



## 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 **Thursday, March 29, 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 March 13, 2018 w/attachments - Motion to Approve
- B. Planning Commission Reappointment - (Klee) - Motion to Approve
- C. State of Michigan Ground Lease Renewal #11031-2016 - Motion to Approve

Department Reports

Committee Reports

- A. Budget & Finance Committee Recommendations
  1. Planning & Zoning Fees - Elimination of Camping Permit Fees- Motion to Approve
  2. Budget Amendment (Register of Deeds -Technology Upgrades) - Motion to Approve
  3. Budget Amendment ( Land Use - Building Inspection Wage Adjustment) - Motion to Approve
  4. Budget Amendment (Bus System - Garage Lights) - Motion to Approve
  5. Budget Amendment (2017 Year-End) - Motion to Approve
- B. Planning Commission Recommendations
  1. Zoning Ordinance Amendments- Motion to Approve

Administrator's Report

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
  1. March 20, 2018 Warrant
  2. March 29, 2018 Warrant
- B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Closed Session

Adjournment

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Regular Minutes of March 13, 2018 with attachments.	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  Consent Agenda, Item A.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  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 March 13, 2018 with attachments.

March 13, 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 Ken Glasser, followed by the Pledge of Allegiance led by Matt Barresi.

Roll Call:

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

Excused: Julie Powers.

Consent Agenda:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the Regular Minutes of February 27, 2018 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve OCR 18-05 Northwest Michigan Community Service Agency (NEMCSA) to draw attention to the Federal Government Administration's Fiscal Year 2019 proposed budget and its effect on the NEMCSA Service Area.

Roll Call Vote:

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

Nay: None.

Excused: Julie Powers.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the update with the necessary changes to the Otsego County Bus System's drug and alcohol policy. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve 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. Ayes: Unanimous. Motion carried. (see attached)

Department Reports:

Matt Barresi reported on the Gaylord Regional Airport; Veterans Coffee is held every month; MDOT Aero Airport inspection held in 2017 went very well; replaced a portion of the taxiway; section of new taxiway; second jet fuel truck; replaced the vending area with new "Wright Stuff" café; Wolf pack courtesy cars available; I-75 Recognition with a Gaylord Regional Airport Exit 282 sign; 2016 Gaylord received the Michigan Aeronautics Commissions "Award of

Excellence”; 2017 Year operating financially self-sufficient; Keeping runways open when others are closed; 2018 Airshow is June 16-17 2018, celebrating 9 year anniversary of the airshow.

Administrator’s Report:

Rachel Frisch reported she is still gathering dates to tour Kirkland Community College; re-bid the animal control garage, bids due this week; Building security committee meeting held, moving forward having the study done; attended a meeting with Emergency Management and law enforcement, new bill signed regarding 9-1-1 funding; Groen property meeting scheduled to move forward with moving the entrance at the property; final plans sent to the State for the Trail project.

City Liaison, Township and Village Representative:

Vic Ouellette reported on the City Council meeting, City to install more lighting on W M-32.

Correspondence: None.

New Business:

Motion by Commissioner Paul Liss, seconded by Commissioner Duane Switalski, to approve the March 6, 2018 Warrant in the total amount of \$93,999.82. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the March 13, 2018 Warrant in the amount of \$97,682.47. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Rob Pallarito is attending the pipeline safety meeting tonight; touring the new S.A.N.E building.

Commissioner Ken Glasser attended the NEMSCA meeting, received the final audit.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss had no report.

Commissioner Paul Beachnau reminded the Board the Tourism Bureau assessment is rescheduled to March 22, 2018 at 11:30 a.m. at Treetops.

Commissioner Duane Switalski reported on the Heath Department meeting, final presentation of the audit; attending a ZBA training 3-27-18 at Treetops from 4:00 p.m. to 8:00 p.m.

Commissioner Doug Johnson reported on the Parks and Recreation meeting; Groen nature entrance meeting scheduled; received 1 purchase agreement on property, waiting on the other one; campground getting full for the summer; new truck to be here this week or next; bids for ranger station; replacing wooden seats in community center.

Commissioner Ken Borton attended the NACO conference in Washington D.C.; attending a fundraiser in Lansing on 3-14-18 for leadership of legislature; Board of Commissioner's next meeting is Thursday, March 29, 2018.

Meeting adjourned at 10:25 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyter, Otsego County Clerk

## 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 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

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 through 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: \_\_\_\_\_



## Consultant Procurement Guidelines

January 2013

1<sup>st</sup> Revision - January 2013  
Original Issue - April 2008

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## Introduction

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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](http://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

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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

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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

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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)**

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---

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
<b>Total Interaction Time</b>	<b>55 minutes</b>
Committee Evaluation *	15 minutes
<b>Total Time Per Firm</b>	<b>70 minutes</b>

\* 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

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### 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 - 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					
<b>Grand Total</b>					

(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-thru 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

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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

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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 \_\_\_\_\_.



March 29, 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](mailto:rfrisch@otsegocountymi.gov), or during the Board meeting.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Planning Commission Reappointment (Klee)	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  Consent Agenda, Item B.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

Charles Klee has expressed his interest in continuing to serve on the County's Planning Commission.

**RECOMMENDATION:**

Staff requests approval of the reappointment of Charles Klee to the Otsego County Planning Commission to a term expiring on December 31, 2020.

**Application for Appointment to Committees, Boards and Commissions : Entry # 1763**

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

PLANNING COMMISSION REAPPOINTMENT

Have you ever attended this committee/board meeting?

- Yes

**Name**

CHARLES KLEE

**Address**

224 MARQUARDT  
GAYLORD, Michigan 49735  
United States  
[Map It](#)

**Phone**

(989) 732-3396

**Email**

[CHUCKSELECTRICOFGAYLORD@YAHOO.COM](mailto:CHUCKSELECTRICOFGAYLORD@YAHOO.COM)

**Date available for appointment**

03/22/2018

**County Commission District**

3

**I am a registered voter in Otsego County**

- Yes

**In which township, city or village?**

DOVER TOWNSHIP

**Community Service**

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

CURRENTLY SERVE ON THE OTSEGO COUNTY PLANNING COMMISSION

**Application for Appointment to Committees, Boards and Commissions : Entry # 1763**

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

MASTER ELECTRICIAN  
ELECTRICAL CONTRACTOR FOR 43 YEARS.

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

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

- Yes

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

YEARS

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

- Yes

Susan Premo

---

**From:** Christine Boyak-Wohlfeil  
**Sent:** Wednesday, March 21, 2018 2:31 PM  
**To:** Susan Premo  
**Subject:** RE: Application  
**Attachments:** Klee.pdf

Susan,

I have attached an application from Chuck Klee. He dropped it off here and is going to represent Dover Township on the Planning Commission again. :)

Hope all is well with you.

Thanks,  
Christine



Christine Boyak-Wohlfeil  
Otsego County Land Use Services  
Phone: 989.731.7407  
Fax: 989.731.7419  
[cboyak-wohlfeil@otsegocountymi.gov](mailto:cboyak-wohlfeil@otsegocountymi.gov)

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  State of Michigan Ground Lease Renewal #11031-2016	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  Consent Agenda, Item C.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

Otsego County leases property to the State of Michigan located at 580 South Otsego Avenue, the State of Michigan requests the renewal of Ground Lease #11031-2016. The County Administrator will sign all necessary lease documents.

**RECOMMENDATION:**

Staff requests approval of the State of Michigan Ground Lease Renewal #11031-2016 and to give authorization to County Administrator, Rachel Frisch to sign all necessary documents regarding such lease.

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**From:** Bailey, Maureen (DTMB) [mailto:baileym1@michigan.gov]  
**Sent:** Tuesday, March 20, 2018 10:58 AM  
**To:** Rachel Frisch <rfrisch@otsegocountymi.gov>  
**Subject:** revised lease-2-21-18

Rachel,

The Lease 11031-2017-was a first draft sent last June, and later changed to reflect the year the request was made.

The Department and the Attorney General has made several revisions for clarity. This is the latest version, approved by the Attorney General's office as to legal form, but waiting for your board approval under this number.

The Lease #11031-2016 coincides with the space request received from the Department. It reflects the project number assigned to the Lease used in all State record keeping.

Please see the above Lease. I will wait for your meeting minutes for this Lease to be approved, and the signed 2016 version returned.

My apologies,  
Maureen



## LEASE

State Lease #11031-2016

between

**COUNTY OF OTSEGO, as Lessor**

and

**THE STATE OF MICHIGAN, as Lessee**

### ARTICLE I - DEFINITIONS

- 1.1 A.N.S.I.
- 1.2 Cancellation
- 1.3 Construction
- 1.4 Executive
- 1.5 Maintenance
- 1.6 Occupancy
- 1.7 Reserved
- 1.8 Possession
- 1.9 Potable Water
- 1.10 Purpose
- 1.11 Remodel
- 1.12 State Government Managed
- 1.13 State Government Owned
- 1.14 Substantial Completion
- 1.15 Tenantable
- 1.16 Tenant Improvements

### ARTICLE II - POSSESSION

- 2.1 Square footage Leased
- 2.2 Location of Leased premises
- 2.3 Early possession
- 2.4 Initial term of possession
- 2.5 First renewal option
- 2.6 Second renewal option
- 2.7 Deleted, not applicable
- 2.8 Deleted, not applicable
- 2.9 Ninety-day holdover
- 2.10 Assignment/sublet
- 2.11 Quiet enjoyment
- 2.12 Lessor access to Leased premises
- 2.13 Lessor provides equivalent premises

### ARTICLE III - LESSOR OBLIGATIONS

- 3.1 Lessor obligations
- 3.2 Asbestos
- 3.3 Toxic, hazardous, injurious substances
- 3.4 Defense against claims
- 3.5 Commence remodeling or construction
- 3.6 Complete remodeling or construction
- 3.7 Standards and specifications
- 3.8 Construction change orders
- 3.9 Remodeling required by future law
- 3.10 Damage to Leased premises
- 3.11 First right of refusal for adjacent
- 3.12 Discrimination prohibited
- 3.13 Structural loading
- 3.14 Notice of Ownership Transfer
- 3.15 Year 2000
- 3.16 Time Extension
- 3.17 Public Notifications
- 3.18 Energy Efficiency

### ARTICLE IV LESSEE OBLIGATIONS, DUTIES, AND OPTIONS

- 4.1 Lessee obligations
- 4.2 Notification to maintain and repair
- 4.3 Lessee option to add/remove improvements
- 4.4 Quality of improvements by Lessee
- 4.5 Move-out condition
- 4.6 Payment for sign ordinance variances
- 4.7 Lessee repairs for damage
- 4.8 Recording of lease
- 4.9 Protection of Leased premises by Lessee
- 4.10 Lessee prohibited conduct

## **ARTICLE V - RENT CONSIDERATION**

- 5.1 Frequency of rent payment
- 5.2 Late possession - no rent
- 5.3 Rent during initial term
- 5.4 Mid Term Rent Increase
- 5.5 Rent during 1st renewal option
- 5.6 Consumer Price Index increases
- 5.7 Rent adjustment for operating expenses
- 5.8 Rent adjustment for real property taxes
- 5.9 Real property tax exemptions
- 5.10 Real property tax assessment appeals
- 5.11 Waiver of rent adjustments
- 5.12 Remodeling/get-ready costs
- 5.13 Reserved
- 5.14 Reserved
- 5.15 Remodeling/maintenance costs deduct
- 5.16 Rent reduced for documentation
- 5.17 Rent abated for untenable premises
- 5.18 Prepaid rent refunded upon damage

## **ARTICLE VI - STATE OPTION TO PURCHASE**

- 6.1 Definition of seller
- 6.2 Exclusive right to purchase
- 6.3 Duration of option
- 6.4 Written notice
- 6.5 Purchase price
- 6.6 Appraiser qualifications
- 6.7 Payment of appraisals
- 6.8 Encumbrances considered
- 6.9 Delivery of title insurance
- 6.10 Objection to title and cure
- 6.11 Restrictions, termination of option
- 6.12 Removal of title defects
- 6.13 Transfer of title free and clear
- 6.14 Lessee delivery of purchase price payment
- 6.15 Title free of other possessory interest
- 6.16 Seller payment for transfer tax
- 6.17 Payment for recording documents
- 6.18 Real Property Tax Adjustment
- 6.19 Waste to Leased premises
- 6.20 Reserved
- 6.21 Toxic, hazardous, or injurious substances

## **ARTICLE VII EMINENT DOMAIN/CONDEMNATION**

- 7.1 Lessor to notify Lessee
- 7.2 Whole taking, rents prorated
- 7.3 Taking
- 7.4 Lessor option to terminate
- 7.5 Award of damages

## **ARTICLE VIII - ESTOPPEL**

- 8.1 Timeliness, Lessee obligations

## **ARTICLE IX MANAGEMENT AGREEMENT Reserved**

## **ARTICLE X - LESSOR'S MORTGAGEE**

- 10.1 Identification of Lessor's mortgagee
- 10.2 Disclosure of mortgagees, nondisturbance
- 10.3 Mortgagee right to cure defaults
- 10.4 Attornment

## **ARTICLE XI - CANCELLATION**

- 11.1 Cancellation by Lessee
- 11.2 Cancellation by Lessee
- 11.3 Cancellation by Lessee
- 11.4 Cancellation by Lessor

## **ARTICLE XII NOTICE, APPLICATION, AND APPROVALS**

- 12.1 Notice mailing addresses and delivery
- 12.2 Application of laws
- 12.3 Binding application
- 12.4 State government approvals required
- 12.5 Supercedure and cancellation
- 12.6 Severability
- 12.7 Entire agreement and enclosures
- 12.8 Electronic Funds Transfer



## LEASE

State Lease #11031-2016

between

**COUNTY OF OTSEGO, as Lessor  
A Michigan Municipal Corporation**

and

**THE STATE OF MICHIGAN, as Lessee**

THIS LEASE is entered into by the **County of Otsego**, as Lessor, whose address is **225 West Main, Gaylord, Michigan 49735**, and the State of Michigan by the Department of Technology, Management & Budget for the **Michigan State Police**, as Lessee.

The parties, for the considerations specified in this Lease, agree to the following terms, conditions, and covenants:

**WHEREAS, the Lessor owns land Leased to the State of Michigan which serves as the physical location of a shed owned and operated by the Michigan State Police and the Michigan Public Safety Communication System (radio) tower and supporting equipment operated by the Department of Technology, Management & Budget.**

### ARTICLE I - DEFINITIONS

1.1 - A.N.S.I.: American National Standards Institute, Inc., a New York corporation that identifies public requirements for national standards and coordinates voluntary standardization activities. A.N.S.I. standards are used in calculating square footage used in this Lease.

1.2 - Cancellation: Ending all rights and obligations of the Lessor and Lessee, except for any rights and obligations that are due and owing.

1.3 - Construction: Assembling of foundation, structural, architectural, electrical, and mechanical systems, on the Leased **land**, where none existed prior.

1.4 - Executive: An Executive Order of the Governor pursuant to the Constitution 1963, Article 5, § 2 and 20, or a decision by the Director of the Department of Technology, Management & Budget in conjunction with the head of the principal State department or agency for whose use the Lease was entered.

1.5 - Maintenance: That effort, including repair, replacement, or removal, required to keep the Leased **land** and the appearance of said Leased **land** functioning or operating as originally designed, constructed, or installed, including but not limited to mechanical, electrical, architectural, or civil systems **within** the Leased **land**, or those systems otherwise attached thereto.

1.6 - Occupancy: Actual physical presence by the Lessee **on the Leased land**.

1.7 - **Reserved**

1.8 - Possession: Lawful availability and physical access to install the Lessee's furnishings and compliance with paragraph 4.3

1.9 - **Deleted, Not Applicable**

1.10 - Purpose: The purpose for this **Land Lease is to allow the Lessee to maintain and operate its radio tower, shed, and parking space including the tower on said Land.**

1.11 - **Deleted, Not Applicable**

1.12 - State Government Managed: Property management tasks and responsibilities provided or contracted for and managed by a) the State of Michigan; b) any of the several departments, boards, commissions, offices, or agencies of the executive, legislative or judicial branches of state government; c) any institution of higher learning funded in whole or in part by the State of Michigan; or d) any entity created by act of the Legislature as an instrumentality of Michigan State government.

1.13 - State Government **Managed: Property management tasks and responsibilities provided by** a) the State of Michigan; b) any of the several departments, boards, commissions, offices, or agencies of the executive, legislative or judicial branches of state government; c) the State Building Authority; d) any institution of higher learning funded in whole or in part by the State of Michigan; or e) any entity created by act of the Legislature as an instrumentality of Michigan State government.

1.14 - **Deleted, Not Applicable**

1.15 - Tenantable: Habitable for the effective conduct of the Lessee's intended business.

1.16 - Tenant Improvements: Remodeling, attachment of fixtures, erection of additions, partitions, structures or signs by the Lessee in and upon the **Leased land** after the Lessee has acquired possession.

## ARTICLE II - POSSESSION

2.1 - The Lessor leases to the Lessee **one acre of land upon which the State-owned shed and tower are situated**, referred to as the "Leased premises", which is outlined on a plan attached as Enclosure "A". This square footage is based upon the A.N.S.I. Z65.1 - 1996 method for calculating space.

2.2 - The **Leased land**, is the property described in Enclosure "B" (**legal description- only the South One Half portion of Parcel #2, also known as 580 South Otsego Avenue (Old US 27), in the City of Gaylord, County of Otsego, State of Michigan. (Property Code #101-104-000-395-00)**)

2.3 - **Deleted, Not Applicable**

2.4 - The Lessor shall furnish the Leased **land** with **its** appurtenances to the Lessee for a **ten-year** term of possession beginning at 12:01 a.m. on **October 1, 2015**, and ending at 11:59 p.m. on **September 30, 2025**.

2.5 - This Lease may, at the option of the Lessee, be extended for a **ten-year** term beginning at 12:01 a.m. on **October 1, 2025**, and ending at 11:59 p.m. on **September 30, 2035**, provided notice be given in writing to the Lessor **thirty (30)** days before this Lease or extension expires.

2.6 - **Deleted, Not Applicable**

2.7 - **Deleted, not applicable**

2.8 - **Deleted, not applicable**

2.9 - The Lessee may, upon written notice to the Lessor, at least thirty (30) days prior to termination of this Lease or any extension, remain in possession of the Leased **land** for the period specified in the notice, not to exceed three months.

2.10 - The Lessee may assign this Lease or may sublet the Leased **land** in whole or in part, with prior written consent of the Lessor, which shall not be unreasonably withheld. The Lessee, through its Department of Technology, Management & Budget may assign or reassign any or all of the Leased **land** to any branch, department, board, agency, commission or other instrumentality of State government without the necessity of obtaining consent of the Lessor.

2.11 - The Lessee, upon payment of the rental consideration specified in Article V and upon performing all covenants, shall and may peacefully and quietly have, hold, and enjoy the Leased **land** for the term of this Lease or any extension.

2.12 - **Deleted, Not Applicable**

2.13 - **Deleted, Not Applicable**

### **ARTICLE III - LESSOR OBLIGATIONS**

3.1 - The Lessor shall furnish to the Lessee and pay the cost of the following:

- a) **Deleted, Not Applicable**
- b) **Deleted, Not Applicable**
- c) **Deleted, Not Applicable**
- d) **Deleted, Not Applicable**
- e) **Deleted, Not Applicable**
- f) **Deleted, Not Applicable**
- g) **Deleted, Not Applicable**
- h) **Deleted, Not Applicable**

- i) Deleted, Not Applicable
- j) Deleted, Not Applicable
- k) Deleted, Not Applicable
- l) Deleted, Not Applicable
- m) Deleted, Not Applicable
- n) Deleted, Not Applicable
- o) Deleted, Not Applicable
- p) Deleted, Not Applicable
- q) Deleted, Not Applicable
- r) Deleted, Not Applicable
- s) Deleted, Not Applicable
- t) Deleted, Not Applicable
- u) Deleted, Not Applicable

v) General premises liability insurance for the Leased premises identified in paragraphs 2.1 and 2.2, which provides full coverage for the Lessor, the Lessee, and their respective agents and employees and which protects against all claims, demands, actions, suits, or causes of action, and judgments, settlements or recoveries, for bodily injury or property damage arising out of a condition of the Leased premises. The Lessor agrees to maintain minimum policy limits in the amount of \$500,000.00 per occurrence for property damage, and \$1,000,000.00 per occurrence for bodily injury, with a \$2,000,000.00 aggregate. The Lessor shall provide to the Lessee a certificate of insurance listing the Lessee, its several departments, boards, agencies, commissions, officers, and employees as additional insureds, within thirty (30) calendar days following execution and delivery of this Lease to the Lessor, and every year thereafter. The insurance policy shall provide that it may not be modified, cancelled, or allowed to expire without thirty (30) days prior written notice given to the Lessee.

w) Deleted, Not Applicable

x) A legible photocopy of the **Quit Claim deed**, or other instrument conveying current legal possession or title, with right to lease or sublease the Leased **land**, as found in paragraphs 2.1 and 2.2, to the Lessor; and copies of all other documents limiting or restricting the use of the Leased **land** or affecting title to the **land**.

y) **A certified resolution from the Otsego County Board of Commissioners Authorizing the Lease.** The resolution shall include signature authorizations indicating the signatory of this Lease is authorized to act on behalf **Lessor**, in this real estate transaction.

z) Deleted, Not Applicable

**3.2 - Deleted, Not Applicable**

**3.3 - a) Deleted, Not Applicable**

b) The Lessor covenants that in the event a release or the threat of a release of a hazardous substance is discovered after execution of the Lease, to exist on, in or below the Leased **land**, the Lessor shall:

1) Promptly notify both the State, as the Lessee, and the Michigan Department of Environmental Quality (DEQ) of the release or threatened release.

2) Report, investigate, remediate, and take all other actions consistent with Federal, State and local laws and regulations including, without limitation, Part 201 of the Natural Resources and Environmental Protection Act (NREPA), MCL 324.20101, *et seq.*

3) Inform the Lessee, the DEQ, and all other parties required to be notified under Federal, State or local law, of all actions taken under (2) above.

4) Provide the Lessee, the DEQ, and all other parties required to be notified under Federal, State or local law, with all reports, data, analyses and other documents and information related in any way to the investigation, remediation or other steps taken under (2) above.

**c) Deleted, Not Applicable**

d) The Lessor agrees to take no administrative or judicial action against the Lessee including, without limitation, any action for damages, contribution, cost recovery, or injunctive relief to compel the Lessee to investigate or take remedial action, declaratory relief, or any action associated with the Lessor's obligations to comply with Federal, State or local law as a result of asbestos or the release or threat of release of any hazardous substance on, in or below the Leased **land**, except if the release or threatened release is caused solely by the Lessee.

e) The Lessor and Lessee mutually agree that they shall not release on, in, or below the Leased **land** any hazardous substance. The Lessee assumes responsibility, to the extent provided by law, for a release or threatened release of a hazardous substance caused by the Lessee. The Lessor need not indemnify or defend the Lessee if the release or threatened release is caused solely by the Lessee.

3.4 - The Lessor is responsible for defending the Lessee against any claim whether meritorious or frivolous, by any person challenging the Lessor's right to Lease the Leased **land**, and shall at its sole expense satisfy any judgment against the Lessee.

**3.5 - Deleted, Not Applicable**

**3.6 - Deleted, Not Applicable**

**3.7 - Deleted, Not Applicable**

**3.8 - Deleted, Not Applicable**

**3.9 - Deleted, Not Applicable**

**3.10 - Deleted, Not Applicable**

**3.11 - Deleted, Not Applicable**

3.12 - The Lessor shall comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq, and all other federal, state and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this real estate contract, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Lessor agrees to include in every subcontract entered into for the performance of this real estate contract this covenant not to discriminate in employment. A breach of this covenant is a material breach of this real estate contract. This covenant is cross referenced in Article XI.

**3.13 - Deleted, Not Applicable**

3.14 - The Lessor shall, within forty-five (45) days after transfer of its ownership interest in the Leased **land**, provide notice to the Lessee of said transfer and identify the new owner.

**3.15 – Deleted, Not Applicable**

**3.16 – Deleted, Not Applicable**

**3.17 – Deleted, Not Applicable**

**3.18 – Deleted, Not Applicable**

#### **ARTICLE IV - LESSEE OBLIGATIONS, DUTIES, and OPTIONS**

4.1 - The Lessee shall furnish:

- a) **Lessee will pay for all tower lights, and bulb replacement.**
- b) **Lessee will provide lawn mowing and snow removal as required by local ordinance.**
- c) **Deleted, Not Applicable**
- d) **Deleted, Not Applicable**
- e) **Lessee will provide the snow removal necessary for access to its tower and building shed.**
- f) **Deleted, Not Applicable**
- g) **Deleted, Not Applicable**
- h) **Deleted, Not Applicable**

- i) Deleted, Not Applicable
- j) Deleted, Not Applicable
- k) Deleted, Not Applicable

**4.2 - Deleted, Not Applicable**

**4.3 - The Lessee shall have the option to add tenant improvements to its building and the tower during this Lease or any extension at the Lessee's expense. Lessee shall maintain the State owned shed, tower and property.**

4.4 - All tenant improvements by the Lessee, made pursuant to paragraph 4.3, shall be performed in a manner customarily accepted by the skilled trades, and in accordance with all federal, state, and local rules, ordinances, laws, codes, or nationally recognized standards of good construction practice.

**4.5 – Otsego County Dispatch operations are co-located with the Michigan State Police operation which has moved and relocated from this location to 931 South Otsego (Old US 27), Gaylord, Michigan.**

**The Michigan Department of Information Technology, Management & Budget will continue to provide service and maintenance for the shed and tower and equipment.**

4.6 - The Lessee shall be responsible to request and obtain any local government sign ordinance variances and the payment of any related fees.

**4.7 - Deleted, Not Applicable**

4.8 - If the Lessee records this Lease with the county register of deeds, the Lessee shall record a discharge or notice of cancellation or termination of Lease within thirty (30) days after the cancellation or termination of this Lease is effective. The discharge from the public record shall include any recorded amendments to this Lease.

**4.9 - Deleted, Not Applicable**

**4.10 - Deleted, Not Applicable**

**ARTICLE V - RENT CONSIDERATION**

**5.1 - Deleted, Not Applicable**

**5.2 - Deleted, Not Applicable**

5.3 - The Lessee shall pay to the Lessor as annual rent consideration for the Leased premises from 12:01 a.m. **October 1, 2015**, through 11:59 p.m. **September 30, 2025 Zero and 00/100 dollars (\$0.00)**. **The Lessee's rent consideration shall be mutually agreed upon quid-pro-quo supporting Lessor's Emergency 911-Dispatch operations.**

**5.4 - Deleted, Not Applicable**

5.5 - In the event the Lessee exercises the renewal option pursuant to Article II, paragraph 2.5, the Lessee shall pay to the Lessor as rent consideration for the Leased premises from 12:01 a.m. **October 1, 2025**, through 11:59 p.m. **September 30, 2035**, the mutually agreed upon quid-pro-quo supporting Lessor's Emergency 911-Dispatch operations.

5.6 - Deleted, Not Applicable

5.7 - Deleted, Not Applicable

5.8 - Deleted, Not Applicable

5.9 - Deleted, Not Applicable

5.10 - Deleted, Not Applicable

5.11 - Deleted, Not Applicable

5.12 - Deleted, Not Applicable

5.13 - Reserved

5.14 - Reserved

5.15 - Deleted, Not Applicable

5.16 - Deleted, Not Applicable

5.17 - Deleted, Not Applicable

5.18 - Deleted, Not Applicable

#### **ARTICLE VI - Deleted, Not Applicable**

#### **ARTICLE VII - EMINENT DOMAIN/CONDEMNATION**

7.1 - The Lessor shall notify the Lessee within ten (10) days of the commencement of eminent domain/condemnation proceedings against the Leased **land** described in paragraphs 2.1 and 2.2 by a public agency authorized by law to condemn property. The Lessor shall timely notify the Lessee of the Lessor's intent to contest eminent domain/condemnation proceedings. The Lessor shall notify the Lessee within ten (10) days of acquisition by eminent domain/condemnation of the Leased **land** described in paragraphs 2.1 and 2.2 by a public agency.

7.2 - If a total taking of the Leased **land** by any public authority under the power of eminent domain/condemnation occurs, then the term of this Lease shall cease as of the day of possession and the rent shall be paid up to that day with a proportionate refund by the Lessor of such rent as may have been paid in advance for a period subsequent to the date of the taking. This covenant is cross referenced in Article XI.

7.3 - If a partial taking of the Leased **land** by any public authority under eminent domain/condemnation occurs, the Lessee shall have the right either to terminate this Lease and declare same null and void, or, subject to the Lessor's right of termination as set forth below, to

continue in possession of the remainder of the Leased **land**, and shall notify the Lessor in writing within ten (10) days after such taking of the Lessee's intention. In the event the Lessee elects to remain in possession, all of the terms herein provided shall continue in effect.

7.4 - If more than fifty (50%) percent of the Leased **land** are taken under the power of eminent domain/condemnation, the Lessor may, by written notice to the Lessee delivered on or before the date of surrendering possession to the public authority, terminate this Lease.

7.5 - All damages awarded for either a total or partial taking under the power of eminent domain/condemnation, of the Leased **land**, including fee title, described in paragraphs 2.1 and 2.2 shall belong to and be the property of the Lessor, except damages awarded as compensation for diminution in value to the leasehold interest which shall belong to and be the property of the Lessee. The Lessee shall be entitled to all damages and costs flowing from its loss of the leasehold interest including, but not limited to, loss of the value of the remaining terms of the Lease, the economic value of the Lease, depreciation and cost of removal of the Lessee's supplies and fixtures, and relocation cost.

