

May 28, 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 Shari Rivest.

Roll Call:

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

Excused: Julie Powers

Consent Agenda:

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the Regular minutes of May 7, 2019 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the re-appointment of Mike Colosimo to the Zoning Board of Appeals with a term expiring April 30, 2021. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the re-appointment of Mike McCarthy to the Zoning Board of Appeals with a term expiring April 30, 2022. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the re-appointment of Tim Miller to the Zoning Board of Appeals with a term expiring April 30, 2022. Ayes: Unanimous. Motion carried.

Special Presentations:

Dave Baragrey announced the Gaylord Regional Airport is the honored industry for the 2019 Alpenfest.

Committee Report:

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss to approve the work camp fund (Fund 205) budget amendment to reflect the additional staffing needed in the work camp and the additional funding that will be received. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to eliminate the permits and fees for re-siding projects. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Henry Mason, to approve OCR 19-08, the Fiscal Year 2020 budget for the Otsego County Bus System in accordance with Act 51 requirements.

Roll Call Vote:

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

Nays: None.

Excused: Julie Powers.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to approve OCR 19-09, the Community Corrections Grant Resolution in the amount of \$253,980.

Roll Call Vote:

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

Nays: None.

Excused: Julie Powers.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve OCR 19-10, the Regional Prosperity Initiative Funding Resolution.

Roll Call Vote:

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

Nays: Henry Mason.

Excused: Julie Powers.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the 2020 Budget Calendar. Ayes: Unanimous. Motion carried. (see attached)

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

Motion by Commissioner Ken Glasser, seconded by Commissioner Duane Switalski, to approve the Veterans' Grant budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to award the sale of the four buses to the four highest bidders, two busses to Brandon and Roger Koski (Bus #33 and 31), one bus to Paul Krause (Bus #26) and one bus to Brian Whittington (Bus #27).

Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Henry Mason, to approve the Advertising Policy for the Otsego County Bus System. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Rob Pallarito, to approve the Code of Ethics and Conduct. Ayes: Unanimous. Motion carried. (see attached)

**Administrator's Report:**

Rachel Frisch congratulated Matt Barresi and staff for being awarded the honored industry for the 2019 Alpenfest; donations received for this year's airshow, broke last year's record; Bus system was approved an advertisement policy; June 1<sup>st</sup> enhancing the call in service for Saturday's, can call Saturday and get a ride that day; Emergency management mitigation plan to be updated, last one was 2014; Leadership Otsego County for this year has ended, graduation is June 4<sup>th</sup>.; Library had a final inspection last week, couple items to be taken care, partial approval granted; One stop shop for business on the County website over 600 hits since February; employee parking lot to be repaved late this week and next week; Recycling changing over June 1<sup>st</sup>, don't have to sort anymore and can accept Styrofoam, bins changing out May 30<sup>th</sup> and 31<sup>st</sup>; Summer maintenance projections, redo roof on the County Building and replace the second half of the windows; trail system, slated to be completed before July 4<sup>th</sup>, contractor will open up sections as they become complete; household hazardous waste drop off is 6-8-19 at the Road Commission; received a \$53,200 granted from the DEQ to perform phase 1 and phase 2 of the environmental cleanup on the Royal Crest motel; received a RAP grant from MMRMA to pay for training.

**Department Head Reports:**

Dona Wishart reported on the Otsego County Commission on Aging, 1.9-million-dollar budget; receives Federal and State grants, donations, private pay, local tax millage, fundraising; renewal operating and maintenance millage on the August 6<sup>th</sup> ballot; 39 employees, most are part time; 40 programs and services, 200-300 volunteers.

City Liaison, Township & Village Representative: Michelle Noirot reported the Bagley Township annual spring cleanup is 6-1-19, hazardous waste 6-8-19 at the Road Commission.

Correspondence: Commissioner Ken Glasser received letter from the AuSable Natural River Zoning Board.

**New Business:**

Motion by Commissioner Bruce Brown, seconded by Commissioner Duane Switalski, to approve the May 6, 2019 Warrant in the amount of \$72,734.00. Ayes: Unanimous. Motion carried.

Motion by Commissioner Rob Pallarito, seconded by Commissioner Doug Johnson, to approve the May 14, 2019 Warrant in the amount of \$205,589.00. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the May 21, 2019 Warrant in the amount of \$148,494.10 and the checks voided on May 14 and May 17, 2019. Ayes: Unanimous. Motion carried.

