitive function and proceed to the testing site immediately. However, covered employees will only be required to submit to random alcohol tests if they are performing a safety-sensitive function, about to perform a safety-sensitive function, or have just ceased performing a safety-sensitive function, whereas covered employees may be randomly tested for prohibited drug use any time while on duty.

If the individual's test result is negative-dilute, OCBS reserves the right to require the individual to submit to another drug test. If the subsequent drug test is also negative dilute, OCBS will accept the result as negative.

- E. **Reasonable Suspicion.** Whenever OCBS has reasonable suspicion to believe that a covered employee has used a prohibited drug or has violated any alcohol prohibition contained in this policy, it will require him/her to submit to a drug and/or alcohol test. However, any such suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the covered employee. These observations will only be made by a supervisor who has received appropriate training in detecting the signs and symptoms of drug and alcohol use and will be documented by that individual in a Supervisor's Report of Reasonable Suspicion. Any supervisor who decides that reasonable suspicion exists to require a covered employee to submit to an alcohol or drug test will not be permitted to conduct the breath alcohol test on that individual or serve as the drug collection site person for his/her drug test.

A reasonable suspicion alcohol test will only be required if the reasonable suspicion observations are made just before, during or after the period of the work day that the covered employee is required to follow this policy. OCBS will therefore only direct a covered employee to undergo reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, is just about to perform safety-sensitive functions, or has just ceased performing safety-sensitive functions.

If a reasonable suspicion alcohol test is not administered within two hours following the reasonable suspicion determination, OCBS will document the reasons why the test was not promptly administered. If the test is not administered within eight hours following the reasonable suspicion determination, OCBS will no longer attempt to administer an alcohol test and will document the reasons for its inability to do so.

Notwithstanding the above testing requirements, a covered employee may not report for duty or remain on duty requiring the performance of a safety-sensitive function if that employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech and performance indicators of alcohol misuse. Any such covered employee will not be allowed to perform or continue to perform a safety-sensitive function until the employee undergoes an alcohol test yielding an alcohol concentration level of less than 0.02; or the start of the employee's next regularly-scheduled duty period, but not less than eight hours following the reasonable suspicion determination.

If the individual's test result is negative-dilute, OCBS reserves the right to require the individual to submit to another drug test. If the subsequent drug test is also negative dilute, OCBS will accept the result as negative.

- F. **Return-to-Duty.** Before a covered employee who has engaged in any conduct prohibited by this policy will be allowed to return to duty requiring the performance of a safety-sensitive function, he/she will be required to undergo return-to-duty alcohol testing with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, and/or a return-to-duty drug test with a verified negative result, if the conduct involved prohibited drugs. The controlled substances urine specimen must be conducted under direct observation procedures. If the test is canceled, he/she will be required to take another return-to-duty test.

If the drug test is negative-dilute, OCBS reserves the right to have the individual take another test. If the result of a subsequent test is also negative-dilute, OCBS shall accept that result as negative.

G. Follow-Up. Any employee who has engaged in conduct prohibited by this policy, and who has returned to safety-sensitive duties, will be subject to additional, unannounced follow-up testing for alcohol and/or controlled substances as directed by the SAP (minimum of six follow-up tests in the first year after return to safety-sensitive duties). The controlled substances urine specimen must be conducted under direct observation procedures. Participation in a follow-up testing program may be required for up to five years, at the SAP's discretion. However, follow-up alcohol testing will be conducted only when the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

If the drug test is negative-dilute, OCBS reserves the right to have the individual take another test. If the result of a subsequent test is also negative-dilute, OCBS shall accept that result as negative.

H. Alcohol Concentration $.02 < .04$. If an employee is administered an alcohol test that produces an alcohol concentration of $.02$ or greater, but less than $.04$, he/she will not be permitted to perform a safety-sensitive function within eight hours of that test unless he/she is retested and has a test result of less than 0.02 .

I. Refusal to Submit. Any covered employee who refuses to submit to an alcohol or drug test will be prohibited from performing or continuing to perform a safety-sensitive function and be subject to discipline as outlined in Section X of this policy. "Refusal to submit" to an alcohol or drug test (or Refusal to Test) constitutes a violation of policy and includes the following conduct:

- i. Failure to appear for any test (excluding a pre-employment test) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- ii. Failure to remain at the testing site until the testing process is complete;
- iii. Failure to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations;
- iv. In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen;
- v. Failure to provide enough urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- vi. Failure or refusal to take a second test the employer or collector has directed;
- vii. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures;

- viii. Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
- ix. Confirmation by the MRO that there has been a verified adulterated or substituted test result;
- x. Failure or refusal to sign Step 2 of the alcohol testing form;
- xi. Failure to follow the observer's instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is present any type of prosthetic or other device that could be used to interfere with the collection process;
- xii. Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process;
- xiii. Admission by the donor to the collector or MRO that the specimen was adulterated or substituted.

V. ALCOHOL TESTING PROCEDURES [Part 40, Subparts L, M, and N]

A. Screening and Confirmation Testing. All alcohol testing conducted under this policy will be done in accordance with the procedures outlined in 49 CFR Part 40, Subparts L and M. After providing photo identification to the BAT or STT, the employee and the BAT/STT will complete the Alcohol Testing Form (ATF). Any employee who refuses to sign the acknowledgment of testing in Step 2 of the form will be considered to have refused to test. The employee will follow the BAT/STT's instructions and provide a breath or saliva sample for the initial test. If the result of the test is <0.02 alcohol concentration, the test is considered negative and the process is complete. The BAT/STT will complete and sign the breath alcohol testing form.

If the initial alcohol test result is 0.02 or greater, a confirmation test, using an EBT capable of printing the test results, will be conducted. After a waiting period of at least 15 minutes, during which the employee is observed and requested not to take anything by mouth, the employee will be asked to provide a breath sample. The purpose of the waiting period is to ensure that no residual mouth alcohol is present for the confirmation test. If the confirmation test result is >0.02 , the BAT will immediately notify OCBS DER, and the employee will remain at the testing facility until provided transportation. The employee and the BAT will complete and sign the breath alcohol testing form and a copy of the form, including the test results, will be provided to the employee. If the confirmation result is <0.02 , the test is negative. The BAT shall sign the alcohol testing form and provide a copy of the form to the employee and the DER.

VI. CONTROLLED SUBSTANCES TESTING PROCEDURES [Part 40, Subparts D & E]

A. Urine Specimen Collection. Any person required to undergo a drug test will provide a urine sample at a designated collection site. To ensure integrity of the specimen collection procedure, a standard Federal Drug Testing Custody and

Control Form (CCF) will be used. This form will be completed by the employee and the specimen collector and will be forwarded along with the urine sample to a designated laboratory. The MRO, employee, collector and Company DER also receive a copy of the Custody and Control Form.

All urine specimens will be collected in a clean, single-use collection container that is securely wrapped until used. The urine specimen will be poured into two specimen bottles (wrapped or sealed until used) that will be labeled and sealed with tamper-evident tape/label by the collector in the employee's presence. The employee will initial the bottle(s) seals and the collector will date them.

B. Direct Observation Collections. Under DOT's 49 CFR Part 40 directly observed collections are authorized and required in specific situations. In the event of a direct observed collection the employee will not be given notice. A direct observed collection will take place if:

- i. The test is a return-to-duty or follow-up test;
- ii. The MRO receives a report from the laboratory that a specimen is invalid and the MRO subsequently reports to OCBS that there was not an adequate medical explanation for the result;
- iii. The MRO reports to OCBS that the original positive, adulterated, or substituted result had to be cancelled because the test of the split specimen could not be performed; or
- iv. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to OCBS as negative-dilute and that a second collection must take place under direct observation.

In the circumstances described above, the individual will undergo specimen collection under the direct observation of a same sex observer. OCBS also has the right to require any return to duty or follow-up test to be conducted under direct observation.

If the sample is being collected from an employee in need of medical attention (e.g., as part of a post-accident test given in an emergency medical facility), necessary medical attention shall not be delayed to collect the specimen. Specimens will not be collected from deceased, comatose or otherwise unresponsive employees.

C. Specimen Integrity and Identity. OCBS, the employee and the collection site shall take appropriate precautions to preserve the integrity of the urine specimen by ensuring that it is not adulterated or diluted during the collection procedure and that the urine specimen tested is that of the person from whom it was collected. Collection site personnel will be responsible for maintaining the integrity of the specimen collection and transfer process, but employees are expected to cooperate with collection site personnel and to exercise good faith in conjunction with the specimen collection procedures.

D. Inability to Provide a Specimen. If the employee is unable to urinate, or provides an insufficient quantity of urine (<45mL), the employee will be provided fluids to drink (up to 40 oz.) and up to three hours to provide an adequate specimen. (Note: It is not a refusal to test if the employee declines to drink.) If the employee is unable to

provide an adequate specimen after three hours, the collection process will cease. The collector will inform OCBS, and OCBS will direct the employee to be evaluated by a Company-designated physician as soon as practical (within 5 days, if possible). If the physician determines, after examination of the employee, that there is no medical explanation for the employee's failure to provide an adequate specimen, the employee will be considered to have refused to test. The MRO shall review the written report of the examining physician's findings.

- E. Failure to Cooperate.** If the employee refuses to cooperate during the collection process (e.g., refusal to attempt to provide a complete specimen, remain in the collection site until the completion of the process), the collector will inform OCBS representative (DER) and document the employee's conduct on the Drug Testing Custody and Control Form.

VII. CONTROLLED SUBSTANCE TEST RESULTS [Part 40 Subpart G]

- A. Medical Review Officer.** All test results will be reported by the laboratory to a medical review officer (MRO). The MRO will be a licensed physician who has met the qualification training, and continuing education requirements of § 40.121. The MRO will review and consider possible alternative medical explanations for positive, adulterated, substituted, and invalid test results, as well as review of the CCF to determine if it is complete and accurate. OCBS will designate an MRO for its controlled substance testing program. The designated MRO is listed in Appendix B.
- B. MRO Determinations.** If the MRO determines that there is a legitimate medical explanation for a positive test result the MRO will report the test as negative. If the MRO determines that there is no legitimate medical explanation for the confirmed positive test result, the MRO shall report the test as positive, and provide the name of drug(s) detected.

The MRO shall report a negative-dilute result to OCBS when the laboratory has concluded that the specimen meets the criteria established by DOT for dilution.

OCBS reserves the right to require the individual to submit another specimen. If the second specimen is also reported negative-dilute, OCBS will accept the result as negative.

- C. Split Specimen Procedures.** The MRO will notify each employee who has a verified positive, adulterated, or substituted test that he/she has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of such notice, the MRO will direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis.

OCBS reserves the right to obtain reimbursement from the employee for the costs of the split specimen analysis. In no case, will the MRO or laboratory delay or reject an employee's timely request for the split specimen analysis pending receipt of payment for the analysis.

If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO will cancel the test and

report the cancellation and the reasons for it to the DOT, the employer and the employee.

If the analysis of the split specimen fails to reconfirm the adulterant or substitution criteria found in the primary specimen, the MRO will cancel the test and report the cancellation and reasons for it to the DOT, the employer and the employee. In reconfirming adulteration or substitution, the laboratory must apply the same criteria used in the determination of adulteration or substitution of the primary specimen. If an employee has not contacted the MRO within 72 hours concerning testing of the split specimen, the employee may present the MRO with information documenting that serious illness, injury, inability to contact the MRO, or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation of the employee's failure to contact him/her within 72 hours, the MRO will direct that analysis of the split specimen be performed.

VIII. CONFIDENTIALITY AND RECORDKEEPING

A. Confidentiality. OCBS will maintain all records generated under this policy in a secure manner so that disclosure to unauthorized persons does not occur. Thus, the results of any tests administered under this policy and/or any other information generated pursuant to this policy will not be disclosed or released to anyone without the express written consent of the employee, except where otherwise required or authorized by DOT regulations. In addition, OCBS's contracts with its designated service agents require them to maintain all employee test records in confidence.

OCBS or its service agent(s) must release information under the following circumstances:

- i. Upon specific, written consent from an employee authorizing the release of information about that employee's drug or alcohol tests to an identified person, including to a subsequent employer.
- ii. Upon request of DOT agency representatives, including:
 - a. Access to facilities used for DOT agency drug and alcohol program functions.
 - b. All written, printed, and computer-based drug and alcohol program records and reports (including copies of name-specific records or reports), files, materials, data, documents/documentation, agreements, contracts, policies, and statements that are required by this part and DOT agency regulations.
- iii. Upon request by the National Transportation Safety Board as part of an accident investigation, provide information concerning post-accident tests administered after the accident.
- iv. Upon request by a Federal, state or local safety agency with regulatory authority over OCBS, provide drug and alcohol test records concerning any covered employee.

However, the laboratory or OCBS may disclose information required to be maintained under this policy to the employee, the employer or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or drug test administered under this policy, or from the employer's determination that the employee engaged in conduct prohibited by this policy (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.)

- B. Access to Facilities and Records [Part 40 Subpart P].** Upon written request by any covered employee, OCBS will promptly (within 10 days of the employee's written request) provide copies of any records pertaining to the employee's use of alcohol or drugs, including any records pertaining to his or her alcohol or drug tests. Access to a covered employee's records will not be contingent upon payment for records other than those specifically requested.

OCBS will also permit access to all facilities utilized and alcohol or drug testing documents generated in complying with the requirements of 49 CFR Part 655 to the Secretary of Transportation, any DOT agency with regulatory authority over the employer or any of its covered employees, or to a State oversight agency. When requested by the National Transportation Safety Board as part of an accident investigation, OCBS will disclose information related to the employer's administration of a post-accident alcohol and/or drug test administered following the accident under investigation.

Records will also be made available to an identified person or a subsequent employer upon receipt of a written request from an employee, but only as expressly authorized and directed by the terms of the employee's written consent. The subsequent release of such information by the person receiving it will be permitted only in accordance with the terms of the employee's consent.

IX. EMPLOYEE ASSISTANCE PROGRAM/SUBSTANCE ABUSE PROFESSIONAL

- A. Employee Education.** OCBS will provide employees subject to this policy with education materials explaining the requirements of the Federal Transit Administration drug and alcohol regulations and OCBS policies and procedures for meeting them. In addition, employees will be provided with information concerning the effects of drug use and alcohol misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem (the employee's or a co-worker's); and available methods of intervening when an alcohol or drug problem (the employee's or a co-worker's) is suspected, including confrontation, referral to an employee assistance program and/or referral to management. This information will include the following:

- i. Display and distribution of informational material
- ii. Display and distribution of a community service hot-line telephone number for employee assistance.

Covered employees will receive at least 60 minutes of training of the effects and consequences of prohibited drug use on personal health, safety and the work

environment and on the signs and symptoms which may indicate prohibited drug use.

Copies of the above materials and this policy will be distributed to each covered employee prior to the start of alcohol and drug testing required herein and to each employee subsequently hired or transferred into a position requiring the performance of a safety-sensitive function covered by this policy.

Each employee who receives a copy of these materials will be required to sign a statement certifying that he or she has received a copy of the same. OCBS will retain the original of the signed certificate and will provide a copy to the employee, if requested.

OCBS will also provide written notice to representatives of employee organizations as to the availability of this information, if applicable. Any questions about the requirements of this policy should be directed to the program contact individual listed in Appendix B.

B. Supervisory Training. Any individual designated to determine whether reasonable suspicion exists to require a covered employee to undergo a drug or alcohol test under this policy will be required to receive at least 60 minutes of training on alcohol misuse and 60 minutes of training on drug use. This training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and prohibited drug use.

C. Referral, Evaluation and Treatment.

- i. **Available Resources.** Any employee who engages in conduct prohibited by this policy (positive drug test, refusal to test, or alcohol test result of 0.04 or greater alcohol concentration) will be provided with information about the resources available for evaluating and resolving problems associated with the misuse of alcohol or prohibited drug use, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- ii. **Substance Abuse Evaluation.** Employees will be provided Substance Abuse Professional referral information, advised to undergo an evaluation by an appropriate substance abuse professional if they seek to perform United States Department of Transportation safety sensitive functions in the future, who will determine what assistance the employee may need in resolving problems associated with alcohol misuse and/or prohibited drug use. **All costs associated with any evaluation, intervention and assistance will be at the sole expense of the terminated employee.**
- iii. **Substance Abuse Professional (SAP).** For purposes of this policy, a substance abuse professional (SAP) is defined as a licensed physician (Doctor of Medicine or Osteopathy); or a licensed or certified social worker; or a licensed or certified psychologist; or a licensed or certified employee assistance professional; or a state-licensed or certified marriage and family therapist; or an alcohol and drug abuse counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or by the International Certification Reciprocity

Consortium/Alcohol and Other Drug Abuse (ICRC) or by the National Board of Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC) who has knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders and who has met the qualification training standards specified in Part 40.

The SAP's role is to evaluate the employee's need for assistance in resolving problems related to alcohol or drug abuse, determine if the employee has complied with recommended treatment or rehabilitation, and to determine a program of follow-up testing as appropriate. (Refer to 49 CFR part 40 Subpart O for additional information about SAPs.)