#### **ARTICLE VIII - ESTOPPEL**

8.1 - The Lessee shall, within fourteen (14) days of receipt of a request by the Lessor, pursuant to paragraph 12.1, certify, to the extent the Lessee believes the information to be true and deliver to the Lessor an executed estoppel certificate (Enclosure "D"). The Lessee's failure to deliver such statement shall be conclusive upon the Lessee that:

- a) This Lease is in full force and effect without modification except as may be represented by the Lessor,
- b) There are no uncured defaults in the Lessor's performance,
- c) Not more than one (1) month's rent has been paid in advance.

#### **ARTICLE IX - Reserved**

#### **ARTICLE X - LESSOR'S MORTGAGEE**

10.1 - For purposes of this Article, the term "Lessor's mortgagee" means any party of record holding a mortgage or deed of trust on the Leased **land** described in paragraphs 2.1 and 2.2, or any part thereof. The Lessor shall give the Lessee written notice that such party holds such lien or deed of trust, and written evidence of the date the mortgage or deed of trust was executed, together with notice of the address of Lessor's mortgagee. A lien held by a Lessor's mortgagee on the Leased **land**, or any portion thereof, is herein referred to as a "Lessor's mortgage".

10.2 - Pursuant to paragraph 10.1, the Lessor has disclosed all mortgages or deeds of trust affecting the Leased **land** set forth in paragraphs 2.1 and 2.2 which exist as of the execution date of this Lease. If a mortgage or deed of trust exists or existed, as of the execution date of the original Lease, the Lessor shall cause each mortgagee to execute in favor of the Lessee the Nondisturbance Agreement, attached as Enclosure "E", whereby said mortgagee agrees that it will not disturb the Lessee's tenancy in the event of foreclosure or other succession to the interest of the Lessor. Enclosure "E" shall be executed before this Lease becomes effective. Any mortgage is to be subordinate to this Lease, and any future amendment thereto unless specifically provided otherwise in writing.

10.3 - If the Leased **land** are at any time during the term of this Lease subject to a Lessor's mortgage, then, whenever the Lessee gives notice to the Lessor alleging default by the Lessor in performance of any covenant or obligation under this Lease, the Lessee shall simultaneously give a copy of such notice to the Lessor's mortgagee (at the address of the Lessor's mortgagee provided pursuant to paragraph 10.1). Lessor's mortgagee shall have the right (but not the obligation) to cure or remedy Lessor's default during the same time period that is permitted to the Lessor hereunder for the remedying or curing of such default. Lessee will accept such curative or remedial action taken by a Lessor's mortgagee with the same effect as if such action had been taken by the Lessor. Any claims for damages by the Lessee shall not be waived by the Lessor's mortgagee's corrective or remedial action.

10.4 - In the event that the Lessor's mortgagee of record (or any other party) shall acquire title to the Leased **land** or shall succeed to the Lessor's interest in this Lease, whether through foreclosure of the Lessor's mortgage, conveyance in lieu of foreclosure, or otherwise (collectively, a "foreclosure"), the Lessor's mortgagee (or other such party) shall thereupon, and without the necessity of attornment or other act or agreement, be substituted as the Lessee's landlord under this Lease, and shall be subject to the obligations thereof. The rights acquired by the Lessor's mortgagee are subordinate to this Lease and all of the Lessee's rights under the Lease continue undisturbed.

#### **ARTICLE XI - CANCELLATION**

11.1 - This Lease may be cancelled by the Lessee during any period of possession if the Lessor is notified in writing at least **ninety (90)** days prior to the effective date of cancellation.

##### **11.2 - Deleted, Not Applicable**

11.3 - This Lease may be cancelled by the Lessee provided the Lessor is notified in writing at least thirty (30) days prior to the effective date of cancellation and any one of the following occur:

a) The Lessor or any subcontractor, manufacturer or supplier of the Lessor appears in the register compiled by the State of Michigan pursuant to 1980 PA 278, as amended, MCL 423.321 *et seq.* (Employers Engaging in Unfair Labor Practices Act).

b) The Lessor or any subcontractor, manufacturer or supplier of the Lessor is found guilty of discrimination, pursuant to 1976 PA 453, as amended, MCL 37.2101 *et seq.* (Elliott-Larsen Civil Rights Act); or 1976 PA 220, as amended, MCL 37.1101 *et seq.* (Persons with Disabilities Civil Rights Act). This covenant is cross referenced in Article III.

##### **c) Deleted, Not Applicable**

d) The Leased **land** are taken for a public purpose by eminent domain/condemnation proceedings by a governmental unit. This covenant is cross referenced in Article VII.

e) The Lessee's use of the Leased **land** is in violation of local adopted ordinance, or recorded deed restrictions.

f) The Lessee acquires fee title to the Leased **land** in paragraphs 2.1 and 2.2. This covenant is cross referenced in Article VI.

g) The Lessor fails to maintain the Leased land in a tenantable condition, described in and subject to the notice provision in paragraph 3.1(s). The Lessee shall provide detailed written notice to the Lessor, of not less than thirty (30) days, to correct defaults. **Additional time to cure any defects may be allowed at the Lessee's sole discretion, if the Lessor proceeds with due diligence both during and after such thirty (30) day period.**

h) The Lessor fails to repair or restore the Leased land for damage.

i) **Deleted, Not Applicable**

j) **Damage or destruction is so extensive as to constitute a total destruction of the Leased land or State structures upon the land.**

11.4 - This Lease may be cancelled by the Lessor if the Lessee is notified in writing at least sixty (60) days prior to the effective date of cancellation and any one of the following occur:

a) **The Leased land is taken by eminent domain/condemnation proceeding, as referenced in Article VII.**

## ARTICLE XII - NOTICE, APPLICATION, AND APPROVALS

12.1 - Any notice to Lessee required by this Lease shall be complete if submitted in writing and transmitted by personal delivery (with signed delivery receipt), or certified or registered mail return receipt request, or by a nationally recognized overnight delivery service. Unless either party notifies the other in writing of a different mailing address, notice to the Lessor and/or Lessee shall be transmitted to:

Lessor	Lessee
Ms. Rachel Frisch	Robert M. Burns, Director, Real Estate Division
County of Otsego	Michigan Department of Technology, Management & Budget
225 West Main	
Gaylord, Michigan 49735	<u>For private carrier delivery:</u>
	3111 W. St. Joseph Street
	Lansing, MI 48917
	<u>For U.S. Postal service delivery:</u>
	P.O. Box 30026
	Lansing, MI 48909
E-mail: rfrisch@otsegocountymi.gov	<b>Copy to Michigan State Police</b>
Telephone: 989-731-7520	Kathleen Fay
	Department of Service Division, Management Services
	P.O. Box 30634
	Lansing, MI 48909
	<b>Copy to Department of Technology, Management &amp; Budget</b>
	Troy Spitzley, Facilities Specialist
	3111 W. St. Joseph Street
	Lansing, MI 48917

The notice shall be deemed effective as of Noon, Eastern Time on either (i) the third business day following the date of mailing, if transmitted by mail or (ii) the date on which the noticed party receives or refuses receipt of the notice, if transmitted by personal delivery, or a nationally

recognized overnight delivery service. Business day is defined as any day other than a Saturday, Sunday, legal holiday, or day preceding a legal holiday. A receipt from a U.S. Postal Service, or successor agency, performing such function shall be conclusive evidence of the date of mailing.

12.2 - This Lease shall be interpreted in accordance with the laws of the State of Michigan.

12.3 - This Lease shall be binding upon and to the benefit of the heirs, executors, administrators, and assigns of the Lessor; and upon and to the benefit of the assignees and sublessees of the Lessee.

12.4 - This Lease shall not be binding or effective on either party until approved (and notarized as necessary) by the Lessor, Lessee, Department of the Attorney General, Department of Technology, Management & Budget, Building Committee of the State Administrative Board, and the State Administrative Board. If this Lease or any subsequent amendments to it fall within the requirements of 1984 PA 431, as amended, MCL 18.1101 *et seq.* (Management and Budget Act), this Lease and any subsequent amendments to it shall also require approval of the Joint Capital Outlay Subcommittee of the Legislature.

12.5 - This Lease supersedes and cancels a Lease between Lessor and Lessee, which was approved by the State Administrative Board, Item #10, on **September 27, 2005**, between **Otsego County**, as Lessor, and the State of Michigan, Department of **Michigan State Police**, as Lessee, for a **Land Lease** located at **580 South Otsego Avenue (Old US 27), Gaylord, Michigan**, consisting of **approximately One Half (1/2) acre of land**, which is a part of the Leased premises herein described, which said Lease shall be null and void when this Lease becomes effective.

12.6 - Should any provision of this Lease or any addenda thereto be found to be illegal or otherwise unenforceable by a court of law, such provision shall be severed from the remainder of the Lease, and such action shall not affect the enforceability of the remaining provisions of the Lease.

12.7 - This Lease, with all enclosures and attachments as listed below, constitutes the entire agreement between the parties with regard to this transaction and may be amended only in writing and executed in the same manner as this Lease was originally executed, as under paragraph 12.4.

12.8 - Electronic Funds Transfer (EFT): Public Act 533 of 2004 requires that payments under this Lease be processed by electronic funds transfer (EFT). Lessor is required to register to receive payments by EFT at the SIGMA Vendor Self Service website ([www.michigan.gov/sigmavss](http://www.michigan.gov/sigmavss)) or by calling (888) 734-9749.

\*\*\*\*\*

Enclosure "A" - 1 page, floor plan/site plan

Enclosure "B" - 3 pages, legal description

Enclosure "C" - **Deleted, Not Applicable**

Enclosure "C-1" - **Deleted, Not Applicable**

Enclosure "D" - 1 page, estoppel

Enclosure "E" - 2 pages, Nondisturbance Agreement

Enclosure "F" - **Deleted, Not Applicable**

IN WITNESS WHEREOF, the parties to this Lease subscribe their names on the date set forth below:

Lessor:

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Print Name:

Title:

State of Michigan, County of \_\_\_\_\_.

The forgoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_,

2018, by \_\_\_\_\_,  
Type or print name(s) of person(s) signing this document

the \_\_\_\_\_ for the \_\_\_\_\_,

of \_\_\_\_\_, Michigan Municipal Corporation.

\_\_\_\_\_, Notary Public in the County of \_\_\_\_\_.

Acting in the County of \_\_\_\_\_, State of Michigan.

My commission expires \_\_\_\_\_.

IN WITNESS WHEREOF, the parties to this Lease subscribe their names on the date set forth below:

Lessee:

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Print Name:  
Title:

State of Michigan, County of \_\_\_\_\_.

The forgoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
2018, by \_\_\_\_\_ the \_\_\_\_\_  
Type or print name(s) of person(s) signing this document

for the Michigan State Police

\_\_\_\_\_, Notary Public in the County of \_\_\_\_\_.

Acting in the County of \_\_\_\_\_, State of Michigan.

My commission expires \_\_\_\_\_.

IN WITNESS WHEREOF, the parties to this Lease subscribe their names on the date set forth below:

Lessee:

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Robert M. Burns  
Director, Real Estate Division  
Department of Technology, Management & Budget

State of Michigan, County of \_\_\_\_\_

The forgoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by Robert M. Burns, Director of the Real Estate Division of the Michigan Department of Technology, Management & Budget.

\_\_\_\_\_, Notary Public in the County of \_\_\_\_\_.

Acting in the County of \_\_\_\_\_, State of Michigan.

My commission expires \_\_\_\_\_.

This Lease has been approved as to legal form by the Michigan Attorney General \_\_\_\_\_

This Lease was approved by the Michigan State Administrative Board on

Item #

Form Updated: 04-21-2011

Enclosure "D" to Lease #11031-2016 by and between County of Otsego, as Lessor and the State of Michigan for the Michigan State Police, as Lessee.

SAMPLE ESTOPPEL CERTIFICATE

Date

Lessor Name/Mailing Address

Attn: Name of Lessor

Subject: Department of XXXXXXXXXXXX, Located at 1445 XXXXXXXXXXXX Avenue, Anytown, Michigan (#1234)

A review of the lease between XXXXXXXXXXXXXXXXXXXX and the State of Michigan for the above facility has been requested. Information obtained from this review might be used in negotiations for a possible change in ownership or financing of the facility.

The undersigned [is/is not] in possession as a tenant of certain rental space situated at [address of premises], Michigan, consisting of x,xxx square feet of [office/ warehouse/ residential/ (other)] space with a monthly rental of \$xx,xxx.xx. In connection therewith, the undersigned represents as follows:

The Leased premises [are/ will be] occupied pursuant to a certain written Lease dated [month/ day/ year] between the State of Michigan, as Lessee and [Lessor's name], a [corporation/ partnership/ trust/ estate etc.] as Lessor. Such Lease is presently in full force and effect [and has been amended "x" times].

The term of possession provided in the Lease [commenced/ commences] on [month/ day/ year] and expires on [month/ day/ year]. Renewal options are provided which can be exercised to extend possession to [month/ day/ year]. [Actual possession took place on [month/ day/ year] at which time rental payments started]. [An agreement [was/ was not] written to change the Lease dates to coincide with the date of possession].

This Lease [may] contain(s) a [lump-sum/ rental rate] adjustment clause for [liability insurance/ real property taxes/ other].

The undersigned [has/ has not] accepted possession of the Leased premises. Obligations or improvements required by the terms of said Lease, to be furnished or made by the Lessor to the premises, have been completed to date to the satisfaction of the undersigned with the exception of the following items:

1. [items listed here], 2. etc., and 3., etc.

The most recent rent paid to the Lessor or Lessor's agent was for the month of XXXXXX; no rent has been paid more than thirty days in advance of its due date. There is no security deposit. The last payment of its proportionate share of real property taxes and insurance was made by the undersigned to the Lessor on [month/ day/ year] as a part of the regular monthly rental payment; no such payment has been made more than thirty days in advance of its due date.

The State [pays utilities directly with the exception of water and sewer service; proportional payment for water and sewer service made directly to the Lessor upon presentation of a billing document from the city. Common area expenses are paid as a part of the monthly rental].

The undersigned knows of no default or breach of the Lease by either the Lessor or State except obligations or improvements listed above - if any. The Lessor holds no deposit or other property of the State. There are no offsets, claims, or rent deductions except those which might be made by the State by its Department of XXXXXXXXXXXX. The Lessor should contact [name of State agency contact person] for information about rent deductions. The Lease (as amended) represents the entire agreement between the parties as to the Leased premises.

Sincerely,  
Robert M. Burns  
Director, Real Estate Division

XXX:xxx cc: Department contact person

Enclosure "E" to Lease #11031-2016 by and between **County of Otsego**, as Lessor and the State of Michigan for the **Michigan State Police**, as Lessee.

SAMPLE NONDISTURBANCE AGREEMENT

This Agreement between \_\_\_\_\_, hereinafter called "Mortgagee," the State of Michigan by the Department of Technology, Management & Budget for the Department of \_\_\_\_\_, hereinafter called "Lessee," and \_\_\_\_\_, hereinafter called "Lessor," which terms "Lessor," "Lessee," and "Mortgagee" shall include the successors and assigns of the respective parties.

THE FOLLOWING is a recital of facts underlying this Agreement:

By State Lease #\*\*\*\*\*, [as amended], which is by reference made a part of this Agreement (hereinafter the Lease), Lessor in consideration of the rents reserved therein, and of the terms, covenants, conditions, and agreements set forth in the Lease, has demised and let to Lessee, and Lessee has leased from Lessor, certain premises described in Lease paragraphs 2.1 and 2.2, located in \_\_\_\_\_, for an original term extending until (date), and for any exercised extensions.

Mortgagee is the holder of a mortgage made by (name of Lessor), dated \_\_\_\_\_ which mortgage covers the real property described in Lease paragraphs 2.1 and 2.2 and buildings thereon, and other property, rights, franchises and privileges more particularly described in the Mortgage (which collectively are herein called the "Mortgaged Property").

Lessor is the owner and holder of title to the Mortgaged Property.

Mortgagee shall recognize Lessee's rights under the Lease in the event of a foreclosure of Mortgagee's lien.

The parties agree as follow:

So long as Lessee is not in default (beyond any period given Lessee to cure such default) in the payment of rent or additional rent, or the performance of any other terms, covenants, or conditions of the Lease, Lessee's possession under the Lease and Lessee's rights and privileges thereunder, or under any extensions or renewals thereof that may be affected in accordance with any option contained in the Lease, shall not be diminished or interfered with by Mortgagee. (The term "Mortgagee" shall include any purchaser at a foreclosure sale). Lessee's occupancy shall not be disturbed by Mortgagee during the term of this Lease or any extensions or renewals thereof.

As indicated in Lease Article X, when Mortgagee is substituted as the Lessee's Lessor, Mortgagee is subject to the obligation of the Lease including any amendments to the Lease. It is the intention of the parties hereto to incorporate the Lease into this Agreement by reference with the same force and effect as if set forth fully verbatim herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Lessee: State of Michigan

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*State of Michigan, County of \_\_\_\_\_.

| Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
| the \_\_\_\_\_ of \_\_\_\_\_, State of Michigan.

\* \_\_\_\_\_, Notary Public in the County of \_\_\_\_\_,

| Notary signature

\* Acting in the County of \_\_\_\_\_, State of Michigan. My Commission expires: \_\_\_\_\_.

Enclosure "E" page 2 of 2

Lessor:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*State of Michigan, County of \_\_\_\_\_.

\*

\* Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
| Name of Lessor

| the \_\_\_\_\_ of \_\_\_\_\_,

\*

\* \_\_\_\_\_, Notary Public in the County of \_\_\_\_\_,

\* Notary signature

\* Acting in the County of \_\_\_\_\_, State of Michigan.

| My Commission expires: \_\_\_\_\_.

Mortgagee: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*State of Michigan, County of \_\_\_\_\_.

\*

\* Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_  
| Name of Mortgagee

| the \_\_\_\_\_ of \_\_\_\_\_,

\*

\* \_\_\_\_\_, Notary Public in the County of \_\_\_\_\_,

\* Notary signature

\* Acting in the County of \_\_\_\_\_, State of Michigan.

| My Commission expires: \_\_\_\_\_.

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Planning & Zoning - Elimination of Camping Permit Fees	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 1.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The Land Use Services Director has recommended to the Budget & Finance Committee to eliminate the camping permit fees in Otsego County.

**RECOMMENDATION:**

Staff requests approval of the elimination of the camping permit fees.

Permit Application Fee	35.00
For Building Permits:	
ICC Fee Schedule and type of construction is used for all permits.	
Electrical, Mechanical and Plumbing Permits are calculated based upon the itemized permit applications.	
Deck	.01 times the sq ft of project
Porch	.10 times the sq ft of project
Demolition (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	\$0.00
Camping Trailers	<del>\$35.00</del> \$0.00
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)	

# Board of Commissioners



## EXECUTIVE SUMMARY

<b>AGENDA ITEM:</b>  Budget Amendment-Register of Deeds Technology Updates	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 2.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Tim Hanley, Finance Director/Assistant County Administrator	<b>ATTORNEY REVIEW:</b>  No

### **BACKGROUND/DISCUSSION:**

Funds are needed to replace aging Register of Deeds IT equipment: computers, monitors, a printer and an upgraded software system.

### **RECOMMENDATION:**

Staff requests approval of the Budget Amendment for the Register of Deeds Technology Updates



**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Budget Amendment-Land Use Services Building Inspection Wage Adjustment	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 3.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Tim Hanley, Finance Director/Assistant County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The Land Use Services Director has identified a need for additional staffing and has requested hiring a full-time inspector and a part-time seasonal clerk for the summer.

**RECOMMENDATION:**

Staff requests approval of the Budget Amendment for the Land Use Services Building Inspection Wage Adjustment.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Building Inspection

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

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

**DESCRIPTION** Wage adjustment

**REVENUE**

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
249-371-703.030 Regular - Hourly	\$ 38,422	\$
249-371-703.060 Part-time/Temporary	\$ 8,107	\$
249-371-704.110 Hospitalization	\$ 12,184	\$
249-371-704.140 Life and Disability	\$ 393	\$
249-371-704.200 Social Sec Contributions	\$ 3,200	\$
249-371-704.300 Retirement Contributions	\$ 6,746	\$
<b>Total</b>	\$	\$

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

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

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

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



**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Budget Amendment-Bus System Garage Lights	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 4.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Tim Hanley, Finance Director/Assistant County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The Bus System Manager has communicated the need to replace the lights in the bus garage. Upgrading to LED lighting uses less electricity and will save money in the long run.

**RECOMMENDATION:**

Staff requests approval of the Budget Amendment for the Bus System Garage Lights.



## OTSEGO COUNTY BUDGET AMENDMENT

**FUND/DEPARTMENT:** Bus

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

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

**DESCRIPTION** Bus Garage Lights

**REVENUE**

Account Number	Decrease	Increase
588-030-676.040 Reimbursement - General	\$	\$ 2,202
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

**EXPENDITURE**

Account Number	Increase	Decrease
588-699-704.110 Hospitalization	\$	\$ 1,406
588-699-726.050 Repairs and Maint Supplies	\$ 3,608	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	<b>\$ 3,608</b>	<b>\$ 3,608</b>

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

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

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

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

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Budget Amendment-2017 Year-End	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 5.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Tim Hanley, Finance Director/Assistant County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

Each year, budget amendments and fund transfers are made to close out the year. The 2017 amendments and transfers have been reviewed in-depth by the Budget & Finance Committee.

**RECOMMENDATION:**

Staff requests approval of the Budget Amendment for 2017 Year-End.

**PROPOSED BUDGET AMENDMENT FOR FISCAL YEAR 2017 ENDING BALANCES  
PERIOD ENDING 12/31/2017**

GL NUMBER	DESCRIPTION	2017			PROPOSED AMENDMENT
		AMENDED BUDGET	YTD BALANCE 12/31/2017	AVAILABLE BALANCE	
<b>Fund 101 - GENERAL FUND</b>					
<b>Dept 101 - COMMISSIONERS</b>					
101-101-704.110	HOSPITALIZATION				(8,035.00)
101-101-703.040	PER DIEM	28,750.00	30,782.00	(2,032.00)	2,035.00
101-101-704.700	PAYMENTS IN LIEU OF INSURANCE	0.00	6,000.00	(6,000.00)	6,000.00
Total Dept 101 - COMMISSIONERS		28,750.00	36,782.00	(8,032.00)	0.00
<b>Dept 131 - CIRCUIT COURT</b>					
101-131-704.110	HOSPITALIZATION				(1,620.00)
101-131-703.020	REGULAR - SALARIED	156,099.00	157,714.40	(1,615.40)	1,620.00
Total Dept 131 - CIRCUIT COURT		156,099.00	157,714.40	(1,615.40)	0.00
<b>Dept 215 - COUNTY CLERK/ROD</b>					
101-215-703.060	PART-TIME/TEMPORARY				(4,680.00)
101-215-704.110	HOSPITALIZATION	48,082.00	52,758.24	(4,676.24)	4,680.00
Total Dept 215 - COUNTY CLERK/ROD		48,082.00	52,758.24	(4,676.24)	0.00
<b>Dept 228 - INFORMATION TECHNOLOGY</b>					
101-228-726.000	SUPPLIES - GENERAL				(332.00)
101-228-704.301	POST EMPLMT HLTH CARE SAVINGS	(332.00)	0.00	(332.00)	332.00
Total Dept 228 - INFORMATION TECHNOLOGY		(332.00)	0.00	(332.00)	0.00
<b>Dept 257 - EQUALIZATION</b>					
101-257-703.030	REGULAR - HOURLY				(49,710.00)
101-257-703.020	REGULAR - SALARIED	0.00	48,283.90	(48,283.90)	48,285.00
101-257-704.600	WORKERS COMPENSATION	1,160.00	2,582.93	(1,422.93)	1,425.00
Total Dept 257 - EQUALIZATION		1,160.00	50,866.83	(49,706.83)	0.00
<b>Dept 301 - SHERIFF</b>					
101-301-704.110	HOSPITALIZATION				(5,055.00)
101-301-703.070	OVERTIME	17,000.00	20,611.75	(3,611.75)	3,615.00
101-301-704.301	POST EMPLMT HLTH CARE SAVINGS	2,700.00	4,136.24	(1,436.24)	1,440.00
Total Dept 301 - SHERIFF		19,700.00	24,747.99	(5,047.99)	0.00
<b>Dept 302 - SHERIFF - CIVIL DIVISION</b>					
101-301-703.030	REGULAR - HOURLY				(22,211.00)
101-301-704.110	HOSPITALIZATION				(425.00)
101-302-703.060	PART-TIME/TEMPORARY	27,054.00	47,547.14	(20,493.14)	20,495.00
101-302-703.070	OVERTIME	0.00	78.08	(78.08)	80.00
101-302-704.200	SOCIAL SEC CONTRIBUTIONS	2,070.00	3,594.27	(1,524.27)	1,526.00
101-302-704.500	UNEMPLOYMENT COMPENSATION	300.00	405.20	(105.20)	110.00
101-302-704.600	WORKERS COMPENSATION	700.00	1,122.96	(422.96)	425.00
Total Dept 302 - SHERIFF - CIVIL DIVISION		30,124.00	52,747.65	(22,623.65)	0.00
<b>Dept 331 - MARINE SAFETY</b>					

101-301-704.110	HOSPITALIZATION				(1,880.00)
101-331-703.060	PART-TIME/TEMPORARY	4,256.00	5,852.29	(1,596.29)	1,600.00
101-331-703.070	OVERTIME	0.00	156.16	(156.16)	160.00
101-331-704.200	SOCIAL SEC CONTRIBUTIONS	331.00	448.54	(117.54)	120.00
Total Dept 331 - MARINE SAFETY		4,587.00	6,456.99	(1,869.99)	0.00

**Dept 332 - MOTORCYCLE SAFETY EDUCATION**

101-332-726.000	SUPPLIES - GENERAL				(70.00)
101-332-930.100	INSURANCE AND BONDS	1,638.00	1,706.36	(68.36)	70.00
Total Dept 332 - MOTORCYCLE SAFETY EDUCATION		1,638.00	1,706.36	(68.36)	0.00

**Dept 333 - SNOWMOBILE GRANT**

101-333-703.060	PART-TIME/TEMPORARY				(1,030.00)
101-333-703.070	OVERTIME	(500.00)	528.06	(1,028.06)	1,030.00
Total Dept 333 - SNOWMOBILE GRANT		(500.00)	528.06	(1,028.06)	0.00

**Dept 334 - SECONDARY ROAD PATROL**

101-301-704.110	HOSPITALIZATION				(5,760.00)
101-334-703.030	REGULAR - HOURLY	49,190.00	51,328.44	(2,138.44)	2,140.00
101-334-704.110	HOSPITALIZATION	4,653.00	6,065.30	(1,412.30)	1,415.00
101-334-704.300	RETIREMENT CONTRIBUTIONS	15,841.00	17,063.14	(1,222.14)	1,225.00
101-334-930.660	GASOLINE	6,285.00	7,263.00	(978.00)	980.00
Total Dept 334 - SECONDARY ROAD PATROL		75,969.00	81,719.88	(5,750.88)	0.00

**Dept 351 - JAIL**

101-351-704.110	HOSPITALIZATION				(25,125.00)
101-351-703.070	OVERTIME	35,000.00	48,778.86	(13,778.86)	13,780.00
101-351-704.200	SOCIAL SEC CONTRIBUTIONS	37,483.00	41,546.94	(4,063.94)	4,065.00
101-351-704.300	RETIREMENT CONTRIBUTIONS	55,934.00	61,144.40	(5,210.40)	5,215.00
101-351-704.800	SICK PAY BUY OUT	3,500.00	5,560.73	(2,060.73)	2,065.00
Total Dept 351 - JAIL		131,917.00	157,030.93	(25,113.93)	0.00

**Dept 631 - SUBSTANCE ABUSE**

101-853-940.110	HEALTH CARE RETIREES				(4,020.00)
101-631-940.010	OUTSIDE CONTRACTED SERVICES	78,421.00	82,437.48	(4,016.48)	4,020.00
Total Dept 648 - SUBSTANCE ABUSE		78,421.00	82,437.48	(4,016.48)	0.00

**Dept 648 - MEDICAL EXAMINER**

101-853-940.110	HEALTH CARE RETIREES				(4,885.00)
101-648-704.400	EDUCATION AND TRAINING				(500.00)
101-648-726.000	SUPPLIES - GENERAL				(61.00)
101-648-726.046	SUPPLIES - UNIFORM/ACC				(800.00)
101-648-801.020	PROFESSIONAL				(250.00)
101-648-920.400	REPAIRS AND MAINTENANCE SVCS				(51.00)
101-648-930.210	TELEPHONE				(329.00)
101-648-930.460	TRANSPORTING				(2,868.00)
101-648-930.500	TRAVEL				(207.00)
101-648-930-.660	GASOLINE				(219.00)
101-648-930.920	AUTOPSIES	16,500.00	26,667.00	(10,167.00)	10,170.00
Total Dept 648 - MEDICAL EXAMINER		16,500.00	26,667.00	(10,167.00)	0.00

**Dept 721 - PLANNING / ZONING**

101-853-940.110	HEALTH CARE RETIREES				(1,478.00)
101-721-704.110	HOSPITALIZATION				(6,200.00)
101-721-703.010	REG EMP - DEPT DIR/COMM				(2,570.00)
101-721-703.040	PER DIEM				(1,000.00)
101-721-930.600	MEMBERSHIP AND DUES				(80.00)
101-721-930.500	TRAVEL				(205.00)
101-721-930.450	SHIPPING AND MAILING				(65.00)
101-721-920.400	REPAIRS AND MAINTENANCE SVCS				(200.00)
101-721-726.200	BOOKS AND PERIODICALS				(345.00)
101-721-726.000	SUPPLIES - GENERAL				(142.00)
101-721-704.500	UNEMPLOYMENT COMPENSATION				(205.00)
101-721-704.301	POST EMPLT HLTH CARE SAVINGS				(170.00)
101-721-704.300	RETIREMENT CONTRIBUTIONS				(200.00)
101-721-704.140	LIFE AND DISABILITY				(200.00)
101-721-703.030	REGULAR - HOURLY	25,715.00	26,223.24	(508.24)	510.00
101-721-703.070	OVERTIME	200.00	1,657.18	(1,457.18)	1,460.00
101-721-801.020	PROFESSIONAL	1,978.91	13,064.00	(11,085.09)	11,090.00
Total Dept 721 - PLANNING / ZONING		27,893.91	40,944.42	(13,050.51)	0.00

