

June 25, 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, Doug Johnson, Ken Borton.

Absent: Bruce Brown.

Commissioner Bruce Brown arrived at 9:34 a.m.

Consent Agenda:

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the Regular minutes of June 11, 2019, with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve OCR 19-11, Discharge of Mortgage of Douglas P. Thomas.

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 Paul Liss, seconded by Commissioner Doug Johnson, to approve OCR 19-12, Discharge of Mortgage of Roney Main Street LLC.

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)

Committee Report:

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to award the county building roof, window replacement, and painting projects to the low bidder South Arm LLC in the amount of \$228,966 and to approve the budget amendment to move \$50,000 from the Delinquent Tax Fund (fund 516) to the Capital Projects Fund (fund 499) to cover the remaining funding for the project total. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss to levy 0.25 mills for the Otsego County Recycling Program for the December 1, 2019 levy. Ayes: Unanimous.

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to approve a budget amendment in the amount of \$25,000 for the purchase of a vehicle to be used by Land Use Service Department inspectors. Ayes: Julie Powers, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: None. Abstain: Henry Mason. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to approve the five budget amendments presented in the agenda packet. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Henry Mason, to approve the re-zone of parcel numbers 021-020-100-020-01, and 023-170-019-003-00 from the R-1 Residential Zoning District to the B-2 General Business Zoning District, and the re-zone of part of parcel number 023-170-018-004-00 from the R-2 General Residential Zoning District to the B-2 General Business Zoning District conditioned upon an approved parcel division. Ayes: Unanimous. Motion carried.

Administrator's Report:

Rachel Frisch reminded the Board the Gaylord Regional Airport was selected as the honored industry for the 2019 Alpenfest, Tuesday, July 9th is the honors luncheon; Community wide survey update, releasing survey early fall, due mid fall, results end of the year; Energy study; Library update, punch list continue; Ironbelle trail additional barriers going up, still on target to be completed by 7-4-19. Ribbon cutting possibly early fall.

Department Head Reports:

Animal Control Director, Melissa FitzGerald reported in 2018 down 200 animals; shelter goes through a surprise inspection with the State every year; shelter staff back up to full staff; introduced Terry Thomasma.

City Liaison, Township & Village Representative: Commissioner Julie Powers reported on the City Council meeting; SANE was present.

Correspondence:

Commissioner Ken Glasser received 4 letters from the DNR.

Commissioner Rob Pallarito distributed a pamphlet regarding NEMCOG, description of what they do.

New Business:

Motion by Commissioner Doug Johnson, seconded by Commissioner Rob Pallarito, to approve the June 12, 2019 Warrant in the amount of \$1,571.20 and one voided check on June 11, 2019. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, seconded by Commissioner Duane Switalski, to approve the June 18, 2019 Warrant in the amount of \$304,323.77 and one voided check on June 17, 2019. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Henry Mason, to approve the June 25, 2019 Warrant in the amount of \$846,120.00 and the two voided checks on June 21, 2019. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Duane Switalski had no report.

Commissioner Julie Powers thanks Mel Mair and Chris Churches.

Commissioner Henry Mason attended the Air Show.

Commissioner Rob Pallarito reported on NEMCOG and Michigan Works, meeting to combine accounting services to share costs.

Commissioner Ken Glasser attended the Library Board meeting; reported on Camp Grayling upcoming activities; Attended Road Commission meeting, received audit.

Commissioner Bruce Brown attended the Air Show, thanked Matt Barresi and staff.

Commissioner Paul Liss remind the Board of Music in the Park on 6-29-19, 5:00 p.m.-9:00 p.m. in Vanderbilt; Administrator's evaluation.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton reported MAC Board of Directors had their last meeting here in Gaylord; Big Ticket in Gaylord this Wednesday through Saturday.

Motion by Commissioner Paul Liss, seconded by Commissioner Duane Switalski, move to recess into closed session to consider an attorney/Client privileged document which is exempt from disclosure pursuant to section 8 (H) of the open meetings act and to discuss specific pending litigation in the case of Zettel vs Otsego County et al and in the case of National Prescription Opiate Litigation consistent with 8(E) of the meetings act.

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.

Entered into closed session at 10:45 a.m.

Returned to open session at 11:20 a.m.

Meeting adjourned at 11:22 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk

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 25th, day of June, 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 of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2019

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 25th, day of June, 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 of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2019



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Capital Improvements Fund(499)

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 County Building Restoration Windows, Roof, Paint

REVENUE

Account Number	Decrease	Increase
499-050-699.030 Other Source - Transfers	\$	\$ 50,000
516-025-664.010 Interest Earnings	\$	\$ 17,347
516-170-445.100 Penalty & Interest Taxes	\$	\$ 28,245
516-030-694.000 Other Income over & Short	\$	\$ 4,409
Total	\$	\$ 100,000

EXPENDITURE

Account Number	Increase	Decrease
499-901-970.300-COUNTYROOF	\$ 26,347	\$
499-901-970.300 Property Improvements	\$ 23,653	\$
516-999-999.000 Transfer Out	\$ 50,000	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 100,000	\$

Department Head Signature _____ Date _____

Rachel Jursch _____ *6-21-19* _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

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



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Building Inspection Fund (249)

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 Land Use Vehicle

REVENUE

Account Number	Decrease	Increase
249-050-400.001 Budgeted Use of Fund Balance	\$	\$ 25,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 25,000

EXPENDITURE

Account Number	Increase	Decrease
249-901-970.420 Property - Vehicles	\$ 25,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 25,000	\$

Department Head Signature _____ Date _____
Rachel Irwin 6.21.19
 Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

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



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 292-662

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 Cover shortage withing Workers' Compensation caused by Child Care Fund Juvenile Case Managers and Juvenile Probation Officer Classification change.

REVENUE

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
292-662-704.600	\$ 2462.00	\$
292-662-726.000	\$	\$ 2462.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 2462.00	\$ 2462.00

Tracy J. Cross _____ 05/21/2019
 Department Head/Signature Date

Rachel Kirsch _____ 5-21-19
 Administrator's Signature Date

Finance Department
Entered:
By:

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



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 215-141

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 Cover shortage withing Workers' Compensation caused by FOC Case Managers, and Supervisor Classification change.

REVENUE

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
215-141-704.600	\$ 911.00	\$
215-141-726.000	\$	\$ 911.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 911.00	\$ 911.00

Tracy J. Craig 05/21/2019
 Department Head Signature Date

Rachel Suresh 6-21-19
 Administrator's Signature Date

Finance Department
Entered:
By:

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



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Administrative Services/Finance Dept.

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 Reclass PT wages from the Reg Hrly line

REVENUE

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
645-201-703.030 Regular Hourly	\$	\$ 35,978
645-201-703.060 Part-Time/Hourly	\$ 35,978	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Department Head Signature

Date

Rachel Trisch

6-21-19

Administrator's Signature

Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Prosecutor

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 Use Hospitalization savings for Prosecutor computer purchase

REVENUE

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-267-704.110 Hospitalization	\$	\$ 1,150
101-267-726.000 Supplies - General	\$ 1,150	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Department Head Signature

Date

Rachel Trisch

6-21-19

Administrator's Signature

Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Prosecutor

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 employee classification change from PT to FT

REVENUE

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-267-704.060 Part-Time Temporary	\$	\$ 30,934
101-267-703.030 Regular - Hourly	\$ 30,934	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Department Head Signature _____ Date _____
Rachel Frisch _____ *6-21-19*
 Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

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



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Capital Improvements

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 Parking Area Restoration

REVENUE

Account Number	Decrease	Increase
499-050-400.001 Budgeted Use of Fund Balance	\$	\$ 13,200
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 13,200

EXPENDITURE

Account Number	Increase	Decrease
499-901-970.300-PARKLOT CNTY	\$ 13,200	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 13,200	\$

Department Head Signature _____ Date _____

Rachel Frisch _____ *6-21-19* _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

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