



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, August 27, 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 August 13, 2019, with attachments - Motion to Approve
- B. Library Board of Trustees Appointment- (Weber) Term Expiring 08/31/2024-Motion to Approve
- C. Planning Commission Appointment- (Marlette) Term expiring 12/31/2020
- D. Electronic Communications/Internet Policy Update-Motion to Approve
- E. Drug Free Work Environment Policy Update-Motion to Approve
- F. NEMCSA Letter of Support-Motion to Approve

Special Presentations

- A. Lisa McComb, Executive Director- Otsego County Economic Alliance

Committee Reports

- A. Budget and Finance Committee
 1. Window Trim
 2. Contract for Professional Services- Royal Crest Land Use Study
 3. Contract for Professional Services- Jail Study
 4. Pontresina Park Easement
 5. Budget Amendments- Soldiers Relief Fund
 6. Budget Amendments- MVAA Grant
- B. Planning Commission
 1. Re-Zone Request-Corwith Township

Administrator's Report

Department Head Reports

- A. Jim Mouch, Land Use Services

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 1. August 20, 2019 Warrant
 2. August 27, 2019 Warrant
- B. Other Business

Public Comments

Board Remarks, Announcements, and Informal Discussions

Adjournment

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Regular Minutes of August 13, 2019, with attachments	AGENDA DATE: August 27, 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 August 13, 2019.

August 13, 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 Julie Powers, followed by the Pledge of Allegiance led by Matt Barresi.

Roll Call:

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

Excused: Doug Johnson.

Consent Agenda:

Motion by Commissioner Julie Powers, seconded by Commissioner Rob Pallarito, to approve the Regular minutes of July 30, 2019 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Rob Pallarito, to approve the appointment of Jay Welter to the Otsego County Zoning Board of Appeals with a term to expire 04/30/2022. Ayes: Unanimous. Motion carried.

Special Presentations: None

Committee Reports:

Motion by Commissioner Paul Liss, seconded by Commissioner Ken Glasser, to award the bid for tree removal to the low bidder Stuckman Tree Service for \$16,900 and approve the associated budget amendment in the Airport Capital Projects Fund (fund 481) for \$17,000. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Julie Powers, to retire the Wings Over Northern Michigan Airshow after a successful 10-year run. Ayes: Unanimous. Motion carried.

Administrator's Report:

Rachel Frisch thanked Matt Barresi for his hard work with the air show and thanked the donors and community for their support; Thanked Suzy DeFeyter and her staff for their hard work on election night; contract signed for a security resource officer providing a deputy at the schools; working with our IT department on enhancing our security; Groen entrance project ribbon cutting October 8th or 9th, details forthcoming; attended Parks and Recreation meeting, applying for a grant to upgrade playground equipment at the County Park; State of the Community breakfast 9-18-19 from 7:00 a.m. to 9:00 a.m. at the Otsego Club; 9-27-19 ribbon cutting ceremony for the Ironbelle trail, meeting next week regarding reflectors along the trail; trail head update, out to bid, bids due 8-22-19, held a mandatory pre bid meeting last week had a good turnout.

Department Head Reports:

Suzy DeFeyter reported on jury system, wanting to move forward with juror payments being made through the BS&A system right from the jury system; started jury show causes in April for failing to appear and failing to complete the jury questionnaire; December 2018 the State has allowed for CPL holders to renew their permit online, when the renewal letters are mailed out, they are provided with a PIN number they need to go online to renew; January 2019 all of our County Assessors have free access to the Register of Deeds records; Expungement clinic was held in Otsego County on 8-2-19, 22 applicants came through some were not qualified, some were from other counties, 6 filed in our County; Recall petitions and language have been filed for 4 Village Trustees, 2 hearings already held another coming up.

City Liaison, Township & Village Representative: None.

Correspondence: None.

New Business:

Motion by Commissioner Rob Pallarito, seconded by Commissioner Ken Glasser, to approve the August 6, 2019 Warrant in the amount of \$240,119.75 and ten voided checks on July 31, 2019. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, seconded by Commissioner Henry Mason, to approve the August 13, 2019 Warrant in the amount of \$314,354.02 and one void check on August 7, 2019. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Rob Pallarito attended the Enbridge tour.

Commissioner Duane Switalski attended the ZBA meeting regarding the Dollar Store in Johannesburg parking lot, attended Enbridge town hall meeting.

Commissioner Ken Glasser attended the ZBA meeting regarding the Dollar Store in Johannesburg park lot, given a variance for the parking lot; Bagley Township entered into an interlocal agreement with the City regarding the apartment complex.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss reported on the recycling in Vanderbilt; trail head pavilion almost complete.

Commissioner Julie Powers reported on the Health Department, closed hospice.

Commissioner Henry Mason had no report.

Commissioner Ken Borton reported MAC has met with various elected officials quarterly; Tri-County funding meeting with the County Clerk's last week.

Meeting adjourned at 10:25 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Airport Capital Projects

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 Required Tree Removal

REVENUE

Account Number	Decrease	Increase
481-050-400.001 Budgeted Use of Fund Balance	\$	\$ 17,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 17,000

EXPENDITURE

Account Number	Increase	Decrease
481-901-970.300 Property - Improvements	\$ 17,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 17,000	\$

Department Head Signature _____ Date _____

Rachel Jirsch _____ Date 8-9-19
Administrator's Signature _____

8-13-19

Finance Department
Entered:
By:

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



August 27, 2019 Agenda

Agenda Questions

Questions concerning anything on the Board of Commissioners agenda can be directed in advance by calling Rachel Frisch at 989-731-7520 or via email at rfrisch@otsegocountymi.gov, or during the Board meeting.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Library Board of Trustees Appointment	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Consent Agenda, Item B	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Library Board of Trustees is recommending re-appointment of Ms. Sharon Weber to the Otsego County Library Board of Trustees. Term expiring August 31, 2024.

RECOMMENDATION:

The Library Board of Trustees recommends re-appointment of Ms. Sharon Weber to the Otsego County Library Board of Trustees.



**APPLICATION FOR APPOINTMENT TO
COMMITTEES, BOARDS AND COMMISSIONS**

The information provided on this form is for the use of the Otsego County Board of Commissioners in its deliberation to fill vacancies on committees, boards and commissions. Applications may be submitted at any time and will be kept on file for a period of one (1) year. You must indicate what board or committee you are applying for and a separate application is required for each. Applicants may be asked to attend a designated meeting of the County Board of Commissioners for application review and appointment consideration.

To which committee(s), board(s) or commission(s) are you seeking appointment?

Library Board of Trustees

PLEASE indicate what board or committee you are applying for in the space provided above.

Please print or type.

Name: Sharon Weber

Address: 311 S. Estates Zip Code 49735

Telephone: 989-732-6185 Other: _____

Email address: sharonweber22@gmail.com

Date available for appointment immediately

County Commission District _____

Are you a registered voter in Otsego County? Yes No

If yes, which township, city or village? Livingston

Please complete the following. You may use additional sheets as needed.

Community Service

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

30 years volunteering in the community

Employment and Education

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

B.A. in Geography McGill University
Diploma in Education McGill University
20 years teaching kindergarten in Alberta Canada.
20 years teaching reading to children.

Have you ever worked for Otsego County?

Yes

No

If yes, please list dates and name(s) of departments.

Personal

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest? Yes No

If yes, please indicate potential conflicts.

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

Yes No

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

I believe my education in teaching and life long passion for reading makes me qualified.

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

Thom A. Weber
Signature

8/20/19
Date

Mail or return your completed application to:

Otsego County
Attn: County Administration
225 West Main Street, Room 203
County Building
Gaylord, MI 49735

You may email your completed application to:

appt_boc@otsegocountymi.gov

Thank you very much for giving us the opportunity to consider you for appointment.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Planning Commission Appointment	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Consent Agenda, Item C	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects & Grants Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Planning Commission is recommending appointment of Mr. Jack Marlette to the Otsego County Planning Commission to represent Chester Township.

RECOMMENDATION:

The Planning Commission recommends the appointment of Mr. Jack Marlette to the Otsego County Planning Commission to represent Chester Township.



Otsego
COUNTY
M I C H I G A N

**Department of
Land Use Services**
1322 Hayes Rd • Gaylord, MI 49735
Phone: 989.731.7400 • Fax: 989.731.7419
www.otsegocountymi.gov

To: Otsego County Board of Commissioners

RE: Planning Commission Recommendation / Chester Township

Motion made by Mr. Hartmann to recommend the appointment of Mr. Jack Marlette as Chester Township's representative to the Otsego County Board of Commissioners; Seconded by Mr. Maxwell.

Motion approved unanimously.



**APPLICATION FOR APPOINTMENT TO
COMMITTEES, BOARDS AND COMMISSIONS**

The information provided on this form is for the use of the Otsego County Board of Commissioners in its deliberation to fill vacancies on committees, boards and commissions. Applications may be submitted at any time and will be kept on file for a period of one (1) year. You must indicate what board or committee you are applying for and a separate application is required for each. Applicants may be asked to attend a designated meeting of the County Board of Commissioners for application review and appointment consideration.

To which committee(s), board(s) or commission(s) are you seeking appointment?

Zonning Commission representative from Chester Township

PLEASE indicate what board or committee you are applying for in the space provided above.

Please print or type.

Name: Jack Marlette

Address: 4529 Oley Lake Road Zip Code 49735

Telephone: 989 705-1977 Other: _____

Email address: jackhmarlette@gmail.com

Date available for appointment today

County Commission District #4

Are you a registered voter in Otsego County? Yes No

If yes, which township, city or village? Chester

Please complete the following. You may use additional sheets as needed.

Community Service

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

Otsego County Conservation District board member
Volenteer for Huron Pines

Employment and Education

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

Retired high school and college teacher
Computer programmer

Have you ever worked for Otsego County? Yes No
If yes, please list dates and name(s) of departments.

Personal

Rules of law and ethics prohibit appointees from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest? Yes No

If yes, please indicate potential conflicts.

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

Yes No

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

I listen well and can communicate actions back to the township board.

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

Josh Martella

Signature

8/6/19

Date

Mail or return your completed application to:

**Ossego County
Attn: County Administration
225 West Main Street, Room 203
County Building
Gaylord, MI 49735**

You may email your completed application to:

appt_boc@otsegocountymi.gov

Thank you very much for giving us the opportunity to consider you for appointment.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Otsego County Electronic Communication /Internet Policy Update	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Consent Agenda, Item D	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Trisha Adam, Human Resources Director / Asst County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Otsego County Electronic Communication / Internet Policy update was reviewed and approved by the Personnel Committee on August 22, 2019. The update was necessary to increase protection of the County's computer and network assets.

RECOMMENDATION

The Personnel Committee requests Board approval on the Otsego County Electronic Communications / Internet Policy as presented.



Electronic Communications / Internet Policy

Electronic Communications / Internet Policy

Otsego County recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as inappropriate use of technology can place Otsego County and others at risk. This policy outlines the guidelines for acceptable use of Otsego County's technology systems.

Scope

This policy must be followed in conjunction with any/all Otsego County policies governing appropriate workplace conduct and behavior. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. Otsego County complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

Questions regarding the appropriate use of Otsego County's electronic communications equipment or systems, including e-mail and the Internet, should be directed to your supervisor or County Administration.

Policy

Otsego County has established the following guidelines for employee use of the company's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

Confidentiality and Monitoring

All technology provided by Otsego County, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of Otsego and not the employee. Use of the company's technology systems and electronic communications should be job-related and not for personal convenience. Otsego County reserves the right to examine, monitor, audit, intercept, access and disclose e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite with or without notice to an employee. Access by the employer may occur at any time during or after work hours.

An employee's use of a password or code will not restrict the right to access electronic communications by the County.

All employees are notified that any communication or information placed in the County's system is not private and is subject to interception and/or receipt by any other employee of the County and the County's administration. All employees are also notified that any violations of the Electronic Communications Policy of the County may subject the employee to disciplinary action, up to and including discharge from employment. Further, in the event of a violation of this policy by any employee, access to either E-mail or the Internet may be restricted by Administration.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to the Freedom of Information Act (FOIA) and/or discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Appropriate Use

Otsego County employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities. Employees may not use Otsego County's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software opened including those received via email, downloaded from websites, or brought to the network via portable media (e.g. CD, Thumb drives, portable hard drives) should be through checked with the County's virus-protection programs prior to use. Even if the virus-protection reports a file as clean, caution should always be exercised with any file you did not expect to receive. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks. Employees should only open emails from sources that they have verified. Opening emails with attachments from unknown and rogue sources puts the County's electronic systems at risk and will not be tolerated.

Every employee of Otsego County is responsible for the content of all text, audio, video or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that

hide the identity of the sender or represent the sender as someone else. Otsego County's identity is attached to all outgoing e-mail communications, which should reflect the County's values and appropriate workplace language and conduct.

Social Media

Access to social media networks/sites for personal accounts from within Otsego County's IT infrastructure, and during County employee work hours, is strictly prohibited. Such sites include, but are not limited to, Facebook, Instagram, Snapchat, and Twitter. LinkedIn is not covered by this policy.

The County Administrator, or her designee, is responsible for approving and creating rules for any official social media accounts related to the County or its departments.

Training

All employees will be required to complete mandatory training on appropriate use of our electronic systems. Training will take place upon hire and at required time intervals as determined by County Administration.

The County reserves the right to change or amend its Electronic Communications Policy at any time with or without notice.

The following employee, by his/her signature, indicates that the Electronic Communications Policy was read and understood. The employee acknowledges receipt of this notice.

Signed: _____ Dated: _____

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Otsego County Drug-Free Work Environment Policy Update	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Consent Agenda, Item E	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Trisha Adam, Human Resources Director / Asst County Administrator	ATTORNEY REVIEW: Yes

BACKGROUND/DISCUSSION:

The Otsego County Drug-Free Work Environment Policy updates were reviewed and approved by the Personnel Committee on August 22, 2019.

RECOMMENDATION:

The Personnel Committee requests Board approval of the Otsego County Drug-Free Work Environment policy as presented.

DRUG-FREE WORK ENVIRONMENT

Otsego County is committed to establishing and maintaining a drug-free work environment for the benefit of its employees and the community. "Controlled substances" shall mean any controlled substance as ~~shall mean a controlled substance as found in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15.~~ defined under Federal and/or Michigan law. In order to achieve this goal, Otsego County has adopted the following policy:

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, unauthorized prescription drugs, controlled substances including marijuana (cannabis) or alcohol by any employee while in a County facility or on/in County property, while performing assigned duties for the County or if it interferes with an employee's ability to perform their job is prohibited. ~~The term "Controlled substances" shall also mean any controlled substance as defined in Michigan Public Health Code Article No. 7, Part 71-75, MCLA 333.7101 et seq.~~

As a condition of employment, employees shall abide by the terms of this policy and notify the Human Resources Director of any criminal drug statute conviction no later than 5 calendar days after such conviction. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. "Criminal drug statute" means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

Any employee who is arrested and charged with violation of any of the above statutes shall also notify the Human Resource Director of the pendency of the charges within five (5) days of the charges. The County reserves the right to take appropriate action if warranted, based upon the pending charges and the underlying factual circumstances.

Within 30 calendar days of receiving notice of a criminal drug statute conviction for a violation ~~occurring in the workplace or otherwise in connection with the assignment of the employee,~~ the Personnel Committee County shall take the appropriate personnel action against such an employee, up to and including termination.

The Human Resources Director shall establish a drug-free awareness program to inform employees about (1) the danger of substance abuse in the workplace, (2) the County policy of maintaining a drug-free workplace, (3) any available drug counseling, rehabilitation and employee assistance programs, (4) the penalties that may be imposed upon employees for substance abuse violations and referral for prosecution, and (5) a disciplinary sanction may include the completion of appropriate rehabilitation program and work re-entry program.