**FUND 205 - WORK CAMP**

205-301-704.110	HOSPITALIZATION				(5,385.00)
205-301-704.300	RETIREMENT CONTRIBUTIONS				(580.00)
205-301-704.301	POST EMPLMT HLTH CARE SAVINGS				(300.00)
205-301-703.030	REGULAR - HOURLY	27,624.00	29,592.74	(1,968.74)	1,970.00
205-301-703.070	OVERTIME	0.00	2,179.45	(2,179.45)	2,180.00
205-301-704.200	SOCIAL SEC CONTRIBUTIONS	4,843.00	5,351.14	(508.14)	510.00
205-301-704.800	SICK PAY BUY OUT	0.00	776.72	(776.72)	780.00
205-301-930.100	INSURANCE AND BONDS	0.00	823.00	(823.00)	825.00
Total Dept 301 - SHERIFF		32,467.00	38,723.05	(6,256.05)	0.00

**Fund 208 - PARKS AND RECREATION****Dept 751 - COUNTY PARKS**

208-751-703.060	PART-TIME/TEMPORARY				(1,280.00)
208-751-704.600	WORKERS COMPENSATION	2,173.00	3,448.51	(1,275.51)	1,280.00
Total Dept 751 - COUNTY PARKS		2,173.00	3,448.51	(1,275.51)	0.00

**Dept 752 - COMMUNITY CENTER**

208-752-930.660	GASOLINE				(635.00)
208-752-930.620	ELECTRICITY				(285.00)
208-752-930.610	NATURAL GAS				(535.00)
208-752-930.500	TRAVEL				(520.00)
208-752-930.450	SHIPPING AND MAILING				(90.00)
208-752-930.230	CELLULAR				(85.00)
208-752-930.210	TELEPHONE				(560.00)
208-752-930.100	INSURANCE AND BONDS				(892.00)
208-752-920.320	SNOW PLOWING				(160.00)
208-752-920.200	WATER /SEWAGE				(1,000.00)
208-752-801.020	PROFESSIONAL				(685.00)

208-752-726.050	REPAIRS AND MAINT SUPPLIES				(2,975.00)
208-752-726.040	SUPPLIES - RECREATIONAL				(270.00)
208-752-726.035	SUPPLIES - MEDICAL/PHARMACY				(580.00)
208-752-726.025	SUPPLIES - JANITORIAL				(530.00)
208-752-726.000	SUPPLIES - GENERAL				(605.00)
208-752-703.060	PART-TIME/TEMPORARY	5,967.00	13,293.38	(7,326.38)	7,330.00
208-752-704.200	SOCIAL SEC CONTRIBUTIONS	4,636.00	5,480.11	(844.11)	845.00
208-752-704.300	RETIREMENT CONTRIBUTIONS	9,662.00	11,517.34	(1,855.34)	1,860.00
208-752-704.600	WORKERS COMPENSATION	2,388.00	2,757.15	(369.15)	372.00
Total Dept 752 - COMMUNITY CENTER		22,653.00	33,047.98	(10,394.98)	0.00

**Fund 209 - GROEN NATURE PRESERVE FUND**

**Dept 751 - COUNTY PARKS**

209-751-703.060	PART-TIME/TEMPORARY				(3,550.00)
209-751-703.020	REGULAR - SALARIED	0.00	1,545.00	(1,545.00)	1,550.00
209-751-703.070	OVERTIME	300.00	2,271.25	(1,971.25)	2,000.00
Total Dept 751 - COUNTY PARKS		300.00	3,816.25	(3,516.25)	0.00

**Fund 212 - ANIMAL CONTROL**

**Dept 430 - ANIMAL CONTROL**

212-430-703.010	REG EMP - DEPT DIR/COMM				(1,755.00)
212-430-703.050	LONGEVITY				(385.00)
212-430-704.500	UNEMPLOYMENT COMPENSATION				(635.00)
212-430-704.700	PAYMENT IN LIEU OF INSURANCE				(1,845.00)
212-430-726.000	SUPPLIES - GENERAL				(600.00)
212-430-726.035	SUPPLIES - MEDICAL/PHARMACY				(875.00)
212-430-726.046	SUPPLIES - UNIFORM/ACC				(635.00)
212-430-726.050	REPAIRS AND MAINT SUPPLIES				(680.00)
212-430-930.100	INSURANCE AND BONDS				(410.00)
212-430-703.060	PART-TIME/TEMPORARY	12,833.00	13,401.34	(568.34)	570.00
212-430-704.110	HOSPITALIZATION	42,739.00	49,987.46	(7,248.46)	7,250.00
Total Dept 430 - ANIMAL CONTROL		55,572.00	63,388.80	(7,816.80)	0.00

**Fund 249 - BUILDING INSPECTION FUND**

**Dept 371 - BUILDING INSPECTION DEPT**

249-371-704.110	HOSPITALIZATION				(9,870.00)
249-371-703.030	REGULAR - HOURLY	46,153.00	48,076.04	(1,923.04)	1,925.00
249-371-704.700	PAYMENTS IN LIEU OF INSURANCE	0.00	1,942.23	(1,942.23)	1,945.00
249-371-999.000	TRANSFER OUT	0.00	6,000.00	(6,000.00)	6,000.00
Total Dept 371 - BUILDING INSPECTION DEPT		46,153.00	56,018.27	(9,865.27)	0.00

**Fund 261 - 911 SERVICE FUND**

**Dept 427 - EMERGENCY SERVICES**

261-427-940.010	OUTSIDE CONTRACTED SERVICES				(999.00)
261-427-726.000	SUPPLIES - GENERAL				(108.00)
261-427-801.020	PROFESSIONAL				(43.00)
261-427-930.100	INSURANCE AND BONDS				(3.00)
261-427-930.210	TELEPHONE				(15.00)
261-427-930.230	CELLULAR				(147.00)

261-901-970.435	PROPERTY - MACHINERY & EQUIPMENT				(3,485.00)
261-427-920.410	SERVICE CONTRACTS	26,382.00	31,181.52	(4,799.52)	4,800.00
Total Dept 427 - EMERGENCY SERVICES		26,382.00	31,181.52	(4,799.52)	0.00

**Fund 281 - AIRPORT**

**Dept 537 - AIRPORT**

281-537-704.140	LIFE AND DISABILITY				(865.00)
281-537-704.500	UNEMPLOYMENT COMPENSATION				(310.00)
281-537-704.600	WORKERS COMPENSATION				(1,370.00)
281-537-726.000	SUPPLIES - GENERAL				(460.00)
281-537-726.050	REPAIRS AND MAINT SUPPLIES				(1,420.00)
281-537-801.020	PROFESSIONAL				(75.00)
281-537-930.150	SERVICE CHARGES	10,000.00	14,495.06	(4,495.06)	4,500.00
Total Dept 537 - AIRPORT		10,000.00	14,495.06	(4,495.06)	0

**Dept 906 - DEBT SERVICE**

281-537-801.020	PROFESSIONAL				(57.00)
281-906-990.201	INTEREST PAYMENT-INTERNAL LOAN	1,500.00	1,556.99	(56.99)	57.00
Total Dept 906 - DEBT SERVICE		1,500.00	1,556.99	(56.99)	0

**Fund 645 - ADMINISTRATIVE SERVICES**

**Dept 172 - COUNTY ADMINISTRATOR**

645-172-704.300	RETIREMENT CONTRIBUTIONS				(690.00)
645-172-703.010	REG EMP - DEPT DIR/COMM	123,373.00	124,055.52	(682.52)	690.00
Total Dept 172 - COUNTY ADMINISTRATOR		123,373.00	124,055.52	(682.52)	0.00

**YEAR END TRANSFERS**

101-966-999.000	APPROPRIATION - AIRPORT				(239,281.00)
101-215-607.200	FEE - TRANSFER TAX				30,905.00
101-215-607.210	FEE - RECORDING				68,271.00
101-215-626.012	SERVICE - ONLINE COPIES				4,603.00
101-010-411.000	DELINQUENT REAL PROPERTY TAXES				109,152.00
101-853-940.110	HEALTH CARE RETIREES				(10,845.00)
101-851-930.100	INSURANCE AND BONDS				(35,660.00)
101-729-930.600	MEMBERSHIP AND DUES				(1,283.00)
101-969-999.000	TRANSFER TO OTHER FUNDS				350,000.00
499-050-699.030	OTHER SOURCE - TRANSFERS				350,000.00
101-853-704.303	RETIREMENT CONTRIBUTIONS				150,000.00
499-901-970.300	PROPERTY - IMPROVEMENTS				350,000.00

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

AGENDA ITEM:	AGENDA DATE:
Zoning Ordinance Amendments	March 29, 2018
AGENDA PLACEMENT:	ACTION REQUESTED:
Committee Reports	Motion to Approve
B. Planning Commission, Item 1.	
STAFF CONTACT(S):	ATTORNEY REVIEW:
Rachel Frisch, County Administrator	No

**BACKGROUND/DISCUSSION:**

The following changes have been recommended by the Otsego County Planning Commission:

- Article 21 Specific Requirements for Certain Uses
  - Home Occupation, Section 21.12
  - Restricted Uses, Section 21.34
  - Signs & Billboards, Section 21.38

**RECOMMENDATION:**

Staff requests the Board approve the Zoning Ordinance changes as referenced above.

**OTSEGO COUNTY ZONING ORDINANCE  
PROPOSED AMENDMENTS**

The following changes have been recommended by the Otsego County Planning Commission at their March 15, 2018 meeting:

Article 21 Specific Requirements for Certain Uses  
Home Occupation, Section 21.12

The partial use of a home for commercial or nonresidential uses by a resident thereof, which is subordinate and incidental to the use of the dwelling for residential purposes.

Restricted Uses, Section 21.34  
Garbage, Section 21.34

The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food. A self-contained compost pile is not considered garbage.

Signs & Billboards, Section 21.38

Any publicly displayed sign, symbol or notice on premises to indicate the name of the occupant, to advertise the business there transacted, or directing to some other locale, shall be regulated, and shall be regulated and shall require permits in accordance with the terms of the County Building Code.

**SECTION 21.12  
HOME OCCUPATION**

## **Section 21.12**

### **Home Occupation**

#### **Definitions:**

**Home Occupation:** The partial use of a home for commercial or nonresidential uses by a resident thereof, which is subordinate and incidental to the use of the dwelling for residential purposes.

#### **Section 21.12.01**

##### **Home Occupation**

A Home occupation shall be permitted in all zones, provided the home occupation is clearly and obviously subordinate to the main use or dwelling unit for residential purposes. Home occupations shall be conducted wholly within the primary structure on the premises.

#### **Section 21.12.02**

##### **Permit Required**

A Home Occupation Permit is required before any activity is initiated. A Home Occupation Application shall be submitted to the Zoning Administrator who may issue such permit when all applicable provisions of this Ordinance have been met and following approval by the proper body or official.

#### **Section 21.12.03**

##### **Home Occupation Regulations:**

- Section 21.12.03.01 A Home Occupation shall not employ more than one (1) person other than those related by blood, marriage or adoption.
- Section 21.12.03.02 A Home Occupation shall not exceed fifteen (15) percent of the floor area of the primary residential structure, which can include the attached garage.
- Section 21.12.03.03 A Home Occupation Inventory and supplies shall not occupy more than fifty (50) percent of the area permitted to be used as a home occupation.
- Section 21.12.03.04 A Home Occupation operational nuisances such as noise, vibration, fumes, smoke, odors, lighting, and related shall be strictly confined to the premises and no activity shall be visible or discernible from any adjoining street or property line.
- Section 21.12.03.05 A Home Occupation major activity shall be carried on indoors.
- Section 21.12.03.06 A Home Occupation shall have no exterior display or storage of goods on said premises.
- Section 21.12.03.07 A Home Occupation sales and services to patrons shall be arranged by appointment and scheduled so that not more than two (2) patron vehicles are on the premises at the same time.
- Section 21.12.03.08 A Home Occupation shall be limited to the hours (8 a.m. to 8 p.m.) to its patrons.
- Section 21.12.03.09 A Home Occupation shall provide three (3) additional parking spaces on the premises, except only two (2) need be provided if the home occupation does not have an employee.
- Section 21.12.03.10 A Home Occupation shall not generate greater traffic volumes than normally expected in a residential neighborhood. No additional on street parking demand shall be generated.
- Section 21.12.03.11 A Home Occupation may have One (1) non illuminated sign not to exceed 2 sq. ft. if it is attached to, and is parallel with the wall of the dwelling unit.
- Section 21.12.03.12 A Home Occupation use shall not take on the operational character of a business, industrial, industrial transit or institutional use in terms of parking, truck or commercial traffic, loading and unloading, and related activities.
- Section 21.12.03.13 A Home Occupation shall not make structural alterations which are architecturally at variance with the residential dwelling or which cannot be readily and simply returned to residential use. Exterior alterations shall not be of a design to indicate or characterize the presence of a home occupation.

**Section 21.12**  
**Home Occupation**

Current Language  
Proposed Language

Proposed Language

**Definitions:**

**Home Occupation:** The partial use of a home for commercial or nonresidential uses by a resident thereof, which is subordinate and incidental to the use of the dwelling for residential purposes.

Proposed Language

**Section 21.12.01**

**Home Occupation**

A Home occupation shall be permitted in all zoning districts, provided the home occupation is clearly and obviously subordinate to the main use or dwelling unit for residential purposes. Home occupations shall be conducted wholly within the primary structure on the premises.

Current Language

**SECTION 21.12 HOME OCCUPATION**

The Zoning Administrator shall provide home occupation applicant with a checklist showing which plot plan specifications of [Section 25.3.3](#) need to be provided. Based on that application, the Zoning Administrator shall determine whether the home occupation meets the criteria of this Zoning Ordinance and if so, issue a permit.

Proposed Language

**Section 21.12.02**

**Permit Required**

A Home Occupation Permit is required before any activity is initiated. A Home Occupation Application shall be submitted to the Zoning Administrator who may issue such permit when all applicable provisions of this Ordinance have been met and following approval by the proper body or official.

**Section 21.12.03**

**Home Occupation Regulations:**

Current Language

Section: 21.12.1: Only those persons residing on the premises along with one outside employee shall engage in the occupation, which may be operated for gain.

Proposed Language

Section 21.12.03.01 A Home Occupation shall not employ more than one (1) person other than those related by blood, marriage or adoption.

Proposed Language

Section 21.12.03.02 A Home Occupation shall not exceed fifteen (15) percent of the floor area of the primary residential structure, which can include the attached garage.

**Proposed Language**

Section 21.12.03.03 A Home Occupation Inventory and supplies shall not occupy more than fifty (50) percent of the area permitted to be used as a home occupation.

**Current Language**

21.12.3: All of the operational nuisances such as noise, vibration, fumes, smoke, odors, lighting, and related shall be strictly confined to the premises, and no activity shall be visible or discernible from any adjoining street or property line.

**Proposed Language**

Section 21.12.03.04 A Home Occupation operational nuisances such as noise, vibration, fumes, smoke, odors, lighting, and related shall be strictly confined to the premises and no activity shall be visible or discernible from any adjoining street or property line.

**Current Language**

Section 21.12.6: Major activity shall be carried on indoors. There shall be no visible outdoor storage.

**Proposed Language**

Section 21.12.03.05 A Home Occupation major activity shall be carried on indoors.

Section 21.12.03.06 A Home Occupation shall have no exterior display or storage of goods on said premises.

**Proposed Language**

Section 21.12.03.07 A Home Occupation sales and services to patrons shall be arranged by appointment and scheduled so that not more than two (2) patron vehicles are on the premises at the same time.

**Current Language**

Section 21.12.7: Business by customers shall be limited to the hours of eight (8) a.m. to eight (8) p.m.

**Proposed Language**

Section 21.12.03.08 A Home Occupation shall be limited to the hours (8 a.m. to 8 p.m.) to its patrons.

Section 21.12.03.09 A Home Occupation shall provide three (3) additional parking spaces on the premises, except only two (2) need be provided if the home occupation does not have an employee.

**Current Language**

21.12.5.1: No traffic generated by such home occupation shall be in greater volumes than normally expected in a residential neighborhood, and any need for parking shall be met off the street and other than in a required front yard, although vehicles may be parked in an existing driveway if it is of sufficient size. No additional on street parking demand shall be generated.

**Proposed Language**

Section 21.12.03.10 A Home Occupation shall not generate greater traffic volumes than normally expected in a residential neighborhood. No additional on street parking demand shall be generated.

**Current Language**

21.12.2: Signs should be avoided, but if deemed necessary, one (1) non illuminated sign not to exceed two (2) square feet in area may be approved and permitted if it is attached to, and is parallel with the wall of the dwelling unit.

**Proposed Language**

Section 21.12.03.11 A Home Occupation may have One (1) non illuminated sign not to exceed 2 sq. ft. if it is attached to, and is parallel with the wall of the dwelling unit.

**Current Language**

21.12.5: The use does not take on the operational character of a business, industrial, or institutional use in terms of parking, traffic (vehicular or pedestrian) loading and unloading, and related features.

**Proposed Language**

Section 21.12.03.12 A Home Occupation use shall not take on the operational character of a business, industrial, industrial transit or institutional use in terms of parking, truck or commercial traffic, loading and unloading, and related activities.

**Current Language**

21.12.4: Structural alterations which are architecturally at variance with the residential unit or which cannot be readily and simply returned to residential use shall be prohibited. Exterior alterations shall not be of a design to indicate or characterize the presence of a home occupation.

**Proposed Language**

Section 21.12.03.13 A Home Occupation shall not make structural alterations which are architecturally at variance with the residential dwelling or which cannot be readily and simply returned to residential use. Exterior alterations shall not be of a design to indicate or characterize the presence of a home occupation.

**SECTION 21.34  
RESTRICTED USES**

## **Section 21.34** **Restricted Uses**

### **Intent:**

This section shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. No parcel shall be used for the open or unenclosed storage, disposition, wrecking, dismantling, baling, salvaging, location, accumulation or abandonment, either temporarily or otherwise, of any discarded disused or dismantled vehicles, machinery, junk, or junked articles, or any parts thereof, unless located in a Zoning District that permits such use and a site plan has been approved by the Planning Commission.

### **Definitions:**

**Garbage:** The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food. A self-contained compost pile is not considered garbage.

**Junk:** Junk includes, but is not limited to, broken and/or inoperable machinery or vehicles, or parts relating to machinery or vehicles, or broken and unusable furniture, stove, refrigerators, or other appliances.

### **Section 21.34.01** **Exterior Property Areas**

#### **Section 21.34.01.01**

##### **Sanitation**

Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition and shall be free from any accumulation of garbage and/or junk.

#### **Section 21.34.01.02**

##### **Motor Vehicles**

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle for uses upon the highways or waterways of the State of Michigan shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled for a period of 48 continuous hours. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

##### **Exceptions**

1. A vehicle of any type is permitted to undergo major overhaul including body work, provided that such work is performed inside a structure.
2. One (1) unlicensed vehicle that is used for snow plowing purposes shall be permitted.
3. One (1) additional vehicle that is kept under cover in the rear or side yard so as to be inconspicuous to the public streets.
4. Agricultural Operations: Any vehicle or parts of vehicles that are part of a farm operation as defined by the Michigan Right to Farm Act, 1980 P.A. NO. 93, MCL 286.471, et.seq., and conducted in accordance with the State of Michigan's Generally Accepted Agricultural and Management Practices (GAAMPs) shall be exempt from the provisions of this Section 21.34 Restricted Uses.

**Section 21.34**  
**Restricted Uses**  
Current Language  
Proposed Language

**Proposed Language**

**Intent:**

This section shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. No parcel shall be used for the open or unenclosed storage, disposition, wrecking, dismantling, baling, salvaging, location, accumulation or abandonment, either temporarily or otherwise, of any discarded disused or dismantled vehicles, machinery, junk, or junked articles, or any parts thereof, unless located in a Zoning District that permits such use and a site plan has been approved by the Planning Commission.

**Definitions:**

**Garbage:** The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food. A self-contained compost pile is not considered garbage.

**Current Language**

**Junk:** Junk includes, but is not limited to, broken and/or inoperable machinery or vehicles, or parts relating to machinery or vehicles, or broken and unusable furniture, stove, refrigerators, or other appliances.

**Section 21.34.01**  
**Exterior Property Areas**

**Current Language**

No parcel shall be used for the open or unenclosed storage, disposition, wrecking, dismantling, baling, salvaging, location, accumulation or abandonment, either temporarily or otherwise, of any discarded, disused or dismantled vehicles, machinery, junk, or junked articles, or any parts thereof, unless located in a Zoning District that permits such use and a site plan has been approved by the Planning Commission.

As used in this Section the following terms shall have the meanings as prescribed in this section.

- A. “discarded, disused vehicle” includes, but is not limited to, any vehicle which has remained on private property for a period of forty-eight (48) continuous hours, or more, without the consent of the owner or occupant of the property, or for a period of forty-eight (48) continuous hours, or more, after the consent of the owner or occupant of the property has been revoked.
- B. “discarded, disused or dismantled Vehicle” includes, any vehicle that is not licensed for use upon the highways or waterways of the State of Michigan, and shall also include, whether licensed or not, any vehicle that is inoperable, except that one (1) unlicensed vehicle that is used for snow plowing purposes shall be permitted and one (1) vehicle that is inoperable or unlicensed in addition to the snow plowing vehicle, may be permitted so long as that vehicle is repaired and licensed within thirty (30) days of notice by the Zoning Administrator, and one (1) additional vehicle that is kept under cover and where the grass around the vehicle is kept mowed and where the owner can show on going progress toward restoration.

## Proposed Language

### Section 21.34.01.01

#### Sanitation

Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition and shall be free from any accumulation of garbage and/or junk.

### Section 21.34.01.02

#### Motor Vehicles

Except as provided for in other regulations, no inoperative or unlicensed motor vehicle for uses upon the highways or waterways of the State of Michigan shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled for a period of 48 continuous hours. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

#### Exceptions

1. A vehicle of any type is permitted to undergo major overhaul including body work, provided that such work is performed inside a structure.
2. One (1) unlicensed vehicle that is used for snow plowing purposes shall be permitted.
3. One (1) additional vehicle that is kept under cover in the rear or side yard so as to be inconspicuous to the public streets.

## Current Language

4. Agricultural Operations: Any vehicle or parts of vehicles that are part of a farm operation as defined by the Michigan Right to Farm Act, 1980 P.A. NO. 93, MCL 286.471, et.seq., and conducted in accordance with the State of Michigan's Generally Accepted Agricultural and Management Practices (GAAMPs) shall be exempt from the provisions of this Section 21.34 Restricted Uses.

**SECTION 21.38**  
**SIGNS & BILLBOARDS**

## **Section 21.38**

### **Signs and Billboards**

**Intent:**

The sign standards contained in this Ordinance are declared to be necessary to protect the general health, safety, and welfare of the citizens of Otsego County.

It is the intent of this regulation to insure a degree of standardization in signage throughout the county, to insure the safety of pedestrians and motorists who must drive or otherwise negotiate installed signage and motorists who depend on the visibility of a sign's message to safely arrive at an intended destination. Standardization will preserve the aesthetics, appearance and functionality of all installed signage.

Any publicly displayed sign, symbol or notice on premises to indicate the name of the occupant, to advertise the business there transacted, or directing to some other locale, shall be regulated as follows, and shall require permits in accordance with the terms of the County Building Code:

Sign plans shall be reviewed for approval, conditional approval or rejection by the Zoning Administrator. For disagreements with the rulings of the Zoning Administrator, the applicant may appeal to the Zoning Board of Appeals, who in such instances has final authority on the sign plan.

The standards in this Article are determined to be the minimum necessary to achieve the above stated purposes. Compliance with this Section does not relieve the applicant from the responsibility of compliance with other local, state or federal sign regulations, nor does the issuance of a Sign Permit grant permission to the applicant to place signs on any property, including road rights-of-way, other than property owned or otherwise legally under the control of the applicant. The issuance of a Sign Permit only assures the applicant that the sign meets the requirements of the County Zoning Ordinance.

#### **Section 21.38.01**

##### **Signs Authorized and Requiring a Permit**

All applications for a Sign Permit shall first be submitted to the Zoning Administrator. Before any permit is granted for the erection of a sign or sign structure requiring such permit, construction documents shall be filed with the Zoning Administrator showing the dimensions, materials and required details of construction, including loads, stresses, anchorage and any other pertinent data. The permit application shall be accompanied by the written consent of the owner or lessee of the premises upon which the sign is to be erected and by engineering calculations signed by a registered design professional. The Zoning Administrator may issue such permits when all applicable provisions of this Ordinance have been met.

#### **Section 21.38.01.01**

##### **Accessory Signs**

**Section 21.38.01.01.01**

**Districts: R1, R2, R3, RR**

Number Allowed:	1
Maximum Height:	8 ft.
Measured:	From the average grade at the base of the sign to the top of the sign support.
Maximum Size:	15 sq. ft.

**Section 21.38.01.01.02**

**Districts: AR, FR**

Number Allowed:	1
Maximum Height:	8 ft.
Measured:	From the average grade at the base of the sign to the top of the sign support.
Maximum Size:	32 sq. ft.

**Section 21.38.01.01.03**

**Districts: B1, B2, B3, HX, I**

Number Allowed: Two (2) with the following four (4) regulations:

- Regulation 01:** One (1) sign shall be affixed to or be within 2 feet of and be parallel with the wall of the main building.
- Maximum Size:** Signs mounted on and parallel with the wall of the main building shall not exceed a total surface area of 15% of the mounting wall. If a premise contains walls facing more than one property line or encompasses property frontage bounded by more than one street or other property usages, the sign area(s) for each building wall or property frontage will be computed separately for each building wall or property line facing a different frontage. The sign area(s) thus calculated shall be permitted to then be applied to permitted signs placed on each separate wall or property line frontage.
- Regulation 02:** One (1) Sign may be a freestanding sign.
- Maximum Height:** 12 ft.
- Maximum Size:** 56 sq. ft. and length shall not be longer than three (3) times its width.
- Regulation 03:** One (1) Sign may be a pylon sign.
- Maximum Height:** 35 ft.
- Maximum Size:** Sign Specifications must be prepared by a design professional and must comply with any Airport Zoning Ordinance and the Tall Structures Act. Pylon Signs approved and installed before the date of this ordinance change shall be allowed provided they exhibit structural integrity, are safe and well maintained.
- Regulation 04:** All businesses may display window signs in ground level windows in addition to any wall signs. Window signs shall not cover more than 20% of the total window area. Where multiple windows are installed, signage may not be aggregated to cover any window 100% restricting all visibility from the interior and exterior. Signage may cover no more than 50% of the window on the horizontal and vertical dimension. Total coverage for multiple window panels will not change.

**Section 21.38.01.01.04**

Signs for shopping centers or other commercial developments with Two (2) or more units developed as offices, office service units, research facilities, manufacturing facilities, retail spaces with multiple stores, commercial PUD's, large retail stores with a building area over 100,000 sq. ft. or other commercial developments requiring Special Use Approval and which have a common off street parking and a common entrance or entrances may install accessory signs in accordance with the following six (6) regulations:

- Regulation 01:** Signs which direct traffic movement within a property and which do not exceed 4 sq. ft. in area for each sign are permitted.
- Regulation 02:** One (1) free-standing identification sign for each street that the development faces.
- The freestanding sign shall state only the name of the shopping center or multiple use development and tenants located therein.
  - No freestanding sign face shall exceed an area of 100 sq. ft.
  - Freestanding signs shall not exceed a height of 30 feet measured from the average grade at the base of the sign to the top of the horizontal sign frame supporting the sign face.
  - Tenants of the shopping center or the owner of outlets included with the development plan or PUD shall not be permitted individual freestanding signs, except gas stations as noted below:
- Regulation 03:** Businesses within the development or PUD shall be permitted exterior wall signs; the total area of the exterior wall signs shall not exceed 20% of the area of the signage wall.
- Regulation 04:** All businesses may display window signs in ground level windows in addition to any wall signs. Window signs shall not cover more than 20% of the total window area. Where multiple windows are installed, signage may not be aggregated to cover any window 100% restricting all visibility from the interior and exterior. Signage may cover no more than 50% of the window on the horizontal or vertical dimension.

**Regulation 05:** An automobile service station located on an outlet or an individual lot within the development or PUD may have 1 freestanding sign in addition to the freestanding sign utilized for the development. The freestanding sign shall be for the purpose of advertising gasoline prices and other services provided on the premises. The service station sign shall comply with the regulations for a single business on its own lot as noted in Section 21.38.01.03 above.

**Regulation 06:** Signs proposed for installation along MDOT regulated highways designed to advertise a specific business location must be permitted in accordance with current MDOT Regulation 225. A specific time requirement for the developed site is required and is usually 2 years. A business sign is a sign designed to advertise a particular business location rather than being used for general outdoor advertising not necessarily specific to a particular business. Billboards or signage also referred to as outdoor advertising or outdoor highway advertising are permitted and controlled by MDOT under sections of MDOT Regulation 225. A valid permit and sign approval is required prior to construction of a billboard designed for general outdoor advertising

### **Section 21.38.02** **Non-Accessory Signs and Billboards**

#### **Section 21.38.02.01**

Billboards, poster boards and non-accessory signs may be permitted in B2, B3 and I Districts provided the area of the sign does not exceed an area of 200 sq. ft. in B2 and B3 Districts and 300 sq. ft. in I Districts. A non-accessory sign or billboard shall not measure longer than 3 times its width.

Signs that come under the jurisdiction of P.A. 106 of 1972 are under the jurisdiction of the Township, if the Township has adopted a sign ordinance.

### **Section 21.38.03** **Sign Lighting (also see Section 21.19 Lighting Outdoor)**

#### **Section 21.38.03.01**

Signs internally illuminated or with a light emanating surface are allowed only in the RR, FR, AR, B1, B2, B3, I, HX, MUZ-Main Street and MUZ-Town Center Districts provided they meet the other requirements of this ordinance and are set back a minimum of 10 feet from all road right-of-ways and 75 feet from any other property line.

Signs internally illuminated or if sign has a light emanating surface. All light sources and reflecting surfaces immediately adjacent to the light source shall be shielded from view. Sign luminance level, beginning 1 hour after sunrise and continuing until 1 hour before sunset, shall not exceed (10278 Lumens) (685W Incandescent light bulb) (114W Florescent/LED) per square meter, or does not exceed (342 Lumens) (25W Incandescent light bulb)(6.23W Florescent/LED) per square meter at all other times.

Signs that are externally illuminated shall have the light mounted on top of the sign, shall be directed downward onto the sign and shall be shielded so as to prevent rays of light from being directed such that reflected luminance does not exceed (342 Lumens) (25W Incandescent light bulb)(6.23W Florescent/LED) per square meter.

### **Section 21.38.04** **Signs Prohibited**

**Section 21.38.04.01** No signs or sign structure shall be erected at the intersection of any street in such a manner as to obstruct free and clear vision, nor at any location where by its position, shape or color it may interfere with or obstruct the view of or be confused with any authorized traffic sign, signal or device.

**Section 21.38.04.02** No signs shall be attached to any utility pole, light standard, street tree or any other public facility located within the public right-of-way.

**Section 21.38.04.03** No signs which blink flash or are animated by lighting in any fashion that would cause such signs to have the appearance of traffic safety signs and lights, or municipal vehicle warnings from a distance.

- Section 21.38.04.04** No signs containing flashing, intermittent or moving lights. (A sign with messages or images accomplished by instantaneous re-pixilation not more often than 1 time in 60 seconds shall not be considered flashing, intermittent or moving and shall be allowed.)
- Section 21.38.04.05** No signs with moving or revolving parts.
- Section 21.38.04.06** No signs attached to, or placed on, a vehicle or trailer parked on public or private property, except for signs meeting the following **3 Regulations**:
- Regulation 01:** The primary purpose of such a vehicle or trailer is not the display of signs.
- Regulation 02:** The signs are magnetic, decals or painted upon an integral part of the vehicle or equipment as originally designed by the manufacturer, and does not break the silhouette of the vehicle.
- Regulation 03:** The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets where applicable, and actively used or available for use in the daily function of the business to which such signs relate.
- Section 21.38.04.07** Vehicles and trailers are not to be used primarily as static displays, advertising a product or service, nor utilized as storage, shelter or distribution points for commercial products or services for the general public.
- Section 21.38.04.08** A sign that no longer advertises or identifies a use conducted on the property on which said sign is erected must have the sign covered or removed within 14 days after written notification from the Zoning Administrator.

**Section 21.38.05**  
**Signs Authorized and Not Requiring a Permit**

- Section 21.38.05.01** Official notices, authorized by a court, public body or public safety official.
- Section 21.38.05.02** Directional, warning or information signs authorized by federal, state or municipal governments.
- Section 21.38.05.03** Memorial plaques, building identification signs and building cornerstones where cut or carved into a masonry surface or where made of noncombustible material and made an integral part of the building or structure.
- Section 21.38.05.04** The flag of a government or noncommercial institution, such as a school.
- Section 21.38.05.05** Religious symbols and seasonal decorations within the appropriate public holiday season.
- Section 21.38.05.06** Works of fine art displayed in conjunction with a commercial enterprise where the enterprise does not receive direct commercial gain.
- Section 21.38.05.07** Street address signs and combination nameplate and street address signs that contain no advertising copy and which do not exceed 6 sq. ft. in area.
- Section 21.38.05.08** The changing or maintenance or components of an approved existing sign that is designed for such changes, or the changing of copy, business names, lettering, sign faces, colors, display and/or graphic matter, or the content of any sign shall not be deemed a structural alteration.
- Section 21.38.05.09** Bulletin Boards that do not exceed 15 sq. ft. for churches, public and semi-public institutions and/or schools.
- Section 21.38.05.10** Temporary signs not exceeding 10 sq. ft. advertising a premises being for rent, for lease and/or for sale in any district. All such signs shall be removed within 14 days of the consummated lease or sale of the premises.
- Section 21.38.05.11** Accessory directional signs affixed to the building and not exceeding 2 sq. ft., such as but not necessarily limited to: Boiler Room, Entrance, Exit, Garage, Loading Dock, Low Clearance, Office, Service, Warehouse and the like.
- Section 21.38.05.12** Maximum of 2 accessory properties directional signs each not to exceed 2 sq. ft. identifying or directing to the following: Entrance, Exit, No Parking, Visitors Parking, Other Traffic Flow Directions, and similar Functional Signs.

- Section 21.38.05.13** Temporary advertising banners that are flexible (made of canvas, plastic composite etc.) meant to be attached to a fixed commercial building structure which is currently occupied. All banners may not exceed 32 sq. ft. and must be maintained in good condition while displayed.
- Section 21.38.05.14** Political signs shall be permitted in all zoning districts with the following **3 Regulations:**
- Regulation 01:** Such signs shall follow the Accessory Signs restrictions as it relates each individual Zoning District.
- Regulation 02:** Such signs for election candidate or ballot propositions shall be displayed only for a period of 60 days preceding the election and shall be removed within 10 days after the election, provided that signs promoting successful candidates or ballot propositions in a primary election may remain displayed until not more than 10 days after the general election.
- Regulation 03:** Such signs shall not be placed in any public right-of-way or obstruct traffic visibility.

**Section 21.38.06**  
**Placement of Signs and Setbacks**

**Section 21.38.06.01**  
**Signs in rights-of-way**

No sign other than an official traffic sign shall be erected within any public right-of-way unless specifically authorized by other ordinances or regulations of this jurisdiction or by specific authorization of the code official.

**Section 21.38.06.02**

**Sign and Setbacks**

Signs in any zoning district must be placed at least 2 feet back from any right of way and any lot line.

**Section 21.38.07**  
**Off-Premises Directory Sign – Private**

**Section 21.38.07.01**

Where a business use or tourist service facility is not located directly on a major tourist route but is dependent upon passerby traffic for support, one (1) off-premises directory sign located on a county maintained road may be permitted in business or non-business districts, on each road or link or segment of road that affords access to the use but entails a major change in the direction of travel.

Off-premises Directory signs shall not exceed an area of 15 sq. ft. Community directional signs serving more than one (1) use may be permitted to a maximum size of 32 sq. ft.

**Section 21.38.08**  
**Approval Authority**

**Section 21.38.08.01**

The Zoning Administrator shall review and act upon site plans except where a Special Use Permit is required. Site Plans for a Special Use Permit shall be forwarded by the Zoning Administrator to the Planning Commission for review and action. In addition, at the request of the Zoning Administrator or Planning Commission, a site plan for a Principal Permitted Use may be submitted for Planning Commission review before final action by the Zoning Administrator. The Zoning Administrator and Planning Commission have the authority to approve, deny or grant conditional approval for any site plan submitted under the provisions of this ordinance. The Zoning Administrator may hold or the Planning Commission may table a site plan, pending further information or addition, reasonably needed to complete a site plan or comply with requirements of this Ordinance.

**Section 21.38**  
**Signs and Billboards**

Current Language  
Proposed Language

**Proposed Language**

**Intent:**

The sign standards contained in this Ordinance are declared to be necessary to protect the general health, safety, and welfare of the citizens of Otsego County.

It is the intent of this regulation to insure a degree of standardization in signage throughout the county, to insure the safety of pedestrians and motorists who must drive or otherwise negotiate installed signage and motorists who depend on the visibility of a sign's message to safely arrive at an intended destination. Standardization will preserve the aesthetics, appearance and functionality of all installed signage.

Any publicly displayed sign, symbol or notice on premises to indicate the name of the occupant, to advertise the business there transacted, or directing to some other locale, shall be regulated as follows, and shall require permits in accordance with the terms of the County Building Code:

Sign plans shall be reviewed for approval, conditional approval or rejection by the Zoning Administrator. For disagreements with the rulings of the Zoning Administrator, the applicant may appeal to the Zoning Board of Appeals, who in such instances has final authority on the sign plan.

The standards in this Article are determined to be the minimum necessary to achieve the above stated purposes. Compliance with this Section does not relieve the applicant from the responsibility of compliance with other local, state or federal sign regulations, nor does the issuance of a Sign Permit grant permission to the applicant to place signs on any property, including road rights-of-way, other than property owned or otherwise legally under the control of the applicant. The issuance of a Sign Permit only assures the applicant that the sign meets the requirements of the County Zoning Ordinance.

**Current Language**

**SECTION 21.38 SIGNS AND BILLBOARDS**

Any publicly displayed sign, symbol or notice on premises to indicate the name of the occupant, to advertise the business there transacted, or directing to some other locale, shall be regulated as follows, and shall require permits in accordance with the terms of the County Building Code:

21.38.1 Signs Permitted

21.38.1.1 Name Plates in All Districts Residential, business or industrial name plates which are not illuminated and do not exceed a total area of two (2) square feet, may be permitted in any district, and may be permitted in addition to any other legal sign.

21.38.1.2 Accessory Signs in R1, R2, R3, RR, FR and AR Districts One (1) sign not to exceed fifteen (15) square feet may be permitted for uses other than dwelling units, in R1, R2, R3, and RR Districts. In the FR and AR Districts, one (1) sign not to exceed thirty-two (32) square feet in area and measuring not more than four (4) feet by eight (8) feet shall be permitted.

**Proposed Language**

**Section 21.38.01**

**Signs Authorized and Requiring a Permit**

All applications for a Sign Permit shall first be submitted to the Zoning Administrator. Before any permit is granted for the erection of a sign or sign structure requiring such permit, construction documents shall be filed with the Zoning Administrator showing the dimensions, materials and required details of construction, including loads, stresses, anchorage and any other pertinent data. The permit application shall be accompanied by the written consent of the owner or lessee of the premises upon which the sign is to be erected and by engineering calculations signed by a registered design professional. The Zoning Administrator may issue such permits when all applicable provisions of this Ordinance have been met.

**Section 21.38.01.01**  
**Accessory Signs**

**Section 21.38.01.01.01**

**Districts: R1, R2, R3, RR**

Number Allowed: 1  
Maximum Height: 8 ft.  
Measured: From the average grade at the base of the sign to the top of the sign support.  
Maximum Size: 15 sq. ft.

**Section 21.38.01.01.02**

**Districts: AR, FR**

Number Allowed: 1  
Maximum Height: 8 ft.  
Measured: From the average grade at the base of the sign to the top of the sign support.  
Maximum Size: 32 sq. ft.

**Current Language**

**21.38.1.3 Accessory Signs in B, HX and I Districts**

- A. Signs for Single Business: A single business on one (1) lot or combination of lots in the B1, B2, B3, I and/or HX District may install accessory signs in accordance with the following regulations:**
1. Accessory Signs in B1, B2, B3, HX and/or I Districts may be permitted at the rate of two (2) per use, except that at least one (1) sign shall be affixed to or be within two (2) feet of and be parallel with the wall of the main building. One (1) sign may be a freestanding or pylon sign.
  2. Signs mounted on and parallel with the wall of the main building shall not exceed a total area of two and one half (2½) feet times the length of the mounting wall.
  3. Freestanding signs intended for local or passerby traffic shall not exceed a height of twelve (12) feet measured from the average grade at the base of the sign to the top of the sign. No freestanding sign shall exceed an area of thirty-two (32) square feet, and no such sign shall be longer than three (3) times its width.
  4. Pylon signs, designed and intended to attract traffic from a major expressway or highway, are approved but shall not exceed a height of thirty-five (35) feet and must be constructed and mounted by approval methods set forth in the State Construction Code provided they meet the Airport Zoning Ordinance standards.
- B Signs for Shopping Centers, Shopping Centers, Commercial Developments or two (2) or more stores, offices, research or manufacturing facilities, or retail developments with multiple stores or Commercial PUDs or retail stores with an area over one hundred thousand (100,000) square feet or other Commercial Developments requiring Special Use Approval which have common off street Parking and/or entrance, may install accessory signs in accordance with the following regulations:**
1. Signs which direct traffic movement within a property, and which do not exceed four (4) square feet in area for each sign are permitted.
  2. One (1) free-standing identification sign for each street that the development faces.

- a. The free standing sign shall state only the name of the Shopping Center or multiple use development and Tenants located therein.
  - b. No freestanding sign face shall exceed an area of one hundred (100) square feet.
  - c. Freestanding signs shall not exceed a height of twenty five (25) feet measured from the average grade at the base of the sign to the top of the sign face. The structure supporting the sign shall not exceed a height of thirty (30) feet measured from the average grade at the base of the structure. The height shall not exceed three (3) times the width.
  - d. Tenants of the shopping center or the owner of outlots included within the development plan or PUD shall not be permitted individual free standing signs, except gas stations as noted below.
3. Businesses within the development or PUD shall be permitted exterior wall signs; the total area of the exterior wall signs shall not exceed twenty percent (20%) of the area of the largest wall.
  4. All businesses may display window signs in ground level windows in addition to any wall signs. Window signs shall not cover more than twenty percent (20%) of the total window area.
  5. An automobile service station located on an outlot or on an individual lot within the development or PUD may have one (1) free standing sign in addition to the free standing sign utilized for the development. The free standing sign shall be for the purpose of advertising gasoline prices and other services provided on the premises. The service station sign shall comply with the regulations for a single business on its own lot as noted in [Section 21.38.1.3\(A\)](#) above.

**Proposed Language**

**Section 21.38.01.01.03**

**Districts: B1, B2, B3, HX, I**

**Number Allowed:** Two (2) with the following **four (4) regulations:**

- Regulation 01:** One (1) sign shall be affixed to or be within 2 feet of and be parallel with the wall of the main building.
- Maximum Size:** Signs mounted on and parallel with the wall of the main building shall not exceed a total surface area of 15% of the mounting wall. If a premise contains walls facing more than one property line or encompasses property frontage bounded by more than one street or other property usages, the sign area(s) for each building wall or property frontage will be computed separately for each building wall or property line facing a different frontage. The sign area(s) thus calculated shall be permitted to then be applied to permitted signs placed on each separate wall or property line frontage.
- Regulation 02:** One (1) Sign may be a freestanding sign.
- Maximum Height:** 12 ft.
- Maximum Size:** 56 sq. ft. and length shall not be longer than three (3) times its width.
- Regulation 03:** One (1) Sign may be a pylon sign.
- Maximum Height:** 35 ft.
- Maximum Size:** Sign Specifications must be prepared by a design professional and must comply with any Airport Zoning Ordinance and the Tall Structures Act. Pylon Signs approved and installed before the date of this ordinance change shall be allowed provided they exhibit structural integrity, are safe and well maintained.
- Regulation 04:** All businesses may display window signs in ground level windows in addition to any wall signs. Window signs shall not cover more than 20% of the total window area. Where multiple windows are installed, signage may not be aggregated to cover any window 100% restricting all visibility from the interior and exterior. Signage may cover no more than 50% of the window on the horizontal and vertical dimension. Total coverage for multiple window panels will not change.

**Section 21.38.01.01.04**

Signs for shopping centers or other commercial developments with Two (2) or more units developed as offices, office service units, research facilities, manufacturing facilities, retail spaces with multiple stores, commercial PUD's, large retail stores with a building area over 100,000 sq. ft. or other commercial developments requiring Special Use Approval and which have a common off street parking and a common entrance or entrances may install accessory signs in accordance with the following six (6) regulations:

**Regulation 01:** Signs which direct traffic movement within a property and which do not exceed 4 sq. ft. in area for each sign are permitted.

**Regulation 02:** One (1) free-standing identification sign for each street that the development faces.

a. The freestanding sign shall state only the name of the shopping center or multiple use development and tenants located therein.

b. No freestanding sign face shall exceed an area of 100 sq. ft.

c. Freestanding signs shall not exceed a height of 30 feet measured from the average grade at the base of the sign to the top of the horizontal sign frame supporting the sign face.

d. Tenants of the shopping center or the owner of outlets included with the development plan or PUD shall not be permitted individual freestanding signs, except gas stations as noted below:

**Regulation 03:** Businesses within the development or PUD shall be permitted exterior wall signs; the total area of the exterior wall signs shall not exceed 20% of the area of the signage wall.

**Regulation 04:** All businesses may display window signs in ground level windows in addition to any wall signs. Window signs shall not cover more than 20% of the total window area. Where multiple windows are installed, signage may not be aggregated to cover any window 100% restricting all visibility from the interior and exterior. Signage may cover no more than 50% of the window on the horizontal or vertical dimension.

**Regulation 05:** An automobile service station located on an outlet or an individual lot within the development or PUD may have 1 freestanding sign in addition to the freestanding sign utilized for the development. The freestanding sign shall be for the purpose of advertising gasoline prices and other services provided on the premises. The service station sign shall comply with the regulations for a single business on its own lot as noted in Section 21.38.01.03 above.

**Regulation 06:** Signs proposed for installation along MDOT regulated highways designed to advertise a specific business location must be permitted in accordance with current MDOT Regulation 225. A specific time requirement for the developed site is required and is usually 2 years. A business sign is a sign designed to advertise a particular business location rather than being used for general outdoor advertising not necessarily specific to a particular business. Billboards or signage also referred to as outdoor advertising or outdoor highway advertising are permitted and controlled by MDOT under sections of MDOT Regulation 225. A valid permit and sign approval is required prior to construction of a billboard designed for general outdoor advertising

**Current Language**

**Section 21.38.02**

**Non-Accessory Signs and Billboards**

**Section 21.38.02.01**

Billboards, poster boards and non-accessory signs may be permitted in B2, B3 and I Districts provided the area of the sign does not exceed an area of 200 sq. ft. in B2 and B3 Districts and 300 sq. ft. in I Districts. A non-accessory sign or billboard shall not measure longer than 3 times its width.

Signs that come under the jurisdiction of P.A. 106 of 1972 are under the jurisdiction of the Township, if the Township has adopted a sign ordinance.

Current Language

**Section 21.38.03**

**Sign Lighting (also see Section 21.19 Lighting Outdoor)**

Signs internally illuminated or with a light emanating surface are allowed only in the RR, FR, AR, B1, B2, B3, I, HX, MUZ-Main Street and MUZ-Town Center Districts provided they meet the other requirements of this ordinance and are setback a minimum of ten (10) feet from all road right-of-ways and seventy-five (75) feet from any other property line.

Signs internally illuminated or if sign has a light emanating surface, all light sources and reflecting surfaces immediately adjacent to the light source shall be shielded from view. Sign luminance level, beginning one (1) hour after sunrise and continuing until one (1) hour before sunset, shall not be greater than three thousand (3,000) nits, nor greater than one hundred (100) nits at all other times.

Signs externally illuminated, the light on the proposed sign shall be mounted on the top of the sign, shall be directed downward onto the sign and shall be shielded so as to prevent rays of light from being directed into the sky or onto any portion of a street, road, highway or adjacent properties. Illumination shall be limited such that reflected luminance does not exceed one hundred (100) nits per square meter.

Proposed Language

**Section 21.38.03**

**Sign Lighting (also see Section 21.19 Lighting Outdoor)**

**Section 21.38.03.01**

Signs internally illuminated or with a light emanating surface are allowed only in the RR, FR, AR, B1, B2, B3, I, HX, MUZ-Main Street and MUZ-Town Center Districts provided they meet the other requirements of this ordinance and are set back a minimum of 10 feet from all road right-of-ways and 75 feet from any other property line.

Signs internally illuminated or if sign has a light emanating surface, all light sources and reflecting surfaces immediately adjacent to the light source shall be shielded from view. Sign luminance level, beginning 1 hour after sunrise and continuing until 1 hour before sunset, shall not exceed (10278 Lumens) (685W Incandescent light bulb) (114W Florescent/LED) per square meter, or does not exceed (342 Lumens) (25W Incandescent light bulb)(6.23W Florescent/LED) per square meter at all other times.

Signs that are externally illuminated shall have the light mounted on top of the sign, shall be directed downward onto the sign and shall be shielded so as to prevent rays of light from being directed such that reflected luminance does not exceed (342 Lumens) (25W Incandescent light bulb)(6.23W Florescent/LED) per square meter.

Current Language

- |           |  |
|-----------|--|
| 21.38.2   | Signs Prohibited   |
| 21.38.2.1 | Signs containing flashing, intermittent or moving lights. (A sign with messages or images accomplished by instantaneous re-pixilation NOT more often than one (1) time in any sixty (60) seconds shall NOT be considered flashing, intermittent or moving and shall be ALLOWED.) |
| 21.38.2.2 | Signs with moving or revolving parts.  |
| 21.38.2.3 | Signs affixed to trees, rocks, shrubs or similar natural features.   |
| 21.38.2.4 | Signs insecurely fixed, unclear, in need of repair, or signs which imitate official traffic signals or traffic control signs or devices.   |
| 21.38.2.5 | Signs utilizing vehicles, trucks, vans, or other wheeled devices, unless such signs are used for periods of less than seven (7) consecutive days in any ninety (90) day period, or unless such signs have been approved by the Planning  |

Commission as meeting a special purpose, need and/or as being appropriate for the particular use.

21.38.2.6 Advertising devices such as banners, balloons, flags, pennants, pinwheels, searchlights or other devices with similar characteristics, except when used temporarily for periods not to exceed seven (7) days within any ninety (90) day period.

21.38.2.7 Signs which overhang or extend into a dedicated public right-of-way, without the written consent of the government unit having jurisdiction.

**Proposed Language**

**Section 21.38.04  
Signs Prohibited**

**Section 21.38.04.01** No signs or sign structure shall be erected at the intersection of any street in such a manner as to obstruct free and clear vision, nor at any location where by its position, shape or color it may interfere with or obstruct the view of or be confused with any authorized traffic sign, signal or device.

**Section 21.38.04.02** No signs shall be attached to any utility pole, light standard, street tree or any other public facility located within the public right-of-way.

**Section 21.38.04.03** No signs which blink flash or are animated by lighting in any fashion that would cause such signs to have the appearance of traffic safety signs and lights, or municipal vehicle warnings from a distance.

**Section 21.38.04.04** No signs containing flashing intermittent or moving lights. (A sign with messages or images accomplished by instantaneous re-pixilation not more often than 1 time in 60 seconds shall not be considered flashing, intermittent or moving and shall be allowed.)

**Section 21.38.04.05** No signs with moving or revolving parts.

**Section 21.38.04.06** No signs attached to, or placed on, a vehicle or trailer parked on public or private property, except for signs meeting the following 3 Regulations:

**Regulation 01:** The primary purpose of such a vehicle or trailer is not the display of signs.

**Regulation 02:** The signs are magnetic, decals or painted upon an integral part of the vehicle or equipment as originally designed by the manufacturer, and does not break the silhouette of the vehicle.

**Regulation 03:** The vehicle or trailer is in operating condition, currently registered and licensed to operate on public streets where applicable, and actively used or available for use in the daily function of the business to which such signs relate.

**Section 21.38.04.07** Vehicles and trailers are not to be used primarily as static displays, advertising a product or service, nor utilized as storage, shelter or distribution points for commercial products or services for the general public.

**Section 21.38.04.08** A sign that no longer advertises or identifies a use conducted on the property on which said sign is erected must have the sign covered or removed within 14 days after written notification from the Zoning Administrator.

**Current Language**

**21.38.3 Signs Not Requiring a Zoning Permit**

21.38.3.1 Name Plates not to exceed two (2) square feet.

21.38.3.2 Existing signs may be changed or altered so long as none of the provisions of the Zoning Ordinance are violated.

21.38.3.3 Bulletin Boards that do not exceed fifteen (15) square feet for churches, public and semi-public institutions, and/or schools.

21.38.3.4 Signs that have been approved in conjunction with a valid zoning permit for any principal use or use as detailed in a plot plan or site plan.

21.38.3.5	Street name signs and other signs established by state, county, or township units of government when necessary for giving proper directions or otherwise safeguarding the public in any district.
21.38.3.6	Non-advertising signs erected by any organization, person, firm, or corporation that are needed to warn the public of dangerous conditions and unusual hazards including: caving ground, drop-offs, high voltage, fire danger, explosives, severe visibility limits, etc., in any district.
21.38.3.7	Temporary signs not exceeding ten (10) square feet advertising a premises being for rent, for lease, and/or for sale in any district. All such signs shall be removed within fourteen (14) days of the consummated lease or sale of the premises.
21.38.3.8	Accessory signs on farms advertising stock, produce and other farm products produced on the premises, provided the area of sign does not exceed thirty-two (32) square feet.
21.38.3.9	Accessory directional signs each not to exceed two (2) square feet in area on buildings, such as but not necessarily limited to: entrance, exit, loading dock, low clearance, garage, office, warehouse, boiler room, service, and the like.
21.38.3.10	Up to two (2) accessory property directional signs each not to exceed two (2) square feet in area, identifying or directing to the following: entrance, exit, visitors parking, no parking, other traffic flow directions, and similar functional signs. It is intended that accessory property directional signs be included on the site plan for approval as to location and number by the Planning Commission.
21.38.4	Placement of Signs and Setbacks, Signs in any zoning district must be placed at least ten (10) feet back from any right-of-way or lot-line.
21.38.5	Off Premises Directory Sign – Private, Where a business use or tourist service facility is not located directly on a major tourist route, but is dependent upon passerby traffic for support, one (1) off the premises directory sign located on a County maintained road may be permitted in business or non-business districts, on each road or link or segment of road that affords access to the use, but entails a major change in the direction of travel. Off premises directory signs shall not exceed an area of fifteen (15) square feet. Community directional signs serving more than one (1) use may be permitted to a maximum size of thirty-two (32) square feet.
21.38.6	Sign Variances, In order to provide relief for reasons of practical difficulty and to allow greater flexibility in property and use signing, the Zoning Board of Appeals may, after a public hearing, permit signs that:
21.38.6.1	Exceed the maximum number of signs permitted when there is more than one (1) bordering street to serve the use.
21.38.6.2	Exceed the maximum sign area for reasons of unusual setback, cooperative sign use (joint use or community type advertising), large site area, and/or natural feature limitations to attaining reasonable signing of the use.
21.38.6.3	Revolve, provided it can be demonstrated that a stationary sign would not afford reasonable notice to the use.
21.38.6.4	Have intermittent lighting in order to construct a public service time and temperature sign in those instances where the applicant can demonstrate a need or show community desire for such a sign service.
21.38.6.5	Exceed the maximum height in those instances where a taller sign is necessary to overcome natural conditions (topography, vegetation, etc.). In granting sign variances, the Zoning Board of Appeals shall consider the impact of each sign on adjoining residential districts, scenic views, out of character skyline intrusions, and obstructions to signs or uses on adjoining properties. Also the purpose of the

sign and its applicability to uses that serve tourists or passerby motorists shall be considered in granting or denying a sign exception.

**Proposed Language**

**Section 21.38.05**

**Signs Authorized and Not Requiring a Permit**

<b>Section 21.38.05.01</b>	Official notices, authorized by a court, public body or public safety official.
<b>Section 21.38.05.02</b>	Directional, warning or information signs authorized by federal, state or municipal governments.
<b>Section 21.38.05.03</b>	Memorial plaques, building identification signs and building cornerstones where cut or carved into a masonry surface or where made of noncombustible material and made an integral part of the building or structure.
<b>Section 21.38.05.04</b>	The flag of a government or noncommercial institution, such as a school.
<b>Section 21.38.05.05</b>	Religious symbols and seasonal decorations within the appropriate public holiday season.
<b>Section 21.38.05.06</b>	Works of fine art displayed in conjunction with a commercial enterprise where the enterprise does not receive direct commercial gain.
<b>Section 21.38.05.07</b>	Street address signs and combination nameplate and street address signs that contain no advertising copy and which do not exceed 6 sq. ft. in area.
<b>Section 21.38.05.08</b>	The changing or maintenance or components of an approved existing sign that is designed for such changes, or the changing of copy, business names, lettering, sign faces, colors, display and/or graphic matter, or the content of any sign shall not be deemed a structural alteration.
<b>Section 21.38.05.09</b>	Bulletin Boards that do not exceed 15 sq. ft. for churches, public and semi-public institutions and/or schools.
<b>Section 21.38.05.10</b>	Temporary signs not exceeding 10 sq. ft. advertising a premises being for rent, for lease and/or for sale in any district. All such signs shall be removed within 14 days of the consummated lease or sale of the premises.
<b>Section 21.38.05.11</b>	Accessory directional signs affixed to the building and not exceeding 2 sq. ft., such as but not necessarily limited to: Boiler Room, Entrance, Exit, Garage, Loading Dock, Low Clearance, Office, Service, Warehouse and the like.
<b>Section 21.38.05.12</b>	Maximum of 2 accessory properties directional signs each not to exceed 2 sq. ft. identifying or directing to the following: Entrance, Exit, No Parking, Visitors Parking, Other Traffic Flow Directions, and similar Functional Signs.
<b>Section 21.38.05.13</b>	Temporary advertising banners that are flexible (made of canvas, plastic composite etc.) meant to be attached to a fixed commercial building structure which is currently occupied. All banners may not exceed 32 sq. ft. and must be maintained in good condition while displayed.
<b>Section 21.38.05.14</b>	Political signs shall be permitted in all zoning districts with the following <b>3 Regulations</b> :
<b>Regulation 01:</b>	Such signs shall follow the Accessory Signs restrictions as it relates each individual Zoning District.
<b>Regulation 02:</b>	Such signs for election candidate or ballot propositions shall be displayed only for a period of 60 days preceding the election and shall be removed within 10 days after the election, provided that signs promoting successful candidates or ballot propositions in a primary election may remain displayed until not more than 10 days after the general election.
<b>Regulation 03:</b>	Such signs shall not be placed in any public right-of-way or obstruct traffic visibility.

