



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, September 10, 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 27, 2019, with attachments – Motion to Approve

Special Presentations

- A. Lisa Peacock, RN, MSN, WHNP-BC, Executive Director- Northwest Michigan Health Department
- B. Frances Whitney, Outreach Communication Coordinator-Northeast Michigan Community Service Agency

Committee Reports

Administrator's Report

Department Head Reports

- A. Jon Deming, EMS

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 1. September 3, 2019 Warrant
 2. September 10, 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 27, 2019, with attachments	AGENDA DATE: September 10, 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 27, 2019.

August 27, 2019

The regular meeting of the Otsego County Board of Commissioners was held in Room 100 of 225 West Main Street, Gaylord, Michigan. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Ken Glasser, followed by the Pledge of Allegiance led by Ken Bradstreet.

Roll Call:

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

Absent: Bruce Brown.

Commissioner Henry Mason requests item C, appointment of Jack Marlette to the Planning Commission be removed and placed under new business as item C.

Consent Agenda:

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the Regular minutes of August 13, 2019 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the appointment of Sharon Weber to the Otsego County Library Board of Trustees with a term to expire 08/31/2024. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the Electronic Communications/Internet Policy Update. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the Drug Free Work Environment Policy update. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Doug Johnson, seconded by Commissioner Paul Liss, to approve the NEMCSA letter of support. Ayes: Unanimous. Motion carried. (see attached)

Special Presentations:

Lisa McComb, Executive director, Otsego County Economic Alliance report is postponed.

Committee Reports:

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to expand the window replacement project of the downtown County Building to add cedar trim around 26 windows at a total cost of \$7,800. Ayes: Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton. Nays: Julie Powers, Henry Mason. Absent: Bruce Brown. Motion carried. (see attached)

Commissioner Bruce Brown arrived at 9:38 a.m.

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to enter into a contract for professional services with Place and Main Advisors for a land use study of the former Royal Crest Motel property at a cost of \$8,500 to be paid from the Tax Foreclosure Fund. Ayes: Julie Powers, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Henry Mason. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to enter into a contract for professional services with Byce and Associates to perform a public safety complex/jail study in the amount of \$34,000 and the associated budget amendment. Ayes: Julie Powers, Paul Liss, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Henry Mason, Duane Switalski. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Henry Mason, to approve the Easement between Johnson Oil Company and Otsego County. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the budget amendment to use \$5,000 from Soldiers Relief Fund fund balance to provide additional assistance to Veterans. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to approve a budget amendment to transfer funds to maximize our grant funding by purchasing needed computer equipment for our Veterans Affairs program. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the re-zone request in Corwith Township from the Industrial District to Forestry Recreational District. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

Rachel Frisch thanked the Board for approved our electronic communications/internet policy; meeting with Empiric Solutions and economic alliance regarding connectivity for residents; Groen entrance finished, ribbon cutting October 8th or 9th; NAI Company contacted the County regarding planting, weeding the roundabout; State of the Community Breakfast 9-18-19; ribbon cutting ceremony for the Ironbelle Train is changed from 9-27-19 to 9-26-19 at 4:00 p.m.

Department Head Reports:

Jim Mouch reported on the Land Use and Building Department.

City Liaison, Township & Village Representative:

Michelle Noirot, Bagley Township Supervisor, Thanked Jim Mouch for all of his hard work.

Correspondence:

Commissioner Ken Glasser received a letter from the DNR.

New Business:

Motion by Commissioner Henry Mason, seconded by Commissioner Duane Switalski, to approve the August 20, 2019 Warrant in the amount of \$310,351.04. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Rob Pallarito, to approve the August 27, 2019 Warrant in the amount of \$744,946.70. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Ken Glasser, to appoint Jack Marlette to the Otsego County Planning Commission with a term to expire 12-31-2020. Ayes: Julie Powers, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Henry Mason. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Duane Switalski thanked Rachel Frisch for the information regarding Charlton Township; Received a complaint regarding the dog park.

Commissioner Julie Powers liked the changes at the County Park; County bus pickups.

Commissioner Henry Mason attended the Livingston Township meeting; attended fair board meeting, a possible Christmas drive through lightening.

Commissioner Rob Pallarito attended the Otsego Lake Township meeting.

Commissioner Ken Glasser attended the library meeting; attended the Road Commission, projects being completed; attended Camp Grayling Community Council meeting, AuSable river race was discussed.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss had no report.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton attended the annual MAC Conference.

Meeting adjourned at 10:48 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



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.



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

"The mission of Otsego County Government is to provide effective services to our citizens in the most efficient manner to enhance the quality of life for all."

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:

- | | | |
|----|---|---------------------|
| 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 |
| 2. | Phase 2 - Conceptual Design-Scope of work
Step 1 Develop preliminary design
Step 2 Final Report | (60) Days |
| 3. | Phase 3 - Presentation Materials | (30) Days |
| 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:

1.	Phase 1 - Strategic Planning Step 1 Planning Phase/Methodology Step 2 Data Collection Step 3 Facility Criteria Step 4 Preliminary Report	\$ 9,500 <hr/>
2.	Phase 2 - Conceptual Design-Scope of work Step 1 Develop preliminary design Step 2 Final Report	\$ 11,000 <hr/>
3.	Phase 3 - Presentation Materials	\$ 8,500 <hr/>
4.	Phase 4 - Community Awareness (Optional)	\$ TBD <hr/>

Total Professional Fee **\$ 29,000**

- 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:

1.	Expense of transportation in connection with the project; living expenses in connection with out-of-town travel authorized by the Owner.	\$ 4,000 <hr/>
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Mr. Churches
June 3, 2019
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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



INNOVATIVE PRACTICAL SOLUTIONS
CIVIL ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL PROJECT MANAGEMENT BUILDING COMMISSIONING

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.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.

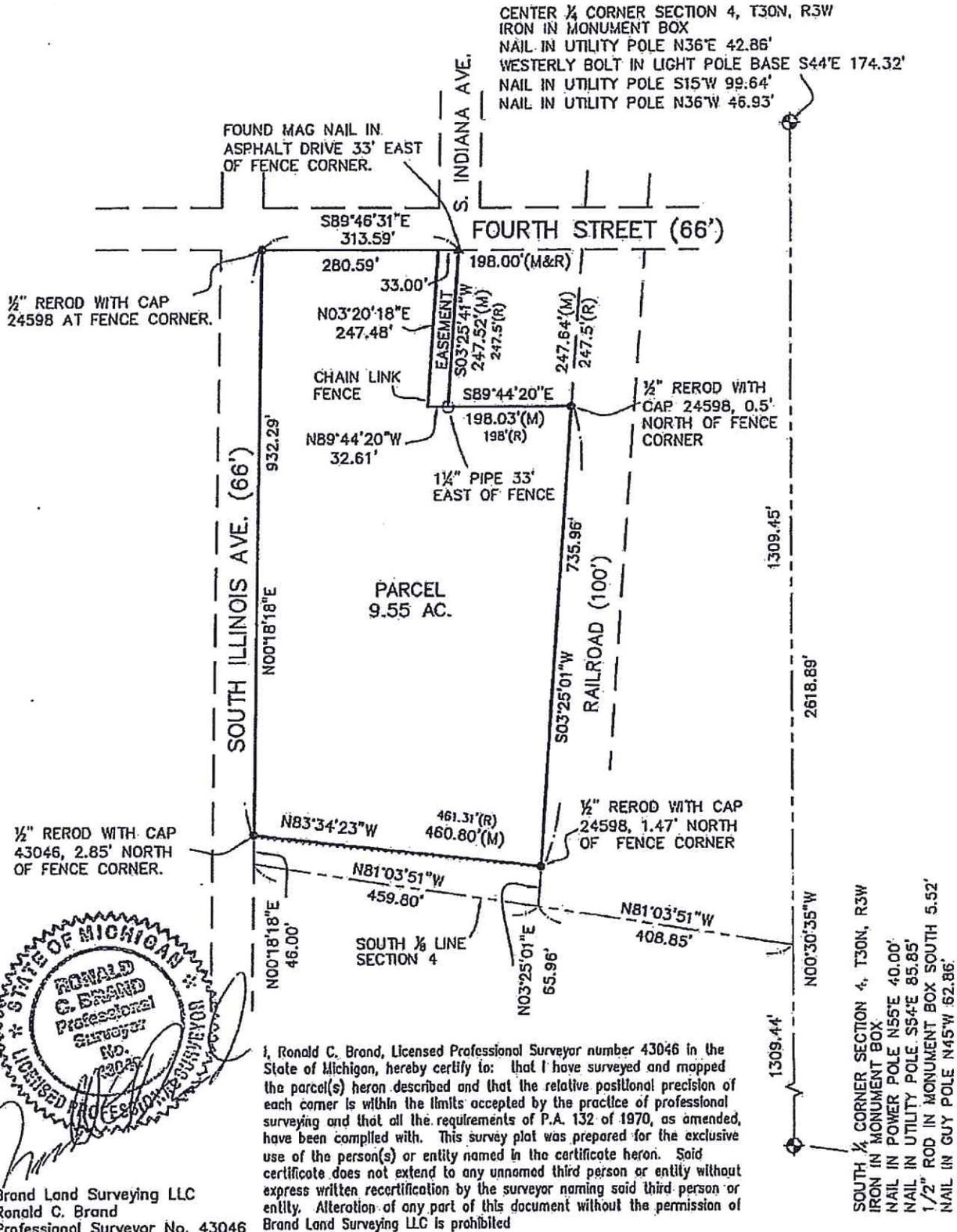
SUBJECT TO All agreements, covenants, easements and restrictions of record, if any.



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



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

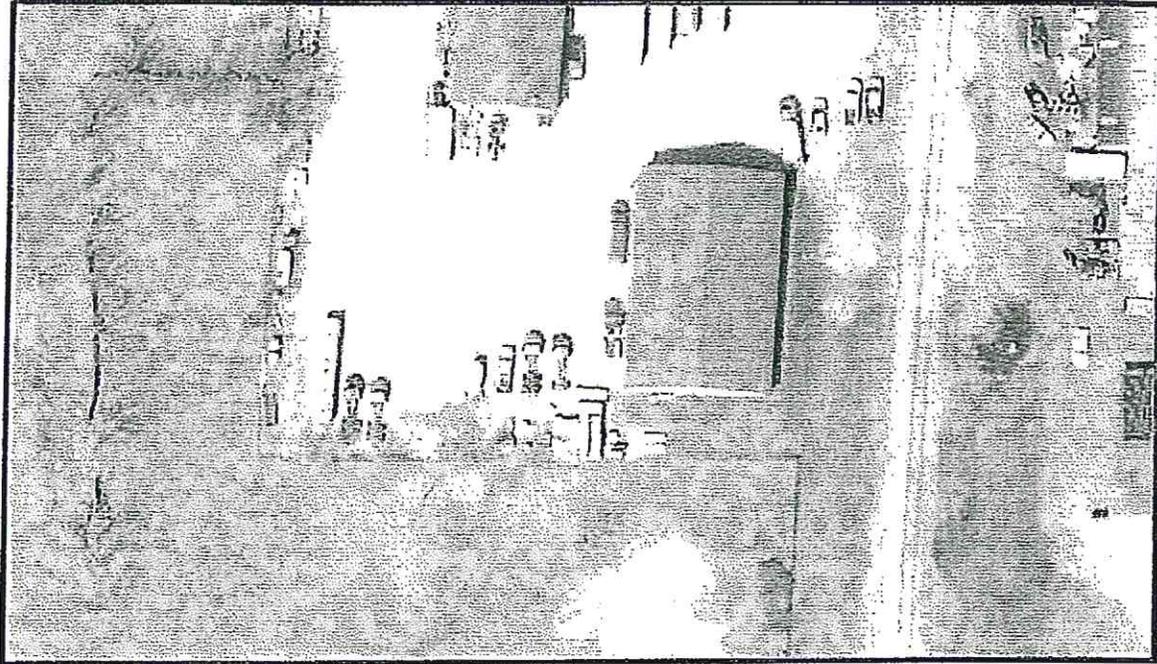


I, Ronald C. Brand, Licensed Professional Surveyor number 43046 in the State of Michigan, hereby certify to: that I have surveyed and mopped the parcel(s) heron described and that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying 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

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

EXHIBIT

B



Property Address

415 W FOURTH ST
GAYLORD, MI, 49735

Owner Address

JOHNSON OIL COMPANY

Unit: 10

-

Unit Name: CITY OF GAYLORD

PO BOX 629

GAYLORD, MI 49734

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 R.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:

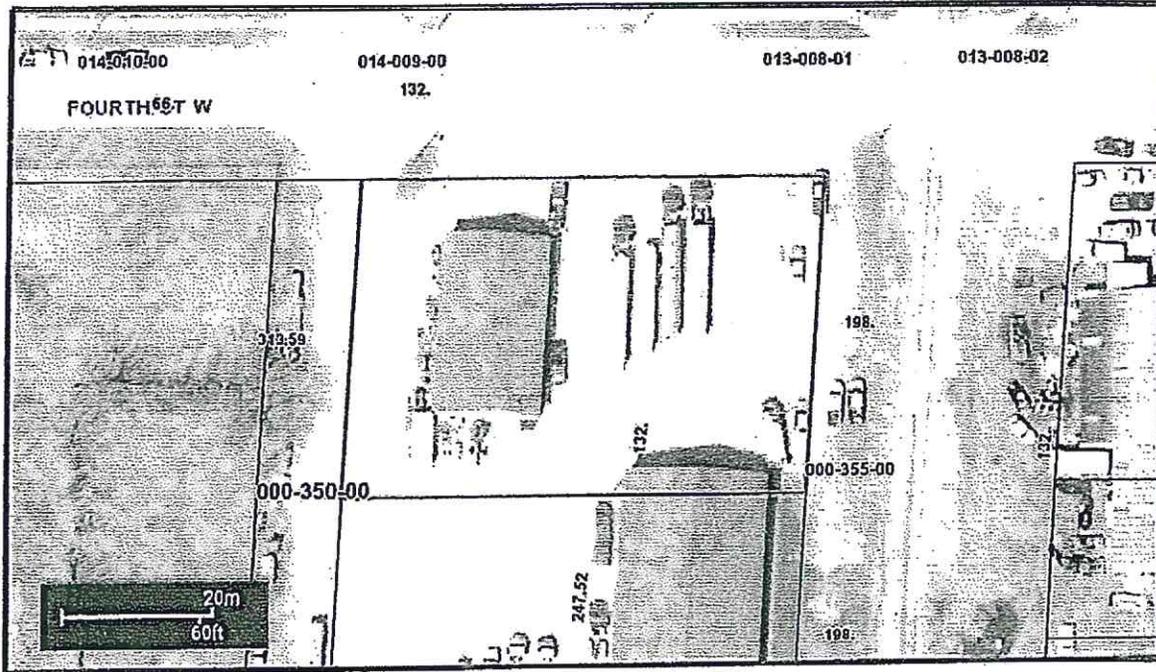
This map is neither a legally recorded map nor a survey and is not intended to be used as such. The information on Otsego County websites, are distributed and transmitted 'as is' without warranties of any kind, either expressed or implied, including without limitations, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Otsego County does not guarantee the accuracy, timeliness, or completeness of the information on this website.

GIS/Mapping:

The Geographic Information System (GIS) made available through this website is developed and maintained by Otsego County. Use of materials and information constitutes acceptance of all disclaimers associated with these websites. GIS data is not the official record of the County. This data is made available for information purposes only.

EXHIBIT

C



Property Address

411 W FOURTH ST
GAYLORD, MI, 49735

Owner Address

JOHNSON, DALE
-
PO BOX 631
GAYLORD, MI 49734

Unit: 10
Unit Name: CITY OF GAYLORD

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:

This map is neither a legally recorded map nor a survey and is not intended to be used as such. The information on Otsego County websites, are distributed and transmitted 'as is' without warranties of any kind, either expressed or implied, including without limitations, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Otsego County does not guarantee the accuracy, timeliness, or completeness of the information on this website.

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EXHIBIT

D

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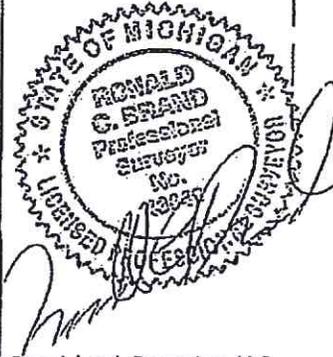
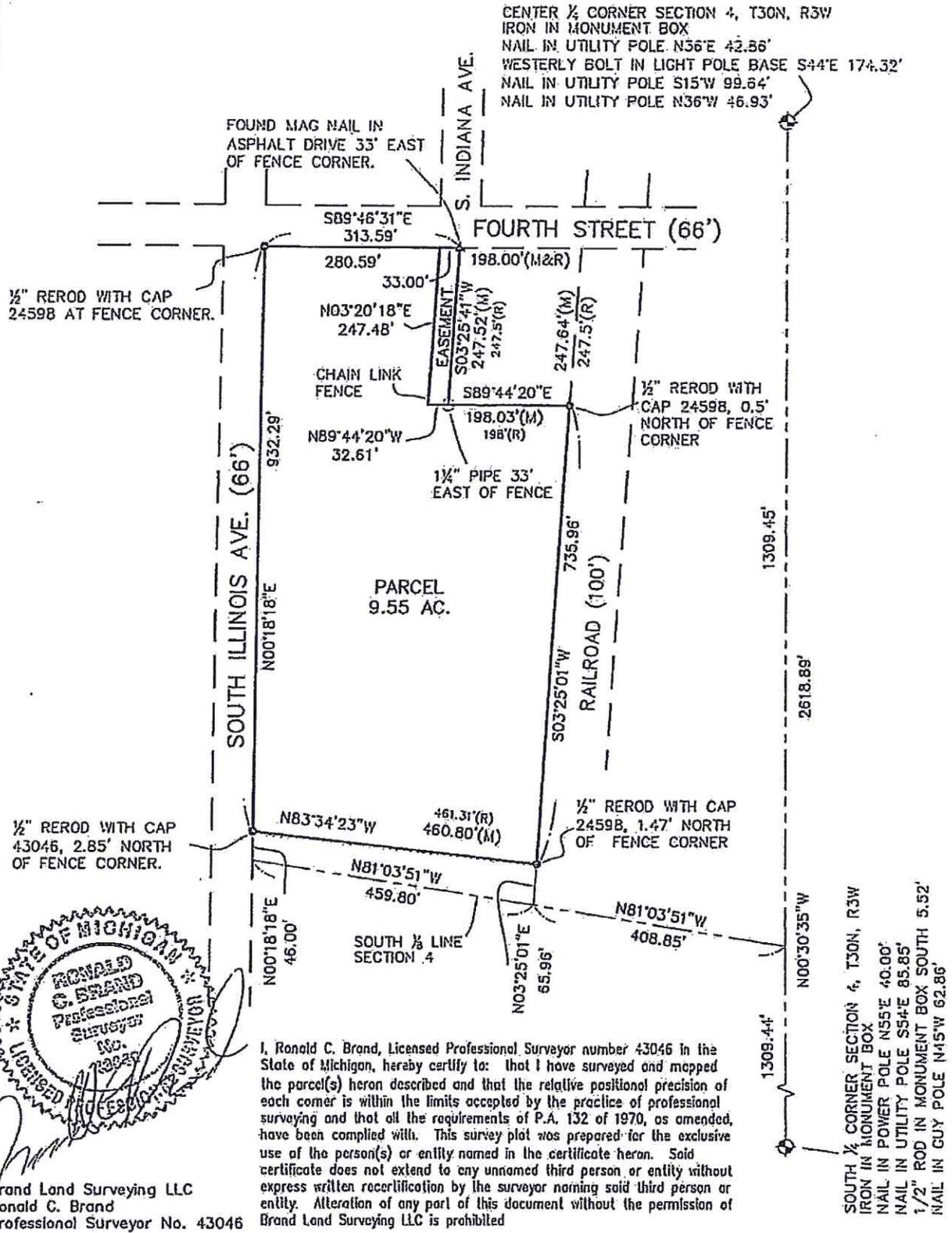
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Brand Land Surveying LLC
Ronald C. Brand
Professional Surveyor No. 43045



- IRON ROD FOUND
- ◇ IRON PIPE FOUND
- ⊠ QUARTER CORNER



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

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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'

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:

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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.
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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
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. Hays
Department Head Signature

8/15/19
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



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~~



September 10, 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 frisch@otsegocountymi.gov, or during the Board meeting.



Special Presentation
September 10, 2019

Northwest Michigan Health Department
Executive Director Lisa Peacock, RN, MSN,
WHNP-BC



HEALTH
DEPARTMENT
of Northwest Michigan

This is Public Health.

Health Department of Northwest Michigan
2018 ANNUAL REPORT

HEALTH DEPARTMENT LEADERSHIP

Health Officer

Lisa Peacock, RN, MSN, WHNP-BC

Deputy Health Officer

Erika Van Dam, MPH, CHES

Medical Director

Dr. Joshua Meyerson, MD, MPH

Director of Regional Planning

Jane Sundmacher, M.Ed.

Director of Administrative Services

Mary Briscoe, CPA

Director of Family Health

Amanda Thompson, MSN, RN

Director of Community Health

Natalie Kasiborski, PhD, LMSW, MPH

Director of Home Care, Hospice & Aging Services

Tina Lamont, RN

Director of Environmental Health Services

Scott Kendzierski, REHS, MS

2018 BOARD OF HEALTH MEMBERS

Antrim County

*Melissa Zelenak
Karen Bary*

Emmet County

*Jonathan Scheel
Betsy White*

Charlevoix County

*Shirley Roloff
Nancy Ferguson*

Otsego County

*Duane Switalski
Julie Powers*

Greetings!

In the pages that follow you will find many examples of the Health Department of Northwest Michigan living out our newly revised mission. We are grateful for the leadership of our Board of Health who recognize that public health must reside within a framework of health equity to ensure ALL our residents can achieve good health. This involves a deep understanding that all people are not starting from the same place and that some may suffer more than others simply because of where they live or the environment they were born into (such as their race, gender, or socioeconomic status). Our journey has returned us to the roots of public health: a time where we recognize that health begins in the places where we live, work and play; a time where we remember that the most advanced clinical care can't help us if we don't have stable housing or access to healthy food. In the pursuit of social justice, we strive to understand why certain groups of people are surrounded by circumstances that negatively impact their health and what we can do to create an environment where everyone can flourish. It is this commitment to understanding the root causes of poor health that will help us analyze data and formulate strategies to develop healthy and resilient communities. With the leadership of our Board of Health and the work of our highly skilled team we know that Northern Michigan can be the healthiest place to live!



Lisa M. Peacock

Lisa Peacock, RN, MSN, WHNP-BC
Health Officer



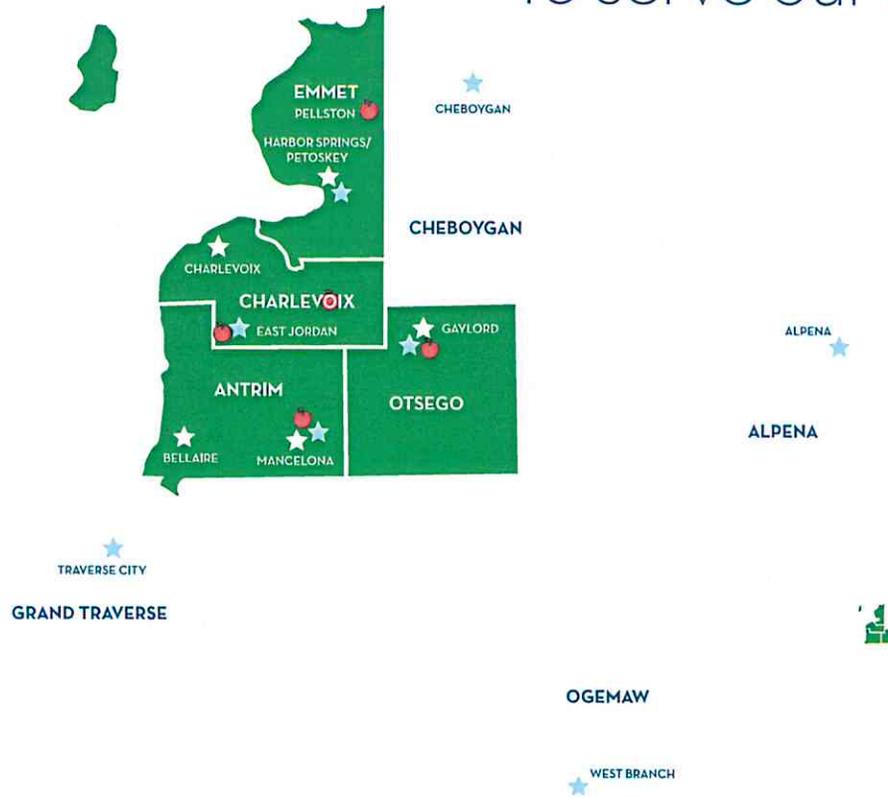
Joshua Meyerson

Dr. Joshua Meyerson, MD, MPH
Medical Director

To serve our entire *community* and
to achieve *health equity* by
promoting well-being, preventing disease,
and *protecting the environment* through
**PARTNERSHIPS, INNOVATION,
AND EXCELLENCE** in
public health practice.



To serve our entire *community*



**HEALTH
DEPARTMENT**
of Northwest Michigan

ANTRIM
CHARLEVOIX
EMMET
OTSEGO

★ HEALTH DEPARTMENT
OF NORTHWEST
MICHIGAN LOCATIONS

★ DENTAL CLINICS
NORTH LOCATIONS

🍏 SCHOOL HEALTH
CENTER SITES

and to achieve *health equity*

The MiThrive project brings diverse partners together to assess community needs and collaborate for community health improvement in the 31 counties of the Northern Michigan Public Health Alliance.

Central Question: How do we improve the health and quality of life in our communities?



COMMUNITY HEALTH

KIDS IN THE KITCHEN

"A 6th grade student came to class and shared a long list of foods he did not like, mostly fruits and vegetables, several of which were part of the recipe they would be creating that day. He was sure he would NOT like the recipe and most of it was due to the carrots and broccoli that were part of the recipe (English Muffin Veggie Pizzas). When it came time to tasting, he took a "friendly bite" and as he tasted it, the look of disgust and fear faded away and he said, "Wow, you can hardly taste the broccoli and the carrots are actually really good on here!" He shared a few classes later that he has made the pizza recipe at home several times since the class! Tasting is believing!"



6

by promoting *well-being,*

WORKSITE WELLNESS

Nine worksites participated in the *Getting to the Heart of the Matter Worksite Wellness Program*. Armor Express in Central Lake employs 165 employees and participated in the program for two years. With input from their Safety and Wellness Committee, they worked with their HDNW Worksite Wellness Consultant to make numerous changes to support employee health in the workplace:

- A more inviting employee breakroom where employees could bring in lunches
- An increased number of healthy foods offered in their vending machines
- Ergonomic seats for employees who sit at sewing machines all day
- Onsite programs to enhance employee wellness

DIABETES PREVENTION PROGRAM

Employees at Armor Express also participated in the National Diabetes Prevention Program over the course of 12 months. Average weight loss from 20 participants was **24.7 pounds** or an **11% reduction!**

EMMET SCHOOL HEALTH GROUP

A group of parents in Emmet County voiced concerns over the lack of school health resources. This prompted the school, health department and hospital system to create a workgroup to evaluate potential student needs within 3 rural school districts. From this assessment, the group began to work together to address the health needs of the students.

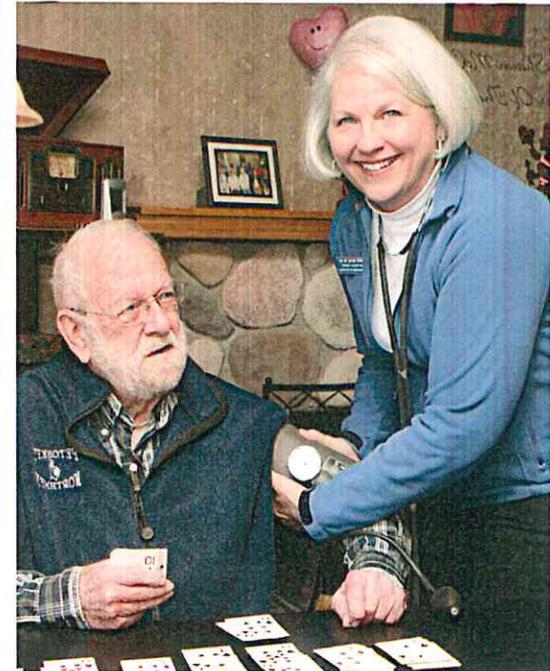


“As a young child’s thought process evolves, they gradually grasp the finality of death. When the realization hits at the same time a loved one is lost, a grieving child can spiral into untold fear of their own mortality. My 8-year-old granddaughter’s realization surfaced three months after the loss of her beloved grandfather. A switch went off in her mind and it was frightening to witness the physical form that surfaced (panic attack). Her parents and I felt inadequate in our attempts to comfort and make her feel safe. We questioned if we were doing enough and decided to reach out to Jeanne Marriott, Hospice of Northwest Michigan, for guidance. She put us in touch with Dave Behling, Chaplain, and a family meeting was arranged. Dave helped my granddaughter identify her fears and provided her with tools, geared for her age, to help her get through the episodes. He reassured her parents and I that we were on the right path for healing. We are grateful!”



Each year Hospice of Northwest Michigan holds a butterfly release and memorial service to remember the patients and families served with an open invitation to our communities. Butterflies represent the transformation of life.

HOME HEALTH & HOSPICE |



“I will never forget sitting on my friend’s sofa when the Nurse Practitioner came to her house to tell her it was time to transition to Hospice care. We all responded with tears and hope as she faced yet another battle. As an employee of the Health Department, I knew in my heart she was going to be in the best of hands. Although, cancer took her life at a young age of 47, my dearest friend, a wonderful mother of 3 beautiful

children, a sister, and a daughter, was cared for beyond measure. The staff – my amazing co-workers – never missed a beat to help when we called, text or cried at any given situation. Amid a very heartbreaking situation, I discovered a newfound respect for what my co-workers do daily. I got to see their compassion and help first hand. I will forever be grateful for all the support they showed to all of us involved.”

FAMILY HEALTH

preventing disease,

131 free *breast and cervical cancer screenings*

564 men and women had *disease prevention screening* and health coaching

40 home *screening tests* or *colonoscopies*



Family Health BY THE NUMBERS

457 FAMILIES enrolled in *Children's Special Health Care Services*

3,842 PRE-SCHOOL/SCHOOL AGED CHILDREN *screened for hearing*; 120 referred

9,251 PRE-SCHOOL/SCHOOL AGED CHILDREN *screened for vision*, 776 referred

1,637 FLUORIDE VARNISHES AND ASSESSMENT *of cavities*

10,281 VACCINES *administered*

13,059 VACCINES DISTRIBUTED *to providers*

873 CHILDREN SCREENED *for lead poisoning*

584 INDIVIDUALS *received sexual health services*

249
SEXUALLY
TRANSMITTED
INFECTION
INVESTIGATIONS

28
INVESTIGATIONS
OF VACCINE
PREVENTABLE
DISEASES

284
OTHER
CONTAGIOUS
DISEASE
INVESTIGATIONS

For a comprehensive five-year list of the reported Communicable Diseases within the four counties of the Health Department of Northwest Michigan, please visit the following link: bit.ly/5yearCD.

114 NEWBORN *Home Visits*

7,937 *home visits* through the MATERNAL INFANT HEALTH PROGRAM AND HEALTHY FAMILIES NORTHERN MICHIGAN



FAMILY HEALTH |

"We just love the way the (Baby Milestone) newsletters show up at set intervals and give us a predicted status report. We know and watch our son grow every day, but to have a professional perspective about where he should be developmentally and what we should be doing and keeping an eye out for, provides great peace of mind." — **Anne & Brian Bates**

"As a first-time mom coming home from the hospital was intimidating. I was especially nervous about the breastfeeding journey I was about to embark on. Receiving a visit at home from a nurse, Debi, just a few days after leaving the hospital was so reassuring. She could answer all my questions, calm my nerves, and encourage me that we were doing great! Thanks to the Health Department of Northwest Michigan for offering services such as this!"

— **Mandy, First-Time Mom**

**The Health Department of Northwest Michigan provides a Healthy Futures newborn and breastfeeding support visit to ALL new moms free of charge!*



and protecting the *environment*

KEEPING OUR BEACHES SAFE!

We manage one of the largest beach monitoring programs in the state! The program encompasses weekly monitoring of over 50 area beaches in our four counties and includes the collection of over 1,600 water quality samples during the summer months. Samples are collected and analyzed for E.coli bacteria and compared against USEPA "full body contact" standards for recreational water. We are also participating in pilot studies to conduct rapid testing using new innovative laboratory testing methodologies, which have helped to develop a regulatory standard for these methods!

In addition to sampling, our staff also evaluate water, wastewater, refuse handling and safety infrastructure at beaches. Our department participates in regional watershed and beach program planning groups in Northern Michigan and works regularly with local lake associations on water quality issues. The protection of our surface water resources and the safety of our communities and visitors are ongoing objectives of our Department's Environmental Health Division.

51
BEACHES
MONITORED

1,600
SAMPLES COLLECTED &
ANALYZED

11
PUBLIC HEALTH
ADVISORIES

through **PARTNERSHIPS,**

COMMUNITY CONNECTIONS

The Community Connections team is specially trained and very skilled at connecting people to resources that help with needs like transportation, utilities, housing and home supplies or repairs, food assistance, employment, access to care, etc. The staff remains connected to the client until the need has been confirmed as met in most cases. Referrals for Community Connections can be made for anyone in the community, regardless of age or income. They do not have to be a current client.

1,640
REFERRALS IN COMMUNITY CONNECTIONS

2,550
PATHWAYS OPENED



COMMUNITY
connections

A mom reaches out to us before school starts because **HER SON HAS BROKEN HIS GLASSES AND SHE IS UNABLE TO PAY FOR A NEW PAIR.**

A COMMUNITY CONNECTIONS WORKER

CONNECTS WITH THE LIONS CLUB PETOSKEY WHO RE-DIRECTS TO

LIONS CLUB MACKINAW CITY + CHEBOYGAN WALMART WHO PROVIDE FUNDING FOR

NEW, MORE DURABLE GLASSES TO HELP THE CHILD IN SCHOOL!

WHAT IS A CHIR?

A Community Health Innovation Region (CHIR) is a unique model for improving the wellbeing of a region and reducing unnecessary medical costs through collaboration and systems change. The CHIR model creates a neutral space for partners to unite around a common vision, aligning their objectives and services to meet the needs of the community.



INNOVATION,

NORTHERN MICHIGAN CHIR STATISTICS

- **10 Counties** (Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, and Wexford)
- Over **100 diverse organizations** engaged, including health care providers, insurers, community organizations, and local government agencies
- **3 components:** Community Connections HUBs, MiThrive community health assessment and community health improvement planning
- **20,000+ residents screened** for basic needs with 3,000+ referred to Community Connections HUBs
- Distributed nearly **\$40,000 in mini-grants** to address top 4 priorities: affordable accessible healthy food; affordable safe housing; creative accessible transit options; and opportunities for active living

SCHOOL-BASED ORAL HEALTH PROGRAM

Tooth decay is the most common chronic disease among children and can impact a child's overall health, school performance, and family life.

We can prevent tooth decay among children before it starts with oral health screenings and a connection to a dental home.

- Screened **4,619 children** at **21 schools** around the Dental Clinics North region for gum disease, suspected areas of dental decay, previous dental disease or problems and the need for dental sealants.
- 16%, or **745 children**, were referred to and assisted with establishing a dental home to treat suspected areas of decay.

Dental sealants are a low cost, evidence-based strategy to prevent tooth decay and protect children against cavities. Despite the effectiveness of dental sealants, we have found that 55% of school-age children screened through our program could benefit from having dental sealants.

and **EXCELLENCE** in *public health.*

Clients Served in 2018

ALPENA	2,678
CHEBOYGAN	2,670
EAST JORDAN	2,400
GAYLORD	3,975
MANCELONA	2,695
PETOSKEY/HARBOR SPRINGS	2,867
TRAVERSE CITY	6,663
WEST BRANCH	3,840
HOSPITAL PROGRAM	145
Total	27,933



Thank you to Delta Dental Foundation for supporting the cost of our new dental van for our school-based oral health programs!

MAJOR CHANGE IN OPERATIONS & MISSION FOR DENTAL CLINICS NORTH

In 2018, the Health Department of Northwest Michigan, who founded Dental Clinics North, reestablished operational oversight in partnership with a non-profit dental service organization called Dental Clinics North. We are proud of this partnership and look forward to a bright future together focused on the Dental Clinics North mission: *To promote optimal oral health and well-being of Northern Michigan communities through partnerships, innovation, and excellence in dental public health.*

Clients Served in 2018 in HDNW Jurisdiction

COUNTY	UNIQUE CLIENTS	TOTAL OFFICE VISITS	CLIENTS RECEIVING ASSISTANCE THROUGH THE NORTHERN DENTAL PLAN AND THE DENTAL ASSISTANCE FUND
ANTRIM	2,323	5,397	322
CHARLEVOIX	2,269	5,345	347
EMMET	2,830	6,552	472
OTSEGO	2,739	6,086	260
Total	10,161	23,380	1,401

FINANCIALS

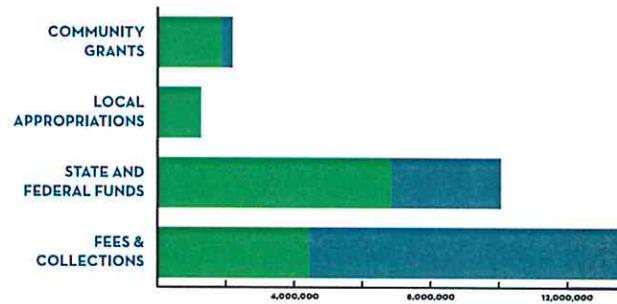
GRANTS AND COMMUNITY SUPPORT 2018

Antrim Co High Tea Association of Food & Drug Officials	Michigan Public Health Institute
Bellaire Lioness Club	Munson Medical Center Northern Health Foundation
Blue Cross Blue Shield Foundation	Northern Health Plan
Center for Sharing Public Health Services	Northern Michigan Regional Entity
Char-Em United Way	Otsego Co Community Foundation
Charlevoix Co Community Foundation	Pellston Public Schools
David & Linda Wiseley Frey Foundation	Petoskey-Harbor Springs Area Comm Foundation
Gaylord Country Club	Public Schools of Petoskey
Grand Traverse Regional Community Foundation	Possibilities for Change
March of Dimes	Robert Wood Johnson Foundation
Metro Health Hospital	Rotary Charities of Traverse City
McLaren Northern Michigan Hospital	State of Michigan's Perinatal and Mood Disorder Coalition
Michigan Department of Health & Human Services	Substance Abuse and Mental Health Services Admin
Michigan Department of Agriculture & Rural Development	Tee It Up Fore Cancer
Michigan Department of Environmental Quality	The Christ Child Society of Northern MI
Michigan Fitness Foundation	Ward & Eis Gallery
Michigan Health Endowment Fund	Wexford Missaukee Intermediate School District

Health Department of

Statement of Revenues, Expenditures and Changes in Fund Balance

REVENUE BY FUNDING SOURCE



	■ HDNW	■ Dental
Community Grants:	\$1,991,974	\$12,875
Local Appropriations:	\$1,030,783	\$0
State & Federal Funds:	\$6,803,455	\$2,477,431
Fees & Collections:	\$4,445,809	\$9,867,903
TOTAL:	\$14,272,022	\$12,358,209

TOTAL \$26,630,231

In 2018, due to several concurrent factors and the desire to support its long-term strategic direction, HDNW incurred expenses in excess of revenue by \$1,700,199. This necessitated the use of fund balance resources, of which approximately \$267,000 was originally budgeted and approved by the Board of Health for technology and facility improvements. Additional extraordinary expenses were incurred throughout the year, also with Board of Health input and approval. These were mainly related to major organizational transitions and declining revenue in one division and were incorporated through approved budget amendments by the Board of Health.

Northwest Michigan

FINANCIALS

	HDNW	Dental	Total
Expenditures			
Personnel Services	\$10,586,460	\$720,153	\$11,306,613
Supplies	1,183,524	1,258,761	2,442,285
Contractual & Professional Services	1,952,403	9,258,860	11,211,263
Communications	128,134	91,825	219,959
Travel	417,070	44,779	461,849
Space Costs	508,542	612,742	1,121,284
Other Expenses	189,123	1,169,137	1,358,260
Equipment	29,339	179,577	208,916
Total Expenditures	\$14,994,596	\$13,335,834	\$28,330,430
Net Fund Balance Change	\$(722,575)	\$(977,625)	\$(1,700,199)
Beginning Fund Balance	3,458,690	3,244,856	6,703,546
Adjustments**	134,916	(134,916)	
Ending Fund Balance	\$2,871,031	\$2,132,315	\$5,003,347

** Adjustments in the fund balance were \$134,916; \$126,131 related to MyInsight expenses covered by prior Meaningful Use revenue in the dental fund balance and \$8,785 in expenses in the Seal Michigan program being covered by prior year surplus in dental fund balance.

REVENUE BY DIVISION



EXPENSES BY DIVISION



DENTAL CLINICS NORTH COMMUNITY PARTNERS 2018

American Legion Auxillary	East Jordan Family Health Center	Michigan Rehabilitation Northern Health Foundation
Benzie County COA	Emmet County Senior Grant	Petoskey-Harbor Springs Area Community Foundation
Char-Em United Way	Father Fred	Salvation Army
Charlevoix County Community Foundation	Head Start	Smiles on Wheels
Commision On Aging Grand Traverse	Leelanau County Senior Services	Veterans Affairs
David & Linda Wiseley	Michigan Health Council	



HEALTH
DEPARTMENT
of Northwest Michigan

800.432.4121
www.nwhealth.org



Special Presentation
September 10, 2019
Northeast Michigan Community Service
Agency
Outreach and Communication Coordinator
Frances Whitney

SERVICES PROVIDED

EMPLOYMENT
EDUCATION
AND
COGNITIVE
DEVELOPMENT

INCOME AND
ASSET
BUILDING

HOUSING

HEALTH AND
SOCIAL
BEHAVIOR
DEVELOPMENT

CIVIC
ENGAGEMENT AND
COMMUNITY
INITIATIVE

SENIOR SERVICES

2018

2,972 CHILDREN

received early childhood services

9,167 HOUSEHOLDS

received food boxes

617,076 MEALS

provided to senior & homebound individuals

2,347 YOUTH

enhanced their academic careers

271,433 HOURS

donated to programs

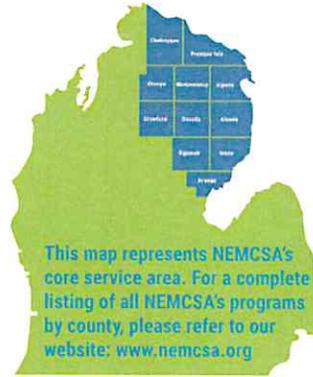
\$459,848 EMERGENCY

payments distributed

19,534 SENIORS

maintained independent living

COUNTIES SERVED



- 1 Cheboygan
- 2 Charlevoix
- 3 Emmet
- 4 Grand Haven
- 5 Grand Rapids
- 6 Ingham
- 7 Isabella
- 8 Leelanau
- 9 Manistowic
- 10 Montcalm
- 11 Muskegon
- 12 Newaygo
- 13 Oceana
- 14 Oshtemo
- 15 Ogemaw
- 16 Otsego
- 17 Shiawassee
- 18 Tawas
- 19 Van Dyke
- 20 Washtenaw
- 21 Westland



Northeast Michigan
Community Service Agency
2375 Gordon Road
Alpena, MI 49707

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Toll Free: 866-484-7077
Fax: 989-354-5909
www.nemcsa.org

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funded in part by the
State of Michigan

NEMCSA

AN AGENT OF EMPOWERMENT AND CHANGE
FOR 50 YEARS

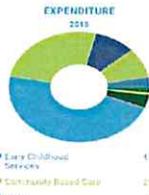
1968-2018



2018 ANNUAL REPORT

HELPING PEOPLE. CHANGING LIVES.

REVENUES & EXPENDITURES



EXPENDITURES BY DIVISION

1 EARLY CHILDHOOD	\$27,553,210	50.20%
2 COMMUNITY BASED CARE	\$13,444,912	24.50%
3 CLIENT SERVICES	\$ 4,247,416	7.74%
4 AGING	\$ 5,029,945	9.16%
5 YOUTH SERVICES	\$ 1,498,916	2.73%
6 VOLUNTEER PROGRAMS	\$ 749,110	1.36%
7 COMMUNITY DEVELOPMENT	\$ 258,294	0.47%
8 MANAGEMENT & GENERAL	\$ 2,109,815	3.84%
TOTAL	\$54,891,618	100.00%

REVENUE BY SOURCE

1 FEDERAL SHARE	\$27,545,124	50.18%
2 STATE SHARE	\$22,892,701	41.71%
3 LOCAL/INKIND SHARE	\$ 4,453,793	8.11%
ALL SOURCES	\$54,891,618	100.00%

NEMCSA COMMUNITY ACTION HISTORY & IMPACT

Head Start mom so impacted by preschool program, now enrolled in college to become a teacher!

Christy was not excited when she was asked to volunteer in her son's classroom. She didn't feel she was good with kids. Yet, over time, she started to LOVE being in the classroom. "I learned a lot, saw a lot, and my son was succeeding!"

The NEMCSA Head Start teacher noticed the impact Christy was having in the classroom, and mentioned to her that she was there as much as the teacher. This statement ignited a spark!

Christy is currently enrolled in a Bachelor's program studying elementary education, hoping to impact children (and their parents') lives as much as the Head Start program impacted hers!



The Economic Opportunity Act of 1964 established Community Action and ultimately launched President Johnson's administrative agenda to combat poverty. The efforts of his administration and the "War on Poverty" set the tone for much of today's social programs, including Community Action Agencies, such as NEMCSA.

Throughout its 50 year history, Northeast Michigan Community Service Agency has made remarkable progress providing much needed programs and services helping to empower people to become self-sufficient.

I am proud of our agency's history and its many accomplishments in making an impact on the lives of those in our community. We look forward to continuing that important work in the years to come.

-Lisa Bolen, Executive Director/CEO



BOARD MEMBERS

Lyn Behrke - Josco
 Earl Corpe - Crawford
 Chuck Corwin - Roscommon
 Nick Florian - Otsego
 Lee Gapozynski - Presque Isle
 Jean Garratt - Presque Isle
 Dan Gauthier - Alcona
 Kenneth Glasser, Treasurer - Otsego
 Aubrey Haskill - Montmorency
 Pete Hannard, President - Ogemaw
 Patrick Kelly - Gascade
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 Stephan Lang - Presque Isle
 Jennifer Lopez-Gueez - Sanila
 Leo Marciniak - Alcona
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 John Morrison - Cheboygan
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 Corleen Proulx - Montmorency
 Shirree Robidou - Lapeer
 Patricia Rondeau, V. President - Alpena
 Lisa Salgat - Arenac
 Richard Sangster - Cheboygan
 Tina Schumacher - Arenac
 Kathleen Vichinas - Alcona
 Dave Wagner - Montmorency
 Gerald Wall - Roscommon
 Rose Walsh - Ogemaw
 Carol Wenzel - Alcona

She was seen walking the streets, homeless, with aching feet.



Summer never expected to become homeless. However, soon after relocating to a new town she fell on some extreme hard times resulting in a separation from her husband. She and her two kids eventually ended up homeless. After meeting with a NEMCSA caseworker, she was provided with the tools and resources to eventually provide her and her children with housing. She even became employed! Through this tumultuous time, remaining positive and grateful for the assistance provided a great example for her kids. Now, she is still working, and her children are on the honor roll, loving school, and having a blast participating in extracurricular activities.



1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018

1968 **1973** **1976** **1980** **1981** **1984** **1988** **1996** **1997** **2009** **2014** **2018**

1968 - NEMCSA created to empower people towards self-sufficiency

1973 - Region 9 Area Agency on Aging created

1976 - Head Start programs expanded to 21 county area

1980 - Ethanol fuel produced from corn at the Alpena plant heating homes

1981 - Low Income Energy Assistance Program (LIHEAP) established

1984 - 5 counties received housing grants

1988 - Head Start state funded programs added

1996 - The first house moved after funding approved for the Wurtsmith Housing Project

1997 - NEMCSA became an Early Head Start grantee

2009 - American Recovery and Reinvestment Act (ARRA) allowed many program expansions

2014 - School Success Partnership Program expanded and secured state funding for future growth

2018 - NEMCSA celebrates 50 years of program impact to communities in Michigan



Department Presentation
September 10, 2019
EMS
Jon Deming



EMS/Rescue Headquarters 100 McLouth Gaylord, Michigan



YEARS OF RUNS	2014	2015	2016	2017	2018	2019
JANUARY	303	371	335	374	355	380
FEBRUARY	292	315	318	280	333	350
MARCH	279	330	286	319	324	303
APRIL	242	294	316	329	333	273
MAY	290	340	322	319	371	373
JUNE	254	307	314	383	363	301
JULY	306	359	355	371	410	347
AUGUST	308	360	366	355	376	
SEPTEMBER	303	329	326	342	379	
OCTOBER	325	340	339	408	349	
NOVEMBER	323	325	333	335	282	
DECEMBER	343	295	392	392	372	
	3568	3965	4002	4207	4247	
911 YTD	3076	3415	3502	3659	3916	

About Otsego County EMS/Rescue

We are an ALS Paramedic Service

7 Ambulance

Heavy Rescue (Jaws of Life)

3 Trucks

Water Rescue/Ice Rescue/Snowmobile Rescue

Rope Rescue

Hazmat/Homeland Security TEAM

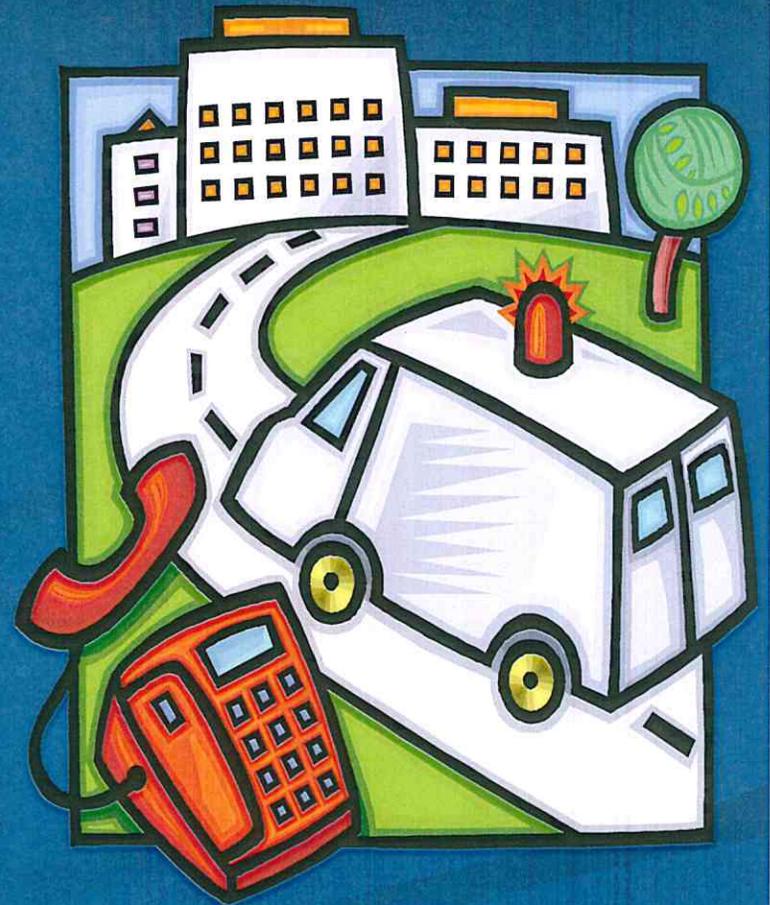
5 Trailers

We work 24/7/365 Staff- 4 crews per shift and
3 special ops staff on duty

We have our own Education Department

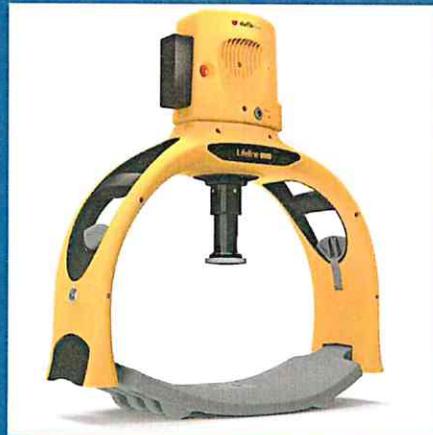
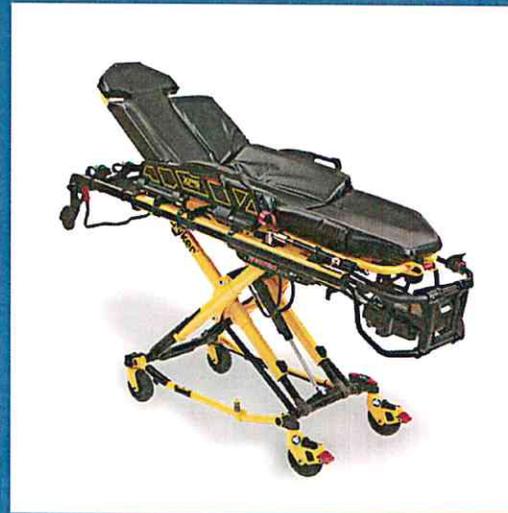
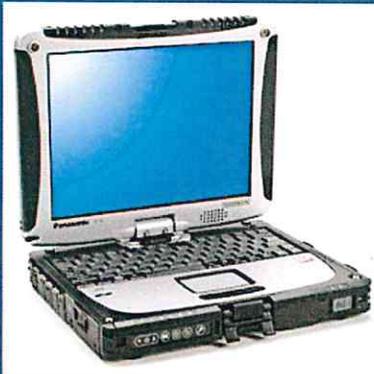
We train the public in CPR, First Aid and
AED's

We train and offer Continuing Ed for the
Outlying Stations

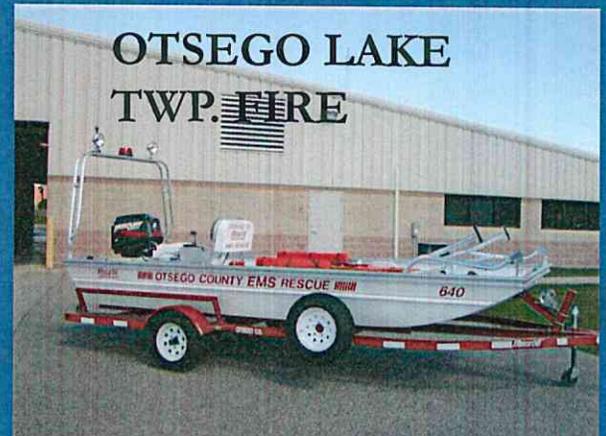
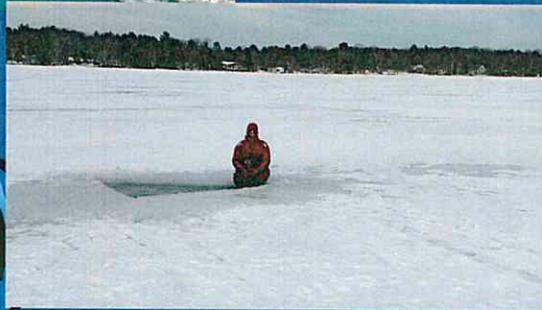
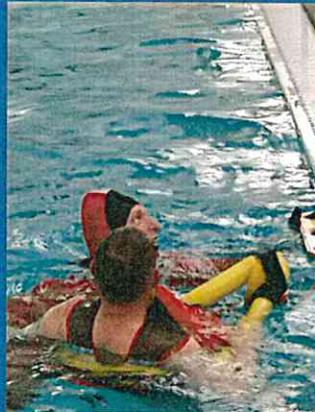


State of The Art Equipment

Philips HeartStart MRx ALS Monitors for EMS and AED'S, STRYKER COTS AND LOADING SYSTEM, 800 MOTOROLA RADIOS

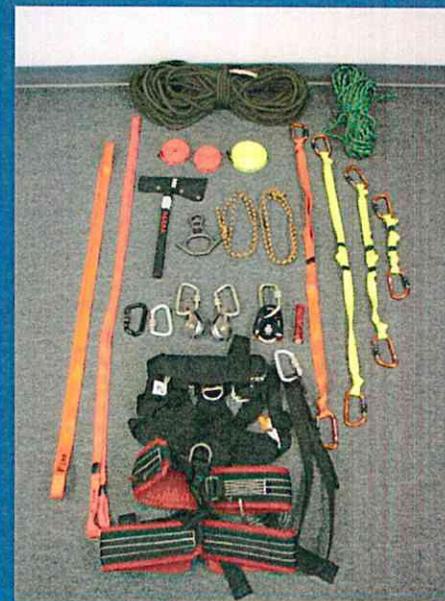


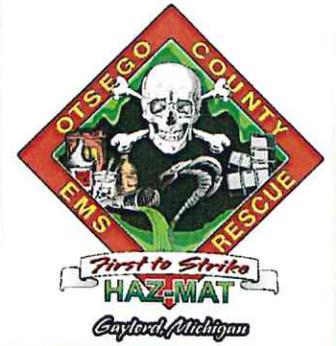
WATER/ICE RESCUE



WE HAVE CERTIFIED DIVERS AT OCEMS TO ASSIST IN WATER ACCIDENTS

SNOW RESCUE/ROPE/HUNTING TRAINING

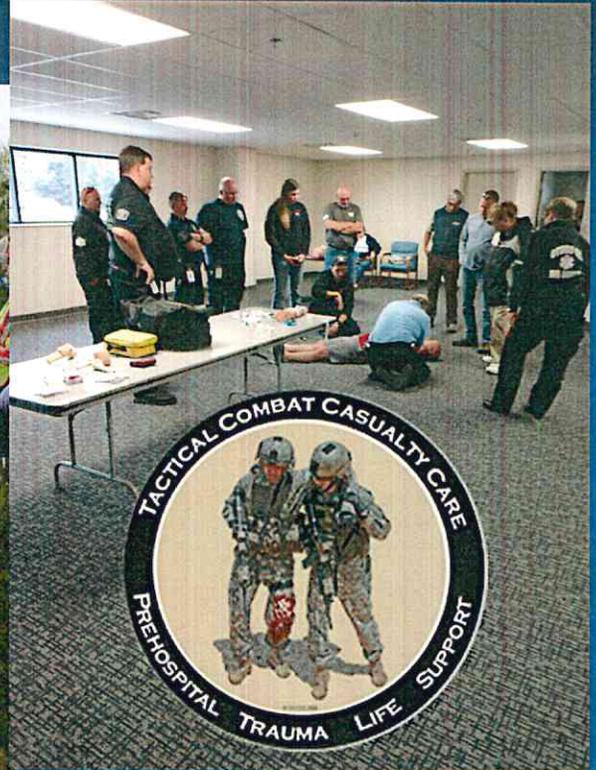




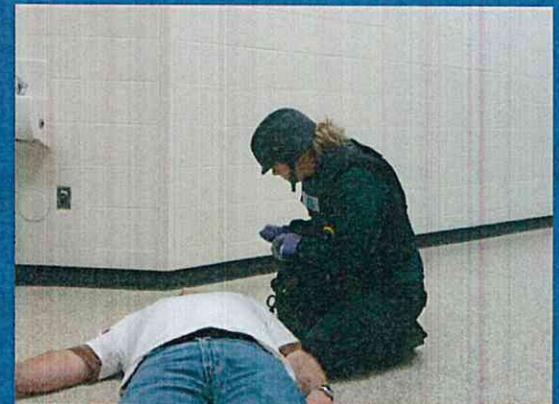
Hazmat



MCI AND ACTIVE SHOOTER TRAINING



TRAINING IN MASS CASUALTY EVENT
ACTIVE SHOOTER AND AN IED WITH
CHEMICALS



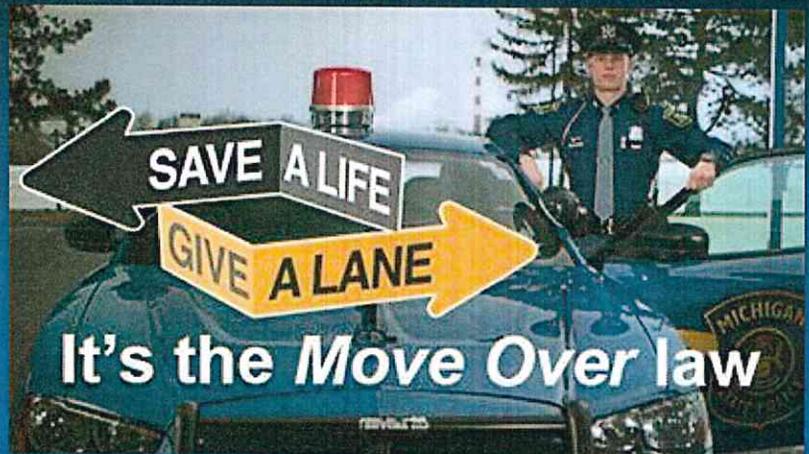
EMERGENCY MANAGEMENT



NEW COMMAND POST FOR THE
COUNTY
4 TRAFFIC ARROWS



TRAFFIC CONTROL
TRAILER FOR THE
COUNTY ROAD AND
MDOT



Keeping citizens informed.

THANK YOU

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: September 3, 2019 Warrant	AGENDA DATE: September 10, 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 September 3, 2019 warrant is in the amount of \$274,915.46. Major expenditures in the warrant include:

- \$60,803.70 – MERS – August payment
- \$143,999.000 – MMRMA – biannual policy premium

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$274,915.46.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/03/2019 - 09/03/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/03/2019	AP	2469(A)	GARY GELOW	MIDC SUPPORT STAFF AUG 12 - AUG 23, 2019	260-131-801.021	900.00
09/03/2019	AP	2470(E)	AMERICAN WASTE	GARBAGE PICK UP	208-751-920.200	701.00
		2470(E)		GARBAGE PICK UP	208-752-920.200	79.40
						780.40
09/03/2019	AP	2471(E)	CHARTER COMMUNICATIONS	0094206081319 PARK PHONE AND INTERNET	208-751-726.000	124.98
		2471(E)		0094206081319 PARK PHONE AND INTERNET	208-751-930.210	49.99
						174.97
09/03/2019	AP	2472(E)	CONSUMERS ENERGY	ELECTRIC BILLS	208-751-930.620	3,578.58
		2472(E)		ENERGY CHARGES	226-528-930.620-PROG000000	27.17
		2472(E)		ENERGY CHARGES	637-265-930.620-ALPCT00000	5,461.68
		2472(E)		ENERGY CHARGES	637-265-930.620-LNDUS00000	482.02
						9,549.45
09/03/2019	AP	2473(E)	FIRST BANKCARD	ADMIN CC 07/10-08/07	101-101-704.400	375.00
		2473(E)		ADMIN CC 07/10-08/07	101-131-930.500	139.23
		2473(E)		ADMIN CC 07/10-08/07	101-133-726.000	179.88
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	101-253-726.000	385.85
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	101-253-930.500	(8.34)
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	101-267-726.000	438.05
		2473(E)		ADMIN CC 07/10-08/07	101-267-801.020	10.00
		2473(E)		ADMIN CC 07/10-08/07	101-267-930.940	254.82
		2473(E)		ADMIN CC 07/10-08/07	101-351-940.010	14.95
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	101-682-726.000_MVAA_____	614.68
		2473(E)		ADMIN CC 07/10-08/07	101-721-704.300	475.38
		2473(E)		ADMIN CC 07/10-08/07	208-751-726.000	92.30
		2473(E)		ADMIN CC 07/10-08/07	261-427-940.010	2,500.00
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	516-253-726.000	385.85
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	516-253-930.500	(8.34)
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	617-253-726.000	385.85
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	617-253-930.500	(8.34)
		2473(E)		ADMIN CC 07/10-08/07	637-265-726.050	650.34
		2473(E)		ADMIN CC 07/10-08/07	645-172-726.000	14.98
		2473(E)		ADMIN CC 07/10-08/07	645-172-930.500	90.00
		2473(E)		TREAS ACTIVITY 7/11/19-8/8/19	645-201-726.000	120.97
		2473(E)		ADMIN CC 07/10-08/07	645-270-930.600	209.00
						7,312.11
09/03/2019	AP	2474(E)	FRONTIER	213-164-4102-082208-5	261-427-930.210	58.30

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/03/2019 - 09/03/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/03/2019	AP	2475(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	AUGUST MERS	101-301-704.300	9,565.00
		2475(E)		AUGUST MERS	704-000-231.700	51,238.70
						60,803.70
09/03/2019	AP	2476(E)	PITNEY BOWES	LEASING CHARGES -LAND USE	249-371-920.410	93.57
09/03/2019	AP	78088	AMY CROFF	SHOP WITH A COP GOLF OUTING	701-000-230.000	157.40
09/03/2019	AP	78089	ARTIC GLACIER USA	ICE	208-751-726.000	378.40
09/03/2019	AP	78090	AT&T MOBILITY	WIRELESS CHARGES	101-301-930.230	203.58
		78090		WIRELESS CHARGES	101-351-930.230	59.73
		78090		WIRELESS CHARGES	101-682-930.240- MVAA_____	9.91
		78090		WIRELESS CHARGES	205-301-930.230	119.46
		78090		WIRELESS CHARGES	261-427-930.210	38.23
						430.91
09/03/2019	AP	78091	AUTO OWNERS INSURANCE CO	TOBER	701-000-271.000	100.00
09/03/2019	AP	78092	BRUCE TILLINGER	SERVICES 8-15-2019 THRU 8-22-2019	249-371-801.027	1,140.00
		78092		SERVICES 8-15-2019 THRU 8-22-2019	249-371-801.028	790.00
						1,930.00
09/03/2019	AP	78093	BUILDERS FIRST SOURCE	41287939 BOARDS	208-751-726.050	105.28
09/03/2019	AP	78094	CHILD & FAMILY SERVICES OF NW MI	19-44-NA PLACEMENT 7/1/19 TO 7/31/19	292-662-930.810	1,068.88
09/03/2019	AP	78095	CHUCKS ELECTRIC OF GAYLORD	2772 REPLACE 30 AMP OUTLET ON CAMP SITE	208-751-726.050	251.00
09/03/2019	AP	78096	CITY OF GAYLORD	WATER BILL	208-752-920.200	44.39
09/03/2019	AP	78097	CORE TECHNOLOGY CORPORATION	RENEWAL OF LEIN SUPPORT CONTRACT 10/1/19 TO 9/30/20	101-132-930.240	2,877.00
09/03/2019	AP	78098	DAVE VERTICAN	CAMPING REFUND	208-440-652.030	255.00
09/03/2019	AP	78099	DELTA DENTAL OF MICHIGAN	0001160001 - SEPTEMBER 2019 COURT DENTAL	101-131-704.110	439.09
		78099		0001160001 - SEPTEMBER 2019 COURT DENTAL	101-148-704.110	116.06
		78099		0001160001 - SEPTEMBER 2019 COURT DENTAL	215-141-704.110	482.10
		78099		0001160001 - SEPTEMBER 2019 COURT DENTAL	292-662-704.110	161.18
		78099		0001160001 - SEPTEMBER 2019 COURT DENTAL	704-000-231.261	314.49
						1,512.92
09/03/2019	AP	78100	FARM BUREAU INSURANCE CO.	RESTITUTION	701-000-271.000	500.00
09/03/2019	AP	78101	HATTIS, ROBERT & KIMBERLY	REFUND FOR OVERPAYMENT MADE ON 2018 TAX YEAR FOR PARCEI	516-030-694.000	72.98

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/03/2019 - 09/03/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/03/2019	AP	78102	JOHNSON OIL COMPANY	RESTITUTION	701-000-271.000	50.00
09/03/2019	AP	78103	KEVIN BONTRAGER	CAMPING REFUND	208-440-652.030	68.00
09/03/2019	AP	78104	LARRY KENT	SERVICES 8-14-2019 THRU 8-21-2019	249-371-801.024	1,450.00
		78104		SERVICES 8-21-2019 THRU 8-27-2019	249-371-801.028	2,050.00
						3,500.00
09/03/2019	AP	78105	LIBRARY DESIGN ASSOCIATES INC	LIBRARY PROJECT	472-901-970.430	14,742.00
09/03/2019	AP	78106	LINDSAY KLINE	19-17-NA PLACEMENT 7/1/19 TO 7/31/19	292-662-930.700	534.44
09/03/2019	AP	78107	LUTHERAN CHILD & FAMILY SERVICES	18-91-NA PLACEMENT 7/3/19 TO 7/31/19	292-662-930.810	3,943.27
09/03/2019	AP	78108	MEYER ACE	#6521	208-751-726.000	16.77
		78108		#6521	208-751-726.025	25.35
		78108		#6521	208-752-726.000	20.07
		78108		#6521	209-751-726.025	21.54
						83.73
09/03/2019	AP	78109	MICHAEL COONROD	18-91-NA PLACEMENT 7/1/19 TO 7/31/19	292-662-930.700	41.18
09/03/2019	AP	78110	MID NORTH PRINTING INC	87149 GROEN BROCHURES	209-751-726.000	248.50
09/03/2019	AP	78111	MMRMA	POLICY #R0000962 #19 7/1/19-7/1/20	101-851-930.100	143,999.00
09/03/2019	AP	78112	NEW CENTURY SIGNS	49541 4 SIGNS FOR IRONTONE	208-901-970.300	2,100.00
09/03/2019	AP	78113	OTSEGO COUNTY COMMISSION ON AGING	TRANSPORTATION AND ADS FOR WALKING GROUP	208-752-930.300	50.00
		78113		TRANSPORTATION AND ADS FOR WALKING GROUP	208-752-930.500	168.50
						218.50
09/03/2019	AP	78114	OTSEGO COUNTY FRIEND OF COURT	FOC PERF BOND	701-000-265.000	350.00
09/03/2019	AP	78115	OTSEGO COUNTY JUDICIAL SYSTEM	8/21/19 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	2,749.23
		78115		8/21/19 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	137.12
		78115		8/21/19 HRA REIMBURSEMENT CHECK REGISTER	292-662-704.110	155.82
						3,042.17
09/03/2019	AP	78116	REDWOOD TOXICOLOGY LABORATORY INC	JULY 2019 JUVENILE DRUG TESTING	292-662-801.030	108.50
09/03/2019	AP	78117	RYAN CZYKOSKI	RESTITUTION PMT BY VERONICA WALTER 16-32971-SD-3 REPLACES	701-000-271.130	17.00
09/03/2019	AP	78118	SATELLITE TRACKING OF PEOPLE LLC	JULY 2019 JUVENILE TETHER	292-662-940.010	104.50
09/03/2019	AP	78119	SPARTAN SEWER & SEPTIC TANK SERVICE	12834 RENTAL AT CENTER	208-752-920.200	79.15

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/03/2019 - 09/03/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/03/2019	AP	78120	TITLE CHECK LLC	2017 FORFEITURES INSPECTIONS CHARLTON-CHESTER-DOVER-ELM	516-253-920.410	3,150.00
09/03/2019	AP	78121	TRUE PEST CONTROL INC	SPRAY BUILDINGS	209-751-726.000	340.00
09/03/2019	AP	78122	ULLIANCE INC	2019 3RD QTR EMPLOYEE ASSISTANCE PRG	101-131-704.110	78.34
		78122		2019 3RD QTR EMPLOYEE ASSISTANCE PRG	101-133-704.110	5.49
		78122		2019 3RD QTR EMPLOYEE ASSISTANCE PRG	101-148-704.110	5.49
		78122		2019 3RD QTR EMPLOYEE ASSISTANCE PRG	215-141-704.110	38.43
		78122		2019 3RD QTR EMPLOYEE ASSISTANCE PRG	292-662-704.110	14.99
		78122		2019 3RD QTR EMPLOYEE ASSISTANCE PRG	647-851-704.110	631.35
						774.09
09/03/2019	AP	78123	US POSTAL SERVICE	POSTAGE	101-000-103.000	2,000.00
09/03/2019	AP	78124	VISION SERVICE PLAN (VSP)	SEPTEMBER 2019	647-851-704.110	158.96
09/03/2019	AP	78125	WOLVERINE HUMAN SERVICES	18-91-NA PLACEMENT 7/1/19 TO 7/31/19	292-662-930.810	5,905.81
			TOTAL - ALL FUNDS	TOTAL OF 46 CHECKS		274,915.46

**OTSEGO COUNTY
Board of Commissioners**



Otsego
COUNTY
M I C H I G A N

EXECUTIVE SUMMARY

AGENDA ITEM: September 10, 2019 Warrant	AGENDA DATE: September 10, 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 September 10, 2019 warrant is in the amount of \$154,476.09. Major expenditures in the warrant include:

- \$29,124.00 – Cruisers – Sheriff patrol vehicle accessories

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$154,476.09.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/10/2019 - 09/10/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/10/2019	AP	2477(E)	AMERICAN WASTE	INV# 3219087 TRASH PICK UP AIRPORT	281-537-920.410	130.00
		2477(E)		ALPINE CENTER WASTE	637-265-920.410	375.55
						505.55
09/10/2019	AP	2478(E)	CONSUMERS ENERGY	ENERGY SERVICE	226-528-930.620-PROG000000	26.76
		2478(E)		206256351965 SEPTEMBER	588-697-930.620	451.27
						478.03
09/10/2019	AP	2479(E)	DE LAGE LANDEN PUBLIC FINANCE	ACCOUNT NUMBER 247393	101-267-920.410	98.90
		2479(E)		ACCOUNT NUMBER 247393	101-267-930.983	15.22
		2479(E)		ACCOUNT NUMBER 247393	101-864-920.410	595.78
		2479(E)		ACCOUNT NUMBER 247393	212-430-920.410	141.55
		2479(E)		ACCOUNT NUMBER 247393	249-371-920.410	100.42
						951.87
09/10/2019	AP	2480(E)	DTE ENERGY	910020860953 AUGUST	588-697-930.610	32.81
		2480(E)		AUGUST ENERGY	637-265-930.610-SILLI00000	38.92
						71.73
09/10/2019	AP	2481(E)	FRONTIER	TELEPHONE AUGUST	261-427-930.210	455.94
09/10/2019	AP	2482(E)	GORDON FOOD SERVICES - EFT	JAIL-KITCHEN-INMATE R&B	101-351-726.025	189.17
		2482(E)		JAIL-KITCHEN-INMATE R&B	101-351-726.030	74.20
		2482(E)		JAIL-KITCHEN-INMATE R&B	101-351-930.700	792.54
						1,055.91
09/10/2019	AP	2483(E)	SYSCO - EFT	JAIL- INMATE R&B	101-351-726.025	169.00
		2483(E)		JAIL- INMATE R&B	101-351-930.700	2,156.26
						2,325.26
09/10/2019	AP	2484(E)	WEX BANK	JULY 2019 FUEL	101-257-930.660	63.00
		2484(E)		JULY 2019 FUEL	101-301-930.660	6,550.92
		2484(E)		JULY 2019 FUEL	101-302-930.660	291.13
		2484(E)		JULY 2019 FUEL	101-331-930.660	838.45
		2484(E)		JULY 2019 FUEL	101-332-930.660	75.62
		2484(E)		JULY 2019 FUEL	101-336-930.660	161.04
		2484(E)		JULY 2019 FUEL	101-351-930.660	127.42
		2484(E)		JULY 2019 FUEL	101-648-930.660	37.86
		2484(E)		JULY 2019 FUEL	101-721-930.660	528.25
		2484(E)		JULY 2019 FUEL	205-301-930.660	923.21
		2484(E)		JULY 2019 FUEL	208-751-930.660	466.35
		2484(E)		JULY 2019 FUEL	208-752-930.660	466.37

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/10/2019 - 09/10/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		2484(E)		JULY 2019 FUEL	210-651-700.000	8,284.90
		2484(E)		JULY 2019 FUEL	212-430-930.660	868.12
		2484(E)		JULY 2019 FUEL	249-371-930.660	226.39
		2484(E)		JULY 2019 FUEL	266-901-930.660	58.85
		2484(E)		JULY 2019 FUEL	281-537-930.660	107.12
						<hr/> 20,075.00
09/10/2019	AP	2485(A)	GARY GELOW	AUGUST 2019 MIDC - CAA EXPENSE	260-131-801.021	7,145.00
09/10/2019	AP	78126	87-A DISTRICT COURT- IMPREST CASH	JURY TRIAL ON 8/28/19 PEOPLE V TAMMY ANN JONES	101-145-930.930	761.60
09/10/2019	AP	78127	ALPINE CLEANERS & LAUNDERERS, INC	JULY DRY CLEANING	101-301-920.410	40.60
		78127		JULY DRY CLEANING	101-302-920.410	40.50
		78127		JULY DRY CLEANING	101-331-920.410	4.30
		78127		JULY DRY CLEANING	101-334-920.410	27.60
		78127		JULY DRY CLEANING	205-301-920.410	54.70
						<hr/> 167.70
09/10/2019	AP	78128	ANDREW J BLODGETT	REFUND GARNISHMENT FILING FEE MAGNUM V KOWALSKI	101-136-606.010	15.00
09/10/2019	AP	78129	ANDREW J BLODGETT	REFUND GARNISHMENT FILING FEE MAGNUM V CANFIELD JR	101-136-606.010	15.00
09/10/2019	AP	78130	AUTO VALUE GAYLORD	MINI LAMP	205-301-726.000	9.48
09/10/2019	AP	78131	BANSKI SERVICES	98-098	205-301-726.000	20.80
09/10/2019	AP	78132	BILL MARSH FORD GAYLORD	699	101-301-920.400	39.39
09/10/2019	AP	78133	BRADLEY J BUTCHER	RESTITUTION PAYMENT BY CONNIE JOSEPH 05-16547FY-3	701-000-271.130	100.00
09/10/2019	AP	78134	BRUCE TILLINGER	SERVICES 8-27-2019 THRU 8-29-2019	249-371-801.027	1,200.00
		78134		SERVICES 8-27-2019 THRU 8-29-2019	249-371-801.028	370.00
						<hr/> 1,570.00
09/10/2019	AP	78135	CENTER FOR ADVANCED MEDIA STUDIES	MEDIA RESPONSE TRAINING	101-101-704.400	175.00
		78135		MEDIA RESPONSE TRAINING	645-172-704.400	175.00
						<hr/> 350.00
09/10/2019	AP	78136	CHESTER TOWNSHIP	RESTITUTION PAYMENT BY ROBERT GIRARDIN 16-33731-ON-3	701-000-271.130	200.00
09/10/2019	AP	78137	CITY OF GAYLORD	1100 AERO DRIVE WATER	281-537-920.200	195.86
09/10/2019	AP	78138	COMPREENEW	DOCUMENT SHRED SERVICES	101-101-920.410	210.00
		78138		DOCUMENT SHRED SERVICES	101-215-920.410	125.00
		78138		DOCUMENT SHRED SERVICES	101-267-920.410	175.00

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		78138		DOCUMENT SHRED SERVICES	101-301-920.410	175.00
						<u>685.00</u>
09/10/2019	AP	78139	COUNTY EQUALIZATION SERVICES	EQUALIZATION FOR AUGUST 2019	101-257-801.025	5,000.00
09/10/2019	AP	78140	CRUISERS	SHERIFF'S DEPT INVOICE 40350	266-901-970.420	29,124.00
09/10/2019	AP	78141	DAWN CZYKOSKI	RESTITUTION PAYMENT BY ELIZABETH HOOPER 17-35123-SM-3	701-000-271.130	50.00
09/10/2019	AP	78142	DENISE RICHARDS	RESTITUTION PAYMENT BY RAIF THOMAS BONNER 17-34295-ST-3	701-000-271.130	745.00
09/10/2019	AP	78143	DERMATEC DIRECT	OFFICER SAFETY GLOVES #1495353/1489672	101-351-726.035	160.98
09/10/2019	AP	78144	DIANE D. ST. CLAIRE PC	DEFERRAL MTG ON 8/16/19 & COMMITMENT ON 8/20/19	101-131-801.022	150.00
09/10/2019	AP	78145	DOLLAR GENERAL	RESTITUTION PAYMENT BY MELANIE MOORE 17-35160-SM-3	701-000-271.130	7.89
09/10/2019	AP	78146	DOUG KASSUBA	MOVE GP11 PRINTER DROP & REPAIR WALL	101-131-920.400	350.00
09/10/2019	AP	78147	DUNNS	AUGUST 2019 COURT COPIES & MAINTENANCE AGREEMENT	101-131-920.520	113.98
		78147		DUNNS SEPT 1 INVOICE COPIER	101-257-726.000	23.38
		78147		COPIER MAINTENANCE	101-267-726.000	39.07
		78147		LEIN INK, LETTER OPENER	101-351-726.000	189.44
		78147		COPIER MAINTENANCE	101-864-726.000	543.15
		78147		COPIER MAINTENANCE	212-430-726.000	48.09
		78147		AUGUST 2019 FOC COPIES & MAINTENANCE AGREEMENT	215-141-920.520	48.41
		78147		COPIER MAINTENANCE	249-371-726.000	491.51
		78147		COPIER MAINTENANCE	281-537-726.000	39.80
		78147		STAMP	516-253-726.000	27.62
		78147		33AR397067 COPY PAPER; B. TISSUE; K.TOWELS	588-697-726.000	118.45
		78147		33AR397067 COPY PAPER; B. TISSUE; K.TOWELS	588-698-726.025	85.14
						<u>1,768.04</u>
09/10/2019	AP	78148	ELMERS CRANE & DOZER	INSTALL CONDUIT & HAND HOLES	594-806-920.400	3,850.00
09/10/2019	AP	78149	ELMIRA TWP TREASUER	2019 PRE INTEREST ELMIRA PORTION	701-000-226.030	84.35
09/10/2019	AP	78150	EMPIRIC SOLUTIONS INC	CONTRACT SERVICE- RESOURCE LEVEL INDEX:54 10/19	101-131-801.020	904.15
		78150		CONTRACT SERVICE- RESOURCE LEVEL INDEX:54 10/19	101-228-801.030	6,990.85
		78150		CONTRACT SERVICE- RESOURCE LEVEL INDEX 10/2019	594-806-940.010	1,775.00
						<u>9,670.00</u>
09/10/2019	AP	78151	ENTERPRISE CAR RENTAL	RESTITUTION PAYMENT BY CATHY JO THOMPSON 18-35733-FY-3	701-000-271.130	670.80
09/10/2019	AP	78152	FAMILY FARE	RESTITUTION PAYMENT BY DONNA NAYS 19-36961-SM-3	701-000-271.130	10.00

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09/10/2019	AP	78153	FEENY	MAINTENANCE BRAKE REPAIR 2017 RENEGADE	249-371-920.400	238.68
09/10/2019	AP	78154	GARCIA CLINICAL LABORATORY	INMATE LABS #49000	101-351-726.035	18.00
09/10/2019	AP	78155	GAYLORD AREA CHAMBER OF COMMERCE	LEADERSHIP OTSEGO COUNTY	645-172-704.400	550.00
09/10/2019	AP	78156	GAYLORD CITY TREASURER	211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-221.000	595.32
09/10/2019	AP	78157	GAYLORD COMMUNITY SCHOOLS	2019 PRE INTEREST SCHOOL PORTION	701-000-228.001	4,172.77
09/10/2019	AP	78158	GILL ROYS HARDWARE	DUCT TAPE	101-302-726.000	14.97
		78158		KEY CUT	205-301-726.000	20.87
						35.84
09/10/2019	AP	78159	GREAT LAKES GOLF CARS	INV # 10286 RPM LIMIT CLUB CAR	281-537-726.050	135.95
09/10/2019	AP	78160	GREAT LAKES SERVICES OF NM LLC	INVOICE 1043	637-265-726.050	2,326.00
09/10/2019	AP	78161	HAYES TOWNSHIP TREASURER	2019 PRE INTEREST HAYES PORTION	701-000-226.030	55.63
09/10/2019	AP	78162	IMAGE FACTORY INC	BUSINESS CARDS - 3	101-301-726.000	375.00
09/10/2019	AP	78163	INTERSTATE BATTERY SYSTEM OF CM	23415886 STOCK	588-698-726.025	27.28
09/10/2019	AP	78164	JANS NORTHSIDE DELI & MARKET	AUGUST MGT TEAM MEETING	101-101-930.500	256.85
09/10/2019	AP	78165	JENNIFER BOYER	18-35287-FY-3 & 18-5444-FC PEOPLE V KNOPF TRANSCRIPTS	101-131-801.030	386.90
09/10/2019	AP	78166	JIM WERNIG INC	6914	101-301-726.050	150.00
09/10/2019	AP	78167	JOY VALLEY COUNSELING	NEW HIRE PSYCH EVAL #80119-1	101-351-726.000	450.00
09/10/2019	AP	78168	LARRY KENT	SERVICES 8-28-2019 THRU 9-3-2019	249-371-801.024	1,260.00
09/10/2019	AP	78169	LYNNETTE J. KELLNER	GUARDIANSHIP REVIEW ON 8/14/19	101-131-930.500	6.00
		78169		GUARDIANSHIP REVIEW ON 8/14/19	101-131-930.830	30.00
						36.00
09/10/2019	AP	78170	M BANK	RESTITUTION PAYMENT BY JOY MILLER 06-18440-FY-3	701-000-271.130	20.00
09/10/2019	AP	78171	MAKE IT MINE DESIGN	EZ506 VELCRO BACK HATS	101-301-726.006	60.00
09/10/2019	AP	78172	MATTHEW KINSINGER	COURT OFFICER CPL RENEWAL - MATT KINSINGER	101-131-930.600	115.00
09/10/2019	AP	78173	MCCARDEL CULLIGAN	ACCT.# 1351024 WATER DELIVERY ON 8/29/19 TO COURT	101-131-726.000	18.50
09/10/2019	AP	78174	MEYER ACE	FLASHLIGHTS	101-351-726.046	135.00
		78174		AIR FILTER	205-301-726.000	25.18

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		78174		26752 BUS STOCK SUPPLIES	588-699-726.050	207.22
						367.40
09/10/2019	AP	78175	MICHAEL DEAN FORSTER MARSH	RESTITUTION PAYMENT BY NICHOLAS LEE GRAHAM 19-36979-SM-3	701-000-271.130	8.75
09/10/2019	AP	78176	MICHELE BURKETT	RESTITUTION PAYMENT BY NEOMA EDWARDS 17-34440-FY-3	701-000-271.130	2,159.00
09/10/2019	AP	78177	MICHIGAN STATE POLICE BFS-CASHIERS	JUNE FINGERPRINT FEES	701-000-228.017	908.25
		78177		JULY SOR FEES	701-000-228.018	240.00
						1,148.25
09/10/2019	AP	78178	N&J AUTO DIESEL REPAIR	RESTITUTION PAYMENT BY RONALD GEORGE SIDES 17-34317-FY-3	701-000-271.130	187.50
09/10/2019	AP	78179	NEW CENTURY SIGNS	691 ROOF#	101-302-726.050	58.00
		78179		49555 REFLECTIVE NUMBERS FOR NEW BUSES	588-699-940.010	300.00
						358.00
09/10/2019	AP	78180	NORTHERN IMAGING ASSOCIATES PC	INMATE MEDICAL SERVICES SEE ATTACHED	101-351-930.470	692.01
09/10/2019	AP	78181	NORTHERN LIGHTS COUNSELING AND CONS	AUGUST 2019 GROUP COUNSELING	101-133-940.010	1,965.00
09/10/2019	AP	78182	NORTHERN MICHIGAN REVIEW	585769-585776 PRIME TIMES, FAIR, IMPRESSIONS	588-697-930.300	167.60
09/10/2019	AP	78183	OCNET	OCNET CONNECTIVITY AUGUST 19	101-864-930.240	800.00
		78183		WORK CAMP CONNECTIVITY #9553	205-301-930.240	32.00
		78183		OCNET CONNECTIVITY AUGUST 19	261-427-940.010	200.00
						1,032.00
09/10/2019	AP	78184	OMS COMPLIANCE SERVICES INC	NEW HIRE PRE EMPLOYMENT DRUG SCREEN #95857	101-351-726.000	83.00
09/10/2019	AP	78185	OTSEGO CONSERVATION DISTRICT	WASTE PROGRAM	226-528-940.010-PROG000000	13,501.07
09/10/2019	AP	78186	OTSEGO COUNTY BUS SYSTEM	6904 BRAKE INSPECTION	101-301-726.050	490.19
09/10/2019	AP	78187	OTSEGO COUNTY EMS	INMATE AMBULANCE TRANS #C-1661-19	101-351-930.470	481.70
09/10/2019	AP	78188	OTSEGO COUNTY FRIEND OF COURT	FOC PERFORMANCE BOND, V. SMITH	701-000-265.000	600.00
09/10/2019	AP	78189	OTSEGO COUNTY ROAD COMMISSION	RESTITUTION PAYMENT BY KEVIN DALE STEVENS 16-33574-SM-3	701-000-271.130	100.00
09/10/2019	AP	78190	OTSEGO LAKE TWP FIRE DEPT	RESTITUTION PAYMENT BY ANDY RAY BEHRENWALD 19-37499-SM-3	701-000-271.130	436.00
09/10/2019	AP	78191	OTSEGO MEMORIAL HOSPITAL	RESTITUTION PAYMENT BY BRANDI ELIZABETH PARKHURST 19-3723	701-000-271.130	225.00
09/10/2019	AP	78192	SCOTT T BEATTY	AUGUST 2019 FOC REFEREE HEARINGS	215-141-940.010	2,550.00
09/10/2019	AP	78193	STAPLES BUSINESS CREDIT	CD SLEEVES, COMMAND STRIPS, INK	101-131-726.000	72.98

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		78193		COPY PAPER, TONER, MARKERS, POST IT FLAGS, STAPLES	292-662-726.000	260.21
		78193		OFFICE SUPPLIES	645-172-726.000	36.39
		78193		OFFICE SUPPLIES	645-201-726.000	82.07
						451.65
09/10/2019	AP	78194	STATE OF MICHIGAN	211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.020	785.00
		78194		211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.030	211.67
		78194		211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.037	3,434.89
		78194		211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.042	230.00
		78194		211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.057	221.66
		78194		211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.058	4,487.00
		78194		211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.059	11,953.25
		78194		211D AUGUST 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.560	1,180.00
						22,503.47
09/10/2019	AP	78195	STATE OF MICHIGAN	2019 PRE INTEREST STATE PORTION	701-000-226.030	979.85
09/10/2019	AP	78196	STATE OF MICHIGAN - DHS	RESTITUTION PAYMENT BY SHANNON MICHELLE POLLIE 18-36612-FY	701-000-271.130	1,000.00
09/10/2019	AP	78197	SWANSON SERVICES GROUP	INMATE COMMISSARY JUNE/JULY	595-351-726.000	1,818.50
09/10/2019	AP	78198	TELE-RAD	INVOICE 893731	261-901-970.435	120.00
09/10/2019	AP	78199	TOTAL COMMUNICATION SERVICES LLC	JULY 2019 LOCATING SERVICES	594-806-801.030	394.00
09/10/2019	AP	78200	VERIZON WIRELESS	WIRELESS SERVICE AUGUST 2019	208-751-930.230	57.05
		78200		WIRELESS SERVICE AUGUST 2019	208-752-930.230	57.05
		78200		WIRELESS SERVICE AUGUST 2019	209-751-930.230	26.38
		78200		WIRELESS SERVICE AUGUST 2019	261-427-930.210	180.27
		78200		WIRELESS SERVICE AUGUST 2019	281-537-930.230	43.86
		78200		9836552099 SEPTEMBER	588-697-930.210	8.64
						373.25
09/10/2019	AP	78201	VERIZON WIRELESS	283104123-00001 AUGUST 2019	101-131-930.210	29.78
09/10/2019	AP	78202	WAGAR MOTOR SALES INC	INV # 13097 JOB # FOR FORD VAN	281-537-920.400	45.00
09/10/2019	AP	78203	WAL-MART STORES ASSET PROTECTION	RESTITUTION PAYMENT BY BRIGID ANN OCONNOR 15-31644-SM-3	701-000-271.130	89.22
				TOTAL - ALL FUNDS	TOTAL OF 87 CHECKS	154,476.09