The Human Resources Director shall take all steps necessary to ensure that all County employees are aware of and understand the terms of this policy. The Human Resources Director shall ensure the distribution of this policy to all employees. Any employee who requests assistance for controlled substance counseling or work re-entry rehabilitation program shall contact the Human Resources Director.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: NEMCSA Letter of Support	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Consent Agenda, Item F	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

NEMCSA has requested the County to write a letter of support for their Head Start grant proposal. This letter is written in support of this program.

RECOMMENDATION:

Staff recommends approving the letter of support.



Board of Commissioners
225 West Main Street • Gaylord, Michigan 49735
Phone: 989-731-7520 • Fax: 989-731-7529

August 27, 2019

NEMCSA
2375 Gordon Rd
Alpena, MI 49707

Dear Sue,

On behalf of Otsego County, I am writing to express my support of Northeast Michigan Community Service Agency's (NEMCSA) Head Start/Early Head Start grant proposal to provide high-quality comprehensive services to children and their families in northeast Michigan.

Otsego County has been collaborating with NEMCSA for many years to provide high level services to the citizens of Otsego County. Through our work together we have been able to provide support services such as housing, education and health services to those in need.

As a local unit of government we deeply value NEMCSA's services in our area. NEMCSA's Head Start/Early Head Start program is a cornerstone in the communities it serves.

I have full confidence in NEMCSA's ability to continue to implement the Head Start/Early Head Start program with its qualified, dedicated staff, and strong fiscal and programmatic oversight. NEMCSA's services to young children and families are essential. I strongly support NEMCSA's Head Start/Early Head Start grant proposal and look forward to continued collaboration with the agency.

Sincerely,

Ken Borton
Chairman of Board,
Otsego County Board of Commissioners



Special Presentation
August 27, 2019
Otsego County
Economic Alliance
Executive Director Lisa McComb

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Budget Amendment 2019: Capital Improvements, County Building Window Trim	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Otsego County building was approved for window work to be completed on the downtown County Building during the 2019 fiscal year. The contracted construction management, South Arm Construction LLC, recommended the addition of window cedar trim at a cost of \$300 per window in lieu of painting over the new windows. The new trim would be installed on the front and sides of the County Courthouse building for a total of 26 windows. The proposed budget amendment would use \$7,800 from another capital project that has been tabled for another time. The Budget and Finance Committee has reviewed this matter and recommends for approval, the Capital Improvement budget amendment.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the Capital Improvement budget amendment.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 499-Capital Projects

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 Window Trim for County Building Restoration

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
499-901-970.300-WINDOWS	\$ 7,800	\$
499-901-970.300-WORKCAMP	\$	\$ 7,800
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 7,800	\$ 7,800

Department Head Signature Date

Administrator's Signature Date

Finance Department
Entered:
By:

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

OTSEGO COUNTY

Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Contract for Professional Services: Royal Crest Land Study Use	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County currently possesses ownership of the property located at 803 South Otsego Avenue in Gaylord, MI known as the former Royal Crest Motel. A land study of the property would provide a site assessment to determine market demand, surrounding and future land use and current lease rates and construction costs. The Budget and Finance Committee has reviewed and recommends for approval, the land study proposal by Place + Main Advisors for the property at 803 South Otsego Avenue Gaylord, MI, at a cost of \$8,500 to be paid through the Tax Foreclosure fund.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the study by Place + Main Advisors for the property located at 803 South Otsego Avenue in Gaylord, MI at a cost of \$8,500.

Professional Services Proposal

Prepared for:

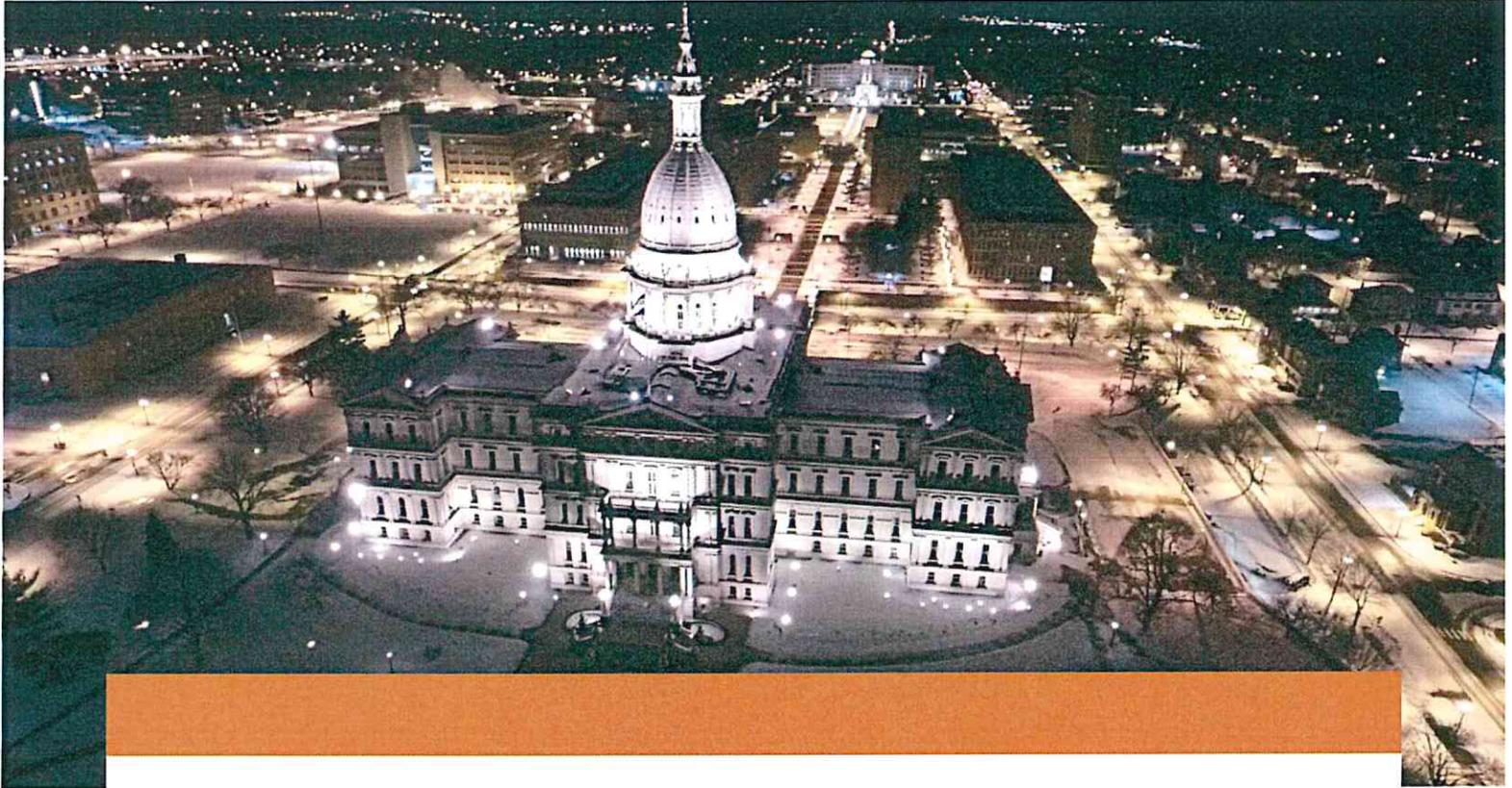
Otsego County, Michigan

Christopher Churches, Director
Planning & Zoning, Capital Projects & Grants

**PLACE
+MAIN**
ADVISORS

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary business information of Place + Main Advisors, LLC. These materials may be printed or photocopied for use in evaluating the proposed project, but are not to be shared with other parties.



ABOUT PLACE + MAIN

IDEAS + ACTION

We help communities develop into their best selves and support small developers to create great places. We work with both groups to create the tools, techniques, and strategies to build their future and tell their stories.

Our focus is economic development at the neighborhood, downtown, citywide and regional levels. We engage the community and infuse their passion, needs, and dreams into strategies and implementation plans that get things done.

We provide high quality services, grounded in real-world experience, built on the best examples from around the country, and brought to you in a way everyone can understand. We help our clients plan out what should happen, step by step, to make strategies become realities.

**PLACE
+MAIN**
ADVISORS

Joe Borgstrom is an accomplished professional in the fields of Downtown Redevelopment, Community and Economic Development, Main Street and Placemaking. His 20 year career includes executive management, project financial structuring and evaluation, fund development, foreign direct investment recruitment, program management, public speaking and consulting. He and his teams have used state and local incentives to leverage more than \$2.2 billion in private investment into communities.

Borgstrom is a principal in the consulting firm, Place + Main Advisors, LLC, which he co-founded with his wife, Kirsten Borgstrom. Place + Main Advisors specializes in downtown and traditional commercial district revitalization using Placemaking techniques and Main Street strategies. Their firm offers services to developers, statewide associations, Main Street Coordinating programs, and local downtowns and commercial districts. Their services include training and equipping developers, downtowns and commercial districts with the knowledge, skills and strategies they need to be successful.

He is currently the instructor for the Redevelopment Ready Communities (RRC) Best Practice 6.1 (Economic Development Strategies) and 6.2 (Marketing and Branding.) Joe has been a featured keynote speaker at statewide downtown conferences in Wisconsin, Tennessee, North Carolina, Delaware, Arkansas, Alabama and was a featured speaker at the White House Placemaking Summit.

Joe was formerly the Director of Downtown & Community Services at MSHDA, which included the national award winning Michigan Main Street program. He was a founding member of the Community Assistance Team (CATeam) and served as its director at MSHDA and at the MEDC. He rounds out his resume with previous positions that include President and CEO of the Shiawassee Regional Chamber of Commerce and Director of the Shiawassee Economic Development Partnership.

In addition to being a principal with Place + Main Advisors, Kirsten Borgstrom also owns her own successful public relations firm, PubHound Public Relations, LLC. With more than 20 years of experience in the public relations and marketing fields, she has performed all aspects of these industry activities. Her diverse background includes marketing and media efforts in travel and tourism, economic development, real estate development, and sports marketing. Her varied expertise includes success at the local, regional and national levels.

Her current and past clients include Shanty Creek Resorts, the Mackinac Island Convention & Visitors Bureau; Marquette County Convention & Visitors Bureau; Coldwater Country Conference & Visitors Bureau; and the Wineries of Old Mission Peninsula.

Prior to launching PubHound Public Relations, Kirsten was the Media Relations Manager for Travel Michigan. Her responsibilities included development and implementation of local, regional and national media relations programs to support the Pure Michigan campaign. Under her direction, Travel Michigan realized a more than tenfold increase in total media placements and generated positive media in national outlets such as USA Today, National Geographic Traveler, The Today Show, Good Morning America and CNBC, in addition to numerous in-state and regional placements.

Prior to moving back to Michigan, Kirsten was responsible for marketing, public relations and special events for Chicago's Greater North Michigan Avenue Association. From planning to implementation, Kirsten successfully led a team of volunteers to execute The Magnificent Mile Lights Festival, an annual holiday event attracting more than 500,000 visitors to the area for the one-day celebration. She also worked as a marketing coordinator for The John Buck & Company, a large, Chicago-based real estate development firm, and worked with major national tenants like DisneyQuest, ESPNZone and Homewood Suites by Hilton.



Joe Borgstrom
Principal



Kirsten Borgstrom
Principal

PROJECT PROPOSAL

Real Estate Redevelopment Site Assessment

This assessment will focus on the potential uses for the property at 803 South Otsego Avenue in Gaylord, Michigan, formerly known as the Royal Crest Motel. The assessment will evaluate several key areas that will factor into potential future redevelopment opportunities. These areas are:

Market Demand

The largest factor for potential redevelopment of any property is market demand. The evaluation of the market will consider the latest retail demand and market segmentation from Claritas as well as any previous housing-related studies or analyses that have been completed in the last five years. This data will be the central foundation for potential project feasibility.

Surrounding + Future Land Use

Any potential project should fit within the city's current or future land use for the surrounding area. Proposing an incompatible project typically results in public turmoil and potentially wasted resources. Analysis of the city's land use in the immediate area as well as its future land use plan will be conducted. All recommended uses will be consistent with the City's vision for the area.

Current Lease Rates + Construction Costs

This assessment will also consider current lease rates for residential and commercial properties in the area. Additionally, recent construction costs will be analyzed to help determine potential project feasibility. These lease rates and construction costs will help determine if a project is able to get financing from traditional lenders. This analysis will give a "big picture" view of different types of potential projects.

The final assessment will be delivered in electronic format.

Timeline

The timeline to complete this assessment is approximately 90 days from approval. Assuming a July 1 start date, this project would be complete by September 30, 2019.

BUDGET- REAL ESTATE REDEVELOPMENT SITE ASSESSMENT 803 S. OTSEGO AVE, GAYLORD, MI

Site Assessment

- Market Demand
- Surrounding + Future Land Use
- Current Lease Rates + Construction Costs

TOTAL	\$8,500
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This proposal is valid until July 31, 2019.

Thank You.

Place + Main Advisors
East Lansing, MI 48823 | Phone: (517) 614-2733 | Email: joe@placeandmain.com

**PLACE
+MAIN**
ADVISORS

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Contract for Professional Services: Jail Study	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 3.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County's Jail, currently and historically, has had overcrowding issues and cannot fulfill a critical public safety need in our community. The Budget and Finance Committee has reviewed the proposal from Byce and Associates Inc. for architectural and engineering services for an Otsego County public safety complex feasibility study and recommends for approval the study in the amount of \$34,000 along with the associated budget amendment.

RECOMMENDATION:

The Budget and Finance Committee approval of the architectural and engineering services for an Otsego County public safety complex feasibility study through Byce & Associates Inc. in the amount of \$34,000.

June 3, 2019

487 PORTAGE STREET
KALAMAZOO, MI 49007

CORPORATE@BYCE.COM
WWW.BYCE.COM

TEL: 269.381.6170
FAX: 269.381.6176

Chris Churches
Director of Planning & Zoning,
Capital Projects & Grants
Otsego County
225 W. Main,
Gaylord, MI 49735

Re: Proposal for Architectural & Engineering Services
Otsego County Public Safety Complex Feasibility Study
Gaylord, Michigan
B/A Project # 19100174

Dear Mr. Churches,

Byce & Associates, Inc. and Securitecture, LLC (Byce/Securitecture) are pleased to have the opportunity to offer the enclosed proposal for the Otsego County Public Safety Complex Feasibility Study. We trust this proposal meets with your approval.

- A. **Scope of Work** – The following items make up the scope of work anticipated for the Otsego County Public Safety Complex Feasibility Study.
1. Prepare a Feasibility Study to determine the Public Safety Complex needs of Otsego County. The Public Safety Complex may consist of the following:
 - a. County Courts
 - i. Circuit
 - ii. District
 - iii. Juvenile
 - b. County Justice Functions such as:
 - i. Clerk
 - ii. Friend of the Court
 - iii. Parole
 - iv. Probation – Adult
 - v. Probation – Juvenile
 - vi. Prosecutor
 - vii. Victim’s Advocate
 - viii. Others as Required
 - c. County Jail
 - d. County Sheriff’s Office
 2. The Feasibility Study will be undertaken with several specific objectives to be addressed:
 - a. Review the specific areas of concern identified by the County.
 - b. Review and validate the previous feasibility study prepared by Gundlach Champion and Harrison/Landmark in 2005
 - c. Determine the immediate, projected and future growth to establish County Public Safety Complex requirements to the year 2040.
 - d. Provide a detailed architectural program for the Public Safety Complex.
 - e. Assess the current justice system and jail statistics including the types of crimes, offenders and classification of jail inmates.

- f. Review all pertinent data concerning the present facilities (size, deficiencies, and inspection reports) and assess the feasibility of continued use with renovation and/or expansion and/or new facilities as required for a feasibly economical operation.
- g. Survey and analyze the existing and potential site(s) and provide cost data along with optional site evaluation and analysis to objectively review the options for a new Public Safety Complex.
- h. Estimate probable construction and project costs and staffing projections for proposed facilities options.
- i. Prepare a staffing and operational budget for the proposed facilities.
- j. Prepare and analyze financing and funding alternatives for the construction and operations of the facility.
- k. Prepare a report that may be used as the basis for a millage campaign and public information campaign.

B. Assumptions – The following assumptions have been made in the preparation of this proposal.

1. The Owner will provide project goals and mission requirements in writing.
2. The Owner will provide as-built plans and specifications of existing buildings.
3. The Owner will provide site survey(s) as required.
4. The Owner will complete the architectural programming questionnaire forms.
5. The Owner will assist the Consultant in compiling historical and statistical information of county, jail and court records.
6. County officials, department heads and designated staff will be available for interviews, official input and review of information prepared by the planning team.
7. The Owner will designate a committee and a single point of contact to work with the Consultant during this process.

C. Professional Services – The services outlined in this proposal shall include the following:

1. Architectural Programming/Space Needs Analysis/Feasibility Study
2. Security/Detention Consulting and Planning
3. Civil, architectural, structural, mechanical, electrical engineering evaluation of existing facilities and potential site locations.

D. Anticipated Work Element:

Phase I: Strategic Planning

Prepare a Feasibility Study to determine the Public Safety Complex space needs and how those needs may be satisfied through renovation/expansion of the existing facilities or construction of new facilities.

1. Step 1: Planning Process/Methodology

The primary objective of the first step of the Study is to provide organization for the process while establishing the goals and direction the county wishes to take in the development of the Feasibility Study

a. Organization/Communication-The Study team shall:

1. Establish a planning committee.
2. Development reporting and accounting procedures for all aspects of the project.
3. Establish the scope of the Feasibility Study
4. Establish a preliminary schedule.

b. Mission Statement – The Study team shall:



1. Develop mission statement for the Project
2. Develop short and long-range planning goals.

2. **Step 2: Data Collection**

The primary objective of the second step of the Feasibility Study is to collect and summarize the data and establish the space needs and projections to be used as a basis to determine the detailed architectural program for each element of the project. During this step, a facility analysis will be conducted in order to determine the efficiency/inefficiency of the existing facility along with the staffing requirements.

The following items will be addressed:

- a. Develop criteria to be utilized to determine the scale of the space needs, capacity and services required the Public Safety Complex. Elements to consider include:
 1. Interview key justice personnel. Conduct interviews with judges, justice staff, sheriff and staff, prosecutor, county clerk, probation department, state jail inspector and county board members.
 2. Review demographics and statistical data used to determine the inmate population
 3. Review previous research, feasibility studies, masterplans and jail inspection reports.
 4. Collect jail statistics – collect and review average daily population, length of stay by offense, net bookings, felony and misdemeanor inmates, pre-trial, adult males and females in jail, DWI, weekenders and work release.
 5. Collect court statistics – collect and review court filing and dispositions. Review court processes to determine "local policy" and its impact on the jail operation and population.
 6. Review current policies and procedures regarding jail operations including classification of inmates, housing inmates outside the county, inmate transportation and inmate transfer to court. Make recommendations for investments in safety, security and efficiency.
 7. Determine county census for past 10 years and projected growth for the next 20-30 years.
 8. Explore any criminal code revisions which may impact future Average Daily Population (ADP) in the jail and the delivery of services in the Courts.
 9. Inventory personnel/staffing.

3. **Step 3: Facility Criteria**

The primary objective of the third step is to compile the data collected in Step 2 into an architectural program that begins to establish the scope of the project. Size, site, character and cost will be developed in this step.

- a. Facility Evaluation/Program
 1. Review existing facilities, document existing functional and code related deficiencies.
 2. Determine needs/components.
 3. Establish relationship of components.
 4. Determine spatial requirements and establish optimum square footage.
 5. Develop detailed architectural program.
 6. Compare existing space available versus the project future needs.
 7. Review and evaluate the existing facilities' ability to accommodate the program.
 8. Compare existing Jail capacity versus the component classification and standard requirements. Determine the most appropriate inmate housing mix.
 9. Determine future expansion capabilities.



10. Review standards to which any renovation, renovation/addition or new construction must conform. Determine the relative impact on conformance with ACA standards, MDOC standards as compared to local state jail standards.
 11. Determine operational philosophy of the Facility
 12. Perform an analysis of justice and correction processes.
 - a) Determine where updated processes and procedures may provide efficiencies and cost savings.
 - b. Site Evaluation
 1. Establish criteria to evaluate the suitability of potential sites.
 2. Determine size requirements of site.
 3. Determine utility locations
 4. Determine expansion capabilities
 5. Determine site access and provide vehicular and pedestrian separation for law enforcement vehicles and private vehicles.
 6. Analyze site cost.
 - c. Master Plan – Develop conceptual drawings utilizing criteria established above to illustrate:
 1. Renovation of existing facilities.
 2. Renovation and expansion of existing facilities.
 3. Construction of a new facilities.
 4. Develop short term solutions.
 5. Develop long term solutions.
 6. Develop approach to phasing construction if required.
 - d. Project Cost Analyses –Prepare cost analyses of each option reflecting all costs associated with the solution, including:
 1. Land acquisition
 2. Demolition
 3. Utility relocation
 4. Site improvement, such as sidewalks and parking lots
 5. Potential Brownfield remediation costs
 6. Landscaping
 7. Construction costs
 8. Furnishings and equipment
 9. Professional compensation
 10. Financing
 11. Develop expense of phased construction and/or inflation factors required as a result of deferred construction periods.
 12. Develop staffing/operational cost projections for all options.
 - e. Funding and Financing Alternatives – Review alternatives for funding the capital costs of construction, as well as long-term, on-going operational costs.
 1. Traditional public financing
 2. Private Financing
 - a) Public/Private lease
4. **Step 4: Preliminary Report**
This step is extremely important to the Study Team. It provides the first assemblage of all data accumulated and summary recommendations for the original goals and objectives of the Study for review prior to final recommendations and presentation of the study document.



Phase II: Conceptual Design – Scope of Work

Following the acceptance and approval of the strategic plan, a conceptual design will be developed for the single alternative selected. This alternative will include which site shall be utilized and how the existing facilities shall be utilized. Further development of the project budget and schedule are key components of this phase.

1. **Step 1: Develop Preliminary Design**

This step will be very important in that the operation of the facilities will begin to be defined in detailed Drawings, will be prepared to illustrate the following:

- a. Conceptual Site Plan – Showing the building location, site access, parking and traffic flow through the site will be developed
- b. Conceptual Floor Plans – showing adequate detail of rooms, corridors, spatial relationships between functions to determine exactly how the facility will operate.
- c. Typical Exterior Elevation – To show the general character of the exterior aesthetic of the facilities.
- d. Color Architectural Rendering – Will be created in three-dimension. This product will be very useful in communicating the character of the facility to governmental agencies and in public meetings.
- e. Conceptual Outline Specification. Describing engineering aspects of the facility including structural, mechanical, electrical, special and security systems will be prepared in written document form.
- f. Conceptual level statement of probable costs, a more definite budget outlining all costs associated with the project will be prepared. This will be the final estimate of cost before overall project approval.

2. **Step 2 Final Report**

At this point, a final report will be compiled to obtain approval from the County and other agencies having jurisdiction over the project. This report will be printed and bound as a stand-alone document for public consumption.

Phase III: Presentation Materials

This phase is not actually a separate phase, but the culmination of efforts prepared throughout the strategic plan and conceptual design. During the phase, graphic presentation materials will be prepared effectively communicating the project to the public. A vast amount of the strategic plan will be done in PowerPoint for ease of working with a committee. All plans developed will be prepared in AutoCad, Revit or Sketch-Up. This media will help the County prepare its public relations material for a tax referendum or other Community Awareness and Education effort, if required.

Phase IV: Community Awareness (Optional)

Develop a program to build public support for the eventual project.

- Assemble the public relations team
- Survey the public to determine attitudes, issues and concerns.
- Develop strategy to address the public's concerns
- Conduct public meetings at locations throughout the County.
- Develop plan to react to issues raised during community awareness efforts

E. **Project Schedule**



Securitecture is prepared to begin work immediately following your Authorization to Proceed, and proposes to complete the work per the following schedule:

- | | |
|--|---------------------|
| <ol style="list-style-type: none"> 1. Phase 1 - Strategic Planning Step 1 Planning Phase/Methodology Step 2 Data Collection Step 3 Facility Criteria Step 4 Preliminary Report | (60-90) Days |
| <ol style="list-style-type: none"> 2. Phase 2 - Conceptual Design-Scope of work Step 1 Develop preliminary design Step 2 Final Report | (60) Days |
| <ol style="list-style-type: none"> 3. Phase 3 - Presentation Materials | (30) Days |
| <ol style="list-style-type: none"> 4. Phase 4 – Community Awareness | (30-90) Days |

F. Project Fee:

- a. With consideration of the above-mentioned items as the scope of work and schedule, Byce/Securitecture proposes to perform consulting services as required for the above-mentioned scope of work as indicated in Item 3 below. This fee includes all professional fees and reimbursable expenses
- b. The fee shall be invoiced monthly in proportion to the work completed. All invoices not paid within thirty (30) days shall bear interest at 1-1/2% monthly.
- c. Fee Schedule:

<ol style="list-style-type: none"> 1. Phase 1 - Strategic Planning Step 1 Planning Phase/Methodology Step 2 Data Collection Step 3 Facility Criteria Step 4 Preliminary Report 	<u>\$ 9,500</u>
<ol style="list-style-type: none"> 2. Phase 2 - Conceptual Design-Scope of work Step 1 Develop preliminary design Step 2 Final Report 	<u>\$ 11,000</u>
<ol style="list-style-type: none"> 3. Phase 3 - Presentation Materials 	<u>\$ 8,500</u>
<ol style="list-style-type: none"> 4. Phase 4 – Community Awareness (Optional) 	<u>\$ TBD</u>
Total Professional Fee	<u>\$ 29,000</u>

- d. Reimbursable Expenses: Reimbursable expenses are in addition to the compensation outlined above and include actual expenditures made by the Consultant and it's employees in the interest of the project for the following expenses:

<ol style="list-style-type: none"> 1. Expense of transportation in connection with the project; living expenses in connection with out-of-town travel authorized by the Owner. 	<u>\$ 4,000</u>
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2. Expense of document printing, postage and handling	<u>\$ 1,000</u>
Total Estimated Reimbursable Expenses	<u>\$ 5,000</u>

AUTHORIZATION

Your authorization can be given by returning a signed copy of the proposal or by issuing a purchase order referencing this proposal. This proposal is valid for a period of thirty (30) days from the date of issuance.

Byce/Securitecture appreciates the opportunity to offer our services to you. Our goal is to establish and retain long-term relationships with our clients by meeting both their current and future needs. Upon your consideration, we are hopeful that you will find this proposal to be satisfactory.

Respectfully submitted,
BYCE & ASSOCIATES, INC.

Approved By:


James Escamilla, PE
President/CEO

Date:

c: Accounting



OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Pontresina Park Easement	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 4.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects Director	ATTORNEY REVIEW: Yes

BACKGROUND/DISCUSSION:

Otsego County has allowed Johnson Oil Company for many years to use a small slice of county-owned land adjacent to the Pontresina (dog) Park for vehicle storage. Having a written easement agreement will set forth parameters and legal guidance for the use between the Company and the County. The proposed easement exactly reflects the agreement that has been in place for several years. The Budget and Finance Committee has reviewed the easement agreement for such use and recommends for approval the easement agreement between Johnson Oil Company and Otsego County, Michigan.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the easement agreement between Johnson Oil Company and Otsego County, Michigan.

10

EASEMENT AGREEMENT

This easement agreement (Agreement) is entered into on _____ between the County of Otsego, a Michigan Municipality, of 225 W. Main Street, Gaylord, Michigan 49735 (Grantor), and Johnson Oil Company, a Michigan Corporation, of P.O. Box 629, Gaylord, Michigan 49734 (Grantee 1), and Dale Johnson, of P.O. Box 631, Gaylord, Michigan 49734 (Grantee 2), on the terms and conditions set forth below:

1. **Background.** Grantor is the fee title owner of real property identified as parcel # 101-104-000- 350-00 and legally described on the attached exhibit A (Grantor Parcel). Grantee 1 is the fee title owner of real property known as 415 W. Fourth Street, Gaylord, Michigan 49735, identified as parcel # 101-104-000-360-00 and legally described on the attached exhibit B (Grantee 1 Parcel). Grantee 2 is the fee title owner of real property known as 411 W. Fourth Street, Gaylord, Michigan 49735, identified as parcel # 101-104-000-355-00 and legally described on the attached exhibit C (Grantee 2 Parcel). Grantee 1 and Grantee 2 (collectively referred to as "Grantee") wish to purchase an easement from Grantor across the Grantor Parcel for access to and to allow the use of Grantee 1 Parcel and Grantee 2 Parcel (collectively referred to as "Grantee Parcels"), which will burden Grantor's Parcel for the benefit of Grantee Parcels. Grantor has agreed to grant an ingress and egress easement on the Grantor Parcel for the benefit of Grantee in accordance with the terms set forth in this Agreement.

2. **Consideration.** Grantee, in consideration of the grant of the easement stated in this Agreement agrees to pay Grantor One and 00/100 Dollars (\$1.00) payable at the time of the signing of this Agreement.

3. **Conveyance of the Grantee Parcels Easement.** Grantor grants and conveys an easement for the benefit of Grantee over the Grantor's Parcel as described and shown on the attached exhibit D (Easement) to access and use Grantee Parcels.

4. **Use of the Easement.** The use of the rights granted under this Agreement by the Grantor shall occur only in the area described and shown in exhibit D. The Easement is given to the Grantee for use with the Grantee Parcels and may not be used by any other parties owning or occupying any other parcel or any other party owning or occupying the Grantee Parcels. The Easement is granted to Grantee for their use while Grantee owns and occupies the Grantee Parcels. Grantee shall use the Easement solely to access and use Grantee Parcels. Grantee's use shall be reasonable and shall not interfere with Grantor's use of the Grantor Parcel. This Agreement grants no right to Grantee to come on the Grantor Parcel except to perform maintenance of the Easement as required under this Agreement.

5. **Condition and maintenance.** Grantee shall be solely responsible for maintaining the Easement and shall not allow it to become unsightly or a nuisance. Any damage to the Easement area shall be promptly repaired.

6. **Insurance.** Grantee shall obtain liability insurance as part of its owner's policy for the Grantee Parcels to cover any liabilities that arise as a result of Grantee's right to use and use of the Easement and Grantee's liability policy shall name Grantor as an insured party for Grantee's use of the Easement.

7. **Indemnification.** Grantee agrees to indemnify and hold Grantor harmless from any claims, debts, causes of actions, or judgments for any damage to any property or injury to any person that may arise out of any of Grantee's actions within, use of, or around the Easement, by themselves, their agents, employees, representatives, contractors, guests, and invitees. This provision shall survive the termination of this Agreement.

8. **Termination.** This Easement may be terminated by Grantor at any time by giving 30 days' written notice to Grantee. Grantee may terminate this Agreement at any time on 30 days' written notice to Grantor.

9. **Benefit and Assignment.** This conveyance shall be binding on and inure to the benefit of the parties and their respective permitted successors, assigns, heirs, and legal representatives.

10. **Jurisdiction and Venue.** Any disputes under this conveyance shall be subject to the laws of the State of Michigan and venue for any disputes shall be in Otsego County, Michigan.

11. **Severability.** If any term, covenant, or condition of this Agreement or the application of which to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant, or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall be effective, and each term, covenant, or condition of this Agreement shall be valid and enforced to the fullest extent permitted by law.

12. **Notice.** Except as otherwise provided, all notices required under this Agreement shall be effective only if in writing or in a form of electronic or facsimile transmission that provides evidence of receipt and shall be either personally served, electronically transmitted, or sent with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement. Either party may change its address by giving notice of the change, a new facsimile transmission number or a new email address to the other as provided in this Section.

13. **Entire Agreement.** This Agreement and all exhibits form the entire agreement between the parties with respect to the subject matter of this Agreement and all prior negotiations and agreements with respect to the Easement between the parties, whether

written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by both parties.

14. **Exhibits.** Four exhibits are attached to and are a part of this Agreement. They are:

Exhibit A – legal description of the Grantor Parcel;

Exhibit B – legal description of Grantee 1 Parcel;

Exhibit C – legal description of Grantee 2 Parcel; and

Exhibit D - drawing and legal description of the Easement.

15. **Effective Date.** Owner and Grantee have signed this Agreement and it shall be as of the above date.

OTSEGO COUNTY

JOHNSON OIL COMPANY

Ken Borton, Chairman
Otsego County Board of Commissioners

By:

Dated: _____

Dated: _____

DALE JOHNSON

Dale Johnson

Dated: _____

STATE OF MICHIGAN)
)
COUNTY OF OTSEGO)

Acknowledged before me in Otsego County, Michigan on _____ by Ken Borton.

Notary public, State of Michigan, County of Otsego.
My commission expires _____.

Acknowledged before me in Otsego County, Michigan on _____ by Dale Johnson and [name of representative of Johnson Oil Company].

Notary public, State of Michigan, County of Otsego.
My commission expires _____.

Drafted by:
Haider A. Kazim
CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.
310 W. Front Street, Suite 221
Traverse City, Michigan 49684

EXHIBIT

A

PARCEL:

A parcel of land situated in the City of Gaylord, County of Otsego, State of Michigan, and described as follows, to wit:

Part of Section 4, Town 30 North, Range 3 West described as Beginning 12 rods West of the intersection of the South line of Fourth Street and the West line of MCRR; thence West 18.17 rods; thence South to a point 46 feet North of one-eighth line; thence South 83° East 461.31 feet; thence North to a point 15 rods South of South line of Fourth Street; thence West 12 rods; thence North to Point of Beginning.

SUBJECT TO All agreements, covenants, easements and restrictions of record, if any.

EASEMENT:

An easement parcel of land situated in the City of Gaylord, County of Otsego, State of Michigan, being part of Section 4, Town 30 North, Range 3 West described as Commencing at the South 1/4 corner of said Section 4; thence North 00°30'35" West, along the North-South one-quarter line of said section, 1309.44 feet to the South 1/8 line of said section; thence North 81°03'51" West, along said South 1/8 line, 868.65 feet to the East right of way of South Illinois Avenue; thence North 00°18'18" East, along said East right of way line, 932.29 feet to the South right of way line of Fourth Street; thence South 89°46'31" East, along said South right of way line, 313.59 feet to a point 198.00 feet West of the intersection of South line of Fourth Street and the West line of the Railroad and the Point of Beginning; thence South 03°25'41" West 247.52 feet (recorded as 247.5 feet); thence North 89°44'20" West 32.61 feet; thence North 03°20'18" East, parallel with an existing chain link fence, 247.48 feet to the South right of way line of Fourth Street; thence South 89°46'31" East, along said South right of way line, 33.00 feet to the Point of Beginning. Said easement parcel contains 0.19 acres of land, more or less.

SUBJECT TO All agreements, covenants, easements and restrictions of record, if any.

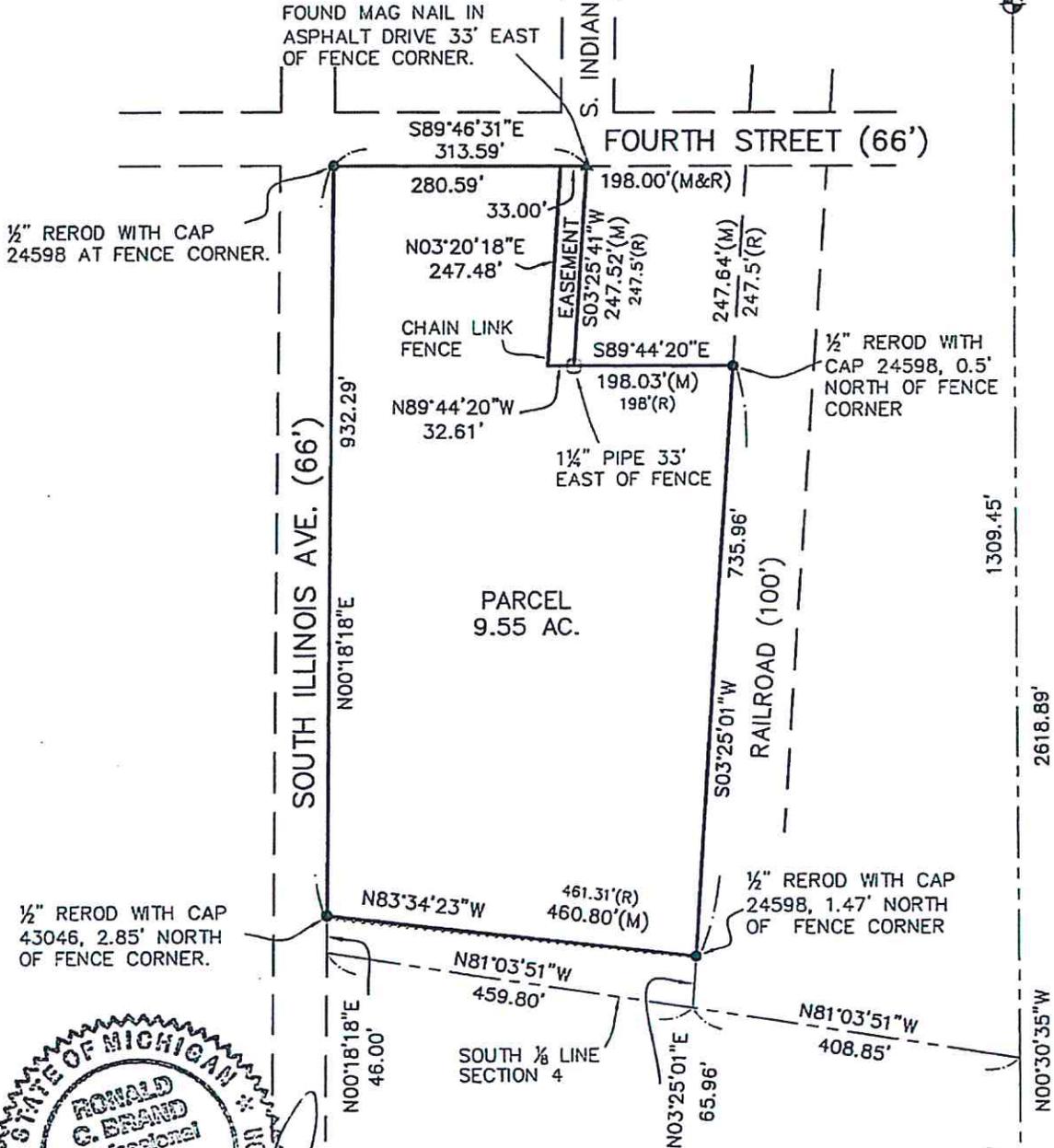


Brand Land Surveying LLC
Ronald C. Brand
Professional Surveyor No. 43046



- IRON ROD FOUND
- ◆ IRON PIPE FOUND
- ⊕ QUARTER CORNER

CENTER 1/4 CORNER SECTION 4, T30N, R3W
 IRON IN MONUMENT BOX
 NAIL IN UTILITY POLE N36°E 42.86'
 WESTERLY BOLT IN LIGHT POLE BASE S44°E 174.32'
 NAIL IN UTILITY POLE S15°W 99.64'
 NAIL IN UTILITY POLE N36°W 46.93'



1/2" REROD WITH CAP
 24598 AT FENCE CORNER.

1/2" REROD WITH CAP
 43046, 2.85' NORTH
 OF FENCE CORNER.

1/2" REROD WITH
 CAP 24598, 0.5'
 NORTH OF FENCE
 CORNER

1/2" REROD WITH CAP
 24598, 1.47' NORTH
 OF FENCE CORNER



Brand Land Surveying LLC
 Ronald C. Brand
 Professional Surveyor No. 43046

I, Ronald C. Brand, Licensed Professional Surveyor number 43046 in the State of Michigan, hereby certify to: that I have surveyed and mapped the parcel(s) heron described and that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying and that all the requirements of P.A. 132 of 1970, as amended, have been complied with. This survey plat was prepared for the exclusive use of the person(s) or entity named in the certificate heron. Said certificate does not extend to any unnamed third person or entity without express written recertification by the surveyor naming said third person or entity. Alteration of any part of this document without the permission of Brand Land Surveying LLC is prohibited

SOUTH 1/4 CORNER SECTION 4, T30N, R3W
 IRON IN MONUMENT BOX
 NAIL IN POWER POLE N55°E 40.00'
 NAIL IN UTILITY POLE S54°E 85.85'
 1/2" ROD IN MONUMENT BOX SOUTH 5.52'
 NAIL IN GUY POLE N45°W 62.86'

EXHIBIT

B



Property Address

415 W FOURTH ST
GAYLORD, MI, 49735

Owner Address

JOHNSON OIL COMPANY
-
PO BOX 629
GAYLORD, MI 49734

Unit: 10
Unit Name: CITY OF GAYLORD

General Information for 2019 Tax Year

Parcel Number:	101-104-000-360-00	Assessed Value:	\$60,500
Property Class:	202	Taxable Value:	\$60,500
Class Name:	COMMERCIAL - VACANT	State Equalized Value:	\$60,500
School Dist Code:	69020		
School Dist Name:	Gaylord Community		

PRE 2018: 0%
PRE 2019: 0%

Prev Year Info

Prev Year Info	MBOR Assessed	Final SEV	Final Taxable
2018	\$74,600	\$74,600	\$73,977
2017	\$75,200	\$75,200	\$72,456

Land Information

Acreage: 0.52
Zoning: C-2

Legal Description

COMM. AT A PT. 8 RDS. S OF INTER. OF S LINE OF 4TH STR & W LINE OF MCRR RUN W 12 RDS. S 7RDS. E TO W LINE OF MCRR N TO P.O.B. SEC. 4T 30N R 3W

Sales Information

Sale Date: 08-01-1995

Sale Price: 8000

Instrument: WD

Grantor: ADRIAN, JUDITH

Grantee: JOHNSON OIL CO

Terms of Sale: Good

Liber/Page: 592:428

Application Use:

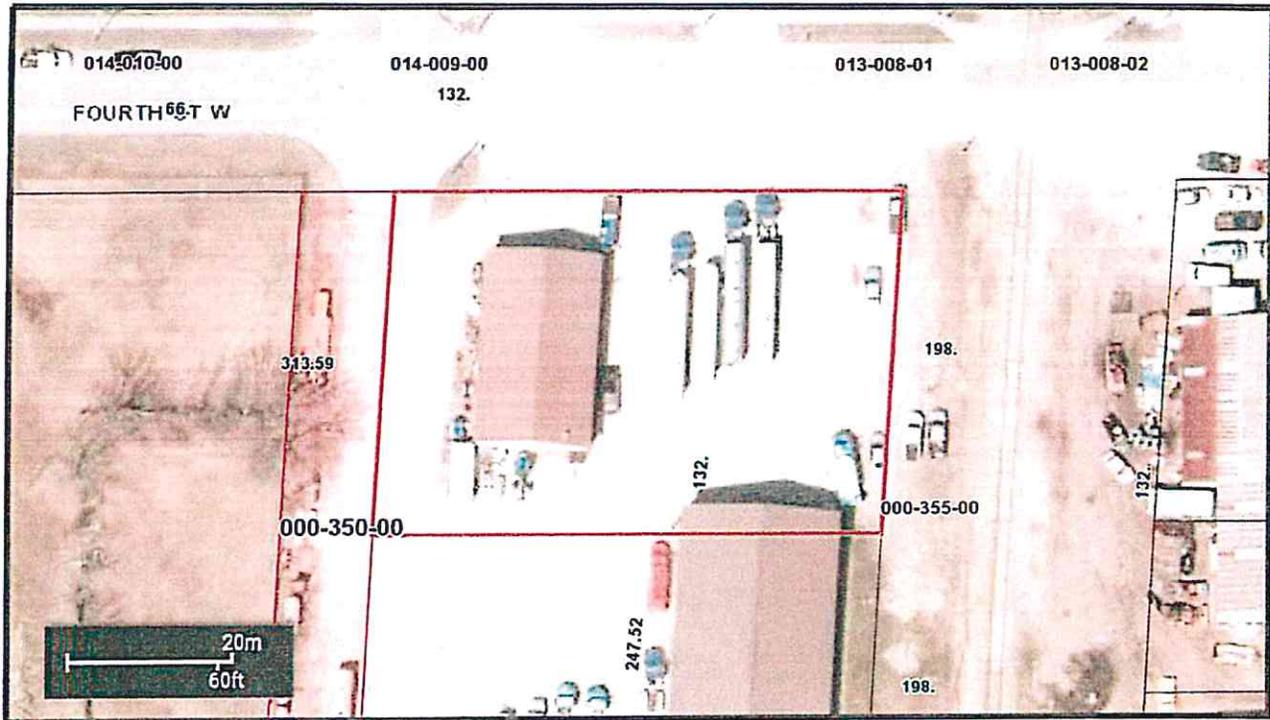
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EXHIBIT

C



Property Address

411 W FOURTH ST
GAYLORD, MI, 49735

Owner Address

JOHNSON, DALE

Unit: 10

-

Unit Name: CITY OF GAYLORD

PO BOX 631

GAYLORD, MI 49734

General Information for 2019 Tax Year

Parcel Number:	101-104-000-355-00	Assessed Value:	\$58,200
Property Class:	201	Taxable Value:	\$47,154
Class Name:	COMMERCIAL - STRUCTURED	State Equalized Value:	\$58,200
School Dist Code:	69020		
School Dist Name:	Gaylord Community		

PRE 2018: 0%
PRE 2019: 0%

Prev Year Info

Prev Year Info	MBOR Assessed	Final SEV	Final Taxable
2018	\$49,400	\$49,400	\$46,049
2017	\$49,500	\$49,500	\$45,102

Land Information

Acreage: 0.6
Zoning: C-2

Legal Description

COMM. AT INTER. OF S LINE OF 4TH STR. & W LINE OF MCRR RUN S ALONG RR 8 RDS. W 12 RDS. N TO S LINE OF 4TH STR. E TO P.O.B. SEC. 4 T 30N R 3W

Sales Information

No Records Found

Application Use:

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EXHIBIT

D

PARCEL:

A parcel of land situated in the City of Gaylord, County of Otsego, State of Michigan, and described as follows, to wit:

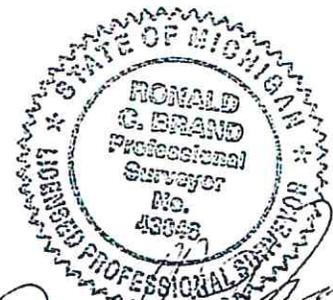
Part of Section 4, Town 30 North, Range 3 West described as Beginning 12 rods West of the intersection of the South line of Fourth Street and the West line of MCRR; thence West 18.17 rods; thence South to a point 46 feet North of one-eighth line; thence South 83' East 461.31 feet; thence North to a point 15 rods South of South line of Fourth Street; thence West 12 rods; thence North to Point of Beginning.

SUBJECT TO All agreements, covenants, easements and restrictions of record, if any.

EASEMENT:

An easement parcel of land situated in the City of Gaylord, County of Otsego, State of Michigan, being part of Section 4, Town 30 North, Range 3 West described as Commencing at the South 1/4 corner of said Section 4; thence North 00°30'35" West, along the North-South one-quarter line of said section, 1309.44 feet to the South 1/8 line of said section; thence North 81°03'51" West, along said South 1/8 line, 868.65 feet to the East right of way of South Illinois Avenue; thence North 00°18'18" East, along said East right of way line, 932.29 feet to the South right of way line of Fourth Street; thence South 89°46'31" East, along said South right of way line, 313.59 feet to a point 198.00 feet West of the intersection of South line of Fourth Street and the West line of the Railroad and the Point of Beginning; thence South 03°25'41" West 247.52 feet (recorded as 247.5 feet); thence North 89°44'20" West 32.61 feet; thence North 03°20'18" East, parallel with an existing chain link fence, 247.48 feet to the South right of way line of Fourth Street; thence South 89°46'31" East, along said South right of way line, 33.00 feet to the Point of Beginning. Said easement parcel contains 0.19 acres of land, more or less.

SUBJECT TO All agreements, covenants, easements and restrictions of record, if any.



Brand Land Surveying LLC
Ronald C. Brand
Professional Surveyor No. 43046

EASEMENT AGREEMENT

This easement agreement (Agreement) is entered into on _____ between the County of Otsego, a Michigan Municipality, of 225 W. Main Street, Gaylord, Michigan 49735 (Grantor), and Johnson Oil Company, a Michigan Corporation, of P.O. Box 629, Gaylord, Michigan 49734 (Grantee 1), and Dale Johnson, of P.O. Box 631, Gaylord, Michigan 49734 (Grantee 2), on the terms and conditions set forth below:

1. **Background.** Grantor is the fee title owner of real property identified as parcel # 101-104-000- 350-00 and legally described on the attached exhibit A (Grantor Parcel). Grantee 1 is the fee title owner of real property known as 415 W. Fourth Street, Gaylord, Michigan 49735, identified as parcel # 101-104-000-360-00 and legally described on the attached exhibit B (Grantee 1 Parcel). Grantee 2 is the fee title owner of real property known as 411 W. Fourth Street, Gaylord, Michigan 49735, identified as parcel # 101-104-000-355-00 and legally described on the attached exhibit C (Grantee 2 Parcel). Grantee 1 and Grantee 2 (collectively referred to as "Grantee") wish to purchase an easement from Grantor across the Grantor Parcel for access to and to allow the use of Grantee 1 Parcel and Grantee 2 Parcel (collectively referred to as "Grantee Parcels"), which will burden Grantor's Parcel for the benefit of Grantee Parcels. Grantor has agreed to grant an ingress and egress easement on the Grantor Parcel for the benefit of Grantee in accordance with the terms set forth in this Agreement.

2. **Consideration.** Grantee, in consideration of the grant of the easement stated in this Agreement agrees to pay Grantor One and 00/100 Dollars (\$1.00) payable at the time of the signing of this Agreement.

3. **Conveyance of the Grantee Parcels Easement.** Grantor grants and conveys an easement for the benefit of Grantee over the Grantor's Parcel as described and shown on the attached exhibit D (Easement) to access and use Grantee Parcels.

4. **Use of the Easement.** The use of the rights granted under this Agreement by the Grantor shall occur only in the area described and shown in exhibit D. The Easement is given to the Grantee for use with the Grantee Parcels and may not be used by any other parties owning or occupying any other parcel or any other party owning or occupying the Grantee Parcels. The Easement is granted to Grantee for their use while Grantee owns and occupies the Grantee Parcels. Grantee shall use the Easement solely to access and use Grantee Parcels. Grantee's use shall be reasonable and shall not interfere with Grantor's use of the Grantor Parcel. This Agreement grants no right to Grantee to come on the Grantor Parcel except to perform maintenance of the Easement as required under this Agreement.

5. **Condition and maintenance.** Grantee shall be solely responsible for maintaining the Easement and shall not allow it to become unsightly or a nuisance. Any damage to the Easement area shall be promptly repaired.

6. **Insurance.** Grantee shall obtain liability insurance as part of its owner's policy for the Grantee Parcels to cover any liabilities that arise as a result of Grantee's right to use and use of the Easement and Grantee's liability policy shall name Grantor as an insured party for Grantee's use of the Easement.

7. **Indemnification.** Grantee agrees to indemnify and hold Grantor harmless from any claims, debts, causes of actions, or judgments for any damage to any property or injury to any person that may arise out of any of Grantee's actions within, use of, or around the Easement, by themselves, their agents, employees, representatives, contractors, guests, and invitees. This provision shall survive the termination of this Agreement.

8. **Termination.** This Easement may be terminated by Grantor at any time by giving 30 days' written notice to Grantee. Grantee may terminate this Agreement at any time on 30 days' written notice to Grantor.

9. **Benefit and Assignment.** This conveyance shall be binding on and inure to the benefit of the parties and their respective permitted successors, assigns, heirs, and legal representatives.

10. **Jurisdiction and Venue.** Any disputes under this conveyance shall be subject to the laws of the State of Michigan and venue for any disputes shall be in Otsego County, Michigan.

11. **Severability.** If any term, covenant, or condition of this Agreement or the application of which to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant, or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall be effective, and each term, covenant, or condition of this Agreement shall be valid and enforced to the fullest extent permitted by law.

12. **Notice.** Except as otherwise provided, all notices required under this Agreement shall be effective only if in writing or in a form of electronic or facsimile transmission that provides evidence of receipt and shall be either personally served, electronically transmitted, or sent with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement. Either party may change its address by giving notice of the change, a new facsimile transmission number or a new email address to the other as provided in this Section.

13. **Entire Agreement.** This Agreement and all exhibits form the entire agreement between the parties with respect to the subject matter of this Agreement and all prior negotiations and agreements with respect to the Easement between the parties, whether

written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by both parties.

14. **Exhibits.** Four exhibits are attached to and are a part of this Agreement. They are:

Exhibit A – legal description of the Grantor Parcel;

Exhibit B – legal description of Grantee 1 Parcel;

Exhibit C – legal description of Grantee 2 Parcel; and

Exhibit D - drawing and legal description of the Easement.

15. **Effective Date.** Owner and Grantee have signed this Agreement and it shall be as of the above date.

OTSEGO COUNTY

JOHNSON OIL COMPANY

Ken Borton, Chairman
Otsego County Board of Commissioners

By:

Dated: _____

Dated: _____

DALE JOHNSON

Dale Johnson

Dated: _____

STATE OF MICHIGAN)
)
COUNTY OF OTSEGO)

Acknowledged before me in Otsego County, Michigan on _____ by Ken Borton.

Notary public, State of Michigan, County of Otsego.
My commission expires _____.

Acknowledged before me in Otsego County, Michigan on _____ by Dale Johnson and [name of representative of Johnson Oil Company].

Notary public, State of Michigan, County of Otsego.
My commission expires _____.

Drafted by:
Haider A. Kazim
CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.
310 W. Front Street, Suite 221
Traverse City, Michigan 49684

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Budget Amendment 2019: Soldiers Relief Fund	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 5.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Marlene Hopp, Director of Housing, Veteran Affairs and Special Grants	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County's Soldiers Relief Fund exists to provide assistance to Veterans of Otsego County. The 2019 fiscal year has seen an increase in requests and assistance provided to the Veterans of Otsego County. In order to fulfill requests for assistance for the remainder of the 2019 fiscal year, a budget amendment is needed to pull available dollars from fund balance. The Budget and Finance Committee has reviewed and recommends for approval the Soldiers Relief budget amendment in the amount of \$5,000.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the Soldiers Relief budget amendment.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Soldier's Relief 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 Soldiers' Relief Fund

REVENUE

Account Number	Decrease	Increase
293050 400001 <i>Use of fund Balance</i>	\$	\$ 5,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 5,000

EXPENDITURE

Account Number	Increase	Decrease
293689 930999 <i>Misc. Other Services</i>	\$ 5,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 5,000	\$

Mark K. Happ
Department Head Signature

8/11/2019
Date

Finance Department	
Entered:	
By:	

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Budget Amendment 2019: MVAA Grant	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 6.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Marlene Hopp, Director of Housing, Veteran Affairs and Special Grants	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County received a grant through the Michigan Veterans Affairs Agency (MVAA). The grant's fiscal year is 9/30/2019. Any unspent dollars are required to be sent back to MVAA. MVAA has allowed for a reallocation of budgeted hourly wages that will not be used by 9/30 to be used for a computer and computer equipment. The Budget and Finance Committee has reviewed and recommends for approval the MVAA budget to move \$2,401 from hourly wages to supplies.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the MVAA budget amendment.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Veteran's Affairs - MVAA 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 Reallocate MVAA funds

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101-682-703.030_MVAA Regular-Hourly	\$	\$ 2,401
101-682-726.000_MVAA Supplies	\$ 2,401	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 2,401	\$ 2,401

Mark K. Herzog
Department Head Signature

8/15/19
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Re-Zone Request- Corwith Township	AGENDA DATE: August 27, 2019
AGENDA PLACEMENT: Committee Reports, B. Planning Commission Recommendations, Item 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects & Grants Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The property owner of two parcels in Corwith Township is requesting a re-zone from the Industrial District (I) to the Forestry Recreation District (FR). The applicants are requesting a re-zone to allow for the construction of a single-family dwelling on the property.

RECOMMENDATION:

The Planning Commission recommends the re-zone of parcel numbers 042-011-400-005-00, and 042-012-300-010-00 from the Industrial Zoning District (I) to the Forestry Recreation District (FR).



Department of
Land Use Services
1322 Hayes Road
Gaylord, Michigan 49735
Phone (989) 731-7400 Fax (989) 731-7419
www.otsegocountymi.gov

To: Otsego County Board of Commissioners

RE: Rezone of Two Parcels in Corwith Township

Motion made by Mrs. Jarecki to recommend the rezone of parcels 042-011-400-005-00 and 042-012-300-010-00 from an Industrial Zoning District (I) to a Forestry Recreation Zoning District (FR) to the Otsego County Board of Commissioners; Seconded by Mr. Brown.

Motion approved unanimously.

ATTACHMENT 1:

**OTSEGO COUNTY
PLANNING COMMISSION**

**PZRZ19-002
REZONE
042-011-400-005-00, 042-012-300-010-00**

Exhibit List

- Exhibit #1:* Application for case PZRZ19-002 submitted by Applicant
- Exhibit #2:* Otsego County Zoning Map Effective Date March 20, 2010/Amended June 25, 2019
- Exhibit #3:* Otsego County Zoning Ordinance Effective March 20, 2010/Amended July 30, 2019
- Exhibit #4:* Copy of Otsego County Equalization Department record cards/Land Contract 1377/22
- Exhibit #5:* Site Plan
- Exhibit #6:* Survey
- Exhibit #7:* Letter of Authority dated June 25, 2019
- Exhibit #8:* Public Hearing Notice
- Exhibit #9:* Letter to Corwith Township Planning Commission dated July 17, 2019
- Exhibit #10:* Response from Corwith Township Planning Commission dated August 12, 2019
- Exhibit #11:* Map and list of parties notified
- Exhibit #12:* Receipt #01318134
- Exhibit #13:* Finding of Fact/PZRZ19-002
- Exhibit #14:* Future Land Use Map

**OTSEGO COUNTY
PLANNING COMMISSION**

**PZRZ19-002
REZONE
042-011-400-005-00, 042-012-300-010-00**

**Revised:
FINDING OF FACT**

1. This is a proposal for a rezone of a two (2) parcels located in Corwith Township on Alexander Rd Vanderbilt, MI 49751. *Exhibit #1, Exhibit #5*
2. The properties are located in a I/Industrial Zoning District. *Exhibit #1, Exhibit #2*
3. The proposed rezone is to a FR/Forestry Recreation Zoning District. *Exhibit #1*
4. Adjoining properties are zoned FR/Forestry Recreation and I/Industrial. *Exhibit #2*
5. The purpose of the rezone is to allow construction of a residence. *Exhibit #1*
6. The proposed properties total 157 acres. *Exhibit #4*
7. The proposed properties are currently under the ownership of Tim & Marsh Lash, applicants by Land Contract. *Exhibit #4*
8. The applicants have a statement granting permission to rezone from the Land Contract holders. *Exhibit #7*
9. The Future Land Use Map depicts this area as an I/Industrial Zoning District. *Exhibit #14*
10. Approval of the proposed rezone would be consistent with the adjoining properties but not consistent with the Otsego County Future Land Use Map. *Exhibit #2, Exhibit #14*
11. The Public Hearing Notice was published in the Herald Times on August 2, 2019. *Exhibit #8*
12. The requirements of Article 27 of the Otsego County Zoning Ordinance have been met. *Exhibit #9, Exhibit #10*
13. All property owners within three hundred (300') feet were properly notified of the public hearing. *Exhibit #11*
14. The Planning Commission has the authority to recommend a *Rezone* request after review and compliance with the Otsego County Zoning Ordinance. (Section 25.7) *Exhibit #3, Exhibit #14*
15. The required fees have been collected by Otsego County Land Use Services. *Exhibit #12*

FINDINGS UNDER ARTICLE 8/FR FORESTRY RECREATION DISTRICT

ARTICLE 8 FR FORESTRY RECREATION DISTRICT

INTENT

The FR Forestry Recreation District is designed to promote the use of rural areas in a manner that will retain the basic attractiveness and inherent values of natural resources. The intent of the District is to retain rural areas for resource purposes, but recognizing the need to allow multiple uses considered acceptable in a rural environment.

SECTION 8.1 PRINCIPAL USES PERMITTED

8.1.1 One (1) family dwellings

8.1.2 Growing and harvesting of nursery field stock

8.1.3 Farms and agricultural operations of all kinds, including temporary agricultural roadside stands, provided the stands are off the road right-of-way, operated only seasonally, that hours not exceed dawn to dusk, that large equipment, including semi-tractor-trailers, not be parked on site and that the parking requirements of [Article 21.27](#) be observed

8.1.4 Tree farms, forest production and forest harvesting operations including temporary sawmills, temporary log storage yards and related facilities

8.1.5 Public and private parks, playgrounds, passive recreational areas, camping grounds, hunting grounds, fishing sites and wildlife preserves

8.1.6 Bed and breakfast/tourist homes

8.1.7 Family and group care facilities

8.1.8 Duplex dwellings

8.1.9 Fraternal lodges

8.1.10 Landing strips

8.1.11 Wildlife, plant, and habitat preservation areas

8.1.12 Cemeteries [Permit criteria include [Article 21.4](#)]

8.1.13 Riding academies or stables [Permit criteria include [Article 21.35](#)]

8.1.14 Travel trailers (on private property) [Permit criteria include [Article 21.33](#)]

8.1.15 Home occupation

8.1.16 Wireless Telecommunications Towers and Facilities one hundred ninety (190) feet or less in height, without lights [Permit criteria include [Article 21.46](#)]

8.1.17 Structures for storage of the owner's personal non-farm possessions and non-commercial activities - These structures shall not be used as dwellings. Structures shall meet the size requirements of [Section 21.1.3](#).

8.1.18 WTG Building-Mounted: Permitted as an accessory use to an allowed Principal Use

8.1.19 WTG Small: Permitted as an accessory use to an allowed Principal Use

8.1.20 WTG Medium: Permitted as an accessory use to an allowed Principal Use

*****A RESIDENCE IS A PERMITTED USE IN A FR ZONING DISTRICT**

FINDINGS UNDER ARTICLE 25

ARTICLE 25 ADMINISTRATION AND ENFORCEMENT

SECTION 25.7 CHANGES AND AMENDMENTS

The County may from time to time, on recommendation from the Planning Commission, or on petition, amend, supplement or change the District boundaries or the regulations, herein, or subsequently established herein, pursuant to the authority and procedure established in Public Act 110 of 2006 as amended. The notices for all public hearings before the planning commission or County Board of Commissioners concerning proposed zoning ordinance amendments (zoning text or map amendments) shall comply with all of the following applicable provisions:

A. For a proposed amendment to the text of the zoning ordinance, the notice shall comply with all of the following:

1. The content of the notice shall include all of the following information
 - a. A description of the nature of the proposed zoning ordinance amendment.
 - b. The time, date, and place the proposed zoning ordinance will be considered.
 - c. The places and times at which the proposed zoning ordinance amendment may be examined.
 - d. The address where and the deadline when written comments will be received concerning the proposed zoning ordinance amendment.

B. For a proposed zoning ordinance amendment rezoning an individual property or ten (10) or fewer adjacent properties, the notice shall comply with all of the following:

1. The content of the notice shall include all of the following information:
 - a. A description of the nature of the proposed zoning ordinance amendment.
 - b. A description of the property or properties proposed for rezoning. The notice shall include a listing of all existing street addresses within the property or properties. Street addresses, however, do not need to be created and listed if no such addresses currently exist within the property or properties. If there are no street addresses, other means of identification may be used, such as using tax parcel identification numbers or including a map showing the location of the property or properties.
 - c. The time, date, and place the proposed zoning ordinance will be considered.
 - d. The places and times at which the proposed zoning ordinance amendment may be examined.
 - e. The address where and the deadline when written comments will be received concerning the proposed zoning ordinance amendment.
2. The notice shall be published in a newspaper of general circulation within the County not less than fifteen (15) days before the scheduled public hearing.
3. The notice shall be sent by first-class mail or personal delivery to the owners of the property or properties proposed for rezoning not less than fifteen (15) days before the scheduled public hearing.
4. The notice shall also be sent first-class mail or personal delivery to all persons to whom real property is assessed within three hundred (300) feet of the property or properties proposed for rezoning and to the occupants of all structures within three hundred (300) feet of the property or properties proposed for rezoning not less than fifteen (15) days before the scheduled public hearing, regardless of whether the property or occupant is located in the County. If the name of the occupant is not known, the term "occupant" may be used in making notification under this subsection.
5. The notice shall be given by first-class mail to each electric, gas, and pipeline public utility Company, each telecommunication service provider, each railroad operating within the district or zone affected, and the airport manager of each airport, that registers its name and mailing address with the County clerk for the purpose of receiving the notice of public hearing.

*****THE PLANNING COMMISSION HAS THE AUTHORITY TO APPROVE A REZONE IF COMPLIANCE IS FOUND WITH THE OTSEGO COUNTY ZONING ORDINANCE**



Department Presentation
August 27, 2019
Land Use Services
Jim Mouch

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: August 20, 2019 Warrant	AGENDA DATE: August 27, 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 August 20, 2019 warrant is in the amount of \$310,351.04. Major expenditures in the warrant include:

- \$59,219.35 – BCBS – Sept 2019 premium
- \$35,037.81 – Crawford County Treasurer – Tri-County expense
- \$75,919.51 - MI Dept of Natural Resource – Grant overpayment

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$310,351.04.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 08/20/2019 - 08/20/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/20/2019	AP	2443(E)	AMERICAN WASTE	3219584 AUGUST	588-698-940.010	103.00
08/20/2019	AP	2444(E)	CHARTER COMMUNICATIONS	#0005147080619 A#5147 08/06/19-09/05/19	588-697-930.240	62.88
08/20/2019	AP	2445(E)	CONSUMERS ENERGY	MULTIPLE INVOICES ELECTRIC AERO DR	281-537-930.620	2,608.22
08/20/2019	AP	2446(E)	DE LAGE LANDEN PUBLIC FINANCE	AUGUST 2019 COURT COPY MACHINE LEASE PAYMENT	101-131-920.520	130.99
08/20/2019	AP	2447(E)	DE LAGE LANDEN PUBLIC FINANCE	AUGUST 2019 FOC COPY MACHINE LEASE PAYMENT	215-141-920.520	118.58
08/20/2019	AP	2448(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	JULY 2019 COURT MERS	704-000-231.700	14,181.27
08/20/2019	AP	2449(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	JULY 2019 COURT MERS HYBRID DEFINED CONTRIBUTION	704-000-231.700	675.48
08/20/2019	AP	2450(E)	PITNEY BOWES	POSTAGE	249-371-930.450	520.99
08/20/2019	AP	2451(E)	USPS PAYMENT	SEPTEMBER 2019 JURY SUMMONS MAILING	101-145-930.450	193.00
08/20/2019	AP	2452(E)	WEST PAYMENT CENTER	JULY 2019 COURT SKIP TRACING FEE	101-131-940.010	126.34
08/20/2019	AP	2453(E)	WEST PAYMENT CENTER	JULY 2019 FOC SKIP TRACING FEE	215-141-940.010	136.85
08/20/2019	AP	2454(A)	GARY GELOW	MIDC SUPPORT STAFF JUL 29 - AUG 9, 2019	260-131-801.021	1,550.00
08/20/2019	AP	2455(A)	GAYLORD ARFF INC	SEPTEMBER 2019 CONTRACT PAYMENT AIRPORT	281-537-940.010	13,205.00
08/20/2019	AP	77886	87-A DISTRICT COURT	NIGEL INGERSOLL	701-000-265.000	50.00
08/20/2019	AP	77887	AD VALOREM PARTNERS LLC	MTT 2018 TV DECREASE 101-104-000-230-00	516-000-026.027	18,175.70
08/20/2019	AP	77888	ANGELA NICOLE PROCTOR	7/31-8/1 JURY SERVICE	101-145-930.930	102.80
08/20/2019	AP	77889	BEAR RIVER HEALTH	JULY 2019 MENTAL HEALTH COUNSELING	101-133-940.010	950.00
08/20/2019	AP	77890	BENISTAR HARTFORD - 6795	RETIREE HEALTH CARE	647-851-704.110	7,272.52
08/20/2019	AP	77891	BEVERLY ENTERPRISES	RESTITUTION	701-000-271.000	25.00
08/20/2019	AP	77892	BLUE CARE NETWORK	00182055-0001 - SEPTEMBER 2019 COURT MEDICAL	101-131-704.110	2,662.79
		77892		00182055-0001 - SEPTEMBER 2019 COURT MEDICAL	101-148-704.110	1,287.23
		77892		00182055-0001 - SEPTEMBER 2019 COURT MEDICAL	215-141-704.110	5,811.15
		77892		00182055-0001 - SEPTEMBER 2019 COURT MEDICAL	292-662-704.110	1,808.09
		77892		00182055-0001 - SEPTEMBER 2019 COURT MEDICAL	704-000-231.261	2,892.31
						14,461.57
08/20/2019	AP	77893	BLUE CROSS BLUE SHIELD OF MICHIGAN	HMO SEPTEMBER 2019	647-851-704.110	59,219.35
08/20/2019	AP	77894	BOBBY DUANE WELLS-SLOCUM	7/31-8/1 JURY SERVICE	101-145-930.930	94.80

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/20/2019	AP	77895	BRUCE TILLINGER	SERVICES 8-6-2019 THRU 8-13-2019	249-371-801.027	1,490.00
		77895		SERVICES 8-6-2019 THRU 8-13-2019	249-371-801.028	710.00
						2,200.00
08/20/2019	AP	77896	C2AE	ENGINEERING SVCS IBT EXTENSION	475-901-801.020	23,777.92
08/20/2019	AP	77897	CATHERINE ISBELL	17-37-DL TRANSPORT ON 7/30/19	101-134-930.500	40.60
		77897		17-37-DL TRANSPORT ON 7/30/19	101-134-940.010	18.00
		77897		17-37-DL TRANSPORT ON 7/30/19	292-662-930.500	132.93
		77897		17-37-DL TRANSPORT ON 7/30/19	292-662-930.830	99.00
						290.53
08/20/2019	AP	77898	CHARLES ISBELL	17-37-DL TRANSPORT ON 7/30/19	101-134-940.010	18.00
		77898		17-37-DL TRANSPORT ON 7/30/19	292-662-930.500	8.00
		77898		17-37-DL TRANSPORT ON 7/30/19	292-662-930.830	99.00
						125.00
08/20/2019	AP	77899	CHARLES LAWRENCE PACKMAN	7/31-8/1 JURY SERVICE	101-145-930.930	92.40
08/20/2019	AP	77900	CITIZENS INSURANCE	RESTITUTION	701-000-271.000	40.00
08/20/2019	AP	77901	CITY OF GAYLORD	ACCT 1100 AERO DRIVE	281-537-920.200	201.01
08/20/2019	AP	77902	CORECOMM	115039078 - AUGUST 2019 COURT INTERNET	101-131-930.210	21.95
08/20/2019	AP	77903	COURTNEY BEESLEY	RESTITUTION	701-000-271.000	1,250.00
08/20/2019	AP	77904	CRAWFORD COUNTY TREASURER	APRIL 2019 TRI-COUNTY EXPENSE	101-131-940.111	33,157.03
		77904		APRIL 2019 TRI-COUNTY EXPENSE	215-141-940.111	1,090.10
		77904		APRIL 2019 TRI-COUNTY EXPENSE	269-145-726.210	790.68
						35,037.81
08/20/2019	AP	77905	CROSSROADS INDUSTRIES	RESTITUTION	701-000-271.000	100.00
08/20/2019	AP	77906	DANIEL THOMAS WALCOTT	7/31-8/1 JURY SERVICE	101-145-930.930	91.60
08/20/2019	AP	77907	DAWN CYZKOWSKI	RESTITUTION	701-000-271.000	30.00
08/20/2019	AP	77908	DAWN CZYKOSKI	RESTITUTION	701-000-271.000	20.00
08/20/2019	AP	77909	DEBORAH MARIE MOSS	7/31-8/1 JURY SERVICE	101-145-930.930	99.60
08/20/2019	AP	77910	DEKETO LLC	JULY 2019 DOCUMENTS	101-215-920.410	463.33
		77910		JULY 2019 DOCUMENTS	256-215-920.410	926.67
						1,390.00

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08/20/2019	AP	77929	LARRY KENT	SERVICES 8-7-2019 THRU 8-13-2019	249-371-801.024	2,080.00
08/20/2019	AP	77930	LONGSTAFF, DAVID & JENNIFER	JBOR 2019 PRE ADJUSTMENT 050-032-100-010-03	516-000-026.027	2,581.60
08/20/2019	AP	77931	MARK ANTHONY MENDOLIA	7/31-8/1 JURY SERVICE	101-145-930.930	98.00
08/20/2019	AP	77932	MICHAEL A. MCCARTHY	ZONING BOARD OF APPEALS MEETING / AUGUST 5, 2019	101-721-703.040	50.00
		77932		ZONING BOARD OF APPEALS MEETING / AUGUST 5, 2019	101-721-930.500	16.00
						66.00
08/20/2019	AP	77933	MICHAEL COLOSIMO	ZONING BOARD OF APPEALS MEETING / AUGUST 5, 2019	101-721-703.040	50.00
		77933		ZONING BOARD OF APPEALS MEETING / AUGUST 5, 2019	101-721-930.500	12.50
						62.50
08/20/2019	AP	77934	MICHIGAN DEPARTMENT OF NATURAL RESO	OVERPAYMENT IN FEDERAL GRANT	476-030-580.000	75,919.51
08/20/2019	AP	77935	MISSAUKEE WILDERNESS YOUTH HOME	17-37-DL PLACEMENT 7/1/19 TO 7/16/19	292-662-930.810	2,850.00
08/20/2019	AP	77936	NORTHERN MICHIGAN REVIEW	8-6-19 ELECTION PUBLICATIONS	101-262-726.000	959.69
		77936		ACCT# 181575, INV #181575_8419, PUBLIC HEARING NOTICE ANNOUI233-690-930.300		79.38
						1,039.07
08/20/2019	AP	77937	OTSEGO COUNTY BUS SYSTEM	JULY 2019 DRUG COURT BUS	101-133-930.500	192.00
08/20/2019	AP	77938	OTSEGO COUNTY FRIEND OF COURT	11-14102,16-16288,16369,18-17583	701-000-265.000	1,300.00
08/20/2019	AP	77939	OTSEGO COUNTY FRIEND OF COURT	07-12147,13-15150,15-15870,15891,16036,18-17226	701-000-265.000	2,450.00
08/20/2019	AP	77940	OTSEGO COUNTY JUDICIAL SYSTEM	8/7/19 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	35.72
		77940		8/14/19 HRA REIMBURSEMENT CHECK REGISTER	101-148-704.110	30.00
		77940		8/7/19 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	84.96
		77940		8/14/19 HRA REIMBURSEMENT CHECK REGISTER	292-662-704.110	20.23
						170.91
08/20/2019	AP	77941	OTSEGO COUNTY SHERIFF DEPT	JULY 2019 MONTHLY DRUG TESTING	101-133-940.010	1,981.00
08/20/2019	AP	77942	PAUL HARTMANN	PC COMMITTEE MEETING / AUGUST 2, 2019	101-721-703.040	50.00
		77942		PC COMMITTEE MEETING / AUGUST 2, 2019	101-721-930.500	10.00
						60.00
08/20/2019	AP	77943	PROTECTION ONE	8/28/19 TO 9/27/19 ADMIN/PA WING MONITORING	101-131-940.010	91.90
		77943		8/28/19 TO 9/27/19 ADMIN/PA WING MONITORING	101-267-920.410	26.81
		77943		8/28/19 TO 9/27/19 ADMIN/PA WING MONITORING	101-267-930.983	3.83
		77943		8/28/19 TO 9/27/19 FOC WING MONITORING	215-141-940.010	49.01

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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						171.55
08/20/2019	AP	77944	RICHARD JAMES VANBUREN	7/31-8/1 JURY SERVICE	101-145-930.930	115.60
08/20/2019	AP	77945	ROBERT CHARLES HALL	7/31-8/1 JURY SERVOCE	101-145-930.930	99.60
08/20/2019	AP	77946	SAM CANDELA	CANVASS 8-6-19 ELECTION	101-262-703.040	50.00
		77946		CANVASS 8-6-19 ELECTION	101-262-930.500	4.00
						<hr/> 54.00
08/20/2019	AP	77947	SANE	SAN-18-18	701-000-271.000	65.00
08/20/2019	AP	77948	STAPLES BUSINESS CREDIT	7222097437-0-1	256-215-726.000	77.98
08/20/2019	AP	77949	STATE OF MICHIGAN	JULY 2019 NEW AND RENEWAL CPL'S	701-000-228.016	1,935.00
08/20/2019	AP	77950	STATE OF MICHIGAN	JULY 2019 MONTH END	701-000-228.037	1,026.02
		77950		JULY 2019 MONTH END	701-000-228.042	230.00
		77950		JULY 2019 MONTH END	701-000-228.057	50.00
		77950		JULY 2019 MONTH END	701-000-228.058	1,071.00
		77950		JULY 2019 MONTH END	701-000-228.059	773.00
		77950		JULY 2019 MONTH END	701-000-228.560	225.00
						<hr/> 3,375.02
08/20/2019	AP	77951	STATE OF MICHIGAN	JULY 2019 MONTH END	701-000-228.006	470.37
		77951		JULY 2019 MONTH END	701-000-228.037	112.50
		77951		JULY 2019 MONTH END	701-000-228.042	95.00
		77951		JULY 2019 MONTH END	701-000-228.058	1,883.00
		77951		JULY 2019 MONTH END	701-000-228.059	173.00
		77951		JULY 2019 MONTH END	701-000-228.560	350.00
						<hr/> 3,083.87
08/20/2019	AP	77952	STATE OF MICHIGAN	JULY 2019 MONTH END	701-000-228.005	12.00
08/20/2019	AP	77953	STEVEN W SCOTT	PC COMMITTEE MEETING / AUGUST 2, 2019	101-721-703.040	50.00
		77953		PC COMMITTEE MEETING / AUGUST 2, 2019	101-721-930.500	7.00
						<hr/> 57.00
08/20/2019	AP	77954	TIMOTHY J MILLER	ZONING BOARD OF APPEALS MEETING / AUGUST 5, 2019	101-721-703.040	50.00
		77954		ZONING BOARD OF APPEALS MEETING / AUGUST 5, 2019	101-721-930.500	10.00
						<hr/> 60.00
08/20/2019	AP	77955	TITLE CHECK LLC	2017 TAX FORF PARCEL ADMIN FEES-1/12 ANN FEE MTH	516-253-920.410	2,310.84

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 08/20/2019 - 08/20/2019

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08/20/2019	AP	77956	TONYA KLEE-JURCZYK	RESTITUTION	701-000-271.000	30.00
08/20/2019	AP	77957	UNIFIRST CORPORATION	CARPET RENTALS #530068964	281-537-920.410	55.47
08/20/2019	AP	77958	WILLARD L BROWN	ZONING BOARD OF APPEALS MEETING / AUGUST 5, 2019	101-721-703.040	100.00
		77958		ZONING BOARD OF APPEALS MEETING / AUGUST 5, 2019	101-721-930.500	40.00
						140.00
08/20/2019	AP	77959	WILLIAM LIGHT	CANVASS 8-6-19 ELECTION	101-262-703.040	50.00
		77959		CANVASS 8-6-19 ELECTION	101-262-930.500	15.00
						65.00
08/20/2019	AP	77960	WMJZ EAGLE 101.5	INV #943-7, 944-7, HOUSING & VETERANS RADIO ADVERTISEMENT M.	101-682-930.300	100.00
		77960		INV #943-7, 944-7, HOUSING & VETERANS RADIO ADVERTISEMENT M.	233-690-930.300	100.00
						200.00
TOTAL - ALL FUNDS				TOTAL OF 88 CHECKS		310,351.04

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: August 27, 2019 Warrant	AGENDA DATE: August 27, 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 August 27, 2019 warrant is in the amount of \$744,946.70. Major expenditures in the warrant include:

- \$50,810.05 – American Waste – June & July recycling
- \$25,902.73 – Avfuel – fuel
- \$384,362.50 – Huntington Bank – Library Bond payment
- \$100,000.00 – MERS – 2019 additional payment
- \$67,826.75 – Earthworks – Groen entrance project

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$744,946.70.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/27/2019	AP	2456(E)	AMERICAN WASTE	3219085	212-430-920.410	72.10
		2456(E)		JUNE AND JULY 2019 RECYCLING	226-528-940.010-PROG000000	50,737.95
						50,810.05
08/27/2019	AP	2457(E)	AVFUEL CORPORATION	FUEL	281-000-228.023	724.76
		2457(E)		FUEL	281-537-930.664	25,177.97
						25,902.73
08/27/2019	AP	2458(E)	CENTURY LINK	ELMIRA TWP FIRE DEPT	261-427-930.210	67.48
08/27/2019	AP	2459(E)	CHARTER COMMUNICATIONS	0069887080919 CABLE AND PHONE	208-752-726.000	94.59
		2459(E)		0069887080919 CABLE AND PHONE	208-752-930.210	39.99
						134.58
08/27/2019	AP	2460(E)	CONSUMERS ENERGY	205366480071 CENTER ELECTRIC BILL	208-752-930.620	211.63
		2460(E)		ANIMAL SHELTER 7/17-8/14 2019	212-430-930.620	1,263.01
		2460(E)		ELECTRIC 7/12-8/11	637-265-930.620-CRTHS00000	4,314.58
						5,789.22
08/27/2019	AP	2461(E)	DE LAGE LANDEN PUBLIC FINANCE	COPIER CONTRACT	101-257-920.410	178.12
		2461(E)		COPIER CONTRACT	101-267-920.410	98.90
		2461(E)		COPIER CONTRACT	101-267-930.983	15.22
		2461(E)		COPIER CONTRACT	101-864-920.410	595.78
		2461(E)		COPIER CONTRACT	212-430-920.410	141.55
		2461(E)		COPIER CONTRACT	249-371-920.410	100.42
						1,129.99
08/27/2019	AP	2462(E)	DEARBORN NATIONAL	LIFE AND DISABILITY	704-000-231.870	2,542.61
08/27/2019	AP	2463(E)	DTE ENERGY	9100 208 4595 4 GAS BILL	208-752-930.610	79.95
08/27/2019	AP	2464(E)	FRONTIER	PHONE AND INTERNET HILLTOP HOUSE	209-751-726.000	64.75
		2464(E)		PHONE AND INTERNET HILLTOP HOUSE	209-751-930.210	64.75
		2464(E)		AUG 2019	212-430-930.210	110.13
		2464(E)		989-732-9752-032210-5	261-427-930.210	53.41
		2464(E)		989-732-2373-030804-5	637-265-930.210	53.98
						347.02
08/27/2019	AP	2465(E)	HUNTINGTON NATIONAL BANK	LIBRARY 2019 BOND PAYMENT	569-906-990.100	370,000.00
		2465(E)		LIBRARY 2019 BOND PAYMENT	569-906-990.200	14,362.50
						384,362.50
08/27/2019	AP	2466(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	S1 SURPLUS ASSOC RU 01 & 03	101-853-704.303	55,425.87

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	205-301-704.303	756.91
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	208-751-704.303	1,587.29
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	208-752-704.303	1,500.91
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	209-751-704.303	1,297.44
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	212-430-704.303	3,587.07
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	215-141-704.303	4,746.04
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	232-690-704.303	1,058.25
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	249-371-704.303	4,115.90
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	263-215-704.303	100.21
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	281-537-704.303	2,510.15
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	292-662-704.303	2,008.97
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	516-253-704.303	354.75
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	588-696-704.303	1,774.07
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	588-697-704.303	3,116.46
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	588-698-704.303	606.91
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	588-699-704.303	3,248.14
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	617-253-704.303	369.34
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	637-265-704.303	557.81
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	645-172-704.303	4,859.45
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	645-201-704.303	3,001.38
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	645-202-704.303	173.59
		2466(E)		S1 SURPLUS ASSOC RU 01 & 03	645-270-704.303	3,243.09
						100,000.00
08/27/2019	AP	2467(A)	CDW GOVERNMENT INC	AXIS T8133 - POE INJECTOR - 30 WATT - QUOTE: KSZB704	101-228-726.000	82.00
		2467(A)		ADOBE PRO 2017 LICENSE - QUOTE KTJZ238	101-721-726.000	131.01
		2467(A)		ADOBE PRO 2017 LICENSE - QUOTE KTJZ238	249-371-726.000	56.15
		2467(A)		ADOBE PRO 2017 LICENSE - QUOTE KTJZ238	637-265-726.000	93.57
		2467(A)		ADOBE PRO 2017 LICENSE - QUOTE KTJZ238	645-172-726.000	93.57
		2467(A)		ADOBE PRO 2017 LICENSE - QUOTE KTTN821	645-201-726.000	374.30
						830.60
08/27/2019	AP	2468(A)	GARY GELOW	SEPTEMBER 2019 CAA PAYMENT	101-131-801.021	12,302.49
08/27/2019	AP	77961	44NORTH	HRA/COBRA AUGUST	647-851-704.110	1,339.20
08/27/2019	AP	77962	44NORTH	AUGUST 2019 COBRA, TELADOC & HRA FEES	101-131-704.110	500.47
		77962		AUGUST 2019 COBRA, TELADOC & HRA FEES	101-133-704.110	0.95
		77962		AUGUST 2019 COBRA, TELADOC & HRA FEES	101-148-704.110	27.15
		77962		AUGUST 2019 COBRA, TELADOC & HRA FEES	215-141-704.110	162.90
		77962		AUGUST 2019 COBRA, TELADOC & HRA FEES	292-662-704.110	42.68

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						734.15
08/27/2019	AP	77963	87- A DISTRICT	JULY 2019 GARNISHMENT & CREDIT CARD FEES	101-131-930.150	65.20
08/27/2019	AP	77964	ABEL M CRUZ	PER DIEM, TRVEL AUGUST MEETING	208-752-703.040	50.00
		77964		PER DIEM, TRVEL AUGUST MEETING	208-752-930.500	3.00
						53.00
08/27/2019	AP	77965	ADVANCE AUTO PARTS	7941 STOCK/ SHOP	588-699-726.050	27.58
08/27/2019	AP	77966	ADVANCE ELECTRIC INC	49897-01 BULBS/ BUILDING	588-698-726.025	662.15
08/27/2019	AP	77967	ALLAN KUHL	CAMPING REFUND	208-440-652.030	42.00
08/27/2019	AP	77968	AMERICAN FIDELITY ASSURANCE CO	AUGUST 2019 FLEX SPENDING ACCOUNT	704-000-231.285	1,237.43
08/27/2019	AP	77969	AMERICAN FIDELITY ASSURANCE COMPANY	AUGUST 2019 CANCER/LIFE DISABILITY	704-000-231.285	777.49
08/27/2019	AP	77970	AMY CROFF	SHOP WITH A COP GOLF BALLS AND ENVELOPES	701-000-230.000	135.12
08/27/2019	AP	77971	ANGELA AMSDEN	CAMPING REFUND	208-440-652.030	340.00
08/27/2019	AP	77972	ANNETTE ROBERTSON	08/15/2019 REIMBURSE CDL	588-699-930.600	47.00
08/27/2019	AP	77973	ARTS AUTO ELECTRIC SERVICE INC	01NJ3213 STOCK	588-699-726.050	166.55
08/27/2019	AP	77974	ASHLEY VANDERLOOP	CAMPING REFUND	208-440-652.030	16.00
08/27/2019	AP	77975	BEVERLY MCCONNEL	CAMPING REFUND	208-440-652.030	146.00
08/27/2019	AP	77976	BLUE CROSS BLUE SHIELD OF MICHIGAN	SEPTEMBER HEALTH CARE	647-851-704.110	2,262.13
08/27/2019	AP	77977	BONNY MILLER	PER DIEM, TRAVEL AUGUST MEETING	208-752-703.040	50.00
		77977		PER DIEM, TRAVEL AUGUST MEETING	208-752-930.500	20.60
						70.60
08/27/2019	AP	77978	BRADY'S BUSINESS SYSTEMS	PROBATION COPIER MAINTENANCE	101-149-726.000	9.70
08/27/2019	AP	77979	BUILDERS FIRST SOURCE	MULTIPLE INVOICES	281-537-920.400	144.24
08/27/2019	AP	77980	C2AE	GROEN ENTRANCE PROJECT	494-901-970.300-ENTRNC_GRO	1,384.54
08/27/2019	AP	77981	CALEB TOMPKINS	CAMPING REFUND	208-440-652.030	25.00
08/27/2019	AP	77982	CATHOLIC HUMAN SERVICES INC	JULY 2019 MENTAL HEALTH COUNSELING	101-133-940.010	563.00
08/27/2019	AP	77983	CENTURYLINK	OUTSIDE CONTRACTED SERVICES	261-427-940.010	147.92
08/27/2019	AP	77984	CHARLES CHALL	CAMPING REUND	208-440-652.030	240.00

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08/27/2019	AP	77985	CHARLTON TOWNSHIP TREASURER	REFUND FOR OVERPMT MADE ON 2019 SUMMER TAX 023-180-002-01516-030-694.000		415.36
08/27/2019	AP	77986	CHOICE PUBLICATIONS	ADS	208-752-930.300	192.00
08/27/2019	AP	77987	CITY OF GAYLORD	001254-0000-02 JULY	588-697-920.200	128.01
		77987		WATER BILL	637-265-920.200-ALPCT00000	854.88
		77987		WATER BILL	637-265-920.200-CRTHS00000	981.35
		77987		WATER BILL	637-265-920.200-SILLI00000	141.60
						2,105.84
08/27/2019	AP	77988	COURTHOUSE TECHNOLOGIES LTD	ANNUAL SITE SUBSCRIPTION - YEAR 3 & OVERAGE	101-145-940.010	18,736.54
08/27/2019	AP	77989	CROSSROADS INDUSTRIES	SHOP WITH A COP GOLF OUTING MAIL	701-000-230.000	362.58
08/27/2019	AP	77990	CUMMINGS, MCCLOREY, DAVIS & ACHO P	INVOICE 303077 & 303078	280-270-801.020-ZONING____	2,772.50
08/27/2019	AP	77991	CURT BOYD	08/16/2019 REIMBURSE CDL	588-699-930.600	47.00
08/27/2019	AP	77992	DAVE BARAGREY	PER DIEM, TRAVEL AUGUST MEETING	208-752-703.040	50.00
		77992		PER DIEM, TRAVEL AUGUST MEETING	208-752-930.500	3.10
						53.10
08/27/2019	AP	77993	DELL MARKETING LP	BUS SYSTEM PROJECT - TICKET 6585 - QUOTE 3000042290085.1	588-697-801.020	3,854.79
08/27/2019	AP	77994	DELTA DENTAL OF MICHIGAN	SEPTEMBER 2019 DENTAL	647-851-704.110	5,952.53
08/27/2019	AP	77995	DENISE SOCIA	RESTITUTION	701-000-271.000	20.00
08/27/2019	AP	77996	DEPT. OF HEALTH & HUMAN SERVICES	RESTITU. FROM SANDRA MARTIN, CASE 19-5706 FH & 19-5704 FH	701-000-299.000	2,546.02
08/27/2019	AP	77997	DUNNS	4 PART PAPER	101-131-726.000	476.00
		77997		LIZ/LISA NOTARY STAMP/SEAL	101-253-726.000	32.60
		77997		COPIES	101-267-726.000	40.37
		77997		INV 33AR371079; ACCT DUN-5319, PAPER, PENCILS	101-268-726.000	203.94
		77997		COPIES	101-864-726.000	918.64
		77997		COPIES	212-430-726.000	50.33
		77997		COPIES	249-371-726.000	1,417.78
		77997		MULTIPLE INVOICES AERO DR	281-537-726.000	65.03
		77997		LIZ/LISA NOTARY STAMP/SEAL	516-253-726.000	32.60
		77997		33AR391585 HAND SANITIZER; DRY-LINE, BATTERIES	588-697-726.000	53.70
		77997		33AR391585 HAND SANITIZER; DRY-LINE, BATTERIES	588-698-726.025	50.39
		77997		LIZ/LISA NOTARY STAMP/SEAL	617-253-726.000	32.61
						3,373.99

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08/27/2019	AP	77998	EARTHWORKS ENTERPRISES INC	040467 LIMESTONE FOR IRONTONE	208-901-970.300	1,120.00
		77998		GROEN ENTRANCE PROJECT	494-901-970.300-ENTRNC_GRO	66,706.75
						67,826.75
08/27/2019	AP	77999	GASLIGHT MEDIA	DEDICATED INTERNET CONNECTIVITY SEPTEMBER 2019	594-228-930.240	2,900.00
08/27/2019	AP	78000	GAYLORD VETERINARY SERVICES	JULY 2019	212-430-930.471	598.80
		78000		JULY 2019	212-430-930.980	515.00
						1,113.80
08/27/2019	AP	78001	GILL ROYS HARDWARE	1908746157	212-430-726.000	26.58
		78001		MULTIPLE INVOICES GILROYS SUPPLIES	281-537-920.400	149.00
						175.58
08/27/2019	AP	78002	GLOBALSTAR USA	1.50017105	261-427-940.010	1,800.51
08/27/2019	AP	78003	GORDON FOOD SERVICES	788242750	212-430-726.000	86.99
08/27/2019	AP	78004	GREAT LAKES ENERGY	ELECTRIC BILLS	209-751-930.620	112.32
08/27/2019	AP	78005	GREAT LAKES PIPE & SUPPLY	S100183206.001 OATEY FLUX, SOLDER	209-751-726.000	58.20
08/27/2019	AP	78006	HALL VETERINARY CLINIC	107720 107754 107858	212-430-930.471	139.36
		78006		107720 107754 107858	212-430-930.980	249.00
						388.36
08/27/2019	AP	78007	HAROLD MOUTARD	CAMPING REFUND	208-440-652.030	75.00
08/27/2019	AP	78008	IMAGE FACTORY INC	NON-PUBLIC ENVELOPES	101-131-726.000	203.67
		78008		WINDOW ENVELOPES - CIRCUIT SECRETARY	101-131-940.111	234.16
						437.83
08/27/2019	AP	78009	IMPREST CASH, OTSEGO COUNTY BUS SYS	1134; 1135 PICTURE FRAME, CLIP BOARDS : DISIN. WIPES	588-697-726.000	22.46
		78009		1134; 1135 PICTURE FRAME, CLIP BOARDS : DISIN. WIPES	588-698-726.025	19.94
						42.40
08/27/2019	AP	78010	IMPREST CASH-ANIMAL CONTROL	BLINKER / BRIDGE FARE	212-430-726.000	9.52
		78010		BLINKER / BRIDGE FARE	212-430-930.500	16.00
						25.52
08/27/2019	AP	78011	J&P HEATING OF NORTHERN MI LLC	CLEAN AND SERVICE FURNACES 6-26-2019	249-371-920.400	452.00
08/27/2019	AP	78012	JAMIE FITAK	SUPPLIES - HEALTHY LIVING CLASS ON 8/7 & 8/8/19	292-662-726.000	15.10

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08/27/2019	AP	78013	JANS NORTHSIDE DELI & MARKET	GROUP TRAINING LUNCHEON	101-101-726.000	187.00
08/27/2019	AP	78014	JEANETTE SAYRE	19-27-DL PSYCHOLOGICAL EVALUATION ON 7/24/19	292-662-940.010	600.00
08/27/2019	AP	78015	JIM'S ALPINE AUTOMOTIVE	5150 1-762887 BUS #15	588-699-726.050	43.52
08/27/2019	AP	78016	JOHN HEISER	CAMPING REFUND	208-440-652.030	68.00
08/27/2019	AP	78017	JOHN LAFAVE	08/15/19 HOUSING MEETING PER DIEM, MILEAGE	233-691-703.040	50.00
		78017		08/15/19 HOUSING MEETING PER DIEM, MILEAGE	233-691-930.500	6.27
						<hr/> 56.27
08/27/2019	AP	78018	JOHNSON OIL COMPANY	169441 INSTALL TAIL LIGHT BULB	208-751-726.000	8.39
08/27/2019	AP	78019	JOHNSON OIL COMPANY	RESTITUTION	701-000-271.000	50.00
08/27/2019	AP	78020	JOSEPH S KOPROWICZ	TWISTER JOE SHOW 2019	282-537-940.010	500.00
08/27/2019	AP	78021	JUDITH JARECKI	PER DIEM, TRAVEL AUGUST MEETING	208-752-703.040	50.00
		78021		PER DIEM, TRAVEL AUGUST MEETING	208-752-930.500	14.00
						<hr/> 64.00
08/27/2019	AP	78022	KEVAN D FLORY	08/15/19 HOUSING MEETING PER DIEM	233-691-703.040	50.00
08/27/2019	AP	78023	LAKE STATE & SAGINAW BAY RAILWAY CO	PRIVATE CROSSING @ MP 118.9	101-101-940.010	250.00
08/27/2019	AP	78024	LIBRARY DESIGN ASSOCIATES INC	LIBRARY EXPANSION PROJECT	472-901-970.430	3,425.00
08/27/2019	AP	78025	LINCOLN FINANCIAL	CICOTSEGOC-BL-954784 - SEPTEMBER 2019	101-131-704.140	406.06
		78025		CICOTSEGOC-BL-954784 - SEPTEMBER 2019	101-133-704.140	41.56
		78025		CICOTSEGOC-BL-954784 - SEPTEMBER 2019	215-141-704.140	213.41
		78025		CICOTSEGOC-BL-954784 - SEPTEMBER 2019	292-662-704.140	100.25
						<hr/> 761.28
08/27/2019	AP	78026	LOWES	901377 BOARDS, SHEATHING NAILS	209-751-726.000	205.54
08/27/2019	AP	78027	LOWES	RESTITUTION	701-000-271.000	50.00
08/27/2019	AP	78028	MAAE	MAAE REGISTRATION 2019	281-537-930.600	225.00
08/27/2019	AP	78029	MASSTRANS	000032 FRONTLINE CONFERENCE 4 X \$275.00	588-699-704.400	1,375.00
08/27/2019	AP	78030	MAXIMUM SECURITY	MONITORING 09/2019-11/2019	637-265-920.410	89.97
08/27/2019	AP	78031	MCWCF	MEMBRE 760 - 4TH QUARTER 2019	101-131-704.600	886.16
		78031		MEMBRE 760 - 4TH QUARTER 2019	101-133-704.600	187.02
		78031		MEMBRE 760 - 4TH QUARTER 2019	215-141-704.600	678.41

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		78031		MEMBRE 760 - 4TH QUARTER 2019	292-662-704.600	1,307.88
						<u>3,059.47</u>
08/27/2019	AP	78032	MELISSA HOUTZ	FOC PERF BOND REFUND	701-000-265.000	500.00
08/27/2019	AP	78033	MID NORTH PRINTING INC	RECYCLING BROCHURE	226-528-940.010-PROG000000	398.50
08/27/2019	AP	78034	MID STATES BOLT & SCREW CO	SUPPLIES	209-751-726.000	50.02
		78034		31589563 SHOP SUPPLIES	588-699-726.050	118.18
						<u>168.20</u>
08/27/2019	AP	78035	MIDWEST GOLF & TURF	INV # P16290 SOLENOID 12 V KIT	281-537-726.050	42.76
08/27/2019	AP	78036	MIDWEST VETERINARY SUPPLY, INC.	11070373 11070684 11065325 11065325-050	212-430-726.035	2,350.11
08/27/2019	AP	78037	MLIVE MEDIA GROUP	J-17-081-NA PUBLICATION OF 7/23/19 HEARING	101-131-930.450	52.20
08/27/2019	AP	78038	MPJRA	CARMEN PARKER - 2019 PROBATE REGISTER MEMBERSHIP DUES	101-131-930.600	100.00
08/27/2019	AP	78039	MSU ANR EVENT SERVICES	LAND DIVISION REVIEW CLASS	101-721-704.400	65.00
08/27/2019	AP	78040	NEW CENTURY SIGNS	49477 TRAIL MARKERS FOR IRONTONE	208-901-970.300	105.00
08/27/2019	AP	78041	NMJOA	JAMIE FITAK - 2019 FALL CONFERENCE REGISTRATION FEE	101-131-704.400	35.00
08/27/2019	AP	78042	NORTHERN ENERGY, INC	48909 DELO 400XLESYNB15W40	588-699-930.660	952.43
08/27/2019	AP	78043	NORTHERN MICHIGAN REVIEW	8419 ADS	208-752-930.300	696.00
		78043		REQUEST FOR BIDS	249-901-970.420	78.63
		78043		REQUEST FOR BIDS	481-901-970.300	92.50
						<u>867.13</u>
08/27/2019	AP	78044	NORTHERN PUMP SERVICE INC	INV # 25987 100LL TRUCK REPAIR	281-537-920.400	1,150.70
08/27/2019	AP	78045	OCNET	9434 WIRELESS INTERNET	208-752-726.000	59.95
		78045		19000009444	212-430-920.410	400.00
						<u>459.95</u>
08/27/2019	AP	78046	OMH MEDICAL GROUP & MEDCAR WALKIN	PREPLACEMENT PHYSICAL EXAM	101-351-940.010	65.00
		78046		PREPLACEMENT PHYSICAL EXAM	101-682-940.010	65.00
		78046		PREPLACEMENT PHYSICAL EXAM	249-371-940.010	65.00
		78046		PREPLACEMENT PHYSICAL EXAM	645-172-940.010	65.00
						<u>260.00</u>
08/27/2019	AP	78047	OMS COMPLIANCE SERVICES INC	95372 RANDOM DRUG TEST	588-699-940.010	79.25

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08/27/2019	AP	78048	OTSEGO COUNTY	BDA, BDU	701-000-265.000	240.00
08/27/2019	AP	78049	OTSEGO COUNTY BUS SYSTEM	JULY 2019 JUVENILE BUS	292-662-930.500	387.00
08/27/2019	AP	78050	OTSEGO COUNTY FRIEND OF COURT	BDR PARTIAL FOC PERF BOND	701-000-265.000	100.00
08/27/2019	AP	78051	OTSEGO COUNTY SPORTSPLEX	5102 PLAYGROUP SWIM LESSONS	208-752-726.000	442.50
08/27/2019	AP	78052	PAK MAIL CENTERS OF AMERICA	SHIPPING TO RALSTON-ITEMS FORM FORECLOSURE	617-253-930.450	35.63
08/27/2019	AP	78053	PAY THE BILLS, LLC	FIREWOOD	208-751-726.000	360.00
08/27/2019	AP	78054	PRESQUE ISLE ELECTRIC AND GAS CO-OP	GAS BILL	209-751-930.610	294.13
08/27/2019	AP	78055	PTS OF AMERICA LLC	INV 185442; JAMIE LEE MOORE EXTRADITION , LINCOLN, NE	101-267-930.940	2,785.00
08/27/2019	AP	78056	QUILL CORPORATION	TONER, TAPE	101-131-726.000	256.98
08/27/2019	AP	78057	RANDY STULTS	PER DIEM, TRAVEL AUGUST MEETING	208-752-703.040	50.00
		78057		PER DIEM, TRAVEL AUGUST MEETING	208-752-930.500	11.90
						61.90
08/27/2019	AP	78058	REEFER SERVICE INC	INVO59993 BUS #30 & STOCK	588-699-726.050	64.12
08/27/2019	AP	78059	RESERVE ACCOUNT	POSTAGE USED - METER ACCT 31506793	101-267-930.450	64.97
		78059		POSTAGE USED - METER ACCT 31506793	101-267-930.983	107.75
		78059		POSTAGE USED - METER ACCT 31506793	101-268-930.450	103.55
						276.27
08/27/2019	AP	78060	ROY SHRYOCK	BOND REFUND LESS 10%	701-000-265.000	360.00
08/27/2019	AP	78061	SANE	SAN-30-16 RESTITUTION	701-000-271.000	55.76
08/27/2019	AP	78062	SARA SCHMIDT	DVD PACKET, TISSUES	101-267-726.000	30.66
08/27/2019	AP	78063	SAULT STE MARIE TRIBE - CHIPPEWA IN	17-37-DL PLACEMENT 7/16/19 TO 7/30/19	292-662-930.810	1,680.00
08/27/2019	AP	78064	SCOTT COURTERIER	PER DIEM, TRAVEL AUGUST MEETING	208-752-703.040	50.00
		78064		PER DIEM, TRAVEL AUGUST MEETING	208-752-930.500	6.00
						56.00
08/27/2019	AP	78065	SHERRY S HUFF	DHHS	290-670-703.040	100.00
		78065		DHHS	290-670-930.500	69.00
						169.00
08/27/2019	AP	78066	SHOEMAKER, INC.	2764183 AIR FILTERS	588-698-726.025	43.58

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08/27/2019	AP	78067	STAPLES BUSINESS CREDIT	COPY PAPER - ADMIN	101-131-726.000	472.44
		78067		CALENDAR REFILL, CLASP ENVELOPES, DVD'S, CDR'S, FAX CART., T	101-131-940.111	329.94
		78067		JAIL & ALPINE TOUR SUPPLIES	645-172-726.000	25.14
						827.52
08/27/2019	AP	78068	STATE OF MICHIGAN	WEATHER ASOS INV # 591-10428409	281-537-940.010	103.50
08/27/2019	AP	78069	STEVE RIOZZI	08/15/19 HOUSING MEETING PER DIEM, MILEAGE	233-691-703.040	50.00
		78069		08/15/19 HOUSING MEETING PER DIEM, MILEAGE	233-691-930.500	3.62
						53.62
08/27/2019	AP	78070	SUE BUNGE	CAMPING REFUND	208-440-652.030	68.00
08/27/2019	AP	78071	TAMMY LABOUEF	08/15/19 HOUSING MEETING PER DIEM	233-691-703.040	50.00
08/27/2019	AP	78072	TELE-RAD	SERVICE INVOICE	261-901-970.435	3,122.00
08/27/2019	AP	78073	THOMSON WEST	ACCT1000715367; INV 840796012,840708064, 840796011	101-267-726.200	445.86
		78073		ACCT 1000242483; INV 840696382; CLEAR CHGS	101-268-726.200	200.97
						646.83
08/27/2019	AP	78074	TIAA COMMERCIAL FINANCE INC	20365488	101-864-726.000	229.43
08/27/2019	AP	78075	TONY KESSERLING	CAMPING REFUND	208-440-652.030	104.00
08/27/2019	AP	78076	TOTAL AUDIO & VIDEO ENGINEERING INC	669683 3RD QTR 2019	212-430-920.410	90.00
08/27/2019	AP	78077	UNEMPLOYMENT CONSULTANTS INC	PROFESSIONAL UNEMPLOYMENT COMPENSATION SERVICES 4TH Q	704-000-228.027	700.00
08/27/2019	AP	78078	UPS	SHIP FILES TO COA, OSCODA COUNTY CLERK, CLARE COUNTY CLEF	101-215-930.450	15.33
08/27/2019	AP	78079	VERIATO, INC.	1 YEAR VERIATO INVESTIGATOR	101-228-726.300	150.00
08/27/2019	AP	78080	VERIZON CONNECT NWF INC	OSV0000001832762	212-430-920.410	18.95
08/27/2019	AP	78081	VERIZON WIRELESS	INV 9836011444; ACCT 842184815-00001	101-267-930.230	51.76
		78081		2115252-000011	261-427-930.210	282.03
						333.79
08/27/2019	AP	78082	WADE TRIM INC	ENGINEERING SVCS FOR OTSEGO LAKE OUTLET	499-901-970.300-DRAIN00000	265.35
08/27/2019	AP	78083	WAL-MART	SHOP WITH A COP PO BOX AND ENVELOPES	701-000-230.000	130.86
08/27/2019	AP	78084	WALMART	RESTITUTION	701-000-271.000	25.00
08/27/2019	AP	78085	WILBER AUTOMOTIVE SUPPLY INC	INV # 159552 PS FLUID	281-537-920.400	74.87
		78085		160141 STOCK	588-699-726.050	105.52

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						<hr/> 180.39
08/27/2019	AP	78086	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL AUGUST MEETING	208-752-703.040	50.00
		78086		PER DIEM, TRAVEL AUGUST MEETING	208-752-930.500	6.00
						<hr/> 56.00
08/27/2019	AP	78087	ZAREMBA EQUIPMENT INC	W78706 CUB CADET	212-430-726.050	545.10
			TOTAL - ALL FUNDS	TOTAL OF 140 CHECKS		744,946.70