**Proposed Language**

**Section 21.38.06**

**Placement of Signs and Setbacks**

**Section 21.38.06.01**  
**Signs in rights-of-way**

No sign other than an official traffic sign shall be erected within any public right-of-way unless specifically authorized by other ordinances or regulations of this jurisdiction or by specific authorization of the code official.

**Section 21.38.06.02**

**Sign and Setbacks**

Signs in any zoning district must be placed at least 2 feet back from any right of way and any lot line.

**Proposed Language**

**Section 21.38.07**

**Off-Premises Directory Sign – Private**

**Section 21.38.07.01**

Where a business use or tourist service facility is not located directly on a major tourist route but is dependent upon passerby traffic for support, one (1) off-premises directory sign located on a county maintained road may be permitted in business or non-business districts, on each road or link or segment of road that affords access to the use but entails a major change in the direction of travel.

Off-premises Directory signs shall not exceed an area of 15 sq. ft. Community directional signs serving more than one (1) use may be permitted to a maximum size of 32 sq. ft.

**Section 21.38.08**

**Approval Authority**

**Section 21.38.08.01**

The Zoning Administrator shall review and act upon site plans except where a Special Use Permit is required. Site Plans for a Special Use Permit shall be forwarded by the Zoning Administrator to the Planning Commission for review and action. In addition, at the request of the Zoning Administrator or Planning Commission, a site plan for a Principal Permitted Use may be submitted for Planning Commission review before final action by the Zoning Administrator. The Zoning Administrator and Planning Commission have the authority to approve, deny or grant conditional approval for any site plan submitted under the provisions of this ordinance. The Zoning Administrator may hold or the Planning Commission may table a site plan, pending further information or addition, reasonably needed to complete a site plan or comply with requirements of this Ordinance.

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  March 20, 2018 Warrant	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 1	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Tim Hanley, Finance Director/Assistant County Administrator	<b>ATTORNEY REVIEW:</b>  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 20, 2018 warrant is in the amount of \$120,340.53.

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$120,340.53.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/20/2018 - 03/20/2018

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/20/2018	AP	1800(E)	CONSUMERS ENERGY	ACCT#1000 7028 9754 (247 OLD STATE ROAD)	226-528-930.620-PROG000000	26.03
		1800(E)		203407916743 FEBRUARY	588-697-930.620	942.78
						968.81
03/20/2018	AP	1801(E)	CONSUMERS ENERGY	VARIOUS SERVICE ADDRESSES	637-265-930.620-ALPCT00000	183.59
		1801(E)		VARIOUS SERVICE ADDRESSES	637-265-930.620-CRTHS00000	2,981.83
		1801(E)		VARIOUS SERVICE ADDRESSES	637-265-930.620-INFO CTR00	85.12
						3,250.54
03/20/2018	AP	1802(E)	DTE ENERGY	91002127460 ANIMAL CONTROL	212-430-930.610	887.05
		1802(E)		910020860953 FEBRUARY	588-697-930.610	2,671.15
		1802(E)		VARIOUS DEPT. ACCTS.	637-265-930.610-ALPCT00000	6,186.22
		1802(E)		VARIOUS DEPT. ACCTS.	637-265-930.610-CRTHS00000	2,464.85
						12,209.27
03/20/2018	AP	1803(E)	DTE ENERGY	ACCT#9100 208 4756 2 & ACCT#9100 216 8857 7	637-265-930.610-INFO CTR00	145.38
		1803(E)		ACCT#9100 208 4756 2 & ACCT#9100 216 8857 7	637-265-930.610-SILLI00000	212.86
						358.24
03/20/2018	AP	1804(E)	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	101-301-930.660	1,708.59
		1804(E)		ACCT#FB 115	101-302-930.660	142.79
		1804(E)		ACCT#FB 115	101-648-930.660	95.26
		1804(E)		ACCT#FB 115	101-721-930.660	112.29
		1804(E)		ACCT#FB 115	205-301-930.660	358.19
		1804(E)		ACCT#FB 115	208-751-930.660	77.31
		1804(E)		ACCT#FB 115	208-752-930.660	77.30
		1804(E)		ACCT#FB 115	210-651-700.000	4,093.68
		1804(E)		ACCT#FB 115	212-430-930.660	352.47
		1804(E)		ACCT#FB 115	249-371-930.660	37.43
		1804(E)		ACCT#FB 115	266-901-930.660	74.17
		1804(E)		ACCT#FB 115	281-537-930.660	67.31
03/20/2018	AP	1805(A)	GAYLORD ARFF INC	AIRPORT AFTER HOURS/OVERTIME 2017	281-537-940.010	210.83
03/20/2018	AP	70412	123NET	ACCT#110735 INV#366456	637-265-930.210	1,319.13
03/20/2018	AP	70413	20TH CIRCUIT COURT	15-58-DL PLACEMENT 2/1/18 TO 2/28/18	292-662-930.810	5,180.00
03/20/2018	AP	70414	7TH PROBATE FAMILY COURT	15-20-DL PLACEMENT 2/1/18 TO 2/28/18	292-662-930.810	4,480.00
03/20/2018	AP	70415	ADVANCE ELECTRIC INC	LIGHT COVERS	208-752-726.000	192.93

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/20/2018 - 03/20/2018

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/20/2018	AP	70416	AMERICAN WASTE	2411789 GARBAGE BILL	208-752-920.200	82.40
03/20/2018	AP	70417	BARCO PRODUCTS COMPANY	BP00070373 PICNIC TABLES	208-901-970.435	4,108.16
03/20/2018	AP	70418	BENISTAR HARTFORD - 6795	INV#04012018 ACCT#06218 (APRIL 2018)	647-851-704.110	7,405.88
03/20/2018	AP	70419	BONNY MILLER	PER DIEM, TRAVEL MARCH MEETING	208-752-703.040	50.00
		70419		PER DIEM, TRAVEL MARCH MEETING	208-752-930.500	20.00
						70.00
03/20/2018	AP	70420	CATHERINE ISBELL	15-03-DL TRANSPORT ON 3/6/18	101-134-930.500	179.85
		70420		15-03-DL TRANSPORT ON 3/6/18	101-134-940.010	81.00
		70420		15-003-DL TRANSPORT ON 3/6/18	292-662-930.500	40.87
		70420		15-003-DL TRANSPORT ON 3/6/18	292-662-930.830	21.00
						322.72
03/20/2018	AP	70421	CHARLES ISBELL	15-003-DL TRANSPORT ON 3/6/18	101-134-940.010	81.00
		70421		15-003-DL TRANSPORT ON 3/6/18	292-662-930.830	21.00
						102.00
03/20/2018	AP	70422	CHARTER COMMUNICATIONS	TELEPHONE/CABLE/INTERNET	208-751-726.000	24.99
		70422		TELEPHONE/CABLE/INTERNET	208-751-930.210	39.99
		70422		TELEPHONE/CABLE/INTERNET	208-752-726.000	90.69
		70422		TELEPHONE/CABLE/INTERNET	208-752-930.210	39.99
		70422		AIRPORT TV INTERNET PHONE 44755022218	281-537-920.410	366.12
						561.78
03/20/2018	AP	70423	CHILD & FAMILY SERVICES OF NW MI	17-26-NA PLACEMENT 2/1/18 TO 2/28/18	292-662-930.810	482.72
03/20/2018	AP	70424	CHOSEN ELECTRIC INCORPORATED	SERVICES 02/28/18 THRU 03/08/18	249-371-801.026	1,770.00
03/20/2018	AP	70425	CORECOMM	115039078 MARCH 2018 COURT INTERNET	101-131-930.210	21.95
03/20/2018	AP	70426	CROSSROADS INDUSTRIES	INV#18808	101-101-920.410	35.00
		70426		INV#18808	101-215-920.410	25.00
		70426		INV#18808	101-267-920.410	35.00
		70426		INV#18808	101-301-920.410	35.00
						130.00
03/20/2018	AP	70427	DAVE BARAGREY	PER DIEM, TRAVEL MARCH MEETING	208-752-703.040	50.00
		70427		PER DIEM, TRAVEL MARCH MEETING	208-752-930.500	1.60
						51.60

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/20/2018	AP	70428	DE LAGE LANDEN PUBLIC FINANCE	INV#58339752	101-267-920.410	98.90
		70428		INV#58339752	101-267-930.983	15.22
		70428		INV#58339752	101-864-920.410	595.78
		70428		INV#58339752	212-430-920.410	141.55
		70428		INV#58339752	249-371-920.410	100.42
						951.87
03/20/2018	AP	70429	DEARBORN NATIONAL	ACCT#EAB2G00106-1 (APRIL 2018)	704-000-231.870	2,447.72
03/20/2018	AP	70430	DUNNS	OFFICE FURNITURE, FAX, PENS, RUBBER BANDS	208-752-726.000	1,967.66
		70430		OFFICE FURNITURE, FAX, PENS, RUBBER BANDS	209-751-726.000	2.60
						1,970.26
03/20/2018	AP	70431	EAGLE VILLAGE	15-92-DL PLACEMENT 2/1/18 TO 2/28/18	292-662-930.810	11,701.76
03/20/2018	AP	70432	FRONTIER	PHONE BILL	209-751-930.210	94.96
		70432		ACCT#989-732-9752-032210-5 & 989-732-2373-030804-5	261-427-930.210	60.31
		70432		ACCT#989-732-9752-032210-5 & 989-732-2373-030804-5	637-265-930.210	60.96
						216.23
03/20/2018	AP	70433	GASLIGHT MEDIA	INV#56084	101-228-930.240	50.00
03/20/2018	AP	70434	GREAT LAKES ENERGY	712070778-002	209-751-930.620	1,265.80
03/20/2018	AP	70435	INTEGRITY CONSTRUCTION SERVICES LLC	PROJECT#2517 LIBRARY EXPANSION	472-901-970.300	7,468.00
03/20/2018	AP	70436	JOHN LAFAVE	03/15/18 HOUSING MEETING PER DIEM, MILEAGE	233-690-703.040	50.00
		70436		03/15/18 HOUSING MEETING PER DIEM, MILEAGE	233-690-930.500	6.27
						56.27
03/20/2018	AP	70437	JOHNSON OIL COMPANY	388564 OIL CHANGE	208-752-726.000	29.95
03/20/2018	AP	70438	JOYCE DARLENE FETROW	MARCH 2018 WEEKEND DRUG TESTER: MAR 10, 11	101-133-940.010	80.00
03/20/2018	AP	70439	JUDITH JARECKI	PER DIEM, TRAVEL MARCH MEETING	208-752-703.040	50.00
		70439		PER DIEM, TRAVEL MARCH MEETING	208-752-930.500	16.00
						66.00
03/20/2018	AP	70440	JUSTIN WING	PER DIEM, TRAVEL MARCH MEETING	208-752-703.040	50.00
		70440		PER DIEM, TRAVEL MARCH MEETING	208-752-930.500	8.55
						58.55
03/20/2018	AP	70441	KELLI PARKER	PER DIEM, TRAVEL MARCH MEETING	208-752-703.040	50.00
		70441		PER DIEM, TRAVEL MARCH MEETING	208-752-930.500	2.50

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						52.50
03/20/2018	AP	70442	KEVAN D FLORY	03/15/18 HOUSING MEETING PER DIEM	233-690-703.040	50.00
03/20/2018	AP	70443	KEVIN KING	FOC SMILE PROGRAM ON 1/11/17	101-166-940.010	175.00
03/20/2018	AP	70444	LISTVAN PLUMBING & HEATING	115325 FIX FURNACE AT GROEN	209-751-726.050	394.66
03/20/2018	AP	70445	LIVINFRESH	BEAR BASKETBALL T-SHIRTS	208-752-940.010-BEAR_BBALL	966.00
03/20/2018	AP	70446	LOWES	914645 AIR FRESHENER, DUST MOP, MINI BLINDS	208-752-726.000	89.20
		70446		914645 AIR FRESHENER, DUST MOP, MINI BLINDS	208-752-726.025	32.10
						121.30
03/20/2018	AP	70447	MAXIMUM SECURITY	14390/14433	209-751-726.000	299.91
03/20/2018	AP	70448	MID NORTH PRINTING INC	85836 BROCHURES, DAY PASSES, SEASON PASSES	208-751-726.000	2,145.20
03/20/2018	AP	70449	MIDLAND COUNTY JUVENILE CARE CENTER	15-003-DL PLACEMENT 2/22/18 TO 2/28/18	292-662-930.810	1,085.00
03/20/2018	AP	70450	NETWORKFLEET INC	1337053	212-430-920.410	37.90
03/20/2018	AP	70451	NORTHERN MICHIGAN REVIEW	ADS	208-751-930.300	324.03
		70451		ADS	208-752-930.300	324.03
		70451		ADS	209-751-726.000	1.77
						649.83
03/20/2018	AP	70452	OFFICE DEPOT INC	INVOICE #985792385001	516-253-726.000	165.26
03/20/2018	AP	70453	OTSEGO COUNTY BUS SYSTEM	FEBRUARY 2018 DRUG COURT BUS	101-133-930.500	316.00
		70453		FEBRUARY 2018 ALTERNATIVE EDUCATION BUS	292-662-930.500	150.00
						466.00
03/20/2018	AP	70454	OTSEGO COUNTY FRIEND OF COURT	FOC PERF BOND	701-000-265.000	600.00
03/20/2018	AP	70455	PITNEY BOWES	POSTAGE	249-371-930.450	168.97
03/20/2018	AP	70456	PITNEY BOWES	3RD FLOOR POSTAGE METER LEASE PAYMENT - 1ST QTR (JAN-MAR 101-131-920.520		422.96
		70456		3RD FLOOR POSTAGE METER LEASE PAYMENT - 1ST QTR (JAN-MAR 101-267-930.450		183.28
		70456		3RD FLOOR POSTAGE METER LEASE PAYMENT - 1ST QTR (JAN-MAR 101-267-930.983		28.20
						634.44
03/20/2018	AP	70457	PITNEY BOWES	1ST FLOOR MAIL EQUIPMENT LEASE PAYMENT - 1ST QTR (JAN-MAR 101-131-920.520		211.48
		70457		1ST FLOOR MAIL EQUIPMENT LEASE PAYMENT - 1ST QTR (JAN-MAR 215-141-920.520		211.48
		70457		1ST FLOOR MAIL EQUIPMENT LEASE PAYMENT - 1ST QTR (JAN-MAR 292-662-920.520		211.48



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Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/20/2018	AP	70474	ACTIVE APPRAISAL, LLC	INV#17243A & INV#17242	208-751-940.010	500.00
03/20/2018	AP	70475	ALPINE WILDLIFE CONTROL LLC	INV#166 (BAT EXTRACTION FROM GYM CEILING)	208-752-726.000	150.00
03/20/2018	AP	70476	CROSSROADS INDUSTRIES	INV#18514 & INV#18593	282-000-123.000	44.28
03/20/2018	AP	70477	GENESEE COUNTY MEDICAL EXAMINER	INV.#A69-17-2005	101-648-930.920	1,283.00
03/20/2018	AP	70478	MICHIGAN FESTIVALS & EVENTS FDN	INV#19833 (ANNUAL DUES)	282-000-123.000	160.00
03/20/2018	AP	70479	NEW CENTURY SIGNS	INV#46264 & INV#46301	282-000-123.000	146.60
03/20/2018	AP	70480	NORTHERN ELECTRIC MATT PAULUS	REFUND OF CANCELLED PERMIT PE17-400	249-260-451.012	9.00
		70480		REFUND OF CANCELLED PERMIT PE17-400	249-260-451.042	50.00
		70480		REFUND OF CANCELLED PERMIT PE17-400	249-260-451.043	35.00
						94.00
03/20/2018	AP	70481	OTSEGO CONSERVATION DISTRICT	INV#669 (2017 EXPENSE)	226-528-940.010-PROG000000	4,548.00
03/20/2018	AP	70482	MARK STEVEN HENRY	3RD PTY BDR	701-000-265.000	450.00
03/20/2018	AP	70483	MARY PAYNE	OVERPAYMENT OF PROPERTY TAXES	516-030-694.000	130.00
03/20/2018	AP	70484	OTSEGO COUNTY	17-5334 \$90 BDA/\$10 BDU 17-5320 \$50 BDU 17-5326 \$50 BDU	701-000-265.000	200.00
03/20/2018	AP	70485	OTSEGO COUNTY FRIEND OF COURT	05-11166 \$120/05-11326 \$600/10-13413 \$300/00-8612 \$100	701-000-265.000	1,120.00
03/20/2018	AP	70486	REBECCA HERREN	P V HERREN	701-000-265.000	450.00
03/20/2018	AP	70487	SUSAN WIESZKOWIAK-SUDEK	OVERPAYMENT OF PROPERTY TAXES	516-030-694.000	301.23
			TOTAL - ALL FUNDS	TOTAL OF 82 CHECKS		120,340.53

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/20/2018	AP	1804(E)*#	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	930.660	301	1,708.59
				ACCT#FB 115	930.660	302	142.79
				ACCT#FB 115	930.660	648	95.26
				ACCT#FB 115	930.660	721	112.29
				CHECK AP 1804(E) TOTAL FOR FUND 101:			<u>2,058.93</u>
03/20/2018	AP	70420*#	CATHERINE ISBELL	15-03-DL TRANSPORT ON 3/6/18	930.500	134	130.80
				13-76-DL TRANSPORT ON 3/11/18	930.500	134	49.05
				15-03-DL TRANSPORT ON 3/6/18	940.010	134	60.00
				13-76-DL TRANSPORT ON 3/11/18	940.010	134	21.00
				CHECK AP 70420 TOTAL FOR FUND 101:			<u>260.85</u>
03/20/2018	AP	70421*#	CHARLES ISBELL	15-003-DL TRANSPORT ON 3/6/18	940.010	134	60.00
				13-76-DL TRANSPORT ON 3/11/18	940.010	134	21.00
				CHECK AP 70421 TOTAL FOR FUND 101:			<u>81.00</u>
03/20/2018	AP	70425	CORECOMM	115039078 MARCH 2018 COURT INTERNET	930.210	131	21.95
03/20/2018	AP	70426#	CROSSROADS INDUSTRIES	INV#18808	920.410	101	35.00
				INV#18808	920.410	215	25.00
				INV#18808	920.410	267	35.00
				INV#18808	920.410	301	35.00
				CHECK AP 70426 TOTAL FOR FUND 101:			<u>130.00</u>
03/20/2018	AP	70428*#	DE LAGE LANDEN PUBLIC FINANCE	INV#58339752	920.410	267	98.90
				INV#58339752	930.983	267	15.22
				INV#58339752	920.410	864	595.78
				CHECK AP 70428 TOTAL FOR FUND 101:			<u>709.90</u>
03/20/2018	AP	70433	GASLIGHT MEDIA	INV#56084	930.240	228	50.00
03/20/2018	AP	70438	JOYCE DARLENE FETROW	MARCH 2018 WEEKEND DRUG TESTER: MAR 10, 11	940.010	133	80.00
03/20/2018	AP	70443	KEVIN KING	FOC SMILE PROGRAM ON 1/11/17	940.010	166	175.00
03/20/2018	AP	70453*#	OTSEGO COUNTY BUS SYSTEM	FEBRUARY 2018 DRUG COURT BUS	930.500	133	316.00
03/20/2018	AP	70456#	PITNEY BOWES	3RD FLOOR POSTAGE METER LEASE PAYMENT - 1ST QTR (JAN-MAR	920.520	131	422.96

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				3RD FLOOR POSTAGE METER LEASE PAYMENT - 1ST QTR (JAN-MAR	930.450	267	183.28
				3RD FLOOR POSTAGE METER LEASE PAYMENT - 1ST QTR (JAN-MAR	930.983	267	28.20
				CHECK AP 70456 TOTAL FOR FUND 101:			<u>634.44</u>
03/20/2018	AP	70457*#	PITNEY BOWES	1ST FLOOR MAIL EQUIPMENT LEASE PAYMENT - 1ST QTR (JAN-MAR	920.520	131	211.48
03/20/2018	AP	70460*#	REDWOOD TOXICOLOGY LABORATORY INC	FEBRUARY 2018 DRUG COURT TESTING	940.010	133	15.00
03/20/2018	AP	70465	STEVEN ROLLINS	03/15/18 VETERANS MEETING PER DIEM, MILEAGE	703.040	682	50.00
				03/15/18 VETERANS MEETING PER DIEM, MILEAGE	930.500	682	3.30
				CHECK AP 70465 TOTAL FOR FUND 101:			<u>53.30</u>
03/20/2018	AP	70468	TIMOTHY MCPHERSON	03/12/18 REIMBURSEMENT POSTAGE AND UTILITIES, STATE GRANT	726.000	332	50.00
				03/12/18 REIMBURSEMENT POSTAGE AND UTILITIES, STATE GRANT	726.000	332	61.83
				CHECK AP 70468 TOTAL FOR FUND 101:			<u>111.83</u>
03/20/2018	AP	70471	UCMAN	INV#7194 (MARCH 2018)	930.240	864	800.00
03/20/2018	AP	70472	WAYNE BENTLEY	MARCH 2018 WEEKEND DRUG TESTER: MAR 3, 4, 10, 11	940.010	133	160.00
03/20/2018	AP	70477	GENESEE COUNTY MEDICAL EXAMINER	INV.#A69-17-2005	930.920	648	1,283.00
				Total for fund 101 GENERAL FUND			7,152.68
Fund: 205 WORK CAMP							
03/20/2018	AP	1804(E)*#	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	930.660	301	358.19
				Total for fund 205 WORK CAMP			358.19
Fund: 208 PARKS AND RECREATION							
03/20/2018	AP	1804(E)*#	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	930.660	751	77.31
				ACCT#FB 115	930.660	752	77.30
				CHECK AP 1804(E) TOTAL FOR FUND 208:			<u>154.61</u>
03/20/2018	AP	70415	ADVANCE ELECTRIC INC	LIGHT COVERS	726.000	752	192.93
03/20/2018	AP	70416	AMERICAN WASTE	2411789 GARBAGE BILL	920.200	752	82.40
03/20/2018	AP	70417	BARCO PRODUCTS COMPANY	BP00070373 PICNIC TABLES	970.435	901	4,108.16
03/20/2018	AP	70419	BONNY MILLER	PER DIEM, TRAVEL MARCH MEETING	703.040	752	50.00
				PER DIEM, TRAVEL MARCH MEETING	930.500	752	20.00

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Fund: 208 PARKS AND RECREATION							
				CHECK AP 70419 TOTAL FOR FUND 208:			70.00
03/20/2018	AP	70422*#	CHARTER COMMUNICATIONS	TELEPHONE/CABLE/INTERNET	726.000	751	24.99
				TELEPHONE/CABLE/INTERNET	930.210	751	39.99
				TELEPHONE/CABLE/INTERNET	726.000	752	90.69
				TELEPHONE/CABLE/INTERNET	930.210	752	39.99
				CHECK AP 70422 TOTAL FOR FUND 208:			195.66
03/20/2018	AP	70427	DAVE BARAGREY	PER DIEM, TRAVEL MARCH MEETING	703.040	752	50.00
				PER DIEM, TRAVEL MARCH MEETING	930.500	752	1.60
				CHECK AP 70427 TOTAL FOR FUND 208:			51.60
03/20/2018	AP	70430*#	DUNNS	OFFICE FURNITURE, FAX, PENS, RUBBER BANDS	726.000	752	36.70
				OFFICE FURNITURE, FAX, PENS, RUBBER BANDS	726.000	752	1,930.96
				CHECK AP 70430 TOTAL FOR FUND 208:			1,967.66
03/20/2018	AP	70437	JOHNSON OIL COMPANY	388564 OIL CHANGE	726.000	752	29.95
03/20/2018	AP	70439	JUDITH JARECKI	PER DIEM, TRAVEL MARCH MEETING	703.040	752	50.00
				PER DIEM, TRAVEL MARCH MEETING	930.500	752	16.00
				CHECK AP 70439 TOTAL FOR FUND 208:			66.00
03/20/2018	AP	70440	JUSTIN WING	PER DIEM, TRAVEL MARCH MEETING	703.040	752	50.00
				PER DIEM, TRAVEL MARCH MEETING	930.500	752	8.55
				CHECK AP 70440 TOTAL FOR FUND 208:			58.55
03/20/2018	AP	70441	KELLI PARKER	PER DIEM, TRAVEL MARCH MEETING	703.040	752	50.00
				PER DIEM, TRAVEL MARCH MEETING	930.500	752	2.50
				CHECK AP 70441 TOTAL FOR FUND 208:			52.50
03/20/2018	AP	70445	LIVINFRESH	BEAR BASKETBALL T-SHIRTS	940.010	752	966.00
03/20/2018	AP	70446	LOWES	914645 AIR FRESHENER, DUST MOP, MINI BLINDS	726.000	752	89.20
				914645 AIR FRESHENER, DUST MOP, MINI BLINDS	726.025	752	32.10
				CHECK AP 70446 TOTAL FOR FUND 208:			121.30

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Fund: 208 PARKS AND RECREATION							
03/20/2018	AP	70448	MID NORTH PRINTING INC	85836 BROCHURES, DAY PASSES, SEASON PASSES	726.000	751	2,145.20
03/20/2018	AP	70451*#	NORTHERN MICHIGAN REVIEW	ADS	930.300	751	324.03
				ADS	930.300	752	324.03
				CHECK AP 70451 TOTAL FOR FUND 208:			<u>648.06</u>
03/20/2018	AP	70459	RANDY STULTS	PER DIEM, TRAVEL MARCH MEETING	703.040	752	50.00
				PER DIEM, TRAVEL MARCH MEETING	930.500	752	10.60
				CHECK AP 70459 TOTAL FOR FUND 208:			<u>60.60</u>
03/20/2018	AP	70462	SCOTT COURTERIER	PER DIEM, TRAVEL MARCH MEETING	703.040	752	50.00
				PER DIEM, TRAVEL MARCH MEETING	930.500	752	8.50
				CHECK AP 70462 TOTAL FOR FUND 208:			<u>58.50</u>
03/20/2018	AP	70469	UCMAN	7178 WIRELESS INTERNET	726.000	752	59.95
03/20/2018	AP	70473	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL MARCH MEETING	703.040	752	50.00
				PER DIEM, TRAVEL MARCH MEETING	930.500	752	3.00
				CHECK AP 70473 TOTAL FOR FUND 208:			<u>53.00</u>
03/20/2018	AP	70474	ACTIVE APPRAISAL, LLC	INV#17243A & INV#17242	940.010	751	250.00
				INV#17243A & INV#17242	940.010	751	250.00
				CHECK AP 70474 TOTAL FOR FUND 208:			<u>500.00</u>
03/20/2018	AP	70475	ALPINE WILDLIFE CONTROL LLC	INV#166 (BAT EXTRACTION FROM GYM CEILING)	726.000	752	150.00
				Total for fund 208 PARKS AND RECREATION			11,792.63
Fund: 209 GROEN NATURE PRESERVE FUND							
03/20/2018	AP	70430*#	DUNNS	OFFICE FURNITURE, FAX, PENS, RUBBER BANDS	726.000	751	2.60
03/20/2018	AP	70432*#	FRONTIER	PHONE BILL	930.210	751	94.96
03/20/2018	AP	70434	GREAT LAKES ENERGY	712070778-002	930.620	751	119.80
				712070778-002	930.620	751	95.00
				712070778-002	930.620	751	16.00
				712070778-002	930.620	751	16.00
				712070778-002	930.620	751	33.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 209 GROEN NATURE PRESERVE FUND							
				712070778-002	930.620	751	986.00
				CHECK AP 70434 TOTAL FOR FUND 209:			<u>1,265.80</u>
03/20/2018	AP	70444	LISTVAN PLUMBING & HEATING	115325 FIX FURNACE AT GROEN	726.050	751	394.66
03/20/2018	AP	70447	MAXIMUM SECURITY	14390/14433	726.000	751	89.97
				14390/14433	726.000	751	209.94
				CHECK AP 70447 TOTAL FOR FUND 209:			<u>299.91</u>
03/20/2018	AP	70451*#	NORTHERN MICHIGAN REVIEW	ADS	726.000	751	1.77
03/20/2018	AP	70458	PRESQUE ISLE ELECTRIC AND GAS CO-OP	GAS BILL	930.610	751	1,262.16
				Total for fund 209 GROEN NATURE PRESERVE FUND			3,321.86
Fund: 210 AMBULANCE SERVICES							
03/20/2018	AP	1804(E)*#	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	700.000	651	4,093.68
				Total for fund 210 AMBULANCE SERVICES			4,093.68
Fund: 212 ANIMAL CONTROL							
03/20/2018	AP	1802(E)*#	DTE ENERGY	91002127460 ANIMAL CONTROL	930.610	430	887.05
03/20/2018	AP	1804(E)*#	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	930.660	430	352.47
03/20/2018	AP	70428*#	DE LAGE LANDEN PUBLIC FINANCE	INV#58339752	920.410	430	141.55
03/20/2018	AP	70450	NETWORKFLEET INC	1337053	920.410	430	37.90
				Total for fund 212 ANIMAL CONTROL			1,418.97
Fund: 215 FRIEND OF THE COURT							
03/20/2018	AP	70457*#	PITNEY BOWES	1ST FLOOR MAIL EQUIPMENT LEASE PAYMENT - 1ST QTR (JAN-MAR	920.520	141	211.48
				Total for fund 215 FRIEND OF THE COURT			211.48
Fund: 226 RECYCLING FUND							
03/20/2018	AP	1800(E)*#	CONSUMERS ENERGY	ACCT#1000 7028 9754 (247 OLD STATE ROAD)	930.620	528	26.03
03/20/2018	AP	70481	OTSEGO CONSERVATION DISTRICT	INV#669 (2017 EXPENSE)	940.010	528	4,548.00
				Total for fund 226 RECYCLING FUND			4,574.03
Fund: 233 HUD GRANT FUND							
03/20/2018	AP	70436	JOHN LAFAVE	03/15/18 HOUSING MEETING PER DIEM, MILEAGE	703.040	690	50.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 233 HUD GRANT FUND							
				03/15/18 HOUSING MEETING PER DIEM, MILEAGE	930.500	690	6.27
				CHECK AP 70436 TOTAL FOR FUND 233:			<u>56.27</u>
03/20/2018	AP	70442	KEVAN D FLORY	03/15/18 HOUSING MEETING PER DIEM	703.040	690	50.00
03/20/2018	AP	70463	SIMMONS & SON BUILDERS LLC	PROJECT #04-2017 50% COMPLETE, CDBG P.I. FUNDS	940.010	690	20,827.00
03/20/2018	AP	70464	STEVE RIOZZI	03/15/18 HOUSING MEETING PER DIEM, MILEAGE	703.040	690	50.00
				03/15/18 HOUSING MEETING PER DIEM, MILEAGE	930.500	690	3.62
				CHECK AP 70464 TOTAL FOR FUND 233:			<u>53.62</u>
03/20/2018	AP	70466	TAMMY LABOUEF	03/15/18 HOUSING MEETING PER DIEM	703.040	690	50.00
				Total for fund 233 HUD GRANT FUND			21,036.89
Fund: 249 BUILDING INSPECTION FUND							
03/20/2018	AP	1804(E)*#	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	930.660	371	37.43
03/20/2018	AP	70424	CHOSEN ELECTRIC INCORPORATED	SERVICES 02/28/18 THRU 03/08/18	801.026	371	1,220.00
				SERVICES 03/13/18 THRU 03/13/18	801.026	371	550.00
				CHECK AP 70424 TOTAL FOR FUND 249:			<u>1,770.00</u>
03/20/2018	AP	70428*#	DE LAGE LANDEN PUBLIC FINANCE	INV#58339752	920.410	371	100.42
03/20/2018	AP	70455	PITNEY BOWES	POSTAGE	930.450	371	168.97
03/20/2018	AP	70480	NORTHERN ELECTRIC MATT PAULUS	REFUND OF CANCELLED PERMIT PE17-400	451.012	260	9.00
				REFUND OF CANCELLED PERMIT PE17-400	451.042	260	50.00
				REFUND OF CANCELLED PERMIT PE17-400	451.043	260	35.00
				CHECK AP 70480 TOTAL FOR FUND 249:			<u>94.00</u>
				Total for fund 249 BUILDING INSPECTION FUND			2,170.82
Fund: 261 911 SERVICE FUND							
03/20/2018	AP	70432*#	FRONTIER	ACCT#989-732-9752-032210-5 & 989-732-2373-030804-5	930.210	427	60.31
03/20/2018	AP	70470	UCMAN	INV.#7187 (MARCH 2018)	930.240	427	200.00
				Total for fund 261 911 SERVICE FUND			260.31
Fund: 266 EQUIPMENT FUND							
03/20/2018	AP	1804(E)*#	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	930.660	901	74.17

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 266 EQUIPMENT FUND							
				Total for fund 266 EQUIPMENT FUND			74.17
Fund: 281 AIRPORT							
03/20/2018	AP	1804(E)*#	FLEETCOR SUPERFLEET MASTERCARD	ACCT#FB 115	930.660	537	67.31
03/20/2018	AP	1805(A)	GAYLORD ARFF INC	AIRPORT AFTER HOURS/OVERTIME 2017	940.010	537	210.83
03/20/2018	AP	70422*#	CHARTER COMMUNICATIONS	AIRPORT TV INTERNET PHONE 44755022218	920.410	537	366.12
				Total for fund 281 AIRPORT			644.26
Fund: 282 AIRPORT SPECIAL EVENTS FUND							
03/20/2018	AP	70476	CROSSROADS INDUSTRIES	INV#18514 & INV#18593	123.000	000	26.88
				INV#18514 & INV#18593	123.000	000	17.40
				CHECK AP 70476 TOTAL FOR FUND 282:			44.28
03/20/2018	AP	70478	MICHIGAN FESTIVALS & EVENTS FDN	INV#19833 (ANNUAL DUES)	123.000	000	160.00
03/20/2018	AP	70479	NEW CENTURY SIGNS	INV#46264 & INV#46301	123.000	000	135.00
				INV#46264 & INV#46301	123.000	000	11.60
				CHECK AP 70479 TOTAL FOR FUND 282:			146.60
				Total for fund 282 AIRPORT SPECIAL EVENTS FUND			350.88
Fund: 292 CHILD CARE FUND							
03/20/2018	AP	70413	20TH CIRCUIT COURT	15-58-DL PLACEMENT 2/1/18 TO 2/28/18	930.810	662	5,180.00
03/20/2018	AP	70414	7TH PROBATE FAMILY COURT	15-20-DL PLACEMENT 2/1/18 TO 2/28/18	930.810	662	4,480.00
03/20/2018	AP	70420*#	CATHERINE ISBELL	15-003-DL TRANSPORT ON 3/6/18	930.500	662	16.35
				13-76-DL TRANSPORT ON 3/11/18	930.500	662	24.52
				15-003-DL TRANSPORT ON 3/6/18	930.830	662	9.00
				13-76-DL TRANSPORT ON 3/11/18	930.830	662	12.00
				CHECK AP 70420 TOTAL FOR FUND 292:			61.87
03/20/2018	AP	70421*#	CHARLES ISBELL	15-003-DL TRANSPORT ON 3/6/18	930.830	662	9.00
				15-003-DL TRANSPORT ON 3/11/18	930.830	662	12.00
				CHECK AP 70421 TOTAL FOR FUND 292:			21.00
03/20/2018	AP	70423	CHILD & FAMILY SERVICES OF NW MI	17-26-NA PLACEMENT 2/1/18 TO 2/28/18	930.810	662	482.72
03/20/2018	AP	70431	EAGLE VILLAGE	15-92-DL PLACEMENT 2/1/18 TO 2/28/18	930.810	662	5,850.88

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/20/2018 - 03/20/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 292 CHILD CARE FUND							
				17-18-DL PLACEMENT 2/1/18 TO 2/28/18	930.810	662	5,850.88
				CHECK AP 70431 TOTAL FOR FUND 292:			<u>11,701.76</u>
03/20/2018	AP	70449	MIDLAND COUNTY JUVENILE CARE CENTER	15-003-DL PLACEMENT 2/22/18 TO 2/28/18	930.810	662	1,085.00
03/20/2018	AP	70453*#	OTSEGO COUNTY BUS SYSTEM	FEBRUARY 2018 ALTERNATIVE EDUCATION BUS	930.500	662	150.00
03/20/2018	AP	70457*#	PITNEY BOWES	1ST FLOOR MAIL EQUIPMENT LEASE PAYMENT - 1ST QTR (JAN-MAR	920.520	662	211.48
03/20/2018	AP	70460*#	REDWOOD TOXICOLOGY LABORATORY INC	FEBRUARY 2018 JUVENILE DRUG TESTING	801.030	662	47.45
03/20/2018	AP	70461	SATELLITE TRACKING OF PEOPLE LLC	FEBRUARY 2018 JUVENILE TETHER	940.010	662	361.00
03/20/2018	AP	70467	THERSA LAUBER	16-87-NA PLACEMENT 2/1/18 TO 2/28/18	930.700	662	1,105.44
				Total for fund 292 CHILD CARE FUND			24,887.72
Fund: 472 LIBRARY BUILDING CONSTRUCTION BOND FUND							
03/20/2018	AP	70435	INTEGRITY CONSTRUCTION SERVICES LLC	PROJECT#2517 LIBRARY EXPANSION	970.300	901	7,468.00
				Total for fund 472 LIBRARY BUILDING CONSTRUCTION BOND FUND			7,468.00
Fund: 516 DELINQUENT TAX REVOLVING							
03/20/2018	AP	70452	OFFICE DEPOT INC	INVOICE #985792385001	726.000	253	165.26
03/20/2018	AP	70483	MARY PAYNE	OVERPAYMENT OF PROPERTY TAXES	694.000	030	130.00
03/20/2018	AP	70487	SUSAN WIESZKOWIAK-SUDEK	OVERPAYMENT OF PROPERTY TAXES	694.000	030	301.23
				Total for fund 516 DELINQUENT TAX REVOLVING			596.49
Fund: 588 TRANSPORTATION FUND							
03/20/2018	AP	1800(E)*#	CONSUMERS ENERGY	203407916743 FEBRUARY	930.620	697	942.78
03/20/2018	AP	1802(E)*#	DTE ENERGY	910020860953 FEBRUARY	930.610	697	2,671.15
				Total for fund 588 TRANSPORTATION FUND			3,613.93
Fund: 637 BUILDING AND GROUNDS							
03/20/2018	AP	1801(E)	CONSUMERS ENERGY	VARIOUS SERVICE ADDRESSES	930.620	265	183.59
				VARIOUS SERVICE ADDRESSES	930.620	265	2,981.83
				VARIOUS SERVICE ADDRESSES	930.620	265	85.12
				CHECK AP 1801(E) TOTAL FOR FUND 637:			<u>3,250.54</u>
03/20/2018	AP	1802(E)*#	DTE ENERGY	VARIOUS DEPT. ACCTS.	930.610	265	734.09
				VARIOUS DEPT. ACCTS.	930.610	265	1,016.22

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 637 BUILDING AND GROUNDS							
				VARIOUS DEPT. ACCTS.	930.610	265	406.96
				VARIOUS DEPT. ACCTS.	930.610	265	4,028.95
				VARIOUS DEPT. ACCTS.	930.610	265	2,464.85
				CHECK AP 1802(E) TOTAL FOR FUND 637:			<u>8,651.07</u>
03/20/2018	AP	1803(E)	DTE ENERGY	ACCT#9100 208 4756 2 & ACCT#9100 216 8857 7	930.610	265	145.38
				ACCT#9100 208 4756 2 & ACCT#9100 216 8857 7	930.610	265	212.86
				CHECK AP 1803(E) TOTAL FOR FUND 637:			<u>358.24</u>
03/20/2018	AP	70412	123NET	ACCT#110735 INV#366456	930.210	265	1,319.13
03/20/2018	AP	70432*#	FRONTIER	ACCT#989-732-9752-032210-5 & 989-732-2373-030804-5	930.210	265	60.96
				Total for fund 637 BUILDING AND GROUNDS			13,639.94
Fund: 647 HEALTH CARE FUND							
03/20/2018	AP	70418	BENISTAR HARTFORD - 6795	INV#04012018 ACCT#06218 (APRIL 2018)	704.110	851	7,405.88
				Total for fund 647 HEALTH CARE FUND			7,405.88
Fund: 701 GENERAL AGENCY							
03/20/2018	AP	70454	OTSEGO COUNTY FRIEND OF COURT	FOC PERF BOND	265.000	000	600.00
03/20/2018	AP	70482	MARK STEVEN HENRY	3RD PTY BDR	265.000	000	450.00
03/20/2018	AP	70484	OTSEGO COUNTY	17-5334 \$90 BDA/\$10 BDU 17-5320 \$50 BDU 17-5326 \$50 BDU	265.000	000	200.00
03/20/2018	AP	70485	OTSEGO COUNTY FRIEND OF COURT	05-11166 \$120/05-11326 \$600/10-13413 \$300/00-8612 \$100	265.000	000	1,120.00
03/20/2018	AP	70486	REBECCA HERREN	P V HERREN	265.000	000	450.00
				Total for fund 701 GENERAL AGENCY			2,820.00
Fund: 704 PAYROLL IMPREST FUND							
03/20/2018	AP	70429	DEARBORN NATIONAL	ACCT#EAB2G00106-1 (APRIL 2018)	231.870	000	2,447.72
				Total for fund 704 PAYROLL IMPREST FUND			2,447.72
			TOTAL - ALL FUNDS				120,340.53

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

\*#--INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  March 29, 2018 Warrant	<b>AGENDA DATE:</b>  March 29, 2018
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 2.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Tim Hanley, Finance Director/Assistant County Administrator	<b>ATTORNEY REVIEW:</b>  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 29, 2018 warrant is in the amount of \$686,572.56. Major expenditures in the warrant include:

- \$59,426.20 Gaylord ARFF 2<sup>nd</sup> quarter billing
- \$25,820.98 Northern Michigan Regional Entity contracted expense
- \$39,612.18 Blue Care Network April 2018
- \$35,073.50 BCBS Michigan April 2018
- \$35,426.19 MCWCF 2<sup>nd</sup> quarter billing
- \$233,600 The Bank of New York Mellon Building Authority loan

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$686,572.56.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/29/2018 - 03/29/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/29/2018	AP	1807(E)*#	FIRST BANKCARD	TREAS CC ACTIVITY 2/8/18 TO 3/6/18	726.000	131	109.48
				TREAS CC ACTIVITY 2/8/18 TO 3/6/18	726.000	228	75.79
				TREAS CC ACTIVITY 2/8/18 TO 3/6/18	801.020	267	10.00
				CC EXPENSES	704.400	301	425.00
				CC EXPENSES	726.000	301	124.99
				CC EXPENSES	726.000	301	62.19
				CC EXPENSES	726.000	301	9.28
				CC EXPENSES	930.500	301	248.61
				CC EXPENSES	726.000	302	108.97
				CC EXPENSES	940.010	331	42.63
				CC EXPENSES	726.000	351	14.94
				TREAS CC ACTIVITY 2/8/18 TO 3/6/18	726.000	351	17.43
				CC EXPENSES	930.700	351	237.88
				CHECK AP 1807(E) TOTAL FOR FUND 101:			<u>1,487.19</u>
03/29/2018	AP	1808(E)*#	FIRST BANKCARD	ADMINISTRATION CREDIT CARD DUE 04/07/2018	704.400	101	1,050.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.500	131	335.72
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.500	131	335.72
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	50.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	50.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	50.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	50.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	50.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	50.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	50.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	(50.00)
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	133	50.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.500	145	105.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.500	145	115.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.500	145	105.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	704.400	267	335.72
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.450	301	6.70
				CHECK AP 1808(E) TOTAL FOR FUND 101:			<u>2,778.86</u>
03/29/2018	AP	1809(E)*#	FIRST BANKCARD	ADMINISTRATION CR. CARD DUE 03/07/2018	726.000	267	76.49
03/29/2018	AP	1811(A)	GARY GELOW	APRIL 2018 CAA CONTRACT PAYMENT	801.021	131	12,180.68

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/29/2018 - 03/29/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/29/2018	AP	1814(A)	NORTHERN MICHIGAN REGIONAL ENTITY	2017 EXPENSE	940.010	631	25,820.98
03/29/2018	AP	1815(A)	US POSTAL SERVICE-CAPS SVC CENTER	APRIL 2018 JURY SUMMONS MAILING	930.450	145	225.00
03/29/2018	AP	70488	87- A DISTRICT	FEBRUARY 2018 GARNISHMENT & CREDIT CARD FEES	930.150	131	767.50
03/29/2018	AP	70489	87-A DISTRICT COURT- IMPREST CASH	\$50.00 START UP CASH DRAWER FUNDS (4-CASH DRAWERS) - SCAO 004.130		000	200.00
03/29/2018	AP	70491*	ALPINE LOCKSMITH	OFFICE REKEY - DUPLICATE KEYS MADE FOR STATIONS	726.000	253	32.50
03/29/2018	AP	70496	AXON ENTERPRISE INC	TASER ASSURANCE PLAN ANNUAL PAYMENT	726.046	301	3,059.56
03/29/2018	AP	70497	BILL MARSH FORD GAYLORD	69-5 REPAIR- NO HEAT / COOLANT ODOR	920.400	301	1,971.42
				69-5 REPAIR- NO HEAT / COOLANT ODOR	920.400	301	463.40
				CHECK AP 70497 TOTAL FOR FUND 101:			<u>2,434.82</u>
03/29/2018	AP	70498*#	BLUE CARE NETWORK	00182055 APRIL 2018 COURT MEDICAL	704.110	131	6,745.25
				00182055 APRIL 2018 COURT MEDICAL	704.110	148	1,259.64
				CHECK AP 70498 TOTAL FOR FUND 101:			<u>8,004.89</u>
03/29/2018	AP	70501	BOBELDYK & ASSOC.	INV 10049082; SERVICE OF SUBPOENA	930.450	267	26.00
03/29/2018	AP	70504	BRIAN NEAR	COUNTY BURIAL ALLOWANCE, VETERAN	930.960	681	300.00
03/29/2018	AP	70505	BROWNELLS INC	RANGE SUPPLIES- ARMORERS PROFESSIONAL KIT	726.006	301	189.11
03/29/2018	AP	70508*#	CDW GOVERNMENT INC	WIRELESS KEYBOARD/MOUSE COMBO	726.000	131	44.00
				LEXMARK MS317DN PRINTER + TONER - QUOTE JPFW165	726.000	215	140.00
				LEXMARK MS317DN PRINTER + TONER - QUOTE JPFW165	726.000	215	72.00
				CHECK AP 70508 TOTAL FOR FUND 101:			<u>256.00</u>
03/29/2018	AP	70515*#	CROSSROADS INDUSTRIES	INV#18864 (MARCH 2018)	920.410	101	35.00
				INV#18864 (MARCH 2018)	920.410	215	25.00
				INV#18864 (MARCH 2018)	920.410	267	35.00
				INV#18864 (MARCH 2018)	920.410	301	35.00
				CHECK AP 70515 TOTAL FOR FUND 101:			<u>130.00</u>
03/29/2018	AP	70518	DE LAGE LANDEN PUBLIC FINANCE	MARCH 2018 COURT COPY MACHINE LEASE PAYMENT	920.520	131	130.99
03/29/2018	AP	70519	DE LAGE LANDEN PUBLIC FINANCE	INV#58428911	920.410	257	189.91

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/29/2018 - 03/29/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/29/2018	AP	70520*	DEKETO LLC	FEBRUARY 2018 DOCUMENTS	920.410	215	479.33
03/29/2018	AP	70521*#	DELL MARKETING LP	DELL LATITUDE 5590 - QUOTE 3000022071648.1	726.000	351	1,200.85
03/29/2018	AP	70523	DELUXE BUSINESS CHECKS	LASER CHECKS: BOND AND GARNISHMENT ACCTS	726.000	131	509.89
03/29/2018	AP	70524	DEWOLF AND ASSOCIATES	FOX TRAINING FEB 19-23, 2018	704.400	301	745.00
03/29/2018	AP	70525*#	DUNNS	CLASSIFICATION FOLDERS, PENS, LABELS	726.000	131	30.27
				875372-0	726.000	215	33.72
				OFFICE SUPPLIES	726.000	253	34.36
				2018 0316 DUNNS MAR 1 STMT	726.000	257	158.70
				ACCT#1738	726.000	267	34.10
				INDEX CARD GUIDE / INDEX CARD BINDER	726.000	301	11.89
				INDEX CARD GUIDE / INDEX CARD BINDER	726.000	351	2.37
				SHREDDER FOR CONTROL ROOM	726.000	351	236.89
				NOTE PAD	726.000	351	7.99
				ACCT# 2647 COPIER CONTRACT, MONTH END 02/28/18	920.410	682	26.24
				ACCT#1738	726.000	864	305.17
				ACCT#3603 (MSUE/OCD COPIER)	726.000	864	287.55
				CHECK AP 70525 TOTAL FOR FUND 101:			<u>1,169.25</u>
03/29/2018	AP	70528	ELLIE PANCI	VICTIM RM SUPPLIES; VICTIM RIGHTS WEEK SUPPLIES	930.983	267	28.09
				VICTIM RM SUPPLIES; VICTIM RIGHTS WEEK SUPPLIES	930.983	267	323.32
				CHECK AP 70528 TOTAL FOR FUND 101:			<u>351.41</u>
03/29/2018	AP	70532	GAYLORD COMMUNITY FUNERAL HOME	COUNTY BURIAL ALLOWANCE, VETERAN	930.960	681	300.00
03/29/2018	AP	70542	IMPREST CASH OTSEGO COUNTY CLERK	CLOROX WIPES;KLEENEX	726.000	215	15.01
03/29/2018	AP	70547	JANS NORTHSIDE DELI & MARKET	MANAGEMENT TEAM MEETING LUNCH	930.500	101	238.75
03/29/2018	AP	70548	JAVSI	01/01/18 TO 12/31/18 ANNUAL MAINTENANCE AGREEMENT	920.410	131	12,180.00
03/29/2018	AP	70551	KERRIE JO DAENZER	GUARDIAN AD LITEM REPORT ON 3/9/18	930.500	131	17.25
				GUARDIAN AD LITEM REPORT ON 3/9/18	930.830	131	30.00
				CHECK AP 70551 TOTAL FOR FUND 101:			<u>47.25</u>

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/29/2018 - 03/29/2018

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
03/29/2018	AP	70555*#	LINCOLN FINANCIAL	CICOTSEGO-BL-954784 - APRIL 2018	704.140	131	436.89
				CICOTSEGO-BL-954784 - APRIL 2018	704.140	133	38.60
				CHECK AP 70555 TOTAL FOR FUND 101:			<u>475.49</u>
03/29/2018	AP	70556	LONG COUNTY SHERIFF'S OFFICE	SERVICE - CHILD SUPPORT DOCS, 17-17092 DP	930.450	268	50.00
03/29/2018	AP	70558*#	MCWCF	MEMBER 760 - 2ND QUARTER PAYMENT	704.600	131	595.71
				MEMBER 760 - 2ND QUARTER PAYMENT	704.600	133	115.28
				CHECK AP 70558 TOTAL FOR FUND 101:			<u>710.99</u>
03/29/2018	AP	70563#	MGT OF AMERICA, INC	INV 33240 & 33271; CRP MAR BILLING, IV-E MAR SERVICE	920.410	267	750.00
				INV 33240 & 33271; CRP MAR BILLING, IV-E MAR SERVICE	920.410	268	1,100.00
				CHECK AP 70563 TOTAL FOR FUND 101:			<u>1,850.00</u>
03/29/2018	AP	70565	MICHIGAN ASSOC OF PLANNING	INV#28689 (PLANNER AD)	930.300	721	75.00
03/29/2018	AP	70567	MID NORTH PRINTING INC	INV 85875; VICTIM ADVOCATE BROCHURES	930.983	267	140.00
03/29/2018	AP	70569#	NETWORKFLEET INC	FEBRUARY MONTHLY SERVICE	920.410	301	75.80
				FEBRUARY MONTHLY SERVICE	920.410	302	18.95
				FEBRUARY MONTHLY SERVICE	920.410	334	18.95
				FEBRUARY MONTHLY SERVICE	920.410	351	18.95
				CHECK AP 70569 TOTAL FOR FUND 101:			<u>132.65</u>
03/29/2018	AP	70571*#	NORTHERN MICHIGAN REVIEW	2018 0316 NOR MICH REV MBOR NOTICE	930.300	257	225.59
				POSTING FOR CIVIL / CORRECTIONS OFFICER	930.300	302	72.00
				POSTING FOR CIVIL / CORRECTIONS OFFICER	930.300	351	72.00
				CHECK AP 70571 TOTAL FOR FUND 101:			<u>369.59</u>
03/29/2018	AP	70574	OMH MEDICAL GROUP & MEDCAR WALKIN	60162 - PREPLACEMENT PHYSICAL BASIC EXAM	940.010	253	65.00
03/29/2018	AP	70575*#	OMS COMPLIANCE SERVICES INC	NON-DOT PREEMPLOYMENT DRUG TEST	940.010	253	79.50
03/29/2018	AP	70578#	OTSEGO COUNTY EMS	STATEMENT 03/09/2018	726.000	301	229.76
				STATEMENT 03/09/2018	940.010	427	7,500.00
				STATEMENT 03/09/2018	930.240	648	300.00
				MORGUE COSTS	930.460	648	426.00
				MORGUE COSTS	930.460	648	419.50

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Fund: 101 GENERAL FUND							
				MORGUE COSTS	930.460	648	406.50
				CHECK AP 70578 TOTAL FOR FUND 101:			<u>9,281.76</u>
03/29/2018	AP	70579	OTSEGO COUNTY TREASURER	46TH TRIAL COURT JUROR VOUCHERS (16)	930.930	145	421.80
03/29/2018	AP	70581	PAK MAIL CENTERS OF AMERICA	COURT OF APPEALS J-06-168-NA, J-06-169-NA & J-17-001-NA	930.450	131	18.64
03/29/2018	AP	70582	PITNEY BOWES	INV#3305580415 ACCT#0010823078	920.410	864	477.60
03/29/2018	AP	70584	PROSECUTING ATTORNEYS ASSOCIATION M	PAAM CONF REGISTRATION MAY 1-2, GOODRICH & BYRNE	704.400	267	80.00
03/29/2018	AP	70585*#	PROTECTION ONE	3/28/18 TO 4/27/18 DC/FAMILY WING MONITORING	940.010	131	57.26
				3/28/18 TO 4/27/18 ADMIN/PA WING MONITORING	940.010	131	28.63
				3/28/18 TO 4/27/18 ADMIN/PA WING MONITORING	920.410	267	25.05
				3/28/18 TO 4/27/18 ADMIN/PA WING MONITORING	930.983	267	3.58
				CHECK AP 70585 TOTAL FOR FUND 101:			<u>114.52</u>
03/29/2018	AP	70590	SAGINAW COUNTY PROBATE COURT	DEFERMENT HEARING ON 3/5/18	801.022	131	65.00
03/29/2018	AP	70597	STEPHANY GODDARD	GUARDIANSHIP REVIEW ON 3/6/18	930.500	131	10.00
				GUARDIANSHIP REVIEW ON 3/6/18	930.830	131	30.00
				CHECK AP 70597 TOTAL FOR FUND 101:			<u>40.00</u>
03/29/2018	AP	70598	STEPHIE MARIE JOHNSON	GUARDIANSHIP REVIEW ON 3/6/18	930.830	131	30.00
03/29/2018	AP	70600*#	TELEPHONE SUPPORT SYSTEMS INC	TREAS OFFICE - RESET PASSWORDS	726.000	253	49.00
03/29/2018	AP	70603#	THOMSON WEST	ACCT 1000715367; INV 837885361, 837885362, 837806239; MAR' 18 CH	726.200	267	431.23
				INV 837789171; ACCT 1000242483; CLEAR CHGS	726.200	268	197.03
				CHECK AP 70603 TOTAL FOR FUND 101:			<u>628.26</u>
03/29/2018	AP	70610	WAYNE BENTLEY	MARCH 2018 WEEKEND DRUG TESTER: MAR.18			** VOIDED **
				MARCH 2018 WEEKEND DRUG TESTER: MAR. 18			** VOIDED **
03/29/2018	AP	70611	WEST PAYMENT CENTER	MI RULES OF COURT: STATE & FEDERAL	726.200	131	895.00
03/29/2018	AP	70613	WEST PAYMENT CENTER	FEBRUARY 2018 COURT SKIP TRACING FEE	940.010	131	125.08
03/29/2018	AP	70616	WAYNE BENTLEY	MARCH 2018 WEEKEND DRUG TESTER: MAR. 18	940.010	133	40.00
				Total for fund 101 GENERAL FUND			91,742.10

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Fund: 205 WORK CAMP								
03/29/2018	AP	70587	REDWOOD TOXICOLOGY LABORATORY INC	WORK CAMP DRUG TESTING SUPPLIES	726.000	301	50.00	
							Total for fund 205 WORK CAMP	50.00
Fund: 208 PARKS AND RECREATION								
03/29/2018	AP	1806(E)*#	CONSUMERS ENERGY	201539069353 CENTER ELECTRIC BILL	930.620	752	542.51	
03/29/2018	AP	70573	NORTHWEST MICHIGAN COMMUNITY HEALTH	WATER SAMPLE BOTTLES FOR PARK AND IRONTONE	920.200	751	600.00	
03/29/2018	AP	70580	OTSEGO OUTDOOR MAINTENANCE LLC	7169 SNOW PLOWING FEBRUARY	920.320	752	202.00	
							Total for fund 208 PARKS AND RECREATION	1,344.51
Fund: 209 GROEN NATURE PRESERVE FUND								
03/29/2018	AP	1809(E)*#	FIRST BANKCARD	ADMINISTRATION CR. CARD DUE 03/07/2018	726.000	751	42.39	
							Total for fund 209 GROEN NATURE PRESERVE FUND	42.39
Fund: 210 AMBULANCE SERVICES								
03/29/2018	AP	70571*#	NORTHERN MICHIGAN REVIEW	ACCT#185818 INV.#22818	930.300	651	41.63	
							Total for fund 210 AMBULANCE SERVICES	41.63
Fund: 212 ANIMAL CONTROL								
03/29/2018	AP	1807(E)*#	FIRST BANKCARD	TREAS CC ACTIVITY 2/8/18 TO 3/6/18	726.000	430	194.99	
					TREAS CC ACTIVITY 2/8/18 TO 3/6/18	930.400	430	78.00
							CHECK AP 1807(E) TOTAL FOR FUND 212:	<u>272.99</u>
03/29/2018	AP	70525*#	DUNNS	ACCT#1738	726.000	430	179.49	
03/29/2018	AP	70533	GAYLORD VETERINARY SERVICES	FEB 2018	930.471	430	394.56	
					FEB 2018	930.980	430	560.00
							CHECK AP 70533 TOTAL FOR FUND 212:	<u>954.56</u>
03/29/2018	AP	70535	HALL VETERINARY CLINIC	INV#95781 (2017 EXPENSE)	930.471	430	250.00	
03/29/2018	AP	70544	IMPREST CASH-ANIMAL CONTROL	BATTERIES AND SUPPLIES	726.000	430	11.78	
					BATTERIES AND SUPPLIES	930.660	430	59.50
							CHECK AP 70544 TOTAL FOR FUND 212:	<u>71.28</u>
03/29/2018	AP	70571*#	NORTHERN MICHIGAN REVIEW	ACCT#185818 INV.#22818	930.300	430	78.63	
03/29/2018	AP	70589	ROSERUSH SERVICES LLC	5245 ANNUAL LICENSE/UPGRADE	920.410	430	1,650.00	

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Fund: 212 ANIMAL CONTROL							
03/29/2018	AP	70601*#	TENURGY, LLC	OTCO-102	930.610	430	74.16
Total for fund 212 ANIMAL CONTROL							3,531.11
Fund: 215 FRIEND OF THE COURT							
03/29/2018	AP	70498*#	BLUE CARE NETWORK	00182055 APRIL 2018 COURT MEDICAL	704.110	141	6,170.22
03/29/2018	AP	70517	DE LAGE LANDEN PUBLIC FINANCE	MARCH 2018 FOC COPY MACHINE LEASE PAYMENT	920.520	141	118.58
03/29/2018	AP	70555*#	LINCOLN FINANCIAL	CICOTSEGO-BL-954784 - APRIL 2018	704.140	141	185.89
03/29/2018	AP	70558*#	MCWCF	MEMBER 760 - 2ND QUARTER PAYMENT	704.600	141	410.80
03/29/2018	AP	70585*#	PROTECTION ONE	3/28/18 TO 4/27/18 FOC WING MONITORING	940.010	141	45.80
03/29/2018	AP	70586	QUILL CORPORATION	TONER	726.000	141	183.39
03/29/2018	AP	70612	WEST PAYMENT CENTER	FEBRUARY 2018 FOC SKIP TRACING FEE	940.010	141	135.50
Total for fund 215 FRIEND OF THE COURT							7,250.18
Fund: 226 RECYCLING FUND							
03/29/2018	AP	1808(E)*#	FIRST BANKCARD	ADMINISTRATION CREDIT CARD DUE 04/07/2018	726.000	528	64.85
03/29/2018	AP	70527	EARTHWORKS ENTERPRISES INC	INV#20497	940.010	528	1,081.05
03/29/2018	AP	70529	EMMET COUNTY DPW	INV#18-0001470	940.010	528	21,777.16
03/29/2018	AP	70576	OTSEGO CONSERVATION DISTRICT	INV#670 (1ST MONTH OF RECYCLING)	940.010	528	8,666.05
Total for fund 226 RECYCLING FUND							31,589.11
Fund: 232 HOUSING COMMISSION							
03/29/2018	AP	70525*#	DUNNS	ACCT# 2647 COPIER CONTRACT, MONTH END 02/28/18	920.410	690	26.23
Total for fund 232 HOUSING COMMISSION							26.23
Fund: 233 HUD GRANT FUND							
03/29/2018	AP	70570	NORTHERN CREDIT BUREAU	INVOICE #10899 FEBRUARY 2018 CREDIT REPORTS	930.150	690	17.00
Total for fund 233 HUD GRANT FUND							17.00
Fund: 249 BUILDING INSPECTION FUND							
03/29/2018	AP	70506	BRUCE TILLINGER	SERVICES 03/06/18 THRU 03/20/18	801.028	371	1,340.00
03/29/2018	AP	70512	CHOSEN ELECTRIC INCORPORATED	SERVICES 03/14/18 THRU 03/21/18	801.026	371	750.00
03/29/2018	AP	70525*#	DUNNS	ACCT#1738	726.000	371	97.53

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Fund: 249 BUILDING INSPECTION FUND							
03/29/2018	AP	70541	IMAGE FACTORY INC	DEPARTMENTAL INSPECTION STICKERS	726.000	371	186.00
03/29/2018	AP	70546	JAMES MOUCH	REIMBURSEMENT-VEHICLE GAS	930.660	371	25.11
03/29/2018	AP	70552	KEVAN D FLORY	SERVICES 02/28/18 THRU 03/20/18	801.024	371	910.00
03/29/2018	AP	70561	MELISSA CONN	REIMBURSEMENT-KEY FOR ELECTRICAL INSPECTOR	726.000	371	4.18
03/29/2018	AP	70606*#	TOTAL COMMUNICATION SERVICES LLC	CABLE INSTALLATION	726.050	371	296.00
Total for fund 249 BUILDING INSPECTION FUND							3,608.82
Fund: 256 REGISTER OF DEEDS AUTOMATION							
03/29/2018	AP	1807(E)*#	FIRST BANKCARD	TREAS CC ACTIVITY 2/8/18 TO 3/6/18	726.000	215	638.79
03/29/2018	AP	70508*#	CDW GOVERNMENT INC	LEXMARK SUPPLIES FUSER MAINT - QUOTE JPZW842	726.000	215	241.00
03/29/2018	AP	70520*	DEKETO LLC	FEBRUARY 2018 DOCUMENTS	920.410	215	958.67
03/29/2018	AP	70521*#	DELL MARKETING LP	OPTIPLEX 7050 SFF - QUOTE 3000021836575.1	726.000	215	2,549.70
Total for fund 256 REGISTER OF DEEDS AUTOMATION							4,388.16
Fund: 260 LEGAL DEFENSE FUND							
03/29/2018	AP	70516	CUMMINGS, MCCLOREY, DAVIS & ACHO P	INV#246266 (FEB. 2018 LEGAL SVCS.)	801.020	270	1,005.50
				INV#246266 (FEB. 2018 LEGAL SVCS.)	801.020	270	356.50
				CHECK AP 70516 TOTAL FOR FUND 260:			<u>1,362.00</u>
03/29/2018	AP	70588	REHMANN CIS	SERVICES RENDERED	801.020	270	5,172.51
Total for fund 260 LEGAL DEFENSE FUND							6,534.51
Fund: 261 911 SERVICE FUND							
03/29/2018	AP	70510	CENTURY LINK	ACCT#300451601	930.210	427	56.80
03/29/2018	AP	70511	CENTURYLINK	INV#1434677493 ACCT#63357762	930.210	427	0.29
03/29/2018	AP	70599*#	TELE-RAD	INV. 883893, 884188, 884189	970.435	901	5,862.00
				INV. 883893, 884188, 884189	970.435	901	1,630.00
				INV. 883893, 884188, 884189	970.435	901	578.00
				CHECK AP 70599 TOTAL FOR FUND 261:			<u>8,070.00</u>
03/29/2018	AP	70608	VERIZON WIRELESS	ACCT#342115252-00001 INV#9803243749	930.210	427	217.43

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Fund: 261 911 SERVICE FUND							
				Total for fund 261 911 SERVICE FUND			8,344.52
Fund: 263 CONCEALED PISTOL LICENSING FUND							
03/29/2018	AP	70540	IDENTISYS	CD880 CPL PRINTER,	476.050	030	1,627.15
				Total for fund 263 CONCEALED PISTOL LICENSING FUND			1,627.15
Fund: 266 EQUIPMENT FUND							
03/29/2018	AP	1807(E)*#	FIRST BANKCARD	TREAS CC ACTIVITY 2/8/18 TO 3/6/18	970.440	901	44.74
03/29/2018	AP	70521*#	DELL MARKETING LP	OPTIPLEX 7050 SFF - QUOTE (3000022290133.1)	970.440	901	1,236.31
03/29/2018	AP	70577	OTSEGO COUNTY BUS SYSTEM	ROTATE TIRES - FORD ESCAPE	920.400	901	22.50
				Total for fund 266 EQUIPMENT FUND			1,303.55
Fund: 281 AIRPORT							
03/29/2018	AP	1806(E)*#	CONSUMERS ENERGY	AIRPORT ELECTRICITY MULTIPLE INVOICES	930.620	537	269.64
				AIRPORT ELECTRICITY MULTIPLE INVOICES	930.620	537	24.22
				AIRPORT ELECTRICITY MULTIPLE INVOICES	930.620	537	2,360.55
				AIRPORT ELECTRICITY MULTIPLE INVOICES	930.620	537	150.35
				AIRPORT ELECTRICITY MULTIPLE INVOICES	930.620	537	26.73
				AIRPORT ELECTRICITY MULTIPLE INVOICES	930.620	537	24.49
				AIRPORT ELECTRICITY MULTIPLE INVOICES	930.620	537	335.61
				CHECK AP 1806(E) TOTAL FOR FUND 281:			3,191.59
03/29/2018	AP	1807(E)*#	FIRST BANKCARD	TREAS CC ACTIVITY 2/8/18 TO 3/6/18	930.500	537	278.20
03/29/2018	AP	1810(E)#	AVFUEL CORPORATION	FUEL	228.023	000	398.22
				FUEL	930.664	537	16,648.81
				CHECK AP 1810(E) TOTAL FOR FUND 281:			17,047.03
03/29/2018	AP	1812(A)	GAYLORD ARFF INC	AIRPORT APRIL BILLING AND CALL OUTS	940.010	537	13,205.00
				AIRPORT APRIL BILLING AND CALL OUTS	940.010	537	441.11
				CHECK AP 1812(A) TOTAL FOR FUND 281:			13,646.11
03/29/2018	AP	70525*#	DUNNS	AIRPORT # 874956-0 BINDERS AND PENS	726.000	537	43.77
				ACCT#1738	726.000	537	100.54
				CHECK AP 70525 TOTAL FOR FUND 281:			144.31
03/29/2018	AP	70534	GILL ROYS HARDWARE	MULTIPLE AIRPORT INVOICES	920.400	537	27.99

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Fund: 281 AIRPORT							
				MULTIPLE AIRPORT INVOICES	920.400	537	1.78
				MULTIPLE AIRPORT INVOICES	920.400	537	19.18
				MULTIPLE AIRPORT INVOICES	920.400	537	27.97
				MULTIPLE AIRPORT INVOICES	920.400	537	16.74
				CHECK AP 70534 TOTAL FOR FUND 281:			<u>93.66</u>
03/29/2018	AP	70564	MICHAEL'S LOCKSMITH SERVICE	INV# 9201 REPAIR FED EX BUILDING EXT LOCKS	920.400	537	885.00
03/29/2018	AP	70571*#	NORTHERN MICHIGAN REVIEW	ACCT#185818 INV.#22818	930.300	537	78.63
03/29/2018	AP	70572	NORTHERN TANK TRUCK SERVICE	INV # 423733 HAUL WATER AND DISPOSE	920.400	537	270.00
03/29/2018	AP	70601*#	TENURGY, LLC	OTCO-102	930.610	537	35.03
03/29/2018	AP	70614*#	WILBER AUTOMOTIVE SUPPLY INC	AIRPORT MULTI INVOICES	920.400	537	24.49
				AIRPORT MULTI INVOICES	920.400	537	75.19
				CHECK AP 70614 TOTAL FOR FUND 281:			<u>99.68</u>
				Total for fund 281 AIRPORT			35,769.24
Fund: 282 AIRPORT SPECIAL EVENTS FUND							
03/29/2018	AP	70515*#	CROSSROADS INDUSTRIES	INV # 18784 AIRSHOW SPONSOR PACKETS	930.300	537	128.80
03/29/2018	AP	70526	DUNNS	870402-0/871230-0/869698-0/855885-0	123.000	000	1,160.00
				870402-0/871230-0/869698-0/855885-0	123.000	000	586.10
				870402-0/871230-0/869698-0/855885-0	123.000	000	22.50
				870402-0/871230-0/869698-0/855885-0	123.000	000	38.97
				CHECK AP 70526 TOTAL FOR FUND 282:			<u>1,807.57</u>
03/29/2018	AP	70530	GAYLORD AREA CHAMBER OF COMMERCE	INV # 916 AIRSHOW KICK OFF BUS AFTER HOURS	930.300	537	600.00
03/29/2018	AP	70531	GAYLORD AREA CONVENTION & TOURISM B	INV # 3117 AREA VISITOR GUIDE ADD AIRSHOW	930.300	537	760.00
03/29/2018	AP	70536	HARBOR HOUSE PUBLICATIONS	AIRSHOW 1/4 PAGE ADD	930.300	537	495.00
03/29/2018	AP	70554	LAMAR ADVERTISING	INV # 158-2944907 BILBOARDS FPR AIRSHOW	930.300	537	3,950.00
				Total for fund 282 AIRPORT SPECIAL EVENTS FUND			7,741.37
Fund: 290 SOCIAL WELFARE FUND							
03/29/2018	AP	70591	SHERRY S HUFF	MARCH 2018	703.040	670	200.00
				MARCH 2018	930.500	670	339.69

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Fund: 290 SOCIAL WELFARE FUND							
				CHECK AP 70591 TOTAL FOR FUND 290:			539.69
				Total for fund 290 SOCIAL WELFARE FUND			539.69
Fund: 292 CHILD CARE FUND							
03/29/2018	AP	70498*#	BLUE CARE NETWORK	00182055 APRIL 2018 COURT MEDICAL	704.110	662	1,767.60
03/29/2018	AP	70525*#	DUNNS	CLASSIFICATION FOLDERS, PENS, LABELS	726.000	662	45.99
03/29/2018	AP	70555*#	LINCOLN FINANCIAL	CICOTSEGO-BL-954784 - APRIL 2018	704.140	662	91.21
03/29/2018	AP	70558*#	MCWCF	MEMBER 760 - 2ND QUARTER PAYMENT	704.600	662	508.69
03/29/2018	AP	70566	MICHIGAN DEPARTMENT OF HUMAN SERVIC	DFA18-69001 - 2ND QUARTER JAN-MAR 2018	801.020	662	10,875.00
				Total for fund 292 CHILD CARE FUND			13,288.49
Fund: 472 LIBRARY BUILDING CONSTRUCTION BOND FUND							
03/29/2018	AP	70538	HUNTINGTON NATIONAL BANK	INV#3114 ACCT#3584190803 -ANNUAL ADMIN FEE	801.020	901	500.00
03/29/2018	AP	70571*#	NORTHERN MICHIGAN REVIEW	ACCT#185818 INV.#22818	970.300	901	83.25
				Total for fund 472 LIBRARY BUILDING CONSTRUCTION BOND FUND			583.25
Fund: 475 TRAIL CONSTRUCTION FUND							
03/29/2018	AP	70507*	C2AE	INV#65771 & INV#65817	970.300	901	12,520.00
				Total for fund 475 TRAIL CONSTRUCTION FUND			12,520.00
Fund: 499 CAPITAL PROJECTS FUND							
03/29/2018	AP	70507*	C2AE	INV#65771 & INV#65817	970.300	901	11,292.33
				Total for fund 499 CAPITAL PROJECTS FUND			11,292.33
Fund: 516 DELINQUENT TAX REVOLVING							
03/29/2018	AP	70491*	ALPINE LOCKSMITH	OFFICE REKEY - DUPLICATE KEYS MADE FOR STATIONS	726.000	253	32.50
03/29/2018	AP	70525*#	DUNNS	OFFICE SUPPLIES	726.000	253	34.36
03/29/2018	AP	70604	TITLE CHECK LLC	PARCEL ADMIN FEES-MARCH INSTALLMENT	920.410	253	1,927.83
				Total for fund 516 DELINQUENT TAX REVOLVING			1,994.69
Fund: 569 DEBT SERVICE							
03/29/2018	AP	70602	THE BANK OF NEW YORK MELLON	OC BLDG AUTH 2010 LOAN# OTSEGOBA10RE	990.100	906	220,000.00
				OC BLDG AUTH 2010 LOAN# OTSEGOBA10RE	990.200	906	13,600.00

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Fund: 569 DEBT SERVICE							
				CHECK AP 70602 TOTAL FOR FUND 569:			233,600.00
				Total for fund 569 DEBT SERVICE			233,600.00
Fund: 588 TRANSPORTATION FUND							
03/29/2018	AP	70490	ADVANCE AUTO PARTS	2894 STOCK	726.050	699	49.98
03/29/2018	AP	70494	AMERICAN WASTE	2411591 MARCH	940.010	698	103.00
03/29/2018	AP	70513	CITY OF GAYLORD	001254-0000-02 MARCH	920.200	697	74.30
03/29/2018	AP	70525*#	DUNNS	8758000 FEBRUARY COPIES	726.000	697	165.32
				8774110 TAPE; TRASH BAGS	726.000	697	8.74
				8771400 PEN, (TONYA);; KITCHEN TOWELS	726.000	697	8.91
				8766990 STICKY'S, DRY-LINE, SCREEN WIPES	726.000	697	49.60
				8774110 TAPE; TRASH BAGS	726.025	698	50.73
				8771400 PEN, (TONYA);; KITCHEN TOWELS	726.025	698	27.75
				CHECK AP 70525 TOTAL FOR FUND 588:			311.05
03/29/2018	AP	70537	HOEKSTRA TRANSPORTATION INC	X101017770:01 STOCK	726.050	699	256.65
03/29/2018	AP	70539	HYDRO-CHEM SYSTEMS INC	94415 BUS WASHER	726.025	698	2,007.00
03/29/2018	AP	70543#	IMPREST CASH, OTSEGO COUNTY BUS SYS	1100 SHREDDER (OFFICE)	726.000	697	68.97
				1099 PHONE CORD (TIM); 1096 DEICER	726.000	697	6.97
				1101 CARPET CLEANERS	726.025	698	11.93
				1097CLEANERS; 1098 LYSOL WIPES	726.025	698	34.87
				1099 PHONE CORD (TIM); 1096 DEICER	726.050	699	5.94
				CHECK AP 70543 TOTAL FOR FUND 588:			128.68
03/29/2018	AP	70545	INTERSTATE BATTERY SYSTEM OF CM	23406558 PARKS & REC.	726.051	699	113.95
03/29/2018	AP	70549	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-742431 STOCK & BUS #7	726.050	699	12.64
				5150 OCBS 1-743671 BUS #2	726.050	699	45.87
				5150 OCBS 1-743257 STOCK	726.050	699	168.40
				5150 OCBS 1-742717 OCCOA #43	726.051	699	56.96
				CHECK AP 70549 TOTAL FOR FUND 588:			283.87
03/29/2018	AP	70550*	JOHNSON OIL COMPANY	CL37848 FUEL	930.660	699	6,556.85
03/29/2018	AP	70553	KOORSEN FIRE & SECURITY	4354885 FIRE EXT. INSP. MEALS VANS	940.010	699	133.96

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Fund: 588 TRANSPORTATION FUND							
03/29/2018	AP	70557	MCVEIGHS TRUCK SPRINGS INC	010696 BUS #2	726.050	699	325.94
03/29/2018	AP	70562	MEYER ACE	23530 CARPET CLEANER	726.025	698	23.99
03/29/2018	AP	70568	MISTER T'S GLASS	F0036015 BUS #28	726.050	699	26.40
03/29/2018	AP	70571*#	NORTHERN MICHIGAN REVIEW	393426-429298 FEBRUARY PRIME TIMES, CREATIVE YOUTH, SEO B 930.300		697	232.60
03/29/2018	AP	70575*#	OMS COMPLIANCE SERVICES INC	90119 RANDOM DRUG TEST	940.010	699	75.75
03/29/2018	AP	70583	PIW CORPORATION	12243 BATTERY BOX BRACKET	920.400	699	260.00
03/29/2018	AP	70600*#	TELEPHONE SUPPORT SYSTEMS INC	42159 ANNUAL SERVICE CONTRACT 03/2018-02/2019	940.010	697	573.91
03/29/2018	AP	70607	VERIZON WIRELESS	9802115058 FEBRUARY	930.210	697	6.75
03/29/2018	AP	70614*#	WILBER AUTOMOTIVE SUPPLY INC	100076 STOCK	726.050	699	315.32
03/29/2018	AP	70615	ZAREMBA EQUIPMENT INC	S 112365 STOCK	726.050	699	6.05
				S 112366 BUS #2	726.050	699	6.05
				S 112153 STOCK	726.050	699	314.55
				CHECK AP 70615 TOTAL FOR FUND 588:			<u>326.65</u>
				Total for fund 588 TRANSPORTATION FUND			12,186.60
Fund: 589 HOMEBOUND MEALS PROGRAM							
03/29/2018	AP	70550*	JOHNSON OIL COMPANY	CL37848 FUEL	930.660	699	285.03
03/29/2018	AP	70599*#	TELE-RAD	8844174 2 ANTENNA'S/ OCCOA VAN #43	726.051	699	57.81
				Total for fund 589 HOMEBOUND MEALS PROGRAM			342.84
Fund: 594 UC METROPOLITAN AREA NETWORK							
03/29/2018	AP	70606*#	TOTAL COMMUNICATION SERVICES LLC	INV#342	700.000	228	164.00
				Total for fund 594 UC METROPOLITAN AREA NETWORK			164.00
Fund: 616 HOMESTEAD AUDIT FUND							
03/29/2018	AP	70491*	ALPINE LOCKSMITH	OFFICE REKEY - DUPLICATE KEYS MADE FOR STATIONS	726.000	253	32.50
03/29/2018	AP	70525*#	DUNNS	OFFICE SUPPLIES	726.000	253	34.36

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Fund: 616 HOMESTEAD AUDIT FUND				Total for fund 616 HOMESTEAD AUDIT FUND			66.86
Fund: 617 TAX FORECLOSURE FUND							
03/29/2018	AP	70491*	ALPINE LOCKSMITH	OFFICE REKEY - DUPLICATE KEYS MADE FOR STATIONS	726.000	253	32.50
03/29/2018	AP	70525*#	DUNNS	OFFICE SUPPLIES	726.000	253	34.36
Fund: 618 GIS PROJECT AND AERIAL				Total for fund 617 TAX FORECLOSURE FUND			66.86
03/29/2018	AP	70605	TOPCOMP COMPUTER SOFTWARE SERVICES	2018 0316 TOPCOMP FEB BILL	920.410	447	1,300.00
Fund: 637 BUILDING AND GROUNDS				Total for fund 618 GIS PROJECT AND AERIAL			1,300.00
03/29/2018	AP	1806(E)*#	CONSUMERS ENERGY	ACCT#1000 0006 7155	930.620	265	155.69
				ACCT#103015852710 & 100000163053	930.620	265	2,880.83
				ACCT#103015852710 & 100000163053	930.620	265	60.56
				CHECK AP 1806(E) TOTAL FOR FUND 637:			3,097.08
03/29/2018	AP	1813(A)	GAYLORD ARFF INC	2ND QTR. (APR.-MAY-JUNE 2018)	123.000	000	59,426.20
03/29/2018	AP	70514	CITY OF GAYLORD	MARCH 2018	920.200	265	75.84
				MARCH 2018	920.200	265	392.68
				MARCH 2018	920.200	265	548.44
				MARCH 2018	920.200	265	35.76
				MARCH 2018	920.200	265	39.71
				CHECK AP 70514 TOTAL FOR FUND 637:			1,092.43
03/29/2018	AP	70601*#	TENURGY, LLC	OTCO-102	930.610	265	9.12
Fund: 645 ADMINISTRATIVE SERVICES				Total for fund 637 BUILDING AND GROUNDS			63,624.83
03/29/2018	AP	1807(E)*#	FIRST BANKCARD	CREDITS ISSUED	930.500	172	(357.00)
				CREDITS ISSUED	930.500	172	(335.58)
				CREDITS ISSUED	726.000	201	(1,324.99)
				CHECK AP 1807(E) TOTAL FOR FUND 645:			(2,017.57)
03/29/2018	AP	1808(E)*#	FIRST BANKCARD	ADMINISTRATION CREDIT CARD DUE 04/07/2018	704.400	172	350.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	704.400	172	123.00
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.450	172	6.70
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.450	172	6.70

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 645 ADMINISTRATIVE SERVICES							
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.450	172	6.70
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.450	172	6.70
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.450	172	6.70
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.500	172	14.72
				ADMINISTRATION CREDIT CARD DUE 04/07/2018	930.500	172	(374.85)
				CHECK AP 1808(E) TOTAL FOR FUND 645:			<u>146.37</u>
03/29/2018	AP	1809(E)*#	FIRST BANKCARD	ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.65
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.70
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.70
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.70
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.65
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.65
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.65
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.65
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.65
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.70
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.450	172	6.70
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.500	172	23.08
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.500	172	8.82
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.500	172	374.85
				ADMINISTRATION CR. CARD DUE 03/07/2018	930.500	172	335.58
				ADMINISTRATION CR. CARD DUE 03/07/2018	704.400	201	35.00
				CHECK AP 1809(E) TOTAL FOR FUND 645:			<u>857.38</u>
03/29/2018	AP	70509	CENTRAL INTERCONNECT INC	INV#29767	930.210	172	157.50
03/29/2018	AP	70592	STAPLES BUSINESS ADVANTAGE	INV#3371723254	726.000	270	30.39
				INV#3371723254	726.000	270	19.92
				CHECK AP 70592 TOTAL FOR FUND 645:			<u>50.31</u>
				Total for fund 645 ADMINISTRATIVE SERVICES			(806.01)
Fund: 647 HEALTH CARE FUND							
03/29/2018	AP	70499	BLUE CARE NETWORK	INV#180680037549 (APRIL 2018)	704.110	851	39,612.18
03/29/2018	AP	70500	BLUE CROSS BLUE SHIELD OF MICHIGAN	GROUP#007041908710 (APRIL 2018)	704.110	851	35,073.50
03/29/2018	AP	70522	DELTA DENTAL OF MICHIGAN	INV#RIS0001791995 (APRIL 2018)	704.110	851	5,740.16

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 647 HEALTH CARE FUND							
03/29/2018	AP	70609	VISION SERVICE PLAN (VSP)	ACCT#120496840797 & 120496840798 (APRIL 2018)	704.110	851	1,310.74
				ACCT#120496840797 & 120496840798 (APRIL 2018)	704.110	851	102.48
				CHECK AP 70609 TOTAL FOR FUND 647:			<u>1,413.22</u>
				Total for fund 647 HEALTH CARE FUND			81,839.06
Fund: 701 GENERAL AGENCY							
03/29/2018	AP	70495	AUSABLE DANCE CENTER	FALL CLASSES	230.002	000	543.75
03/29/2018	AP	70502	BOYNE AREA GYMNASTICS	(GYMNASTICS)	230.000	000	85.00
03/29/2018	AP	70503	BOYNE AREA GYMNASTICS	(GYMNASTICS)	230.002	000	85.00
03/29/2018	AP	70560	MEIJER	COMMUNITY GIVING	230.001	000	200.00
03/29/2018	AP	70593	STATE OF MICHIGAN	FEBRUARY NEW AND RENEWAL CPL'S	228.016	000	3,519.00
03/29/2018	AP	70594	STATE OF MICHIGAN	FEBRUARY 2018 MONTH END CIRCUIT COURT	228.037	000	587.68
				FEBRUARY 2018 MONTH END CIRCUIT COURT	228.042	000	240.00
				FEBRUARY 2018 MONTH END CIRCUIT COURT	228.058	000	714.00
				FEBRUARY 2018 MONTH END CIRCUIT COURT	228.059	000	384.78
				FEBRUARY 2018 MONTH END CIRCUIT COURT	228.560	000	150.00
				CHECK AP 70594 TOTAL FOR FUND 701:			<u>2,076.46</u>
03/29/2018	AP	70595	STATE OF MICHIGAN	FEBRUARY 2018 MONTH END PROBATE COURT	228.006	000	474.00
				FEBRUARY 2018 MONTH END PROBATE COURT	228.037	000	90.00
				FEBRUARY 2018 MONTH END PROBATE COURT	228.042	000	130.00
				FEBRUARY 2018 MONTH END PROBATE COURT	228.058	000	538.00
				FEBRUARY 2018 MONTH END PROBATE COURT	228.059	000	345.00
				FEBRUARY 2018 MONTH END PROBATE COURT	228.560	000	100.00
				CHECK AP 70595 TOTAL FOR FUND 701:			<u>1,677.00</u>
03/29/2018	AP	70596	STATE OF MICHIGAN	FEBRUARY 2018 M/E	228.005	000	6.00
				Total for fund 701 GENERAL AGENCY			8,192.21
Fund: 704 PAYROLL IMPREST FUND							
03/29/2018	AP	70492	AMERICAN FIDELITY ASSURANCE CO	MARCH 2018 FLEX SPENDING ACCT	231.285	000	979.97
03/29/2018	AP	70493	AMERICAN FIDELITY ASSURANCE COMPANY	MARCH 2018 CANCER/LIFE/DISABILITY	231.285	000	433.44
03/29/2018	AP	70498*#	BLUE CARE NETWORK	00182055 APRIL 2018 COURT MEDICAL	231.261	000	3,985.68
03/29/2018	AP	70559	MCWCF	INV#1727 (2018 2ND QTR BILLING)	231.270	000	35,426.19

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Fund: 704 PAYROLL IMPREST FUND							
TOTAL - ALL FUNDS				Total for fund 704 PAYROLL IMPREST FUND			40,825.28
							686,572.56

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

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

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03/29/2018	AP	1806(E)	CONSUMERS ENERGY	201539069353 CENTER ELECTRIC BILL	208-752-930.620	542.51
		1806(E)		AIRPORT ELECTRICITY MULTIPLE INVOICES	281-537-930.620	3,191.59
		1806(E)		ACCT#1000 0006 7155	637-265-930.620-ALPCT00000	155.69
		1806(E)		ACCT#103015852710 & 100000163053	637-265-930.620-CRTHS00000	2,880.83
		1806(E)		ACCT#103015852710 & 100000163053	637-265-930.620-INFO CTR00	60.56
						6,831.18
03/29/2018	AP	1807(E)	FIRST BANKCARD	TREAS CC ACTIVITY 2/8/18 TO 3/6/18	101-131-726.000	109.48
		1807(E)		TREAS CC ACTIVITY 2/8/18 TO 3/6/18	101-228-726.000	75.79
		1807(E)		TREAS CC ACTIVITY 2/8/18 TO 3/6/18	101-267-801.020	10.00
		1807(E)		CC EXPENSES	101-301-704.400	425.00
		1807(E)		CC EXPENSES	101-301-726.000	196.46
		1807(E)		CC EXPENSES	101-301-930.500	248.61
		1807(E)		CC EXPENSES	101-302-726.000	108.97
		1807(E)		CC EXPENSES	101-331-940.010	42.63
		1807(E)		CC EXPENSES	101-351-726.000	32.37
		1807(E)		CC EXPENSES	101-351-930.700	237.88
		1807(E)		TREAS CC ACTIVITY 2/8/18 TO 3/6/18	212-430-726.000	194.99
		1807(E)		TREAS CC ACTIVITY 2/8/18 TO 3/6/18	212-430-930.400	78.00
		1807(E)		TREAS CC ACTIVITY 2/8/18 TO 3/6/18	256-215-726.000	638.79
		1807(E)		TREAS CC ACTIVITY 2/8/18 TO 3/6/18	266-901-970.440	44.74
		1807(E)		TREAS CC ACTIVITY 2/8/18 TO 3/6/18	281-537-930.500	278.20
		1807(E)		CREDITS ISSUED	645-172-930.500	(692.58)
		1807(E)		CREDITS ISSUED	645-201-726.000	(1,324.99)
						704.34
03/29/2018	AP	1808(E)	FIRST BANKCARD	ADMINISTRATION CREDIT CARD DUE 04/07/2018	101-101-704.400	1,050.00
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	101-131-930.500	671.44
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	101-133-726.000	390.00
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	101-145-930.500	325.00
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	101-267-704.400	335.72
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	101-301-930.450	6.70
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	226-528-726.000	64.85
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	645-172-704.400	473.00
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	645-172-930.450	33.50
		1808(E)		ADMINISTRATION CREDIT CARD DUE 04/07/2018	645-172-930.500	(360.13)
						2,990.08
03/29/2018	AP	1809(E)	FIRST BANKCARD	ADMINISTRATION CR. CARD DUE 03/07/2018	101-267-726.000	76.49
		1809(E)		ADMINISTRATION CR. CARD DUE 03/07/2018	209-751-726.000	42.39
		1809(E)		ADMINISTRATION CR. CARD DUE 03/07/2018	645-172-930.450	80.05

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		1809(E)		ADMINISTRATION CR. CARD DUE 03/07/2018	645-172-930.500	742.33
		1809(E)		ADMINISTRATION CR. CARD DUE 03/07/2018	645-201-704.400	35.00
						<hr/> 976.26
03/29/2018	AP	1810(E)	AVFUEL CORPORATION	FUEL	281-000-228.023	398.22
		1810(E)		FUEL	281-537-930.664	16,648.81
						<hr/> 17,047.03
03/29/2018	AP	1811(A)	GARY GELOW	APRIL 2018 CAA CONTRACT PAYMENT	101-131-801.021	12,180.68
03/29/2018	AP	1812(A)	GAYLORD ARFF INC	AIRPORT APRIL BILLING AND CALL OUTS	281-537-940.010	13,646.11
03/29/2018	AP	1813(A)	GAYLORD ARFF INC	2ND QTR. (APR.-MAY-JUNE 2018)	637-000-123.000	59,426.20
03/29/2018	AP	1814(A)	NORTHERN MICHIGAN REGIONAL ENTITY	2017 EXPENSE	101-631-940.010	25,820.98
03/29/2018	AP	1815(A)	US POSTAL SERVICE-CAPS SVC CENTER	APRIL 2018 JURY SUMMONS MAILING	101-145-930.450	225.00
03/29/2018	AP	70488	87- A DISTRICT	FEBRUARY 2018 GARNISHMENT & CREDIT CARD FEES	101-131-930.150	767.50
03/29/2018	AP	70489	87-A DISTRICT COURT- IMPREST CASH	\$50.00 START UP CASH DRAWER FUNDS (4-CASH DRAWERS) - SCAO	101-000-004.130	200.00
03/29/2018	AP	70490	ADVANCE AUTO PARTS	2894 STOCK	588-699-726.050	49.98
03/29/2018	AP	70491	ALPINE LOCKSMITH	OFFICE REKEY - DUPLICATE KEYS MADE FOR STATIONS	101-253-726.000	32.50
		70491		OFFICE REKEY - DUPLICATE KEYS MADE FOR STATIONS	516-253-726.000	32.50
		70491		OFFICE REKEY - DUPLICATE KEYS MADE FOR STATIONS	616-253-726.000	32.50
		70491		OFFICE REKEY - DUPLICATE KEYS MADE FOR STATIONS	617-253-726.000	32.50
						<hr/> 130.00
03/29/2018	AP	70492	AMERICAN FIDELITY ASSURANCE CO	MARCH 2018 FLEX SPENDING ACCT	704-000-231.285	979.97
03/29/2018	AP	70493	AMERICAN FIDELITY ASSURANCE COMPANY	MARCH 2018 CANCER/LIFE/DISABILITY	704-000-231.285	433.44
03/29/2018	AP	70494	AMERICAN WASTE	2411591 MARCH	588-698-940.010	103.00
03/29/2018	AP	70495	AUSABLE DANCE CENTER	FALL CLASSES	701-000-230.002	543.75
03/29/2018	AP	70496	AXON ENTERPRISE INC	TASER ASSURANCE PLAN ANNUAL PAYMENT	101-301-726.046	3,059.56
03/29/2018	AP	70497	BILL MARSH FORD GAYLORD	69-5 REPAIR- NO HEAT / COOLANT ODOR	101-301-920.400	2,434.82
03/29/2018	AP	70498	BLUE CARE NETWORK	00182055 APRIL 2018 COURT MEDICAL	101-131-704.110	6,745.25
		70498		00182055 APRIL 2018 COURT MEDICAL	101-148-704.110	1,259.64
		70498		00182055 APRIL 2018 COURT MEDICAL	215-141-704.110	6,170.22
		70498		00182055 APRIL 2018 COURT MEDICAL	292-662-704.110	1,767.60
		70498		00182055 APRIL 2018 COURT MEDICAL	704-000-231.261	3,985.68

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						19,928.39
03/29/2018	AP	70499	BLUE CARE NETWORK	INV#180680037549 (APRIL 2018)	647-851-704.110	39,612.18
03/29/2018	AP	70500	BLUE CROSS BLUE SHIELD OF MICHIGAN	GROUP#007041908710 (APRIL 2018)	647-851-704.110	35,073.50
03/29/2018	AP	70501	BOBELDYK & ASSOC.	INV 10049082; SERVICE OF SUBPOENA	101-267-930.450	26.00
03/29/2018	AP	70502	BOYNE AREA GYMNASTICS	(GYMNASTICS)	701-000-230.000	85.00
03/29/2018	AP	70503	BOYNE AREA GYMNASTICS	(GYMNASTICS)	701-000-230.002	85.00
03/29/2018	AP	70504	BRIAN NEAR	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
03/29/2018	AP	70505	BROWNELLS INC	RANGE SUPPLIES- ARMORERS PROFESSIONAL KIT	101-301-726.006	189.11
03/29/2018	AP	70506	BRUCE TILLINGER	SERVICES 03/06/18 THRU 03/20/18	249-371-801.028	1,340.00
03/29/2018	AP	70507	C2AE	INV#65771 & INV#65817	475-901-970.300	12,520.00
		70507		INV#65771 & INV#65817	499-901-970.300-TRAIL_____	11,292.33
						23,812.33
03/29/2018	AP	70508	CDW GOVERNMENT INC	WIRELESS KEYBOARD/MOUSE COMBO	101-131-726.000	44.00
		70508		LEXMARK MS317DN PRINTER + TONER - QUOTE JPFW165	101-215-726.000	212.00
		70508		LEXMARK SUPPLIES FUSER MAINT - QUOTE JPZW842	256-215-726.000	241.00
						497.00
03/29/2018	AP	70509	CENTRAL INTERCONNECT INC	INV#29767	645-172-930.210	157.50
03/29/2018	AP	70510	CENTURY LINK	ACCT#300451601	261-427-930.210	56.80
03/29/2018	AP	70511	CENTURYLINK	INV#1434677493 ACCT#63357762	261-427-930.210	0.29
03/29/2018	AP	70512	CHOSEN ELECTRIC INCORPORATED	SERVICES 03/14/18 THRU 03/21/18	249-371-801.026	750.00
03/29/2018	AP	70513	CITY OF GAYLORD	001254-0000-02 MARCH	588-697-920.200	74.30
03/29/2018	AP	70514	CITY OF GAYLORD	MARCH 2018	637-265-920.200-ALPCT00000	468.52
		70514		MARCH 2018	637-265-920.200-CRTHS00000	548.44
		70514		MARCH 2018	637-265-920.200-INFO CTR00	35.76
		70514		MARCH 2018	637-265-920.200-SILLI00000	39.71
						1,092.43
03/29/2018	AP	70515	CROSSROADS INDUSTRIES	INV#18864 (MARCH 2018)	101-101-920.410	35.00
		70515		INV#18864 (MARCH 2018)	101-215-920.410	25.00
		70515		INV#18864 (MARCH 2018)	101-267-920.410	35.00

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		70515		INV#18864 (MARCH 2018)	101-301-920.410	35.00
		70515		INV # 18784 AIRSHOW SPONSOR PACKETS	282-537-930.300	128.80
						<u>258.80</u>
03/29/2018	AP	70516	CUMMINGS, MCCLOREY, DAVIS & ACHO P	INV#246266 (FEB. 2018 LEGAL SVCS.)	260-270-801.020	1,005.50
		70516		INV#246266 (FEB. 2018 LEGAL SVCS.)	260-270-801.020-ZONING____	356.50
						<u>1,362.00</u>
03/29/2018	AP	70517	DE LAGE LANDEN PUBLIC FINANCE	MARCH 2018 FOC COPY MACHINE LEASE PAYMENT	215-141-920.520	118.58
03/29/2018	AP	70518	DE LAGE LANDEN PUBLIC FINANCE	MARCH 2018 COURT COPY MACHINE LEASE PAYMENT	101-131-920.520	130.99
03/29/2018	AP	70519	DE LAGE LANDEN PUBLIC FINANCE	INV#58428911	101-257-920.410	189.91
03/29/2018	AP	70520	DEKETO LLC	FEBRUARY 2018 DOCUMENTS	101-215-920.410	479.33
		70520		FEBRUARY 2018 DOCUMENTS	256-215-920.410	958.67
						<u>1,438.00</u>
03/29/2018	AP	70521	DELL MARKETING LP	DELL LATITUDE 5590 - QUOTE 3000022071648.1	101-351-726.000	1,200.85
		70521		OPTIPLEX 7050 SFF - QUOTE 3000021836575.1	256-215-726.000	2,549.70
		70521		OPTIPLEX 7050 SFF - QUOTE (3000022290133.1)	266-901-970.440	1,236.31
						<u>4,986.86</u>
03/29/2018	AP	70522	DELTA DENTAL OF MICHIGAN	INV#RIS0001791995 (APRIL 2018)	647-851-704.110	5,740.16
03/29/2018	AP	70523	DELUXE BUSINESS CHECKS	LASER CHECKS: BOND AND GARNISHMENT ACCTS	101-131-726.000	509.89
03/29/2018	AP	70524	DEWOLF AND ASSOCIATES	FOX TRAINING FEB 19-23, 2018	101-301-704.400	745.00
03/29/2018	AP	70525	DUNNS	CLASSIFICATION FOLDERS, PENS, LABELS	101-131-726.000	30.27
		70525		875372-0	101-215-726.000	33.72
		70525		OFFICE SUPPLIES	101-253-726.000	34.36
		70525		2018 0316 DUNNS MAR 1 STMT	101-257-726.000	158.70
		70525		ACCT#1738	101-267-726.000	34.10
		70525		INDEX CARD GUIDE / INDEX CARD BINDER	101-301-726.000	11.89
		70525		INDEX CARD GUIDE / INDEX CARD BINDER	101-351-726.000	247.25
		70525		ACCT# 2647 COPIER CONTRACT, MONTH END 02/28/18	101-682-920.410	26.24
		70525		ACCT#1738	101-864-726.000	592.72
		70525		ACCT#1738	212-430-726.000	179.49
		70525		ACCT# 2647 COPIER CONTRACT, MONTH END 02/28/18	232-690-920.410	26.23
		70525		ACCT#1738	249-371-726.000	97.53
		70525		AIRPORT # 874956-0 BINDERS AND PENS	281-537-726.000	144.31
		70525		CLASSIFICATION FOLDERS, PENS, LABELS	292-662-726.000	45.99

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		70525		OFFICE SUPPLIES	516-253-726.000	34.36
		70525		8758000 FEBRUARY COPIES	588-697-726.000	232.57
		70525		8774110 TAPE; TRASH BAGS	588-698-726.025	78.48
		70525		OFFICE SUPPLIES	616-253-726.000	34.36
		70525		OFFICE SUPPLIES	617-253-726.000	34.36
						2,076.93
03/29/2018	AP	70526	DUNNS	870402-0/871230-0/869698-0/855885-0	282-000-123.000	1,807.57
03/29/2018	AP	70527	EARTHWORKS ENTERPRISES INC	INV#20497	226-528-940.010-PROG000000	1,081.05
03/29/2018	AP	70528	ELLIE PANCI	VICTIM RM SUPPLIES; VICTIM RIGHTS WEEK SUPPLIES	101-267-930.983	28.09
		70528		VICTIM RM SUPPLIES; VICTIM RIGHTS WEEK SUPPLIES	101-267-930.983-CVAW000000	323.32
						351.41
03/29/2018	AP	70529	EMMET COUNTY DPW	INV#18-0001470	226-528-940.010-PROG000000	21,777.16
03/29/2018	AP	70530	GAYLORD AREA CHAMBER OF COMMERCE	INV # 916 AIRSHOW KICK OFF BUS AFTER HOURS	282-537-930.300	600.00
03/29/2018	AP	70531	GAYLORD AREA CONVENTION & TOURISM B	INV # 3117 AREA VISITOR GUIDE ADD AIRSHOW	282-537-930.300	760.00
03/29/2018	AP	70532	GAYLORD COMMUNITY FUNERAL HOME	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
03/29/2018	AP	70533	GAYLORD VETERINARY SERVICES	FEB 2018	212-430-930.471	394.56
		70533		FEB 2018	212-430-930.980	560.00
						954.56
03/29/2018	AP	70534	GILL ROYS HARDWARE	MULTIPLE AIRPORT INVOICES	281-537-920.400	93.66
03/29/2018	AP	70535	HALL VETERINARY CLINIC	INV#95781 (2017 EXPENSE)	212-430-930.471	250.00
03/29/2018	AP	70536	HARBOR HOUSE PUBLICATIONS	AIRSHOW 1/4 PAGE ADD	282-537-930.300	495.00
03/29/2018	AP	70537	HOEKSTRA TRANSPORTATION INC	X101017770:01 STOCK	588-699-726.050	256.65
03/29/2018	AP	70538	HUNTINGTON NATIONAL BANK	INV#3114 ACCT#3584190803 -ANNUAL ADMIN FEE	472-901-801.020	500.00
03/29/2018	AP	70539	HYDRO-CHEM SYSTEMS INC	94415 BUS WASHER	588-698-726.025	2,007.00
03/29/2018	AP	70540	IDENTISYS	CD880 CPL PRINTER,	263-030-476.050	1,627.15
03/29/2018	AP	70541	IMAGE FACTORY INC	DEPARTMENTAL INSPECTION STICKERS	249-371-726.000	186.00
03/29/2018	AP	70542	IMPREST CASH OTSEGO COUNTY CLERK	CLOROX WIPES;KLEENEX	101-215-726.000	15.01
03/29/2018	AP	70543	IMPREST CASH, OTSEGO COUNTY BUS SYS	1100 SHREDDER (OFFICE)	588-697-726.000	75.94
		70543		1101 CARPET CLEANERS	588-698-726.025	46.80

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		70543		1099 PHONE CORD (TIM); 1096 DEICER	588-699-726.050	5.94
						128.68
03/29/2018	AP	70544	IMPREST CASH-ANIMAL CONTROL	BATTERIES AND SUPPLIES	212-430-726.000	11.78
		70544		BATTERIES AND SUPPLIES	212-430-930.660	59.50
						71.28
03/29/2018	AP	70545	INTERSTATE BATTERY SYSTEM OF CM	23406558 PARKS & REC.	588-699-726.051	113.95
03/29/2018	AP	70546	JAMES MOUCH	REIMBURSEMENT-VEHICLE GAS	249-371-930.660	25.11
03/29/2018	AP	70547	JANS NORTHSIDE DELI & MARKET	MANAGEMENT TEAM MEETING LUNCH	101-101-930.500	238.75
03/29/2018	AP	70548	JAVSI	01/01/18 TO 12/31/18 ANNUAL MAINTENANCE AGREEMENT	101-131-920.410	12,180.00
03/29/2018	AP	70549	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-742431 STOCK & BUS #7	588-699-726.050	226.91
		70549		5150 OCBS 1-742717 OCCOA #43	588-699-726.051	56.96
						283.87
03/29/2018	AP	70550	JOHNSON OIL COMPANY	CL37848 FUEL	588-699-930.660	6,556.85
		70550		CL37848 FUEL	589-699-930.660	285.03
						6,841.88
03/29/2018	AP	70551	KERRIE JO DAENZER	GUARDIAN AD LITEM REPORT ON 3/9/18	101-131-930.500	17.25
		70551		GUARDIAN AD LITEM REPORT ON 3/9/18	101-131-930.830	30.00
						47.25
03/29/2018	AP	70552	KEVAN D FLORY	SERVICES 02/28/18 THRU 03/20/18	249-371-801.024	910.00
03/29/2018	AP	70553	KOORSEN FIRE & SECURITY	4354885 FIRE EXT. INSP. MEALS VANS	588-699-940.010	133.96
03/29/2018	AP	70554	LAMAR ADVERTISING	INV # 158-2944907 BILBOARDS FPR AIRSHOW	282-537-930.300	3,950.00
03/29/2018	AP	70555	LINCOLN FINANCIAL	CICOTSEGOC-BL-954784 - APRIL 2018	101-131-704.140	436.89
		70555		CICOTSEGOC-BL-954784 - APRIL 2018	101-133-704.140	38.60
		70555		CICOTSEGOC-BL-954784 - APRIL 2018	215-141-704.140	185.89
		70555		CICOTSEGOC-BL-954784 - APRIL 2018	292-662-704.140	91.21
						752.59
03/29/2018	AP	70556	LONG COUNTY SHERIFF'S OFFICE	SERVICE - CHILD SUPPORT DOCS, 17-17092 DP	101-268-930.450	50.00
03/29/2018	AP	70557	MCVEIGHS TRUCK SPRINGS INC	010696 BUS #2	588-699-726.050	325.94
03/29/2018	AP	70558	MCWCF	MEMBER 760 - 2ND QUARTER PAYMENT	101-131-704.600	595.71
		70558		MEMBER 760 - 2ND QUARTER PAYMENT	101-133-704.600	115.28

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		70558		MEMBER 760 - 2ND QUARTER PAYMENT	215-141-704.600	410.80
		70558		MEMBER 760 - 2ND QUARTER PAYMENT	292-662-704.600	508.69
						1,630.48
03/29/2018	AP	70559	MCWCF	INV#1727 (2018 2ND QTR BILLING)	704-000-231.270	35,426.19
03/29/2018	AP	70560	MEIJER	COMMUNITY GIVING	701-000-230.001	200.00
03/29/2018	AP	70561	MELISSA CONN	REIMBURSEMENT-KEY FOR ELECTRICAL INSPECTOR	249-371-726.000	4.18
03/29/2018	AP	70562	MEYER ACE	23530 CARPET CLEANER	588-698-726.025	23.99
03/29/2018	AP	70563	MGT OF AMERICA, INC	INV 33240 & 33271; CRP MAR BILLING, IV-E MAR SERVICE	101-267-920.410	750.00
		70563		INV 33240 & 33271; CRP MAR BILLING, IV-E MAR SERVICE	101-268-920.410	1,100.00
						1,850.00
03/29/2018	AP	70564	MICHAEL'S LOCKSMITH SERVICE	INV# 9201 REPAIR FED EX BUILDING EXT LOCKS	281-537-920.400	885.00
03/29/2018	AP	70565	MICHIGAN ASSOC OF PLANNING	INV#28689 (PLANNER AD)	101-721-930.300	75.00
03/29/2018	AP	70566	MICHIGAN DEPARTMENT OF HUMAN SERVIC	DFA18-69001 - 2ND QUARTER JAN-MAR 2018	292-662-801.020	10,875.00
03/29/2018	AP	70567	MID NORTH PRINTING INC	INV 85875; VICTIM ADVOCATE BROCHURES	101-267-930.983	140.00
03/29/2018	AP	70568	MISTER T'S GLASS	F0036015 BUS #28	588-699-726.050	26.40
03/29/2018	AP	70569	NETWORKFLEET INC	FEBRUARY MONTHLY SERVICE	101-301-920.410	75.80
		70569		FEBRUARY MONTHLY SERVICE	101-302-920.410	18.95
		70569		FEBRUARY MONTHLY SERVICE	101-334-920.410	18.95
		70569		FEBRUARY MONTHLY SERVICE	101-351-920.410	18.95
						132.65
03/29/2018	AP	70570	NORTHERN CREDIT BUREAU	INVOICE #10899 FEBRUARY 2018 CREDIT REPORTS	233-690-930.150	17.00
03/29/2018	AP	70571	NORTHERN MICHIGAN REVIEW	2018 0316 NOR MICH REV MBOR NOTICE	101-257-930.300	225.59
		70571		POSTING FOR CIVIL / CORRECTIONS OFFICER	101-302-930.300	72.00
		70571		POSTING FOR CIVIL / CORRECTIONS OFFICER	101-351-930.300	72.00
		70571		ACCT#185818 INV.#22818	210-651-930.300	41.63
		70571		ACCT#185818 INV.#22818	212-430-930.300	78.63
		70571		ACCT#185818 INV.#22818	281-537-930.300	78.63
		70571		ACCT#185818 INV.#22818	472-901-970.300	83.25
		70571		393426-429298 FEBRUARY PRIME TIMES, CREATIVE YOUTH, SEO B	588-697-930.300	232.60
						884.33
03/29/2018	AP	70572	NORTHERN TANK TRUCK SERVICE	INV # 423733 HAUL WATER AND DISPOSE	281-537-920.400	270.00

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03/29/2018	AP	70573	NORTHWEST MICHIGAN COMMUNITY HEALTH	WATER SAMPLE BOTTLES FOR PARK AND IRONTONE	208-751-920.200	600.00
03/29/2018	AP	70574	OMH MEDICAL GROUP & MEDCAR WALKIN	60162 - PREPLACEMENT PHYSICAL BASIC EXAM	101-253-940.010	65.00
03/29/2018	AP	70575	OMS COMPLIANCE SERVICES INC	NON-DOT PREEMPLOYMENT DRUG TEST	101-253-940.010	79.50
		70575		90119 RANDOM DRUG TEST	588-699-940.010	75.75
						155.25
03/29/2018	AP	70576	OTSEGO CONSERVATION DISTRICT	INV#670 (1ST MONTH OF RECYCLING)	226-528-940.010-PROG000000	8,666.05
03/29/2018	AP	70577	OTSEGO COUNTY BUS SYSTEM	ROTATE TIRES - FORD ESCAPE	266-901-920.400	22.50
03/29/2018	AP	70578	OTSEGO COUNTY EMS	STATEMENT 03/09/2018	101-301-726.000	229.76
		70578		STATEMENT 03/09/2018	101-427-940.010	7,500.00
		70578		STATEMENT 03/09/2018	101-648-930.240	300.00
		70578		MORGUE COSTS	101-648-930.460	1,252.00
						9,281.76
03/29/2018	AP	70579	OTSEGO COUNTY TREASURER	46TH TRIAL COURT JUROR VOUCHERS (16)	101-145-930.930	421.80
03/29/2018	AP	70580	OTSEGO OUTDOOR MAINTENANCE LLC	7169 SNOW PLOWING FEBRUARY	208-752-920.320	202.00
03/29/2018	AP	70581	PAK MAIL CENTERS OF AMERICA	COURT OF APPEALS J-06-168-NA, J-06-169-NA & J-17-001-NA	101-131-930.450	18.64
03/29/2018	AP	70582	PITNEY BOWES	INV#3305580415 ACCT#0010823078	101-864-920.410	477.60
03/29/2018	AP	70583	PIW CORPORATION	12243 BATTERY BOX BRACKET	588-699-920.400	260.00
03/29/2018	AP	70584	PROSECUTING ATTORNEYS ASSOCIATION M	PAAM CONF REGISTRATION MAY 1-2, GOODRICH & BYRNE	101-267-704.400	80.00
03/29/2018	AP	70585	PROTECTION ONE	3/28/18 TO 4/27/18 DC/FAMILY WING MONITORING	101-131-940.010	85.89
		70585		3/28/18 TO 4/27/18 ADMIN/PA WING MONITORING	101-267-920.410	25.05
		70585		3/28/18 TO 4/27/18 ADMIN/PA WING MONITORING	101-267-930.983	3.58
		70585		3/28/18 TO 4/27/18 FOC WING MONITORING	215-141-940.010	45.80
						160.32
03/29/2018	AP	70586	QUILL CORPORATION	TONER	215-141-726.000	183.39
03/29/2018	AP	70587	REDWOOD TOXICOLOGY LABORATORY INC	WORK CAMP DRUG TESTING SUPPLIES	205-301-726.000	50.00
03/29/2018	AP	70588	REHMANN CIS	SERVICES RENDERED	260-270-801.020	5,172.51
03/29/2018	AP	70589	ROSERUSH SERVICES LLC	5245 ANNUAL LICENSE/UPGRADE	212-430-920.410	1,650.00
03/29/2018	AP	70590	SAGINAW COUNTY PROBATE COURT	DEFERMENT HEARING ON 3/5/18	101-131-801.022	65.00
03/29/2018	AP	70591	SHERRY S HUFF	MARCH 2018	290-670-703.040	200.00



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03/29/2018	AP	70602	THE BANK OF NEW YORK MELLON	OC BLDG AUTH 2010 LOAN# OTSEGOBA10RE	569-906-990.100	220,000.00
		70602		OC BLDG AUTH 2010 LOAN# OTSEGOBA10RE	569-906-990.200	13,600.00
						233,600.00
03/29/2018	AP	70603	THOMSON WEST	ACCT 1000715367; INV 837885361, 837885362, 837806239; MAR' 18 CH	101-267-726.200	431.23
		70603		INV 837789171; ACCT 1000242483; CLEAR CHGS	101-268-726.200	197.03
						628.26
03/29/2018	AP	70604	TITLE CHECK LLC	PARCEL ADMIN FEES-MARCH INSTALLMENT	516-253-920.410	1,927.83
03/29/2018	AP	70605	TOPCOMP COMPUTER SOFTWARE SERVICES	2018 0316 TOPCOMP FEB BILL	618-447-920.410	1,300.00
03/29/2018	AP	70606	TOTAL COMMUNICATION SERVICES LLC	CABLE INSTALLATION	249-371-726.050	296.00
		70606		INV#342	594-228-700.000	164.00
						460.00
03/29/2018	AP	70607	VERIZON WIRELESS	9802115058 FEBRUARY	588-697-930.210	6.75
03/29/2018	AP	70608	VERIZON WIRELESS	ACCT#342115252-00001 INV#9803243749	261-427-930.210	217.43
03/29/2018	AP	70609	VISION SERVICE PLAN (VSP)	ACCT#120496840797 & 120496840798 (APRIL 2018)	647-851-704.110	1,413.22
03/29/2018	AP	70610	WAYNE BENTLEY	MARCH 2018 WEEKEND DRUG TESTER: MAR.18		** VOIDED **
		70610		MARCH 2018 WEEKEND DRUG TESTER: MAR. 18		** VOIDED **
03/29/2018	AP	70611	WEST PAYMENT CENTER	MI RULES OF COURT: STATE & FEDERAL	101-131-726.200	895.00
03/29/2018	AP	70612	WEST PAYMENT CENTER	FEBRUARY 2018 FOC SKIP TRACING FEE	215-141-940.010	135.50
03/29/2018	AP	70613	WEST PAYMENT CENTER	FEBRUARY 2018 COURT SKIP TRACING FEE	101-131-940.010	125.08
03/29/2018	AP	70614	WILBER AUTOMOTIVE SUPPLY INC	AIRPORT MULTI INVOICES	281-537-920.400	99.68
		70614		100076 STOCK	588-699-726.050	315.32
						415.00
03/29/2018	AP	70615	ZAREMBA EQUIPMENT INC	S 112365 STOCK	588-699-726.050	326.65
03/29/2018	AP	70616	WAYNE BENTLEY	MARCH 2018 WEEKEND DRUG TESTER: MAR. 18	101-133-940.010	40.00
				TOTAL - ALL FUNDS	TOTAL OF 139 CHECKS (1 voided)	686,572.56