

November 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 Paul Beachnau, followed by the Pledge of Allegiance led by Dona Wishart.

Roll Call:

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

Absent: Doug Johnson

Consent Agenda:

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the Regular minutes of October 23, 2018 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the Board of Commissioner meeting change in December from December 11<sup>th</sup> to December 18<sup>th</sup>, 2018. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the Board of Commissioner meeting location change for the November 27, 2018 meeting to the Alpine Center. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the reappointment of James Camiller to the Otsego County Commission on Aging Board to a term expiring on December 31, 2021. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the reappointment of Mary Sanders to the Otsego County Commission on Aging Board to a term expiring on December 31, 2021. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the reappointment of Mary Sanders to the Otsego County Ambulance Board to a term expiring on December 31, 2021. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the reappointment of Paul Eckert to the Construction Board of Appeals to a term expiring on December 31, 2021. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the reappointment of David Baragrey to the Parks and Recreation Board to a term expiring on December 31, 2021. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Duane Switalski, to approve the reappointment of Abe Cruz to the Parks and Recreation Board to a term expiring on December 31, 2021. Ayes: Unanimous. Motion carried.

Commissioner Doug Johnson arrived at 9:35 a.m.

Department Head Reports:

Bill Kerr presented the 2018 Apportionment report to the Board.

Committee Report:

Motion by Commissioner Paul Beachnau, seconded by Commissioner Doug Johnson, to approve OCR 18-27 Sportsplex Operating Millage Ballot for .025 mills for 10 years for the August 6, 2019 ballot.

Roll Call Vote:

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

Nays: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to eliminate future retiree healthcare for current employees (not retirees) for the non-union and teamsters clerical groups, excluding elected officials currently in office effective 12-31-18. Ayes: Julie Powers, Paul Beachnau, Paul Liss, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Duane Switalski. Motion carried.

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve a budget amendment for the 2018 longevity payment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Julie Powers, to approve the heavy duty vehicle for the Otsego County Animal Control to the low bidder Berger Chevrolet of Grand Rapids, Michigan. Ayes: Unanimous. Motion carried.

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

Motion by Commissioner Paul Beachnau, seconded by Doug Johnson, to approve the Parks and Recreation budget amendment for replacing the septic system at the County Park. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Ken Glasser, to approve the UCMAN budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Beachnau, seconded by Commissioner Rob Pallarito, to approve the Medical Examiners Department budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Bruce Brown, to approve the upgrade of the PC Trans Dispatch Software. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

Rachel Frisch reported on new Christmas lights for the County Building; Community Mental Health rents space at the Alpine Center and their lease is expiring, working on to renew; working on the Community wide survey; The old trading post has been tore down and taking out the tank today; Information Center building has been tore down; Recycling contract expires March 2019, working on a new one; Trail project update, construction is done until Spring, the trail itself is done and will be open for snowmobile season December 1st, signage and seeding to be completed in the spring; Attended the Trail head ground breaking ceremony held November 12<sup>th</sup> in Vanderbilt.

City Liaison, Township and Village Representative:

Matt Nowak, Supervisor for Charlton Township, addressed some concerns of the possible change of Road Commissioner Board from a 3-member board to a 5-member board.

Vic Ouellette reported on the City, will continue to hold the position to opt out of recreational marijuana.

Correspondence: None.

New Business:

Motion by Commissioner Julie Powers, seconded by Commissioner Duane Switalski, to approve the October 31, 2018 Warrant in the amount of \$47,166.88. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Doug Johnson, to approve the November 6, 2018 Warrant in the amount of \$627,139.54. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, seconded by Commissioner Paul Liss, to approve the November 13, 2018 Warrant in the amount of \$251,776.91. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Rob Pallarito attended the Joint Land Use Study meeting, airspace issue came up; attended the Mackinac Bridge meeting, line 5 issue was discussed.

Commissioner Ken Glasser attended the Joint Land Use Study meeting; electronics recycling at Comp Renu, 1681 S. Old 27, some items there is a charge others are free.

Commissioner Bruce Brown complemented the Sportsplex board on how nice the tennis courts are, nice addition for the Sportsplex.

Commissioner Paul Liss, attended the trail head ground breaking ceremony held November 12<sup>th</sup> in the Village of Vanderbilt.

Commissioner Paul Beachnau had no report.

Commissioner Julie Powers attended the trail head ground breaking ceremony held November 12<sup>th</sup> in the Village of Vanderbilt; attended the Veterans service on November 12<sup>th</sup>.

Commissioner Duane Switalski thanked everyone who has been appointed and reappointed to be volunteers on various boards; Groen driveway; Road Commissioner board.