X. DISCIPLINE

In addition to the removal from safety-sensitive functions required by Federal Transit Administration Regulations, OCBS will take the following disciplinary action against any individual who violates this policy.

A. Applicants

An individual who tests positive on a pre-employment or pre-duty test for a prohibited drug will not be hired for, or allowed to serve in, a covered function position. Likewise, an individual who submits a specimen determined to be adulterated or substituted will not be hired or allowed to serve in a covered position.

The applicant will be provided Substance Abuse Professional referral information which the individual may use at his or her own expense if the person seeks to perform United States Department of Transportation covered functions in the future. OCBS will not charge employees for SAP contact information.

B. Employees

Any employee who tests positive for a prohibited drug or for alcohol with a concentration level of 0.04 or greater will be subject to disciplinary action up to and including discharge from employment with OCBS. A terminated employee will be provided Substance Abuse Professional referral information which former employee may use at his or her own expense if employee seeks to perform United States Department of Transportation covered functions in the future.

Any employee who engages in any conduct that constitutes a refusal to submit to a drug or alcohol test required under this policy will be discharged from employment with OCBS. The terminated employee will be provided Substance Abuse Professional referral information which former employee may use at his or her own expense if employee seeks to perform United States Department of Transportation covered functions in the future.

Any employee whose alcohol test result is 0.02-0.039 alcohol concentration will be removed from duty for at least 8 hours or until his/her next regularly scheduled shift, whichever is longer. All time suspended will be without pay. Any employee who tests 0.02-0.039 alcohol concentration on more than one occasion will be discharged from employment with OCBS. The terminated employee will be provided Substance Abuse Professional referral information which former

employee may use at his or her own expense if employee seeks to perform United States Department of Transportation covered functions in the future. OCBS will not charge employees for SAP contact information.

Depending on the circumstances involved, OCBS may at its sole discretion, offer employees who voluntarily request help with a drug or alcohol problem, the option of rehabilitation in lieu of discharge. Employees offered this option will be referred to a qualified Substance Abuse Professional (SAP). The employee will be expected, as a condition of continued employment, to sign a return to work agreement, to follow the SAP's advise or recommendation program of rehabilitation, and to agree to follow up testing. Failure to do so, or any positive test result within a period of up to 60 months after the completion of the rehabilitation program, will result in disciplinary action, up to and including discharge.

XI. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 40.149(c) for a positive test or test refusal is not subject to arbitration.

XIII. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Otsego County Bus System's management of any criminal drug statute conviction within 5 days. Failure to comply with this provision shall result in disciplinary action as defined in this policy

XIV. RECORDKEEPING AND REPORTING

A. Retention of Records. OCBS will maintain records relating to this policy as outlined in 49 CFR Part 655. These records will be maintained in a secure location with controlled access for the specified periods of time, measured from the date of the document's or data's creation.

B. Management Information System. OCBS will prepare and submit to the FTA Office of Safety and Security by March 15 of each year, two annual calendar year summaries of the results of all alcohol and drug testing performed under this policy. The summary reports will contain all the required information as specified in § 655.72.

XV. DEFINITIONS – 49 CFR Part 40 and Part 655

Accident. An occurrence associated with the operation of a vehicle, if as a result: 1) an individual dies; or 2) an individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) with respect to an occurrence in which the public transit vehicle involved is a bus, electric bus, van, or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as a result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or 4) with respect to an occurrence in which the public

transportation vehicle is involved is a rail car, trolley care, or vessel, the public transportation vehicle is removed from operation.

Adulterated specimen. A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol. The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.

Alcohol concentration. The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this part.

Alcohol confirmation test. A subsequent test using an EBT, following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.

Alcohol use. The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

Breath Alcohol Technician (BAT). A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

Cancelled test. A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

Collection container. A container into which the employee urinates to provide the specimen for a drug test.

Collection site. A place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.

Collector. A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the CCF.

Collector. A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the CCF.

Contractor. A person or organization that provides a safety-sensitive service for a recipient, subrecipient, employer, or operator consistent with a specific understanding or arrangement. The understanding can be a written contract or an informal arrangement that reflects an ongoing relationship between the parties.

Covered employee. A person, including an applicant or transferee, who performs or will perform a safety-sensitive function for an entity subject to this part. A volunteer is a covered employee if:

- The volunteer is required to hold a commercial driver's license to operate the vehicle; or

- The volunteer performs a safety-sensitive function for an entity subject to this part and receives remuneration more than his or her actual expenses incurred while engaged in the volunteer activity.

Designated employer representative (DER). An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of this part. Service agents cannot act as DERs.

Dilute specimen. A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

DOT, The Department, DOT agency. These terms encompass all DOT agencies, including, but not limited to, the United States Coast Guard (USCG), the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). These terms include any designee of a DOT agency.

Drugs. The drugs for which tests are required under this part and DOT agency regulations are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opioids.

Employee. Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under this part, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services.

Employer. A person or entity employing one or more employees (including an individual who is self-employed) subject to DOT agency regulations requiring compliance with this part. The term includes an employer's officers, representatives, and management personnel. Service agents are not employers for the purposes of this part.

Federal Transit Administration (FTA). An agency of the U.S. Department of Transportation.

HHS. The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

Initial drug test (also known as a Screening drug test). The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Laboratory. Any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Negative result. The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen

Performing (a safety-sensitive function). A covered employee is performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result. The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

Primary specimen. In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

Reconfirmed. The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Refuse to submit. Any circumstance outlined in 49 CFR 40.191 and 40.261.

Safety-sensitive function. Any of the following duties, when performed by employees of recipients, sub-recipients, operators, or contractors:

- Operating a revenue service vehicle, including when not in revenue service;
- Operating a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- Controlling the dispatch or movement of a revenue service vehicle;
- Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 U.S.C. 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 U.S.C. 5311 and contracts out such services;
- Carrying a firearm for security purposes.

Specimen bottle. The bottle that, after being sealed and labeled according to the procedures in this part, is used to hold the urine specimen during transportation to the laboratory.

Split specimen. In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

Split specimen collection. A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP). A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Substituted specimen. A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

Vehicle. A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transportation vehicle is a vehicle used for public transportation or for ancillary services.

Verified test. A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.

APPENDIX A

LISTING OF SAFETY-SENSITIVE JOB TITLES

Otsego County Bus System has determined that the following job titles are safety-sensitive and therefore covered by the FTA drug and alcohol testing regulations and this policy:

- Bus Driver
- Dispatcher
- Chief Dispatcher
- Mechanic
- Lead Mechanic
- Driver/Dispatcher
- General Maintenance
- Home Delivered Meals Drivers

APPENDIX B

COMPANY DESIGNATED SERVICE PROVIDERS FOR DRUG AND ALCOHOL TESTING

1. Company Drug and Alcohol Testing Program Contact

For all questions concerning OCBS's policy or implementation of OCBS's drug and alcohol testing program, employees should contact the individual(s) named below:

Trisha Adam, SPHR, SHRM-SCP
Human Resources Director/Assistant County Administrator
225 W. Main St., #203
Gaylord, MI 49735
tadam@otsegocountymi.gov
989-731-7522

2. Drug Testing Laboratory

The following DHHS-certified laboratory has been designated by OCBS to conduct the analysis of all urine specimens tested under the terms of this policy.

Quest Diagnostics
10101 Renner Blvd
Lenexa, KS 66700
800-877-7484

3. Medical Review Officer

The following physician(s) has been designated by OCBS to perform Medical Review Officer functions for all drug tests conducted under the terms of this policy.

David Nahin, M.D.
i3screen
9501 Northfield Blvd.
Denver, CO 80238
877-295-3381

4. Substance Abuse Professional

Substance Abuse Professional (SAP) services, including information, referral, assessment, and evaluation, are available from the following Company-designated individuals and/or organizations:

Catholic Human Services
1165 Elkview Drive
Gaylord, MI 49735
(989) 732-6761

5. **Approved Specimen Collection Sites**

The facilities listed below are authorized to conduct urine specimen collection in accordance with 49 CFR Part 40 for the purpose of any controlled substance test required by OCBS:

OMH Walk-In Clinic
1996 Walden Drive
Gaylord, MI 49735
(989) 731-4111

OMH Walk-In Clinic
2572 N. US131
Elmira, MI 49730
(989) 731-7700

OMS Compliance, Inc.
562 South M-75
Boyne City, MI 49712
P 231-582-5898
F 231-582-5371

Attachment to FTA Drug-Free Workplace Policy Signs and Symptoms of a Drug and Alcohol Use

Drugs and alcohol can result in such work-related problems as absenteeism and tardiness, lower productivity, missed deadlines, poor work quality, unsafe driving, and increased injuries and accidents. Problems relating to or communicating with supervisors, co-workers or customers, following directions, concentrating or remembering things may also indicate a drug or alcohol problem.

Drugs and alcohol slow reaction times, cause confusion, harm coordination and motor skills and can impair decision-making and memory. People misusing alcohol and using illegal drugs may be withdrawn, lethargic, depressed, erratic, “hyper” or unusually anxious, hostile or paranoid.

Drugs and alcohol misuse can also result in health problems like chronic gastritis, headaches, chronic respiratory infections and liver problems. They may also show up as poor hygiene, a sloppy appearance, financial problems, DUIs or family problems.

Evidence of use can include paraphernalia such as pipes, syringes, foil packets, pills, powders and empty alcohol containers. Physical symptoms of use can include:

1. Marijuana and alcohol odors
2. Puffy or droopy eyelids, bloodshot eyes, dilated or pinpoint pupils
3. Nosebleeds, excessive sniffing, chronic sinus problems, nasal sores
4. Needle tracks or blood spots on clothing
5. Tremors, racing or irregular heartbeats
6. Slurred or incoherent speech
7. Confusion, anxiety, paranoia
8. Coordination problems
9. Lethargy and sleepiness

Effects of Drugs and Alcohol

Drugs and alcohol can harm health and the workplace in a variety of ways.

Alcohol

Alcohol is a central nervous system depressant that acts like a poison if used in large quantities. Each year the lives of tens of thousands of Americans are shortened or ended by alcohol misuse.

Alcohol quickly reaches the brain after drinking. It impairs self-control and other learned behaviors. This loss of self-control can lead to aggressive driving (or overly cautious driving), as well as the other kinds of aggressive behaviors associated with drinking. Even small doses of alcohol, i.e. a single drink, can harm driving performance. In large doses, alcohol significantly impairs coordination, memory and judgment.

Over time, alcohol misuse damages the liver, the heart, the digestive system and can cause permanent brain damage. On average, alcoholics shorten their life span by about 10 years. Alcohol misuse harms the ability to think clearly, harms judgment and can affect the ability to get along with and work constructively with co-workers and customers. Alcoholics often have

attendance and work performance problems and get fired because of the consequences of alcohol misuse. Because of its adverse effects on coordination, reflex time, vision, driving ability, judgment and the ability to evaluate and quickly process information, alcohol is especially dangerous for drivers of commercial motor vehicles.

A small glass of wine, a can of beer and a one and one-half ounce shot of liquor all contain about the same amount of alcohol. It takes the body about one hour to metabolize and eliminate each "drink" of alcohol. Coffee, exercise and cold showers do not speed up this process or magically produce sobriety. While individuals differ greatly, each drink on an empty stomach by an average-sized adult male may lead to an alcohol concentration of about .02. Thus, drinking more than two drinks raises a serious risk of having an alcohol concentration more than DOT rules, especially for people with low body weights. Any drinking while on duty or during the 4 hours before working violates DOT rules.

Cocaine

Cocaine is a powerful stimulant that can be inhaled up the nose, injected or smoked. It greatly increases heart rate and blood pressure. Partly because of its effects on the circulatory system, cocaine use can lead to seizures. Every time cocaine is used, there is some unquantifiable risk of a fatal stroke or heart attack. Cocaine can also cause tremors, convulsions, vomiting and raises body temperature to dangerous levels. Repeated snorting damages nasal tissues, sometimes permanently. Needle use carries risks of infection and overdose.

Initially, cocaine use brings a rush of euphoria and exaggerated overconfidence. Sometimes these effects are so strong that safe driving is impossible. Cocaine wears off in about an hour after it is snorted and in just a few minutes after it is smoked. When it wears off, the user may become depressed, anxious, paranoid and exhausted.

Cocaine users may exhibit rapid mood swings and changes in activity level. They may grind their teeth, repeatedly wash their hands or engage in other compulsive behaviors.

Amphetamines

Amphetamines, also known as "speed," are powerful stimulants that are often abused by truck drivers because they make it easy to stay awake. Amphetamines, however, are dangerous drugs with a high potential for abuse. Amphetamines may also be known as uppers, black beauties, white crosses or dexies.

Use brings feelings of alertness and a loss in appetite. The user may also become very talkative or physically active or feel very strong after ingesting amphetamines. In a few hours however, the amphetamines wear off and restlessness, anxiety, paranoia and headaches set in. In large doses, amphetamines can produce serious toxic effects. The user's blood pressure can rise to the point where strokes or heart attacks occur. Long-term users often have acne, tooth problems and may exhibit symptoms of permanent brain damage.

Marijuana

Marijuana is a hallucinogen that alters the user's sense of time and reduces the user's ability to perform tasks requiring coordination, swift reactions and concentration. Taken in large quantities, marijuana can act like a depressant.

While some people may regard marijuana as harmless, there is evidence its use is unhealthy and dangerous for the driver. Marijuana causes significant increases in blood pressure and pulse rate and, thus, can aggravate or cause heart disease. Marijuana smoke also contains several known carcinogens. Many experts believe that marijuana is unhealthier to smoke than tobacco.

Studies have shown that smoking marijuana affects the ability to perform tasks like driving, which require both thinking and motor skills, for at least 24 hours. Users, however, often believe that all the impairing effects of smoking have worn off after 4 to 6 hours. Marijuana significantly impairs short-term memory and can harm the user's ability to concentrate or plan for and achieve long-term goals. There is also significant evidence that marijuana harms the reproductive systems of men and women and is dangerous for children and non-smokers who live with the user.

Opioids

Opioids are a class of narcotics and sedatives derived from the opium poppy plant. Heroin is the strongest opioid. Heroin use has been increasing in recent years because of the availability of cheap, strong heroin from Asia. This new stronger heroin can be smoked or snorted. Heroin can also be injected using needles.

Morphine and codeine are opioids that are often used to relieve pain or induce sleep. However, they can be stolen from hospitals or pharmacies and abused.

Opioid misuse causes several health problems. Because of variations in dosages and strength, heroin use carries a risk of overdose and death. Addicts who use needles also risk contracting AIDS or hepatitis. Heroin is often contaminated with other drugs or toxins or combined with other narcotics.

Opioid use slows down and depresses several body functions, including brain functioning. Heroin users may act sleepy or euphoric for a while and then become anxious or irritated after the heroin wears off. Heroin users tend to have several related health problems and tend to also abuse alcohol and tobacco. Together, these drugs and the unhealthy lifestyles of heroin users result in decreased life expectancy.

PCP

Phencyclidine, or PCP, is also called angel dust or dust. PCP is an extremely dangerous hallucinogen that has unusual and unpredictable side effects. It was developed as an anesthetic in the late 1950's and used for a while as a tranquilizer both for humans and animals. Because of its dangers, it now has no legal uses and is no longer legally manufactured. Rather, PCP is manufactured in underground laboratories. It often contains dangerous adulterants but is very dangerous all by itself.

PCP can produce violence and bizarre behavior in anyone who uses it. Occasionally, PCP users attack nurses and policemen or jump out of windows because they believe they can fly. PCP somehow scrambles the brain's internal stimuli and seriously changes how users feel, see and deal with their environment.

In low doses, PCP produces a feeling of numbness. Increased doses produce excitement, confusion and delirium. The user's body may become rigid or go into convulsions. Routine activities like driving become dangerous and unpredictable.

Users may walk with strange uncoordinated steps. PCP users may have a blank stare, sweat heavily, have thick slurred speech or engage in some of the violent and bizarre behaviors mentioned above.

Otsego County Bus System Acknowledgement of Receipt of Policy

I hereby acknowledge that I have received, read, and understand my Company's Drug-Free Workplace Program Policy required by the United States Department of Transportation (DOT) regulations. I understand that I am subject to and must adhere to the DOT regulations, and must abide by the terms of OCBS's Policy as a condition of employment.

I understand that during my employment I may be required to submit to drug and/or alcohol tests based on the United States Department of Transportation regulations as directed by OCBS. I agree to comply with OCBS's Policy on drugs and/or alcohol and understand failure to comply is grounds for disciplinary action, up to and including termination, in addition to any action required by DOT regulations.

I also understand that refusal to submit to a controlled substances or alcohol test is a violation of DOT regulations, as well as OCBS's Policy, and may result in disciplinary action, including but not limited to suspension (with or without pay) or termination of employment, in addition to action required by DOT regulations. I further understand the consequences related to controlled substances use or alcohol misuse as prohibited by Company's Policy.