Motion by Commissioner Henry Mason, seconded by Commissioner Bruce Brown, to approve the May 28, 2019 Warrant in the amount of \$1,117,554.47 and the checks voided on May 23, 2019. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Duane Switalski reported the Chester Township cleanup is June 22, 2019; Charlton Township opted out of recreational Marijuana.

Commissioner Henry Mason reported on the Fair board; no contract yet with Big Ticket; building new pole barn after big ticket.

Commissioner Rob Pallarito attended the VFW Memorial on May 27, 2019, very well attended, presented the wreath on behalf of the County.

Commissioner Ken Glasser had no report.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss reported the Vanderbilt Trail head progressing.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton reported Senator Stamas will be at the Airport on Friday, May 31<sup>st</sup> to have a round table discussion regarding Michigan Works.

Meeting adjourned at 10:29 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyter, Otsego County Clerk



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Work Camp

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** Reflect Drug Testing Fees & Position Change from PT to FT

**REVENUE**

Account Number	Decrease	Increase
205-050-607.051 DRUG TESTING / PBT TESTING	\$	\$ 10,500
205-050-607.318 FEE-CHGD TO AGENCIES FOR WORK	\$	\$ 2,250
205-050-400.001 BUDGETED USE OF FUND BALANCE	\$	\$ 8,874
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
205-301-703.060 PART-TIME/TEMPORARY	\$	\$ 8,307
205-301-703.030 REGULAR - HOURLY	\$ 17,112	\$
205-301-704.110 HOSPITALIZATION	\$ 8,505	\$
205-301-704.140 LIFE AND DISABILITY	\$ 225	\$
205-301-704.200 SOCIAL SEC CONTRIBUTIONS	\$ 1,309	\$
205-301-704.300 RETIREMENT CONTRIBUTIONS	\$ 1,544	\$
<b>Total</b>	\$	\$

Department Head Signature

Date

*Rachel Trisch*

*5.24.19*

Administrator's Signature

Date

**Finance Department**

Entered:

By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Work Camp

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** Reflect Drug Testing Fees & Position Change from PT to FT

**REVENUE**

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

**EXPENDITURE**

Account Number	Increase	Decrease
205-301-704.301 POST EMPLMT HLTH CARE SAVINGS	\$ 277	\$
205-301-704.500 UNEMPLOYMENT COMPENSATION	\$ 156	\$
205-301-704.600 WORKERS COMPENSATION	\$ 803	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 29,931	\$ 29,931

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

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

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

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

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 28<sup>th</sup> day of May, 2019 beginning at 9:30 a.m.

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

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

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

**OCR 19-08**  
**INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2020**  
**UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.**

Otsego County Board of Commissioners  
May 28, 2019

**WHEREAS**, Pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for **OTSEGO COUNTY BUS SYSTEM (OTSEGO COUNTY)**, (hereby known as **THE APPLICANT**) established under Act 94, to provide a local transportation program for the state fiscal year of 2020 and, therefore, apply for state financial assistance under provisions of Act 51; and

**WHEREAS**, it is necessary for **THE APPLICANT** to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

**WHEREAS**, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and (State Operating Assistance Program only)

**WHEREAS**, the performance indicators for this agency have been reviewed and approved by **THE APPLICANT**; and (State Operating Assistance Program only)

**WHEREAS**, **THE APPLICANT**, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$234,343.00, estimated state funds \$495,656.00, estimated local funds \$327,656.00, estimated farebox \$ 85,000.00, estimated other funds \$ 160,288.00 with total estimated expenses of \$ 1,301,906.00 , now, therefore, be it

**RESOLVED**, that **THE APPLICANT** hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51, and be it further

**RESOLVED**, that the Otsego County Board of Commissioners hereby appoints Timothy M. Cherwinski as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation commission or department for its administration of Act 51 for FY2020,

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: \_\_\_\_\_

\_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

THE RESOLUTION WAS DECLARED ADOPTED.

\_\_\_\_\_  
Kenneth C. Borton, Chairman

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

STATE OF MICHIGAN)  
                                  §  
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 28<sup>th</sup> day of May, 2019, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the minutes of such meeting were kept and will be or have been made available as required thereby.

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

DATED: \_\_\_\_\_, 2019

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 28<sup>th</sup> day of May, 2019 beginning at 9:30 a.m.

PRESENT:

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ABSENT:

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

**OCR 19-09**

**Approval  
of the  
FY2020 Community Corrections Grant Application of the  
Northeast Michigan Council of Governments  
Otsego County**

Otsego County Board of Commissioners  
May 28, 2019

**RESOLUTION**

**WHEREAS,** the Northeast Michigan Council of Governments (NEMCOG) serves as the Fiscal Agent and Program Manager for the Northeast Michigan Community Corrections Advisory Board (NEMCCAB), and

**WHEREAS,** this County is a member of either the NEMCCAB strongly desires to continue to participate with Community Correction's Programs and Services, and

**WHEREAS,** NEMCOG has worked with the OCC to develop a Community Corrections FY2020 Grant Application for the NEMCCAB, and

**WHEREAS,** the FY2020 Community Corrections Grant Application has been prepared by NEMCOG in the amount \$253,980 for Community Corrections Programs and Services in the counties of: Alcona, Alpena, Cheboygan, Crawford and Otsego, and

**WHEREAS,** the Northeast Michigan Community Corrections Advisory Board, has approved this Grant Application, and recommends its approval by the member counties,

**THEREFORE BE IT RESOLVED**, that Otsego County hereby approves the Northeast Michigan Community Corrections Advisory Board's, FY2020 Grant Application prepared by NEMCOG for Community Corrections funding in the annual amount of \$253,980 for Programs and Services.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES:

\_\_\_\_\_  
\_\_\_\_\_

NO:

\_\_\_\_\_

ABSTAIN:

\_\_\_\_\_

THE RESOLUTION WAS DECLARED ADOPTED.

\_\_\_\_\_  
Kenneth C. Borton, Chairman

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

STATE OF MICHIGAN)

§

COUNTY OF OTSEGO)

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

DATED: \_\_\_\_\_, 2019

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 28<sup>th</sup> day of May, 2019 beginning at 9:30 a.m.

PRESENT:

ABSENT:

The following preamble and resolution was offered by Commissioner:

**OCR 19-10  
RESOLUTION  
FOR  
MI REGIONAL PROSPERITY INITIATIVE  
FUNDING REINSTATEMENT  
Otsego County**

Otsego County Board of Commissioners  
May 28, 2019

- WHEREAS, Michigan's Regional Prosperity Initiative (RPI) enacted in 2014 has been the catalyst that established meaningful collaborations between business, workforce, education (K-12 and post-secondary), communities, economic development and regional planning organizations, and
- WHEREAS, these collaborations have brought together diverse groups which have, together, increased the understanding of what is required to enhance prosperity in each of the State's unique regions, and
- WHEREAS, funds that have been invested in the 10 Prosperity Regions of the State of Michigan have had a significant return on investment resulting in strategies implemented that assisted in new business development and retention, talent attraction and retention, K-12 and post-secondary career education initiatives; community and economic development projects, and
- WHEREAS, the State of Michigan has invested \$4 million annually to the Regional Prosperity Initiative to support the Prosperity Plans created within each region,
- WHEREAS, Northeast MI has utilized the RPI funds to leverage assets in order to support a vision of thriving, connected communities resulting in

new business development as well as many community and school benefits throughout the region, and

WHEREAS, Momentum that has been created from the RPI and the resulting collaborations among public, private, and non-profit sectors will be significantly affected,

NOW THEREFORE BE IT RESOLVED, that the Northeast MI Council of Government's Board of Directors respectfully requests reinstatement of funds for the Regional Prosperity Initiative, and the Otsego County Board of Commissioners hereby supports that request.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: \_\_\_\_\_  
\_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

THE RESOLUTION WAS DECLARED ADOPTED.

\_\_\_\_\_  
Kenneth C. Borton, Chairman

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

STATE OF MICHIGAN)

§  
COUNTY OF OTSEGO)

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

DATED: \_\_\_\_\_, 2019



**Otsego**  
**COUNTY**  
M I C H I G A N

## FISCAL YEAR 2020 BUDGET CALENDAR

### 2019

- May 14 Board approve calendar
- July 12 Finance Director prepares budget packets for distribution to departments. Management Team members asked to complete line item descriptions, equipment request lists, and their requested 2020 budget figures using designated format.
- August 2 Departments submit completed budget requests, line item descriptions, and equipment lists to the Finance Director.
- August 30 Component Units Budgets Due to Finance Director  
(Parks, Library, EMS, Road Cmsn, Cmsn on Aging, Bus, Sportsplex, M-TEC)
- Week of September 9 Administration staff conducts initial review of department budgets with department heads and elected officials as necessary.
- September 24 Board Adopts budgets for September 30 year-end funds, Bus and Cmsn on Aging.
- September 30 General Fund Budget submitted to Budget and Finance Committee Members (all other funds submitted during the Budget Workshops).

#### BUDGET WORKSHOPS:

- |             |   |
|-------------|---|
| October 8   | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 15  | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 22  | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 29  | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| November 5  | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| November 12 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |

- November 20&23 Public Hearing notices published in Gaylord Herald Times
- November 21 Budget to Otsego County Clerk's Office and Online, Available for Public Review
- November 26 Board holds Truth-in-Taxation hearing and Public Hearing on the Budget. Adopts General Appropriations Act resolution.

All Budget Work Sessions will be conducted in Room 212 of the downtown County Building, 225 West Main, Gaylord, MI 49735. In compliance with the Americans with Disabilities Act, persons requiring assistance to fully participate in the meeting should contact the County Administrator's office 12 hours prior to the meeting.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Snowmobile Grant

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** Increase payroll line items for overages & increase snowmobile rental line

**REVENUE**

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

**EXPENDITURE**

Account Number	Increase	Decrease
101-333-703.030 Regular Hourly	\$	\$ 2,998
101-333-703.070 Overtime	\$ 590	\$
101-333-704.300 Retirement Contributions	\$ 300	\$
101-333-704.301 Post Emplmt Hlth Care Savings	\$ 8	\$
101-333-920.520 Rental - Equip/Vehicles	\$ 2,100	\$
	\$	\$
<b>Total</b>	\$ 2,998	\$ 2,998

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

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

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

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

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

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



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Veterans

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** Reflect additional award from MVAA Grant

**REVENUE**

Account Number	Decrease	Increase
101-682-539.000-VA_GRANT_State Grants	\$	\$ 28,941
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$

**EXPENDITURE**

Account Number	Increase	Decrease
101-682-703.060 Part-Time Temporary	\$	\$ 21,663
101-682-704.200 Social Security Contributions	\$	\$ 1,657
101-682-704.600 Workers Comp	\$	\$ 121
101-682-704.300 Retirement Contributions	\$	\$ 2,851
101-682-704.700 Payment in Lieu of Health Insurance	\$	\$ 200
101-682-704.500 Unemployment	\$	\$ 60
<b>Total</b>	\$	\$

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

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

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

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

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

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



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT: Veterans**

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** Reflect additional award from MVAA Grant

**REVENUE**

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

**EXPENDITURE**

Account Number	Increase	Decrease
101-682-704.800 Sick Pay Buy Out	\$	\$ 65
101-682-703.030_MVAA Regular Hourly	\$ 25,821	\$
101-682-703.060_MVAA Part-Time Temporary	\$ 12,808	\$
101-682-704.200_MVAA Social Security Contributions	\$ 2,915	\$
101-682-704.600_MVAA Workers Comp	\$ 213	\$
101-682-704.500_MVAA Unemployment	\$ 477	\$
<b>Total</b>	\$	\$

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

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

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

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

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

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





**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Veterans

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** Reflect additional award from MVAA Grant

**REVENUE**

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

**EXPENDITURE**

Account Number	Increase	Decrease
101-682-726.000_MVAA Supplies - General	\$ 5,142	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 55,558	\$ 55,558

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

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

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

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

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

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



## OTSEGO COUNTY BUS SYSTEM ADVERTISING POLICY

### **Purpose:**

The purpose of this policy is to establish guidelines for interior and exterior advertising on Otsego County Bus System vehicles. Otsego County Bus System's purpose in allowing commercial advertising on the exterior and interior of its vehicles is to raise supplemental revenues to support Bus System's operations. It is not intended to provide or create a public forum.

### **Objective:**

In order to realize the maximum benefit from the sale of advertising space, the Otsego County Bus System is limiting advertisements it will accept for display on the exterior and interior of its vehicles to paid commercial advertising, governmental messages, and certain public service announcements from Local, State or Federal Governmental Agencies.

### **Definitions:**

**Commercial advertising:** Paid advertisements that propose, promote or solicit the sale, rent, lease, license, distribution, or availability of, or some other commercial transaction concerning, goods, products, services, or events for the advertiser's commercial or proprietary interest.

**Governmental messages:** Notices or messages that promote Otsego County Bus System services, programs or products that would increase ridership or otherwise support Bus System's mission.

**Public service announcements:** Public service announcements from Local, State or Federal governmental agencies not otherwise prohibited under this Policy, which are directed to the general public and relate directly to:

- Prevention or treatment of illnesses;
- Promotion of safety or personal well-being;
- Education or training;
- Provision of children and family services; or
- Provision of services and programs that provide support to low income citizens, senior citizens, or people with disabilities.

### **Prohibited Advertising:**

Notwithstanding the foregoing, the Otsego County Bus System will not accept any advertising for display on the exterior or interior of its vehicles if it falls within one or more of the following categories of advertising:

- Discriminates against a person or section of the community on account of race, sex, age, sexual preference, religion, disability or political belief.
- Contains discriminatory, derogatory, negative or personal attacks against individuals, groups, or organizations.
- Contains any profane language, or has an offensive message.
- Promotes tobacco, alcohol, or marijuana products, or products related to tobacco, alcohol or marijuana.
- Promotes adult book stores, adult video stores, adult telephone services, adult internet sites, escort services, nude dance clubs, and other adult entertainment and/or sexually oriented establishments or services.
- Promotes adult films rated "X" or "NC-17", television rated "MA" or video games rated "A" or "M".
- Promotes bars with the exception of restaurants that have bars and/or service alcoholic drinks so long as the advertisement does not advertise the use or sale of alcohol products.
- Encourages the public to refrain from using Otsego County Bus System or public transportation in general.
- Is adverse to the commercial or administrative interests of the Otsego County Bus System, tends to disparage the quality of service provided by the Bus System, or tends to disparage public transportation generally.
- Promotes or opposes any candidate or group of candidates for federal, states, judicial, or local government offices, any political party, or any ballot referendum.
- Promotes, advocates, or expresses a political message including, but not limited to, an opinion, position, or viewpoint regarding disputed economic, political, moral, religious, or social issues or related matters, or support for or opposition to disputed issues or causes.
- Contraceptive products or hygiene products of an intimately personal nature.
- Contains material which, would be considered as public display of offensive sexual material.
- Contains material which, if sold or loaned to a minor for monetary consideration, would be considered as dissemination of indecent material to minors.
- Contains an image of a person who appears to be a minor in sexually suggestive dress, pose, or context.
- Contains sexually explicit material that appeals to the prurient interest in sex or is so violent, frightening or otherwise disturbing as to reasonably be deemed harmful to minors.
- Promotes, opposes, or disparages any religious or atheistic organization and/or their beliefs.
- Promotes, opposes, or disparages any form of abortion or pregnancy counseling.
- Contains material the display of which would incite or produce imminent violence or other immediate breach of peace, and so harm, disrupt, or interfere with safe, efficient, and orderly operations of the Otsego County Bus System.

- Promotes any activity or product that is illegal or unlawful under federal, state or local law.
- Is false, fraudulent, misleading, deceptive, or would constitute defamation or invasion of privacy.
- Encourages or depicts unsafe behavior with respect to Otsego County Bus System's operations, such as failure to comply with normal safety precautions in awaiting, boarding, riding upon or debarking from Bus System vehicles.
- Contains Otsego County Bus System and/or Otsego County's name, logos, slogans, or other graphic representations, without the express prior written consent of the Otsego County Bus System and/or Otsego County.
- Promotes or encourages the use of means of transportation in direct or indirect competition with the Otsego County Bus System and/or public transportation in general.
- Falsely implies or declares an endorsement by the Otsego County Bus System and/or Otsego County of service, product, or point of view.

**Placement Guidelines:**

Advertising materials will be produced at the advertiser's expense and must be of good quality and conform to standards for size, weight, material and other physical characteristics as set by the Otsego County Bus System. The Bus System shall determine the exterior and interior spaces that will serve as appropriate locations for the advertisements. Otsego County Bus System reserves the right to modify, change, or alter the locations and sizes of the available advertising spaces as it sees fit. The placement and size of any advertising shall be at the sole discretion of the Bus System Manager.

Advertisers must pay for installation and removal of advertising from vehicles. Costs will be determined by the Otsego County Bus System.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_



**CODE OF ETHICS AND CONDUCT  
FOR OTSEGO COUNTY COMMISSIONERS**

**May 28, 2019**

**(A) Preamble.**

- (1) The citizens of Otsego County are entitled to have fair, ethical and accountable local government that has earned the public's full confidence for integrity.
- (2) Furthermore, the effective functioning of democratic government requires that public officials, both elected and appointed, be independent, impartial and fair in their judgment and actions; public office be used for the public good, not for personal gain; and public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.
- (3) The purpose of this Code of Ethics and Conduct is to establish standards of conduct to enhance public confidence in the integrity of County government, to avoid unethical conduct by County officials, and to avoid even the appearance of impropriety by County officials.

**(B) Code of Ethics and Conduct.**

- (1) Acts in the public interest. Recognizing that stewardship of the public interest must be their primary concern, County Commissioners will work for the common good of the people of Otsego County and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Board of Commissioners.
- (2) Compliance with law. County Commissioners shall comply with the laws of the nation, the State of Michigan, and Otsego County, in the performance of their public duties. Commissioners shall also comply with the Rules of Procedure as adopted by the Board.

(3) Respect for process. County Commissioners shall perform their duties in accordance with the Rules of Procedures established by the County Board of Commissioners governing the deliberation of public policy issues and meaningful involvement of the public.

(4) Conduct of public meetings. County Commissioners shall prepare themselves for the public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall refrain from interrupting other speakers, making comments not germane to the business of the body, or otherwise interfering with the orderly conduct of meetings.

(5) Full-disclosure.

a. A County Commissioner in the performance of his/her public duties shall not act upon any matter in which he/she may have a legal or fiduciary duty to another organization or entity or personal relationship that may give the appearance of a conflict of interest, without disclosing the full nature and extent of the interest to the other members of the County Board of Commissioners on the official record. Such disclosures must be made before the time to perform their duty or concurrently with the performance of the duty.

b. The disclosure required by this subsection shall not supplant, but instead shall supplement any disclosure of a personal, contractual, financial, business, employment or pecuniary interest required by state statute and the Ethics and Conflict of Interest Policies included in the Employee Handbook, and the Otsego County Fraud Policy.

(6) Gifts, favors, and loans.

a. A County Commissioner shall refrain from financial and business dealings that would tend to reflect adversely on the Commissioner's impartiality, interfere with the performance of his/her public duties or exploit his/her official position. A County Commissioner should not take any special advantages of services, goods, or opportunity for personal gain that is not available to the public in general.

A County Commissioner, a family member of a County Commissioner, a Trust in which a County Commissioner or other family member may be considered as a beneficiary of a Trust, and an entity (corporation, partnership, sole proprietorship, LLC) in which the County Commissioner or other family member has a financial interest, shall refrain from soliciting any gifts, loan, or favors except that a Commissioner and a family member may:

- i. Accept a gift or honorarium, not exceeding a value of one hundred dollars (\$100.00), for services rendered in the performance of the public duties or other activity devoted to the improvement of communities and the lives of citizens.
- ii. Accept ordinary social hospitality; a gift, bequest, favor or loan from a relative; a wedding or engagement gift; a loan in the regular course of business from a lending institution on the same terms as generally available to the public; and a scholarship, grant or fellowship awarded on the same terms as applied to other applicants.
- iii. Accept any other gift, favor, or loan only if the donor is not a person of entity whose interests have come or are likely to come before the Board of Commissioners.
- iv. Solicit and accept campaign contributions in accordance with federal and state law.

(7) Confidential information.

- a. A public official shall not knowingly use confidential information for actual or anticipated personal gain, nor for the actual or anticipated personal gain of any other person.
- b. A public official shall not knowingly disclose to any unauthorized person confidential information that is acquired in the course of his or her position with the County, including but not limited to information provided, obtained, or discussed in closed session.

(8) Use of public resources. Public resources, including County staff time, equipment, supplies, and facilities, not available to the public in general shall only be used for the benefit of the public. County Commissioners may not use public resources for personal or private use.

(9) Representation of private interests. In keeping with his/her role as stewards of the public interest, a County Commissioner shall not appear on behalf of the private interests of third parties, including a family member, a Trust in which a County Commissioner or other family member may be considered as a beneficiary of a trust, and an entity (corporation, partnership, sole proprietorship, LLC) in which the County Commissioner or other family member has an interest, before the Board of Commissioners or any board, committee, commission, or proceeding of the County.

(10) Advocacy. County Commissioners shall represent the official policies or positions of the Board of Commissioners to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, County Commissioners shall neither state nor imply that they represent the opinions or positions of the Board of Commissioners or Otsego County, and must affirmatively state that it is their own opinion or position, and not that of the Board of Commissioners. Commissioners shall always be mindful of the needs of the entire county, and not just the district they represent.

(11) Policy role of Board of Commissioners.

a. County Commissioners shall respect and adhere to the Board-Administrator structure of Otsego County government. In this structure, the County Board of Commissioners, by its vote taken at properly noticed public meetings, determines the policies of the County with the advice, information, and analysis provided by the administrator, the public, subordinate boards, committees and commissions, and County staff.

b. County Commissioners, individually or as a group, shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of the County Administrator to implement Board of Commissioners policy decisions.

(12) Improper Use of Position. A public official shall not, either publicly or privately, use or attempt to use his or her position to secure, request, or grant any privilege, exemption, advantage, or preferential treatment for himself or herself, or any other person. A public official shall not act as an agent, attorney, or representative for another person or entity in any matter that is pending before the County.

(13) Independence of Boards, Committees and Commissions. Because of the value of the independent advice of subordinate boards, committees, and commissions to the public decision-making process, members of the Board of Commissioners shall, except when the Commissioner is a member of the public body, limit their participation in the proceedings of such subordinate public bodies to the communication of requested information and providing factual information relevant to the discussion at hand and shall not otherwise attempt to unduly influence the deliberations or outcomes of the proceedings. The Board shall be vigilant to maintain a sense of independence, and monitor board appointments to ensure that no conflicts are present in committee appointments, keeping in mind any family, business, or personal relationships with committee members.

(14) Positive workplace environment.

a. County Commissioners shall support the maintenance of a positive and constructive workplace environment for the County employees and for citizens and businesses dealing with the County. County Commissioners shall recognize their special role in dealings with County employees so as to in no way create the perception of inappropriate direction to staff nor give specific orders to subordinates of the County Administrator or Civil Counsel.

b. Because County Commissioner actions and comments contribute to the environment in which all County employees must work, in order to create and promote a positive work environment, no Board member shall give orders or direction to any subordinate of the County Administrator, either privately or publicly. Elected Officials may make inquiries or exchange information but cannot issue directives.

(15) Compliance and enforcement.

a. This Code of Ethics for Otsego County expresses standards of ethical conduct expected for members of the Board of Commissioners. County Commissioners themselves have the primary responsibility to assure that they understand and meet the ethical standards expressed in this code of ethics and that the public can continue to have full confidence in the integrity of government.

b. All County Commissioners have a responsibility to act when they learn of actions of another County Commissioner that appear to be in violation of the Code of Ethics. Upon being notified of reasonable suspicion of a violation of the Code of ethics, the Chairperson shall set, or any three Commissioners may require the setting of, a public hearing at a regular or special meeting of the County Board of Commissioners to determine whether a violation of the Code of Ethics occurred and, if so, what sanctions shall be imposed for the violation.

c. The Board of Commissioners may impose sanctions on County Commissioners whose conduct does not comply with the County's ethical standards. Sanctions may include reprimand, formal censure, loss of committee assignment, restrictions on budget or travel, and removal from office by the governor in the manner and for the causes provided by law.

d. A violation of this code of ethics shall not be considered a basis for challenging the validity of a County Board of Commissioners decision.

(16) Implementation.

- a. As an expression of the standards of conduct for County Commissioners expected by the public, this Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when County Commissioners are thoroughly familiar with it and embrace its provisions.
- b. For this reason, ethical standards shall be included in the regular orientations for newly elected or appointed County Commissioners. At the first organizational meeting of the Board of Commissioners in January of each year, County Commissioners entering office shall sign a statement affirming that they have read and understand the Code of Ethics for Otsego County Commissioners.
- c. In addition, the Board of Commissioners shall annually review the Code of Ethics and Conduct for Otsego County Commissioners.

**Commissioner Statement of Acknowledgment**

As a member of the Otsego County Board of Commissioners, I agree to uphold the Code of Ethics and Conduct adopted by the County Commission and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, County staff, and the public are free to express their ideas and work to their full potential;
- Respect the dignity and privacy of individuals and organizations;
- Respect and maintain the nature of confidential and privileged information and opinions acquired as a result of my position;
- Conduct my public affairs with honesty, integrity, fairness and respect for others;
- Avoid and discourage conduct that is divisive or harmful to the best interests of Otsego County; and
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.

I affirm that I have read and fully understand the Code of Ethics and Conduct for Otsego County Commissioners:

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Signature

Date