Commissioner Doug Johnson reported the rangers station has been moved at the County Park; septic tank completed; electrical system to be looked at and upgraded at the County Park.

Commissioner Ken Borton reminded the Board the next meeting of November 27<sup>th</sup> has been moved to the Multi-Purpose room at the Alpine Center.

Meeting adjourned at 10:30 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyter, Otsego County Clerk

Minutes of a regular meeting of the Otsego County Board of Commissioners, held at the Otsego County Courthouse, 225 W. Main Street, Room 100, Gaylord, Michigan on the 13<sup>th</sup> day of November, 2018 at 9:30 a.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution was offered by Commissioner \_\_\_\_\_.

## **RESOLUTION NO. OCR 18-27**

### **A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A MILLAGE PROPOSITION TO PROVIDE FUNDS FOR THE OPERATION AND MAINTENANCE OF THE OTSEGO COUNTY SPORTSPLEX AND TO SUBMIT THE PROPOSITION TO THE ELECTORATE AT THE AUGUST 6, 2019 PRIMARY ELECTION**

#### Recitals

**WHEREAS**, Otsego County currently operates and maintains the Otsego County Sportsplex for the benefit of County residents and others visiting the County; and

**WHEREAS**, the funds to operate and maintain the Otsego County Sportsplex are currently provided by a millage of 0.25 mills previously approved by the County electors; and

**WHEREAS**, the millage previously approved by the County electors expires on December 1, 2020; and

**WHEREAS**, the Otsego County Board of Commissioners desires to again obtain voter approval for the same millage amount (0.25 mills) for ten (10) years, beginning December 1, 2021 through December 1, 2030, inclusive, to provide funds for operating and maintaining the Otsego County Sportsplex; and

**WHEREAS**, the Otsego County Board of Commissioners wishes to submit this millage proposition to the County electors at the primary election to be held on August 6, 2019; now

**THEREFORE BE IT RESOLVED**, that the following proposition, the language of which is hereby approved by the Otsego County Board of Commissioners and certified to the Otsego County Clerk, shall be submitted to the electors of Otsego County for a vote at the August 6, 2019 primary election.

**BALLOT LANGUAGE**

**OTSEGO COUNTY**

**PROPOSITION FOR RENEWAL OF OTSEGO COUNTY SPORTSPLEX OPERATING AND MAINTENANCE MILLAGE**

*This proposal is a renewal of the previously approved millage and will allow Otsego County to continue to levy 0.25 mills (\$0.25 per \$1,000.00 of taxable valuation) to provide funds for the operation and maintenance of the Otsego County Sportsplex.*

Shall the constitutional tax rate limitation on general ad valorem taxes within the County of Otsego, Michigan be increased by 0.25 mills (\$0.25 per \$1,000 of taxable value) on the taxable value of such property for a period of ten (10) years, 2021 through 2030, both inclusive, to provide funds for operating and maintaining the Otsego County Sportsplex (such an increase is estimated to provide revenues of approximately \$320,472 in 2021).

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

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: \_\_\_\_\_  
\_\_\_\_\_  
NO: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

THE RESOLUTION WAS DECLARED ADOPTED.

\_\_\_\_\_  
Ken Borton, Chairman

\_\_\_\_\_  
Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN    )  
                                  ) ss.  
COUNTY OF OTSEGO    )

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 13<sup>th</sup> day of November, 2018, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that minutes of such meeting were kept and will be or have been made available as required thereby.

\_\_\_\_\_  
Susan I. DeFeyter, County Clerk

DATED: \_\_\_\_\_, 2018



**OTSEGO COUNTY  
BUDGET AMENDMENT**

*page 1 of 5*

**FUND/DEPARTMENT:** General, Spec Rev. Enterprise

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** 2018 Longevity

**REVENUE**

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

**EXPENDITURE**

Account Number	Increase	Decrease
101-131-703.050 Circuit Court Longevity	\$ 1,831	\$
101-148-703.050 Probate Court Longevity	\$ 200	\$
101-215-703.050 Clerk Longevity	\$ 875	\$
101-253-703.050 Treasurer Longevity	\$ 250	\$
101-257-703.050 Equaliz Dept Longevity	\$ 225	\$
101-261-703.050 MSU Ext Longevity	\$ 93	\$
<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 \_\_\_\_\_

*\* Cash Transfer*



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General, Spec Rev. Enterprise

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

DESCRIPTION 2018 Longevity

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101-267-703.050 Pros Atty Dept Longevity	\$ 625	\$
101-268-703.050 Child Support Longevity	\$ 175	\$
101-301-703.050 Sheriff Longevity	\$ 875	\$
101-334-703.050 Secondary Road Longevity	\$ 150	\$
101-351-703.050 Jail Longevity	\$ 1,000	\$
101-682-703.050 Vet Affairs Longevity	\$ 139	\$
<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  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** General, Spec Rev. Enterprise

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** 2018 Longevity

**REVENUE**

Account Number	Decrease	Increase
205-050-699.030 Transfer In	\$	\$ 175
208-050-699.030 Transfer in	\$	\$ 350
212-050-699.030 Transfer In	\$	\$ 550
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
101-721-705.030 Zoning Dept Longevity	\$ 150	\$
(Total General Fund \$6,588)	\$	\$
205-301-703.050 Work Camp Longevity	\$ 175	\$
208-751-703.050 Parks & Rec Longevity	\$ 175	\$
208-752-703.050 Community Center Longevity	\$ 175	\$
212-430-703.050 Animal Control Longevity	\$ 550	\$
<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  
BUDGET AMENDMENT**

*Page 5 of 5*

**FUND/DEPARTMENT:** General, Spec Rev. Enterprise

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** 2018 Longevity

**REVENUE**

Account Number	Decrease	Increase
645-050-699.030 Transfer In	\$	\$ 520
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
645-172-703.050 Admin Longevity	\$ 175	\$
645-201-703.050 Finance Longevity	\$ 120	\$
645-202-703.050 Grant Admin Longevity	\$ 25	\$
645-270-703.050 Human Res. Longevity	\$ 200	\$
101-969-999.000 Transfer Out	\$ 2,791	\$
101-941-999-010 Contingency	\$	\$ 9,379
<b>Total</b>	\$ 12,170	\$ 12,170

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  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Parks & Rec

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

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

**DESCRIPTION** Septic Repair

**REVENUE**

Account Number	Decrease	Increase
208-050-400.001 Budgeted Use of Fund Balance	\$	\$ 35,835
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$ 35,835

**EXPENDITURE**

Account Number	Increase	Decrease
208-901-970.300 Property Improvements	\$ 35,835	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 35,835	\$

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  
BUDGET AMENDMENT**

**FUND/DEPARTMENT: UCMAN**

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 BUDGET AMENDMENT FOR DICKERSON PROJECT**

**REVENUE**

Account Number	Decrease	Increase
594-050-400.001 BUDGETED USE OF FUND BALANCE	\$	\$ 10,000
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
594-806-970.440 PROPERTY - COMPUTER	\$ 9,019	\$
594-806-801.030 TECHNICAL SERVICES	\$ 331	\$
594-806-920.410 SERVICE CONTRACTS	\$ 650	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 10,000	\$ 10,000

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

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

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

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





Efficiency in transit.

			Quote
<b>Prepared for</b>			15-Jul-18
Otsego County Bus System Attn: Mr. Timothy Cherwinski 1254 Energy Dr Gaylord, MI 49735 (989) 731-1204			
ITEM	QUANTITY	COST EACH	TOTAL
Scheduling and Dispatch and Maps Software	1	17,000	17,000
PcTrans tablet software licenses – live tablets	10	850	8,500
Tablet setup	12	150	1,800
On-site training Each trip 2 days, average 4-5 hours per day	4	1,800	7,200
Follow up trip This trip 1 day, approximately 4 hours Cost reduced assuming this will be scheduled with other client training in Northern Michigan	1	800	800
<b>Sub-total</b>			<b>35,300</b>
<b>Adjustments</b>			
Less: Credit for previous purchase	1	(17,000)	(17,000)
Add: Upgrade software to latest version	1	3,200	3,200
<b>Sub-total</b>			<b>(13,800)</b>
<b>TOTAL</b>			<b>21,500</b>
<b>Excluded and required</b>			
<ul style="list-style-type: none"> <li>• Computer hardware, system software including Microsoft SQL Server 2008 or later (2016 or later preferred), networking</li> <li>• Tablets running Windows 10 Pro and either with built-in cellular or use of a Verizon Jetpack.</li> <li>• A VPN that allows each tablet to have a fixed IP address. Contact PCTrans for models currently in use.</li> <li>• Fixed IP address at base.</li> <li>• Workstations need Windows 8 Pro or later (not Vista)</li> <li>• Cellular (Verizon or AT&amp;T)</li> </ul>			
<b>Ongoing costs</b>			
<ul style="list-style-type: none"> <li>• Scheduling and Dispatch support is needed from date of installation. Year 1 costs would be \$3,325.</li> <li>• Tablet software comes with a 1-year warranty. After that, ongoing costs are currently \$150 per year per live tablet, spare tablets no charge.</li> </ul>			

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