I understand the laboratory test results will be released in accordance with OCBS Policy to the selected Medical Review Officer (MRO). In doing so, I understand that I will be given an opportunity to discuss a positive drug test result with the MRO before the result is reported to OCBS as a verified positive test result. Furthermore, I authorize the release of the results of a saliva or breath alcohol test by a certified technician to OCBS.

I acknowledge that the provisions of OCBS's Drug-Free Workplace Program Policy are part of the terms and conditions of my employment, and that I agree to abide by them.

**THE UNDERSIGNED STATES THAT HE OR SHE HAS READ THE FOREGOING
ACKNOWLEDGMENT AND UNDERSTANDS THE CONTENTS THEREOF.**

Employee Name: _____ Date: _____

Employee Number: _____

Employee Signature: _____

Company Name: _____

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: MDOT Aeronautics Consultant Procurement Guidelines – Engineering Consultant Selection	AGENDA DATE: March 13, 2018
AGENDA PLACEMENT: Consent Agenda, Item D.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

On 6 March 2018 in compliance with Michigan Department of Transportation Aeronautics Consultant Procurement Guidelines. The Gaylord Regional Airport Engineering Consultant Selection Committee met and after thorough review of the RFQ packages of those that applied, chose Prein & Newhof as the airport's new engineering firm for the next 5 years.

RECOMMENDATION:

Staff requests approval of the recommendation made by the Gaylord Regional Airport's Engineering Consultant Selection Committee by choosing Prein & Newhof as the airport's new engineering firm for the next 5 years.



Consultant Procurement Guidelines

January 2013

1st Revision - January 2013
Original Issue - April 2008

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Introduction

The Michigan Department of Transportation-Office of Aeronautics (AERO) has prepared this packet to assist Sponsors (Airport Owners) in the procurement of Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects as required under the Airport Improvement Program (AIP).

The information contained in this packet streamlines the information contained in the **Federal Aviation Administration (FAA) Advisory Circular (AC)150/5100-14D**, as amended, and in no way replaces or disregards any of the program requirements.

Use this packet in conjunction with the Advisory Circular in the selection and engagement of architectural, engineering, and planning consultant selection. The complete AC is available at www.faa.gov

Make sure to work with your AERO Project Manager (PM) during the Consultant Procurement Process. The advertisement soliciting interested consultants should be reviewed by your PM utilizing the Advertisement Review Checklist (Exhibit I) prior to publication to ensure compliance with program requirements. The selection procedures outlines in this guide are valid for projects funded with any federal and/or state grant funds. Local entities may have additional procurement requirements.

Upon selection of a consultant **DOCUMENTATION OF PROCUREMENT ACTION MUST BE SUBMITTED** to your AERO PM. Please complete the Consultant Selection Process Record (Exhibit X) and submit to your AERO PM, with the supporting documentation attachments.

Sponsors are responsible for retaining original procurement records. These records may be audited by State and/or Federal officials. Failure to provide proper documentation may result in determination of questionable costs in which the sponsor may be required to reimburse MDOT-AERO and the FAA the State and Federal share of associated project grants.

Procurement Process Schedule

Preferences regarding procurement actions depend on the size/scope of projects and/or the size and function of airports. The majority of sponsors choose to perform one procurement action for multiple projects, while other sponsors perform individual procurement actions for individual projects.

Use the following to determine your need and/or approach to consultant procurement.

1. Determine Procurement Need
Does the airport need consulting services for multiple projects or a specific project?
2. Developing The Advertisement
Sponsors should submit a draft advertisement to their AERO project manager for review and approval (Exhibit I) prior to posting/advertising. Below are the different types of procurements.

Multiple Project Procurement

If procuring for several grant projects through one procurement action, the Sponsors advertisement must include a list of projects which can reasonably be expected to be initiated within a five (5) year period. This list should be generated from the Airports Capital Improvement Program (ACIP) and must include a general timeline and scope of work so all parties are adequately informed of the items to be accomplished. The advertisement must also include a statement indicating some of the advertised services may not be required and the Sponsor reserves the right to initiate additional procurement action for any of the services included in this procurement advertisement. A sample advertisement is available in Exhibit II.

Individual Project Procurement

If procuring for one project the advertisement should include a description of the project including desired services, special expertise desired, experience with certain size project, and associated timeline. A sample advertisement is available in Exhibit III. Interview questions for individual project procurement might want to be more project specific (i.e. expertise in specific type of project, availability to meet airports timeline, etc)

Small Project Procurement (consultant fees expected to be under \$25,000)

If procuring for a small project the selection process is not as formal as described herein. For example, the advertising phase may be omitted, and an oral or written request for qualifications from at least three (3) firms would be acceptable. Additionally, the formation of a selection committee is not necessary.

3. Establish Selection Committee:
Committee is generally
 - a. comprised of an odd number of people
 - b. contains three or more members
 - c. at least one being an engineer, airport planner, or other professional knowledgeable of the services required
 - d. for projects with special design requirements or complex projects, additional technical members in those disciplines
4. Establish Timeline (Exhibit IV)
5. Develop evaluation process/questions (Exhibit V)
6. Develop selection criteria (Exhibit VI)

Procurement Process Schedule Continued

7. Advertise for interest and qualification (Exhibit II or III)
(committee, timeline, and evaluation/selection process should be decided prior to advertising)

Suggested advertisement locations include:

- a. MDOT-AERO website
 - b. Local Newspaper
 - c. Trade Publications
 - d. Other Websites (ex. community, county, or airport website)
8. Collect submissions from consulting firms
 - a. Review submitted qualifications
 - b. Develop short list (select three to five firms to interview)
(could use Exhibit VI to assist in evaluating/short listing firms)
 - c. Send memo to Firms Non-Selected for Interview (Exhibit VII)
 - d. Send memo to Firms Selected Interview (Exhibit VIII)
 9. Consultant Evaluation/Selection/Approval

NOTE: PROCUREMENT PROCESS MUST BE QUALITY BASED SELECTION. NO FEES ARE TO BE DISCUSSED DURING THE SELECTION PROCESS. FEE DISCUSSIONS COME AFTER FIRM IS SELECTED, DURING PROJECT CONTRACT & AMENDMENT NEGOTIATIONS (i.e. Brooks Act).

- a. Sponsor selection committee to conduct Interviews, complete evaluations, rank firms based on Statement of Qualifications/Project Proposal (w/fees omitted).
- b. Conduct Reference Check (Exhibit IX).
- c. Select Firm.
- d. Submit Selection Documentation to AERO Project Manager
Submit Consultant Selection Process Record (Exhibit X) along with documentation specified in the form. Sponsors are responsible for retaining original procurement scoring sheets/documentation until next procurement action. These records may be required for audit purposes. Please note, AERO does not write consultant selection concurrence letter.
- e. Sponsor to finalize local approval process of firm selection (i.e. Board Approval, Township Approval, etc.)
- f. Sponsor to prepare and mail Final Consultant Selection Memos Firms Selected (Exhibit XII) and Non-Selected (exhibit XI) by this procurement action.
- g. Selected firm is to prepare draft contract (see details below in Section 10), including proposed project work scope, cost estimate, and project sketch. Upon completion, Consultant will forward the draft contract to AERO and the Sponsor for a concurrent review process.
- h. AERO and Sponsor will review draft contract for acceptability. If any part of contract is found to be unacceptable, AERO will function as lead agency in a negotiation process between Sponsor and Consultant.
- i. If negotiations with the top-rated firm fail to achieve an acceptable engineering services contract, the Sponsor will request their second-rated firm to prepare and submit a draft engineering services contract for review, and the negotiation process, if necessary, will begin again. The top-rated firm will no longer be eligible for consideration at this point.
- j. Successful negotiations that result in an approved contract will generally result in the successful consulting firm being asked to submit scope/fee/sketch proposals for additional projects listed in a multi-project advertisement, as project funding becomes available.

Procurement Process Schedule Continued

10. Project Contracts & Amendments – Specific Project Contracting
 - a. Selected consulting firm to prepare AERO's most current Standard Consulting Agreement and submit to AERO for Approval of scope and fee. (Note: Generally the design for the project will be covered in the Standard Consultant Agreement, and subsequent construction supervision will be an amendment to this agreement. Scopes and fees will be negotiated individually per agreement or amendment.)
 - b. AERO to forward Approval to Sponsor to execute Standard Consultant Agreement or Amendment.
 - c. Upon local approval and execution of Standard Consultant Agreement or Amendment, one original to be forward to AERO to be kept on file.

Exhibit I
Consultant Selection - Advertisement Review Checklist
(to be completed by AERO Project Manager)

Airport: _____

Date Draft Advertisement Received: _____

Proposed Date of Advertisement: _____

Statement of Qualifications submittal details defined:

- Date
- Time
- Location
- Contact Information

Advertisement Inclusions from Section 2-6 of AC 150/5100-14D, as amended:

- Quality Based Selection reference/statement
- Multiple Grant Statement
- 5-year ACIP project list/brief project scope
- Expected Schedule Defined
- Right to initiate additional procurements and/or not require all services in this ad statement
- Projects can reasonably be expected to be initiated in 5-years
- Fees will be negotiated after selection is performed/No fees to be included in submittals

AERO Project Manager Approval:

Date Approved: _____

Dates Posted: _____

Location Posted:

- AERO Website
- Local Newspaper _____
- Local Website (address: _____)
- Other: _____

Exhibit II

Sample Advertisement (multiple projects/years)

The following multi-project advertisement template should be completed and submitted to the AERO project manager for review and approval prior to publishing. This template includes information which is required from the Advisory Circular, therefore the template boilerplate should not be modified. The Sponsor will need to fill in the underline/italic information. Additional information can be added if desired.

Advertisement Request for Qualifications (RFQ)

Sponsor intends to select a consultant to assist in airport development projects. Interested consulting firms are requested to submit a Statement of Qualifications (SOQ) in duplicate, triplicate, etc to name/address no later than date/time. The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on Sponsors current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting and advisement on airport development issues including assistance in the following projects:

*list specific projects from airports current Airport Capital Improvement Program (ACIP) which can reasonably be expected to be initiated within five (5) years

Services associated with the above project list, such as minor ALP Updates, programming, drainage improvements, environmental review, approach clearing, paint marking, crack sealing, NAVAID/electrical, land acquisition, and/or planning/user survey studies may be performed in association with the listed projects as funding and constructability allow. From time to time projects develop as a result of airport inspections, letters of correction and/or emergency circumstances. The selected consultant may be asked to perform said additional work as part of this procurement action.

This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all of the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

Projects are anticipated to be initiated between 20xx-20xx (5 year period). Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Questions can be directed to: insert contact person information.

Exhibit III Sample Advertisement (single/large project)

The following single project advertisement template should be completed and submitted to AERO project manager for review and approval prior to publishing. The requirements for a single/large project procurement are not as extensive as a multi-project procurement, however there are still certain requirements, therefore the template boilerplate should not be modified. The Sponsor will need to fill in the underline/italic information. Additional information can be added if desired.

Advertisement Request For Qualifications (RFQ)

Sponsor intends to select a consultant to assist in specific project name. Interested consulting firms are requested to submit a Statement of Qualifications (SOQ) in duplicate, triplicate, etc. to name/address no later than date/time. The SOQ should demonstrate the consultants' interest in providing list services desired for the individual project such as planning, land, architectural/engineering design, environmental, and/or construction administration associated with the specific project name project.

This is a Quality Based Selection process, and services for this project will be negotiated after procurement selection occurs. SOQ submittals shall exclude fees or costs. Not all of the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract.

Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted.

Firms should demonstrate their reputation with other airports, by providing at least 3 airport references within the State of Michigan. Additional information may be requested from the top selected firm or firms. Interviews may be conducted at the discretion of the Sponsor.

The project schedule is anticipated to be list anticipated timeline. The projects may be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. The selected firm will be subject to all state and federal requirements.

Questions can be directed to: insert contact person information.

Exhibit IV Suggested Timeline

AERO Project Manager advertisement review – 10 days*

Advertise for RFQ's - 20 days*

Review RFQ's/Prepare Short-List - 20 days*

Conduct Interviews/Select Firm – 10 days*

AFTER CONSULTING FIRM IS SELECTED

Submit Consultant Selection Process Record/Supporting Documentation to
AERO Project Manager - immediately

AERO Review/Approve Project Contracts/Amendments – 15 to 30 days

Sponsor Execute Project Contract/Amendments – 15 to 45 days
(length of time depends on Local Process)

Some Problems To Avoid:

- * Lengthy selection process. Keep to a minimum the time between asking for qualifications and making a final selection. Sixty days is a reasonable maximum.
- Competition for the sake of competition. Don't pre-select a favored firm and then invite others so that a guise of competition is created. Next time, qualified firms may not respond.
- Evaluating the technical competence of the consultant without having adequate technical experience available to the screening committee.
- Price shopping is not allowed in quality based selection procurements.

Exhibit V

Suggested Evaluation Process/Questions

All qualifications/proposals received should be evaluated in compliance with FAA Advisory Circular 150/5100-14D, as amended, "Architectural, Engineering, Planning Consultant Services for Airport Grant Projects."

As such, the "Brooks Act" process is to be followed, and the selection of a Firm/Team is to be completed through a qualifications-based selection process.

Consultants may request, or sponsors may recommend interested consultants tour the airport site. Tours should consist of a general site overview, with emphasis on upcoming project or site concerns. Tours could be conducted one on one with each firm, in a group (possibly just prior to interviews), or in any other manner deemed appropriate.

Typical Interview Guidelines:

- Schedule all interviews on same day. This enables the committee to compare all interviewed firms while information is fresh in their minds and ensure consistent interview scoring.
- Selection of firm based on qualifications and selection criteria, NOT on fee. Consultant fees should not be discussed during the selection process.
- Are interviews being held in open or closed session? If regulations require they be conducted publicly, the firms should be notified of this.
- While it is appropriate to question firms about how they would approach the design of a project, sponsors should not ask for actual design solutions during the interview. Appropriate and responsive designs require considerably more interaction between the sponsor and engineer than is possible during the interview.
- It is not appropriate or ethical to offer or accept any gratuities, or promises of any kind, as a part of the selection process.
- Past performance is important. It is important to check references. Call and talk with previous clients.

Typical Interview Schedule

Activity	Time Frame
Set-Up	5 minutes
Airport Introduction	5 minutes
Consultant Presentation	20 minutes
Question/Answer Period	20 minutes
Wrap-Up	5 minutes
Total Interaction Time	55 minutes
Committee Evaluation *	15 minutes
Total Time Per Firm	70 minutes

* The committee/board should schedule 15 minutes between interviews for an informal discussion on information presented during the preceding interview and rank the firm.

Exhibit V - continued

Suggested Evaluation Process/Questions

Sponsor should review the following questions, and either pick a few from this list, or create some for consideration during the interview process. Bearing in mind interview time constraints, there will not be time to ask all questions. Allow time for the procurement candidate to ask questions about the airport, projects, etc. Once questions are selected, the same questions should be asked to each candidate.

A general discussion should take place by the selection committee after each candidate has completed their interview. Following the completion of the interviews, a rating sheet must be prepared on each firm. A sample rating sheet is included in Exhibit VI.

General Questions

1. Airport Development Experience. Capability to perform comprehensive services including planning, financial analysis, project management, environmental engineering, architectural design, mechanical, electrical, geotechnical, structural, and civil engineering, surveying capabilities and construction testing/inspection/administration services.
2. Method to be used to fulfill required services (in-house resources, site visit frequency, accessibility to airport manager, inspection schedules-full or part time, sub-contracting practices).
3. Describe qualifications and experience of project staff.
4. Professional background and caliber of key personnel, including professional integrity and competence. Principal and/or Project Manager Registration as a Professional, as required under Michigan Law (Act 299 of 1980, as amended).
5. Describe qualifications and experience of sub-consultants (your selection process – competitive bidding/quoting, based on location, DBE firms). Describe your history of sub-consultant partnerships, or proposed partnerships, with a MDOT certified, or certifiable, Disadvantaged Business Enterprise (DBE) firms. (NOTE: Sponsor should check with the AERO DBE Coordinator to determine if there is a requirement for consultant DBE participation at airport. If there is, requirement should be listed in the advertisement, so potential consultants are aware of requirement).
6. Recent experience in airport projects including design philosophy, innovative and/or alternative designs approaches, energy conservation measures, value engineering, life cycle costing, visual design excellence. (i.e. LIST TYPES OF AIP PROJECTS)
7. Project Management Approach (5-year planning, ability to meet schedules/deadlines, budgeting/contract modifications/ cost overruns, correcting design oversights, day to day construction project oversight, coordination of multi-disciplined services)
8. Outcome of projects previously undertaken (Within Budget/Over Budget/Lawsuits/Sponsor Satisfaction)
9. Describe knowledge of FAA, MDOT-AERO, MDEQ, USDA, and local policies and procedures including federal contract requirements, granting/appropriation procedures, state/local permitting requirements, local building codes, local/airport zoning ordinances, and AERO's Project Engineers Manual
10. Firms reputation for competence, quality of performance and work product.

Exhibit V - continued

Suggested Evaluation Process/Questions

General Questions continued

11. Familiarity with and proximity to the geographic location of the project
12. Degree of interest shown in airport
13. Evidence of the establishment and implementation of an Affirmative Action Program

Specific Questions

14. What other projects is your firm currently working on that could take precedent and time away from our projects? Is your firm under any time constraints for this year?
15. Will one point of contact from your firm be assigned? Who will it be?
16. Is your firm experienced in specific type of project?
17. Is your firm available to meet our project timeline?

Exhibit VI Suggested Selection Criteria

Firm: _____

Airport: _____

Selection Committee Member: _____

Date: _____

Categories/Questions	Rating *	Weight **	Total ***	Notes
Qualifications Specialized experience and technical competence to perform professional services. Qualified in-house staff, established sub-consultant relationships.				
Soundness of Approach Solid technique of analysis, comprehensive problem solving, accomplishing objectives				
Efficiency Establishing course of action for efficient production, exhibiting evidence of well thought out project planning				
Integrity Past record of performance, quality of work, competency				
Availability Ability to meet schedules, past project delivery, accessibility to airport manager, follow-up				
Adaptability Maintaining effectiveness when experiencing changes in task/direction, responding positively to change				
Fiscal Responsibility Evidence of pro-active cost control measures, budget constraint awareness				
Regulatory Knowledge Experience w/FAA and MDOT Airport Programs, State/Local Regulatory Procedures				
Innovation Generating innovative solutions to project challenges, on the cutting edge of technology				
Customer Focus Making customer needs primary focus, concerned with customer understanding procedures and timelines, answering questions in 'lay' terms				
		Grand Total		

* **Rating:** During the interview, rate each firm on a scale of 1 to 5, with 5 being the high, in each of the categories. Enter the rating numbers on the lines provided opposite each category.

** **Weight:** Weights on a scale of 1 to 10 , with 10 being the highest, should be established for each category before the interview. Enter the pre-established weight for each category on the lines provided.

*** **Totals:** At the completion of the interview, multiply the rating by the weight in each category and enter the totals on the lines provided. Add all totals to establish a grand total.

Exhibit VI - continued Suggested Selection Criteria

Airport: _____

Date: _____

Composite Interview Scoring Summary

	Firm 1 -	Firm 2 -	Firm 3 -	Firm 4 -	Firm 5 -
Interviewer 1					
Interviewer 2					
Interviewer 3					
Interviewer 4					
Interviewer 5					
Grand Total					

(Note: For use in compiling all scores of firms participating in the interview process. Enter the grand total for each firm as recorded by each interviewer on the interview score sheet.)

Exhibit VII
MEMO - Firms NOT-SELECTED For Interview

TO: (List firms in alphabetical order - All firms NOT-SELECTED to interview)

From: Sponsor
Selection Committee Individuals
Address

RE: Consultant Procurement Process

The insert selection committee/sponsor expresses its appreciation to you and your firm for submitting your Letters of Qualification. After careful consideration of all firms whom submitted qualifications, the selection committee has decided to interview the following firms:

(list selected firms in alphabetical order)

Although your firm was not selected for an interview, we appreciate your interest in our airport and the resources spent on the preparation of your proposal.

Exhibit VIII
MEMO - Firms SELECTED For Interview

TO: (List firms in alphabetical order)

NOTE: It is the option of the sponsor to list firms in 'group memo' such as this example or to write individual letters to each firm.

From: Sponsor
Selection Committee Individuals
Address

RE: Consultant Procurement Process
Interview Schedule and Requirements

The firms listed above have been short listed and will be interviewed for the professional design services related to (general consultant services of large/specific project name). _____

Attached to this memo are the following:

1. The Selection Criteria Sheet, which will be used by the selection committee during the interview session.
2. The Interview Evaluation Form, which the selection committee will use to compile evaluation scores.
3. Copies of _____ (pertinent reports or studies), compiled by _____, for your information and review.

Each firm will be allowed a ____ minute presentation period, followed by a _____ minute question/answer period. There will be 15 minutes between interview for the selection committee to informally discuss of information presented during the proceeding interview. At the completion of the interview, the selection committee will rank the firms in accordance with their determination of which firm is most competent and compatible to perform general consulting services. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the applicable consulting services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviews will be held on _____:

The location is : _____

The order and time of interview is:

Time	Firm

A tour of the site/and or facility will be arranged for _____. Please have your firm's representative make arrangements with the (name of sponsor's representative) _____ for a time on this date.

If such an opportunity is afforded, it should be clear this will be at the sole cost of the Consultant.

The successful Firm/Team shall comply with all Federal Aviation Administration and State of Michigan statues and laws.

Exhibit IX Reference Check

The reference check is the most important. Sponsors should determine the following about each consulting firm they are considering.

The best way to understand how each firm worked with similar sponsor/communities/districts and how satisfied the sponsor/community/district was (with the firm, their staff, and overall work) is to ask. This can be a time-consuming process, but it may prove to be the most valuable information you obtain and use in making your decision on which firms to interview and which firm to hire! Take the time necessary to contact the communities/districts for information on the projects listed as references by the engineering firms. You will obtain information on the community relations the firm/individual has had with previous clients.

Feel free to contact not only communities/districts listed as references, but also those listed as prior clients. Contact several references for each firm being considered.

Sample questions to ask (choose a few questions and understand references/prior clients will not have time to answer all)

1. What are the backgrounds of the principals and key staff?
2. What kinds of clients has the firm served?
3. How long has the firm been in business?
4. How much of the firm's business is for repeat clients?
5. How much time will principals of the firm devote to the project?
6. Were you satisfied with the quality and timeliness of the work?
7. Was the information presented in the firm's 'selection interview' followed-through in their project performance? i.e. qualified staff working on projects, accessibility to key personnel, timeliness of projects, etc
8. (no bait & switch tactics).
9. Was the engineer assigned to your project knowledgeable about the funding program, and its requirements?
10. Was the engineer willing and able to work closely and effectively with your community/district board?
11. Were the costs and charges reasonable in relation to the work performed?
12. Was the engineering firm able to meet the time frame and schedules agreed upon in your contracts?
13. Did the engineer have other projects scheduled that caused time delays in your project?
14. Did you experience any problems that would discourage you from hiring this engineering firm again?
15. Did they assist with your grant application to your funding source? Was that application successful?

NOTE: MDOT-AERO cannot make recommendations, however AERO can provide a list of airports whom consultants have worked with, in order for Sponsor to contact directly and check references on their own.

Exhibit X
Consultant Selection Process Record

The following Consultant Selection Process Record including supplemental documentation listed on sheet three **MUST BE FILLED OUT AND SUBMITTED** to the Sponsors AERO Project Manager at the completion of a procurement action.

Sponsors are responsible for retaining original procurement records.

CONSULTANT SELECTION PROCESS RECORD

Airport Name: _____

Sponsor: _____

Content of Sponsor's advertisement for Professional Services was reviewed and approved by MDOT-Aeronautics Project Manager prior to posting:

- Yes
- No

Date advertisement was posted: From: _____ To: _____

Where was advertisement posted? _____

The following Consulting Firms responded to advertisement with Statements of Qualification:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were solicited directly by Sponsor:

_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were requested by Sponsor to submit Proposals or additional information:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following Consulting Firms were selected by Sponsor for interviews (if applicable):

_____	_____
_____	_____
_____	_____

Sponsor's Ranking of Consulting Firms:

_____ (Most Qualified)

_____ (Least Qualified)

Firms were ranked based on: (please check all that apply)

- Face-to-Face Interviews
- Telephone Interviews
- Information included in Proposals
- Information included in Statements of Qualification
- Other _____ (describe)

Selection Panel Members:

_____	_____
_____	_____
_____	_____
_____	_____

Qualifications-Based Selection procedures were used in conducting this Professional Services selection process, and fees for consultant services were not a consideration. Negotiation of fees for consultant services will be performed on a contract-by-contract basis at the time those services are required.

Sponsor Authorized Representative

Date

Title

- PLEASE ATTACH COPY OF SPONSOR ADVERTISEMENT FOR PROFESSIONAL SERVICES.

- PLEASE ATTACH COPIES OF SPONSOR FINAL CONSENSUS (OVERALL) SCORING SHEETS THAT WERE USED IN THE RANKING OF EACH CONSULTING FIRM.

- PLEASE ATTACH COPY OF SPONSOR NOTIFICATION LETTER TO SUCCESSFULLY SELECTED CONSULTING FIRM.

- PLEASE COMPLETE AND SIGN THIS FORM AND SUBMIT IT TO YOUR MDOT-AERONAUTICS PROJECT MANAGER, ALONG WITH THE ATTACHMENTS LISTED ABOVE. THIS FORM AND THE ASSOCIATED ATTACHMENTS MAY BE SCANNED AND FORWARDED TO YOUR PROJECT MANAGER ELECTRONICALLY AS A .pdf FILE.

IMPORTANT!! - PLEASE KEEP ON FILE ALL RECORDS ASSOCIATED WITH THIS SELECTION PROCESS. YOUR SELECTION PROCESS MAY BE AUDITED AT ANY TIME IN THE FUTURE BY THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND/OR THE FEDERAL AVIATION ADMINISTRATION (FAA). FAILURE TO PROVIDE PROPER DOCUMENTATION MAY RESULT IN THE DETERMINATION OF QUESTIONABLE COSTS AND THE POTENTIAL REQUIREMENT TO REIMBURSE MDOT AND THE FAA THE STATE AND FEDERAL SHARE OF ASSOCIATED PROJECT GRANTS.

Exhibit XI
Final Selection Memo
Firm NON-SELECTED from Procurement Action

TO: (Firms interviewed, but NOT-SELECTED. List firms in alphabetical order)

From: Sponsor
Selection Committee Individuals
Address

RE: Status of Selection Process
Consultant Procurement - General Consulting Services

The _____ has completed the selection process for professional consulting services for the above referenced airport. It has been our objective to select the most qualified firm to perform said services. The results of the selection committee decision ranks the firms interviewed in the following order:

Firm #1 -

Firm #2 -

Firm #3 -

We have entered into contract discussion and negotiations with _____. On behalf of _____, the selection committee expressed their appreciation for your time, effort, and interest in our facility.

Exhibit XII
Final Selection Memo
Firm SELECTED from Procurement Action

TO: (Successful SELECTED Firm)

From: Sponsor
Selection Committee Individuals
Address

RE: Status of Selection Process
Consultant Procurement - General Consulting Services

The _____ has completed their selection process for professional consulting services for the _____ airport. On behalf of the selection committee, I would like to congratulate your firm on being selected as our consultant to perform the engineering services for our upcoming projects.

The next step is to prepare a draft engineering services contract, including a detailed project work scope and cost estimate. I will be in touch with you in the near future in order to discuss the project scoping and contracting procedures.

Should you have any questions at this time, I can be reached at _____.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: March 6, 2018 Warrant	AGENDA DATE: March 13, 2018
AGENDA PLACEMENT: New Business, A. Financials, Item 1	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Tim Hanley, Finance Director/Assistant County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

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

The March 6, 2018 warrant is in the amount of \$93,999.82. Major expenditures in the warrant include:

- \$25,839.40 C2AE – Trail Projects

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$93,999.82.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/06/2018 - 03/06/2018

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/06/2018	AP	1796(E)	CONSUMERS ENERGY	ACCT#100070199300 (621 GARFIELD)	226-528-930.620-PROG000000	26.71
03/06/2018	AP	1797(E)	DTE ENERGY	GAS BILL	208-752-930.610	589.18
03/06/2018	AP	1798(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	FEBRUARY 2018 COURT MERS	704-000-231.700	11,083.45
03/06/2018	AP	1799(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	FEBRUARY 2018 COURT MERS HYBRID DEFINED CONTRIBUTION	704-000-231.700	1,128.04
03/06/2018	AP	70229	44NORTH	FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	101-131-704.110	59.26
		70229		FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	101-133-704.110	0.95
		70229		FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	101-148-704.110	7.45
		70229		FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	215-141-704.110	44.70
		70229		FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	292-662-704.110	12.54
						124.90
03/06/2018	AP	70230	44NORTH	INV#178337 (FEB. 2018)	647-851-704.110	1,757.00
03/06/2018	AP	70231	7TH PROBATE FAMILY COURT	13-107-DL, 15-58-DL, & 15-20-DL PLACEMENTS 1/1/18 TO 1/31/18	292-662-930.810	8,410.00
03/06/2018	AP	70232	A&L IRON	P V THOMPSON	701-000-271.000	50.00
03/06/2018	AP	70233	ALICE TRAYLOR	CAMPING REFUND	208-440-652.030	365.00
03/06/2018	AP	70234	AUTO OWNERS INSURANCE CO	P V TOBER 4 \$100 PYMTS	701-000-271.000	400.00
03/06/2018	AP	70235	BEVERLY ENTERPRISES	P V EVANS	701-000-271.000	25.00
03/06/2018	AP	70236	BRIAN VEST	BEAR BB REF	208-442-626.030-BEAR_BBALL	390.00
03/06/2018	AP	70237	BRUCE TILLINGER	SERVICES 02/08/18 THRU 03/01/18	249-371-801.027	1,520.00
		70237		SERVICES 02/08/18 THRU 03/01/18	249-371-801.028	940.00
						2,460.00
03/06/2018	AP	70238	C2AE	INV#65620 (15-0121) & INV#65623 (17-0019)	475-901-801.020	25,040.00
		70238		INV#65620 (15-0121) & INV#65623 (17-0019)	499-901-970.300-TRAIL_____	799.40
						25,839.40
03/06/2018	AP	70239	C2AE	INV#65625 PROJ.#17-0063	499-901-970.300-BOILER_____	795.00
03/06/2018	AP	70240	CAROL SIMON	P V SIMON BDR LESS COP'S	701-000-265.000	1,790.40
03/06/2018	AP	70241	CHILD & FAMILY SERVICES OF NW MI	17-26-NA PLACEMENT 1/1/18 TO 1/31/18	292-662-930.810	534.44
03/06/2018	AP	70242	CHOICE PUBLICATIONS	CENTER ADS	208-752-930.300	192.00
03/06/2018	AP	70243	CHOSEN ELECTRIC INCORPORATED	SERVICES 02/14/18 THRU 02/27/18	249-371-801.026	1,470.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/06/2018	AP	70244	CHRIS DECKROW	P V KONDRAT	701-000-271.000	25.00
03/06/2018	AP	70245	CITIZENS INSURANCE	P V MOSHER 2 \$40 PYMTS	701-000-271.000	80.00
03/06/2018	AP	70246	CITY OF GAYLORD	WATER BILL	208-752-920.200	51.74
03/06/2018	AP	70247	COMMUNITY FINANCIAL	P V KOON-LOWNSBERRY PYMTS X2	701-000-271.000	145.00
03/06/2018	AP	70248	CROSSROADS INDUSTRIES	P V TUSZYNSKI	701-000-271.000	100.00
03/06/2018	AP	70249	DAVID MAURICE JR.	P V JENSEN	701-000-271.000	108.35
03/06/2018	AP	70250	DELTA DENTAL OF MICHIGAN	MI001160001 MARCH 2018 COURT DENTAL	101-131-704.110	671.75
		70250		MI001160001 MARCH 2018 COURT DENTAL	101-148-704.110	116.06
		70250		MI001160001 MARCH 2018 COURT DENTAL	215-141-704.110	513.76
		70250		MI001160001 MARCH 2018 COURT DENTAL	292-662-704.110	161.18
		70250		MI001160001 MARCH 2018 COURT DENTAL	704-000-231.261	366.00
						1,828.75
03/06/2018	AP	70251	DELTA DENTAL OF MICHIGAN	CLIENT #MI001780001 (MARCH 2018)	647-851-704.110	6,024.93
03/06/2018	AP	70252	DENISE SOCIA	P V BUNING 2 \$10 PYMTS	701-000-271.000	20.00
03/06/2018	AP	70253	ERNEST ALLEN	OVERPAYMENT 050-009-400-005-07	516-030-694.000	5.99
03/06/2018	AP	70254	FARM BUREAU INSURANCE	P V WEBBER 3 @ \$40	701-000-271.000	120.00
03/06/2018	AP	70255	FIRST BANKCARD	TREAS ACTIVITY 1/9/18-2/8/18	101-228-726.000	45.25
		70255		TREAS ACTIVITY 1/9/18-2/8/18	101-253-726.000	67.55
		70255		TREAS ACTIVITY 1/9/18-2/8/18	101-268-704.400	200.00
		70255		TREAS ACTIVITY 1/9/18-2/8/18	282-537-930.300	14.00
		70255		TREAS ACTIVITY 1/9/18-2/8/18	292-662-940.010	37.50
		70255		TREAS ACTIVITY 1/9/18-2/8/18	516-253-726.000	23.56
		70255		TREAS ACTIVITY 1/9/18-2/8/18	593-806-920.410	252.00
		70255		TREAS ACTIVITY 1/9/18-2/8/18	616-253-726.000	23.56
		70255		TREAS ACTIVITY 1/9/18-2/8/18	617-253-726.000	23.56
						686.98
03/06/2018	AP	70256	FRONTIER	ACCT#231-164-4102-082208-5	261-427-930.210	58.57
03/06/2018	AP	70257	FRONTIER	ACCT#989-732-7858-011910-5	261-427-930.210	107.15
03/06/2018	AP	70258	FRONTIER	ACCT#231-189-0447-031698-5	261-427-930.210	381.23
03/06/2018	AP	70259	GREAT LAKES ENERGY	ELECTRIC BILL	209-751-930.620	150.37
03/06/2018	AP	70260	JAKOVON PRYOR-MCCOVERY	BEAR BB REF	208-442-626.030-BEAR_BBALL	300.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/06/2018	AP	70261	JOHNSON OIL COMPANY	P V PRUSAKIEWICZ	701-000-271.000	540.00
03/06/2018	AP	70262	KEVAN D FLORY	SERVICES 01/31/18 THRU 02/22/18	249-371-801.024	910.00
03/06/2018	AP	70263	KEVIN KENNEDY	P V PROCTOR	701-000-271.000	25.00
03/06/2018	AP	70264	KYLE RYAN	TRAVEL AND OTHER EXPENSES FOR MPARKS CONFERENCE	208-752-726.000	427.20
		70264		TRAVEL AND OTHER EXPENSES FOR MPARKS CONFERENCE	208-752-930.500	232.00
						659.20
03/06/2018	AP	70265	LINDA ELLIOT	P V HILL	701-000-271.000	180.00
03/06/2018	AP	70266	LOWES	P V GAVIN 2 \$50 PYMTS	701-000-271.000	100.00
03/06/2018	AP	70267	LUCAS DEFORGE	BEAR BB REF	208-442-626.030-BEAR_BBALL	290.00
03/06/2018	AP	70268	LUTHERAN CHILD & FAMILY SERVICES	17-66-NA PLACEMENT 1/1/18 TO 1/31/18	292-662-930.810	2,827.20
03/06/2018	AP	70269	M&M EXCAVATING	P V VADEN 12 PYMTS	701-000-271.000	2,243.44
03/06/2018	AP	70270	MEYER ACE	23383 NUTS/BOLTS DUCK TAPE	208-752-726.000	8.97
03/06/2018	AP	70271	MOTORCYCLE SAFETY FOUNDATION	RERP SPONSOR #60251 MOTORCYCLE SAFETY INSURANCE PLAN AC101-332-930.100		500.00
03/06/2018	AP	70272	NICHOLAS JAMES ANTHONY	FEBRUARY 2018 WEEKEND DRUG TESTER: FEB.17, 18, 19, 24, 25	101-133-940.010	200.00
03/06/2018	AP	70273	NORTHERN COUNSELING ASSOC PLLC	AMAZING CHANGES TODAY YOUTH PROGRAM - PAYMENT 1 OF 3	292-662-940.010	4,763.74
03/06/2018	AP	70274	OTSEGO CO FIRE BOARD	P V BAKER PAYS RS IN FULL	701-000-271.000	638.21
03/06/2018	AP	70275	OTSEGO COUNTY	BDA'S/BDU'S	701-000-265.000	2,109.60
03/06/2018	AP	70276	OTSEGO COUNTY BUS SYSTEM	1800007127 REPLACE BATTERY ON TRUCK	208-752-726.050	136.45
03/06/2018	AP	70277	OTSEGO COUNTY FRIEND OF COURT	02-9929 FOC PERF BONDS	701-000-265.000	1,640.00
03/06/2018	AP	70278	PITNEY BOWES	MONTHLY LEASE #3305440460	249-371-930.450	93.57
03/06/2018	AP	70279	RENEE EDWARDS	FEBRUARY 2018 ALTERNATIVE EDUCATION TEACHER	292-662-940.010	1,320.00
03/06/2018	AP	70280	ROSCOMMON COUNTY	16-92-DL PLACEMENT 1/23/18 TO 1/25/18	292-662-930.810	2,520.00
03/06/2018	AP	70281	SANE	P V SAPP SAN-21-17	701-000-271.000	465.50
03/06/2018	AP	70282	SCRUBS-R-US	P V MARTIN PYMTS X4	701-000-271.000	100.00
03/06/2018	AP	70283	SHARON KWAPIS	COMM. GIVING PROG. REIMB.	701-000-230.001	258.41
03/06/2018	AP	70284	SPARTAN SEWER & SEPTIC TANK SERVICE	11296 RENTAL AT GROEN 3/8-4/8	209-751-726.000	95.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK DATE FROM 03/06/2018 - 03/06/2018

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/06/2018	AP	70285	SPEEDWAY	COMM. GIVING/GAS CARDS	701-000-230.000	350.00
03/06/2018	AP	70286	STATE OF MICHIGAN - DHS	P V SIMMONS	701-000-271.000	100.00
03/06/2018	AP	70287	STATE OF MICHIGAN DHHS,	P V HAAS PYMTS X2	701-000-271.000	380.00
03/06/2018	AP	70288	TONYA KLEE-JURCZYK	P V WISELEY 2 \$30 PYMTS	701-000-271.000	60.00
03/06/2018	AP	70289	TOTAL COMMUNICATION SERVICES LLC	336 INSTALL 2 NETWORK DROPS FROM IDF TO OFFICE ON NORTH SI208-752-726.000		300.00
03/06/2018	AP	70290	UNEMPLOYMENT CONSULTANTS INC	TRACKING#1539075-30 (2ND QTR.-2018)	704-000-228.027	700.00
03/06/2018	AP	70291	VISION SERVICE PLAN (VSP)	ACCT#120496840797 & 120796840798 (MARCH 2018)	647-851-704.110	1,407.57
03/06/2018	AP	70292	VISION SERVICE PLAN (VSP)	ACCT#30 064226 0001 (MAR. 2018)	647-851-704.110	169.52
03/06/2018	AP	70293	WALMART	P V MCCLURE	701-000-271.000	25.00
03/06/2018	AP	70294	WINN TELECOM	989-705-1786 FEBRUARY	588-697-930.210	258.86
			TOTAL - ALL FUNDS	TOTAL OF 70 CHECKS		93,999.82

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/06/2018 - 03/06/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/06/2018	AP	70229*	44NORTH	FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	704.110	131	59.26
				FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	704.110	133	0.95
				FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	704.110	148	7.45
				CHECK AP 70229 TOTAL FOR FUND 101:			<u>67.66</u>
03/06/2018	AP	70250*	DELTA DENTAL OF MICHIGAN	MI001160001 MARCH 2018 COURT DENTAL	704.110	131	671.75
				MI001160001 MARCH 2018 COURT DENTAL	704.110	148	116.06
				CHECK AP 70250 TOTAL FOR FUND 101:			<u>787.81</u>
03/06/2018	AP	70255*	FIRST BANKCARD	TREAS ACTIVITY 1/9/18-2/8/18	726.000	228	45.25
				TREAS ACTIVITY 1/9/18-2/8/18	726.000	253	43.99
				TREAS ACTIVITY 1/9/18-2/8/18	726.000	253	23.56
				TREAS ACTIVITY 1/9/18-2/8/18	704.400	268	200.00
				CHECK AP 70255 TOTAL FOR FUND 101:			<u>312.80</u>
03/06/2018	AP	70271	MOTORCYCLE SAFETY FOUNDATION	RERP SPONSOR #60251 MOTORCYCLE SAFETY INSURANCE PLAN AC	930.100	332	500.00
03/06/2018	AP	70272	NICHOLAS JAMES ANTHONY	FEBRUARY 2018 WEEKEND DRUG TESTER: FEB.17, 18, 19, 24, 25	940.010	133	200.00
				Total for fund 101 GENERAL FUND			<u>1,868.27</u>
Fund: 208 PARKS AND RECREATION							
03/06/2018	AP	1797(E)	DTE ENERGY	GAS BILL	930.610	752	589.18
03/06/2018	AP	70233	ALICE TRAYLOR	CAMPING REFUND	652.030	440	365.00
03/06/2018	AP	70236	BRIAN VEST	BEAR BB REF	626.030	442	390.00
03/06/2018	AP	70242	CHOICE PUBLICATIONS	CENTER ADS	930.300	752	48.00
				CENTER ADS	930.300	752	48.00
				CENTER ADS	930.300	752	48.00
				CENTER ADS	930.300	752	48.00
				CHECK AP 70242 TOTAL FOR FUND 208:			<u>192.00</u>
03/06/2018	AP	70246	CITY OF GAYLORD	WATER BILL	920.200	752	51.74
03/06/2018	AP	70260	JAKOVON PRYOR-MCCOVERY	BEAR BB REF	626.030	442	300.00
03/06/2018	AP	70264	KYLE RYAN	TRAVEL AND OTHER EXPENSES FOR MPARKS CONFERENCE	726.000	752	377.20
				TRAVEL AND OTHER EXPENSES FOR MPARKS CONFERENCE	726.000	752	50.00
				TRAVEL AND OTHER EXPENSES FOR MPARKS CONFERENCE	930.500	752	232.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS AND RECREATION							
				CHECK AP 70264 TOTAL FOR FUND 208:			659.20
03/06/2018	AP	70267	LUCAS DEFORGE	BEAR BB REF	626.030	442	290.00
03/06/2018	AP	70270	MEYER ACE	23383 NUTS/BOLTS DUCK TAPE	726.000	752	8.97
03/06/2018	AP	70276	OTSEGO COUNTY BUS SYSTEM	1800007127 REPLACE BATTERY ON TRUCK	726.050	752	136.45
03/06/2018	AP	70289	TOTAL COMMUNICATION SERVICES LLC	336 INSTALL 2 NETWORK DROPS FROM IDF TO OFFICE ON NORTH SI	726.000	752	300.00
				Total for fund 208 PARKS AND RECREATION			3,282.54
Fund: 209 GROEN NATURE PRESERVE FUND							
03/06/2018	AP	70259	GREAT LAKES ENERGY	ELECTRIC BILL	930.620	751	150.37
03/06/2018	AP	70284	SPARTAN SEWER & SEPTIC TANK SERVICE	11296 RENTAL AT GROEN 3/8-4/8	726.000	751	95.00
				Total for fund 209 GROEN NATURE PRESERVE FUND			245.37
Fund: 215 FRIEND OF THE COURT							
03/06/2018	AP	70229*#	44NORTH	FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	704.110	141	44.70
03/06/2018	AP	70250*#	DELTA DENTAL OF MICHIGAN	MI001160001 MARCH 2018 COURT DENTAL	704.110	141	513.76
				Total for fund 215 FRIEND OF THE COURT			558.46
Fund: 226 RECYCLING FUND							
03/06/2018	AP	1796(E)	CONSUMERS ENERGY	ACCT#100070199300 (621 GARFIELD)	930.620	528	26.71
				Total for fund 226 RECYCLING FUND			26.71
Fund: 249 BUILDING INSPECTION FUND							
03/06/2018	AP	70237	BRUCE TILLINGER	SERVICES 02/08/18 THRU 03/01/18	801.027	371	1,520.00
				SERVICES 02/08/18 THRU 03/01/18	801.028	371	940.00
				CHECK AP 70237 TOTAL FOR FUND 249:			2,460.00
03/06/2018	AP	70243	CHOSEN ELECTRIC INCORPORATED	SERVICES 02/14/18 THRU 02/27/18	801.026	371	1,470.00
03/06/2018	AP	70262	KEVAN D FLORY	SERVICES 01/31/18 THRU 02/22/18	801.024	371	910.00
03/06/2018	AP	70278	PITNEY BOWES	MONTHLY LEASE #3305440460	930.450	371	93.57
				Total for fund 249 BUILDING INSPECTION FUND			4,933.57
Fund: 261 911 SERVICE FUND							
03/06/2018	AP	70256	FRONTIER	ACCT#231-164-4102-082208-5	930.210	427	58.57
03/06/2018	AP	70257	FRONTIER	ACCT#989-732-7858-011910-5	930.210	427	107.15
03/06/2018	AP	70258	FRONTIER	ACCT#231-189-0447-031698-5	930.210	427	381.23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 261 911 SERVICE FUND							
				Total for fund 261 911 SERVICE FUND			546.95
Fund: 282 AIRPORT SPECIAL EVENTS FUND							
03/06/2018	AP	70255*	FIRST BANKCARD	TREAS ACTIVITY 1/9/18-2/8/18	930.300	537	14.00
				Total for fund 282 AIRPORT SPECIAL EVENTS FUND			14.00
Fund: 292 CHILD CARE FUND							
03/06/2018	AP	70229*	44NORTH	FEBRUARY 2018 COBRA ADMIN FEES & TELADOC MEMBERSHIP	704.110	662	12.54
03/06/2018	AP	70231	7TH PROBATE FAMILY COURT	13-107-DL, 15-58-DL, & 15-20-DL PLACEMENTS 1/1/18 TO 1/31/18	930.810	662	1,050.00
				13-107-DL, 15-58-DL, & 15-20-DL PLACEMENTS 1/1/18 TO 1/31/18	930.810	662	2,400.00
				13-107-DL, 15-58-DL, & 15-20-DL PLACEMENTS 1/1/18 TO 1/31/18	930.810	662	4,960.00
				CHECK AP 70231 TOTAL FOR FUND 292:			8,410.00
03/06/2018	AP	70241	CHILD & FAMILY SERVICES OF NW MI	17-26-NA PLACEMENT 1/1/18 TO 1/31/18	930.810	662	534.44
03/06/2018	AP	70250*	DELTA DENTAL OF MICHIGAN	MI001160001 MARCH 2018 COURT DENTAL	704.110	662	161.18
03/06/2018	AP	70255*	FIRST BANKCARD	TREAS ACTIVITY 1/9/18-2/8/18	940.010	662	37.50
03/06/2018	AP	70268	LUTHERAN CHILD & FAMILY SERVICES	17-66-NA PLACEMENT 1/1/18 TO 1/31/18	930.810	662	689.44
				16-108-NA PLACEMENT 1/1/18 TO 1/31/18	930.810	662	534.44
				17-66-NA PLACEMENT 1/1/18 TO 1/31/18	930.810	662	534.44
				17-82-NA PLACEMENT 1/1/18 TO 1/31/18	930.810	662	534.44
				17-65-NA PLACEMENT 1/1/18 TO 1/31/18	930.810	662	534.44
				CHECK AP 70268 TOTAL FOR FUND 292:			2,827.20
03/06/2018	AP	70273	NORTHERN COUNSELING ASSOC PLLC	AMAZING CHANGES TODAY YOUTH PROGRAM - PAYMENT 1 OF 3	940.010	662	4,763.74
03/06/2018	AP	70279	RENEE EDWARDS	FEBRUARY 2018 ALTERNATIVE EDUCATION TEACHER	940.010	662	1,320.00
03/06/2018	AP	70280	ROSCOMMON COUNTY	16-92-DL PLACEMENT 1/23/18 TO 1/25/18	930.810	662	336.00
				12-127-DL PLACEMENT 1/17/18 TO 1/30/18	930.810	662	2,184.00
				CHECK AP 70280 TOTAL FOR FUND 292:			2,520.00
				Total for fund 292 CHILD CARE FUND			20,586.60
Fund: 475 TRAIL CONSTRUCTION FUND							
03/06/2018	AP	70238*	C2AE	INV#65620 (15-0121) & INV#65623 (17-0019)	801.020	901	25,040.00
				Total for fund 475 TRAIL CONSTRUCTION FUND			25,040.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 499 CAPITAL PROJECTS FUND							
03/06/2018	AP	70238*	C2AE	INV#65620 (15-0121) & INV#65623 (17-0019)	970.300	901	799.40
03/06/2018	AP	70239	C2AE	INV#65625 PROJ.#17-0063	970.300	901	795.00
Total for fund 499 CAPITAL PROJECTS FUND							1,594.40
Fund: 516 DELINQUENT TAX REVOLVING							
03/06/2018	AP	70253	ERNEST ALLEN	OVERPAYMENT 050-009-400-005-07	694.000	030	5.99
03/06/2018	AP	70255*#	FIRST BANKCARD	TREAS ACTIVITY 1/9/18-2/8/18	726.000	253	23.56
Total for fund 516 DELINQUENT TAX REVOLVING							29.55
Fund: 588 TRANSPORTATION FUND							
03/06/2018	AP	70294	WINN TELECOM	989-705-1786 FEBRUARY	930.210	697	258.86
Total for fund 588 TRANSPORTATION FUND							258.86
Fund: 593 ADVERTISING - I75 SIGN FUND							
03/06/2018	AP	70255*#	FIRST BANKCARD	TREAS ACTIVITY 1/9/18-2/8/18	920.410	806	252.00
Total for fund 593 ADVERTISING - I75 SIGN FUND							252.00
Fund: 616 HOMESTEAD AUDIT FUND							
03/06/2018	AP	70255*#	FIRST BANKCARD	TREAS ACTIVITY 1/9/18-2/8/18	726.000	253	23.56
Total for fund 616 HOMESTEAD AUDIT FUND							23.56
Fund: 617 TAX FORECLOSURE FUND							
03/06/2018	AP	70255*#	FIRST BANKCARD	TREAS ACTIVITY 1/9/18-2/8/18	726.000	253	23.56
Total for fund 617 TAX FORECLOSURE FUND							23.56
Fund: 647 HEALTH CARE FUND							
03/06/2018	AP	70230	44NORTH	INV#178337 (FEB. 2018)	704.110	851	1,757.00
03/06/2018	AP	70251	DELTA DENTAL OF MICHIGAN	CLIENT #MI001780001 (MARCH 2018)	704.110	851	6,024.93
03/06/2018	AP	70291	VISION SERVICE PLAN (VSP)	ACCT#120496840797 & 120796840798 (MARCH 2018)	704.110	851	1,295.01
				ACCT#120496840797 & 120796840798 (MARCH 2018)	704.110	851	112.56
CHECK AP 70291 TOTAL FOR FUND 647:							1,407.57
03/06/2018	AP	70292	VISION SERVICE PLAN (VSP)	ACCT#30 064226 0001 (MAR. 2018)	704.110	851	169.52
Total for fund 647 HEALTH CARE FUND							9,359.02
Fund: 701 GENERAL AGENCY							
03/06/2018	AP	70232	A&L IRON	P V THOMPSON	271.000	000	50.00
03/06/2018	AP	70234	AUTO OWNERS INSURANCE CO	P V TOBER 4 \$100 PYMTS	271.000	000	400.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY							
03/06/2018	AP	70235	BEVERLY ENTERPRISES	P V EVANS	271.000	000	25.00
03/06/2018	AP	70240	CAROL SIMON	P V SIMON BDR LESS COP'S	265.000	000	1,790.40
03/06/2018	AP	70244	CHRIS DECKROW	P V KONDRAT	271.000	000	25.00
03/06/2018	AP	70245	CITIZENS INSURANCE	P V MOSHER 2 \$40 PYMTS	271.000	000	80.00
03/06/2018	AP	70247	COMMUNITY FINANCIAL	P V KOON-LOWNSBERRY PYMTS X2	271.000	000	145.00
03/06/2018	AP	70248	CROSSROADS INDUSTRIES	P V TUSZYNSKI	271.000	000	100.00
03/06/2018	AP	70249	DAVID MAURICE JR.	P V JENSEN	271.000	000	108.35
03/06/2018	AP	70252	DENISE SOCIA	P V BUNING 2 \$10 PYMTS	271.000	000	20.00
03/06/2018	AP	70254	FARM BUREAU INSURANCE	P V WEBBER 3 @ \$40	271.000	000	120.00
03/06/2018	AP	70261	JOHNSON OIL COMPANY	P V PRUSAKIEWICZ	271.000	000	540.00
03/06/2018	AP	70263	KEVIN KENNEDY	P V PROCTOR	271.000	000	25.00
03/06/2018	AP	70265	LINDA ELLIOT	P V HILL	271.000	000	180.00
03/06/2018	AP	70266	LOWES	P V GAVIN 2 \$50 PYMTS	271.000	000	100.00
03/06/2018	AP	70269	M&M EXCAVATING	P V VADEN 12 PYMTS	271.000	000	2,243.44
03/06/2018	AP	70274	OTSEGO CO FIRE BOARD	P V BAKER PAYS RS IN FULL	271.000	000	638.21
03/06/2018	AP	70275	OTSEGO COUNTY	BDA'S/BDU'S	265.000	000	1,709.60
				BDR/BDU	265.000	000	400.00
				CHECK AP 70275 TOTAL FOR FUND 701:			<u>2,109.60</u>
03/06/2018	AP	70277	OTSEGO COUNTY FRIEND OF COURT	02-9929 FOC PERF BONDS	265.000	000	1,640.00
03/06/2018	AP	70281	SANE	P V SAPP SAN-21-17	271.000	000	200.00
				P V JAMES SAN-68-17	271.000	000	35.00
				SAB037-17 P V PEARSON	271.000	000	230.50
				CHECK AP 70281 TOTAL FOR FUND 701:			<u>465.50</u>
03/06/2018	AP	70282	SCRUBS-R-US	P V MARTIN PYMTS X4	271.000	000	100.00
03/06/2018	AP	70283	SHARON KWAPIS	COMM. GIVING PROG. REIMB.	230.001	000	258.41

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY							
03/06/2018	AP	70285	SPEEDWAY	COMM. GIVING/GAS CARDS	230.000	000	350.00
03/06/2018	AP	70286	STATE OF MICHIGAN - DHS	P V SIMMONS	271.000	000	100.00
03/06/2018	AP	70287	STATE OF MICHIGAN DHHS,	P V HAAS PYMTS X2	271.000	000	380.00
03/06/2018	AP	70288	TONYA KLEE-JURCZYK	P V WISELEY 2 \$30 PYMTS	271.000	000	60.00
03/06/2018	AP	70293	WALMART	P V MCCLURE	271.000	000	25.00
Total for fund 701 GENERAL AGENCY							12,078.91
Fund: 704 PAYROLL IMPREST FUND							
03/06/2018	AP	1798(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	FEBRUARY 2018 COURT MERS	231.700	000	11,083.45
03/06/2018	AP	1799(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	FEBRUARY 2018 COURT MERS HYBRID DEFINED CONTRIBUTION	231.700	000	1,128.04
03/06/2018	AP	70250*#	DELTA DENTAL OF MICHIGAN	MI001160001 MARCH 2018 COURT DENTAL	231.261	000	366.00
03/06/2018	AP	70290	UNEMPLOYMENT CONSULTANTS INC	TRACKING#1539075-30 (2ND QTR.-2018)	228.027	000	700.00
Total for fund 704 PAYROLL IMPREST FUND							13,277.49
TOTAL - ALL FUNDS							93,999.82

*-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: March 13, 2018 Warrant	AGENDA DATE: March 13, 2018
AGENDA PLACEMENT: New Business, A. Financials, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Tim Hanley, Finance Director/Assistant County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

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

The March 13, 2018 warrant is in the amount of \$97,682.47. Major expenditures in the warrant include:

- \$18,860.36 211D February 2018 District Court

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$97,682.47.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/13/2018 - 03/13/2018

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/13/2018	AP	70295	46TH CIRCUIT TRIAL COURT	14-56-DL REST PMT BY	701-000-271.148	425.00
03/13/2018	AP	70296	ADVANCE AUTO PARTS	2268 BUS #28	588-699-726.050	20.95
03/13/2018	AP	70297	ADVANCED CORRECTIONAL	INMATE MEDICAL #73829	101-351-930.470	3,590.24
03/13/2018	AP	70298	ALPINE ANIMAL HOSPITAL	JAN AND FEB 2018	212-430-930.471	597.34
		70298		JAN AND FEB 2018	212-430-930.980	836.84
						1,434.18
03/13/2018	AP	70299	AMERICAN WASTE	REST PMT BY MARCUS OROURKE 15-	701-000-271.130	20.00
03/13/2018	AP	70300	AMERICAN WASTE	MARCH 2018	212-430-920.410	72.10
03/13/2018	AP	70301	AMERICAN WASTE	INV#2413860 & INV#2413861	637-265-920.410	375.55
03/13/2018	AP	70302	BETTY MOORE	REST PMT BY MARCUS OROURKE 15-	701-000-271.130	20.00
03/13/2018	AP	70303	BOB BARKER COMPANY INC	JAIL INMATE SUPPLIES	101-351-726.015	947.37
		70303		JAIL INMATE SUPPLIES	101-351-726.030	147.62
		70303		JAIL INMATE SUPPLIES	101-351-726.035	57.95
						1,152.94
03/13/2018	AP	70304	BRADLEY J BUTCHER	REST PMT BY CONNIE JOSEPH 05-16547	701-000-271.130	100.00
03/13/2018	AP	70305	BRENDA GOODRICH	17-117-NA 2/1/18 TO 2/28/18	292-662-930.700	692.72
03/13/2018	AP	70306	BROCK ARTFITCH	FEB. 2018	101-648-801.020	190.00
03/13/2018	AP	70307	CATHERINE ISBELL	15-03-DL TRANSPORT ON 2/22/18	101-134-930.500	130.80
		70307		15-03-DL TRANSPORT ON 2/22/18	101-134-940.010	54.00
		70307		15-03-DL TRANSPORT ON 2/22/18	292-662-930.500	16.35
		70307		15-03-DL TRANSPORT ON 2/22/18	292-662-930.830	9.00
						210.15
03/13/2018	AP	70308	CATHY MYSZKIER	GUARDIANSHIP REVIEW ON 2/28/18	101-131-930.500	1.00
		70308		GUARDIANSHIP REVIEW ON 2/28/18	101-131-930.830	60.00
						61.00
03/13/2018	AP	70309	CDW GOVERNMENT INC	MS OFFICE 2016 STANDARD - QUOTE	101-351-726.000	263.00
		70309		LOGITECH WIRELESS COMBO MK520 -	256-215-726.000	946.34
						1,209.34

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03/13/2018	AP	70310	COOKS CORRECTIONAL	KITCHEN SUPPLIES #N506133	101-351-726.030	60.08
03/13/2018	AP	70311	COUNTY EQUALIZATION SERVICES	INV#201808 (FEB. 2018)	101-257-801.025	5,000.00
03/13/2018	AP	70312	CURT NORBERG	MILEAGE & 1/2 DAY WITN FEE 12-21-	101-267-930.940	87.80
03/13/2018	AP	70313	CURTISS REPORTING CORP	INV 18065, MORROW TRANSCRIPT; INV	101-267-726.000	102.65
03/13/2018	AP	70314	DANIEL PHILLIPS	FEB. 2018	101-648-801.020	805.00
		70314		FEB. 2018	101-648-930.460	30.00
						835.00
03/13/2018	AP	70315	DAVID ALLEN WRIGHT	16-109-DL REST PMT BY GRIFFIN ROUX	701-000-271.148	80.00
03/13/2018	AP	70316	DAVID WORDEN	MAACS COUNSEL APPT. PEOPLE V	101-131-801.023	454.64
03/13/2018	AP	70317	DELL MARKETING LP	DELL 34 CURVED MONITOR - P3418HW -	256-215-726.000	2,099.96
03/13/2018	AP	70318	DENISE RICHARDS	REST PMT BY RAIF BONNER 17-34295-	701-000-271.130	50.00
03/13/2018	AP	70319	DERMATEC DIRECT	LATEX GLOVES #1441372	101-351-726.035	150.99
03/13/2018	AP	70320	DONNA A CURIKAK	GUARDIANSHIP REVIEW ON 2/26/18	101-131-930.500	22.00
		70320		GUARDIANSHIP REVIEW ON 2/26/18	101-131-930.830	30.00
						52.00
03/13/2018	AP	70321	DOUGLAS HEMPENSTALL	FEB. 2018	101-648-801.020	550.00
		70321		FEB. 2018	101-648-930.500	14.00
						564.00
03/13/2018	AP	70322	DUNNS	PUBLIC SURVEY BOXES	101-131-726.000	343.00
		70322		FEBRUARY 2018 COURT COPY FEES &	101-131-920.520	38.50
		70322		ENVELOPES	101-301-726.000	34.03
		70322		ENVELOPES	101-302-726.000	11.35
		70322		CORRECTIONS	101-351-726.000	19.69
		70322		875673	212-430-726.000	193.57
		70322		FEBRUARY 2018 FOC	215-141-920.520	38.50
		70322		CLASIFICATION FOLDERS	292-662-726.000	137.97
		70322		8740330TISSUES, P. TOWELS,;	588-697-726.000	87.74
		70322		8740330TISSUES, P. TOWELS,;	588-698-726.025	125.52
						1,029.87

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03/13/2018	AP	70323	EMPIRIC SOLUTIONS INC	APRIL 2018 FOC COMPASS MANAGEMENT	215-141-801.020	379.00
03/13/2018	AP	70324	EMPIRIC SOLUTIONS INC	INV.#7637 & INV.#7646	101-131-801.020	904.15
		70324		INV.#7637 & INV.#7646	101-228-801.030	5,321.85
		70324		INV.#7637 & INV.#7646	594-228-700.000	1,699.00
						7,925.00
03/13/2018	AP	70325	EXCEL SYSTEMS GROUP INC	LEGAL FOLDERS	215-141-726.000	433.46
03/13/2018	AP	70326	EZ MART	REST PMT BY ALBERT STEVENS 17-	701-000-271.130	13.88
03/13/2018	AP	70327	FAMILY FARE	REST PMT BY RACHEL BUHL 17-35010-	701-000-271.130	12.77
03/13/2018	AP	70328	FAMILY FARE	17-116-DL REST PMT BY CARL MOORE	701-000-271.148	106.96
03/13/2018	AP	70329	FIRST FEDERAL BANK	REST PMT BY THOMAS SYLVESTER 16-	701-000-271.130	75.00
03/13/2018	AP	70330	FRONTIER	FEB 2018 9897052645	212-430-930.210	76.54
		70330		ACCT#269-161-8203-082208-5	261-427-930.210	63.81
						140.35
03/13/2018	AP	70331	GALLS INC AN ARAMARK CO	UNIFORM SUPPLIES	101-301-726.046	1,013.00
		70331		WORK CAMP WATCH CAP	205-301-726.046	40.00
						1,053.00
03/13/2018	AP	70332	GARCIA CLINICAL LABORATORY	INMATE MEDICAL #43079	101-351-930.470	25.00
03/13/2018	AP	70333	GAYLORD CITY TREASURER	211D FEBRUARY 2018 DISTRICT COURT	701-000-221.000	264.00
03/13/2018	AP	70334	GAYLORD COMMUNITY FUNERAL	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
03/13/2018	AP	70335	GAYLORD DRY CLEANERS	FEB DRY CLEANING	101-301-920.410	123.00
		70335		FEB DRY CLEANING	101-302-920.410	20.00
		70335		FEB DRY CLEANING	101-334-920.410	20.00
		70335		FEB DRY CLEANING	205-301-920.410	20.00
						183.00
03/13/2018	AP	70336	GAYLORD MACHINE & FABRICATION	REST PMT BY MARCUS OROURKE 15-	701-000-271.130	178.66
03/13/2018	AP	70337	GAYLORD VETERINARY SERVICES	JAN 2018	212-430-930.471	1,823.57
		70337		JAN 2018	212-430-930.980	1,060.00
						2,883.57

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03/13/2018	AP	70338	GILL ROYS HARDWARE	KEYS CUT	101-301-726.000	33.92
		70338		BATTERIES / DUCTTAPE	101-302-726.000	14.97
		70338		JAIL AND WORK CAMP SUPPLIES #1801-	101-351-726.000	73.93
		70338		JAIL AND WORK CAMP SUPPLIES #1801-	205-301-726.000	165.90
		70338		1802-676364	212-430-726.000	15.98
						304.70
03/13/2018	AP	70339	GORDON FOOD SERVICES	JAIL SUPPLIES/KITCHEN	101-351-726.025	312.35
		70339		JAIL SUPPLIES/KITCHEN	101-351-726.030	72.60
		70339		JAIL SUPPLIES/KITCHEN	101-351-930.700	4,380.81
						4,765.76
03/13/2018	AP	70340	HOEKSTRA TRANSPORTATION INC	X101017666:01 STOCK	588-699-726.050	239.00
03/13/2018	AP	70341	HOME DEPOT	REST PMT BY MARCUS OROURKE 15-	701-000-271.130	20.00
03/13/2018	AP	70342	HOWARD L SHIFMAN PC	INV.#13224 (FEB. 2018)	260-270-801.020	7,222.00
03/13/2018	AP	70343	JAIME GABRIEL	11-33-DL 2/1/18 TO 2/28/18	292-662-930.810	1,960.00
03/13/2018	AP	70344	JAYS SPORTING GOODS	REST PMT BY ALBERT STEVENS 17-	701-000-271.130	324.98
03/13/2018	AP	70345	JIM WERNIG INC	REST PMT BY 15-32123-FY-3	701-000-271.130	200.00
03/13/2018	AP	70346	JIM'S ALPINE AUTOMOTIVE	WINDSHIELD WASHER FLUID	101-301-726.046	31.62
		70346		5150 OCBS	588-699-726.051	20.35
						51.97
03/13/2018	AP	70347	JOHNSON OIL COMPANY	CORRECTIONS VAN OIL CHANGE	101-351-920.400	29.95
		70347		389256 DODGE	212-430-726.050	37.95
		70347		REST PMT BY MICHAEL MAYNARD 16-	701-000-271.130	125.00
						192.90
03/13/2018	AP	70348	JUNE ELIZABETH GREVE	MARCH 2018 COURT CLEANING FEE	101-131-726.025	150.00
		70348		MARCH 2018 FOC CLEANING FEE	215-141-726.025	150.00
						300.00
03/13/2018	AP	70349	JUSTIN HOLZSCHU	FEB. 2018	101-648-801.020	1,240.00
		70349		FEB. 2018	101-648-930.500	57.50
						1,297.50

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/13/2018	AP	70387	STATE OF MICHIGAN	211D FEBRUARY 2018 DISTRICT COURT	701-000-228.020	1,689.00
		70387		211D FEBRUARY 2018 DISTRICT COURT	701-000-228.030	360.00
		70387		211D FEBRUARY 2018 DISTRICT COURT	701-000-228.037	4,051.28
		70387		211D FEBRUARY 2018 DISTRICT COURT	701-000-228.042	260.00
		70387		211D FEBRUARY 2018 DISTRICT COURT	701-000-228.057	420.00
		70387		211D FEBRUARY 2018 DISTRICT COURT	701-000-228.058	3,325.00
		70387		211D FEBRUARY 2018 DISTRICT COURT	701-000-228.059	7,805.08
		70387		211D FEBRUARY 2018 DISTRICT COURT	701-000-228.560	950.00
						18,860.36
03/13/2018	AP	70388	THOMAS J PUDVAN	FEB. 2018	101-648-801.020	951.67
		70388		FEB. 2018	101-648-930.210	40.00
		70388		FEB. 2018	101-648-930.460	300.00
		70388		FEB. 2018	101-648-930.500	18.00
						1,309.67
03/13/2018	AP	70389	THOMSON WEST	ACCT 1000715367; INV 837643502,	101-267-726.200	421.13
		70389		INV 837626173; ACCT 1000242483;	101-268-726.200	197.03
						618.16
03/13/2018	AP	70390	TIMOTHY MCPHERSON	2/28 ADMIN FEE MSP GRANT, COPY	101-332-801.020	558.00
		70390		2/28 ADMIN FEE MSP GRANT, COPY	101-332-940.010-DONAT00000	245.32
						803.32
03/13/2018	AP	70391	TOTAL COMMUNICATION SERVICES	INV#341	594-228-700.000	328.50
03/13/2018	AP	70392	UCMAN	WORK CAMP CONNECTIVITY	205-301-930.240	64.00
		70392		7193 MAR 2018	212-430-920.410	400.00
						464.00
03/13/2018	AP	70393	VANDERBILT SCHOOLS	16-93-DL REST PMT BY	701-000-271.148	100.00
03/13/2018	AP	70394	VERIZON WIRELESS	INV 9801627893; ACCT 842184815-	101-267-930.230	132.25
03/13/2018	AP	70395	VERIZON WIRELESS	ACCT#483106843-00001	101-301-930.230	147.15
		70395		ACCT#483106843-00001	101-351-930.230	49.05
		70395		ACCT#483106843-00001	205-301-930.230	98.10
		70395		ACCT#483106843-00001	208-751-930.230	50.11
		70395		ACCT#483106843-00001	208-752-930.230	50.12
		70395		ACCT#483106843-00001	281-537-930.230	49.05

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
						443.58
03/13/2018	AP	70396	VERIZON WIRELESS	283104123-00001 - FEBRUARY 2018	101-131-930.210	51.05
03/13/2018	AP	70397	WAL-MART STORES ASSET	REST PMT BY WADE DRUCKENMILLER 17-	701-000-271.130	254.32
03/13/2018	AP	70398	WALMART COMMUNITY GEMB	ANIMAL CONTROL JAN 2018	212-430-726.000	542.07
03/13/2018	AP	70399	WALTER DRZEWIECKI	REST PMT BY MARCUS OROURKE 15-	701-000-271.130	20.00
03/13/2018	AP	70400	WASH N GO MANAGEMENT INC	11264 FEB 2018	212-430-920.410	20.00
03/13/2018	AP	70401	WASTE MANAGEMENT	REST PMT BY MARCUS OROURKE 15-	701-000-271.130	20.00
03/13/2018	AP	70402	WAYNE ISBELL	15-03-DL TRANSPORT ON 2/22/18	101-134-940.010	54.00
		70402		15-03-DL TRANSPORT ON 2/22/18	292-662-930.830	9.00
						63.00
03/13/2018	AP	70403	WITTOCK SUPPLY	REST PMT BY MARCUS OROURKE 15-	701-000-271.130	20.00
03/13/2018	AP	70404	WMJZ EAGLE 101.5	ACCT# 3404 HOUSING & VETERANS	101-682-930.300	100.00
		70404		ACCT# 3404 HOUSING & VETERANS	233-690-930.300	100.00
						200.00
03/13/2018	AP	70405	WOLVERINE POWER	REST PMT BY AMANDA GORDON 17-35148	701-000-271.130	400.00
03/13/2018	AP	70406	ZOETIS	9005562620 9005562632	212-430-726.035	529.88
			TOTAL - ALL FUNDS	TOTAL OF 112 CHECKS		97,682.47

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/13/2018	AP	70297	ADVANCED CORRECTIONAL HEALTHCARE	INMATE MEDICAL #73829	930.470	351	3,590.24
03/13/2018	AP	70303	BOB BARKER COMPANY INC	JAIL INMATE SUPPLIES	726.015	351	947.37
				JAIL INMATE SUPPLIES	726.030	351	147.62
				JAIL INMATE SUPPLIES	726.035	351	57.95
				CHECK AP 70303 TOTAL FOR			<u>1,152.94</u>
03/13/2018	AP	70306	BROCK ARTFITCH	FEB. 2018	801.020	648	90.00
				FEB. 2018	801.020	648	100.00
				CHECK AP 70306 TOTAL FOR			<u>190.00</u>
03/13/2018	AP	70307*#	CATHERINE ISBELL	15-03-DL TRANSPORT ON 2/22/18	930.500	134	130.80
				15-03-DL TRANSPORT ON 2/22/18	940.010	134	54.00
				CHECK AP 70307 TOTAL FOR			<u>184.80</u>
03/13/2018	AP	70308	CATHY MYSZKIER	GUARDIANSHIP REVIEW ON 2/28/18	930.500	131	1.00
				GUARDIANSHIP REVIEW ON 2/28/18	930.830	131	30.00
				GUARDIANSHIP INVESTIGATION ON 3/1/18	930.830	131	30.00
				CHECK AP 70308 TOTAL FOR			<u>61.00</u>
03/13/2018	AP	70309*#	CDW GOVERNMENT INC	MS OFFICE 2016 STANDARD - QUOTE JPTS212	726.000	351	263.00
03/13/2018	AP	70310	COOKS CORRECTIONAL	KITCHEN SUPPLIES #N506133	726.030	351	60.08
03/13/2018	AP	70311	COUNTY EQUALIZATION SERVICES	INV#201808 (FEB. 2018)	801.025	257	5,000.00
03/13/2018	AP	70312	CURT NORBERG	MILEAGE & 1/2 DAY WITN FEE 12-21-17 & 3	930.940	267	87.80
03/13/2018	AP	70313	CURTISS REPORTING CORP	INV 18065, MORROW TRANSCRIPT; INV 18164	726.000	267	102.65
03/13/2018	AP	70314	DANIEL PHILLIPS	FEB. 2018	801.020	648	705.00
				FEB. 2018	801.020	648	100.00
				FEB. 2018	930.460	648	30.00
				CHECK AP 70314 TOTAL FOR			<u>835.00</u>

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/13/2018	AP	70316	DAVID WORDEN	MAACS COUNSEL APPT. PEOPLE V KNIGHT	801.023	131	454.64
03/13/2018	AP	70319	DERMATEC DIRECT	LATEX GLOVES #1441372	726.035	351	150.99
03/13/2018	AP	70320	DONNA A CURIAK	GUARDIANSHIP REVIEW ON 2/26/18	930.500	131	22.00
				GUARDIANSHIP REVIEW ON 2/26/18	930.830	131	30.00
				CHECK AP 70320 TOTAL FOR			<u>52.00</u>
03/13/2018	AP	70321	DOUGLAS HEMPENSTALL	FEB. 2018	801.020	648	450.00
				FEB. 2018	801.020	648	100.00
				FEB. 2018	930.500	648	14.00
				CHECK AP 70321 TOTAL FOR			<u>564.00</u>
03/13/2018	AP	70322*#	DUNNS	PUBLIC SURVEY BOXES	726.000	131	144.00
				COVERED TRASH CAN	726.000	131	199.00
				FEBRUARY 2018 COURT COPY FEES &	920.520	131	38.50
				ENVELOPES	726.000	301	22.69
				ENVELOPES	726.000	301	11.34
				ENVELOPES	726.000	302	11.35
				CORRECTIONS	726.000	351	19.69
				CHECK AP 70322 TOTAL FOR			<u>446.57</u>
03/13/2018	AP	70324*#	EMPIRIC SOLUTIONS INC	INV.#7637 & INV.#7646	801.020	131	904.15
				INV.#7637 & INV.#7646	801.030	228	5,321.85
				CHECK AP 70324 TOTAL FOR			<u>6,226.00</u>
03/13/2018	AP	70331*	GALLS INC AN ARAMARK CO	UNIFORM SUPPLIES	726.046	301	1,013.00
03/13/2018	AP	70332	GARCIA CLINICAL LABORATORY	INMATE MEDICAL #43079	930.470	351	25.00
03/13/2018	AP	70334	GAYLORD COMMUNITY FUNERAL HOME	COUNTY BURIAL ALLOWANCE, VETERAN	930.960	681	300.00
03/13/2018	AP	70335*#	GAYLORD DRY CLEANERS	FEB DRY CLEANING	920.410	301	123.00
				FEB DRY CLEANING	920.410	302	20.00
				FEB DRY CLEANING	920.410	334	20.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK AP 70335 TOTAL FOR			163.00
03/13/2018	AP	70338*#	GILL ROYS HARDWARE	KEYS CUT	726.000	301	11.94
				BATTERIES / DUCTTAPE	726.000	301	21.98
				BATTERIES / DUCTTAPE	726.000	302	14.97
				JAIL AND WORK CAMP SUPPLIES #1801-	726.000	351	73.93
				CHECK AP 70338 TOTAL FOR			122.82
03/13/2018	AP	70339	GORDON FOOD SERVICES	JAIL SUPPLIES/KITCHEN	726.025	351	312.35
				JAIL SUPPLIES/KITCHEN	726.030	351	72.60
				JAIL SUPPLIES/KITCHEN	930.700	351	4,380.81
				CHECK AP 70339 TOTAL FOR			4,765.76
03/13/2018	AP	70346*#	JIM'S ALPINE AUTOMOTIVE	WINDSHIELD WASHER FLUID	726.046	301	31.62
03/13/2018	AP	70347*#	JOHNSON OIL COMPANY	CORRECTIONS VAN OIL CHANGE	920.400	351	29.95
03/13/2018	AP	70348*#	JUNE ELIZABETH GREVE	MARCH 2018 COURT CLEANING FEE	726.025	131	150.00
03/13/2018	AP	70349	JUSTIN HOLZSCHU	FEB. 2018	801.020	648	1,140.00
				FEB. 2018	801.020	648	100.00
				FEB. 2018	930.500	648	57.50
				CHECK AP 70349 TOTAL FOR			1,297.50
03/13/2018	AP	70355	MARVIN CARLSON	FEB. 2018	801.020	648	885.00
				FEB. 2018	801.020	648	100.00
				FEB. 2018	930.460	648	300.00
				FEB. 2018	930.500	648	60.50
				CHECK AP 70355 TOTAL FOR			1,345.50
03/13/2018	AP	70357	MAXIMUM SECURITY	INV 14310; INTERCOM TRAINING & 2	920.400	267	334.00
03/13/2018	AP	70359	MDJA	2018 MEMBERSHIP DUES - HON. MICHAEL K.	930.600	131	100.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/13/2018	AP	70362*#	MICHIGAN STATE POLICE	INVOICE #551-507282 TUBBS TRAINING	704.400	301	95.00
03/13/2018	AP	70363	MICHIGAN STATE POLICE	LEIN AVPN 3 WAY LINE 1/1/18 TO 3/31/18	930.240	132	1,765.00
03/13/2018	AP	70364	MID NORTH PRINTING INC	INV 85858; BUS. CARDS- PANCI	930.983	267	49.95
03/13/2018	AP	70365	MUNICIPAL CONSULTING SERVICES LLC	CLASSIFICATION STUDY	940.010	131	1,500.00
03/13/2018	AP	70366	NMJOA	JAMIE FITAK - 2018 JUVENILE OFFICER	704.400	131	35.00
03/13/2018	AP	70369*#	NORTHERN LIGHTS COUNSELING AND	FEBRUARY 2018 MENTAL	940.010	133	35.00
				FEBRUARY 2018 MENTAL	940.010	133	140.00
				CHECK AP 70369 TOTAL FOR			<u>175.00</u>
03/13/2018	AP	70374	OTSEGO COUNTY SHERIFF DEPT	IMPREST CASH	726.000	301	19.76
				IMPREST CASH	930.450	301	13.68
				IMPREST CASH	930.450	301	10.20
				CHECK AP 70374 TOTAL FOR			<u>43.64</u>
03/13/2018	AP	70375	QUILL CORPORATION	TONER	726.000	131	111.59
03/13/2018	AP	70379#	SARA SCHMIDT	CD SLEEVES, MAIL, BOOK RETURN	930.450	267	22.70
				CD SLEEVES, MAIL, BOOK RETURN	726.000	268	13.04
				CHECK AP 70379 TOTAL FOR			<u>35.74</u>
03/13/2018	AP	70382	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE PURCHASE #IDA44958/45798	930.210	351	3,371.00
03/13/2018	AP	70385*#	STAPLES BUSINESS ADVANTAGE	INV#3369884264 & INV#3369884265	106.000	000	89.85
03/13/2018	AP	70386*#	STAPLES BUSINESS ADVANTAGE	COPY PAPER & OFFICE SUPPLIES	106.000	000	29.95
				COPY PAPER & OFFICE SUPPLIES	106.000	000	119.80
				COPY PAPER & OFFICE SUPPLIES	106.000	000	89.85
				CHECK AP 70386 TOTAL FOR			<u>239.60</u>
03/13/2018	AP	70388	THOMAS J PUDVAN	FEB. 2018	801.020	648	100.00

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Fund: 101 GENERAL FUND							
				FEB. 2018	801.020	648	416.67
				FEB. 2018	801.020	648	435.00
				FEB. 2018	930.210	648	40.00
				FEB. 2018	930.460	648	300.00
				FEB. 2018	930.500	648	18.00
				CHECK AP 70388 TOTAL FOR			<u>1,309.67</u>
03/13/2018	AP	70389#	THOMSON WEST	ACCT 1000715367; INV 837643502,	726.200	267	421.13
				INV 837626173; ACCT 1000242483; JAN '18	726.200	268	197.03
				CHECK AP 70389 TOTAL FOR			<u>618.16</u>
03/13/2018	AP	70390	TIMOTHY MCPHERSON	2/28 ADMIN FEE MSP GRANT, COPY MACHINE	801.020	332	558.00
				2/28 ADMIN FEE MSP GRANT, COPY MACHINE	940.010	332	198.40
				2/28 ADMIN FEE MSP GRANT, COPY MACHINE	940.010	332	46.92
				CHECK AP 70390 TOTAL FOR			<u>803.32</u>
03/13/2018	AP	70394	VERIZON WIRELESS	INV 9801627893; ACCT 842184815-0001	930.230	267	132.25
03/13/2018	AP	70395*#	VERIZON WIRELESS	ACCT#483106843-00001 INV#9802260417	930.230	301	147.15
				ACCT#483106843-00001 INV#9802260417	930.230	351	49.05
				CHECK AP 70395 TOTAL FOR			<u>196.20</u>
03/13/2018	AP	70396	VERIZON WIRELESS	283104123-00001 - FEBRUARY 2018	930.210	131	51.05
03/13/2018	AP	70402*#	WAYNE ISBELL	15-03-DL TRANSPORT ON 2/22/18	940.010	134	54.00
03/13/2018	AP	70404*#	WMJZ EAGLE 101.5	ACCT# 3404 HOUSING & VETERANS RADIO	930.300	682	100.00
				Total for fund 101 GENERAL FUND			39,875.88
Fund: 205 WORK CAMP							
03/13/2018	AP	70331*	GALLS INC AN ARAMARK CO	WORK CAMP WATCH CAP	726.046	301	(26.00)
				WORK CAMP WATCH CAP	726.046	301	32.00
				WORK CAMP WATCH CAP	726.046	301	34.00
				CHECK AP 70331 TOTAL FOR			<u>40.00</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 WORK CAMP							
03/13/2018	AP	70335*#	GAYLORD DRY CLEANERS	FEB DRY CLEANING	920.410	301	20.00
03/13/2018	AP	70338*#	GILL ROYS HARDWARE	JAIL AND WORK CAMP SUPPLIES #1801-	726.000	301	165.90
03/13/2018	AP	70376	REDWOOD TOXICOLOGY LABORATORY INC	DRUG TEST SUPPLIES #631658	726.000	301	230.13
03/13/2018	AP	70383	SPICY BOBS ITALIAN EXPRESS	PIZZA FOR WORK CAMP	930.700	301	37.87
03/13/2018	AP	70392*#	UCMAN	WORK CAMP CONNECTIVITY	930.240	301	64.00
03/13/2018	AP	70395*#	VERIZON WIRELESS	ACCT#483106843-00001 INV#9802260417	930.230	301	98.10
Total for fund 205 WORK CAMP							656.00
Fund: 208 PARKS AND RECREATION							
03/13/2018	AP	70395*#	VERIZON WIRELESS	ACCT#483106843-00001 INV#9802260417	930.230	751	50.11
				ACCT#483106843-00001 INV#9802260417	930.230	752	50.12
CHECK AP 70395 TOTAL FOR							100.23
Total for fund 208 PARKS AND RECREATION							100.23
Fund: 212 ANIMAL CONTROL							
03/13/2018	AP	70298	ALPINE ANIMAL HOSPITAL	JAN AND FEB 2018	930.471	430	206.76
				JAN AND FEB 2018	930.471	430	390.58
				JAN AND FEB 2018	930.980	430	372.84
				JAN AND FEB 2018	930.980	430	464.00
CHECK AP 70298 TOTAL FOR							1,434.18
03/13/2018	AP	70300	AMERICAN WASTE	MARCH 2018	920.410	430	72.10
03/13/2018	AP	70322*#	DUNNS	875673	726.000	430	193.57
03/13/2018	AP	70330*#	FRONTIER	FEB 2018 9897052645	930.210	430	76.54
03/13/2018	AP	70337	GAYLORD VETERINARY SERVICES	JAN 2018	930.471	430	1,823.57
				JAN 2018	930.980	430	1,060.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 212 ANIMAL CONTROL				CHECK AP 70337 TOTAL FOR			2,883.57
03/13/2018	AP	70338*#	GILL ROYS HARDWARE	1802-676364	726.000	430	15.98
03/13/2018	AP	70347*#	JOHNSON OIL COMPANY	389256 DODGE	726.050	430	37.95
03/13/2018	AP	70350	KRIS FOGUTH	UNIFORM ALLOWANCE	726.046	430	29.99
03/13/2018	AP	70354	MAKE IT MINE DESIGN	5665	726.046	430	232.00
03/13/2018	AP	70367	NORTH POINTE PLUMBING & HEATING	211536	726.050	430	125.00
03/13/2018	AP	70392*#	UCMAN	7193 MAR 2018	920.410	430	400.00
03/13/2018	AP	70398	WALMART COMMUNITY GEMB	ANIMAL CONTROL JAN 2018	726.000	430	542.07
03/13/2018	AP	70400	WASH N GO MANAGEMENT INC	11264 FEB 2018	920.410	430	20.00
03/13/2018	AP	70406	ZOETIS	9005562620 9005562632	726.035	430	529.88
				Total for fund 212 ANIMAL CONTROL			6,592.83
Fund: 215 FRIEND OF THE COURT							
03/13/2018	AP	70322*#	DUNNS	FEBRUARY 2018 FOC COPY	920.520	141	38.50
03/13/2018	AP	70323	EMPIRIC SOLUTIONS INC	APRIL 2018 FOC COMPASS MANAGEMENT FEE	801.020	141	379.00
03/13/2018	AP	70325	EXCEL SYSTEMS GROUP INC	LEGAL FOLDERS	726.000	141	433.46
03/13/2018	AP	70348*#	JUNE ELIZABETH GREVE	MARCH 2018 FOC CLEANING FEE	726.025	141	150.00
03/13/2018	AP	70381	SCOTT T BEATTY	FEBRUARY 2018 REFEREE	940.010	141	2,550.00
03/13/2018	AP	70384	STAPLES BUSINESS ADVANTAGE	COLORED PAPER, HIGHLIGHTERS, LABELS,	726.000	141	78.57
				Total for fund 215 FRIEND OF THE COURT			3,629.53
Fund: 226 RECYCLING FUND							
03/13/2018	AP	70378	RONALD KORONKA	INV#75000 (FEB. 2018)	940.010	528	172.00
				Total for fund 226 RECYCLING FUND			172.00
Fund: 233 HUD GRANT FUND							

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 233 HUD GRANT FUND							
03/13/2018	AP	70404*#	WMJZ EAGLE 101.5	ACCT# 3404 HOUSING & VETERANS RADIO	930.300	690	100.00
Total for fund 233 HUD GRANT FUND							100.00
Fund: 256 REGISTER OF DEEDS AUTOMATION							
03/13/2018	AP	70309*#	CDW GOVERNMENT INC	LOGITECH WIRELESS COMBO MK520 - QUOTE	726.000	215	159.00
				LOGITECH WIRELESS COMBO MK520 - QUOTE	726.000	215	88.00
				DATAMAX E-CLASS MARK III - QUOTE	726.000	215	699.34
CHECK AP 70309 TOTAL FOR							946.34
03/13/2018	AP	70317	DELL MARKETING LP	DELL 34 CURVED MONITOR - P3418HW -	726.000	215	2,099.96
Total for fund 256 REGISTER OF DEEDS AUTOMATION							3,046.30
Fund: 260 LEGAL DEFENSE FUND							
03/13/2018	AP	70342	HOWARD L SHIFMAN PC	INV.#13224 (FEB. 2018)	801.020	270	7,222.00
Total for fund 260 LEGAL DEFENSE FUND							7,222.00
Fund: 261 911 SERVICE FUND							
03/13/2018	AP	70330*#	FRONTIER	ACCT#269-161-8203-082208-5	930.210	427	63.81
Total for fund 261 911 SERVICE FUND							63.81
Fund: 281 AIRPORT							
03/13/2018	AP	70395*#	VERIZON WIRELESS	ACCT#483106843-00001 INV#9802260417	930.230	537	49.05
Total for fund 281 AIRPORT							49.05
Fund: 292 CHILD CARE FUND							
03/13/2018	AP	70305	BRENDA GOODRICH	17-117-NA 2/1/18 TO 2/28/18 PLACEMENT &	930.700	662	482.72
				17-117-NA 2/1/18 TO 2/28/18 PLACEMENT &	930.700	662	210.00
CHECK AP 70305 TOTAL FOR							692.72
03/13/2018	AP	70307*#	CATHERINE ISBELL	15-03-DL TRANSPORT ON 2/22/18	930.500	662	16.35
				15-03-DL TRANSPORT ON 2/22/18	930.830	662	9.00
CHECK AP 70307 TOTAL FOR							25.35
03/13/2018	AP	70322*#	DUNNS	CLASIFICATION FOLDERS	726.000	662	137.97
03/13/2018	AP	70343	JAIME GABRIEL	11-33-DL 2/1/18 TO 2/28/18 PLACEMENT	930.810	662	1,960.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 292 CHILD CARE FUND							
03/13/2018	AP	70369*#	NORTHERN LIGHTS COUNSELING AND	14-147-03 FEBRUARY 2018 COUNSELING	940.010	662	140.00
03/13/2018	AP	70402*#	WAYNE ISBELL	15-03-DL TRANSPORT ON 2/22/18	930.830	662	9.00
Total for fund 292 CHILD CARE FUND							2,965.04
Fund: 472 LIBRARY BUILDING CONSTRUCTION BOND FUND							
03/13/2018	AP	70371	NORTHERN MICHIGAN REVIEW	ACCT#185818 INV#13118	970.300	901	319.12
Total for fund 472 LIBRARY BUILDING CONSTRUCTION							319.12
Fund: 588 TRANSPORTATION FUND							
03/13/2018	AP	70296	ADVANCE AUTO PARTS	2268 BUS #28	726.050	699	6.89
				1973 BUS #6	726.050	699	14.06
CHECK AP 70296 TOTAL FOR							20.95
03/13/2018	AP	70322*#	DUNNS	8740330 TISSUES, P. TOWELS,; MARKERS,	726.000	697	41.60
				8749220 SLIM TOWELS, B. TISSUE;;	726.000	697	46.14
				8740330 TISSUES, P. TOWELS,; MARKERS,	726.025	698	27.75
				8749220 SLIM TOWELS, B. TISSUE;;	726.025	698	97.77
CHECK AP 70322 TOTAL FOR							213.26
03/13/2018	AP	70340	HOEKSTRA TRANSPORTATION INC	X101017666:01 STOCK	726.050	699	239.00
03/13/2018	AP	70346*#	JIM'S ALPINE AUTOMOTIVE	5150 OCBS	726.051	699	20.35
03/13/2018	AP	70360	MEYER ACE	23478 POWER WASHER	726.025	698	36.59
03/13/2018	AP	70368	NORTHERN ENERGY, INC	31773 WASHER SOLVENT	726.050	699	96.25
03/13/2018	AP	70372	ODS THE DOOR SPECIALIST	17081 DOOR #3	940.010	698	1,690.00
03/13/2018	AP	70380	SCIENTIFIC BRAKE & EQUIPMENT	020211029 STOCK	726.050	699	68.00
Total for fund 588 TRANSPORTATION FUND							2,384.40
Fund: 594 UC METROPOLITAN AREA NETWORK							
03/13/2018	AP	70324*#	EMPIRIC SOLUTIONS INC	INV.#7637 & INV.#7646	700.000	228	1,699.00
03/13/2018	AP	70391	TOTAL COMMUNICATION SERVICES LLC	INV#341	700.000	228	328.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 594 UC METROPOLITAN AREA NETWORK				Total for fund 594 UC METROPOLITAN AREA NETWORK			2,027.50
Fund: 637 BUILDING AND GROUNDS							
03/13/2018	AP	70301	AMERICAN WASTE	INV#2413860 & INV#2413861	920.410	265	190.55
				INV#2413860 & INV#2413861	920.410	265	185.00
				CHECK AP 70301 TOTAL FOR			<u>375.55</u>
03/13/2018	AP	70358	MAXIMUM SECURITY	INV#14425 (OCEA PANIC BUTTONS)	726.050	265	340.00
				Total for fund 637 BUILDING AND GROUNDS			715.55
Fund: 645 ADMINISTRATIVE SERVICES							
03/13/2018	AP	70385*#	STAPLES BUSINESS ADVANTAGE	INV#3369884264 & INV#3369884265	726.000	201	30.39
03/13/2018	AP	70386*#	STAPLES BUSINESS ADVANTAGE	COPY PAPER & OFFICE SUPPLIES	726.000	172	20.99
				COPY PAPER & OFFICE SUPPLIES	726.000	172	1.39
				COPY PAPER & OFFICE SUPPLIES	726.000	172	5.62
				CHECK AP 70386 TOTAL FOR			<u>28.00</u>
				Total for fund 645 ADMINISTRATIVE SERVICES			58.39
Fund: 701 GENERAL AGENCY							
03/13/2018	AP	70295	46TH CIRCUIT TRIAL COURT	14-56-DL REST PMT BY	271.148	000	125.00
				10-67-DL REST PMT BY	271.148	000	300.00
				CHECK AP 70295 TOTAL FOR			<u>425.00</u>
03/13/2018	AP	70299	AMERICAN WASTE	REST PMT BY MARCUS OROURKE 15-31255-FY-	271.130	000	20.00
03/13/2018	AP	70302	BETTY MOORE	REST PMT BY MARCUS OROURKE 15-31255-FY-	271.130	000	20.00
03/13/2018	AP	70304	BRADLEY J BUTCHER	REST PMT BY CONNIE JOSEPH 05-16547-FY-3	271.130	000	100.00
03/13/2018	AP	70315	DAVID ALLEN WRIGHT	16-109-DL REST PMT BY GRIFFIN ROUX	271.148	000	80.00
03/13/2018	AP	70318	DENISE RICHARDS	REST PMT BY RAIF BONNER 17-34295-ST-3	271.130	000	50.00
03/13/2018	AP	70326	EZ MART	REST PMT BY ALBERT STEVENS 17-35256-SM-	271.130	000	13.88
03/13/2018	AP	70327	FAMILY FARE	REST PMT BY RACHEL BUHL 17-35010-SM-3	271.130	000	12.77
03/13/2018	AP	70328	FAMILY FARE	17-116-DL REST PMT BY CARL MOORE	271.148	000	106.96

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY							
03/13/2018	AP	70329	FIRST FEDERAL BANK	REST PMT BY THOMAS SYLVESTER 16-33740-	271.130	000	75.00
03/13/2018	AP	70333	GAYLORD CITY TREASURER	211D FEBRUARY 2018 DISTRICT COURT MONTH	221.000	000	264.00
03/13/2018	AP	70336	GAYLORD MACHINE & FABRICATION LLC	REST PMT BY MARCUS OROURKE 15-31255-FY-	271.130	000	178.66
03/13/2018	AP	70341	HOME DEPOT	REST PMT BY MARCUS OROURKE 15-31255-FY-	271.130	000	20.00
03/13/2018	AP	70344	JAYS SPORTING GOODS	REST PMT BY ALBERT STEVENS 17-35256-SM-	271.130	000	149.99
				REST PMT BY MAKAYLA CONNELLY 17-35366-	271.130	000	174.99
				CHECK AP 70344 TOTAL FOR			<u>324.98</u>
03/13/2018	AP	70345	JIM WERNIG INC	REST PMT BY 15-32123-FY-3	271.130	000	200.00
03/13/2018	AP	70347*#	JOHNSON OIL COMPANY	REST PMT BY MICHAEL MAYNARD 16-34020-FY	271.130	000	125.00
03/13/2018	AP	70351	LAURA MARTIN	16-96-DL REST PMT BY	271.148	000	150.00
03/13/2018	AP	70352	LOWES	REST PMT BY 15-31255-FY-3	271.130	000	201.34
03/13/2018	AP	70353	M BANK	REST PMT BY JOY MILLER 06-18440-FY-3	271.130	000	30.00
03/13/2018	AP	70356	MATHEW FUMICH	REST PMT BY CODY KIBBY 17-35258-SM-3	271.130	000	75.00
03/13/2018	AP	70361	MICHELE BURKETT	REST PMT BY NEOMA BODE 17-34440-FY-3	271.130	000	225.00
03/13/2018	AP	70362*#	MICHIGAN STATE POLICE	LIVESCAN FEE'S #551-	228.017	000	1,216.57
03/13/2018	AP	70370	NORTHERN MICHIGAN LIVESTOCK	REST PMT BY TYLER PETERSEN 16-33561-FY-	271.130	000	600.00
03/13/2018	AP	70373	OTSEGO COUNTY ROAD COMMISSION	REST PMT BY KEVIN STEVENS 16-33574-SM-3	271.130	000	40.00
03/13/2018	AP	70377	RICHARD WING II	REST PMT BY JACOB METZGER 15-32066-SD-3	271.130	000	3,476.00
03/13/2018	AP	70387	STATE OF MICHIGAN	211D FEBRUARY 2018 DISTRICT COURT MONTH	228.020	000	1,689.00
				211D FEBRUARY 2018 DISTRICT COURT MONTH	228.030	000	360.00
				211D FEBRUARY 2018 DISTRICT COURT MONTH	228.037	000	4,051.28
				211D FEBRUARY 2018 DISTRICT COURT MONTH	228.042	000	260.00
				211D FEBRUARY 2018 DISTRICT COURT MONTH	228.057	000	420.00
				211D FEBRUARY 2018 DISTRICT COURT MONTH	228.058	000	3,325.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY							
				211D FEBRUARY 2018 DISTRICT COURT MONTH	228.059	000	7,805.08
				211D FEBRUARY 2018 DISTRICT COURT MONTH	228.560	000	950.00
				CHECK AP 70387 TOTAL FOR			<u>18,860.36</u>
03/13/2018	AP	70393	VANDERBILT SCHOOLS	16-93-DL REST PMT BY	271.148	000	100.00
03/13/2018	AP	70397	WAL-MART STORES ASSET PROTECTION	REST PMT BY WADE DRUCKENMILLER 17-34627	271.130	000	90.94
				REST PMT BY SHAWNA GALEHOUSE 17-35292-	271.130	000	137.61
				REST PMT BY HEATHER MCMILLAN 17-35372-	271.130	000	25.77
				CHECK AP 70397 TOTAL FOR			<u>254.32</u>
03/13/2018	AP	70399	WALTER DRZEWIECKI	REST PMT BY MARCUS OROURKE 15-31255-FY-	271.130	000	20.00
03/13/2018	AP	70401	WASTE MANAGEMENT	REST PMT BY MARCUS OROURKE 15-31255-FY-	271.130	000	20.00
03/13/2018	AP	70403	WITTOCK SUPPLY	REST PMT BY MARCUS OROURKE 15-31255-FY-	271.130	000	20.00
03/13/2018	AP	70405	WOLVERINE POWER	REST PMT BY AMANDA GORDON 17-35148-SM-3	271.130	000	400.00
				Total for fund 701 GENERAL AGENCY			27,704.84
			TOTAL - ALL FUNDS				<u>97,682.47</u>

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT