



Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

989-731-7520 • Fax 989-731-7529

NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, February 26, 2019 beginning at 9:30 a.m., at the County Building at 225 W. Main Street, Room 100, Gaylord, Michigan 49735.

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Consent Agenda

- A. Regular Minutes of February 12, 2019 w/attachments - Motion to Approve
- B. Library Appointment correction of Term Date - Motion to Approve

Committee Reports

A. Budget and Finance Committee Recommendations

- 1. Engineering Contract - Trail Extension
- 2. Construction Contract - Trail Extension
- 3. Budget Amendments 2018/2019
- 4. Groen Project Budgets - Entrance and Hilltop Ranger Station
- 5. Uniform Guidance Policies
- 6. Recycling Bid Award
- 7. Patrol Car Purchase and Outfitting

Administrator's Report

City Liaison, Township & Village Representatives

Correspondence

New Business

A. Financials

- 1. February 19, 2019 Warrant
- 2. February 20, 2019 Warrant
- 3. February 26, 2019 Warrant

B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Regular Minutes of February 12, 2019 With attachments.	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Consent Agenda, Item A.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

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

RECOMMENDATION:

Staff requests approval of the Regular Minutes of February 12, 2019 with attachments.

February 12, 2019

The regular meeting of the Otsego County Board of Commissioners was held in Room 100 of 225 West Main Street, 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 Sheriff Matt Nowicki.

Roll Call:

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

Excused: Doug Johnson.

Commissioner Ken Glasser requested item C, Award Contract for GIS Maintenance Services to Amalgam LLC, be removed from the consent agenda and placed under new business.

Consent Agenda:

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve the Regular minutes of January 22, 2019 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve OCR 19-04, amendment for the Teamsters Bus defined benefit MERS Program.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Ken Borton, Bruce Brown.

Nays: None.

Excused: Doug Johnson.

Motion carried/Resolution adopted. (see attached)

Department Head Reports:

Sheriff Matt Nowicki reported on the jail; bookings down due to overcrowding; Union contract settled for Corrections; reported on the road patrol.

Committee Report: None.

Administrator's Report:

Rachel Frisch reported on our County website, there is a one stop shop of information for businesses; analysis of electric with use of the new Christmas lights, only went up \$90.00; Parks and Recreation received a grant for \$15,000.00 for Irontone Springs to create a mini trail for hiking; 100% funding for Groen Nature preserve entrance; Leadership of Otsego County is working with the City and DDA to do a sign on main street for the entrance of Claude Shannon park.

City Liaison, Township and Village Representative:

Alan Witt reported on the City Council meeting, City received 1.4 million grant for infrastructure street building.

Correspondence: None.

New Business:

Motion by Commissioner Paul Liss, seconded by Commissioner Julie Powers, to approve the January 23, 2019 Warrant in the amount of \$24,417.10. Ayes: Unanimous. Motion carried.

Motion by Commissioner Rob Pallarito, seconded by Commissioner Ken Glasser, to approve the January 29, 2019 Warrant in the amount of \$169,627.49. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Paul Liss, to approve the February 5, 2019 Warrant in the amount of \$146,377.42. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Rob Pallarito, to approve the February 12, 2019 Warrant in the amount of \$873,468.19. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Henry Mason, to award contract for GIS Maintenance Services to Amalgam LLC. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Duane Switalski attended Charlton Township meeting; opted out of recreational marijuana; Chester Township meeting is tonight; short term rental complaints received.

Commissioner Julie Powers reported on the Health Department meeting; Radon testing; alcohol on the rivers.

Commissioner Henry Mason had no report.

Commissioner Rob Pallarito attended the Economic Alliance breakfast.

Commissioner Ken Glasser had no report.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss attended Corwith Township meeting; MOA resolution passed; trailhead report, trail moving along.

Commissioner Ken Borton attended the Bagley Township meeting; Approved resolution for MOA, Bagley looking at a new Township hall; Hayes Township also passed the MOA resolution; heading to Lansing to attend the State of the State.

Meeting adjourned at 10:15 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk

2-12-19

OCR 19-04

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Otsego Co Municipality #: 6902

If new to MERS, please provide your municipality's fiscal year: _____ through _____
Month Month

II. Effective Date

Check one:

A. If this is the initial Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the initial MERS effective date by each eligible employee shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an amendment of an existing Adoption Agreement (Defined Benefit division number 10), the effective date shall be the first day of January, 2019. Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a temporary benefit that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to separate employees from an existing Defined Benefit division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

In a collective bargaining unit (attach cover page, retirement section, signature page)

Subject to the same personnel policy

To receive one month of service credit (check one):

An employee shall work 10 _____ hour days.

An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

Probationary Periods are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: January 23 _____, 20 19 _____

~~I. Review the valuation results~~

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. ~~Please choose one:~~

Our MERS representative presented and explained the valuation results to the

Human Resources on 01/30/2019
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) 1.5 % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

Termination Final Average Compensation (calculated over the members entire wage history)

Frozen Final Average Compensation (FAG is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) 5 years

4. Vesting (5 -10 yrs, increments of 1 yr) 10 years

5. Normal Retirement Age will be the later of: 60 (any age from 60-70), or the vesting provision selected above (#4).

6. Required employee contribution (Max 10%, increments of 0.01%) 1 %

7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

Compensation including all items as allowed in the MERS Plan Document (Section 14).

If anything varies, specify here:

Included: _____

Excluded: _____

Base wages only.

If any items should be included, specify here:

Included: _____

Medicare taxable wages as reported on W2.

Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date	<input type="checkbox"/> Future retirees who retire after effective date
<input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Otsego County on
the 12 day of February, 2019 (Name of Approving Employer)

Authorized signature: _____

Title: Chair, Board of Commissioners

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)



February 26, 2019

Agenda

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Library Appointment Correction of Term Date	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Consent Agenda, Item B.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

Maureen Derenzy brought to our attention Ms. Martha Baril approved January 22, 2019 was incorrectly appointed to a full term ending 2024. This Correction is to reflect the correct expiration date of August 31, 2022 which reflects the partial term vacancy being filled due to vacancy.

RECOMMENDATION:

Staff requests approval of Ms. Baril for a partial term vacancy until August 31, 2022.

Holly Barresi

From: Maureen Derenzy <mderenzy@otsego.org>
Sent: Saturday, February 16, 2019 8:24 PM
To: Holly Barresi
Subject: new board member

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

The minutes of January 22 state that Martha Baril was appointed for a term ending 2024. The position was advertised to fill a vacancy for a partial term due to the resignation, with an appointment expiring on August 31, 2022. Will you please check to see if we will need to bring this back to the Commissioners for a correction?

Maureen

Maureen Derenzy, Library Director
Otsego County Library
700 S. Otsego Avenue
Gaylord, MI 49735
(989) 732-5841 x15
mderenzy@otsego.org

Motion by Commissioner Duane Switalski, seconded by Commissioner Paul Liss, to approve OCR 19-02 Discharge of Mortgage for Donald and Patricia Marple.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, 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 Duane Switalski, seconded by Commissioner Paul Liss, to approve OCR 19-03 Discharge of Mortgage for Patrick J. and Suzanne L. Compeau.

Roll Call Vote:

Ayes: Julie Powers, Henry Mason, 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 Duane Switalski, seconded by Commissioner Paul Liss, to approve the appointment of Martha Baril to the Library Board to a term expiring on December 31, 2024.

Ayes: Unanimous. Motion carried.

Special Presentations:

Tom Quinn reported on Kirtland Community College; Thanked Suzy DeFeyter, Ken Borton and Rachel Frisch for help on the ballot process and election for the Kirtland Community College; habitat for humanity house on campus, 7 students from 3 area high schools are working on it; 4-12-19 a strategic planning summit meeting scheduled; adding 2 more sections for welding; next year refreshing the media center; met with president with Ferris University; full on rental space; bowling tournament held this past weekend.

Committee Report:

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve adding a 30 hour per week part-time Mechanical/Plumbing inspector position and the related budget amendment. Ayes: Julie Powers, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: None. Abstain: Henry Mason. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to approve the 2018 budget amendments as presented. Ayes: Unanimous. Motion carried. (see attached)

USDA Grant public hearing opened at 10:01 a.m.

USDA Grant public hearing closed at 10:04 a.m.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Engineering Contract – Trail Extension	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The State of Michigan awarded Otsego County a \$200,000 Iron Belle Trail Challenge Grant to extend the existing trail project an extra 1.4 miles from Passenheim Rd. to the south County border. It is desirable to extend the contract with our current engineers, C2AE, for this portion of the project, at \$30,000.

RECOMMENDATION:

Staff requests approval of the Engineering Contract with C2AE.



123 W. Main St. Suite 200
Gaylord, MI 49735
O: 989.732.8131
www.c2ae.com

January 16, 2019

Ms. Rachel Frisch, Administrator
Otsego County
225 West Main Street, Room 203
Gaylord, MI 49735

**Re: Amendment to Proposal for Professional Services: Design and Construction Engineering Services
Otsego County – Iron Belle Trail**

Dear Rachel:

Congratulations to Otsego County on the success of your recent Iron Belle Trail grant funding application (\$200,000) for the extension of the trail from Passenheim Road south to the Otsego County line (Bradford Road), a distance of 1.3 miles. C2AE is pleased to have assisted with this grant application.

This is an Amendment to the original agreement for Design and Construction Engineering services dated February 14, 2017. The Scope of Services to be provided under this amendment are the same as for the original agreement, which will include design, bidding and construction phase services specific to the trail extension. The trail extension will be similar in nature to the existing trail under construction, and will be located within the dedicated portion of the railroad right of way.

The project will continue to involve and require coordination with the MDNR, MDOT Office of Rail and Lake State Railroad. The anticipated cost for the trail extension is approximately \$170,000, and will be somewhat dependent on whether the project can be an extension of the existing construction contract either through MDOT, Otsego County, or will require rebidding.

C2AE proposes the following fees to provide engineering services as follows:

Design Phase Services	\$15,000 Lump Sum
Bidding or Negotiating Services	\$1,500 Lump Sum
Construction Engineering Fee	<u>\$13,500 Estimated, Time and Materials</u>
Total Amendment Amount	\$30,000

Note that the construction phase services are on a time and material basis, and will only be billed as needed. There is still remaining budget in the original contract that may cover the construction phase services, but that won't be determined until the completion of construction.

It is the intent to have the design and bidding/negotiating phases completed such that the trail extension work can be completed by late spring/early summer of 2019 along with the current construction.

Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,

C2AE

A handwritten signature in blue ink that reads "Larry Fox". The signature is fluid and cursive, with the first name "Larry" and the last name "Fox" clearly distinguishable.

Larry M. Fox, PE
Project Manager

Accepted by: Otsego County

Rachel Frisch, County Administrator

Date

The parties to this agreement, Capital Consultants, Inc., a Michigan Corporation doing business as C2AE in the State of Michigan, hereinafter called the A|E CONSULTANT and the County of Otsego, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A|E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A|E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A|E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A|E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A|E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Additional services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A|E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the A|E CONSULTANT and by mutual agreement between the parties, the A|E CONSULTANT will without additional compensation, correct those services not meeting such a standard.
- E. ADA Compliance: The Americans with Disabilities Act (ADA) provides that alterations to a facility must be made in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to persons with disabilities. The OWNER acknowledges that the requirement of the ADA will be subject to various and possibly contradictory interpretations. The A|E CONSULTANT, therefore, will use its reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. The A|E CONSULTANT, however, cannot and does not warrant or guarantee that the OWNER's project will comply with all interpretations of the ADA requirements and/or the requirements of other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project.
- F. Code Compliance: The A|E CONSULTANT shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of submission to building authorities. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the A|E CONSULTANT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provision of this Agreement.
- G. Permits and Approvals: The A|E CONSULTANT shall assist the OWNER in applying for those permits and approvals normally required by law for projects similar to the one for which the A|E CONSULTANT's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by the A|E CONSULTANT and included in the scope of Basic Services of this Agreement.
- H. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A|E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A|E CONSULTANT's opinions of probable construction costs are made on the basis of the A|E CONSULTANT's professional judgment and experience. The A|E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A|E CONSULTANT's opinion of probable construction cost.

- I. Schedule for Rendering Services: The A|E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A|E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A|E CONSULTANT's reasonable control.
- J. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A|E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A|E CONSULTANT, and shall remain in the possession of the A|E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A|E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- K. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A|E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A|E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A|E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A|E CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the A|E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys fees arising out of the unauthorized modification of these materials.
- L. Record Documents: Upon completion of the work, the A|E CONSULTANT shall compile for and deliver to the OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which the A|E CONSULTANT shall assume will be reliable, the A|E CONSULTANT cannot and does not warrant their accuracy.
- M. Payment Terms: Invoices will be submitted by the A|E CONSULTANT monthly, are due upon receipt and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- N. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A|E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after receipt of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A|E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- O. Abandonment of Work: If any work is abandoned or suspended, the A|E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- P. Errors and Omissions Insurance: The A|E CONSULTANT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the A|E CONSULTANT's liability to the OWNER and to all Construction

Contractors and Subcontractors on the project due to the A|E CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the A|E CONSULTANT to all those named shall not exceed \$406,000.

- Q. Betterment: If, due to the A|E CONSULTANT's negligence, a required item or component of the project is omitted from the A|E CONSULTANT's construction documents, the A|E CONSULTANT shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the A|E CONSULTANT be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the project.
- R. Indemnification: The A|E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the A|E CONSULTANT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the A|E CONSULTANT is legally liable.

The OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless the A|E CONSULTANT, its officers, directors, employees and subconsultants (collectively, A|E CONSULTANT) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the OWNER's negligent acts in connection with the project and the acts of its contractors, subcontractors or consultants or anyone for whom the OWNER is legally liable.

Neither the OWNER nor the A|E CONSULTANT shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

- S. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A|E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A|E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- T. Full-Time Construction Observation: The A|E CONSULTANT will provide full-time project representation in order to observe the progress and quality of the work completed by the Contractor. Such observation is not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather is to allow the A|E CONSULTANT, as an experienced professional, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents.

The A|E CONSULTANT shall keep the OWNER informed about the progress of the work and shall endeavor to guard the OWNER against deficiencies in the work.

The A|E CONSULTANT shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.

The A|E CONSULTANT shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the work, or any agents or employees of any of them. The A|E CONSULTANT does not guarantee

the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

- U. Jobsite Safety: Neither the professional activities of the A|E CONSULTANT, nor the presence of the A|E CONSULTANT or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The A|E CONSULTANT and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the OWNER's contract with the General Contractor. The OWNER also agrees that the OWNER, the A|E CONSULTANT and the A|E CONSULTANT's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.
- V. Hazardous Materials: As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site.

Both parties acknowledge that the A|E CONSULTANT's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event the A|E CONSULTANT or any other party encounters any hazardous or toxic materials, or should it become known to the A|E CONSULTANT that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the A|E CONSULTANT's services, the A|E CONSULTANT may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

The OWNER agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the A|E CONSULTANT, its officers, partners, employees and consultants (collectively, A|E CONSULTANT) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of the A|E CONSULTANT.

- W. Change Orders/Stop Work Orders: The A|E CONSULTANT and the OWNER agree that any construction contract change orders or stop work orders must be approved in writing by the OWNER.
- X. Agreement Not to Claim for Cost of Certain Change Orders: The OWNER recognizes and expects that certain Change Orders may be required to be issued as the result in whole or part of imprecision, incompleteness, errors, omissions, ambiguities, or inconsistencies in the Drawings, Specifications and other design documentation furnished by the A|E CONSULTANT or in the other professional services performed or furnished by the A|E CONSULTANT under this Agreement whether caused by professional negligence or by imperfections that are within professional standards ("Covered Change Orders"). Accordingly, the OWNER agrees not to sue and otherwise to make no claim directly or indirectly against the A|E CONSULTANT on the basis of professional negligence, breach of contract or otherwise with respect to the costs of approved Covered Change Orders unless the costs of such approved Covered Change Orders exceed 5% of Construction Cost, and then only for an amount in excess of such percentage. Any responsibility of the A|E CONSULTANT for the costs of Covered Change Orders in excess of such percentage will be determined on the basis of applicable contractual obligations and professional liability standards. For purposes of this paragraph, the cost of Covered Change Orders will not include any costs that the OWNER would have

incurred if the Covered Change Order work had been included originally in the Contract Documents without any imprecision, incompleteness, error, omission, ambiguity, or inconsistency in the Drawings, Specifications and other design documents furnished by the A|E CONSULTANT or in the A|E CONSULTANT's other professional services related thereto. Nothing in this provision creates a presumption that, or changes the professional liability standard for determining if, the A|E CONSULTANT is liable for the cost of Covered Change Orders in excess of the percentage of Construction Cost stated above or for any other Change Order.

- Y. Dispute Resolution: The OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Construction Contract – Trail Extension	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

For quality control, efficiency, and cost-saving purposes, it is advisable to engage with the current Iron Belle trail construction company, M&M Excavating, to extend trail construction to the county border as part of the \$200,000 Iron Belle Extension Challenge Grant, at a cost not to exceed \$170,000.

RECOMMENDATION:

Staff requests approval of contracting with M&M Excavating for the 1.4 mile Iron Belle Trail Extension from Passenheim Rd south the county border.



123 W. Main St. Suite 200
Gaylord, MI 49735
O: 989.732.8131
www.c2ae.com

February 12, 2019

Ms. Rachel Frisch, Administrator
Otsego County
225 W. Main Street
Gaylord, MI 49735

Re: Otsego County Trail Extension Construction Contracting

Dear Rachel,

Congratulations on the successful \$200,000 Iron Belle Grant Award for the extension of the Otsego County Trail from Passenheim Road south to the County Line. We are pleased to have been able to assist with that successful application.

We have had numerous discussion over the past few weeks with you, the DNR and MDOT regarding how best to now implement the construction phase of the extension work. We all agree that it would be simplest, the least costly and most time efficient to be able to extend the existing contract at the bid prices with the current contractor, M&M Excavating. The following methods of extending that contract were all investigated and found not feasible:

1. Extension of existing contract through MDOT – we have discussed this at great length with MDOT. MDOT has some very particular guidelines on project extensions due to the federal funding involvement. Because the original project limits did not include the section of trail from Passenheim Road to the County line, environmental and historic clearances were not obtained. It is not possible to now “add on” or extend this contract through MDOT.
2. Contract through C2AE with M&M as a subconsultant – Since the County has a professional services contract with C2AE, it was thought that it might be possible to amend this contract to include the trail extension construction. However, after further investigation, it was determined that this would pose a conflict of interest with the original trail contract, where C2AE is acting as the engineer responsible for administering the contract with M&M. So it would be a conflict of interest to then hire the same contractor under our contract to perform construction on the trail extension, while still maintaining the administration responsibilities for the MDOT/M&M contract.
3. Contract with M&M through the DNR – The DNR has indicated that they do not have the mechanism to be able to do this. Plus, the Iron Belle Trail Grant was awarded to the County.

It appears that there remain two feasible methods to contract the construction of the trail extension, as follows:

- a. The first would be for the County to publicly advertise and competitively bid out the construction of the trail extension. This would be the normal procurement process for the County for an independent contract. The main drawback to this approach is that we believe that bidding out a relatively small project as this would not have the economies of scale of the original contract, and feel that it is extremely likely that the bids would exceed the cost of extending the existing contract, and may very possibly exceed the \$200,000 grant amount.
- b. The second would be for the County to forego their normal procurement process and contract directly with M&M Excavating. The contract would be for the same unit prices as their original bid for the main project. We would still need to work out some details and complete the design, but it appears from our preliminary estimates that this contract would be less than \$170,000, which leaves enough for

engineering and potential construction changes. Another advantage of this contract would be that M&M is already mobilized, has the sources for materials already under contract, and could just keep working farther south from where they are now, resulting in a quicker project completion.

We would strongly recommend that due to the unique set of circumstances in this instance, that the County direct contract with M&M Excavating for the trail extension project. We recommend direct contracting for the following reasons:

- We believe that direct contracting will save the County significant cost over competitive bidding. M&M was the low bidder on the original contract by a significant amount. M&M's price was \$1,944,720.80. J&N Construction was the only other bidder at \$2,190,332.96, 13% above M&M's price. The Engineer's estimate for the project was \$2,545,633.00. A bid tabulation from the original bid is attached.
- We believe that contractor that works on this project needs to be MDOT Prequalified. We believe that M&M and J&N are the only two local contractors with the necessary pre-qualifications.
- M&M can fit this project right into the schedule for completion of the original project. No coordination between contractors would be required.
- We will be assured that the same materials (gravel source, etc.) will be the same for the entire project.
- The DNR and MDOT are supportive of the direct contract.
- Contract administration would be simpler with the one Contractor.

Please do not hesitate to contact us with any questions or should you need additional information.

Sincerely,
C2AE



Larry M. Fox, P.E.
Project Manager

Cc: Mr. Chris Churches, Otsego County

Enclosures

Item Description	Units	Item Code	Prop. Line	Unit Price	Prop South Quantity	Estimated Cost
Mobilization, Max \$231,600.00	LS	1500001	10	\$25,000.00	1	\$25,000.00
Curb and Gutter, Rem	Ft	2040020	20	\$10.00	0	\$0.00
Fence, Rem	Ft	2040025	30	\$20.00	0	\$0.00
Pavt, Rem	Syd	2040050	40	\$30.00	0	\$0.00
Sidewalk, Rem	Syd	2040055	50	\$30.00	0	\$0.00
Non Haz Contam Matl Handling & Disp, LM	Cyd	2050031	60	\$40.00	0	\$0.00
Subgrade Undercutting, Type II	Cyd	2050041	70	\$8.00	0	\$0.00
Drive and Parking Lot, Grading	LS	2057051	80	\$3,500.00	0	\$0.00
Erosion Control, Check Dam, Stone	Ft	2080012	90	\$25.00	0	\$0.00
Ero Con, Inlet Protection, Fabric Drop	Ea	2080020	100	\$100.00	0	\$0.00
Erosion Control, Silt Fence	Ft	2080036	110	\$2.00	0	\$0.00
Aggregate Base, 6 inch	Syd	3020016	120	\$8.00	0	\$0.00
Aggregate Surface Cse, 6 inch, Special	Syd	3027011	130	\$6.10	0	\$0.00
Maintenance Gravel, LM	Cyd	3060021	140	\$30.00	100	\$3,000.00
Geotextile, Stabilization	Syd	3080010	150	\$7.00	0	\$0.00
Culv End Sect, 12 inch	Ea	4010012	160	\$375.00	0	\$0.00
Culv End Sect, 15 inch	Ea	4010015	170	\$500.00	0	\$0.00
Culv, Cl A, 12 inch	Ft	4010131	180	\$35.00	0	\$0.00
Culv, Cl A, 15 inch	Ft	4010132	190	\$40.00	40	\$1,600.00
Underdrain, Subgrade, 6 inch	Ft	4040073	200	\$7.00	0	\$0.00
HMA Surface, Rem	Syd	5010005	210	\$7.00	50	\$350.00
Hand Patching	Ton	5010025	220	\$215.00	0	\$0.00
HMA Approach	Ton	5010061	230	\$165.00	0	\$0.00
Conc Pavt, Nonreinf, 8 inch	Syd	6020104	240	\$40.00	50	\$2,000.00
Steel Sheet Piling, Permanent	Sft	7040001	250	\$19.80	0	\$0.00
Structural Steel, Rolled Shape, Erect	Lb	7070070	260	\$1.50	0	\$0.00
Struct Steel, Rolled Shape, Furn and Fab	Lb	7070071	270	\$1.00	0	\$0.00
Driveway, Nonreinf Conc, 8 inch	Syd	8010007	280	\$45.00	0	\$0.00
Curb and Gutter, Conc, Det F4	Ft	8020038	290	\$23.00	0	\$0.00
Curb Ramp Opening, Conc	Ft	8030030	300	\$23.00	0	\$0.00
Sidewalk Ramp, Conc, 6 inch	Sft	8030036	310	\$5.00	300	\$1,500.00
Sidewalk, Conc, 6 inch	Ft	8030046	320	\$4.00	0	\$0.00
Detectable Warning Surface, Cast Iron	Ft	8037001	330	\$74.00	20	\$1,480.00
Shared Use Path, Grading, Modified	Ft	8067001	340	\$3.75	7400	\$27,750.00
Post, Wood Guard	Ea	8070085	350	\$45.00	150	\$6,750.00
Vehicle Control Post	Ea	8077050	360	\$30.00	0	\$0.00
Fence, Woven Wire with Steel Post	Ft	8080002	370	\$3.60	6700	\$24,120.00
Fence, Chain Link, 72 inch	Ft	8080013	380	\$10.80	0	\$0.00
Fence, Moving	Ft	8080120	390	\$18.00	0	\$0.00
Fence, Decorative	Ft	8087001	400	\$45.00	0	\$0.00
Boulder	Ea	8087050	410	\$150.00	0	\$0.00
Post, Steel, 3 lb	Ft	8100371	420	\$4.50	2	\$9.00
Sign, Type III, Erect, Salv	Ea	8100402	430	\$25.00	0	\$0.00
Sign, Type III, Rem	Ea	8100403	440	\$5.00	10	\$50.00
Sign, Type IIIA	Sft	8100404	450	\$14.00	100	\$1,400.00
Sign, Type IIIB	Sft	8100405	460	\$14.00	0	\$0.00
Delineator Post	Ea	8107050	470	\$20.00	0	\$0.00
Trail Sign Post and Installation	Ea	8107050	480	\$40.00	12	\$480.00
Pavt Mrkg, Waterborne, 4 inch, White	Ft	8110231	490	\$1.35	0	\$0.00
Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	8110232	500	\$1.35	0	\$0.00
ProtectiveOvly, SnowmobileTrail Crossing	Syd	8110550	510	\$90.00	0	\$0.00
Pavt Mrkg, Waterborne, 6 inch, Crosswalk	Ft	8117001	520	\$2.10	60	\$126.00
Barr,TypeIII,HighInten,DBISided,Ltd,Furn	Ea	8120012	530	\$70.00	5	\$350.00
Barr,TypeIII,HighInten,DBISided,Ltd,Oper	Ea	8120013	540	\$5.00	5	\$25.00
Channelizing Device, 42 inch, Furn	Ea	8120030	550	\$24.00	10	\$240.00
Channelizing Device, 42 inch, Oper	Ea	8120031	560	\$1.00	10	\$10.00
Lighted Arrow, Type C, Furn	Ea	8120140	570	\$400.00	0	\$0.00
Lighted Arrow, Type C, Oper	Ea	8120141	580	\$200.00	0	\$0.00
Minor Traf Devices	LS	8120170	590	\$60,000.00	0	\$0.00
Plastic Drum, High Intensity, Furn	Ea	8120250	600	\$24.00	0	\$0.00
Plastic Drum, High Intensity, Oper	Ea	8120251	610	\$1.00	0	\$0.00
Sign, Type B, Temp, Prismatic, Furn	Sft	8120350	620	\$4.00	50	\$200.00
Sign, Type B, Temp, Prismatic, Oper	Sft	8120351	630	\$1.00	50	\$50.00
Sign,TypeB,Temp,Prismatic,Special, Furn	Sft	8120352	640	\$4.00	5	\$20.00
Sign,TypeB,Temp,Prismatic,Special, Oper	Sft	8120353	650	\$1.00	5	\$5.00
Traf Regulator Control	LS	8120370	660	\$6,500.00	0	\$0.00
Pedestrian Type II Barricade, Temp	Ea	8127050	670	\$95.00	0	\$0.00
Riprap, Heavy	Ton	8130006	680	\$62.00	0	\$0.00
Block Wall, Landscape, Nonreinf	Sft	8157010	690	\$32.50	0	\$0.00
Bench	Ea	8157050	700	\$1,435.00	0	\$0.00
Mulch Blanket, High Velocity	Syd	8160028	710	\$0.97	0	\$0.00
Slope Restoration, Modified	Sta	8167002	720	\$255.00	74	\$18,870.00
Railroad Protection, at Grade Crossing	Dlr	8507060	730	\$1.00	0	\$0.00
Abandoned Railroad Tie, Relocation	Cyd	2057021	735	\$40.00	0	\$0.00
Masonry and Conc Structure, Rem	Cyd	2040045	740	\$108.92	0	\$0.00
Drive and Parking Lot, Grading, Modified	LS	2057051	745	\$3,500.00	0	\$0.00
Aggregate Surface Cse, 6 inch, Spec, Mod	Syd	3027011	750	\$5.93	8220	\$48,744.60
Gate Box, Adj, Case 1	Ea	8230431	755	\$264.55	0	\$0.00
Underdrain Outlet, 6 inch	Ft	4040093	765	\$35.00	0	\$0.00
Riprap, Plain	Syd	8130010	770	\$51.00	0	\$0.00
Dr Structure, 24 inch, PVC	Ea	4037050	775	\$1,350.00	0	\$0.00
Culv, Cl A, 18 inch	Ft	4010133	780	\$47.00	0	\$0.00

\$164,129.60

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Budget Amendments 2018/2019	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Committee Reports A Budget & Finance Committee Recommendations, Item 3.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

On review during the 2/21/2019 Budget and Finance meeting there were nine necessary budget amendments discussed and reviewed. The budget amendments included adjustments to payroll related expenses, inside contracted service, outside contracted services, repairs and maintenance and use of fund balance. A summary follows this page. These were reviewed during the Budget and Finance Committee meeting Thursday, February 21, 2019.

RECOMMENDATION:

Staff requests approval of the 2018 and 2019 budget amendments.

Budget Amendments Summary for Approval by BOC 2/26/2019

BA #	Purpose	Financial Effect
29198	Increase budget for inmate health costs at 2018 year end	Decreased the hourly wage budget as there was money available and increased the inmate health budget line item by the needed \$21,683
28997	Increase budget in supplies Distributive Services Dept. for copier expenses at 2018 year end	Decreased the outside contracted services line item in dept. 601 District Health and increased the supply line item in Distributive Services by the needed \$300
28988	Increase budget in courts and FOC for retirement and PT wages respectively at 2018 year end	FOC decreased hospitalization by \$4,000 and increased retirement expense line budget by the needed \$4,000; Circuit Court, decreased overtime budget by \$2,000 and increased PT wage expense line item by the needed \$2,000
29161	Adjust the inside services budget in Sheriff dept. back to the approved budget at 2018 year end	Decreased regular-hourly line item budget and increased the inside purchased services by the needed \$800
29076	Adjust the Sheriff budget to reflect R. Keller's wages as PT rather than FT for the 2019 year	Decreased the hourly wage budget and increased the PT wage line item by the needed \$17,791
29075	Adjust the Sheriff budget to reflect R. Keller's wages as PT rather than FT for the 2018 year end	Decreased the hourly wage budget and increased the PT wage line item by the needed \$4,665
29229	Adjust the Groen budget to reflect R. Templeton as hourly rather than PT for the 2019 year	Decreased the PT wage budget and increased the hourly wage line item by the needed \$12,908
29206	Adjust the budget in recycling to cover recycling cost by using FB for the 2018 year end	Decrease outside contracted services by \$2,763 and fb by \$7,831 and increase outside contracted services program by the needed \$10,594
28948	Adjust the UCMAN budget for repairs and maintenance (originally planned to be done in 2017) by using FB for the 2018 year end	Decrease FB and increase the repairs and maintenance expense line item by the needed \$22,800

JOURNAL ENTRY
JE: 29198

Post Date: 12/31/2018
Entry Date: 02/19/2019
Description: RECLASS SHERIFF EXPENSES FOR INMATE HEAL

Entered By: mmaier
Journal: BA

GL #	Description	DR	CR
101-351-703.030	REGULAR - HOURLY	21,683.00	
101-351-930.470	INMATE HEALTH		21,683.00
	Journal Total:	21,683.00	21,683.00

APPROVED BY: _____

JOURNAL ENTRY

JE: 28997

Post Date: 12/31/2018

Entered By: mmaier

Entry Date: 01/30/2019

Journal: BA

Description: ADJUST BUDGET TO REFLECT SUPPLY PURCH.

GL #	Description	DR	CR
101-601-940.010	OUTSIDE CONTRACTED SERVICES	300.00	
101-864-726.000	SUPPLIES - GENERAL		300.00
	Journal Total:	300.00	300.00

APPROVED BY: _____

JOURNAL ENTRY
JE: 28988

Post Date: 12/31/2018
Entry Date: 01/29/2019
Description: YE PAYROLL ADJUSTMENTS

Entered By: mmaier
Journal: BA

GL #	Description	DR	CR
215-141-704.110	HOSPITALIZATION	4,000.00	
215-141-704.300	RETIREMENT CONTRIBUTIONS		4,000.00
101-131-703.070	OVERTIME	2,000.00	
101-131-703.060	PART-TIME/TEMPORARY		2,000.00
	Journal Total:	6,000.00	6,000.00

APPROVED BY: _____

JOURNAL ENTRY
JE: 29161

Post Date: 12/31/2018
Entry Date: 02/15/2019
Description: RECLASS SHERIFF BUDGET

Entered By: mmaier
Journal: BA

GL #	Description	DR	CR
205-301-940.000	INSIDE PURCHASED SERVICES		800.00
205-301-703.030	REGULAR - HOURLY	800.00	
	Journal Total:	800.00	800.00

APPROVED BY: _____

JOURNAL ENTRY
JE: 29076

Post Date: 01/01/2019
Entry Date: 02/05/2019
Description: REFLECT R.KELLER AS PT RATHER THAN FT

Entered By: mmaier
Journal: BA

GL #	Description	DR	CR
205-301-703.030	REGULAR - HOURLY	17,791.00	
205-301-703.060	PART-TIME/TEMPORARY		17,791.00
	Journal Total:	17,791.00	17,791.00

APPROVED BY: _____

JOURNAL ENTRY
JE: 29075

Post Date: 12/31/2018
Entry Date: 02/05/2019
Description: REFLECT R.KELLER AS PT RATHER THAN FT

Entered By: mmaier
Journal: BA

GL #	Description	DR	CR
205-301-703.030	REGULAR - HOURLY	4,665.00	
205-301-703.060	PART-TIME/TEMPORARY		4,665.00
	Journal Total:	4,665.00	4,665.00

APPROVED BY: _____

JOURNAL ENTRY

JE: 29229

Post Date: 01/01/2019

Entry Date: 02/20/2019

Description: CORRECT RUSS T. AS HR. NOT PT.

Entered By: mmaier

Journal: BA

GL #	Description	DR	CR
209-751-703.030	REGULAR - HOURLY		12,908.00
209-751-703.060	PART-TIME/TEMPORARY	12,908.00	
Journal Total:		12,908.00	12,908.00

APPROVED BY: _____

JOURNAL ENTRY
JE: 29206

Post Date: 12/31/2018
Entry Date: 02/20/2019
Description: RECLASS RECYCLING EXP

Entered By: mmaier
Journal: BA

GL #	Description	DR	CR
226-528-940.010	OUTSIDE CONTRACTED SERVICES	2,763.00	
226-528-940.010-PROG000000	OUTSIDE CONTRACTED SERVICES		10,594.00
226-050-400.001	BUDGETED USE OF FUND BALANCE	7,831.00	
Journal Total:		10,594.00	10,594.00

APPROVED BY: _____

JOURNAL ENTRY
JE: 28948

Post Date: 12/31/2018
Entry Date: 01/23/2019
Description: AMEND FOR UCMAN UPGRADES/MTNCE

Entered By: RFRISCH
Journal: BA

GL #	Description	DR	CR
594-806-920.400	REPAIRS AND MAINTENANCE SVCS		22,800.00
594-050-400.001	BUDGETED USE OF FUND BALANCE	22,800.00	
	Journal Total:	22,800.00	22,800.00

APPROVED BY: _____

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Groen Project Budgets – Entrance and Hilltop Ranger Station	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Committee Reports B. Budget & Finance Committee Recommendations, Item 4.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

On review of the Groen project costs, it was determined that a budget amendment was necessary for the 2019 year. The budget amendments establish a project budget of \$65,000 for the Ranger Station and \$375,000 for the Entrance project. This Groen project budget amendment was reviewed during budget and finance committee meeting Thursday, February 21, 2019.

RECOMMENDATION:

Staff requests approval of the 2019 Groen project budget amendment.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: PARK-GROEN

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 Ranger Station & Entrance

REVENUE

Account Number	Decrease	Increase
494-050-674.000	\$	\$ 130,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
494-901-970.300-ENTRNC_GRO	\$ 375,000	\$
494-901-970.300-RNGRSTN_GRO	\$ 65,000	\$
494-901-970.300	\$	\$ 310,000
	\$	\$
	\$	\$
	\$	\$
Total	\$ 440,000	\$ 440,000

Jeff Mauer Department Head Signature 2/15/2019 Date

Administrator's Signature Date

Finance Department
Entered: <u>2/15/2019</u>
By: <u><i>Jeff Mauer</i></u>

Board Approval Date (if necessary) Budget Adjustment # 29158 Posting Number

JOURNAL ENTRY
JE: 29158

Post Date: 01/01/2019
Entry Date: 02/15/2019
Description: ENTRANCE AND RANGER STATION ADJ

Entered By: mmaier
Journal: BA

GL #	Description	DR	CR
494-901-970.300-RNGRSTN GR	PROPERTY - IMPROVEMENTS		65,000.00
494-901-970.300-ENTRNC GRO	PROPERTY - IMPROVEMENTS		375,000.00
494-901-970.300	PROPERTY - IMPROVEMENTS	310,000.00	
494-050-674.000	OTHER REV - CONTRIBUTIONS	130,000.00	
	Journal Total:	440,000.00	440,000.00

APPROVED BY: _____

Mel Maier

From: Kyle Ryan
Sent: Friday, February 15, 2019 9:59 AM
To: Mel Maier
Subject: FW: entrance bid
Attachments: Groen entrance bid.PDF

From: Kyle Ryan
Sent: Friday, December 7, 2018 8:58 AM
To: 'lgroen@fuse.net' <lgroen@fuse.net>
Subject: entrance bid

Groen Foundation Members:

Attached is the breakdown of the bid we received for the Entrance project at the preserve. The total at the bottom is 319,127.19, but the total of \$375,000 that Rachel gave you includes a 17.5% contingency. IT is standard practice to add between 10 and 20% for contingency on large projects such as this one. Feel free to contact me if you have any questions.

Kyle Ryan- Director
Otsego County Parks and Recreation
www.otsegoparks.com
Office: 989-732-6521
Cell: 989-205-1304

Mel Maier

From: Kyle Ryan
Sent: Friday, February 01, 2019 10:12 AM
To: Mel Maier
Subject: budget for Groen Projects

Mel,

Rachel wanted me to get in touch with you about the budgeting for the Groen Nature preserve projects for this year. I have not yet received a response for when the Groen Foundation intends to provide the funds, but I will let you know as soon as I find out. I don't know what information you received from Rachel about budget amounts, etc. but obviously I can provide that to you. They are nice even numbers, \$375,000 for the Entrance Project, and \$65,000 for the Hilltop house/Ranger Station project. ~~These project both come from the 209 fund.~~

Kyle Ryan- Director
Otsego County Parks and Recreation
www.otsegoparks.com
Office: 989-732-6521
Cell: 989-205-1304

↓
494

Hilltop House Remodel Project

Project	Details	Cost
Replace Garage Roof	Remove and replace weak and damaged garage roof. Insulate.	\$9,800
Re-Shingle Roof	Remove old Shingles, add ice shield, ridge vent and new certainteed Landmark dimensional shingles in Black. Replace soffit and fascia.	\$9,800
Windows	hung, tilt in, with natural wood interior and white aluminum exterior. Pine trim and jams interior.	\$9,700
Doors	Replace east garage door with 6' ADA compliant double door, and replace south garage door with 6' ADA compliant double door. Replace front house door with steel entry door.	\$4,400
Replace Siding on house and Garage	Remove existing siding. Install Mastic Quest D4 vinyl siding in Glacier Blue.	\$9,800
Interior Finish of Garage	Install 8" tongue and groove pine paneling to ceiling and walls. Pine door and window trim, pine bi fold doors and recessed shelving.	\$8,500
Garage Flooring	Remove existing carpet. Install Smartcore Pro locking vinyl plank water proof flooring.	\$4,150
Total Bid Amount		\$56,150
Contingency		\$8,850
Budget Total		\$65,000

Groen Nature Preserve Cost Savings Analysis
 C2AE Proposed Deducts

11/30/2018

Deduct

Item	Qty	Unit	Unit Price	Total Price
Sidewalk Grading		3.4 STA	\$ (3,529.42)	\$ (12,000.03)
Sidewalk, 4"		1280 FT2	\$ (4.00)	\$ (5,120.00)
Sidewalk, 6"		375 FT2	\$ (6.00)	\$ (2,250.00)
HMA, LVSP		37 TON	\$ (298.00)	\$ (11,026.00)
Maple Tree Removal		30 EA	\$ (756.00)	\$ (22,680.00)
Restoration		600 SY	\$ (1.60)	\$ (960.00)
Aggregate Base 22A		180 SY	\$ (6.67)	\$ (1,200.60)
Curb and Gutter, D2		105 LF	\$ (29.00)	\$ (3,045.00)
				\$ (58,281.63)

Addition (delineated from 2018 MDOT Average Unit Prices)

Item	Qty	Unit	Unit Price	Total Price
Culv, Cl A, 15 inch		75 LF	\$ 47.97	\$ 3,597.75
Culv End Sect, 15 inch		2 EA	\$ 376.05	\$ 752.10
D2 Curb		105 LF	\$ 23.85	\$ 2,504.25
HMA, LVSP		37 TON	\$ 80.00	\$ 2,960.00
Aggregate Base, 22A		180 SY	\$ 9.61	\$ 1,729.80
Sidewalk, Conc, 4 inch		1280 FT2	\$ 4.59	\$ 5,875.20
Sidewalk, Conc, 6 inch		375 FT2	\$ 5.56	\$ 2,085.00
				\$ 19,504.10

Net Deduct from Above Items = \$ (38,777.53)

Negotiated Contractor Deduct= \$ (50,000.00)

Total Savings= \$ (88,777.53)

Original Bid Amnt= \$ 407,904.70

New Bid Amnt= \$ 319,127.17

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Uniform Guidance Policies	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Committee Reports A Budget & Finance Committee Recommendations, Item 5.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

On review of the attached policies and procedures, it was determined the policies are necessary and in compliance with the uniform guidance. The policies were reviewed during budget and finance committee meeting Tuesday, February 21, 2019.

RECOMMENDATION:

Staff requests approval of the Activities Allowed and Cash Management Policies.



Policies and Procedures – Federal Awards Administration 2 CFR 200 Compliance Supplement Activities Allowed/Unallowed and Allowable Costs/Cost Principles

Grant Administration – Otsego County does not have a centralized grants department, therefore it is of the utmost importance that each department is mindful of the type of grant received. Operational grants will be the responsibility of each department to monitor and maintain applicable compliance requirements. Capital grants will be managed by the Director of Planning and Zoning, Capital Projects and Grants. If a grant is Federal, the department should immediately notify the Finance Department for inclusion in the County's Single Audit.

Source of Governing Requirements – The requirements for activities allowed or unallowed are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for allowable costs/cost principles are contained in 2 CFR 200, subpart E, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for the development and submission of indirect (facilities and administration (F&A)) cost rate proposals and cost allocation plans (CAPs) are contained in 2 CFR part 200 Appendix X.

In order to ensure compliance with these requirements, The County has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance, State law, County policies, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by the Finance Director or assigned designee initially through the purchase order process, and again when the bill or invoice is received. This will be evidenced by signature or initials and date on the invoice. Accounts payable disbursements will not be processed for payment by the Finance Department until necessary approval has been obtained.
3. Payroll costs will be documented in accordance with the Uniform Guidance.
4. The County will be permitted to charge indirect costs to federal grants at either (1) the federally negotiated indirect cost rate (if one exists) or (2) the de minimis rate of 10 percent. The selected rate will be applied to Modified Total Direct Costs (MTDC).



Policies and Procedures – Federal Awards Administration 2 CFR 200 Compliance Supplement Cash Management

Grant Administration – Otsego County does not have a centralized grants department, therefore it is of the utmost importance that each department is mindful of the type of grant received. Operational grants will be the responsibility of each department to monitor and maintain applicable compliance requirements. Capital grants will be managed by the Director of Planning and Zoning, Capital Projects and Grants. If a grant is Federal, the department should immediately notify the Finance Department for inclusion in the County's Single Audit.

Source of Governing Requirements – The requirements for cash management are contained in 2 CFR §200.305, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, The County has implemented the following policies and procedures:

1. Most of the County grants are awarded on a reimbursement basis. As such, for reimbursement based grants, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. In the event of an advance type grant, efforts will be made to minimize the time between receipt of funding and disbursement to applicable parties according to §200.302 (6) of the Uniform Guidance.
2. Reimbursement requests will be initiated by the applicable individual assigned to each specific grant. Documentation of how this amount was determined will be retained and signed/dated.
3. Each cash draw will be reviewed by an additional individual as assigned.
4. The physical draw of cash will be processed through the means prescribed by the grant agreement.
5. Supporting documentation of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Recycling Bid Award	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 6.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The current contract with Emmet County for recycling services expires on March 31, 2019. The County received two bids for a 4-year recycling contract, 4-1-2019 through 3-31-2023; American Waste and Emmet County. Emmet County had the low bid of hauling, processing, and bid rental at an all-inclusive, not-to-exceed, annual cost-cap of \$215,000 in year 1, \$223,600 in year 2, \$232,544 in year 3, and \$241,845 in year 4.

RECOMMENDATION:

Staff requests awarding the recycling services bid to the low bidder, Emmet County.



**OTSEGO COUNTY ADMINISTRATION
BID REGISTER LOG/PRELIMINARY TABULATION SHEET**

BID NUMBER: 2019-01

DATE/TIME BIDS DUE: Friday, February 15, 2019 at NOON

TITLE: Recycling Services

DATE/TIME OF BID OPENING: Friday, February 15, 2019 at 1:30pm

ADVERTISED: Yes

BID DEPOSIT REQUIRED: N/A

ADDENDUM/DATES:

BIDS/PROPOSAL RECEIVED

	COMPANY NAME	LOCATION	PRELIMINARY TOTAL BID	PRELIMINARY RANK
1.	Emmet County	Petoskey	Yr1=215,000	1
2.	American Waste	Has a location in Gaylord; possibly eligible for 5% variance.	Yr1=270,000 (with 5% variance=256,500)	2
3.				
4.	(Note - more detailed information for the proposed 4-year contracts available in the bid documents)			
5.				
6.				
7.				
8.				
9.				
10.				

Proposal for Recycling Services

February 14, 2019

IN RESPONSE TO:



ESTABLISHED 1875

Otsego
COUNTY

M I C H I G A N

BID 2019-01

FROM:



Emmet County
Recycling

A Program of the Emmet County Department of Public Works
200 Division Street, Suite G-76, Petoskey, Michigan 49770
231-348-0640 • 231-348-0633 FAX
Recycle@EmmetCounty.org • www.EmmetRecycling.org



Emmet County
Department of
Public Works

200 Division St, Suite G76
Petoskey, Michigan 49770
231-348-0640
231-348-0633 fax
www.EmmetRecycling.org

February 13, 2019

Dear Ms. Frisch,

Please find Emmet County's response to Otsego County Bid 2019-01 for Recycling Drop-off Program enclosed. Emmet County has been transporting and processing recyclables for almost thirty years, and has partnered with Otsego County for the last five years. We have developed partnerships with counties and markets in our region to grow recycling in our northern Michigan communities.

Emmet County is fully capable of meeting all of the requirements of the RFP and can be entirely responsive to all aspects of the work scope and servicing requirements for both hauling and processing. Our proposal is good for 120 days.

You have probably heard that recycling in the United States has had a tough year due to China's ban on import of recyclables. With an oversupply of materials in the United States that historically went to China, the markets can be selective about the materials that they accept. Due to our clean commodities, a result of our dual stream system, along with a focus on education and transparency on what can be truly recycled, we have strong market partners. Many communities have had to raise fees—as much as doubling or even tripling them in order to make ends meet. We are pleased to report that the news locally is much better. With 95% of our materials supplying Michigan businesses, the only increases we foresee are minimal annual adjustments.

The transparency of Emmet County's recycling program builds trust that recyclables are processed and marketed to the highest value possible. High quality processing also supports maximum revenue share back to our partner communities. In order to keep offering the most effective processing available, we also plan a major upgrade to our processing line in 2020. The upgrades will increase the quality and value of our materials, while creating efficiencies throughout our systems. These cost savings will reflect back to our partner communities.

Emmet County values inter-governmental agreements and believes we all benefit from the economies of scale to be achieved by cooperation between our rural communities. Thank you for partnering with us over the last five years to make recycling work in Otsego County and thank you for your consideration of this proposal to continue this partnership.

Thank you for your consideration,

Andi Shepherd, Interim Director

Otsego County Request for Proposals

Recycling Drop-off Services

Bid 2019-01

February 12, 2019

Part 1: RFP Purpose

Emmet County is prepared to provide hauling and processing services, or processing only services for a three-year term, for Otsego County.

Part 2: Definitions

Emmet County operates a Dual Stream MRF, cost-effectively processing to the highest quality standards. 95% of the resulting materials are sold to local and regional factories in Michigan, with the remainder going to Ontario, Virginia and Illinois.

Part 3: Background

Materials are collected in one of two bins: Paper, Boxes and Bags and Mixed Containers. All items listed in Part 3 are accepted as well as additional materials. As a dual stream MRF, Emmet County is able to market materials to the highest and best use, meaning all materials collected are reused or remanufactured. See Recycle Guide attachment.

Part 4: Proposal Instructions

Emmet County has included three originals as instructed.

Part 5: Scope of Work

Emmet County is currently hauling and processing recyclables for Otsego County and is able to continue with no disruption or gap in service.

Emmet County is able to continue providing hauling and processing services.

Hauling Services

Emmet County operates hook-lift roll-off trucks with adjustable jibs, allowing us to haul containers of different heights, sizes, and styles. Emmet County has a long history of providing excellent servicing of drop site containers, varying as needed based on weather, season, holidays and updating scheduling frequency as needed.

Emmet County will respond within 24 hours to a request for servicing. Emmet County will provide hauling of bins on an as-needed basis, house replacement bins at our facility at no cost, provide updated hauling schedules to Otsego County, work with site hosts to ensure there is always available capacity, facilitate removal of any materials on the ground, and provide detailed monthly reports in a format that is acceptable to Otsego County.

Processing Services

See Appendix D for all costs.

Emmet County guarantees that all recyclables will be processed and marketed for remanufacture or reuse. No recyclables are ever sent to waste-to-energy facilities or used for daily landfill cover, which are both considered the lowest end-use. Emmet County will weigh each recycle bin brought into Emmet County's Materials Recovery Facility (MRF). Monthly reports will be provided with all data on materials received and marketed, in a form acceptable to Otsego County. Pictures of bins are attached to this proposal.

Emmet County will provide two appropriately labeled and maintained 30-yard bins for each site with the exception of Gaylord, which will have four bins. If the contract is awarded to Emmet County, all of the current bins will be scheduled to be repainted and relabeled over the course of the contract.

Part 6: Unit Pricing

Emmet County has provided both unit pricing and a max cap as requested.

Part 7: Cost Proposals

See Appendix D. Emmet County's Cost Proposal is good for 120 days from receipt.

Part 8: Contract Costs

Understood

Part 9: Relevant County Compliance with Existing Laws

Understood

Part 10: Contractors Liability and performance Bond

See attached Certificate of Coverage

Part 11: Contractor Performance and Liquidated Damages

Understood

Part 12: Insurance/Indemnification

The required insurance provisions will be maintained with Otsego County named as additional insured on all provided policies.

Part 13: Selection Criteria

A. Experience and Strength of Operations

The Emmet County Department of Public Works (DPW) has extensive experience providing transportation of recyclables and solid waste. The DPW has run a popular drop-site recycling program for almost 30 years, with the bins serviced by its own county-owned and operated fleet. Emmet County Recycling (ECR) currently hauls recyclables from 13 drop-sites in Emmet County ranging from Mackinaw City to Springvale Township. In addition, the DPW has owned and operated a solid waste transfer station for 39 years, developing and managing contracts with private waste haulers to transport and the waste.

The new Emmet County MRF (ECMRF), which opened in 2010 was sized with Inter-county cooperation in mind. Within the next year, the Emmet County MRF is scheduled to undergo more processing line upgrades which will allow for more efficient and cost-effective processing. The ECMRF currently processes and markets recyclables for Emmet, Otsego (since 2013), Cheboygan (since 2007), and Presque Isle Counties (since 1998). By processing and marketing recyclables from several counties together, all of the counties benefit from economies of scale in processing and a more significant presence in the markets.

Working with regional partners keeps jobs in the Michigan economy and provides tangible returns to the counties. Based on the quality of the materials supplied by the MRF, Emmet County has developed strong partnerships with many regional factories. Emmet County markets recyclables to East Jordan Plastics, A&L scrap metal, Great Lakes Tissue, Bay Area Recycling for Charities, and other factories and industries in northern Michigan. Longstanding relationships with these factories allow us to continue to market our commodities, even in times when many other MRFs have trouble marketing their materials.

Emmet County has been a leader in creating relationships with new markets. It was among their first counties to supply recyclables to local factories such as Great Lakes Tissue and East Jordan Plastics.

Emmet receives high end market rates for its high quality materials, has strong relationship with buyers, and has established longevity in the marketplace. ECMRF's reputation as an upstanding partner and producer of high quality materials due to clean dual stream processing also gives it access to very selective markets which turn others away.

We receive high praise for our excellent services, including recognition in the "Outstanding Government Program" award category from the National Recycling Coalition in 2017. The NRC's Awards Committee Chair, Lisa Skumatz, praised Emmet County Recycling saying, "Emmet County uses the practical model of 'convenient, comprehensive, and cost-effective' to achieve tangible results. Their practical model resonates with the rural communities they serve, which is part of the reason for their continued success."

B. Technical Criteria

Emmet County owns and operates four roll-off trucks, and may purchase a fifth one within the next year. Two trailers for hauling tandem loads and nine CDL-A licensed full-time drivers ensure that we have sufficient back-up options to provide timely service. There would be no effect on cost and Emmet County would assume all responsibility if back-up systems were called upon.

Emmet County offers a dual stream recycling system—where paper and containers are collected separately—rather than single stream because the factories in this region require clean materials.

With single stream recycling liquids and food waste often contaminate paper, cardboard and film plastic which makes them less valuable and harder to market. Currently, there is an oversupply of commodities in the United States due to China's import bans, but our materials are still wanted by the markets due to the cleanliness as a result of dual stream recycling.

Our materials are sought after by factories in the region and they give us top dollar, bringing far more money back to the recycling system. This in turn maximizes the revenue sharing dollars our partner communities receive, and helps us keep recycling a bargain for everyone.

As we have with our partner communities in the past, Emmet County Recycling staff will work closely with Otsego County to:

- Field stray calls from Otsego County residents and provide callers with information or redirect them to the appropriate organization to answer their calls
- Provide data and information to decision makers
- Attend meetings to be a resource to your program
- Share educational opportunities and lead tours for Otsego County leaders, interested residents and school groups.

C. Financial Criteria

The County of Emmet is well below the statutory set debt limit with a borrowing capacity of \$371,118,955 with only \$17,025,000 in debt outstanding.

The unit costs and cap cost are provided on Form B

The unit cost escalation (where applicable) is set at just under 2.5%

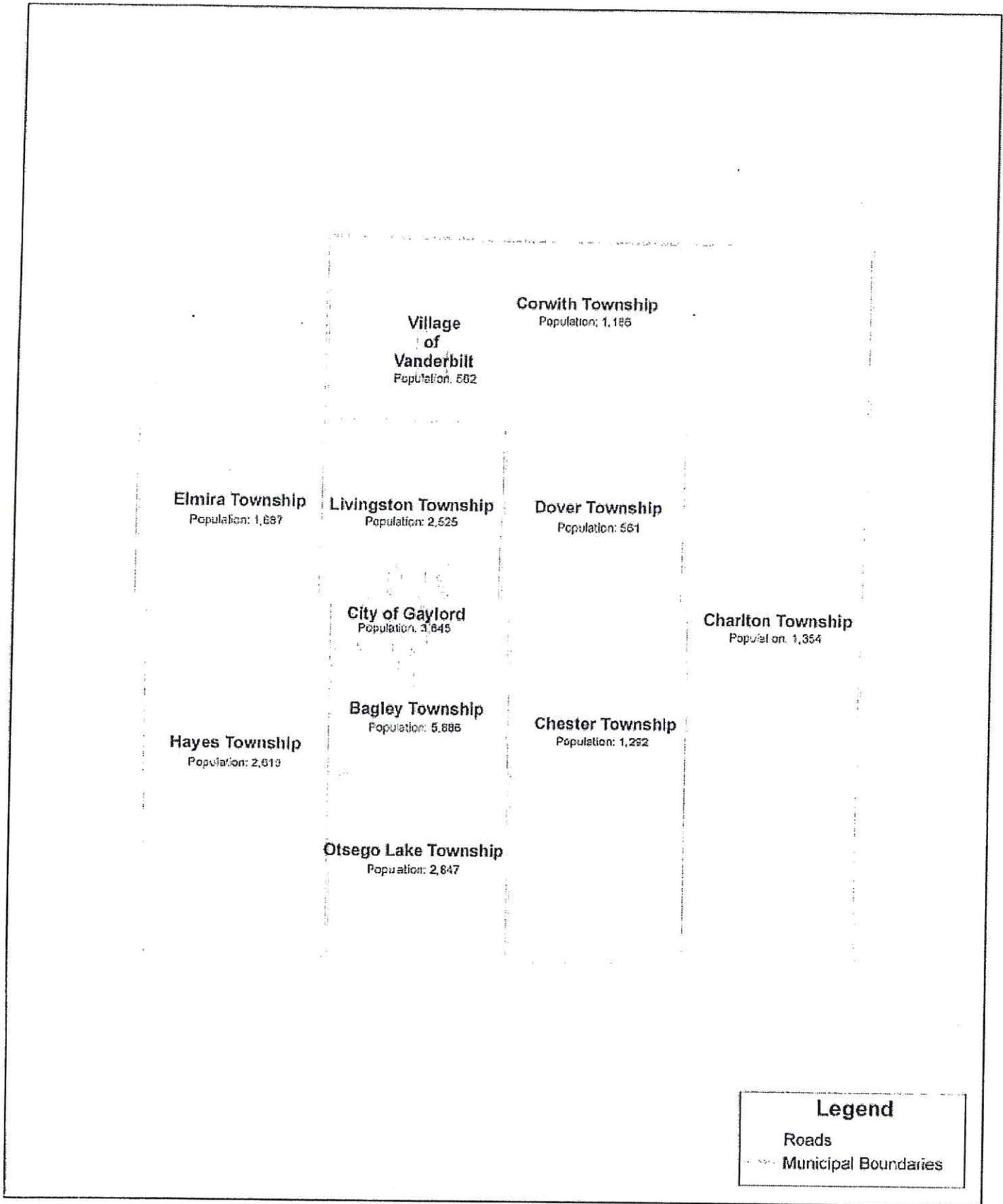
Emmet County will revenue share \$5.00/ton for all Mixed Paper and Cardboard received from Otsego County. This revenue will be calculated from weights of the Mixed Paper Boxes & Bags drop site bins and deducted from monthly invoices.

Emmet County References:

1. Jeff Lawson, Cheboygan County Administrator 231-627-8855
Dan O'Henley, Cheboygan County Recycling (operational) 231-818-2109
2. Mike Darga, Presque Isle County Commissioner 989-370-9362
Irene Seelye, Presque Isle County Recycling Committee ifjs22@wildblue.net
3. Rob Straebel, Petoskey City Manager 231-347-2500 (curbside recycling municipality)
Tom Whipp, Springvale Township Supervisor 231-348-7087 (municipal recycling drop site host)
4. Dennis Hug, owner Harbor Springs IGA 231-526-2101 (recycling drop-site host)
5. Terry Lawrence, Re-vital Polymers 519-332-0430 x106 (end market for plastics)
6. Andy Krell, Krell Paper 616-245-9168 (cardboard, office paper, newsprint broker)
7. Barry Laughlin, Odawa Casino blaughlin@odawacasino.com (large commercial customer)
8. Brian Miller, A&L Metal 989-370-2976 (Ostego County business)
9. Chris Gee, GFL 989-306-4186 (Presque Isle Recycling Hauler)

APPENDIX A

APPENDIX B



Legend

- Roads
- Municipal Boundaries



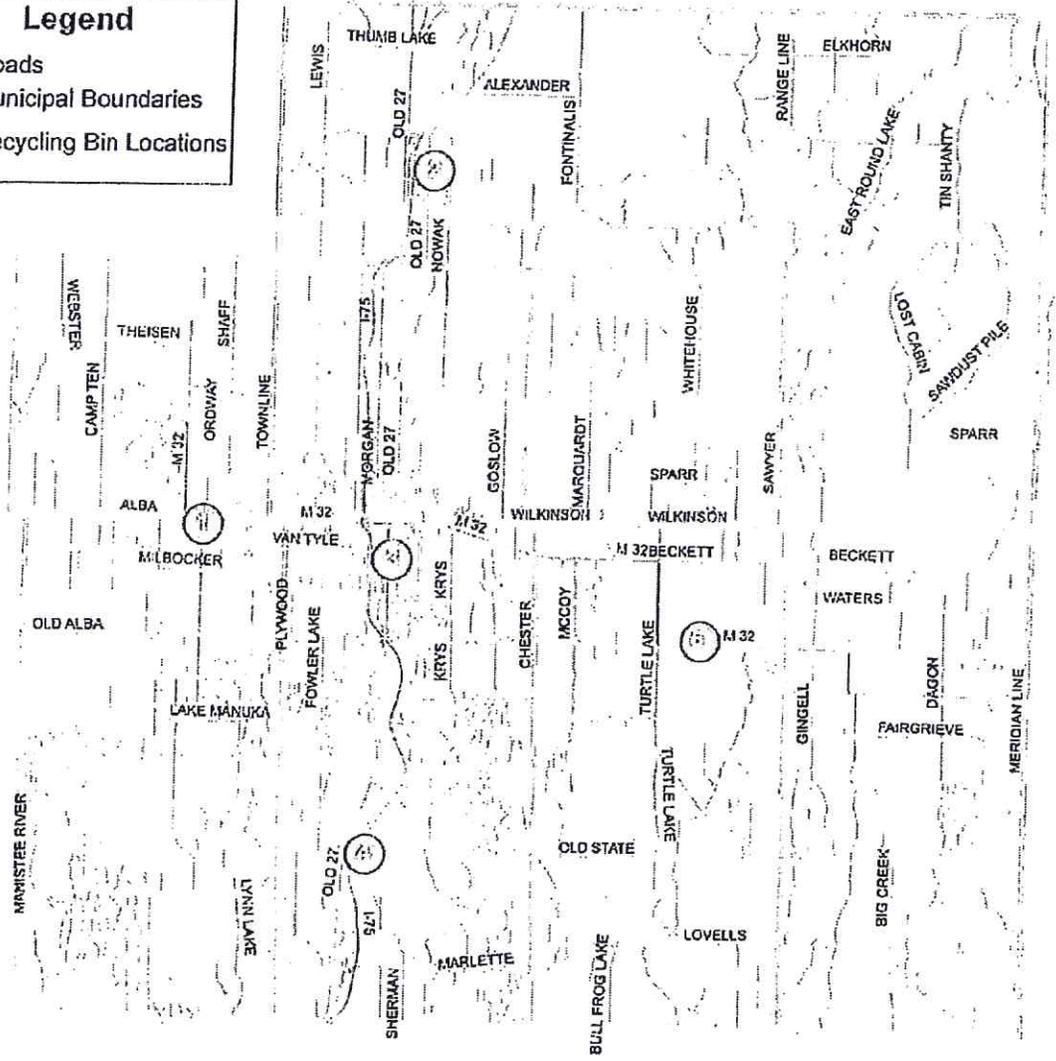
Otsego County Municipal Populations
 Scale: 1" = 4 Miles



APPENDIX C

Legend

- Roads
- Municipal Boundaries
- (ii) Recycling Bin Locations



1. Otsego Recycling West: 71 Hayes Tower Road west of Gaylord, MI 550' south of the Hayes Township Hall.
2. Otsego Recycling North: 621 Garfield Street in Vanderbilt, MI. Northeast of the Vanderbilt Village Hall and northeast of the intersection of Garfield Street and Elm Street.
3. Otsego Recycling Central: 931 S. Otsego Avenue in Gaylord, MI. Near the Gaylord Discovery Center.
4. Otsego Recycling South: 247 Old State Road across from the Otsego Lake Township Cemetery near Waters, MI. A half-mile east of the intersection of Old 27 South and Old State Road.
5. Otsego Recycling East: 2932 Rock Road, Johannesburg, MI at the Charlton-Chester-Dover Transfer Station at the corner of M-32 East and Rock Road.

Otsego County Recycling Drop-off Locations

Scale: 1" = 4 Miles



Go to www.OtsegoRecycling.org for more information.



W M-32

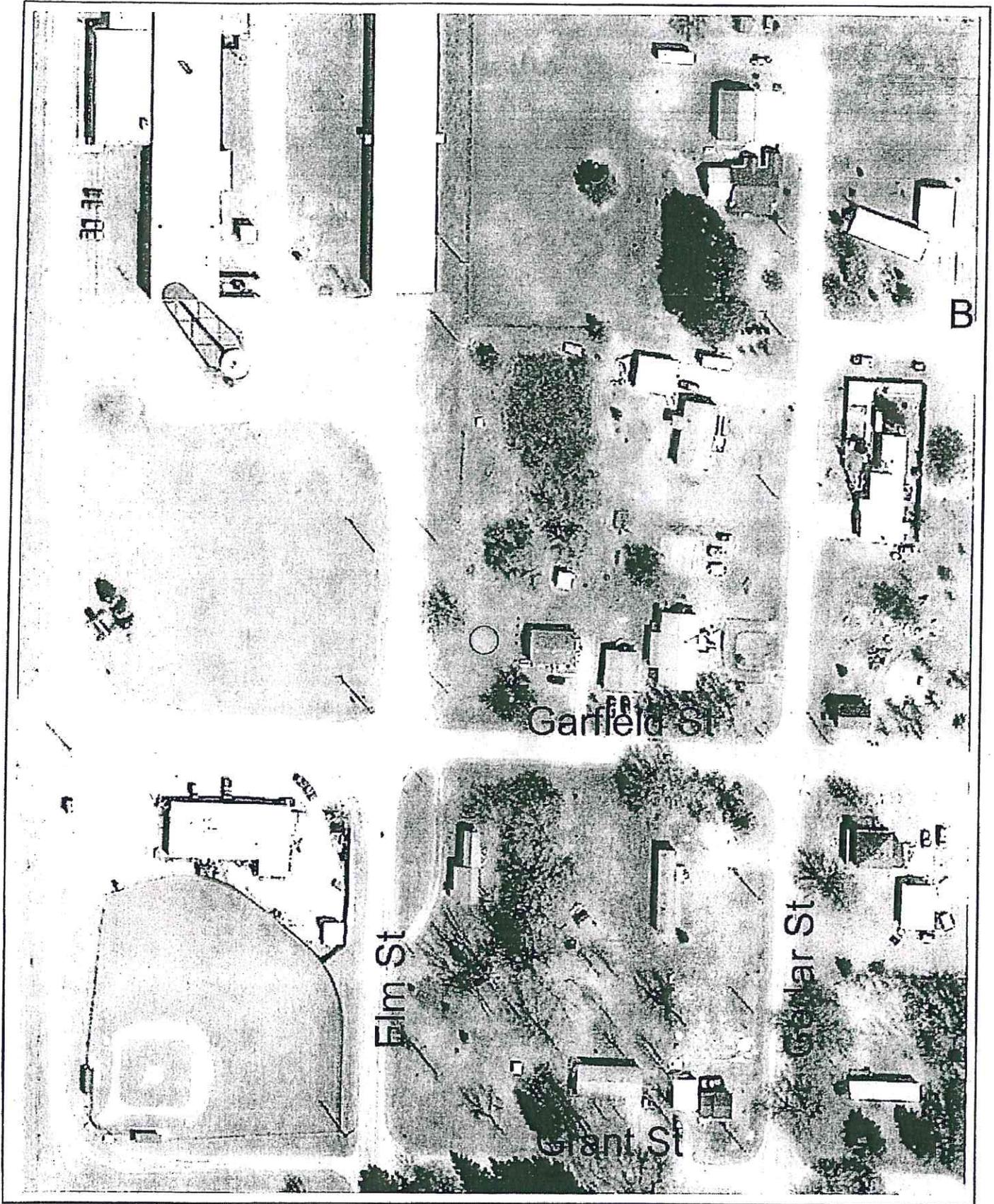
Hayes Tower Rd.

Otsego County Recycling West

Scale: 1" = 100'

Date of Photography: April 2010



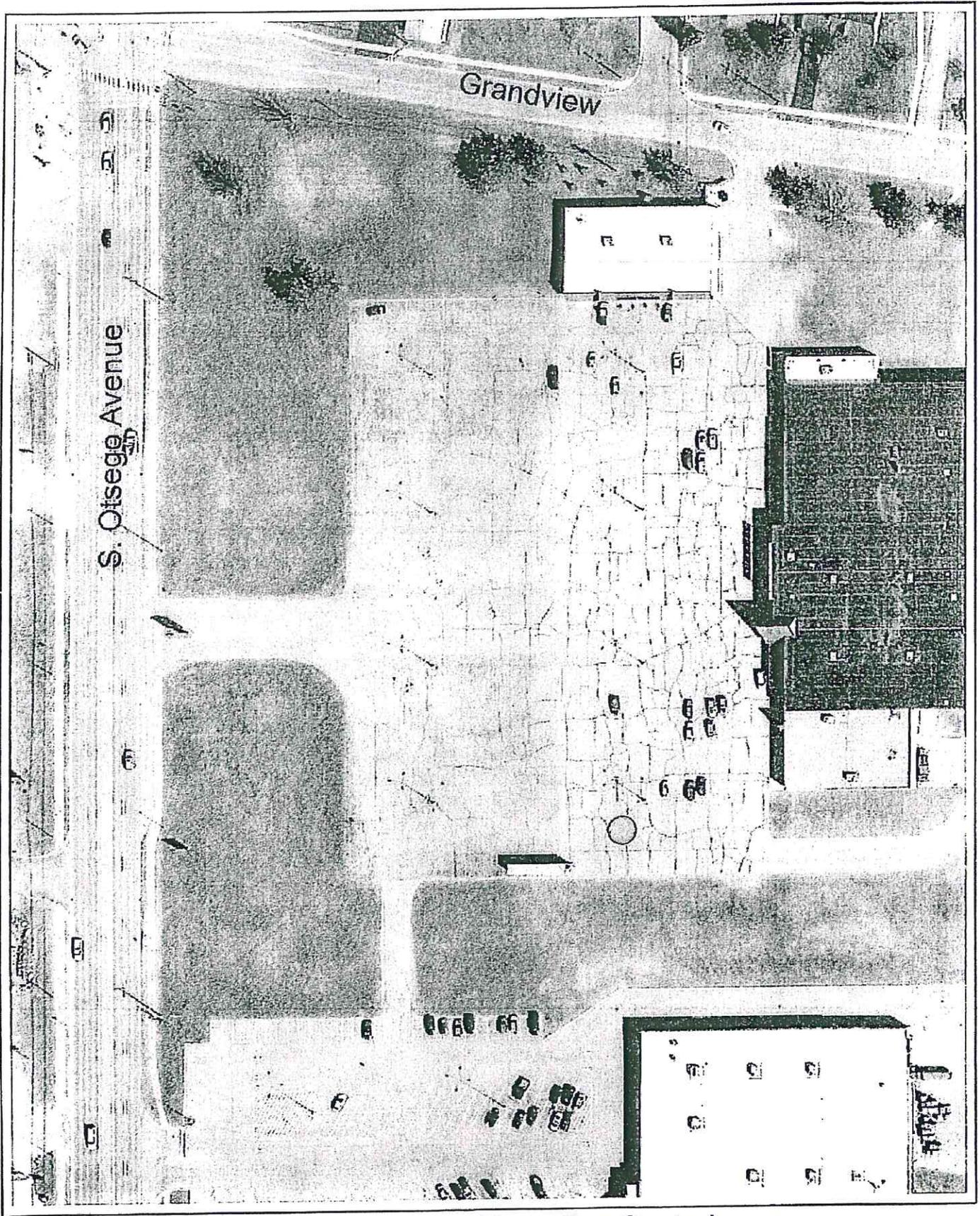


Otsego County Recycling North

Scale: 1" = 100'

Date of Photography: April 2010



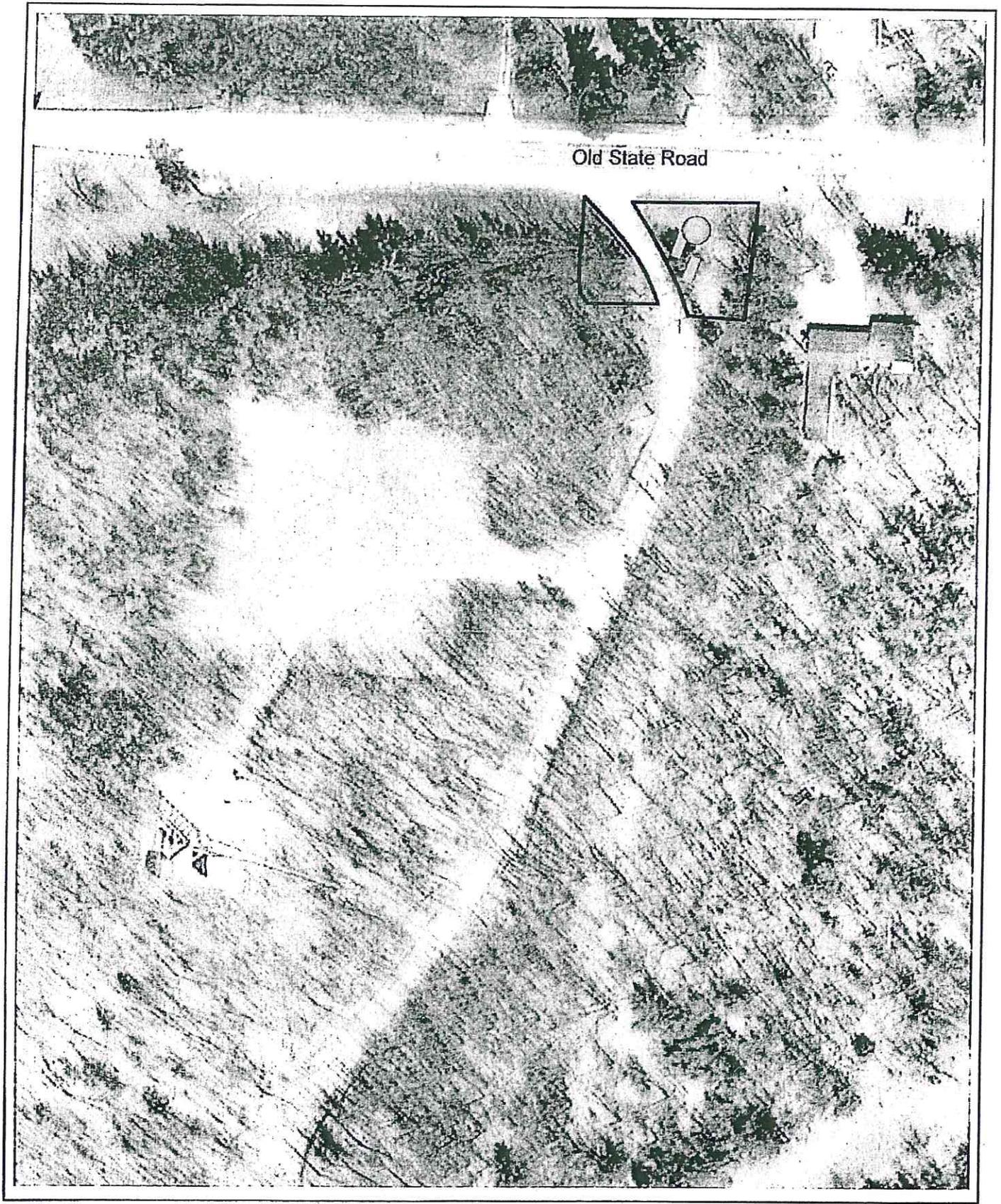


Otsego County Recycling Central

Scale: 1" = 100'

Date of Photography: Spring, 2010

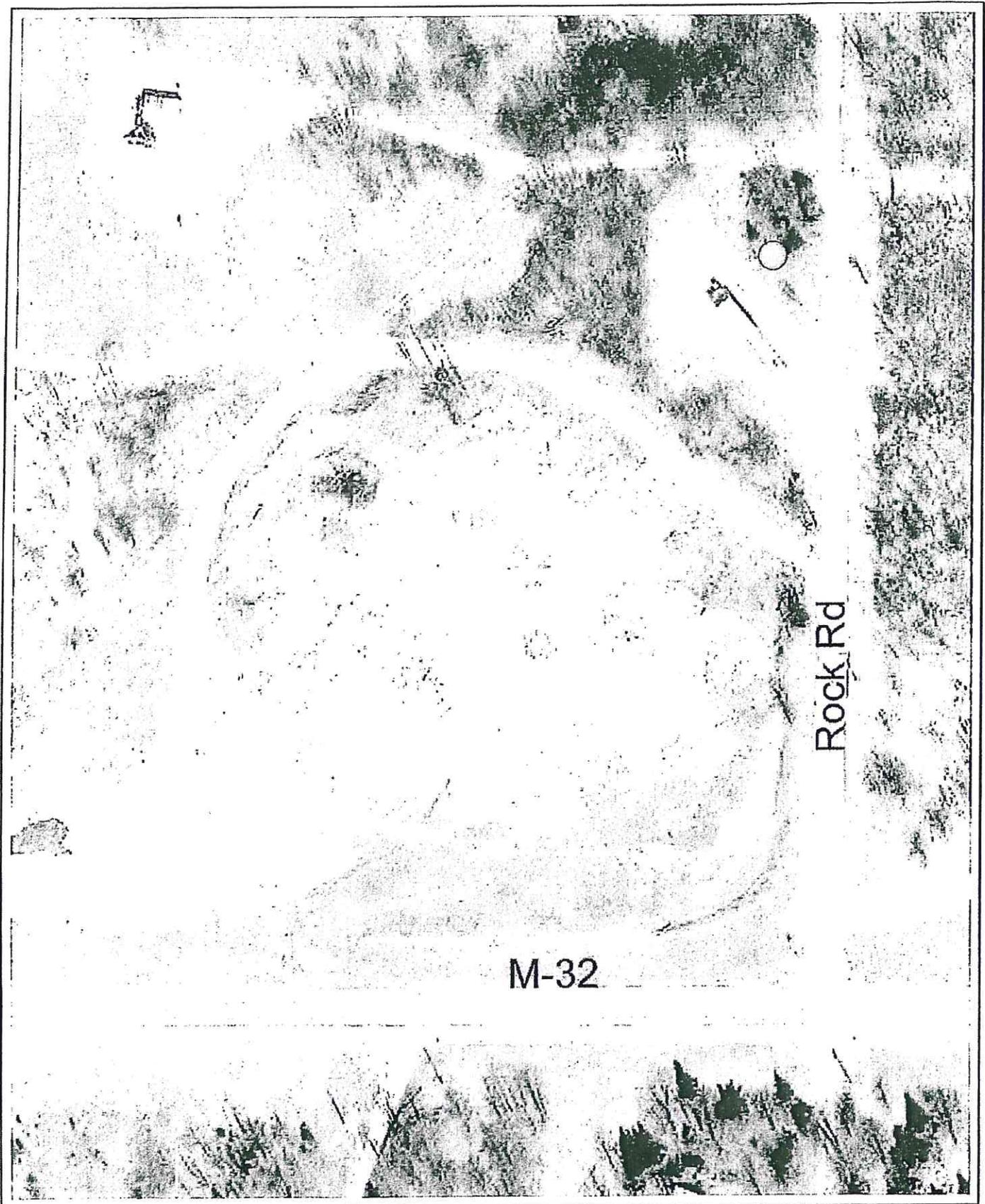




Otsego County Recycling South

Scale: 1" = 100'

Date of Photography: Spring, 2010



Rock Rd

M-32



Otsego County Recycling East

Scale: 1" = 100'

Date of Photography: April 2010



APPENDIX D

OTSEGO COUNTY BID FORM
RECYCLING DROP-OFF SERVICES

Cost Proposal Forms and Checklist

X Form A: Transmittal/Certification Letter w/Signature

X Form B: Proposed Unit Pricing Schedule

X Form C: Recycling Bin Pull Schedule

See "E" Form D: Proposer's Equipment Plan

X Form E: Proposer's Equipment Plan

OTSEGO COUNTY BID FORM
RECYCLING DROP-OFF SERVICES
FORM A: TRANSMITTAL LETTER

(Please print clearly)

COMPANY NAME: Emmet County DPW

ADDRESS: 200 Division St
Suite G76

CITY/STATE/ZIP: Petoskey, MI 49770

TELEPHONE: 231-348-0640

EMAIL: AShepherd@emmetcounty.org

FAX: 231-348-0633

PROPOSER acknowledges receipt of the following ADDENDUM/CLARIFICATIONS
(if applicable)

The undersigned has examined the complete Request for Proposals and its requirements contained in the solicitation for proposals of the collection, transportation, and processing of all recyclables from recycling drop-off sites and is submitting the following BID FORM in full compliance with those requirements.

The undersigned further states that this price quote is submitted in full compliance with the provisions of this RFP to which the BID FORM is a response.

Authorized Signature:

SIGNATURE: Andi Shepherd

SIGNATORY NAME (Printed): Andi Shepherd

TITLE: Interim Director

DATE: 2-12-2019

OTSEGO COUNTY BID FORM

RECYCLING DROP-OFF SERVICES

FORM B: Proposed Unit Pricing Schedule and Cost Cap

Contractors can bid on hauling and processing separately or may bid on both services.

(ONLY) Hauling Services without Processing Services Awarded:
 (Cost if Contractor were only awarded Hauling Services)

Year One of a Four Year Contract:

Per pull fixed unit cost specifications for the first year for a total of five (5) sites with contractor compensation including a maximum cost per year.

SITE	COST PER PULL TO AMERICAN WASTE FACILITY	COST PER PULL TO EMMET FACILITY
1 - WEST	\$ _____ per Pull	\$ _____ per Pull
2 - NORTH	\$ _____ per Pull	\$ _____ per Pull
3 - CENTRAL	\$ _____ per Pull	\$ _____ per Pull
4 - SOUTH	\$ _____ per Pull	\$ _____ per Pull
5 - EAST	\$ _____ per Pull	\$ _____ per Pull
CAP/MAX COST PER YR	\$ _____	\$ _____

Year Two of a Four Year Contract:

Per pull fixed unit cost specifications for the first year for a total of five (5) sites with contractor compensation including a maximum cost per year.

SITE	COST PER PULL TO AMERICAN WASTE FACILITY	COST PER PULL TO EMMET FACILITY
1 - WEST	\$ _____ per Pull	\$ _____ per Pull
2 - NORTH	\$ _____ per Pull	\$ _____ per Pull
3 - CENTRAL	\$ _____ per Pull	\$ _____ per Pull
4 - SOUTH	\$ _____ per Pull	\$ _____ per Pull
5 - EAST	\$ _____ per Pull	\$ _____ per Pull
CAP/MAX COST PER YR	\$ _____	\$ _____

Year Three of a Four Year Contract:

Per pull fixed unit cost specifications for the first year for a total of five (5) sites with contractor compensation including a maximum cost per year.

SITE	COST PER PULL TO AMERICAN WASTE FACILITY	COST PER PULL TO EMMET FACILITY
1 - WEST	\$ _____ per Pull	\$ _____ per Pull
2 - NORTH	\$ _____ per Pull	\$ _____ per Pull
3 - CENTRAL	\$ _____ per Pull	\$ _____ per Pull
4 - SOUTH	\$ _____ per Pull	\$ _____ per Pull
5 - EAST	\$ _____ per Pull	\$ _____ per Pull
CAP/MAX COST PER YR	\$ _____	\$ _____

Year Four of a Four Year Contract:

Per pull fixed unit cost specifications for the first year for a total of five (5) sites with contractor compensation including a maximum cost per year.

SITE	COST PER PULL TO AMERICAN WASTE FACILITY	COST PER PULL TO EMMET FACILITY
1 - WEST	\$ _____ per Pull	\$ _____ per Pull
2 - NORTH	\$ _____ per Pull	\$ _____ per Pull
3 - CENTRAL	\$ _____ per Pull	\$ _____ per Pull
4 - SOUTH	\$ _____ per Pull	\$ _____ per Pull
5 - EAST	\$ _____ per Pull	\$ _____ per Pull
CAP/MAX COST PER YR	\$ _____	\$ _____

Hauling Services with Processing Services Awarded:

(Cost of Hauling if Contractor were also awarded Processing Services)

Year One of a Four Year Contract:

Per pull fixed unit cost specifications for the first year for a total of five (5) sites with contractor compensation including a maximum cost per year.

SITE	COST PER PULL TO AMERICAN WASTE FACILITY	COST PER PULL TO EMMET FACILITY
1 - WEST	\$ _____ per Pull	\$ <u>300</u> per Pull
2 - NORTH	\$ _____ per Pull	\$ <u>300</u> per Pull
3 - CENTRAL	\$ _____ per Pull	\$ <u>300</u> per Pull
4 - SOUTH	\$ _____ per Pull	\$ <u>300</u> per Pull
5 - EAST	\$ _____ per Pull	\$ <u>300</u> per Pull
CAP/MAX COST PER YR	\$ _____	\$ <u>215,000</u>

Y1 = \$300/

Year Two of a Four Year Contract:

Per pull fixed unit cost specifications for the first year for a total of five (5) sites with contractor compensation including a maximum cost per year.

SITE	COST PER PULL AMERICAN WASTE FACILITY	COST PER PULL TO EMMET FACILITY
1 - WEST	\$ _____ per Pull	\$ <u>305</u> per Pull
2 - NORTH	\$ _____ per Pull	\$ <u>305</u> per Pull
3 - CENTRAL	\$ _____ per Pull	\$ <u>305</u> per Pull
4 - SOUTH	\$ _____ per Pull	\$ <u>305</u> per Pull
5 - EAST	\$ _____ per Pull	\$ <u>305</u> per Pull
CAP/MAX COST PER YR	\$ _____	\$ <u>223,600</u>

Year Three of a Four Year Contract:

Per pull fixed unit cost specifications for the first year for a total of five (5) sites with contractor compensation including a maximum cost per year.

SITE	COST PER PULL AMERICAN WASTE FACILITY	COST PER PULL TO EMMET FACILITY
1 - WEST	\$ _____ per Pull	\$ <u>310</u> per Pull
2 - NORTH	\$ _____ per Pull	\$ <u>310</u> per Pull
3 - CENTRAL	\$ _____ per Pull	\$ <u>310</u> per Pull
4 - SOUTH	\$ _____ per Pull	\$ <u>310</u> per Pull
5 - EAST	\$ _____ per Pull	\$ <u>310</u> per Pull
CAP/MAX COST PER YR	\$ _____	\$ <u>232,544</u>

Year Four of a Four Year Contract:

Per pull fixed unit cost specifications for the first year for a total of five (5) sites with contractor compensation including a maximum cost per year.

SITE	COST PER PULL TO AMERICAN WASTE FACILITY	COST PER PULL TO EMMET FACILITY
1 - WEST	\$/_____ per Pull	\$ <u>315</u> per Pull
2 - NORTH	\$/_____ per Pull	\$ <u>315</u> per Pull
3 - CENTRAL	\$/_____ per Pull	\$ <u>315</u> per Pull
4 - SOUTH	\$/_____ per Pull	\$ <u>315</u> per Pull
5 - EAST	\$/_____ per Pull	\$ <u>315</u> per Pull
CAP/MAX COST PER YR	\$/_____	\$ <u>241,845</u>

(ONLY) Processing Services:

(Cost if Contractor were only awarded Processing Services without Hauling Services)

Year One of the Four Year Contract:

Per ton fixed unit cost specifications for the first year with contractor compensation including a maximum cost per year.

	COST PER TON
Processing	\$ <u>72</u> per Ton
Monthly Rental Rate per Container	\$ <u>100</u> per Month
CAP/MAX COST PER YR	\$ <u>86,000</u>

Year Two of the Four Year Contract:

Per ton fixed unit cost specifications for the first year with contractor compensation including a maximum cost per year.

	COST PER TON
Processing	\$ <u>74</u> per Ton
Monthly Rental Rate per Container	\$ <u>100</u> per Month
CAP/MAX COST PER YR	\$ <u>89,440</u>

Year Three of the Four Year Contract:

Per ton fixed unit cost specifications for the first year with contractor compensation including a maximum cost per year.

	COST PER TON
Processing	\$ <u>76</u> per Ton
Monthly Rental Rate per Container	\$ <u>100</u> per Month
CAP/MAX COST PER YR	\$ <u>93,017</u>

Year Four of the Four Year Contract:

Per ton fixed unit cost specifications for the first year with contractor compensation including a maximum cost per year.

	COST PER TON
Processing	\$ <u>78</u> per Ton
Monthly Rental Rate per Container	\$ <u>100</u> per Month
CAP/MAX COST PER YR	\$ <u>96,738</u>

* Revenue Share will be paid at \$5.00/ton on all mixed paper based on actual weights received and marketed monthly.

Processing Services with Hauling Services Awarded:

(Cost of Processing Services if Contractor were also awarded Hauling Services)

Year One of the Four Year Contract:

Per ton fixed unit cost specifications for the first year with contractor compensation including a maximum cost per year.

	COST PER TON
Processing	\$ <u>72</u> per Ton
Monthly Rental Rate per Container	\$ <u>100</u> per Month
CAP/MAX COST PER YR	\$ <u>86,000</u>

Year Two of the Four Year Contract:

Per ton fixed unit cost specifications for the first year with contractor compensation including a maximum cost per year.

	COST PER TON
Processing	\$ <u>74</u> per Ton
Monthly Rental Rate per Container	\$ <u>100</u> per Month
CAP/MAX COST PER YR	\$ <u>89,440</u>

Year Three of the Four Year Contract:

Per ton fixed unit cost specifications for the first year with contractor compensation including a maximum cost per year.

	COST PER TON
Processing	\$ <u>76</u> per Ton
Monthly Rental Rate per Container	\$ <u>100</u> per Month
CAP/MAX COST PER YR	\$ <u>93,017</u>

Year Four of the Four Year Contract:

Per ton fixed unit cost specifications for the first year with contractor compensation including a maximum cost per year.

	COST PER TON
Processing	\$ <u>78</u> per Ton
Monthly Rental Rate per Container	\$ <u>100</u> per Month
CAP/MAX COST PER YR	\$ <u>96,738</u>

SUMMARY OF CAP/MAX COSTS

Hauling Services only without being awarded Processing Services:

For American Waste Facility:

Year One Max/Cap Cost: \$ NA

Year Two Max/Cap Cost: \$ NA

Year Three Max/Cap Cost: \$ NA

Year Four Max/Cap Cost: \$ NA

For Emmet County Facility:

Year One Max/Cap Cost: \$ NA

Year Two Max/Cap Cost: \$ NA

Year Three Max/Cap Cost: \$ NA

Year Four Max/Cap Cost: \$ NA

Hauling Services if awarded Processing Services:

Year One Max/Cap Cost: \$ 215,000

Year Two Max/Cap Cost: \$ 223,600

Year Three Max/Cap Cost: \$ 232,544

Year Four Max/Cap Cost: \$ 241,845

Processing Services only without being awarded Hauling Services:

Year One Max/Cap Cost: \$ 86,000

Year Two Max/Cap Cost: \$ 89,440

Year Three Max/Cap Cost: \$ 93,017

Year Four Max/Cap Cost: \$ 96,738

Processing Services if awarded Hauling Services:

Year One Max/Cap Cost: \$ 86,000

Year Two Max/Cap Cost: \$ 89,440

Year Three Max/Cap Cost: \$ 93,017

Year Four Max/Cap Cost: \$ 96,738

OTSEGO COUNTY BID FORM

RECYCLING DROP-OFF SERVICES

FORM C: BIN PULL SCHEDULE

Bin Pull Schedule: Note, this proposed schedule reflects the current schedule under the agreement with Otsego County and Emmet County. It can be negotiated to meet the needs of both parties.

Regularly scheduled servicing of bins, as needed, will take place on Mondays, Wednesdays, and Fridays. Two bins in Gaylord will be switched out daily, with the other sites being serviced on an as-needed basis. Working closely with Otsego County, or a contracted third party, a daily report will be sent to Emmet County stating what needs to be done on Monday, Wednesday and Friday.

This system allows Emmet County Recycling to service only the bins that are in need of attention, in return, minimizing the number of pulls and maximizing volume in the transported bins for cost-effectiveness. Tuesdays, Thursdays and Saturday runs will be utilized on a on-call basis or for special circumstances.

OTSEGO COUNTY BID FORM

RECYCLING DROP-OFF SERVICES

FORM E: PROPOSER'S EQUIPMENT PLAN

FILL OUT RELEVANT SECTIONS

1. Describe and provide additional attached information on the Containers to be used.

See attached photos of bins on truck.

The bins were purchased in 2013 and
would be scheduled to be painted +
re-labeled if awarded bid.

2. Provide information on the vehicles to be used (make, models, # in service, age).

Main truck for Otsego is a 2015 Intl. Workstar
7600 hook lift truck. If awarded bid, we would
consider purchasing a new truck. We have two
40,000 lb trailers. A back-up truck is a 2013
Intl Workstar 7600 hook lift truck. We have
two additional back-up trucks.

3. Provide information on the backup plans for collection in case of equipment failure.

We have a total of 5 hook-lift trucks,
two trailers, and 9 CDL drivers. Otsego
county is our top priority and as under
the existing contract, we will get the
bins serviced.

4. Provide documentation on end markets that will receive recyclables.

See attached sheet "Where your recyclables
go." We ensure all materials go to the
highest and best use.





MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

- 1. Liability coverage for general liability, automobile (including Michigan no-fault) law enforcement and public officials liability; in the sum of \$10,000,000 each occurrence inclusive of loss adjustment and defense costs.
- 2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
- 3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
- 4. Information only: Coverage effective dates: 1/1/2019 - 1/1/2020
- 5. The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
- 6. Other (as described here):
Scope of coverage includes Blanket Employee Fidelity and Faithful Performance Bond with a limit of \$1,000,000 per occurrence.

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority will endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice will impose no obligation or liability of any kind upon the Authority, or its representatives.

Certificate Holder:

To whom it may concern:

Member:

County of Emmet
200 Division Street, Suite G70
Petoskey, MI 49770

Certificate Expiration Date: 01/01/2020

Member Number: # M0001148
Effective Date of Membership: 09/01/2004

Date Issued: 02/11/2019

Distribution:

MMRMA Underwriting



Authorized Representative



Where Your Recyclables Go

and what they are made into

(a.k.a. *Factories We Supply & Their Products*)

NEW! Cooking Oil

Evergreen Grease Service, Adrian MI
Products: Biodiesel, personal care products

NEW! Food Scraps

Composted on-site by Emmet County Recycling



Aluminum

A&L Iron in Gaylord, MI
Products: various, likely including car parts, aircraft components and cans

Batteries

Battery Solutions, Brighton, MI
Products: metals, acid, mercury to be sold as commodities

Cardboard and Boxboard

Mills in Michigan including:

- Graphic Packaging, to make cereal boxes
- Package Corporation of America, to make cardboard
- Rock Ten, to make cereal boxes
- White Pigeon Paper, to make paperboard

Clothing and Textiles

Textile brokers, currently Bank & Vogue
Ottawa, Ontario, Canada Products: mostly reused

Electronics and Small Plastic Appliances

Comprenew, Grand Rapids, MI
(e-Stewards and R2 certified)
Products: dismantled domestically yielding metals, plastic, and glass commodities

Fluorescent Light Bulbs

CLEANLITES, Mason Michigan
Products: metals, glass and mercury commodities

Glass, Clear

Glass Recyclers, Dearborn, MI
Products: glass bottles and jars

Glass, Colors

Strategic Materials/Reflective Industries,
Hartford, IL
Products: bottles, insulation, highway safety
beads, abrasives

Latex Paint

ePaint Recyclers, Battle Creek, MI
Products: new, high quality, interior paints sold by
Habitat for Humanity ReStores

Mattresses, Box Springs and Futons

Michigan Mattress Recyclers/BARC, Kaleva, MI
Products: wood, textiles, foam padding, and metals to be sold as commodities

Motor Oil

Heritage-Crystal Clean, Saginaw MI
Product: re-refined motor oil

Newspaper, Magazines and Cardstock

Sold to 3 mills in Michigan

- Berry, to make newspaper
- Nu-wool, to make insulation
- US Gypsum, to make drywall board

Office Paper

Sold to various mills
Products: pulp for writing and copy paper

Paper Cartons and Cups

(i.e. juice boxes and milk cartons)
Great Lakes Tissue Cheboygan, MI
Products: napkins, facial tissue, toilet paper



Great Lakes Tissue

Phone Books & Hard Cover Books

Sold to mills in Michigan, Indiana, and Illinois
Products: newspaper, insulation, and mulch

Plastic Bags & Film #4 LDPE, #2 HDPE

Trex, Winchester, Virginia
Products: composite lumber for decks

Plastics, HDPE (#2) Jugs and Jars

Clean Tech/Plasti-Pak, Dundee, Michigan
Products: Detergent bottles and jugs



Plastics, Mixed #1-7

ReVital Polymers, Sarnia, Ontario
Products: polymer pellets for resale

Plastics, PETE (#1) Bottles and Jars

Clean Tech/Plasti-Pak, Dundee, Michigan
Products: Absopure water bottles

Plastic Plant Pots & Trays, HDPE, PP (#5), PS (#6)

East Jordan Plastics,
East Jordan and South Haven, Michigan
Products: new pots, cell packs and plant trays

Rubble (Concrete, brick, porcelain, ceramic)

Harbor Springs Excavating, Harbor Springs, MI
Products: aggregate, road gravel for roads and driveways

Shoes and Boots

Textile brokers, currently Bank & Vogue
Ottawa, Ontario, Canada Products: mostly reused

Steel ("tin") Cans and Lids

A&L Iron & Metal Co., Gaylord, MI
Products: Various metal products

Tires

CM Rubber Technologies, Coleman, MI
Products: landscaping mulch, crumb rubber, and fuel

Wood & Brush

Ground for mulch and sold on-site at the Emmet County Drop-off Center

Yard Waste

Composted on-site by Emmet County Recycling.
Garden waste, leaves and grass clippings are composted along with food scraps and the resulting compost is sold on site at the Drop-Off Center



Our Bagged Compost



**Emmet County
Recycling**

Offices:

200 Division St. Ste G-76
Petoskey MI 49770
231-348-0640

Pleasantview Road Drop-off Center:

7373 Pleasantview Road
Harbor Springs MI 49720
231-526-2031

recycle@emmetcounty.org

EmmetRecycling.org

FUEL SURCHARGE TABLE

DOE Avg Price Per Gallon at Least:	Fuel Recovery Fee	DOE Avg Price Per Gallon at Least:	Fuel Recovery Fee	DOE Avg Price Per Gallon at Least:	Fuel Recovery Fee	DOE Avg Price Per Gallon at Least:	Fuel Recovery Fee	DOE Avg Price Per Gallon at Least:	Fuel Recovery Fee	DOE Avg Price Per Gallon at Least:	Fuel Recovery Fee	DOE Avg Price Per Gallon at Least:	Fuel Recovery Fee
\$ 1.50	2.21%	\$ 1.99	3.29%	\$ 2.48	4.37%	\$ 2.97	5.44%	\$ 3.46	6.52%	\$ 3.95	7.60%	\$ 4.44	8.68%
\$ 1.51	2.23%	\$ 2.00	3.31%	\$ 2.49	4.39%	\$ 2.98	5.47%	\$ 3.47	6.54%	\$ 3.96	7.62%	\$ 4.45	8.70%
\$ 1.52	2.25%	\$ 2.01	3.33%	\$ 2.50	4.41%	\$ 2.99	5.49%	\$ 3.48	6.57%	\$ 3.97	7.64%	\$ 4.46	8.72%
\$ 1.53	2.28%	\$ 2.02	3.35%	\$ 2.51	4.43%	\$ 3.00	5.51%	\$ 3.49	6.59%	\$ 3.98	7.66%	\$ 4.47	8.74%
\$ 1.54	2.30%	\$ 2.03	3.38%	\$ 2.52	4.45%	\$ 3.01	5.53%	\$ 3.50	6.61%	\$ 3.99	7.69%	\$ 4.48	8.76%
\$ 1.55	2.32%	\$ 2.04	3.40%	\$ 2.53	4.48%	\$ 3.02	5.55%	\$ 3.51	6.63%	\$ 4.00	7.71%	\$ 4.49	8.79%
\$ 1.56	2.34%	\$ 2.05	3.42%	\$ 2.54	4.50%	\$ 3.03	5.58%	\$ 3.52	6.65%	\$ 4.01	7.73%	\$ 4.50	8.81%
\$ 1.57	2.36%	\$ 2.06	3.44%	\$ 2.55	4.52%	\$ 3.04	5.60%	\$ 3.53	6.68%	\$ 4.02	7.75%	\$ 4.51	8.83%
\$ 1.58	2.39%	\$ 2.07	3.46%	\$ 2.56	4.54%	\$ 3.05	5.62%	\$ 3.54	6.70%	\$ 4.03	7.77%	\$ 4.52	8.85%
\$ 1.59	2.41%	\$ 2.08	3.49%	\$ 2.57	4.56%	\$ 3.06	5.64%	\$ 3.55	6.72%	\$ 4.04	7.80%	\$ 4.53	8.87%
\$ 1.60	2.43%	\$ 2.09	3.51%	\$ 2.58	4.59%	\$ 3.07	5.66%	\$ 3.56	6.74%	\$ 4.05	7.82%	\$ 4.54	8.90%
\$ 1.61	2.45%	\$ 2.10	3.53%	\$ 2.59	4.61%	\$ 3.08	5.69%	\$ 3.57	6.76%	\$ 4.06	7.84%	\$ 4.55	8.92%
\$ 1.62	2.47%	\$ 2.11	3.55%	\$ 2.60	4.63%	\$ 3.09	5.71%	\$ 3.58	6.79%	\$ 4.07	7.86%	\$ 4.56	8.94%
\$ 1.63	2.50%	\$ 2.12	3.57%	\$ 2.61	4.65%	\$ 3.10	5.73%	\$ 3.59	6.81%	\$ 4.08	7.88%	\$ 4.57	8.96%
\$ 1.64	2.52%	\$ 2.13	3.60%	\$ 2.62	4.67%	\$ 3.11	5.75%	\$ 3.60	6.83%	\$ 4.09	7.91%	\$ 4.58	8.98%
\$ 1.65	2.54%	\$ 2.14	3.62%	\$ 2.63	4.70%	\$ 3.12	5.77%	\$ 3.61	6.85%	\$ 4.10	7.93%	\$ 4.59	9.01%
\$ 1.66	2.56%	\$ 2.15	3.64%	\$ 2.64	4.72%	\$ 3.13	5.80%	\$ 3.62	6.87%	\$ 4.11	7.95%	\$ 4.60	9.03%
\$ 1.67	2.58%	\$ 2.16	3.66%	\$ 2.65	4.74%	\$ 3.14	5.82%	\$ 3.63	6.90%	\$ 4.12	7.97%	\$ 4.61	9.05%
\$ 1.68	2.61%	\$ 2.17	3.68%	\$ 2.66	4.76%	\$ 3.15	5.84%	\$ 3.64	6.92%	\$ 4.13	7.99%	\$ 4.62	9.07%
\$ 1.69	2.63%	\$ 2.18	3.71%	\$ 2.67	4.78%	\$ 3.16	5.86%	\$ 3.65	6.94%	\$ 4.14	8.02%	\$ 4.63	9.09%
\$ 1.70	2.65%	\$ 2.19	3.73%	\$ 2.68	4.81%	\$ 3.17	5.88%	\$ 3.66	6.96%	\$ 4.15	8.04%	\$ 4.64	9.12%
\$ 1.71	2.67%	\$ 2.20	3.75%	\$ 2.69	4.83%	\$ 3.18	5.91%	\$ 3.67	6.98%	\$ 4.16	8.06%	\$ 4.65	9.14%
\$ 1.72	2.69%	\$ 2.21	3.77%	\$ 2.70	4.85%	\$ 3.19	5.93%	\$ 3.68	7.01%	\$ 4.17	8.08%	\$ 4.66	9.16%
\$ 1.73	2.72%	\$ 2.22	3.79%	\$ 2.71	4.87%	\$ 3.20	5.95%	\$ 3.69	7.03%	\$ 4.18	8.10%	\$ 4.67	9.18%
\$ 1.74	2.74%	\$ 2.23	3.82%	\$ 2.72	4.89%	\$ 3.21	5.97%	\$ 3.70	7.05%	\$ 4.19	8.13%	\$ 4.68	9.20%
\$ 1.75	2.76%	\$ 2.24	3.84%	\$ 2.73	4.92%	\$ 3.22	5.99%	\$ 3.71	7.07%	\$ 4.20	8.15%	\$ 4.69	9.23%
\$ 1.76	2.78%	\$ 2.25	3.86%	\$ 2.74	4.94%	\$ 3.23	6.02%	\$ 3.72	7.09%	\$ 4.21	8.17%	\$ 4.70	9.25%
\$ 1.77	2.80%	\$ 2.26	3.88%	\$ 2.75	4.96%	\$ 3.24	6.04%	\$ 3.73	7.12%	\$ 4.22	8.19%	\$ 4.71	9.27%
\$ 1.78	2.83%	\$ 2.27	3.90%	\$ 2.76	4.98%	\$ 3.25	6.06%	\$ 3.74	7.14%	\$ 4.23	8.21%	\$ 4.72	9.29%
\$ 1.79	2.85%	\$ 2.28	3.93%	\$ 2.77	5.00%	\$ 3.26	6.08%	\$ 3.75	7.16%	\$ 4.24	8.24%	\$ 4.73	9.31%
\$ 1.80	2.87%	\$ 2.29	3.95%	\$ 2.78	5.03%	\$ 3.27	6.10%	\$ 3.76	7.18%	\$ 4.25	8.26%	\$ 4.74	9.34%
\$ 1.81	2.89%	\$ 2.30	3.97%	\$ 2.79	5.05%	\$ 3.28	6.13%	\$ 3.77	7.20%	\$ 4.26	8.28%	\$ 4.75	9.36%
\$ 1.82	2.91%	\$ 2.31	3.99%	\$ 2.80	5.07%	\$ 3.29	6.15%	\$ 3.78	7.23%	\$ 4.27	8.30%	\$ 4.76	9.38%
\$ 1.83	2.94%	\$ 2.32	4.01%	\$ 2.81	5.09%	\$ 3.30	6.17%	\$ 3.79	7.25%	\$ 4.28	8.32%	\$ 4.77	9.40%
\$ 1.84	2.96%	\$ 2.33	4.04%	\$ 2.82	5.11%	\$ 3.31	6.19%	\$ 3.80	7.27%	\$ 4.29	8.35%	\$ 4.78	9.42%
\$ 1.85	2.98%	\$ 2.34	4.06%	\$ 2.83	5.14%	\$ 3.32	6.21%	\$ 3.81	7.29%	\$ 4.30	8.37%	\$ 4.79	9.45%
\$ 1.86	3.00%	\$ 2.35	4.08%	\$ 2.84	5.16%	\$ 3.33	6.24%	\$ 3.82	7.31%	\$ 4.31	8.39%	\$ 4.80	9.47%
\$ 1.87	3.02%	\$ 2.36	4.10%	\$ 2.85	5.18%	\$ 3.34	6.26%	\$ 3.83	7.34%	\$ 4.32	8.41%	\$ 4.81	9.49%
\$ 1.88	3.05%	\$ 2.37	4.12%	\$ 2.86	5.20%	\$ 3.35	6.28%	\$ 3.84	7.36%	\$ 4.33	8.43%	\$ 4.82	9.51%
\$ 1.89	3.07%	\$ 2.38	4.15%	\$ 2.87	5.22%	\$ 3.36	6.30%	\$ 3.85	7.38%	\$ 4.34	8.46%	\$ 4.83	9.53%
\$ 1.90	3.09%	\$ 2.39	4.17%	\$ 2.88	5.25%	\$ 3.37	6.32%	\$ 3.86	7.40%	\$ 4.35	8.48%	\$ 4.84	9.56%
\$ 1.91	3.11%	\$ 2.40	4.19%	\$ 2.89	5.27%	\$ 3.38	6.35%	\$ 3.87	7.42%	\$ 4.36	8.50%	\$ 4.85	9.58%
\$ 1.92	3.13%	\$ 2.41	4.21%	\$ 2.90	5.29%	\$ 3.39	6.37%	\$ 3.88	7.45%	\$ 4.37	8.52%	\$ 4.86	9.60%
\$ 1.93	3.16%	\$ 2.42	4.23%	\$ 2.91	5.31%	\$ 3.40	6.39%	\$ 3.89	7.47%	\$ 4.38	8.54%	\$ 4.87	9.62%
\$ 1.94	3.18%	\$ 2.43	4.26%	\$ 2.92	5.33%	\$ 3.41	6.41%	\$ 3.90	7.49%	\$ 4.39	8.57%	\$ 4.88	9.64%
\$ 1.95	3.20%	\$ 2.44	4.28%	\$ 2.93	5.36%	\$ 3.42	6.43%	\$ 3.91	7.51%	\$ 4.40	8.59%	\$ 4.89	9.67%
\$ 1.96	3.22%	\$ 2.45	4.30%	\$ 2.94	5.38%	\$ 3.43	6.46%	\$ 3.92	7.53%	\$ 4.41	8.61%	\$ 4.90	9.69%
\$ 1.97	3.24%	\$ 2.46	4.32%	\$ 2.95	5.40%	\$ 3.44	6.48%	\$ 3.93	7.56%	\$ 4.42	8.63%	\$ 4.91	9.71%
\$ 1.98	3.27%	\$ 2.47	4.34%	\$ 2.96	5.42%	\$ 3.45	6.50%	\$ 3.94	7.58%	\$ 4.43	8.65%	\$ 4.92	9.73%

*Rates will be adjusted on the 1st of each month and reflect the highest average price per gallon in the previous 30 day cycle.

**Any price below \$1.50 per gallon the FRF rate will remain a flat 2.21%. The table will be expanded to include fuel prices above \$4.92 if required.

From the Department of Public Works 2018 EDITION



Emmet County

Recycling Guide



Recycle for Michigan

Supply Factories

Conserve Resources & Energy

Create Jobs



Divide and Conquer!

Emmet County's recycling system is "dual stream." Recycle you

PAPERS-BOXES-&-BAGS STREAM

Cardboard and paper bags

- Also okay to include: boxes from frozen and refrigerated foods; boxboard — like cereal boxes and paper towel cores
- Please flatten boxes
- NO Styrofoam

Newspapers, magazines, catalogs and books

- All okay: hardcover, paperback and phone books

Office paper

- Also okay to include: envelopes, file folders and shredded paper. Please contain shredded paper in a plastic grocery bag.

Plastic grocery and bread bags

- **STRETCHY, CLEAN AND DRY ONLY!**
- **BAG YOUR BAGS** — stuff all your plastic bags into one bag and tie it shut.
- Also okay to include: case wrap (as used on multipacks of water bottles, paper towel rolls), bubble wrap, plastic envelopes
- NO "crunchy" plastic bags, i.e. chip/pretzel bags, stand-up pouches



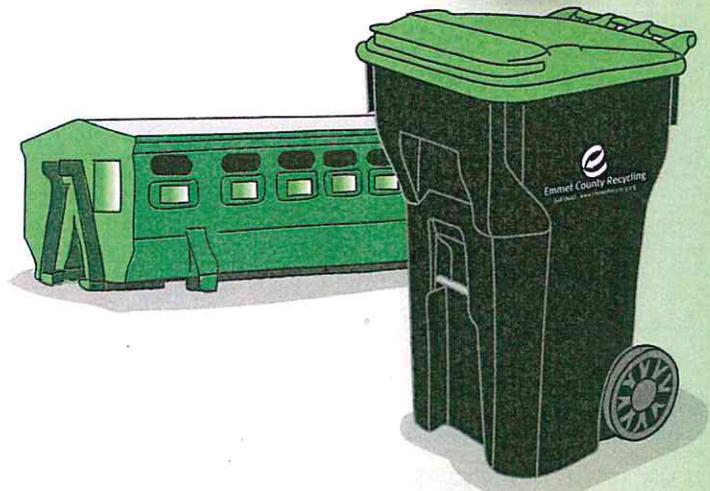
WHY DUAL-STREAM RECYCLING, NOT SINGLE-STREAM?

Reason #3: Supplying more Michigan companies

Many factories can only use clean recyclables. Dual-stream produces cleaner materials, allowing us to supply more Michigan companies than most single-stream systems can.

For more reasons, visit www.EmmetRecycling.org and search "dual stream"

Recycle for Michigan



materials in the two separate “streams” shown below.



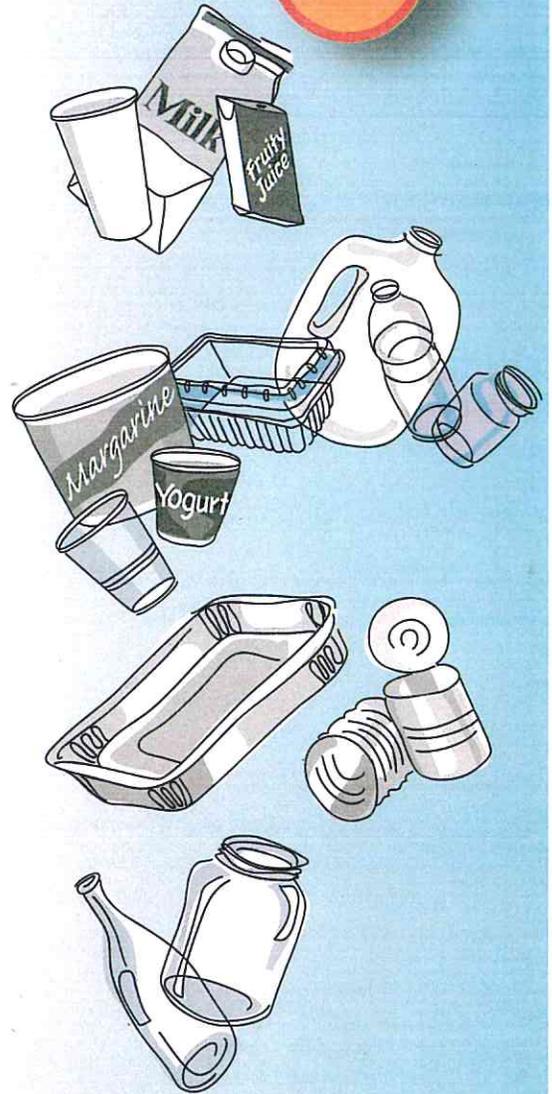
MIXED-CONTAINERS STREAM

Juice boxes, milk cartons and paper cups

- NO juice pouches or straws

Plastic bottles, jugs and jars, tubs, trays and cups

- Any plastic containers 2.5 gallons or less
- Yes! Plastic caps and lids, on their container, are now recyclable.
- NO Styrofoam
- **NO non-container plastics**



Plastic bags go in the paper stream

Metal cans, foil and trays

- Metal lids, too
- NO aerosol cans or propane tanks
- NO non-container metals

Glass bottles and jars

- All colors and clear
- NO light bulbs, window glass or glass dishes
- NO non-container glass

NO non-container plastic, metal or glass items



NO Styrofoam™ items



TM TRADEMARK OF THE DOW CHEMICAL COMPANY

NO sharps



Where to Recycle

The Drop-off Center on Pleasantview Road

In addition to [Mixed Containers](#) and Paper, Boxes & Bags, you can recycle all of the materials on page 5 at the Pleasantview Road Drop-off Center. *See article on back page.*

The Drop Sites

These Drop Sites are open 24/7 and accept [Mixed Containers](#) and Paper, Boxes & Bags. For a map showing the locations visit EmmetRecycling.org.

Alanson Area

Off Milton Avenue, in the Village Public Works Yard

Cross Village

Off Levering Road on Oak Drive, next to the Firehouse

D&W Plaza

In D&W Plaza, at the west end near the coin laundry

Harbor Springs Area

In the parking lot at the Harbor Springs IGA

Mackinaw City

Behind the Schools and the Recreation Complex, where Perrot Street meets Pond

Pellston

At the corner of State Street and Zipf

Petoskey News-Review

In their parking lot at the corner of Howard and Michigan Streets

Petoskey South **NEW**

In Bear Creek Crossings (with Lowe's) in the corner by Pet Supplies Plus

Robinson Road

Across from Jurek's Market

Springvale Township

Behind the Township Hall off Mitchell Road

State Road

At the Readmond Township Hall, just off State Road on Wormwood Road

Toski-Sands

Behind Toski-Sands Plaza on M-119

Curbside Convenience

Curbside collection of recyclables is available FREE to most residents of the following:

Bear Creek Township

Little Traverse Township

Resort Township

Harbor Springs

Petoskey

Bay Harbor

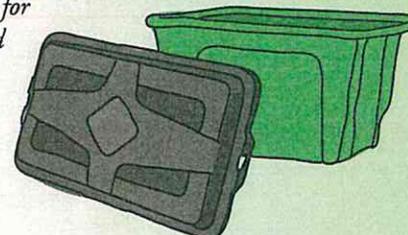
Bay View

If you live in one of these communities, but don't have 2 totes and a cart, call 348-0640. We'll deliver to you within a week.

For a low annual fee, businesses in these communities can also use the service.

LIDS AVAILABLE FREE*

Lids for the green curbside totes are available *free while current supplies last. Pick them up at the Pleasantview Road Drop-off Center or at the County Building. Our thanks go out to Petoskey-Harbor Springs Area Community Foundation for helping fund free lids.



SET
OUT BY
7am

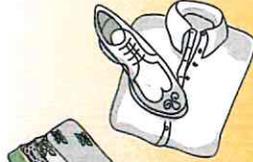


Holidays

Curbside pickups will be one day later than usual for the rest of the week following Memorial Day, Labor Day and Thanksgiving. Also, if New Year's Day, Independence Day, and/or Christmas Day fall on weekdays, they will bump curbside pickups one day later for the rest of the week.

Recycle Even More! At the Pleasantview Road Drop-off Center

Clean clothing,
bedding, and
shoes **FREE!**



Mattresses, springs
and futons

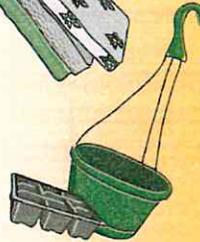
Fees apply*



Plant plastics **FREE!**

Cell packs, flats and pots

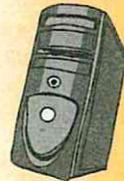
- Please tap out soil and stack like with like
- Accepted from Apr 1 to Nov 1



Electronics

Fees may apply.*

Electronics collected by Emmet County Recycling are fully recycled by a third-party certified processor. Beware of the many electronics "recyclers" who sell the valuable parts and discard the rest, including toxic materials.



Small appliances

(also see Electronics)

Fees may apply*

Please throw away removable parts not made of plastic or metal—vacuum cleaner bags, glass carafes, wicks, microwave turntables, etc.



Large appliances

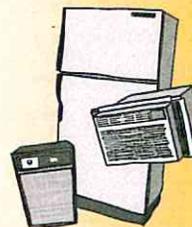
(also see Electronics)

Fee may apply*



Air conditioners, dehumidifiers,
freezers and refrigerators

If not tagged by a certified technician—as required by law before recycling or disposal to prevent release of refrigerants—there's a \$25 fee.

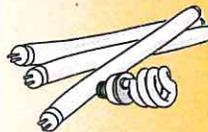


Fluorescent light bulbs

- Compact fluorescent bulbs okay
- NO broken bulbs

Bulbs from home use **FREE!**

From businesses, fees apply*



Cooking oil and grease **FREE!**

NEW!

- Raw fats are okay too.
- Empty into the black cooking oil tank.



Batteries

- All kinds **accepted at the Pleasantview Drop-off Center.**
- Household batteries are also collected at nine stores. For locations visit EmmetCounty.org
- Batteries from home use **FREE!**
- From businesses, fees apply*



Antifreeze **FREE!**

Motor oil plus **FREE!**

- NO gasoline or contaminated oil (e.g., oil with gas or water). To dispose of these call the Household Chemical Drop-off Program at 231-348-0640.



Tires

- On-the-rim is okay.
- Fees apply*



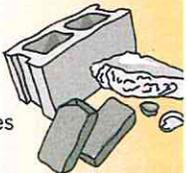
Latex paint

- Easy! No need to mix in anything or wait for it to dry.
- Accepted Apr 1 to Nov 1
- Fees apply*



Rubble and ceramic fixtures

- Bricks, concrete, asphalt and ceramics including sinks, etc.
- Rebar and wire mesh are okay
- Please remove seats, faucets, etc. from fixtures
- NO lead paint or asbestos
- Fee applies*



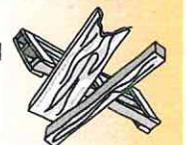
Scrap metal **FREE!**

- NO vehicle or propane tanks



Wood

- Nails are okay.
- NO treated wood, plywood, or particle board
- Fee applies*



* Recycling Fees: Most SAVE You Money!

We have to charge to recycle some materials with high transportation and/or processing costs. However, in most cases, the fees save you 40% or more compared to the cost to landfill the same material! For specific fees, visit EmmetRecycling.org or call 231-348-0640 (weekdays) or 231-526-2031 x3 (Saturdays).

The Pleasantview Road Drop-off Center

GARBAGE, RECYCLING, COMPOSTABLES

You can drop everything (*almost*) at the Center:

- Garbage for transfer to a landfill
- Yard waste to be composted
- Day-to-day recyclables:
 - Mixed Containers
 - Papers, Boxes & Bags
- More recyclables, like electronics, concrete, cooking oil, and latex paint.
(See page 5 for details.)
- NEW: Food scraps to be composted

Center personnel prepare the recyclables for transport to the factories that use them.

Open

8 AM - 4 PM weekdays

8 AM - 3 PM Saturdays

except major holidays

7363 Pleasantview Rd

Harbor Springs, MI

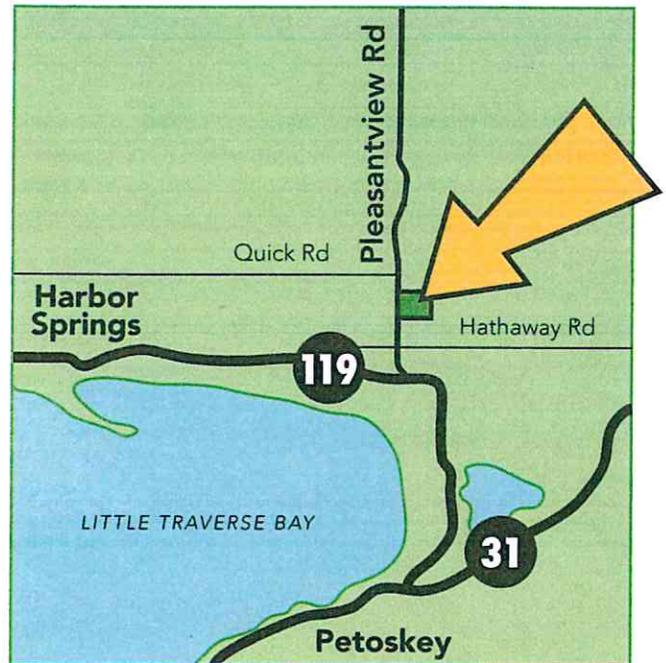
231-526-2031 x3

EmmetRecycling.org | 231-348-0640

Recycling information and Administrative Offices

Emmet County Department of Public Works

200 Division Street, Suite G-76, Petoskey, MI 49770 | 231-348-0640



This newsletter is printed on 100% post-consumer recycled paper.

Recycle for
Michigan

Supply Factories
Conserve Resources & Energy
Create Jobs



Emmet County
Recycling
Guide

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Patrol Car Purchase and Outfitting	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 7.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

Because of limited production, the purchase of two Ford Explorers in the 2018 budget year fell through, and these vehicles are no longer available. The new 2019 Explorers' bid was rejected, as it was too high (approximately \$84,000). Since the recent purchase of two Chevy Tahoes in 2019 was at such a low price, the proposal is to purchase two more Tahoes from the 2018 budget monies at a total cost of \$72,734. Additionally, all four new vehicles must be outfitted with decals, lights, cages, etc. totaling \$48,000 for all four.

RECOMMENDATION:

Staff requests approval of the purchase of two more Chevy Tahoes from Berger Chevrolet totaling \$72,734, and outfitting for all four new patrol vehicles, totaling \$48,000.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Equipment Fund

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 Purchase 2 Tahoe patrol vehicles for the Sheriff Department and outfit 4 new patrol vehicles

REVENUE (For the 2 new vehicles and 2 previously purchased that still need to be outfitted for patrol.)

Account Number	Decrease	Increase
Budgeted Use of Fund Balance to outfit 4 new patrol vehicles	\$	\$ 48,000
Carry forward 2018 vehicle budget into 2019 for 2 Tahoes	\$	\$ 72,734
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
	\$ 120,734	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 120,734	\$ 120,734

Department Head Signature

Date

Rachel Jusch

Administrator's Signature

Date

2/26/19

Board Approval Date (if necessary)

Budget Adjustment #

Finance Department
Entered:
By:

Posting Number

BID PER ENCLOSED SPECIFICATIONS

Cost per vehicle \$ \$36,367.00

Number of units 2

Total Bid Amount \$ \$72,734.00

Vehicle Description:

Year 2019

Make Chevrolet

Model Tahoe 4wd
police package

Vendor :

Berger Chevrolet Inc

Address 2525 28th Street S.E.

Grand Rapids, MI 49512

Phone (616) 949-5200

Fax (616) 988-9178

Signature



Printed Signature Robert M. Evans

Date 12/26/2018

Bid Prepared For :

Otsego County

Price includes title fee and delivery.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: February 19, 2019 Warrant	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: New Business, A. Financials, Item 1	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Mel Maier, Finance Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

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

The February 19, 2019 warrant is in the amount of \$166,394.22 Major expenditures in the warrant include:

- \$70,516.16 – Blue Care Network – March 2019 premium

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$166,394.22

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/19/2019	AP	2141(E)*#	DE LAGE LANDEN PUBLIC FINANCE	FEBRUARY 2019 COURT COPY MACHINE LEASE PAYMENT	920.520	131	130.99
				INV (2) SEE BELOW, DUE: 2/04/19, ACCT# 247393	726.000	257	29.10
				INV (2) SEE BELOW, DUE: 2/04/19, ACCT# 247393	726.000	257	187.03
				INV#60957014, DUE 11/01/18, ACCT#247393	726.000	257	178.12
				CHECK AP 2141(E) TOTAL FOR FUND 101:			<u>525.24</u>
02/19/2019	AP	2144(E)*#	FIRST BANKCARD	ACCT#5477259305970050, DUE FEB.7, 2019	801.020	267	14.95
02/19/2019	AP	2145(E)	FLEETCOR SUPERFLEET MASTERCARD	JAN BILLING PERIOD; ACCT #FB115, 2/25/19 DUE	930.660	301	156.67
02/19/2019	AP	2147(E)*#	WEX BANK	ACCT #0462-00-394948-4	930.660	301	1,742.80
				ACCT #0462-00-394948-4	930.660	302	34.50
				ACCT #0462-00-394948-4	930.660	351	160.04
				ACCT #0462-00-394948-4	930.660	721	108.74
				CHECK AP 2147(E) TOTAL FOR FUND 101:			<u>2,046.08</u>
02/19/2019	AP	74927*#	BLUE CARE NETWORK	00182055-0001 MARCH 2019 COURT MEDICAL	704.110	131	3,860.41
				00182055-0001 MARCH 2019 COURT MEDICAL	704.110	148	1,212.94
				CHECK AP 74927 TOTAL FOR FUND 101:			<u>5,073.35</u>
02/19/2019	AP	74931	BROCK ARTFITCH	ME	801.020	648	150.00
				ME	801.020	648	100.00
				ME	930.460	648	4.25
				CHECK AP 74931 TOTAL FOR FUND 101:			<u>254.25</u>
02/19/2019	AP	74932	CATHOLIC HUMAN SERVICES INC	JANUARY 2018 MENTAL HEALTH COUNSELING CO-PAYS	940.010	133	30.00
02/19/2019	AP	74946	JOYCE DARLENE FETROW	FEBRUARY 2019 WEEKEND DRUG TESTER: FEB 2, 3, 9, 10	940.010	131	160.00
02/19/2019	AP	74955	NICHOLAS JAMES ANTHONY	FEBRUARY 2019 WEEKEND DRUG TESTER: FEB 9	940.010	133	40.00
02/19/2019	AP	74957*#	OCNET	OCNET CONNECTIVITY - FEBRUARY	930.240	864	800.00
02/19/2019	AP	74958*#	OMH MEDICAL GROUP & MEDCAR WALKIN	PRE-EMPLOYMENT PHYSICAL	940.010	301	106.00
02/19/2019	AP	74960*#	OTSEGO COUNTY BUS SYSTEM	JANUARY 2019 DRUG COURT BUS	930.500	133	292.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/19/2019	AP	74962*	OTSEGO COUNTY JUDICIAL SYSTEM	2/13/19 HRA REIMBURSEMENT CHECK REGISTER	704.110	131	16.16
02/19/2019	AP	74965*	PROTECTION ONE	2/28/19 TO 3/27/19 ADMIN/PA WING MONITORING	940.010	131	28.63
				2/28/19 TO 3/27/19 DC/FAMILY WING MONITORING	940.010	131	57.26
				2/28/19 TO 3/27/19 ADMIN/PA WING MONITORING	920.410	267	25.05
				2/28/19 TO 3/27/19 ADMIN/PA WING MONITORING	930.983	267	3.58
				CHECK AP 74965 TOTAL FOR FUND 101:			<u>114.52</u>
02/19/2019	AP	74966#	REDWOOD TOXICOLOGY LABORATORY INC	JANUARY 2019 ADULT COURT DRUG TESTING	940.010	131	29.00
				JANUARY 2019 DRUG COURT DRUG TESTING	940.010	133	15.00
				CHECK AP 74966 TOTAL FOR FUND 101:			<u>44.00</u>
02/19/2019	AP	74973	STATE OF MICHIGAN	P69 SUPPORT SERVICES 1ST QUARTER (JAN-MAR 19)	970.450	131	3,078.23
02/19/2019	AP	74974	TERRANCE M COTTLE	JANUARY 2019 GROUP MENTAL HEALTH COUNSELING	940.010	133	320.00
				JANUARY 2019 GROUP FINANCE CLASS	940.010	133	640.00
				JANUARY 2019 MENTAL HEALTH COUNSELING	940.010	133	400.00
				JANUARY 2019 MENTAL HEALTH COUNSELING	940.010	133	80.00
				JANUARY 2019 MENTAL HEALTH COUNSELING	940.010	133	400.00
				CHECK AP 74974 TOTAL FOR FUND 101:			<u>1,840.00</u>
02/19/2019	AP	74978*	VERIZON WIRELESS	ACCT# 483106843-00001, 1/23/2019	930.230	301	(10.68)
				ACCT# 483106843-00001, 1/23/2019	930.230	301	43.54
				ACCT# 483106843-00001, 1/23/2019	930.230	301	(8.01)
				ACCT# 483106843-00001	930.230	301	86.98
				ACCT# 483106843-00001	930.230	301	86.98
				ACCT# 483106843-00001	930.230	301	86.98
				ACCT# 483106843-00001, 1/23/2019	930.230	351	(8.01)
				ACCT# 483106843-00001	930.230	351	86.98
				CHECK AP 74978 TOTAL FOR FUND 101:			<u>364.76</u>
02/19/2019	AP	74981	WAYNE BENTLEY	FEBRUARY 2019 WEEKEND DRUG TESTER: FEB 2, 3, 10	940.010	133	120.00
				Total for fund 101 GENERAL FUND			15,076.21
Fund: 205 WORK CAMP							
02/19/2019	AP	2147(E)*#	WEX BANK	ACCT #0462-00-394948-4	930.660	301	250.35
02/19/2019	AP	74978*	VERIZON WIRELESS	ACCT# 483106843-00001, 1/23/2019	930.230	301	(2.68)

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 205 WORK CAMP							
				ACCT# 483106843-00001, 1/23/2019	930.230	301	(8.01)
				ACCT# 483106843-00001	930.230	301	86.98
				ACCT# 483106843-00001	930.230	301	86.98
				CHECK AP 74978 TOTAL FOR FUND 205:			<u>163.27</u>
				Total for fund 205 WORK CAMP			413.62
Fund: 208 PARKS AND RECREATION							
02/19/2019	AP	2139(E)#	CHARTER COMMUNICATIONS	8245122490069887	726.000	751	12.08
				8245122490069887	726.000	752	92.43
				8245122490069887	930.210	752	39.99
				CHECK AP 2139(E) TOTAL FOR FUND 208:			<u>144.50</u>
02/19/2019	AP	2143(E)*#	DTE ENERGY	9100 208 4595 4 GAS BILL	930.610	752	648.32
02/19/2019	AP	2147(E)*#	WEX BANK	ACCT #0462-00-394948-4	930.660	751	127.76
				ACCT #0462-00-394948-4	930.660	752	127.76
				CHECK AP 2147(E) TOTAL FOR FUND 208:			<u>255.52</u>
02/19/2019	AP	74923*#	ADVANCE ELECTRIC INC	BULBS, HEATERS	726.000	752	59.40
02/19/2019	AP	74944	JAKOVON PRYOR-MCCOVERY	BEAR BB REF	940.010	752	280.00
02/19/2019	AP	74954*	MID NORTH PRINTING INC	BROCHURES, DAY PASSES, SEASON PASSES	726.000	751	2,209.92
02/19/2019	AP	74978*#	VERIZON WIRELESS	ACCT# 483106843-00001, 1/23/2019	930.230	751	26.15
				ACCT# 483106843-00001, 1/23/2019	930.230	751	43.54
				ACCT# 483106843-00001	930.230	751	48.70
				ACCT# 483106843-00001	930.230	751	86.98
				ACCT# 483106843-00001, 1/23/2019	930.230	752	43.54
				ACCT# 483106843-00001, 1/23/2019	930.230	752	26.15
				ACCT# 483106843-00001	930.230	752	86.98
				ACCT# 483106843-00001	930.230	752	52.24
				CHECK AP 74978 TOTAL FOR FUND 208:			<u>414.28</u>
				Total for fund 208 PARKS AND RECREATION			4,011.94
Fund: 209 GROEN NATURE PRESERVE FUND							
02/19/2019	AP	2146(E)*#	FRONTIER	989-705-2181-051613-5 WELCOME CENTER PHONE	930.210	751	1.16

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 209 GROEN NATURE PRESERVE FUND							
02/19/2019	AP	74923*#	ADVANCE ELECTRIC INC	BULBS, HEATERS	726.000	751	1,288.04
02/19/2019	AP	74940	EXTREME POWER SPORTS	94814470 OIL, DRIVE BELT	726.000	751	189.08
02/19/2019	AP	74952	MEGA POWER SPORTS LLC	17500 OIL	726.000	751	47.99
				17478 BELT FOR SNOWMOBILE	726.000	751	65.95
				CHECK AP 74952 TOTAL FOR FUND 209:			<u>113.94</u>
02/19/2019	AP	74954*	MID NORTH PRINTING INC	BROCHURES, DAY PASSES, SEASON PASSES	726.000	751	298.50
02/19/2019	AP	74956	NORTHERN MICHIGAN REVIEW	ADS 13119	930.300	751	696.00
02/19/2019	AP	74982	WILBER AUTOMOTIVE SUPPLY INC	136792 WIPER BLADES	726.000	751	33.38
				Total for fund 209 GROEN NATURE PRESERVE FUND			2,620.10
Fund: 210 AMBULANCE SERVICES							
02/19/2019	AP	2147(E)*#	WEX BANK	ACCT #0462-00-394948-4	700.000	651	3,259.82
				Total for fund 210 AMBULANCE SERVICES			3,259.82
Fund: 212 ANIMAL CONTROL							
02/19/2019	AP	2138(E)*#	AMERICAN WASTE	2881204 ANIMAL CONTROL FEB 2019	920.410	430	72.10
02/19/2019	AP	2143(E)*#	DTE ENERGY	ANIMAL CONTROL JAN 2019	930.610	430	679.23
02/19/2019	AP	2144(E)*#	FIRST BANKCARD	ACCT#5477259305970050, DUE FEB.7, 2019	726.000	430	140.08
				ACCT#5477259305970050, DUE FEB.7, 2019	726.000	430	1,102.98
				CHECK AP 2144(E) TOTAL FOR FUND 212:			<u>1,243.06</u>
02/19/2019	AP	2146(E)*#	FRONTIER	ANIMAL CONTROL FEB 2019	930.210	430	106.97
02/19/2019	AP	2147(E)*#	WEX BANK	ACCT #0462-00-394948-4	930.660	430	450.83
02/19/2019	AP	74943	HOME DEPOT CREDIT SERVICES	ANIMAL CONTROL JAN 2019	726.000	430	73.11
				Total for fund 212 ANIMAL CONTROL			2,625.30
Fund: 215 FRIEND OF THE COURT							
02/19/2019	AP	2141(E)*#	DE LAGE LANDEN PUBLIC FINANCE	FEBRUARY 2019 FOC COPY MACHINE LEASE PAYMENT	920.520	141	118.58

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 215 FRIEND OF THE COURT							
02/19/2019	AP	2144(E)*#	FIRST BANKCARD	ACCT#5477259305970050, DUE FEB.7, 2019	726.000	141	36.99
02/19/2019	AP	74927*#	BLUE CARE NETWORK	00182055-0001 MARCH 2019 COURT MEDICAL	704.110	141	5,476.95
02/19/2019	AP	74962*#	OTSEGO COUNTY JUDICIAL SYSTEM	02/06/19 HRA REIMBURSEMENT CHECK REGISTER - 2019 CHARGES	704.110	141	45.00
				2/13/19 HRA REIMBURSEMENT CHECK REGISTER	704.110	141	804.39
				CHECK AP 74962 TOTAL FOR FUND 215:			<u>849.39</u>
02/19/2019	AP	74965*#	PROTECTION ONE	2/28/19 TO 3/27/19 FOC WING MONITORING	940.010	141	45.80
				Total for fund 215 FRIEND OF THE COURT			6,527.71
Fund: 249 BUILDING INSPECTION FUND							
02/19/2019	AP	2144(E)*#	FIRST BANKCARD	MI PERMIT LICENSE PLAN REVIEW	726.200	371	350.00
				ACCT#5477259305970050, DUE FEB.7, 2019	726.200	371	2,081.00
				ACCT#5477259305970050, DUE FEB.7, 2019	726.200	371	135.00
				CHECK AP 2144(E) TOTAL FOR FUND 249:			<u>2,566.00</u>
02/19/2019	AP	2147(E)*#	WEX BANK	ACCT #0462-00-394948-4	930.660	371	46.60
				Total for fund 249 BUILDING INSPECTION FUND			2,612.60
Fund: 256 REGISTER OF DEEDS AUTOMATION							
02/19/2019	AP	74975	UNDERGROUND SECURITY COMPANY		726.000	215	1,387.60
				Total for fund 256 REGISTER OF DEEDS AUTOMATION			1,387.60
Fund: 261 911 SERVICE FUND							
02/19/2019	AP	2146(E)*#	FRONTIER	ACCT #26916182030822085	930.210	427	63.53
				FEB BILLING DATE; ACCT# 989-732-9752-033210-5	930.210	427	51.61
				CHECK AP 2146(E) TOTAL FOR FUND 261:			<u>115.14</u>
02/19/2019	AP	74957*#	OCNET	OCNET CONNECTIVITY - FEBRUARY	930.240	427	200.00
02/19/2019	AP	74983	WINN TELECOM	ACCT #0410000897, 2/22/19	930.210	427	61.32
				Total for fund 261 911 SERVICE FUND			376.46
Fund: 281 AIRPORT							
02/19/2019	AP	2147(E)*#	WEX BANK	ACCT #0462-00-394948-4	930.660	537	35.06
02/19/2019	AP	74938	DUNNS	INV#AR320476, 1/29/19 AIRPORT	726.000	537	67.12

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 281 AIRPORT							
02/19/2019	AP	74978*#	VERIZON WIRELESS	ACCT# 483106843-00001, 1/23/2019	930.230	537	43.54
				ACCT# 483106843-00001	930.230	537	86.98
				CHECK AP 74978 TOTAL FOR FUND 281:			<u>130.52</u>
				Total for fund 281 AIRPORT			232.70
Fund: 292 CHILD CARE FUND							
02/19/2019	AP	74921	20TH CIRCUIT COURT	18-56-DL PLACEMENT 01/01/19 TO 01/31/19	930.810	662	6,045.00
02/19/2019	AP	74922	7TH PROBATE FAMILY COURT	15-20-DL PLACEMENT 1/1/19 TO 1/31/19	930.810	662	2,170.00
02/19/2019	AP	74927*#	BLUE CARE NETWORK	00182055-0001 MARCH 2019 COURT MEDICAL	704.110	662	1,703.83
02/19/2019	AP	74928	BRANDON AND SUZANNA RODGERS	18-42-NA PLACEMENT 12/1/18 TO 12/20/18	930.700	662	327.56
02/19/2019	AP	74929	BRANDON AND SUZANNA RODGERS	18-42-NA PLACEMENT 12/1/18 TO 12/20/18	930.700	662	327.56
02/19/2019	AP	74930	BRANDON AND SUZANNA RODGERS	18-42-NA PLACEMENT 12/1/18 TO 12/20/18	930.700	662	327.56
02/19/2019	AP	74945	JEANETTE SAYRE	15-103-DL DECEMBER 2018 COUNSELING SERVICES	940.010	662	70.00
				15-103-DL JANUARY 2019 COUNSELING SERVICES	940.010	662	140.00
				CHECK AP 74945 TOTAL FOR FUND 292:			<u>210.00</u>
02/19/2019	AP	74949	LUTHERAN CHILD & FAMILY SERVICES	16-108-NA PLACEMENT 12/20/18 TO 12/31/18 DOC INCREASE	930.810	662	55.00
				18-49-NA PLACEMENT 7/1/18 TO 7/31/18 DOC INCREASE	930.810	662	155.00
				CHECK AP 74949 TOTAL FOR FUND 292:			<u>210.00</u>
02/19/2019	AP	74960*#	OTSEGO COUNTY BUS SYSTEM	JANUARY 2019 JUVENILE COURT BUS	930.500	662	129.00
02/19/2019	AP	74964	PINEVIEW HOMES	15-90-DL PLACEMENT 1/1/19 TO 1/31/19	930.810	662	6,477.76
02/19/2019	AP	74968	SATELLITE TRACKING OF PEOPLE LLC	JANUARY 2019 JUVENILE TETHER	940.010	662	161.50
02/19/2019	AP	74969	SAULT STE MARIE TRIBE - CHIPPEWA IN	17-87-DL PLACEMENT 1/20/19 TO 1/31/19	930.810	662	1,440.00
				17-100-DL PLACEMENT 1/20/19 TO 1/31/19	930.810	662	1,440.00
				CHECK AP 74969 TOTAL FOR FUND 292:			<u>2,880.00</u>
				Total for fund 292 CHILD CARE FUND			20,969.77
Fund: 516 DELINQUENT TAX REVOLVING							
02/19/2019	AP	74934	CORNACCHIA, ANN	REFUND FOR OVERPMT MADE ON TAX YEAR 2017 FOR PARCEL 091-694.000		030	69.01
02/19/2019	AP	74939	DURFEE, TIMOTHY & ANGELA	REFUND FOR OVERPMT MADE ON 2017 TAX YEAR FOR PARCEL 072-694.000		030	10.65

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 516 DELINQUENT TAX REVOLVING							
02/19/2019	AP	74948	LINDA BROOKS	REFUND FOR OVERPMT ON TAX YEAR 2017 ON PARCEL 023-270-000-694.000		030	944.38
02/19/2019	AP	74967	RYAN & KATIE MACQUEEN	REFUND FOR OVERPMT ON 2017 TAX YEAR FOR PARCEL 050-020-10(694.000		030	426.02
02/19/2019	AP	74971	SHYRLE JOHNSON	REFUND FOR OVERPMT ON TAX YEAR 2017 FOR PARCEL 072-280-00(694.000		030	236.51
Total for fund 516 DELINQUENT TAX REVOLVING							1,686.57
Fund: 588 TRANSPORTATION FUND							
02/19/2019	AP	74958*#	OMH MEDICAL GROUP & MEDCAR WALKIN	PRE-EMPLOYMENT PHYSICAL	940.010	699	65.00
Total for fund 588 TRANSPORTATION FUND							65.00
Fund: 637 BUILDING AND GROUNDS							
02/19/2019	AP	2138(E)*#	AMERICAN WASTE	ACCT #8617664, INV#2883952	920.410	265	190.55
02/19/2019	AP	2140(E)	CONSUMERS ENERGY	ACCT# 1000 0016 3053, DUE 2/4/19	930.620	265	3,166.77
				ACCT #100021190929, 611 S. ILLINOIS AVE	930.620	265	49.95
CHECK AP 2140(E) TOTAL FOR FUND 637:							3,216.72
02/19/2019	AP	2143(E)*#	DTE ENERGY	FEBRUARY DUE DATE	930.610	265	857.30
				FEBRUARY DUE DATE	930.610	265	670.91
				FEBRUARY DUE DATE	930.610	265	443.56
				FEBRUARY DUE DATE	930.610	265	3,618.29
				ACCT# 9100 216 8842 9; FEB 21 2019	930.610	265	2,021.30
				FEBRUARY DUE DATE	930.610	265	206.73
CHECK AP 2143(E) TOTAL FOR FUND 637:							7,818.09
02/19/2019	AP	74920	123NET	ACCT# 110735 INV #406382	930.210	265	1,302.35
				ACCT#110735, JANUARY, INV# 413392	930.210	265	1,404.94
CHECK AP 74920 TOTAL FOR FUND 637:							2,707.29
02/19/2019	AP	74951	MAXIMUM SECURITY	INV #16287, 2/1/2019, QUARTERLY BILL	920.410	265	89.97
Total for fund 637 BUILDING AND GROUNDS							14,022.62
Fund: 645 ADMINISTRATIVE SERVICES							
02/19/2019	AP	2144(E)*#	FIRST BANKCARD	ACCT#5477259305970050, DUE FEB.7, 2019	726.000	201	14.98
				ACCT#5477259305970050, DUE FEB.7, 2019	940.010	201	14.95
CHECK AP 2144(E) TOTAL FOR FUND 645:							29.93
Total for fund 645 ADMINISTRATIVE SERVICES							29.93

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 647 HEALTH CARE FUND							
02/19/2019	AP	74926	BLUE CARE NETWORK	MARCH HMO COVERAGE, INV#190360045894	704.110	851	70,516.16
02/19/2019	AP	74936	DELTA DENTAL OF MICHIGAN	MARCH 2019 DENTAL, INV#RIS0002168097	704.110	851	5,772.02
02/19/2019	AP	74979	VISION SERVICE PLAN (VSP)	FEBRUARY 2019 SVC; ACCT #12 049684 0797, 0798	704.110	851	1,196.15
				FEBRUARY 2019 SVC; ACCT #12 049684 0797, 0798	704.110	851	73.97
				CHECK AP 74979 TOTAL FOR FUND 647:			1,270.12
				Total for fund 647 HEALTH CARE FUND			77,558.30
Fund: 701 GENERAL AGENCY							
02/19/2019	AP	74924	AMERICAN WASTE	RESTITUTION PAYMENT BY MARCUS OROURKE 15-31255-FY-3	271.130	000	0.70
02/19/2019	AP	74925	BEVERLY ENTERPRISES	RESTITUTION	271.000	000	25.00
02/19/2019	AP	74933	CITIZENS INSURANCE	RESTITUTION	271.000	000	40.00
02/19/2019	AP	74935	CROSSROADS INDUSTRIES	RESTITUTION	271.000	000	100.00
02/19/2019	AP	74937	DENISE SOCIA	RESTITUTION	271.000	000	20.00
02/19/2019	AP	74941	FARM BUREAU INSURANCE	RESTITUTION	271.000	000	80.00
02/19/2019	AP	74942	GRUMPYS CORNER STORE	RESTITUTION	271.000	000	26.50
02/19/2019	AP	74947	LAWRENCE MEYERS		265.000	000	90.00
02/19/2019	AP	74950	MATTHEW GREEN	RESTITUTION	271.000	000	50.00
02/19/2019	AP	74953	MICHIGAN STATE POLICE BFS-CASHIERS	NEW AND RENEWALS	228.016	000	3,273.00
02/19/2019	AP	74959	OTSEGO COUNTY	2018-5443 \$450/\$50; 5564 \$90/\$10; 5565 \$10; 5595 \$180/\$20; 5597 \$450/	265.000	000	1,310.00
02/19/2019	AP	74961	OTSEGO COUNTY FRIEND OF COURT	12-14673 \$250;13-15121 \$75;16-16355 \$300;13-15027 \$700	265.000	000	1,325.00
02/19/2019	AP	74963	PAULA DEMEREST	RESTITUTION	271.000	000	50.00
02/19/2019	AP	74970	SHARON KWAPIS	REIMBURSEMENT	230.001	000	508.15
02/19/2019	AP	74972	STATE FARM	RESTITUTION	271.000	000	301.76
02/19/2019	AP	74976	UP RENTAL	10-175-DL RESTITUTION PAYMENT BY KODY PADGETT	271.148	000	150.00
02/19/2019	AP	74977	VANDERBILT SCHOOLS	14-63-DL RESTITUTION PAYMENT BY ANTHONY ANDERSON	271.148	000	50.00
02/19/2019	AP	74980	WALMART	RESTITUTION	271.000	000	25.00
				Total for fund 701 GENERAL AGENCY			7,425.11
Fund: 704 PAYROLL IMPREST FUND							

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 704 PAYROLL IMPREST FUND							
02/19/2019	AP	2142(E)	DEARBORN NATIONAL	MARCH PERIOD; GRP ACCT #EAB2G00106-1	231.870	000	2,429.33
02/19/2019	AP	74927*#	BLUE CARE NETWORK	00182055-0001 MARCH 2019 COURT MEDICAL	231.261	000	3,063.53
			TOTAL - ALL FUNDS	Total for fund 704 PAYROLL IMPREST FUND			5,492.86
							166,394.22

*-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 2127

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/12/2019	AP	2127(E)	AMERICAN WASTE	RESTITUTION PAYMENT BY MARCUS OROURKE 15-31255-FY-3	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/19/2019	AP	2138(E)	AMERICAN WASTE	2881204 ANIMAL CONTROL FEB 2019	212-430-920.410	72.10
		2138(E)		ACCT #8617664, INV#2883952	637-265-920.410	190.55
						262.65
02/19/2019	AP	2139(E)	CHARTER COMMUNICATIONS	8245122490069887	208-751-726.000	12.08
		2139(E)		8245122490069887	208-752-726.000	92.43
		2139(E)		8245122490069887	208-752-930.210	39.99
						144.50
02/19/2019	AP	2140(E)	CONSUMERS ENERGY	ACCT# 1000 0016 3053, DUE 2/4/19	637-265-930.620-CRTHS00000	3,166.77
		2140(E)		ACCT #100021190929, 611 S. ILLINOIS AVE	637-265-930.620-SILLI00000	49.95
						3,216.72
02/19/2019	AP	2141(E)	DE LAGE LANDEN PUBLIC FINANCE	FEBRUARY 2019 COURT COPY MACHINE LEASE PAYMENT	101-131-920.520	130.99
		2141(E)		INV (2) SEE BELOW, DUE: 2/04/19, ACCT# 247393	101-257-726.000	394.25
		2141(E)		FEBRUARY 2019 FOC COPY MACHINE LEASE PAYMENT	215-141-920.520	118.58
						643.82
02/19/2019	AP	2142(E)	DEARBORN NATIONAL	MARCH PERIOD; GRP ACCT #EAB2G00106-1	704-000-231.870	2,429.33
02/19/2019	AP	2143(E)	DTE ENERGY	9100 208 4595 4 GAS BILL	208-752-930.610	648.32
		2143(E)		ANIMAL CONTROL JAN 2019	212-430-930.610	679.23
		2143(E)		FEBRUARY DUE DATE	637-265-930.610-ALPCT00000	5,590.06
		2143(E)		ACCT# 9100 216 8842 9; FEB 21 2019	637-265-930.610-CRTHS00000	2,021.30
		2143(E)		FEBRUARY DUE DATE	637-265-930.610-SILLI00000	206.73
						9,145.64
02/19/2019	AP	2144(E)	FIRST BANKCARD	ACCT#5477259305970050, DUE FEB.7, 2019	101-267-801.020	14.95
		2144(E)		ACCT#5477259305970050, DUE FEB.7, 2019	212-430-726.000	1,243.06
		2144(E)		ACCT#5477259305970050, DUE FEB.7, 2019	215-141-726.000	36.99
		2144(E)		MI PERMIT LICENSE PLAN REVIEW	249-371-726.200	2,566.00
		2144(E)		ACCT#5477259305970050, DUE FEB.7, 2019	645-201-726.000	14.98
		2144(E)		ACCT#5477259305970050, DUE FEB.7, 2019	645-201-940.010	14.95
						3,890.93
02/19/2019	AP	2145(E)	FLEETCOR SUPERFLEET MASTERCARD	JAN BILLING PERIOD; ACCT #FB115, 2/25/19 DUE	101-301-930.660	156.67
02/19/2019	AP	2146(E)	FRONTIER	989-705-2181-051613-5 WELCOME CENTER PHONE	209-751-930.210	1.16
		2146(E)		ANIMAL CONTROL FEB 2019	212-430-930.210	106.97
		2146(E)		ACCT #26916182030822085	261-427-930.210	115.14
						223.27

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						254.25
02/19/2019	AP	74932	CATHOLIC HUMAN SERVICES INC	JANUARY 2018 MENTAL HEALTH COUNSELING CO-PAYS	101-133-940.010	30.00
02/19/2019	AP	74933	CITIZENS INSURANCE	RESTITUTION	701-000-271.000	40.00
02/19/2019	AP	74934	CORNACCHIA, ANN	REFUND FOR OVERPMT MADE ON TAX YEAR 2017 FOR PARCEL 091-516-030-694.000		69.01
02/19/2019	AP	74935	CROSSROADS INDUSTRIES	RESTITUTION	701-000-271.000	100.00
02/19/2019	AP	74936	DELTA DENTAL OF MICHIGAN	MARCH 2019 DENTAL, INV#RIS0002168097	647-851-704.110	5,772.02
02/19/2019	AP	74937	DENISE SOCIA	RESTITUTION	701-000-271.000	20.00
02/19/2019	AP	74938	DUNNS	INV#AR320476, 1/29/19 AIRPORT	281-537-726.000	67.12
02/19/2019	AP	74939	DURFEE, TIMOTHY & ANGELA	REFUND FOR OVERPMT MADE ON 2017 TAX YEAR FOR PARCEL 072-516-030-694.000		10.65
02/19/2019	AP	74940	EXTREME POWER SPORTS	94814470 OIL, DRIVE BELT	209-751-726.000	189.08
02/19/2019	AP	74941	FARM BUREAU INSURANCE	RESTITUTION	701-000-271.000	80.00
02/19/2019	AP	74942	GRUMPYS CORNER STORE	RESTITUTION	701-000-271.000	26.50
02/19/2019	AP	74943	HOME DEPOT CREDIT SERVICES	ANIMAL CONTROL JAN 2019	212-430-726.000	73.11
02/19/2019	AP	74944	JAKOVON PRYOR-MCCOVERY	BEAR BB REF	208-752-940.010-BEAR_BBALL	280.00
02/19/2019	AP	74945	JEANETTE SAYRE	15-103-DL DECEMBER 2018 COUNSELING SERVICES	292-662-940.010	210.00
02/19/2019	AP	74946	JOYCE DARLENE FETROW	FEBRUARY 2019 WEEKEND DRUG TESTER: FEB 2, 3, 9, 10	101-131-940.010	160.00
02/19/2019	AP	74947	LAWRENCE MEYERS		701-000-265.000	90.00
02/19/2019	AP	74948	LINDA BROOKS	REFUND FOR OVERPMT ON TAX YEAR 2017 ON PARCEL 023-270-000-516-030-694.000		944.38
02/19/2019	AP	74949	LUTHERAN CHILD & FAMILY SERVICES	16-108-NA PLACEMENT 12/20/18 TO 12/31/18 DOC INCREASE	292-662-930.810	210.00
02/19/2019	AP	74950	MATTHEW GREEN	RESTITUTION	701-000-271.000	50.00
02/19/2019	AP	74951	MAXIMUM SECURITY	INV #16287, 2/1/2019, QUARTERLY BILL	637-265-920.410	89.97
02/19/2019	AP	74952	MEGA POWER SPORTS LLC	17500 OIL	209-751-726.000	113.94
02/19/2019	AP	74953	MICHIGAN STATE POLICE BFS-CASHIERS	NEW AND RENEWALS	701-000-228.016	3,273.00
02/19/2019	AP	74954	MID NORTH PRINTING INC	BROCHURES, DAY PASSES, SEASON PASSES	208-751-726.000	2,209.92
		74954		BROCHURES, DAY PASSES, SEASON PASSES	209-751-726.000	298.50
						<hr/> 2,508.42
02/19/2019	AP	74955	NICHOLAS JAMES ANTHONY	FEBRUARY 2019 WEEKEND DRUG TESTER: FEB 9	101-133-940.010	40.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/19/2019	AP	74956	NORTHERN MICHIGAN REVIEW	ADS 13119	209-751-930.300	696.00
02/19/2019	AP	74957	OCNET	OCNET CONNECTIVITY - FEBRUARY	101-864-930.240	800.00
		74957		OCNET CONNECTIVITY - FEBRUARY	261-427-930.240	200.00
						1,000.00
02/19/2019	AP	74958	OMH MEDICAL GROUP & MEDCAR WALKIN	PRE-EMPLOYMENT PHYSICAL	101-301-940.010	106.00
		74958		PRE-EMPLOYMENT PHYSICAL	588-699-940.010	65.00
						171.00
02/19/2019	AP	74959	OTSEGO COUNTY	2018-5443 \$450/\$50; 5564 \$90/\$10; 5565 \$10; 5595 \$180/\$20; 5597 \$450/701-000-265.000		1,310.00
02/19/2019	AP	74960	OTSEGO COUNTY BUS SYSTEM	JANUARY 2019 DRUG COURT BUS	101-133-930.500	292.00
		74960		JANUARY 2019 JUVENILE COURT BUS	292-662-930.500	129.00
						421.00
02/19/2019	AP	74961	OTSEGO COUNTY FRIEND OF COURT	12-14673 \$250;13-15121 \$75;16-16355 \$300;13-15027 \$700	701-000-265.000	1,325.00
02/19/2019	AP	74962	OTSEGO COUNTY JUDICIAL SYSTEM	2/13/19 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	16.16
		74962		02/06/19 HRA REIMBURSEMENT CHECK REGISTER - 2019 CHARGES	215-141-704.110	849.39
						865.55
02/19/2019	AP	74963	PAULA DEMEREST	RESTITUTION	701-000-271.000	50.00
02/19/2019	AP	74964	PINEVIEW HOMES	15-90-DL PLACEMENT 1/1/19 TO 1/31/19	292-662-930.810	6,477.76
02/19/2019	AP	74965	PROTECTION ONE	2/28/19 TO 3/27/19 ADMIN/PA WING MONITORING	101-131-940.010	85.89
		74965		2/28/19 TO 3/27/19 ADMIN/PA WING MONITORING	101-267-920.410	25.05
		74965		2/28/19 TO 3/27/19 ADMIN/PA WING MONITORING	101-267-930.983	3.58
		74965		2/28/19 TO 3/27/19 FOC WING MONITORING	215-141-940.010	45.80
						160.32
02/19/2019	AP	74966	REDWOOD TOXICOLOGY LABORATORY INC	JANUARY 2019 ADULT COURT DRUG TESTING	101-131-940.010	29.00
		74966		JANUARY 2019 DRUG COURT DRUG TESTING	101-133-940.010	15.00
						44.00
02/19/2019	AP	74967	RYAN & KATIE MACQUEEN	REFUND FOR OVERPMT ON 2017 TAX YEAR FOR PARCEL 050-020-101516-030-694.000		426.02
02/19/2019	AP	74968	SATELLITE TRACKING OF PEOPLE LLC	JANUARY 2019 JUVENILE TETHER	292-662-940.010	161.50
02/19/2019	AP	74969	SAULT STE MARIE TRIBE - CHIPPEWA IN	17-87-DL PLACEMENT 1/20/19 TO 1/31/19	292-662-930.810	2,880.00
02/19/2019	AP	74970	SHARON KWAPIS	REIMBURSEMENT	701-000-230.001	508.15

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/19/2019 - 02/19/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/19/2019	AP	74971	SHYRLE JOHNSON	REFUND FOR OVERPMT ON TAX YEAR 2017 FOR PARCEL 072-280-001516-030-694.000		236.51
02/19/2019	AP	74972	STATE FARM	RESTITUTION	701-000-271.000	301.76
02/19/2019	AP	74973	STATE OF MICHIGAN	P69 SUPPORT SERVICES 1ST QUARTER (JAN-MAR 19)	101-131-970.450	3,078.23
02/19/2019	AP	74974	TERRANCE M COTTLE	JANUARY 2019 GROUP MENTAL HEALTH COUNSELING	101-133-940.010	1,840.00
02/19/2019	AP	74975	UNDERGROUND SECURITY COMPANY		256-215-726.000	1,387.60
02/19/2019	AP	74976	UP RENTAL	10-175-DL RESTITUTION PAYMENT BY KODY PADGETT	701-000-271.148	150.00
02/19/2019	AP	74977	VANDERBILT SCHOOLS	14-63-DL RESTITUTION PAYMENT BY ANTHONY ANDERSON	701-000-271.148	50.00
02/19/2019	AP	74978	VERIZON WIRELESS	ACCT# 483106843-00001, 1/23/2019	101-301-930.230	285.79
		74978		ACCT# 483106843-00001, 1/23/2019	101-351-930.230	78.97
		74978		ACCT# 483106843-00001, 1/23/2019	205-301-930.230	163.27
		74978		ACCT# 483106843-00001, 1/23/2019	208-751-930.230	205.37
		74978		ACCT# 483106843-00001, 1/23/2019	208-752-930.230	208.91
		74978		ACCT# 483106843-00001, 1/23/2019	281-537-930.230	130.52
						1,072.83
02/19/2019	AP	74979	VISION SERVICE PLAN (VSP)	FEBRUARY 2019 SVC; ACCT #12 049684 0797, 0798	647-851-704.110	1,270.12
02/19/2019	AP	74980	WALMART	RESTITUTION	701-000-271.000	25.00
02/19/2019	AP	74981	WAYNE BENTLEY	FEBRUARY 2019 WEEKEND DRUG TESTER: FEB 2, 3, 10	101-133-940.010	120.00
02/19/2019	AP	74982	WILBER AUTOMOTIVE SUPPLY INC	136792 WIPER BLADES	209-751-726.000	33.38
02/19/2019	AP	74983	WINN TELECOM	ACCT #0410000897, 2/22/19	261-427-930.210	61.32
			TOTAL - ALL FUNDS	TOTAL OF 74 CHECKS		166,394.22

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: February 20, 2019 Warrant	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: New Business, A. Financials, Item 2	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Mel Maier, Finance Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

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

The February 20, 2019 warrant is in the amount of \$500.00.

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$500.00.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK DATE FROM 02/20/2019 - 02/20/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/20/2019	AP	74984	ALPINE PROPANE	ACCT# 1051, DELINQUENT PROPANE BILL, PARTIAL PAYMENT FOR V 293-689-930.999		250.00
02/20/2019	AP	74985	GREAT LAKES ENERGY	ACCT# 415924007, PARTIAL ELECTRIC BILL, VETERAN #01-2019	293-689-930.999	250.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		500.00

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: February 26, 2019 Warrant	AGENDA DATE: February 26, 2019
AGENDA PLACEMENT: New Business, A. Financials, Item 3	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Mel Maier, Finance Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

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

The February 26, 2019 warrant is in the amount of \$145,426.57. Major expenditures in the warrant include:

- \$29,585.68 – MCWCF – 2nd qtr installment

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$145,426.57.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/26/2019	AP	2148(E)	AMERICAN WASTE	2881716 FEBRUARY	588-698-940.010	103.00
		2148(E)		INV# 2791360, 1/1/2019	637-265-920.410	190.55
						293.55
02/26/2019	AP	2149(E)	CENTURY LINK	ACCT#300451601; BILL DATE: FEB 7, 2019	261-427-930.210	68.20
02/26/2019	AP	2150(E)	CHARTER COMMUNICATIONS	#0005147012719 A#5147 02/06/19-03/05/19	588-697-930.240	60.72
02/26/2019	AP	2151(E)	DE LAGE LANDEN PUBLIC FINANCE	INV #62325857, DUE 3/18/2019	101-267-920.410	98.90
		2151(E)		INV #62325857, DUE 3/18/2019	101-267-930.983	15.22
		2151(E)		INV #62325857, DUE 3/18/2019	101-864-920.410	595.78
		2151(E)		INV #62325857, DUE 3/18/2019	212-430-920.410	141.55
		2151(E)		INV #62325857, DUE 3/18/2019	249-371-920.410	100.42
						951.87
02/26/2019	AP	2152(E)	WEST PAYMENT CENTER	JANUARY 2019 FOC SKIP TRACING FEE	215-141-940.010	136.85
02/26/2019	AP	2153(E)	WEST PAYMENT CENTER	JANUARY 2019 COURT SKIP TRACING FEE	101-131-940.010	126.34
02/26/2019	AP	2154(A)	GARY GELOW	MARCH 2019 CAA CONTRACT PAYMENT	101-131-801.021	12,302.49
		2154(A)		MIDC SUPPORT STAFF - FEBRUARY 1-15, 2019	260-131-801.021	990.00
						13,292.49
02/26/2019	AP	2155(A)	GAYLORD ARFF INC	AIRPORT MARCH CONTRACT PAYMENT	281-537-940.010	13,205.00
02/26/2019	AP	74986	ABEL M CRUZ	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		74986		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	1.70
						51.70
02/26/2019	AP	74987	ALPINE ANIMAL HOSPITAL	JAN 2019	212-430-930.471	433.50
		74987		JAN 2019	212-430-930.980	353.88
						787.38
02/26/2019	AP	74988	AMERICAN FIDELITY ASSURANCE CO	FEBRUARY 2019 COURT FLEX SPENDING ACCOUNT	704-000-231.285	1,069.12
02/26/2019	AP	74989	AMERICAN FIDELITY ASSURANCE COMPANY	FEBRUARY 2019 CANCER/LIFE/DISABILITY	704-000-231.285	513.61
02/26/2019	AP	74990	BARCO PRODUCTS COMPANY	BP00085639 6 PICNIC TABLES	208-751-726.000	4,108.63
02/26/2019	AP	74991	BENISTAR HARTFORD - 6795	MARCH COVERAGE; ACCT #06218, INV #03012019	647-851-704.110	7,702.45
02/26/2019	AP	74992	BILL MARSH FORD GAYLORD	69-12 REPAIRS - WINDOW	101-301-920.400	374.88
02/26/2019	AP	74993	BRUCE TILLINGER	SERVICES 01/12/19 THRU 01/31/19	249-371-801.027	1,740.00
		74993		SERVICES 01/12/19 THRU 01/31/19	249-371-801.028	890.00
						890.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/26/2019	AP	75006	EARTHWORKS ENTERPRISES INC	INVOICE #21479, 1/31/2019	226-528-940.010-PROG000000	1,978.00
02/26/2019	AP	75007	ELLIE PANCI	VICTIM SUPPLIES	101-267-930.983	22.87
02/26/2019	AP	75008	ESPAR OF MICHIGAN	00032730 STOCK	588-699-726.050	301.07
02/26/2019	AP	75009	ESTATE OF JOSE AGULAR,YMA WOLKAN	ESTATE OF JOSE AGULAR HANGAR #17	481-901-970.300	4,000.00
02/26/2019	AP	75010	GBS INC	CASE BINDERS/FILES	101-131-726.000	2,181.25
02/26/2019	AP	75011	GILL ROYS HARDWARE	SUPPLIES	101-301-726.000	25.97
		75011		1901-723445 33019 745670 ANIMAL CONTROL	212-430-726.000	40.34
						66.31
02/26/2019	AP	75012	GRUMPYS CORNER STORE	RESTITUTION	701-000-271.000	80.00
02/26/2019	AP	75013	HALL VETERINARY CLINIC	103400 103515	212-430-930.471	203.73
02/26/2019	AP	75014	HOEKSTRA TRANSPORTATION INC	X101020827:01 BUS #3 & #6; STOCK	588-699-726.050	690.00
02/26/2019	AP	75015	HOME DEPOT	RESTITUTION	701-000-271.000	50.00
02/26/2019	AP	75016	HUNTINGTON NATIONAL BANK	BLDG AUTH BOND SERIES 2017-LIBRARY INT PMT	569-906-990.200	14,362.50
02/26/2019	AP	75017	IMAGE FACTORY INC	PROBATE WILL ENVELOPES	101-131-726.000	1,436.00
		75017		BUSINESS CARDS - HAYDEN HOWE	215-141-726.000	73.40
						1,509.40
02/26/2019	AP	75018	INTERSTATE BATTERY SYSTEM OF CM	23412068 STOCK	588-699-726.050	244.90
02/26/2019	AP	75019	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-765117 SHOP	588-699-726.050	13.64
02/26/2019	AP	75020	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-763581 STOCK	588-699-726.050	171.62
02/26/2019	AP	75021	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-764450 SHOP SUPPLIES	588-699-726.050	35.76
02/26/2019	AP	75022	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-764669 BUS #18	588-699-726.050	10.36
02/26/2019	AP	75023	JOHNSON OIL COMPANY	69-05 INSTALLED BULB	101-301-920.400	27.39
		75023		CL39643 FUEL	588-699-930.660	4,647.35
						4,674.74
02/26/2019	AP	75024	JOY VALLEY COUNSELING	EMPLOYEE PSYCH EVAL	101-301-940.010	450.00
02/26/2019	AP	75025	JOYCE DARLENE FETROW	FEBRUARY 2019 WEEKEND DRUG TESTER: FEB 16, 17, 19	101-133-940.010	120.00
02/26/2019	AP	75026	JUDITH JARECKI	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		75026		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	16.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						66.00
02/26/2019	AP	75027	JUSTIN WING	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		75027		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	8.55
						58.55
02/26/2019	AP	75028	KELLY URLAUB	1/2 DAY WITN FEE; 110 MILES; 1-23-2019 TRIAL	101-267-930.940	18.50
02/26/2019	AP	75029	LOWES	902941 TUBE SAND	208-752-726.000	94.40
02/26/2019	AP	75030	LUCAS MIDDLETON ATTORNEY AT LAW	JANUARY 2019 ROYAL CREST ATTORNEY SERVICES RENDERED	516-253-920.410	3,720.46
02/26/2019	AP	75031	MACH, JESSE	REFUND FOR OVERPMT MADE ON 2017 TAX YEAR FOR PARCEL 011- 516-030-694.000		299.04
02/26/2019	AP	75032	MCVEIGHS TRUCK SPRINGS INC	013256 STOCK	588-699-726.050	271.95
02/26/2019	AP	75033	MCWCF	MBR #736, QZ 2019 WC BILLING-2019 2ND QTR INSTLMT BILLING	704-000-231.270	29,585.68
02/26/2019	AP	75034	MDJA	HON. MICHAEL K. COOPER - 2019 MEMBERSHIP DUES	101-131-930.600	100.00
02/26/2019	AP	75035	MELANIE YOUNGS	2018 DHHS MEETINGS	290-670-930.500	30.00
02/26/2019	AP	75036	MICHIGAN KENWORTH	022P107206 BUS #6	588-699-726.050	96.38
02/26/2019	AP	75037	MID NORTH PRINTING INC	ANIMAL CONTROL 86679	212-430-930.400	181.90
02/26/2019	AP	75038	MPJRA	JENNY LOCHINSKI - 2019 JUVENILE REGISTER MEMBERSHIP DUES	101-131-930.600	100.00
02/26/2019	AP	75039	MPJRA	ELIZABETH MENCH - 2019 ADOPTION SEMINAR	101-131-704.400	75.00
02/26/2019	AP	75040	MSUE BUSINESS OFFICE	INVOICE 225913; CHRISTOPHER CHURCHES	101-721-801.020	750.00
02/26/2019	AP	75041	NETWORKFLEET INC	JANUARY MONTHLY SERVICE	101-301-920.410	75.80
		75041		JANUARY MONTHLY SERVICE	101-302-920.410	18.95
		75041		JANUARY MONTHLY SERVICE	101-334-920.410	18.95
		75041		JANUARY MONTHLY SERVICE	101-351-920.410	18.95
						132.65
02/26/2019	AP	75042	NMJOA	JAMIE FITAK - 2019 JUVENILE OFFICER SPRING CONFERENCE	101-131-704.400	35.00
02/26/2019	AP	75043	NORTHERN ENERGY, INC	44564 WASHER SOLVENT	588-699-726.050	1,550.58
02/26/2019	AP	75044	NORTHERN MICHIGAN REVIEW	175501 - PROBATION OFFICER AD	101-131-930.450	50.88
		75044		585769-618779 JANUARY PRIME TIMES, ONLINE IMP., SEO BOOST	588-697-930.300	411.20
						462.08
02/26/2019	AP	75045	OCNET	8595 WIRELESS	208-752-726.000	59.95

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/26/2019	AP	75046	ODS THE DOOR SPECIALIST	17951 DOOR #2	588-698-940.010	240.00
02/26/2019	AP	75047	OMS COMPLIANCE SERVICES INC	93665 PRE-EMPLOYMENT DRUG TEST	588-699-940.010	156.25
02/26/2019	AP	75048	OTSEGO CONSERVATION DISTRICT	INVOICE 728, 2/6/2019, RECYCLING PROGRAM	226-528-940.010-PROG000000	10,593.31
02/26/2019	AP	75049	PANDO LEATHERCRAFT MFG	UNIFORM SUPPLIES	101-351-726.046	98.48
02/26/2019	AP	75050	PLANNING & ZONING CENTER INC	INVOICE# 1/30 - 2/26/2019, PLANNING & ZONING	101-721-726.200	185.00
02/26/2019	AP	75051	PRESQUE ISLE ELECTRIC AND GAS CO-OP	6207203 GAS BILL	209-751-930.610	530.82
02/26/2019	AP	75052	PROSECUTING ATTORNEYS ASSOCIATION M	TRAFFIC SAFETY TRAINING 3-22-19; OTSEGO CLUB	101-267-704.400	35.00
02/26/2019	AP	75053	RONALD KORONKA	SNOW PLOWING INVOICE 881281	226-528-940.010-PROG000000	516.00
02/26/2019	AP	75054	RONS WRECKER	137505 BUS #12	588-699-940.010	440.00
02/26/2019	AP	75055	SANE	RESTITUTION SAN-37-17	701-000-271.000	170.00
02/26/2019	AP	75056	SARA SCHMIDT	CLOROX WIPES	101-267-726.000	10.64
02/26/2019	AP	75057	SCOTT COURTERIER	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		75057		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	8.50
						58.50
02/26/2019	AP	75058	SHERRY S HUFF	DHHS MEETINGS, JANUARY 2019	290-670-703.040	100.00
		75058		DHHS MEETINGS, JANUARY 2019	290-670-930.500	69.00
						169.00
02/26/2019	AP	75059	STAPLES BUSINESS CREDIT	JAN 2019 STMT DUE 1/25/19 ACCT# 1046110DET, CREDIT ACCT#3040	101-000-106.000	329.45
		75059		SHEET PROTECTORS, GREEN POST IT FLAGS, COPY PAPER	101-131-726.000	291.92
		75059		COPY PAPER, CALCULATOR, LEGAL PADS	215-141-726.000	211.55
		75059		JAN 2019 STMT DUE 1/25/19 ACCT# 1046110DET, CREDIT ACCT#3040	645-172-726.000	108.28
		75059		JAN 2019 STMT DUE 1/25/19 ACCT# 1046110DET, CREDIT ACCT#3040	645-201-726.000	89.46
		75059		JAN 2019 STMT DUE 1/25/19 ACCT# 1046110DET, CREDIT ACCT#3040	645-270-726.000	27.48
						1,058.14
02/26/2019	AP	75060	SUPERIOR AUTOMOTIVE EQUIPMENT INC	134 STOCK	588-699-726.050	365.43
02/26/2019	AP	75061	SYSCO - GRAND RAPIDS	PAPER TOWEL, GLOVES, SOAP, SANITIZER 268038719	208-751-726.025	171.76
		75061		PAPER TOWEL, GLOVES, SOAP, SANITIZER 268038719	208-752-726.025	171.76
		75061		PAPER TOWEL, GLOVES, SOAP, SANITIZER 268038719	209-751-726.025	171.76
						515.28

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/26/2019	AP	75062	TARGET INFORMATION MANAGEMENT INC	DC213 ADVICE OF RIGHTS FORMS	101-131-726.000	93.84
02/26/2019	AP	75063	TELE-RAD	1/31/19, INV # 8901198 & 890199	261-901-970.435	1,034.17
02/26/2019	AP	75064	TELEPHONE SUPPORT SYSTEMS INC	42461 BASIC MNT. AGGREMENT MARCH 2019 THRU FEBRUARY 2020	588-697-940.010	602.61
02/26/2019	AP	75065	THOMSON WEST	INV 839698517; ACCT 1000242483; JAN '19 INFO CHGS	101-267-726.000	200.97
02/26/2019	AP	75066	TITLE CHECK LLC	2016 PARCEL ADMIN FEES	516-253-920.410	2,306.33
02/26/2019	AP	75067	TOPCOMP COMPUTER SOFTWARE SERVICES	2019 0207 TOP COMP JAN BILL	618-447-920.410	1,300.00
02/26/2019	AP	75068	TOTAL COMMUNICATION SERVICES LLC	INV# 471, 2/7/2019	594-806-801.030	134.00
02/26/2019	AP	75069	VERIZON WIRELESS	9822703090 JANUARY	588-697-930.210	6.27
02/26/2019	AP	75070	WASH N GO MANAGEMENT INC	ANIMAL CONTROL 11548 JAN 2019	212-430-920.410	12.00
02/26/2019	AP	75071	WENDY NEWMAN	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
02/26/2019	AP	75072	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		75072		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	3.00
						53.00
02/26/2019	AP	75073	WINN TELECOM	989-705-1786 FEBRUARY	588-697-930.210	262.36
02/26/2019	AP	75074	ZAREMBA EQUIPMENT INC	S 118732 BUS #6	588-699-726.050	178.96
			TOTAL - ALL FUNDS	TOTAL OF 97 CHECKS		145,426.57

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/26/2019	AP	2151(E)*#	DE LAGE LANDEN PUBLIC FINANCE	INV #62325857, DUE 3/18/2019	920.410	267	98.90
				INV #62325857, DUE 3/18/2019	930.983	267	15.22
				INV #62325857, DUE 3/18/2019	920.410	864	595.78
				CHECK AP 2151(E) TOTAL FOR FUND 101:			<u>709.90</u>
02/26/2019	AP	2153(E)	WEST PAYMENT CENTER	JANUARY 2019 COURT SKIP TRACING FEE	940.010	131	126.34
02/26/2019	AP	2154(A)*	GARY GELOW	MARCH 2019 CAA CONTRACT PAYMENT	801.021	131	12,302.49
02/26/2019	AP	74992	BILL MARSH FORD GAYLORD	69-12 REPAIRS - WINDOW	920.400	301	374.88
02/26/2019	AP	74994*#	BS&A SOFTWARE INC	INVOIC 121720 PRE/TAX	920.410	257	2,720.00
02/26/2019	AP	74998	CORE TECHNOLOGY CORPORATION	INV MN3000894; TALON APR '19 - MAR '20	726.000	267	110.00
02/26/2019	AP	74999#	CURTISS REPORTING CORP	18-36143-FY-3 PEOPLE V JEFFREY RITCHIE TRANSCRIPT	801.030	131	60.15
				INV 18588; 207019; RITCHIE TRANSCRIPT	726.000	267	7.20
				CHECK AP 74999 TOTAL FOR FUND 101:			<u>67.35</u>
02/26/2019	AP	75001	DELL MARKETING LP	3YR CGSS FOR NSA 3600 - QUOTE 3000031444855.1	726.300	228	3,451.50
02/26/2019	AP	75002*#	DUNNS	DATE STAMPS	726.000	131	222.00
				2019 0207 DUNNS PRINTER INV JAN	726.000	257	21.63
				INV 33AR323732; 2-7-2019; TONER	726.000	267	214.98
				CIVIL DIV SUPPLIES	726.000	302	55.71
				INVOICE #AR321318, 1/31/2019	726.000	864	330.55
				CHECK AP 75002 TOTAL FOR FUND 101:			<u>844.87</u>
02/26/2019	AP	75007	ELLIE PANCI	VICTIM SUPPLIES	930.983	267	22.87
02/26/2019	AP	75010	GBS INC	CASE BINDERS/FILES	726.000	131	2,181.25
02/26/2019	AP	75011*#	GILL ROYS HARDWARE	SUPPLIES	726.000	301	25.97
02/26/2019	AP	75017*#	IMAGE FACTORY INC	PROBATE WILL ENVELOPES	726.000	131	1,436.00
02/26/2019	AP	75023*#	JOHNSON OIL COMPANY	69-05 INSTALLED BULB	920.400	301	27.39
02/26/2019	AP	75024	JOY VALLEY COUNSELING	EMPLOYEE PSYCH EVAL	940.010	301	450.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/26/2019	AP	75025	JOYCE DARLENE FETROW	FEBRUARY 2019 WEEKEND DRUG TESTER: FEB 16, 17, 19	940.010	133	120.00
02/26/2019	AP	75028	KELLY URLAUB	1/2 DAY WITN FEE; 110 MILES; 1-23-2019 TRIAL	930.940	267	18.50
02/26/2019	AP	75034	MDJA	HON. MICHAEL K. COOPER - 2019 MEMBERSHIP DUES	930.600	131	100.00
02/26/2019	AP	75038	MPJRA	JENNY LOCHINSKI - 2019 JUVENILE REGISTER MEMBERSHIP DUES	930.600	131	100.00
02/26/2019	AP	75039	MPJRA	ELIZABETH MENCH - 2019 ADOPTION SEMINAR	704.400	131	75.00
02/26/2019	AP	75040	MSUE BUSINESS OFFICE	INVOICE 225913; CHRISTOPHER CHURCHES	801.020	721	750.00
02/26/2019	AP	75041#	NETWORKFLEET INC	JANUARY MONTHLY SERVICE	920.410	301	75.80
				JANUARY MONTHLY SERVICE	920.410	302	18.95
				JANUARY MONTHLY SERVICE	920.410	334	18.95
				JANUARY MONTHLY SERVICE	920.410	351	18.95
				CHECK AP 75041 TOTAL FOR FUND 101:			<u>132.65</u>
02/26/2019	AP	75042	NMJOA	JAMIE FITAK - 2019 JUVENILE OFFICER SPRING CONFERENCE	704.400	131	35.00
02/26/2019	AP	75044#	NORTHERN MICHIGAN REVIEW	175501 - PROBATION OFFICER AD	930.450	131	50.88
02/26/2019	AP	75049	PANDO LEATHERCRAFT MFG	UNIFORM SUPPLIES	726.046	351	98.48
02/26/2019	AP	75050	PLANNING & ZONING CENTER INC	INVOICE# 1/30 - 2/26/2019, PLANNING & ZONING	726.200	721	185.00
02/26/2019	AP	75052	PROSECUTING ATTORNEYS ASSOCIATION M	TRAFFIC SAFETY TRAINING 3-22-19; OTSEGO CLUB	704.400	267	35.00
02/26/2019	AP	75056	SARA SCHMIDT	CLOROX WIPES	726.000	267	10.64
02/26/2019	AP	75059*#	STAPLES BUSINESS CREDIT	JAN 2019 STMT DUE 1/25/19 ACCT# 1046110DET, CREDIT ACCT#30405	106.000	000	329.45
				SHEET PROTECTORS, GREEN POST IT FLAGS, COPY PAPER	726.000	131	170.31
				HEAVY DUTY STAPLERS AND STAPLES	726.000	131	151.56
				CREDIT - DAMAGED CASE COPY PAPER	726.000	131	(29.95)
				CHECK AP 75059 TOTAL FOR FUND 101:			<u>621.37</u>
02/26/2019	AP	75062	TARGET INFORMATION MANAGEMENT INC	DC213 ADVICE OF RIGHTS FORMS	726.000	131	93.84
02/26/2019	AP	75065	THOMSON WEST	INV 839698517; ACCT 1000242483; JAN '19 INFO CHGS	726.000	267	200.97
02/26/2019	AP	75071	WENDY NEWMAN	COUNTY BURIAL ALLOWANCE, VETERAN	930.960	681	300.00
				Total for fund 101 GENERAL FUND			27,778.14

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS AND RECREATION							
02/26/2019	AP	74986	ABEL M CRUZ	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	1.70
				CHECK AP 74986 TOTAL FOR FUND 208:			<u>51.70</u>
02/26/2019	AP	74990	BARCO PRODUCTS COMPANY	BP00085639 6 PICNIC TABLES	726.000	751	4,108.63
02/26/2019	AP	74995	CHUCKS ELECTRIC OF GAYLORD	2471 REPLACE LIGHTS IN HALL AND SNACK ROOM	726.050	752	630.00
02/26/2019	AP	75000	DAVE BARAGREY	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	1.60
				CHECK AP 75000 TOTAL FOR FUND 208:			<u>51.60</u>
02/26/2019	AP	75002*#	DUNNS	TONER, NOTE PADS, MARKERS, PENS	726.000	752	60.99
				TONER, NOTE PADS, MARKERS, PENS	726.000	752	12.58
				CHECK AP 75002 TOTAL FOR FUND 208:			<u>73.57</u>
02/26/2019	AP	75026	JUDITH JARECKI	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	16.00
				CHECK AP 75026 TOTAL FOR FUND 208:			<u>66.00</u>
02/26/2019	AP	75027	JUSTIN WING	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	8.55
				CHECK AP 75027 TOTAL FOR FUND 208:			<u>58.55</u>
02/26/2019	AP	75029	LOWES	902941 TUBE SAND	726.000	752	94.40
02/26/2019	AP	75045	OCNET	8595 WIRELESS	726.000	752	59.95
02/26/2019	AP	75057	SCOTT COURTERIER	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	8.50
				CHECK AP 75057 TOTAL FOR FUND 208:			<u>58.50</u>
02/26/2019	AP	75061*#	SYSCO - GRAND RAPIDS	PAPER TOWEL, GLOVES, SOAP, SANITIZER 268038719	726.025	751	171.76
				PAPER TOWEL, GLOVES, SOAP, SANITIZER 268038719	726.025	752	171.76
				CHECK AP 75061 TOTAL FOR FUND 208:			<u>343.52</u>

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 208 PARKS AND RECREATION							
02/26/2019	AP	75072	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL FEBRUARY MEETING	703.040	752	50.00
				PER DIEM, TRAVEL FEBRUARY MEETING	930.500	752	3.00
				CHECK AP 75072 TOTAL FOR FUND 208:			<u>53.00</u>
				Total for fund 208 PARKS AND RECREATION			5,649.42
Fund: 209 GROEN NATURE PRESERVE FUND							
02/26/2019	AP	75051	PRESQUE ISLE ELECTRIC AND GAS CO-OP	6207203 GAS BILL	930.610	751	530.82
02/26/2019	AP	75061*#	SYSCO - GRAND RAPIDS	PAPER TOWEL, GLOVES, SOAP, SANITIZER 268038719	726.025	751	171.76
				Total for fund 209 GROEN NATURE PRESERVE FUND			702.58
Fund: 212 ANIMAL CONTROL							
02/26/2019	AP	2151(E)*#	DE LAGE LANDEN PUBLIC FINANCE	INV #62325857, DUE 3/18/2019	920.410	430	141.55
02/26/2019	AP	74987	ALPINE ANIMAL HOSPITAL	JAN 2019	930.471	430	433.50
				JAN 2019	930.980	430	353.88
				CHECK AP 74987 TOTAL FOR FUND 212:			<u>787.38</u>
02/26/2019	AP	75002*#	DUNNS	INVOICE #AR321318, 1/31/2019	726.000	430	90.46
02/26/2019	AP	75011*#	GILL ROYS HARDWARE	1901-723445 33019 745670 ANIMAL CONTROL	726.000	430	40.34
02/26/2019	AP	75013	HALL VETERINARY CLINIC	103400 103515	930.471	430	203.73
02/26/2019	AP	75037	MID NORTH PRINTING INC	ANIMAL CONTROL 86679	930.400	430	181.90
02/26/2019	AP	75070	WASH N GO MANAGEMENT INC	ANIMAL CONTROL 11548 JAN 2019	920.410	430	12.00
				Total for fund 212 ANIMAL CONTROL			1,457.36
Fund: 215 FRIEND OF THE COURT							
02/26/2019	AP	2152(E)	WEST PAYMENT CENTER	JANUARY 2019 FOC SKIP TRACING FEE	940.010	141	136.85
02/26/2019	AP	75002*#	DUNNS	ENVELOPES, POST IT FLAGS, LABELS	726.000	141	137.55
02/26/2019	AP	75017*#	IMAGE FACTORY INC	BUSINESS CARDS - HAYDEN HOWE	726.000	141	73.40
02/26/2019	AP	75059*#	STAPLES BUSINESS CREDIT	COPY PAPER, CALCULATOR, LEGAL PADS	726.000	141	211.55
				Total for fund 215 FRIEND OF THE COURT			559.35
Fund: 226 RECYCLING FUND							
02/26/2019	AP	75006	EARTHWORKS ENTERPRISES INC	INVOICE #21479, 1/31/2019	940.010	528	1,978.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 226 RECYCLING FUND							
02/26/2019	AP	75048	OTSEGO CONSERVATION DISTRICT	INVOICE 728, 2/6/2019, RECYCLING PROGRAM	940.010	528	10,593.31
02/26/2019	AP	75053	RONALD KORONKA	SNOW PLOWING INVOICE 881281	940.010	528	473.00
				2018 SNOW PLOW, INVOICE 881281	940.010	528	43.00
				CHECK AP 75053 TOTAL FOR FUND 226:			<u>516.00</u>
				Total for fund 226 RECYCLING FUND			13,087.31
Fund: 249 BUILDING INSPECTION FUND							
02/26/2019	AP	2151(E)*#	DE LAGE LANDEN PUBLIC FINANCE	INV #62325857, DUE 3/18/2019	920.410	371	100.42
02/26/2019	AP	74993	BRUCE TILLINGER	SERVICES 01/12/19 THRU 01/31/19	801.027	371	720.00
				SERVICES 02/12/19 THRU 02/19/19	801.027	371	1,020.00
				SERVICES 01/12/19 THRU 01/31/19	801.028	371	320.00
				SERVICES 02/12/19 THRU 02/19/19	801.028	371	570.00
				CHECK AP 74993 TOTAL FOR FUND 249:			<u>2,630.00</u>
				Total for fund 249 BUILDING INSPECTION FUND			2,941.14
02/26/2019	AP	75002*#	DUNNS	SUPPLIES - AR294759	726.000	371	11.12
				SUPPLIES - AR299361 2018	726.000	371	87.45
				INVOICE #AR321318, 1/31/2019	726.000	371	112.15
				CHECK AP 75002 TOTAL FOR FUND 249:			<u>210.72</u>
				Total for fund 249 BUILDING INSPECTION FUND			2,941.14
Fund: 260 MICHIGAN INDIGENT DEFENSE							
02/26/2019	AP	2154(A)*	GARY GELOW	MIDC SUPPORT STAFF - FEBRUARY 1-15, 2019	801.021	131	990.00
				Total for fund 260 MICHIGAN INDIGENT DEFENSE			990.00
Fund: 261 911 SERVICE FUND							
02/26/2019	AP	2149(E)	CENTURY LINK	ACCT#300451601; BILL DATE: FEB 7, 2019	930.210	427	68.20
02/26/2019	AP	75063	TELE-RAD	1/31/19, INV # 8901198 & 890199	970.435	901	320.00
				1/31/19, INV # 8901198 & 890199	970.435	901	774.07
				OVERPAYMENT	970.435	901	(59.90)
				CHECK AP 75063 TOTAL FOR FUND 261:			<u>1,034.17</u>
				Total for fund 261 911 SERVICE FUND			1,102.37
Fund: 281 AIRPORT							
02/26/2019	AP	2155(A)	GAYLORD ARFF INC	AIRPORT MARCH CONTRACT PAYMENT	940.010	537	13,205.00
				Total for fund 281 AIRPORT			13,205.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 290 SOCIAL WELFARE FUND							
02/26/2019	AP	75035	MELANIE YOUNGS	2018 DHHS MEETINGS	930.500	670	30.00
02/26/2019	AP	75058	SHERRY S HUFF	DHHS MEETINGS, JANUARY 2019	703.040	670	100.00
				DHHS MEETINGS, JANUARY 2019	930.500	670	69.00
				CHECK AP 75058 TOTAL FOR FUND 290:			<u>169.00</u>
				Total for fund 290 SOCIAL WELFARE FUND			199.00
Fund: 292 CHILD CARE FUND							
02/26/2019	AP	75002*#	DUNNS	TONER	726.000	662	112.09
				Total for fund 292 CHILD CARE FUND			112.09
Fund: 481 AIRPORT CAPITAL PROJECTS							
02/26/2019	AP	75009	ESTATE OF JOSE AGULAR,YMA WOLKAN	ESTATE OF JOSE AGULAR HANGAR #17	970.300	901	4,000.00
				Total for fund 481 AIRPORT CAPITAL PROJECTS			4,000.00
Fund: 516 DELINQUENT TAX REVOLVING							
02/26/2019	AP	75030	LUCAS MIDDLETON ATTORNEY AT LAW	JANUARY 2019 ROYAL CREST ATTORNEY SERVICES RENDERED	920.410	253	3,720.46
02/26/2019	AP	75031	MACH, JESSE	REFUND FOR OVERPMT MADE ON 2017 TAX YEAR FOR PARCEL 011- 694.000		030	299.04
02/26/2019	AP	75066	TITLE CHECK LLC	2016 PARCEL ADMIN FEES	920.410	253	2,306.33
				Total for fund 516 DELINQUENT TAX REVOLVING			6,325.83
Fund: 569 DEBT SERVICE							
02/26/2019	AP	75016	HUNTINGTON NATIONAL BANK	BLDG AUTH BOND SERIES 2017-LIBRARY INT PMT	990.200	906	14,362.50
				Total for fund 569 DEBT SERVICE			14,362.50
Fund: 588 TRANSPORTATION FUND							
02/26/2019	AP	2148(E)*#	AMERICAN WASTE	2881716 FEBRUARY	940.010	698	103.00
02/26/2019	AP	2150(E)	CHARTER COMMUNICATIONS	#0005147012719 A#5147 02/06/19-03/05/19	930.240	697	60.72
02/26/2019	AP	74996	CITY OF GAYLORD	001254-0000-02 JANUARY	920.200	697	58.66
02/26/2019	AP	75003	DUNNS	AR317417 FULL SERVICE CONTRACT; 01/24/19-02/23/19	726.000	699	69.10
02/26/2019	AP	75004	DUNNS	33AR323724 FOLDERS, STAMPS, DRY-LINE	726.000	697	102.70
02/26/2019	AP	75005#	DUNNS	33AR326658 ROLL TOWELS, STORAGE BOXES, PEN REFILLS	726.000	697	109.91
				33AR326658 ROLL TOWELS, STORAGE BOXES, PEN REFILLS	726.025	698	37.07
				CHECK AP 75005 TOTAL FOR FUND 588:			<u>146.98</u>
02/26/2019	AP	75008	ESPAR OF MICHIGAN	00032730 STOCK	726.050	699	301.07

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 588 TRANSPORTATION FUND							
02/26/2019	AP	75014	HOEKSTRA TRANSPORTATION INC	X101020827:01 BUS #3 & #6; STOCK	726.050	699	690.00
02/26/2019	AP	75018	INTERSTATE BATTERY SYSTEM OF CM	23412068 STOCK	726.050	699	244.90
02/26/2019	AP	75019	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-765117 SHOP	726.050	699	13.64
02/26/2019	AP	75020	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-763581 STOCK	726.050	699	171.62
02/26/2019	AP	75021	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-764450 SHOP SUPPLIES	726.050	699	35.76
02/26/2019	AP	75022	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-764669 BUS #18	726.050	699	10.36
02/26/2019	AP	75023*#	JOHNSON OIL COMPANY	CL39643 FUEL	930.660	699	4,647.35
02/26/2019	AP	75032	MCVEIGHS TRUCK SPRINGS INC	013256 STOCK	726.050	699	271.95
02/26/2019	AP	75036	MICHIGAN KENWORTH	022P107206 BUS #6	726.050	699	96.38
02/26/2019	AP	75043	NORTHERN ENERGY, INC	44564 WASHER SOLVENT	726.050	699	96.25
				43810 PCMO 5W30 *SYNBLEND;; HDMO DELO 400 15W40	726.050	699	1,454.33
				CHECK AP 75043 TOTAL FOR FUND 588:			<u>1,550.58</u>
02/26/2019	AP	75044*#	NORTHERN MICHIGAN REVIEW	585769-618779 JANUARY PRIME TIMES, ONLINE IMP., SEO BOOST	930.300	697	411.20
02/26/2019	AP	75046	ODS THE DOOR SPECIALIST	17951 DOOR #2	940.010	698	240.00
02/26/2019	AP	75047	OMS COMPLIANCE SERVICES INC	93665 PRE-EMPLOYMENT DRUG TEST	940.010	699	80.00
				93692 RANDOM DRUG TEST	940.010	699	76.25
				CHECK AP 75047 TOTAL FOR FUND 588:			<u>156.25</u>
02/26/2019	AP	75054	RONS WRECKER	137505 BUS #12	940.010	699	225.00
				137506 BUS #15	940.010	699	215.00
				CHECK AP 75054 TOTAL FOR FUND 588:			<u>440.00</u>
02/26/2019	AP	75060	SUPERIOR AUTOMOTIVE EQUIPMENT INC	134 STOCK	726.050	699	255.76
				423 SHOP	726.050	699	109.67
				CHECK AP 75060 TOTAL FOR FUND 588:			<u>365.43</u>
02/26/2019	AP	75064	TELEPHONE SUPPORT SYSTEMS INC	42461 BASIC MNT. AGGEMENT MARCH 2019 THRU FEBRUARY 2020	940.010	697	602.61
02/26/2019	AP	75069	VERIZON WIRELESS	9822703090 JANUARY	930.210	697	6.27

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 588 TRANSPORTATION FUND							
02/26/2019	AP	75073	WINN TELECOM	989-705-1786 FEBRUARY	930.210	697	262.36
02/26/2019	AP	75074	ZAREMBA EQUIPMENT INC	S 118732 BUS #6	726.050	699	89.24
				S 119127 BUS #2	726.050	699	41.57
				S 119692 BUS #7	726.050	699	48.15
				CHECK AP 75074 TOTAL FOR FUND 588:			178.96
				Total for fund 588 TRANSPORTATION FUND			11,237.85
Fund: 594 UC METROPOLITAN AREA NETWORK							
02/26/2019	AP	75068	TOTAL COMMUNICATION SERVICES LLC	INV# 471, 2/7/2019	801.030	806	134.00
				Total for fund 594 UC METROPOLITAN AREA NETWORK			134.00
Fund: 616 HOMESTEAD AUDIT FUND							
02/26/2019	AP	74994*#	BS&A SOFTWARE INC	INVOIC 121720 PRE/TAX	920.410	253	646.00
				Total for fund 616 HOMESTEAD AUDIT FUND			646.00
Fund: 618 GIS PROJECT AND AERIAL							
02/26/2019	AP	75067	TOPCOMP COMPUTER SOFTWARE SERVICES	2019 0207 TOP COMP JAN BILL	920.410	447	1,300.00
				Total for fund 618 GIS PROJECT AND AERIAL			1,300.00
Fund: 637 BUILDING AND GROUNDS							
02/26/2019	AP	2148(E)*#	AMERICAN WASTE	INV# 2791360, 1/1/2019	920.410	265	190.55
				Total for fund 637 BUILDING AND GROUNDS			190.55
Fund: 645 ADMINISTRATIVE SERVICES							
02/26/2019	AP	75059*#	STAPLES BUSINESS CREDIT	JAN 2019 STMT DUE 1/25/19 ACCT# 1046110DET, CREDIT ACCT#30405726.000		172	108.28
				JAN 2019 STMT DUE 1/25/19 ACCT# 1046110DET, CREDIT ACCT#30405726.000		201	89.46
				JAN 2019 STMT DUE 1/25/19 ACCT# 1046110DET, CREDIT ACCT#30405726.000		270	27.48
				CHECK AP 75059 TOTAL FOR FUND 645:			225.22
				Total for fund 645 ADMINISTRATIVE SERVICES			225.22
Fund: 647 HEALTH CARE FUND							
02/26/2019	AP	74991	BENISTAR HARTFORD - 6795	MARCH COVERAGE; ACCT #06218, INV #03012019	704.110	851	7,702.45
				Total for fund 647 HEALTH CARE FUND			7,702.45
Fund: 701 GENERAL AGENCY							
02/26/2019	AP	74997	COMMUNITY FINANCIAL CREDIT UNION	RESTITUTION	271.000	000	50.00
02/26/2019	AP	75012	GRUMPYS CORNER STORE	RESTITUTION	271.000	000	80.00
02/26/2019	AP	75015	HOME DEPOT	RESTITUTION	271.000	000	50.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 02/26/2019 - 02/26/2019

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 GENERAL AGENCY							
02/26/2019	AP	75055	SANE	RESTITUTION SAN-37-17	271.000	000	50.00
				SANE-73-16	271.000	000	120.00
				CHECK AP 75055 TOTAL FOR FUND 701:			<u>170.00</u>
				Total for fund 701 GENERAL AGENCY			350.00
Fund: 704 PAYROLL IMPREST FUND							
02/26/2019	AP	74988	AMERICAN FIDELITY ASSURANCE CO	FEBRUARY 2019 COURT FLEX SPENDING ACCOUNT	231.285	000	1,069.12
02/26/2019	AP	74989	AMERICAN FIDELITY ASSURANCE COMPANY	FEBRUARY 2019 CANCER/LIFE/DISABILITY	231.285	000	513.61
02/26/2019	AP	75033	MCWCF	MBR #736, QZ 2019 WC BILLING-2019 2ND QTR INSTLMT BILLING	231.270	000	29,585.68
				Total for fund 704 PAYROLL IMPREST FUND			31,168.41
			TOTAL - ALL FUNDS				<u>145,426.57</u>

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

#-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT