



## 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 24, 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 September 10, 2019, with attachments - Motion to Approve

Special Presentations

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

Department Head Reports

- A. Maureen Derenzy, Director- Otsego County Library

Committee Reports

- A. Budget and Finance Committee

1. EMS Vehicle Update
2. Commission On Aging September 30, 2020 Budget
3. OCN Net Fiber Extension
4. MIDC Inter-Local Governmental Agreement
5. Land Use Vehicle Bid Award
6. Budget Amendment - Otsego County Jail
7. Friend of the Court Printer Purchase

- B. Planning Commission

1. Zoning Ordinance Text Amendment to Sections 2, 21.12 and Articles 4,5, and 7-10

Administrator's Report

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials

1. September 12, 2019 Warrant
2. September 17, 2019 Warrant
3. September 24, 2019 Warrant

- B. Other Business

Public Comments

Board Remarks, Announcements, and Informal Discussions

Adjournment

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Regular Minutes of September 10, 2019, with attachments	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  Consent Agenda, Item A.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  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 September 10, 2019.

September 10, 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 Henry Mason, followed by the Pledge of Allegiance led by Dona Wishart.

Roll Call:

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

Consent Agenda:

Motion by Commissioner Paul Liss, seconded by Commissioner Ken Glasser, to approve the Regular minutes of August 27, 2019 with attachments. Ayes: Unanimous. Motion carried.

Special Presentations:

Lisa Peacock reported on the Northwest Michigan Health Department; public health services, issues in recreational Marijuana, substance abuse mis-use, water and air contamination, vaccine preventable diseases, flu; Various services the department provides; Community Health Division, grant programming division; Home, Health and Hospice, services discontinued this year; Family Health Program, traditional programs; Environmental health, focused this year on safe beaches; Partnerships, community support, community connections program making sure people have resources to help with utilities, transportation and food; Dental Clinics North, self-sufficient, no county dollars used; Financials, community support for funding.

Frances Whitney reported on NEMSCA, created in 1968; 2018 annual report, ½ funded Federally, 41% Stated funded, 8% funded locally. Bridges of Poverty training; Elders Abuse Prevention Conference 9-13-19 in Grayling; Head start program, partnership with school system to help with transition, help with medical and dental needs.

Committee Reports: None.

Administrator's Report:

Rachel Frisch received the proposed MOA report; Building Security measures, different options to be discussed to enhance building security; Gypsy moth concerns from citizens, working with MSU Extension; Update the County's mitigation plan; working with our IT department and Economic Alliance to improve connectivity options for rural areas in Otsego County; State of the Community breakfast 9-18-19 at 7:00 a.m.; ribbon cutting for the Ironbelle Trail 9-26-19, 4:00 p.m. at the Tourism Bureau office; met with DNR and Snowmobile club, concerns with snowmobiles on the Ironbelle Trail. Snowmobile club to put up signage to stay on the groomed trail; 2020 Budget development, meeting with Department heads; Thanked Jon Deming and staff and first responders for their hard work and public safety; Otsego strong group parade 9-11-19 at 5:00 p.m. on Main Street.

**Department Head Reports:**

Jon Deming reported on EMS and Emergency Management; 7 ambulances, heavy rescue, ALS Paramedic Service; Hazmat/Homeland Security team; public education; CPR First Aid and AED'S; State of the art equipment; water/ice rescue; rope rescue; MCI and active shooter training. Emergency management, lockdowns scheduled for the schools; South Maple and North Ohio office upgrades funded by a grant, more secure at the school.

**City Liaison, Township & Village Representative:**

Michelle Noirot, Bagley Township Supervisor, Thanked Rachel Frisch regarding MOA, Bagley Township meeting, hazard mitigation plan to be discussed at the MTA meeting in October.

**Correspondence:**

Commissioner Ken Glasser received a letter from Consumer's energy and Oscoda County Road Commission; Letter from Tristan Cole.

**New Business:**

Motion by Commissioner Julie Powers, seconded by Commissioner Rob Pallarito, to approve the September 3, 2019 Warrant in the amount of \$274,915.46. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, seconded by Commissioner Henry Mason, to approve the September 10, 2019 Warrant in the amount of \$154,476.09. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

**Board Remarks:**

Commissioner Duane Switalski reported on September 14, 2019, some local Pharmacies are providing Naloxone (Narcan) free of charge to the public.

Commissioner Julie Powers attended the City Council meeting.

Commissioner Henry Mason commented on Narcan.

Commissioner Rob Pallarito had no report.

Commissioner Ken Glasser had no report.

Commissioner Bruce Brown commended Jon Deming and staff.

Commissioner Paul Liss had no report.

Commissioner Doug Johnson had no report.

Commissioner Ken Borton will be attending the MAC Environmental and Regulatory affairs meeting in Lansing on 9-13-19.

Meeting adjourned at 11:08 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyer, Otsego County Clerk



# September 24, 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](mailto:frisch@otsegocountymi.gov), or during the Board meeting.



Special Presentation  
September 24, 2019  
Lisa McComb  
Executive Director- Otsego County  
Economic Alliance



Department Presentation  
September 24, 2019  
Otsego County Library  
Director Maureen Derenzy

**Otsego County Library**  
**Annual Presentation to the Board of Commissioners**  
**September 24, 2019**  
by  
**Maureen Derenzy, Library Director**

**Focus of presentation**

For the past 17 months, beginning in April 2017, the library has been undergoing a major expansion and renovation project. While this temporary disruption was essential to add the space needed to meet long-term goals, it had a major impact on services and patron access. Instead of sharing usage statistics, which understandably trended downward during this period, the focus of this presentation will be on the success of the expansion project and a few significant achievements.

**Your NEW and IMPROVED Library**



As of today, the original contract is very near to being closed out. The Library staff is working hard to complete interiors and extra-funded projects. It is expected that our Library Design team will be making final deliveries and installations within the next six weeks. The Library Board of Trustees and Friends of the Library are planning a ribbon cutting and community open house in mid-October – a full two years after the Fall 2017 groundbreaking.

This page in the Gaylord Schools calendar is our first public unveiling of our library interiors

# Start your school year off right... Check out your new improved library!

- Quiet study spaces
- Early literacy center
- K-6 learning commons
- Computers for all ages
- Bigger, better teen room
- Free wireless everywhere!
- Collaborative group/tutor rooms
- Books, DVDs, & Electronic Resources

Cards are free for anyone who lives, works or goes to school in Otsego County. Educator Cards for teachers and day care providers also available!



989-732-5841

700 S. Otsego Ave.  
Gaylord, MI 49735

[www.otsegocountylibrary.org](http://www.otsegocountylibrary.org)

## 2018-2019 Achievements



### New Library Automation System

The Library joined the Valley Library Consortium, allowing us immediate access to all circulation system upgrades while saving more than \$25,000 in estimated costs to migrate to a new system. We completed this huge undertaking in just three months. Library patrons now can search holdings and borrow from partner libraries with a combined collection of over two million titles. In conjunction with the MeLCat statewide resource sharing system and nationwide OCLC interlibrary loan system, we can say with confidence “If we don’t have it, we can get it!”



### Grant Writing

In fiscal year 2018 and 2019, the library received \$68,146 in federal and private grants, ranging from \$100 for a Notable Book program to \$28,997 to offset the costs of networking in our new building. Our Early Literacy Center project was featured in the Otsego Community Foundation’s latest annual report.



OTSEGO COMMUNITY FOUNDATION

Connect to What Matters

Annual Report  
2018



The newly expanded Otsego County Library includes a spacious new children’s area offering age-appropriate spaces and experiences for young people and their caregivers. The \$1000 award from the 100 Women Who Care event helped us create an early literacy corner with a print-rich environment and engaging play opportunities, including an interactive learning wall!



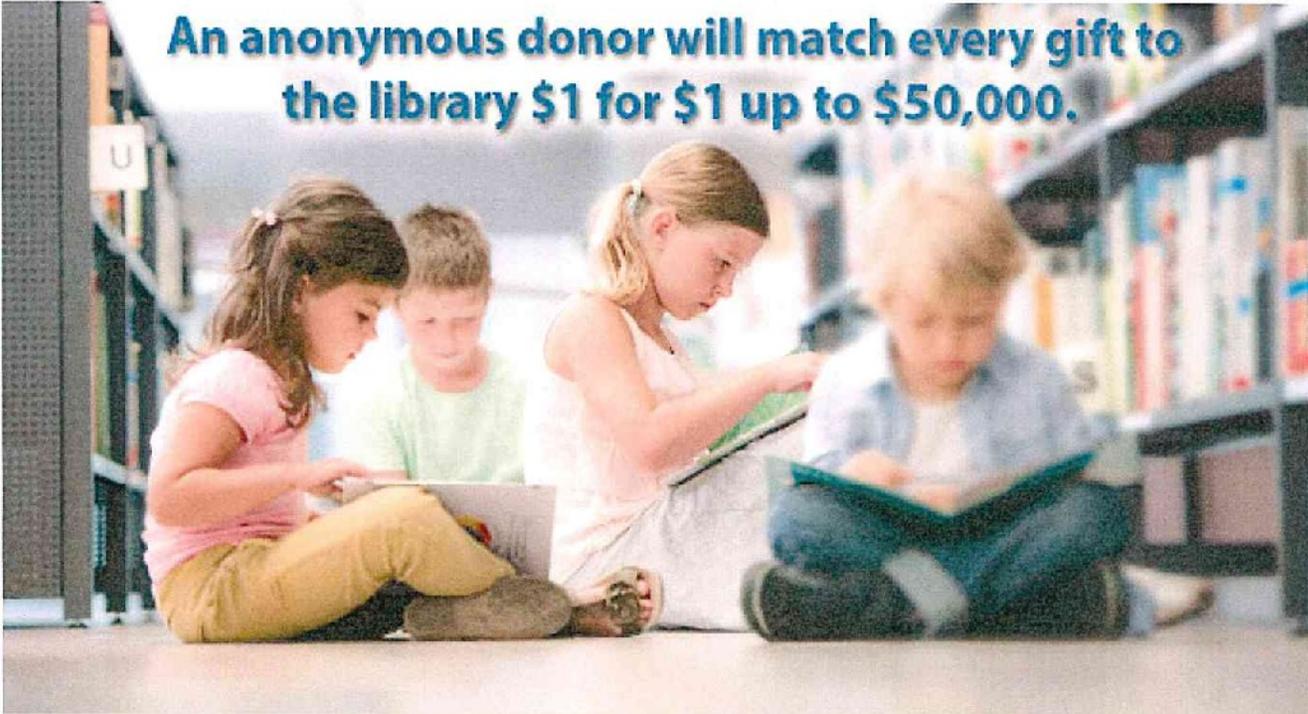
“With 1,543 children between the ages of 0-5, and 2/3 of three and four-year olds not in preschool, the library can provide an alternate, free learning space to develop skills needed before children can read.”

*Maureen Dornsey*  
Library Director



## Fundraising

In 2018, the library received over \$25,000 in donations for the library expansion project. This year, the library initiated a fundraising campaign with the help of the Otsego Community Foundation. Thanks to a generous anonymous donor, every gift is being matched dollar for dollar, up to \$50,000. To date, we are at 78% of our goal of \$100,000!



**An anonymous donor will match every gift to the library \$1 for \$1 up to \$50,000.**

**Please pass this along to those who share a love for libraries and literacy!**  
**[CLICK HERE!](https://give.otsegofoundation.org/campaign/otsego-county-library/c212217)**

<https://give.otsegofoundation.org/campaign/otsego-county-library/c212217>



## 1000 Books Before Kindergarten

We now have 235 preschoolers registered for this program that promotes reading aloud at home during early childhood. After every 200 books that are read to them, the child gets to choose an educational prize from the treasure chest – a favorite job for our circulation staff. In August, the Library held its first graduation ceremony for children who completed the 1000 book goal.



These little ones will be successful readers!

### **Looking Forward**

Everyone has heard the phrase “If you build it, they will come.” But will they? With construction winding down, we are pleased to see indications that the community is rediscovering the library and liking what they see:

Increased foot traffic

Dozens of positive comments weekly

Greater participation in the 2019 summer reading program

178 children and parents attended the Hawk Hill Live Bird Show in July

Meeting rooms used by 40 nonprofit groups in August and September

Too many to handle at our first fall Toddler Time program, necessitating a 2<sup>nd</sup> weekly session

Circulation is once again increasing!

### **Conclusion**

In 2015, I presented the library’s newly adopted five-year strategic plan that set out some ambitious goals focusing on Community-driven Services and Technology; Community Collaboration; Marketing and Community Awareness; and Right-Sizing Our Libraries. With our major goals complete, the Library Board, Administration and Staff can start fresh on a new strategic plan that writes our next chapter. The space in our new, beautiful library provides potential to deliver library experiences second to none.

**Thank you for your support of the  
Otsego County Library and your help  
in reaching these goals!**

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  EMS Ambulance Update	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 1.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

On January 22, 2019, the County approved for the Otsego County EMS to purchase a rescue truck for \$195,000, \$50,000 funded by a USDA grant, and the remaining \$145,000 funded by an internal loan from the County. The actual price for the rescue truck came in at \$210,500, \$15,500 over the initial estimate. Therefore, EMS is requesting Board approval for an additional \$15,500 for the internal loan, bringing the total internal loan amount to \$160,500. The Budget and Finance Committee has reviewed the request and bid and recommends for approval, an additional \$15,500 for the internal loan between Otsego County and Otsego County EMS for the purchase of the rescue truck.

**RECOMMENDATION:**

The Budget and Finance Committee requests approval of the additional \$15,500 for an internal loan for the EMS rescue truck.

## EMS AMBULANCE COST/INTERNAL LOAN REQUESTED

Initial Estimated Cost for Ambulance approved by BOC 1/22/2019	195,000
Actual Quoted Cost for Ambulance	210,500
Additional Funding Needed/Requested by EMS for Ambulance Purchase:	15,500

Actual Quoted Cost for Ambulance	210,500
Less USDA Grant	(50,000)
Total Internal Loan Needed for 2020 EMS Ambulance Purchase:	160,500

**COUNTY OF OTSEGO  
PUBLIC HEARING  
USDA Grant Application – Light Rescue  
January 22, 2019  
9:30 a.m.**

**USDA GRANT PUBLIC HEARING**

The County of Otsego will be holding a public hearing at its regular Board of Commissioners meeting on at the Otsego County Building, 225 W. Main Street, Room 100, Gaylord, MI 49735, to update the public and solicit comment on its application to the United States Department of Agriculture for a grant to purchase light rescue truck for its Otsego County Emergency Medical Services.

**APPLICATION FOR  
FEDERAL ASSISTANCE**

Version 7/03

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier
<input type="checkbox"/> Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
<input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name: OTSEGO COUNTY		Organizational Unit: Department:	
Organizational DUNS: 080368624		Division:	
Address: Street: 225 WEST MAIN STREET STE 203		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: GAYLORD		Prefix	First Name: DENISE
County: OTSEGO		Middle Name ANN	
State: MI	Zip Code 49735	Last Name LANDRIE	
Country: USA		Suffix:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 38-14004882		Email: DLANDRIE@OTSEGOCOUNTYMI.GOV	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) B-COUNTY Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Community Facilities Loan and Grant Program		9. NAME OF FEDERAL AGENCY: USDA RURAL DEVELOPMENT	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): OTSEGO AND SURROUNDING COUNTIES		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: PURCHASE A NEW RESCUE TRUCK FOR OTSEGO COUNTY. OUR RUN VOLUME HAS INCREASED. DEMAND FOR SERVICES REQUIRES MORE TOOLS ON THE TRUCK TO HANDLE THE RESCUE JOB THAT WE ARE CALLED OUT TO HANDLE. WE ALSO NEED A CREW CAB TO CARRY 4 STAFF MEMBERS.	
13. PROPOSED PROJECT Start Date: 11.13.2018		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 50,000	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ 145,000	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$	<input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
g. TOTAL	\$ 195,000	a. Authorized Representative	
		Prefix	First Name DENISE
		Middle Name ANN	
		Last Name LANDRIE	
		Suffix	
		b. Title ACCOUNTING CLERK	
		c. Telephone Number (give area code) 989.731.7526	
		d. Signature of Authorized Representative <i>Denise Ann Landrie</i>	
		e. Date Signed 11.13.2018	

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	10.766	\$	\$	\$	\$ 145,000.00	\$ 145,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 145,000.00	\$ 145,000.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$ 0.00	
b. Fringe Benefits					0.00	
c. Travel					0.00	
d. Equipment			50,000.00	145,000.00	195,000.00	
e. Supplies					0.00	
f. Contractual					0.00	
g. Construction					0.00	
h. Other					0.00	
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	50,000.00	145,000.00	195,000.00	
j. Indirect Charges					0.00	
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 50,000.00	\$ 145,000.00	\$ 195,000.00	
7. Program Income	\$	\$	\$	\$	\$ 0.00	

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8- 11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

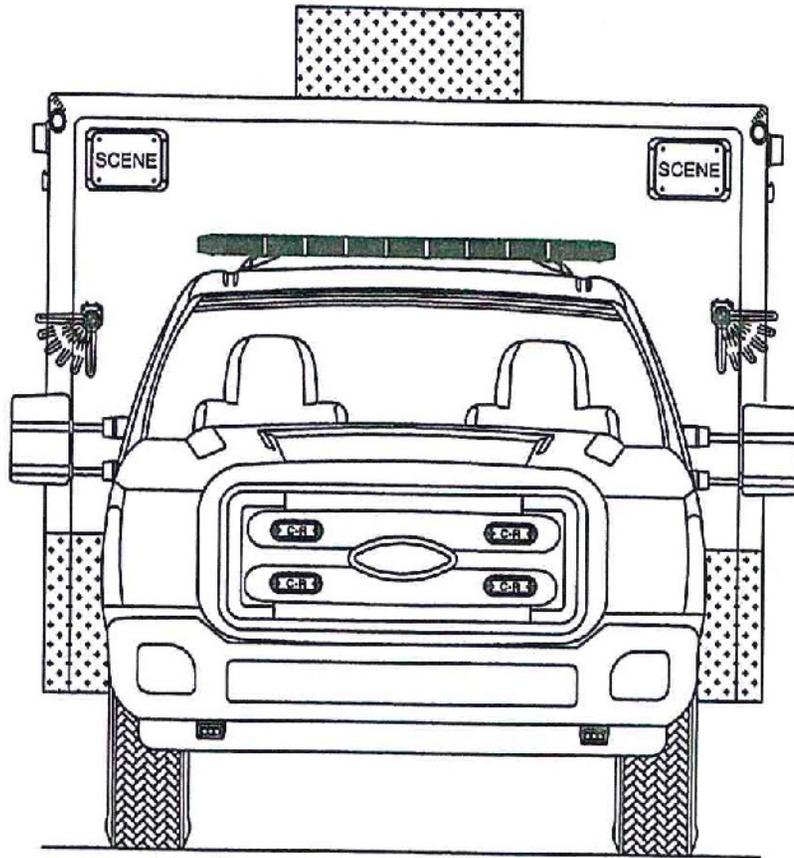
SECTION D - FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$ 50,000.00	\$ 50,000.00	\$	\$	\$
14. Non-Federal	145,000.00	145,000.00			
15. TOTAL (sum of lines 13 and 14)	\$ 195,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

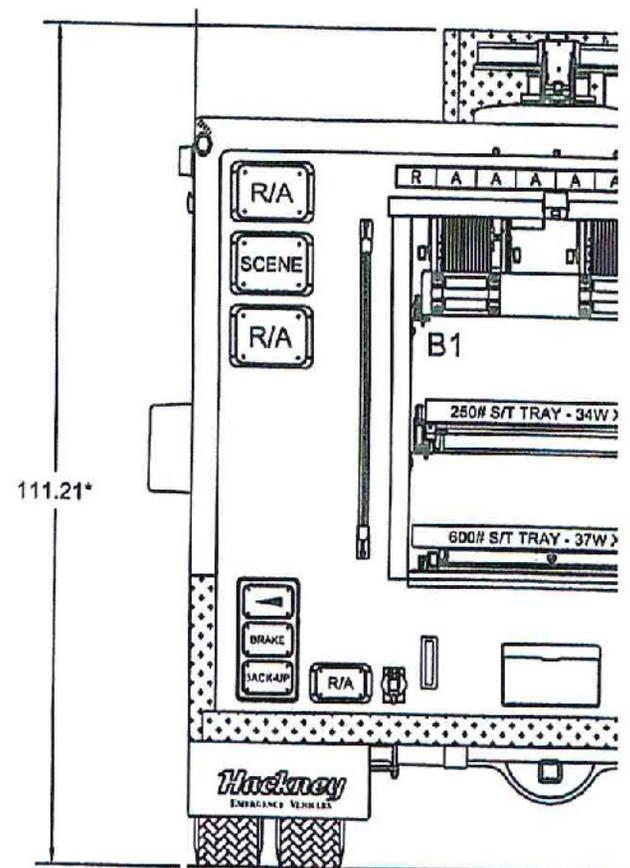
SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:

23. Remarks:

\*\*\*ORIGINAL\*\*\*



FRONT VIEW



REAR VIEW

111.21"

**REAR BODY COMPARTMENT**

COMPARTMENT DIMENSIONS:  
B1 - 38" WIDE X 43" HIGH X 32" DEEP

COMPARTMENT OPENING DIMENSIONS:  
B1 - 38" WIDE X 44" HIGH

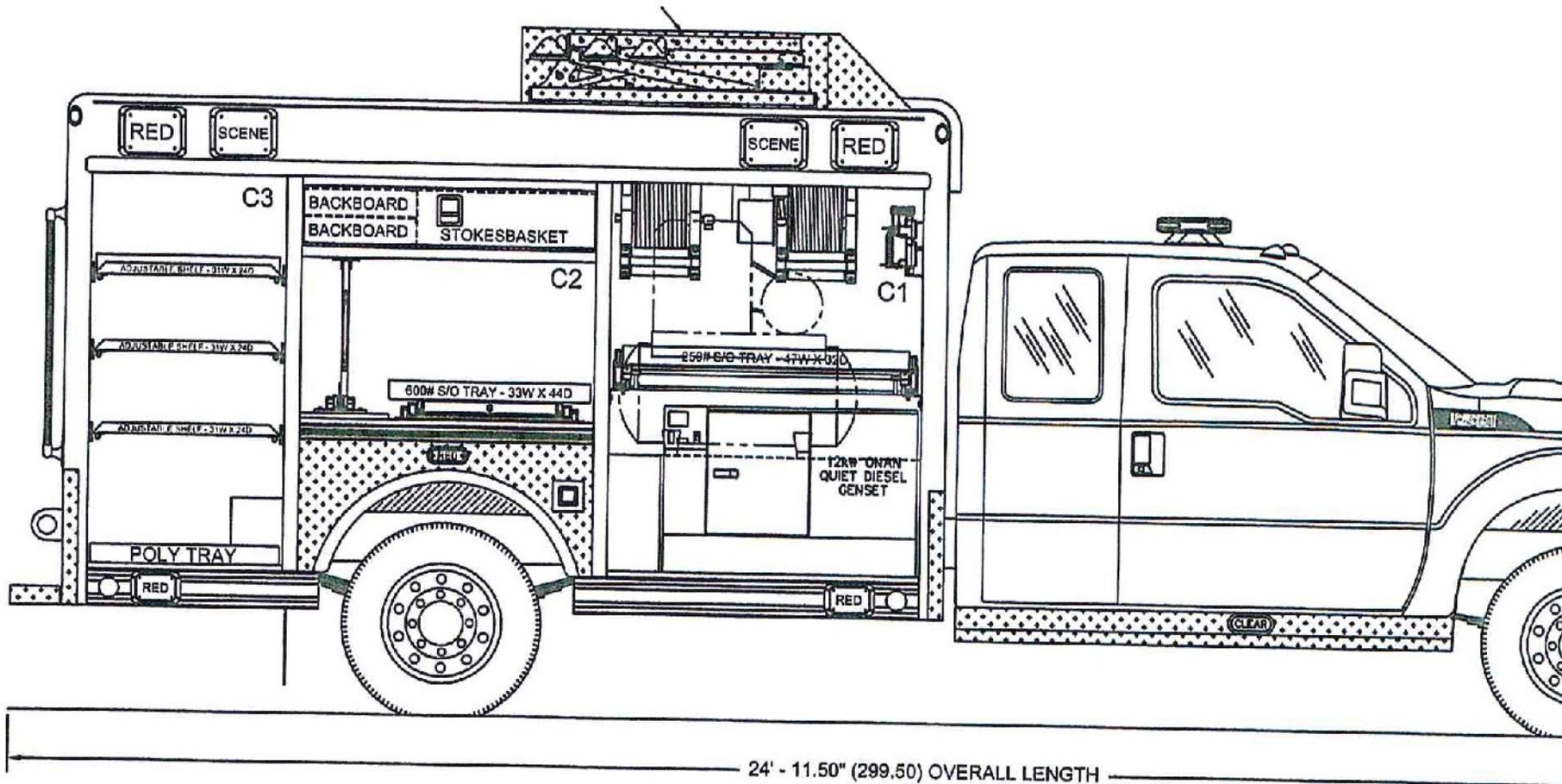
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**Hackney**  
EMERGENCY VEHICLES

DRAWN BY	DATE	CUSTC
AND	08-19-13	
SHEET		
3 of 3		
MODEL:		
20-11-1132		

NOTE: ESTIMATED DIMENSIONS. MEASUREMENTS DEPEND ON CHASSIS, TIRES, SPRINGS, AND LOADING.

\*\*\*ORIGINAL\*\*\*

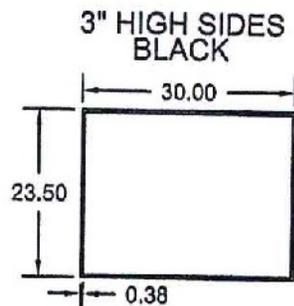
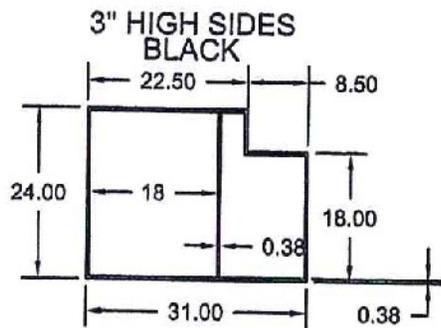


CURBSIDE (RIGHT)

**CURBSIDE (RIGHT) COMPARTMENTS**

COMPARTMENT DIMENSIONS:  
 C1 - 51" WIDE X 63/44" HIGH X 25/90" DEEP  
 C2 - 48" WIDE X 39" HIGH X 90" DEEP  
 C3 - 32" WIDE X 63" HIGH X 25" DEEP

COMPARTMENT OPENING DIMENSIONS:  
 C1 - 51" WIDE X 64" HIGH  
 C2 - 48" WIDE X 40" HIGH  
 C3 - 32" WIDE X 64" HIGH

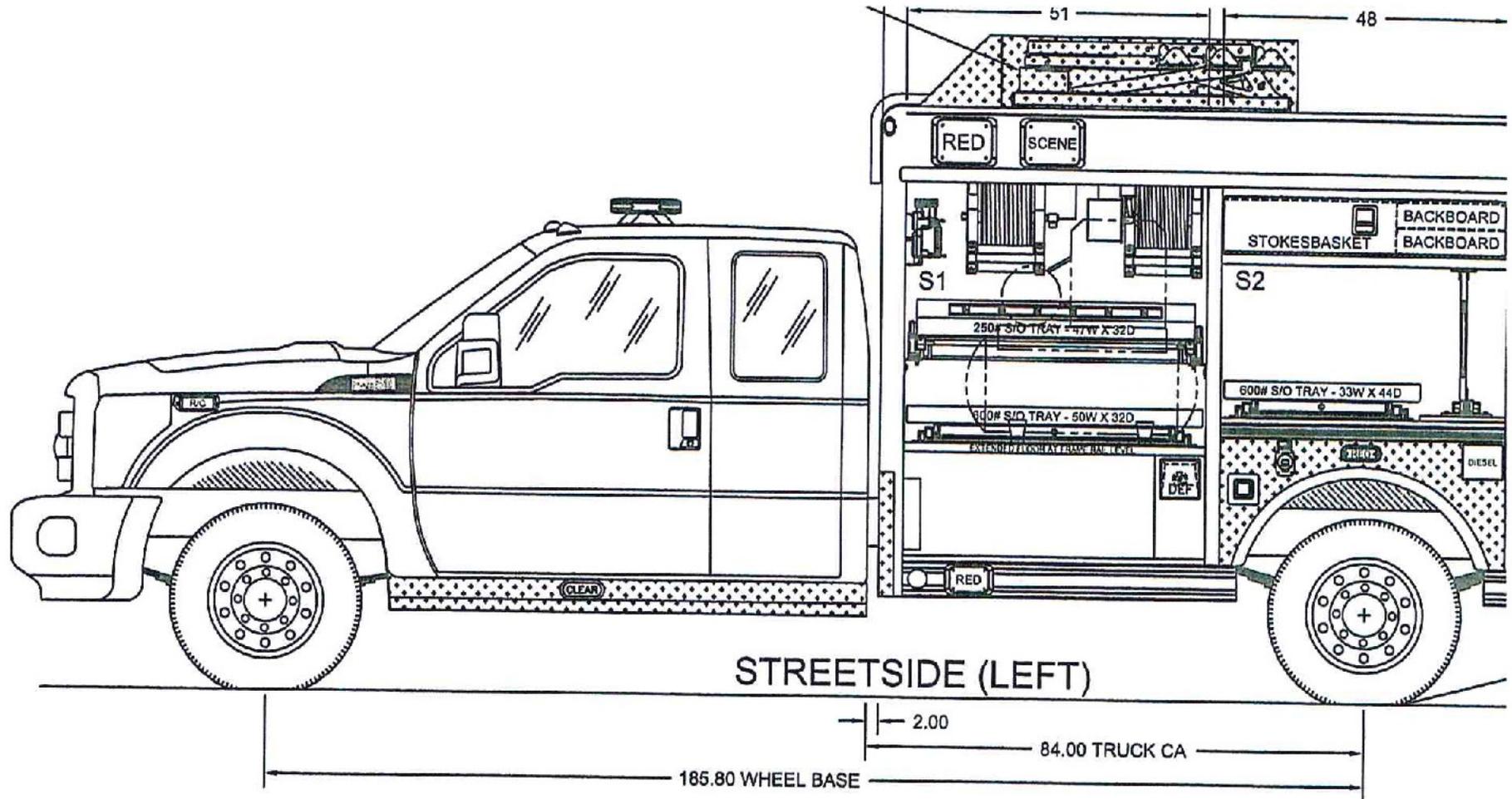


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 A COMPANY OF VT SYSTEMS

NOTE: ESTIMATED DIMENSIONS AND MEASUREMENTS DEPEND ON CHASSIS, TIRES, SPRINGS, AND LOADING.

	
A company of VT Systems	
DRAWN BY <b>AND</b>	DATE <b>08-19-13</b>
SHEET <b>1 of 3</b>	
MODEL: <b>20-11-1132</b>	

\*\*\*ORIGINAL\*\*\*



### STREETSIDE (LEFT)

#### STREETSIDE (LEFT) COMPARTMENTS

##### COMPARTMENT DIMENSIONS:

S1 - 51" WIDE X 63/44" HIGH X 25/90" DEEP

S2 - 48" WIDE X 39" HIGH X 90" DEEP

S3 - 32" WIDE X 63" HIGH X 25" DEEP

##### COMPARTMENT OPENING DIMENSIONS:

S1 - 51" WIDE X 64" HIGH

S2 - 48" WIDE X 40" HIGH

S3 - 32" WIDE X 64" HIGH

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NOTE: ESTIMATED DIMENSIONS AND MEASUREMENTS DEPEND ON CHASSIS, TIRES, SPRINGS, AND LOADING.



A company of VT Systems

DRAWN BY <b>AND</b>	DATE <b>06-19-13</b>	CUST
SHEET <b>1 OF 3</b>		
MODEL: <b>20-11-1132</b>		

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  FY2020 Commission on Aging Budget	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 2.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The Otsego County Commission on Aging (OCCOA) is on the State's Fiscal Calendar being October through September. The County must approve the OCCOA budget prior to October 1<sup>st</sup> each year.

**RECOMMENDATION:**

The Budget and Finance Committee requests approval of the Otsego County Commission on Aging budget for 2020.

## Otsego County Commission on Aging

2019-2020 OCCOA BUDGET		
<b>REVENUE:</b>		
	NEMCSA FEDERAL GRANT INCOME	\$ 150,150.00
	NEMCSA STATE GRANT INCOME	97,284.00
	DONATION INCOME	123,930.00
	TOBACCO/WAIVER/OTHER GRANTS	66,325.00
	PRIVATE PAY-OTSEGO HAUS	52,000.00
	TAX RECEIPTS INCOME	1,294,000.00
	CASH MATCH FOR GRANTS	24,562.00
	INTEREST INCOME	10,000.00
	ACTIVITIES/SPECIAL EVENTS INCOME	33,000.00
	CONTRACTED INCOME	67,400.00
	TRANSFER FROM FUND EQUITY	147,784.00
	<b>BUDGETED TOTAL INCOME:</b>	<b>\$2,066,435.00</b>
<b>EXPENSES:</b>		
	SALARY EXPENSES	\$ 1,284,000.00
	FRINGE BENEFITS	114,233.00
	RSVP FUNDING EXPENSE	42,000.00
	EMPLOYEE BENEFIT	22,410.00
	BOARD EXPENSE	500.00
	RENTS	46,088.00
	RAW FOODS	237,200.00
	EMPLOYEE LUNCH ACCOUNT EXPENSE	1,800.00
	UTILITIES-OTSEGO HAUS	8,000.00
	DUES EXPENSE	3,410.00
	POSTAGE EXPENSE	3,700.00
	SUPPLIES EXPENSE	22,046.00
	KITCHEN SUPPLIES	10,250.00
	TELEPHONE EXPENSE	11,950.00
	SERVICE CONTRACTS/GRANTS	4,120.00
	HOME MEAL DELIVERY EXPENSE	55,000.00
	TRANSPORTATION EXP-OTSEGO HAUS	200.00
	CLEANING EXPENSE	2,800.00
	STAFF TRAVEL EXPENSE	33,926.00
	REPAIR/MAINT EXPENSE	3,650.00
	GARBAGE REMOVAL EXPENSE	1,150.00
	VOLUNTEER PROGRAMS EXPENSE	8,500.00
	EQUIPMENT LEASING-GENERAL OPER	10,540.00
	EQUIPMENT PURCHASE EXPENSE	1,500.00
	COMPUTER EXP-GENERAL OPER	6,000.00
	PRIME TIMES ADVERTISING EXPENSE	9,100.00
	INSURANCE EXPENSE	25,325.00
	AUDIT/PROFESSIONAL FEES	6,500.00
	ADVERTISING EXPENSE	13,300.00
	LEASHOLD IMPROVEMENTS	500.00
	TRAINING EXPENSE	12,900.00
	ACTIVITIES/SPECIAL EVENTS EXPENSES	37,275.00
	CASH MATCH EXP-GENERAL OPER	24,562.00
	TAX TRIBUNAL CHARGEBACKS	2,000.00
	MILLAGE CAMPAIGN 8/2019	
	<b>BUDGETED TOTAL EXPENSES:</b>	<b>\$2,066,435.00</b>
	<b>Revenue over Expenses/Expenses over Revenue:</b>	<b>\$0.00</b>

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  OCNet Fiber Extension	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 3.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The County currently works with the City of Gaylord to lay down conduit and fiber when the City tears up a section of road for a construction project. This fiber provides high speed, reliable connectivity in a cost effective manner to our County Buildings. The County currently has the ability to lay down fiber to provide high speed connectivity to the Community Center. This underground fiber will be more reliable than the current wireless connectivity that the Community Center currently has. The Community Center's existing monthly payments for connectivity will over time ultimately fund this fiber extension project. The Budget and Finance Committee has reviewed this matter and recommends for approval the budget amendment to allow for budgeted use of fund balance in the OCNet Fund, in the amount of \$18,189 and to move forward with the project.

**RECOMMENDATION:**

The Budget and Finance Committee requests approval of the contract to provide fiber extension to the Community Center and the corresponding budget amendment.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

FUND/DEPARTMENT: OCNet Fund

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type:  General  Special Revenue  Debt Service  Capital Project  Business-Type (Enterprise or Internal Svc)

**DESCRIPTION** Fiber Extension for Community Center

**REVENUE**

Account Number	Decrease	Increase
594-050-400.001 Budgeted Use of Fund Balance	\$	\$ 18,189
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$ 18,189

**EXPENDITURE**

Account Number	Increase	Decrease
594-806-940.010 Outside Contracted Services	\$ 18,198	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 18,189	\$

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

\_\_\_\_\_  
Date

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

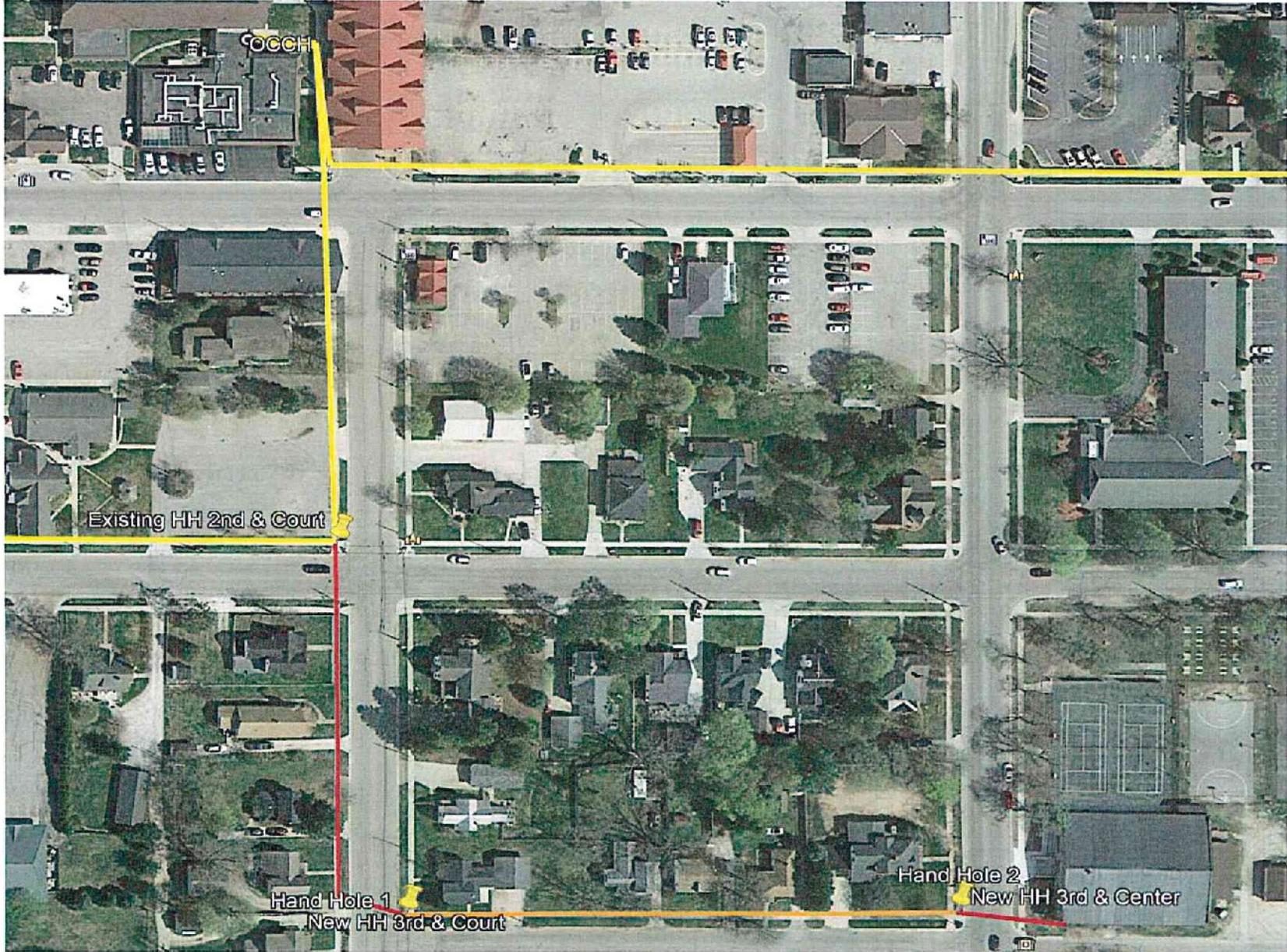
\_\_\_\_\_  
Date

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

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

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

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



**OCNet - Otsego County Community Center Fiber Connection Project**

<b>Otsego County Clerk</b>			<b>Revision: 20190816</b>		
<b>ATTENTION: Chris Churches</b>			<b>Prepared by: Empiric Solutions, Inc.</b>		
225 West Main			Tim Gregory		
Gaylord, MI 49735			Ticket # 8059		
Tel: 989.731.7500					

Opt	Qty	Retailer	MFG Part#	Description	Unit	Ext. Price	Comments
<b>Outside Conduit and Fiber Materials</b>				<b>Outside Conduit and Fiber Materials TOTAL: \$1600</b>			
2000		Gabe's Construction		Fiber Optic Cable - 24ct	\$ 0.75	\$ 1,500.00	Fiber lateral from CC back to County Building
0		Gabe's Construction	COM2SDR11OR	2" HDPE Innerduct (Orange)	\$ 0.77	\$ -	HDPE Conduit (left over from 3rd St Project)
<b>New Network Equipment</b>				<b>New Network Equipment TOTAL: \$2813.3</b>			
1		Standard	HM14C	Hubbell Horizontal 1U Cable Management	\$ 91.23	\$ 91.23	Fiber Cable Management
2		Standard	HM24C	Hubbell 2U X 3" Horizontal Cable Management	\$ 59.99	\$ 119.98	Patch Cable Management
1		Amazon	WS-C2960XR-24PS-I	Cisco WS-C2960XR-24PS-I with PoE	\$ 999.00	\$ 999.00	Network Switch
1		Amazon	PWR-C2-1025WAC	Power supply to provide redundant power	\$ 283.76	\$ 283.76	Redudant Power Supply
1		Amazon	1000Base-LX: 10km	ipolex 2-Pack 1000Base-LX Gigabit Single-mode SFP LX Transceiver Mod	\$ 27.99	\$ 27.99	SFP for Fiber to Switch Connection
4		Amazon	LC to LC Fiber Jumper	LC to LC Fiber Patch Cable - 1.0M	\$ 9.05	\$ 36.20	Fiber Jumper - Fiber Patch Panel to Switch
2		Amazon	NWA1123-AC HD	ZyXEL WiFi 11ac Wave 2, 3x3 Access Point	\$ 129.99	\$ 259.98	Indoor Access Point
1		Amazon	WAC6552D-S	ZyXEL WAC6552D-S Wireless Access Point	\$ 399.99	\$ 399.99	Outdoor Access Point
1		CDW	SMC1500C	1500VA Smart-UPS with SmartConnect	\$ 394.20	\$ 394.20	UPS for Power conditioning and monitoring
1		CDW	AP9562	APC Power Distribution Unit 15A - 1U rack mount power strip	\$ 94.75	\$ 94.75	Rack Mounted Power Strip
16		Monoprice	9606	5' Blue Patch Cables	\$ 1.64	\$ 26.24	Patch Cable
2		Monoprice	9832	5' White Patch Cables	\$ 1.64	\$ 3.28	Patch Cable
3		Monoprice	9831	5' Red Patch Cables	\$ 1.64	\$ 4.92	Patch Cable
5		Monoprice	9811	10' Black Patch Cables	\$ 2.56	\$ 12.80	Patch Cable
1		Amazon	Kit- SCGB-1KT	Copper grounding block kit w/stand-off mounting, 2x10 inch (pre-drilled)	\$ 58.98	\$ 58.98	Ground Bar
<b>Outside Conduit Installation Labor</b>				<b>Outside Conduit Installation Labor TOTAL: \$9325</b>			
1				Permitting	\$ 200.00	\$ 200.00	Includes Application, and any Inspections
470				Installation of 2" Conduit (Boring)	\$ 10.00	\$ 4,700.00	UG Boring from CC to HH & HH to HH
2000				Fiber Pulling in Conduit	\$ 1.15	\$ 2,300.00	Installation od fiber in conduit and storage in HHs
1700				Installation of Pull String	\$ 1.25	\$ 2,125.00	Installation of Mule Tape.
<b>Community Center Material &amp; Installation Labor</b>				<b>Community Center Material &amp; Installation Labor TOTAL: \$4550</b>			
1		TCS	N/A	<b>Community Center Network Installation (Includes:)</b>	4550.00	\$ 4,550.00	
				Community Center Building Penetration for New Conduit			Building Wall Coring and Conduit Sleeve installed
				Network Equipment Rack and Installation			24" Wall Mounted Swing Rack Installed in th Attic on New Plywood
				Fiber Shelf Installation, Termination and Testing (both ends)			Fiber Pulled to Attic and Installed in New Raceway
				New Network Cabling in Community Center (16 New Data Drops)			New CAT6 Data Drops for Users and WFI Access Points
				Installation of New WIFI Access Points (2 - inside and 1 - out)			Physical Mounting of New WFI Access Points
						<b>Grand total: \$ 18,188.30</b>	

**NOTES:**

This proposal includes materials to connect the Otsego Community Center to the OCNet fiber Network

Prices and products are subject to change by vendors supplying each product. The above prices are based on previous quotes and retail pricing. Significant price changes on parts will be addressed with client prior to ordering for purchase.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<p><b>AGENDA ITEM:</b></p> <p>MIDC Inter-local Governmental Agreement</p> <p><b>AGENDA PLACEMENT:</b></p> <p>Committee Reports A. Budget &amp; Finance Committee Recommendations, Item 4.</p> <p><b>STAFF CONTACT(S):</b></p> <p>Rachel Frisch, County Administrator</p>	<p><b>AGENDA DATE:</b></p> <p>September 24, 2019</p> <p><b>ACTION REQUESTED:</b></p> <p>Motion to Approve</p> <p><b>ATTORNEY REVIEW:</b></p> <p>Yes</p>
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**BACKGROUND/DISCUSSION:**

The State's Michigan Indigent Defense Commission (MIDC) has new requirements that specify that an independent party of the Courts must administer the MIDC program. In an effort to provide these services efficiently, several area counties have discussed the option of joining together to create one administrative office that will handle the new required work and ensure compliance. Crawford County is engaging with an independent attorney who can provide such services for a regional multi-county area. The proposed inter-local governmental agreement would be less expensive than each County individually adding to their staff. The Budget and Finance Committee has reviewed this matter and recommends for approval the 1-year agreement with Crawford County for the MIDC administration through an independent third party in the amount of \$26,000.

**RECOMMENDATION:**

The Budget and Finance Committee requests approval of the agreement with Crawford County for the MIDC administration in the amount of \$26,000.

**INTER LOCAL GOVERNMENTAL AGREEMENT  
FOR THE COUNTY OF CRAWFORD TO PROVIDE MANAGED  
ASSIGNED INDIGENT DEFENSE COUNSEL ADMINISTRATION  
FOR THE COUNTY OF OTSEGO**

**October 1, 2019 through September 30, 2020**

This agreement made the date hereinafter set forth by and between the County of Crawford, hereinafter referred to as "Counsel Administrator" and the County of Otsego hereinafter referred to as "the County".

1. **Services to be Performed:** The Counsel Administrator agrees to administer the County's indigent criminal defense programs for adult criminal defendants pursuant to Michigan Indigent Defense Commission Standards- See Attachment A for Scope of Services. This Agreement does not include services related to the appointment of counsel in juvenile, probate, or family division matters.
  
2. **Payment**  
In consideration for the services to be performed by the Counsel Administrator, the County agrees to pay an annual amount based on the total number of new criminal cases filed in the County's courts in the prior full calendar year, as set forth on Exhibit B, attached. The annual payment amount shall be based on the State Fiscal Year ending September 30<sup>th</sup>, divided into equal quarterly payments during the term of the contract, unless earlier terminated.  
  
Counsel Administrator shall be paid within a reasonable time after Counsel Administrator submits a quarterly invoice to the County. The invoice must include an invoice number, dates covered by the invoice, and a summary of the work performed.
  
3. **Expenses**  
Counsel Administrator shall be responsible for all expenses incurred while performing services under this Agreement, including but not limited to, office supplies and overhead expenses; automobile maintenance, repair, or license fees, fuel and travel expenses; insurance premiums; training; licensure; wages, fringe benefits and any other compensation paid to employees or subcontractors.
  
4. **Vehicle and Equipment**  
Counsel Administrator will furnish all vehicles, equipment, tools, and materials used to provide the services required by this Agreement. Counsel Administrator will not require the County to rent or purchase any equipment, product, or service as a condition of entering into this Agreement.
  
5. **Independent Contractor Status**  
Counsel Administrator is an independent contractor and neither the Counsel Administrator nor the Counsel Administrator's employees or subcontractors, if any, shall

be deemed County employees. In its capacity as independent contractor, the Counsel Administrator agrees as follows:

- This Agreement with the County is not exclusive, and Counsel Administrator has the right to perform services for others during the term of this Agreement, provided such service does not impair or delay their ability to perform obligations to the County under this Agreement.
- Counsel Administrator has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed provided such services under this Agreement are timely.
- Counsel Administrator has the right to hire assistants as subcontractors or to use employees to provide the services required by this Agreement providing such subcontractors and employees are properly licensed and/or qualified to perform the services included under this Agreement.
- Neither the Counsel Administrator nor the Counsel Administrator's employees or subcontractors shall be required to wear any uniforms provided by the County.
- The services required by this Agreement shall be performed by the Counsel Administrator, Counsel Administrator's employees or subcontractors and the County shall not hire, supervise or pay any Counsel Administrator employees or subcontractors for services under this Agreement.
- Neither the Counsel Administrator nor the Counsel Administrator's employees or subcontractors shall receive training from the County in the professional skills necessary to perform the services required by this Agreement.
- Neither the Counsel Administrator nor the Counsel Administrator's employees or subcontractors shall be required by the County to devote full time to the performance of the services required by this Agreement. However, Counsel Administrator agrees that the services provided under this Agreement will be performed in a timely manner.

#### **6. Business Licenses, Permits, and Certificates**

Counsel Administrator represents and warrants that Counsel Administrator and Counsel Administrator's employees and subcontractors, if any, will comply with all federal, state, and local laws requiring drivers and other licenses, business permits, and certificates required to carry out the services to be performed under this Agreement. Counsel Administrator's staff attorney assigned to this Agreement shall maintain membership at all times with the State Bar of Michigan as an active attorney and Counsel Administrator shall be responsible for the payment of the attorney's dues as an active attorney.

In the event that the Counsel Administrator shall no longer employ an active member of the State Bar of Michigan assigned to this Agreement; then this Agreement shall immediately terminate. In the event that the Counsel Administrator's staff attorney's license to practice law is suspended, for any reason other than for the failure to pay membership dues on a timely basis, any sums due and owing to the Counsel Administrator for services rendered shall be withheld until such time as confirmation of the reinstatement of the license to practice law is provided to the County Administrator.

#### **7. State and Federal Income Taxes**

The County will not withhold FICA (Social Security and Medicare taxes) from Counsel Administrator payments or make FICA payments on Counsel Administrator's behalf or on behalf of Counsel Administrator's employees or subcontractors, or make state or federal unemployment compensation contributions on Counsel Administrator's behalf or on behalf of Counsel Administrator's employees or subcontractors, or withhold state or federal income tax from Counsel Administrator's payments on Counsel Administrator's behalf or on behalf of Counsel Administrator's employees or subcontractors.

Counsel Administrator shall pay all taxes incurred on its behalf or on behalf of Counsel Administrator's employees while performing services under this Agreement, including all applicable income taxes. Upon demand, Counsel Administrator shall provide the County with proof that such payments have been made.

#### **8. Fringe Benefits**

Counsel Administrator understands that neither the Counsel Administrator nor Counsel Administrator's employees or subcontractors are eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of County.

#### **9. Unemployment Compensation**

The County shall make no state or federal unemployment compensation payments on behalf of Counsel Administrator or Counsel Administrator's employees or subcontractors. Counsel Administrator is solely responsible for providing these benefits for its employees or subcontractors in connection with work performed under this Agreement.

#### **10. Workers' Compensation**

The County shall not obtain workers' compensation insurance on behalf of Counsel Administrator or Counsel Administrator's employees or subcontractors, if any. If Counsel Administrator hires employees to perform any work under this Agreement, Counsel Administrator will be solely responsible for any workers' compensation insurance to the extent required by law. Similarly, if Counsel Administrator hires subcontractors to perform any work under this Agreement, Counsel Administrator will ensure the subcontractors have workers' compensation insurance to the extent required by law and will provide the County with a certificate of workers' compensation insurance before any work is performed by any subcontractor.

#### **11. Automobile Insurance**

The County shall not provide insurance coverage of any kind for Counsel Administrator or Counsel Administrator's employees or subcontractors. Upon request, Counsel Administrator shall provide proof of automobile liability insurance for each vehicle used in the performance of this Agreement, including owned, non-owned (for example, owned by Counsel Administrator's employees), leased, or hired vehicles in the minimum amount of \$1,000,000 combined single limit per occurrence for bodily injury and property damage, and maintain same during the entire term of this Agreement:

#### **12. Indemnification**

Each party shall indemnify and hold the other party harmless from any loss or liability arising from performing services under this Agreement including any services performed

by the parties' employees or subcontractors.

**13. Modifying the Agreement**

This Agreement may not be modified except by amendment reduced to writing and signed by both the County and the Counsel Administrator.

**14. Term of Agreement**

This agreement will become effective October 1, 2019 and will terminate on September 30, 2020.

**15. Termination**

Either party shall, at any time and for any reason, be entitled to terminate the Agreement provided that the County shall be obligated to compensate the Counsel Administrator for services already performed under this Agreement. The parties shall give sixty (60) days written advance notice in the event they desire to terminate this Agreement. Such written notice shall be provided to the other party's County Administrator, or if there is no County Administrator, to the County Clerk.

Counsel Administrator shall be in default if it fails to comply with any provision of this Agreement or commits misfeasance, malfeasance, or nonfeasance in its performance of the duties under the Agreement.

This Agreement does not apply to any work or job performed by the Counsel Administrator, Counsel Administrator's employees or subcontractors for any other governmental entity, corporation, partnership, business venture or self-employment opportunity and shall not be construed as any partnership or joint venture, but instead is merely a contract for services rendered to the County.

**16. Binding Effect**

This agreement shall become effective when signed by both parties and shall be binding on the parties, their successors and assigns.

**17. Entire Agreement**

This Agreement sets forth the entire understanding between the Counsel Administrator and the County with respect to the subject matter of this Agreement, and supersedes any other undertakings and agreements, whether oral or in writing, previously entered into by them with respect to Counsel Administrator's duties. Counsel Administrator represents that, in executing this Agreement, Counsel Administrator does not rely on and has not relied upon any representation or statement not set forth in this Agreement made by the County with regard to the subject matter or effect of this Agreement or otherwise.

**18. No Waiver**

The parties' failure to exercise, or delay in exercising, any power or right under this Agreement shall not operate as a waiver, nor shall any single or partial exercise of any such right or power preclude any other or further exercise thereof or the exercise of remedies otherwise available in equity or at law.

**19. Severability of Provisions**

Each provision in this Agreement is separate. If any provisions of this Agreement are ever held by a court to be unreasonable, the parties agree that this Agreement shall be enforced to the extent it is deemed to be reasonable and in such a manner as to afford the parties the fullest protection commensurate with making this Agreement, as modified, legal and enforceable under applicable laws, and the balance of this Agreement shall not be affected, the balance being construed as severable and independent

**20. No Assignment**

Neither party may assign this Agreement without the prior written consent of the other party.

**21. Section Headings**

Section headings in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

**22. Governing Law**

This Agreement shall be governed by the laws of the State of Michigan.

**AGREED:**

**Managed Assigned Counsel Administrator:**

By: \_\_\_\_\_  
Paul Compo, Crawford County Controller

\_\_\_\_\_  
Date

**Otsego County:**

\_\_\_\_\_  
By: Ken Borton  
Chair - Board of Commissioners

\_\_\_\_\_  
Date

Attachment A:

**ASSIGNED COUNSEL ADMINISTRATOR  
SCOPE OF SERVICES**

**Summary:**

The Counsel Administrator is responsible for facilitating, monitoring and coordinating the County's indigent criminal defense program, pursuant to Michigan Indigent Defense Commission (MIDC) standards, to ensure that indigent adult defendants receive competent legal representation in criminal proceedings. The Counsel Administrator is responsible for MIDC compliance and reporting, screening, selecting and maintaining a roster of eligible attorneys for case assignment and first appearance (subject to County approval), evaluating attorney performance, maintaining payments, authorizing investigative resources and performing other duties associated with the provision of competent and consistent legal representation.

**Essential Functions:**

Counsel Administrator is expected to provide the following services pursuant to the Agreement:

1. Manages the county's public criminal defense operation separate from the court; including budgeting, planning, reporting, procedure verification, and general administration. Provides County Administration with ongoing reports regarding caseload, legal resources and costs.
2. Contracts for any necessary Counsel Administrator's support staff. Maintains responsibility for directing day-to-day operation workload of personnel, evaluates performance, and assures necessary training and professional development
3. Oversees indigence eligibility screening for assigned counsel based on income and other available assets. Follows baseline criteria ensuring that procedures are consistently applied.
4. Identifies attorneys that are qualified to accept assignments. Ensures that interested attorneys meet the MIDC standards established for legal providers, including but not limited to basic skills and annual training requirements thereby ensuring the County's compliance with MIDC.
5. Maintains a roster of qualified attorneys, makes case assignments, and oversees scheduling of counsel. Monitors cases and the performance of assigned attorneys.
6. Works with current attorneys that are under contract with the County to ensure MIDC requirements and the conditions of the contracts are met.

7. Approves the use of investigators, experts and other resources required for particular cases and assigned counsel.
8. Reviews, approves and handles vouchers for payment to assigned attorneys, investigators, experts and other expenditures associated with particular cases.
9. Resolves non-grievance matters between defendants and assigned counsel and the courts, including administratively reassigning counsel when appropriate.
10. Assists with the coordination of compliance with the MIDC standards, including required reporting, drafting annual grant requests for funding compliance plans and quarterly grant claims.
11. Attends legal conferences and seminars to stay current on legal issues, updates administrative techniques regarding public defender requirements and other legal matters.
12. Performs other duties as required by MIDC.

**Required Minimum Staff Attorney Qualifications:**

- Juris Doctorate degree and licensed to practice law in the State of Michigan and a member in good standing with the Michigan Bar Association.
- Valid Michigan Vehicle Operator's License.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24-hour basis.

**Preferred Additional Staff Attorney Qualifications:**

- At least 5 years of progressively more responsible experience in the practice of criminal defense or the equivalent. The Contract Administrator, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of State of Michigan criminal law and public defense processes and procedures.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.

- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units and the courts, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn data base software utilized in public defense administration.

**Other Contractual Requirements:**

Contract Administrator's staff attorney shall not represent any indigent defendant or provide any Indigent Defense Representation Services in any court within the County.

ATTACHMENT B

County	2018 District Court Criminal Cases	2018 Circuit Court Criminal Cases	Total 2018 Criminal Cases Filed
Antrim	582	59	641
Charlevoix	934	102	1036
Cheboygan	1052	183	1235
Crawford	786	127	913
Emmet	1414	202	1616
Missaukee	457	84	541
Otsego	1401	218	1619
	Total 2018 Criminal Cases Filed		Annual Contract Rate
	< 1,000 total		\$18,500
	1,001 - 1,250		\$21,000
	1,251 - 1,500		\$23,500
	1,501- 1,750		\$26,000
	> 1,750		\$28,500
----- District Court Caseload includes Non-Traffic Felony and Misdemeanor new filings, Traffic Misdemeanors and OUIL/OWI		----- ----- ----- Circuit Court Caseload includes Criminal Capital & Criminal Non-Capital new filings	

**OTSEGO COUNTY**  
**Board of Commissioners**



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

**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Bid 2019-06: Land Use Vehicle Bid Award	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 5.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The Budget and Finance Committee has reviewed the bid results for Land Use vehicle bid 2019-06. The original low bid was for a Chevy Trax; however, the Trax does not meet the needs of the department as it is a sub-compact vehicle and significantly smaller and lighter than a compact SUV. The Budget and Finance Committee recommends for approval, the award of the next lowest bid to Jim Wernig for a 2019 Chevrolet Equinox LS in the amount of \$22,755 (with a local vendor allowance of 5%, which brings the bid down to \$21,617.95)

**RECOMMENDATION:**

The Budget and Finance Committee requests approval of the 2019-06 bid award to Jim Wernig for a 2019 Chevrolet Equinox LS in the amount of \$22,755.



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

**BID NUMBER:** 2019-08

**DATE/TIME BIDS DUE:** Friday, September 6, 2019 at 10:30 a.m.

**TITLE:** LAND USE VEHICLE

**DATE/TIME OF BID OPENING:** Friday, September 6, 2019 at 10:35 a.m.

**ADVERTISED:** Yes

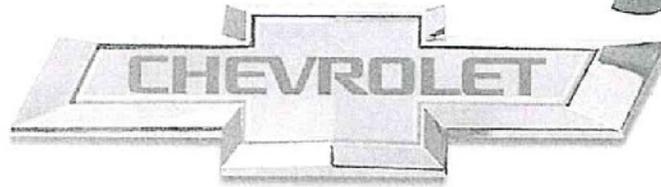
**BID DEPOSIT REQUIRED:** N/A

**ADDENDUM/DATES:** N/A

**BIDS/PROPOSAL RECEIVED**

	COMPANY NAME	LOCATION	PRELIMINARY TOTAL BID	PRELIMINARY RANK
1.	TODD WENEL	WESTLAND, MI	\$25,844.00	TRACAM 2020
2.	JIM WERNIG	GAYLORD, MI	\$20,162 / \$19,153.90 (5%)	TRAX 2019
3.	JIM WERNIG	GAYLORD, MI	\$22,755 / \$21,617.95 (5%)	EQUINOX 2019
4.	TIM WERNIG	GAYLORD, MI	\$20,000 / \$24,700 (5%)	2020 EQUINOX
5.	WATSON BENZIE	BENZONIA, MI	\$22,303.00	2019 RENEGADE
6.	WAGAR	GAYLORD, MI	\$25,247.00 / \$23,984.05 (5%)	2018 ENCORE
7.	WAGAR	GAYLORD, MI	\$26,182 / \$24,872.12 (5%)	2018 ENCORE
8.				
9.				
10.				

# Jim Wernig



[www.CHEVYCENTRAL.com](http://www.CHEVYCENTRAL.com)

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September 5, 2019

To: Otsego County  
From: Andy Krajniak, Jim Wernig Inc.

Enclosed please find our bids for the small-mid size SUV. We are bidding a 2019 Chevrolet Trax AWD LT, 2019 AWD LS equinox and 2020 AWD LT Equinox. All meet spec except the 2019 AWD LS does not have remote start.

2019 AWD TRAX LT	\$20,162.00
2019 AWD EQUINOX LS	\$22,755.00
2020 AWD EQUINOX LT	\$26,000.00

Please contact me if you have any questions regarding this bid.

Sincerely,



Andy Krajniak

P.O.Box 1400 • Gaylord, Michigan 49734  
989-732-5161 • Fax: 989-732-9473

2019 EQUINOX AWD LS  
 G7Q NIGHTFALL GRAY METALLIC /L4G  
 H72 MEDIUM ASH GRAY  
 ORDER NO. WWTSH/TRE STOCK NO. DETROIT MI 48243-1114  
 VIN 3GN AXSE V5 KS674549 VEHICLE INVOICE 1AD55161797

\*\*\*\*\*7445\*\*\*\*\*13\*44578S

MODEL & FACTORY OPTIONS	MSRP	INV AMT	RETAIL - STOCK
1XX26 EQUINOX AWD LS	27600.00	26275.20	INVOICE 06/05/19
FE9 50-STATE EMISSIONS	N/C	N/C	SHIPPED 06/05/19
LYX ENGINE, 1.5L TURBO DOHC 4-CYL	N/C	N/C	EXP 1/T 06/28/19
VVT			INT COM 06/28/19
MNH TRANSMISSION, 6-SPD AUTOMATIC	N/C	N/C	PRC EFF 06/05/19
PCR LS CONVENIENCE PACKAGE:	685.00	623.35	KEYS XXXXX XXXXX
* SEAT ADJUSTER, DRIVER 8-WAY			WFP-F QTR OPT-1
POWER W/ 2-WAY POWER LUMBAR			BANK: ALLY - 045
* GLASS, DEEP-TINTED, REAR			CHG-TO 44-578
* POWER LUMBAR, DRIVER SEAT			
PEF FLOOR LINER PACKAGE:	295.00	268.45	SHIP WT: 3418
(DEALER INSTALLED)			HP: 13.5
* INTEGRATED CARGO LINER			GVWR: 4630
* FRONT & 2ND ROW FLOOR LINER			GAWR.FT: 2590
			GAWR.RR: 2645
			EMPLOY: 27575.32
			SUPPLR: 28662.00
			DAN: AWD
			EMPINC: 1500.82
			SUPINC: 414.14

TOTAL MODEL & OPTIONS	28580.00	27167.00	ACT 237	27504.60
DESTINATION CHARGE	1195.00	1195.00	H/B 261	857.40
DEALER IMR CONTRIBUTION		285.80	ADV 261	285.80
LMA GROUP CONTRIBUTION		142.90	EXP 65A	142.90

TOTAL 29775.00 28790.70 PAY 310 28790.70  
 MEMO: TOTAL LESS HOLDBACK AND  
 APPROX WHOLESALE FINANCE CREDIT 27464.10

\*\*\*\*\*  
 INVOICE DOES NOT REFLECT DEALER'S ULTIMATE COST BECAUSE OF MANUFACTURER  
 REBATES, ALLOWANCES, INCENTIVES, HOLDBACK, FINANCE CREDIT AND RETURN TO  
 DEALER OF ADVERTISING MONIES, ALL OF WHICH MAY APPLY TO VEHICLE.  
 \*\*\*\*\*

THIS MOTOR VEHICLE IS SUBJECT TO A SECURITY INTEREST HELD BY ALLY.

JIM WERNIG, INC.

REMIT TO ALLY NO. 045  
 VIN 3GNAXSEV5KS674549  
 \$ 28790.70 INV 1AD55161797  
 DUE 06/28/19 DEALER 44-578

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Budget Amendment: Jail Inmate Health and Benefit Cost Update	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 6.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The Jail Inmate Health Care budget is in need of additional budget dollars due to increased activity. Additionally, the post-employment health care savings budget needs to be adjusted to reflect updated costs. The Budget and Finance Committee has reviewed and recommends for approval the reallocation of budget dollars to be used for Inmate Health Care in the amount of \$29,681 and the post-employment health care savings in the amount of \$3,151.

**RECOMMENDATION:**

The Budget and Finance Committee requests approval of the budget amendment for the Otsego County Jail.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** General Fund-Jail

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type:  General  Special Revenue  Debt Service  Capital Project  Business-Type (Enterprise or Internal Svc)

**DESCRIPTION** Increase budget for inmate health care costs and updated benefit cost.

**REVENUE**

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

**EXPENDITURE**

Account Number	Increase	Decrease
101-351-704.110 Hospitalization	\$	\$ 32,832
101-351-704.301 Post Employment Health Care Savings	\$ 3,151	\$
101-351-930.470 Inmate Health	\$ 29,681	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 32,832	\$ 32,832

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

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

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

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Budget Amendment: Friend of the Court Printer Replacements	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  Committee Reports A. Budget & Finance Committee Recommendations, Item 7.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  No

**BACKGROUND/DISCUSSION:**

The Friend of the Court (FOC) has two printers that are in need of being replaced. The FOC has requested a budget amendment for budgeted use of fund balance in the FOC Fund, in the amount of \$1,998 to provide for the purchase. The Budget and Finance Committee has reviewed this matter and recommends for approval the budget amendment in the amount of \$1,998.

**RECOMMENDATION:**

The Budget and Finance Committee requests approval of the budget amendment for the replacement of two FOC printers in the amount of \$1,998.



**OTSEGO COUNTY  
BUDGET AMENDMENT**

FUND/DEPARTMENT: Friend of the Court

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 Printer Replacements

**REVENUE**

Account Number	Decrease	Increase
215-030-400.001 Budgeted Use of Fund Balance	\$	\$ 1,998
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$ 1,998

**EXPENDITURE**

Account Number	Increase	Decrease
215-141-970.440 Property Computers	\$ 1,998	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 1,998	\$

*Tracy J. Cree*  
Department Head Signature

9-17-19  
Date

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

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

\_\_\_\_\_  
Date

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

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

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

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<p><b>AGENDA ITEM:</b></p> <p>Zoning Ordinance Text Amendment to Sections 2, 21.12 and Articles 4,5, and 7-10</p>	<p><b>AGENDA DATE:</b></p> <p>September 24, 2019</p>
<p><b>AGENDA PLACEMENT:</b></p> <p>Committee Reports, B. Planning Commission Recommendations, 1.</p>	<p><b>ACTION REQUESTED:</b></p> <p>Motion to Approve</p>
<p><b>STAFF CONTACT(S):</b></p> <p>Rachel Frisch, County Administrator Chris Churches, Planning &amp; Zoning, Capital Projects Director</p>	<p><b>ATTORNEY REVIEW:</b></p> <p>Yes</p>

**BACKGROUND/DISCUSSION:**

In the proposed text amendment to the Otsego County Zoning Ordinance, family and group child care homes (in-home daycares) are differentiated from other family and group care facilities (adult foster care centers, drug and alcohol rehabilitation centers, etc.). The text amendment also adds family and group child care homes as permitted uses in all residential districts (no longer subject to any special use requirements), and clarifies that family and group child care homes are not subject to the home occupation regulations listed in Section 21.12.

**RECOMMENDATION:**

The Planning Commission recommends the adoption of the proposed text amendments to Sections 2, 21.12 and Articles 4, 5, and 7-10 of the Otsego County Zoning Ordinance.



*Department of  
Land Use Services*  
1322 Hayes Rd • Gaylord, MI 49735  
Phone: 989.731.7400 • Fax: 989.731.7419  
[www.otsegocountymi.gov](http://www.otsegocountymi.gov)

**To:** Otsego County Board of Commissioners

**RE:** Text Amendment / Sections 2.2, 21.12, Article 4, 5, and 7-10 Family and Group Care Facilities

Motion made by Mr. Hartmann to recommend adoption of the proposed language to Sections 2, 21.12 and Articles 4,5, and 7-10 pertaining to Family and Group Care Facilities to the Otsego County Board of Commissioners; Seconded by Mr. Borton.

Motion approved unanimously.

\*\*\* Amendment changes / additions are highlighted in yellow

\*\*\* Amendment deletions are double struck

*Proposed Language:*

**ARTICLE 2 CONSTRUCTION OF LANGUAGE AND DEFINITIONS**  
Amended 3.29.2018

**SECTION 2.1 CONSTRUCTION OF LANGUAGE**

The following rules of construction apply to the text of this Ordinance:

- 2.1.1 The particular shall control the general.
- 2.1.2 In case of a difference of meaning or implication between the text of this Ordinance and any caption or illustration, the text shall control.
- 2.1.3 Words used in the present tense shall include the future; and words used in the singular number shall include the plural, and the plural the singular, unless the context clearly indicates the contrary.
- 2.1.4 A "building" or "structure" includes any part thereof.
- 2.1.5 The phrase "used for" includes "arranged for", "designed for", "intended for", "maintained for", or "occupied for".
- 2.1.6 The word "person" includes an individual, a corporation, a partnership, an incorporated association, or any other similar entity.
- 2.1.7 Terms not herein defined shall have the meaning customarily assigned to them.
- 2.1.8 The term "including" means "including but not limited to." It is a term which introduces examples but does not limit the provision to only those examples.
- 2.1.9 Terms referring to the Michigan Department of Natural Resources (DNR) shall be understood to refer to the Michigan Department of Environmental Quality (DEQ) where appropriate.
- 2.1.10 Reference to Soil Erosion and Sedimentation Control as Part 91 of PA 451 shall be understood to mean MCLA Sections 324.9101 through 324.9123 of the Natural Resources and Environmental Protection Act of 1994.

## **SECTION 2.2 DEFINITIONS**

**ACCESSORY STRUCTURE:** A building, the use of which is incidental to that of the main building, or main use, and which is located on the same lot.

**ACCESSORY USE:** A use incidental to the principal use of a building or property as defined or limited by the provisions of this Ordinance.

**ADULT ENTERTAINMENT USE:** Any use of land, whether vacant or combined with structures or vehicles thereon by which said property is devoted to displaying or exhibiting material for entertainment, a significant portion of which includes matter or actions depicting, describing, or presenting "specified sexual activities: or "specified anatomical areas."

Adult entertainment uses shall include:

**Adult book or video establishment:** An establishment having a substantial or significant portion of its stock in trade books, magazines or other publications, video recordings and films which are distinguished or characterized by their emphasis on matters depicting, describing or relating to "specified sexual activities" or "specified anatomical areas," or an establishment with a segment or section devoted to the sale, rent or display of such material.

**Adult cabaret:** A nightclub, theater or other establishment which features live performances by topless and/or bottomless dancers, "go-go" dancers, exotic dancers, or similar entertainers, where a significant portion of such performances show, depict, or describe "specified sexual activities" or "specified anatomical areas."

**Adult motel:** A motel wherein matter, actions or other displays are presented which contain a significant portion depicting, describing or relating to "specified sexual activities" or "specified anatomical areas."

**Adult motion picture arcade:** Any place where the public is invited or permitted wherein coin - or slug/token-operated or electronically or mechanically controlled still or motion picture machines, projectors, or other image-producing devices are maintained to show images and where a significant portion of images so displayed depict, describe or relate to "specified sexual activities" or "specified anatomical areas."

**Adult motion picture theater:** An enclosed building or open air site with any size seating capacity used for presenting motion pictures distinguished or characterized by an emphasis on matters depicting, describing or relating to "specified sexual activities" or "specified anatomical areas" for observation by patrons therein.

**Adult sexual encounter center:** Any business, agency, or person who, for any form of consideration or gratuity, provides a place where three (3) or more persons, not all members of the same family, may congregate, assemble, or associate for the purpose of engaging in "specified sexual activities" or conduct involving "specified anatomical areas."

Adult entertainment use is further defined by these terms:

**Specified anatomical areas:** Less than completely covered human genitals, pubic regions, buttocks, and the areola or nipple of female breasts. Also, human male genitals in a discernibly turgid state, even if completely and opaquely covered.

**Specified sexual activities:** Human genitals in a state of sexual stimulation or arousal, acts of human masturbation, sexual intercourse or sodomy, and fondling or other erotic touching of human genitals, pubic regions, buttocks or female breast.

**AGRICULTURE OR AGRICULTURAL USE:** Cultivating or using land for the production of crops for the use of animals or humans including, farming, dairying, pasturage, horticulture, floriculture, viticulture, and animal and poultry husbandry. An agricultural building does not include a building used for retail trade.

**ALTERATIONS:** Any change, addition, or modification in construction or type of occupancy, or in the structural members of a building, such as walls or partitions, columns, beams or girders, the consummated act of which may be referred to herein as "altered" or "reconstructed".

**ANTENNA:** An exterior transmitting or receiving device mounted on a tower, building or structure and used in communications that radiate or capture electromagnetic waves, digital signals, analog signals, radio frequencies (excluding radar signals), wireless telecommunications signals or other communication signals.

**ANEMOMETER:** An instrument for measuring and recording the speed of the wind.

**ANEMOMETER TOWER:** A structure, including all accessory facilities, temporarily erected, on which an anemometer is mounted for the purposes of documenting whether a site has wind resources sufficient for the operation of a wind turbine generator.

**APARTMENTS:** [See DWELLING, MULTIPLE FAMILY]

**AUTO REPAIR GARAGE:** A place where the following auto services may be carried out: general repair, engine rebuilding, collision service, painting, undercoating, and rust proofing. The sale of engine fuels and lubricants may be included.

**BASEMENT:** That portion of a building which is partly or wholly below grade, but so located that the vertical distance from the average grade to the floor is greater than the vertical distance from the average grade to the ceiling. If the vertical distance from the grade to the ceiling is over five (5) feet, such basement shall be rated as a first story.

**BED AND BREAKFAST:** Any dwelling used or designed in such a manner that certain rooms in excess of those used by the family and occupied as a dwelling unit, are rented to the transient public for compensation; this includes establishments that are in compliance with Public or State Statutes. Such a use shall have the appearance of a single family residence and be consistent with surrounding neighborhood character.

**BILLBOARDS:** A billboard shall mean any structure or portion thereof designed or intended to be used for posting, painting, or otherwise affixing any sign which does not pertain to the premises, or to the use of premises on which the billboard is located, or to goods sold or services rendered, or activities conducted on such premises.

**BUILDING:** A structure erected on-site, a mobile home or mobile structure, a pre-manufactured or pre-cut structure, above or below ground, designed primarily for the shelter, support or enclosure of persons, animals or property of any kind.

**BUILDING HEIGHT:** The vertical distance measured from the established grade to the highest point of the roof surface for flat roofs; to the deck line of mansard roofs; and the average height between the eaves and ridge for gable, hip, and gambrel roofs. "A" frame structures shall be measured to the highest point of the building. Where a building is located on sloping terrain, the height may be measured from the average ground level of the grade at the building wall.

**BUILDING LINE:** A line formed by the face of the building, a building line is not to be used when determining setbacks.

**BUILDING LENGTH:** The greatest overall linear dimension of a building measured at the building footprint.

**BUILDING WIDTH:** The greatest distance between two (2) sides of a building which extend half or more of its length as measured at the building footprint

**BUILD-TO-AREA:** The space within the Build-to-Line and the Lot Line Sides. The Build-to-Area may vary a distance on either side of the Build-to-Line. The distance is determined by measuring the number of feet between the Build-to-Line and the public right-of-way and multiplying the number of feet by ten percent (10%).

**BUILD-TO-LINE:** The line of vertical plane formed by the planned building façade that is parallel to the road right-of-way and extends to and coincides with the plane of the front façade of existing or planned buildings along the same right-of-way.

**CARE FACILITY, COMMERCIAL DAY:** A facility receiving more than twelve (12) minor children or adults for care for periods of less than twenty-four (24) hours in a day, for more than two (2) weeks in any calendar year. Child care and supervision provided as an accessory use, while parents are engaged or involved in the principal use of the property, such as a nursery operated during church services or public meeting, or by a fitness center or similar operation, shall not be considered Commercial Day Care.

**CARE FACILITY, CONVALESCENT OR NURSING HOME:** A facility with sleeping accommodations where persons are housed twenty-four (24) hours a day and furnished with meals, nursing and medical care.

**CARE FACILITY, FAMILY:** A facility ~~A single family residence in which care or supervision is provided for,~~ required to be licensed by the state, which provides training, care, supervision, treatment and/or rehabilitation to the aged, disabled, those convicted of crimes, or those suffering the effects of drugs or alcohol, for more than one (1) but less than seven (7) ~~minor children or adults.~~ Care for persons related by blood, marriage, or adoption to a member of the family occupying the dwelling facility is excluded from this definition. This does not include commercial day care facilities, family child care homes, group child care homes, foster homes, schools, hospitals, jails or prisons.

**CARE FACILITY, GROUP:** A facility ~~in which care or supervision is provided for,~~ required to be licensed by the state, which provides training, care, supervision, treatment and/or rehabilitation to the aged, disabled, those convicted of crimes, or those suffering the effects of drugs or alcohol, for at least seven (7) but not more than twelve (12) ~~minor children or adults.~~ Care for persons related by blood, marriage, or adoption to a member of the family occupying the facility are excluded from this definition. This does not include commercial day care facilities, family child care homes, group child care homes, foster homes, schools, hospitals, jails or prisons.

**CHILD CARE HOME, FAMILY:** A private home in which 1 but fewer than 7 minor children are received for care and supervision for compensation for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the household by blood, marriage, or adoption. Family child care home includes a home in which care is given to an unrelated minor child for more than 4 weeks during a calendar year. A family child care home does not include an individual providing babysitting services for another individual. This definition is intended to be pursuant to the Child Care Organizations Act, MCL 722.111

**CHILD CARE HOME, GROUP:** A private home in which more than 6 but not more than 12 minor children are given care and supervision for periods of less than 24 hours a day unattended by a parent or legal guardian, except children related to an adult member of the household by blood, marriage, or adoption. This definition is intended to be pursuant to the Child Care Organizations Act, MCL 722.111

**CLIMBING BARRIER:** Material attached to the lowest eight feet (8') of a lattice tower for the prevention of using structural cross members as a ladder; a safety feature to discourage climbing by unauthorized individuals

**CLUB:** An organization of persons for the promulgation of sports, arts, sciences, literature, politics, or the like.

**CO-LOCATION:** The location of two (2) or more communication providers of wireless communication facilities on a common structure, tower or building, with the view toward reducing the overall number of structures required to support wireless communication antennas with the County.

**COMMERCIAL MOTOR VEHICLE:** Any self-propelled or towed vehicle designed or used on public highways to transport passengers or property, if the vehicle meets one or more of the following:

Has either a gross vehicle weight rating or actual gross weight or gross combination weight rating or an actual gross combination weight of ten thousand and one (10,001) or more pounds

Is designed for carrying sixteen (16) or more passengers, including the driver

Is used in the transportation of hazardous materials in a quantity that requires the vehicle to be marked or placarded

**CONDOMINIUM PROJECT:** Means a plan or project consisting of not less than two (2) condominium units if established and approved in conformance with the Condominium Act (Act 59, 1978).

**CONDOMINIUM SUBDIVISION:** A division of land on the basis of condominium ownership, which is not subject to the provisions of the Subdivision Control Act of 1967, Public Act 288 of 1967, as amended. Any "condominium unit", or portion thereof, consisting of vacant land shall be equivalent to the term "lot" for the purposes of determining compliance of a condominium subdivision with the provisions of this ordinance pertaining to minimum lot size, minimum lot width, and maximum lot coverage.

**CONDOMINIUM SUBDIVISION PLAN:** The drawings attached to the master deed for a condominium subdivision which describes the size, location, area, horizontal and vertical boundaries and volume of each condominium unit contained in the condominium subdivision, as well as the nature, location and size of common elements.

**CONDOMINIUM UNIT:** Means that portion of a condominium project or condominium subdivision which is designed and intended for separate ownership and use, as described in the master deed, regardless of whether it is intended for residential, office, industrial, business, recreational, use as a time-share unit, or any other type of use. A condominium unit may consist of either vacant land or space which either encloses or is enclosed by a building structure.

**COUNTY:** Where used in this Ordinance, shall mean the County of Otsego, State of Michigan.

**COURTYARD:** An unroofed area that is completely or mostly enclosed by the walls of a large building.

**DEVELOPMENT:** The construction of a new building or other structure on a zoning lot, the relocation of an existing building on another zoning lot, or the use of open land for a new use.

**DISTRICT:** A portion of the county lying outside the limits of incorporated cities and villages of the county within which certain regulations and requirements or various combinations thereof apply under the provisions of this Ordinance (also a zone.)

**DRIVE-IN:** A business establishment so developed that its retail or service character is dependent on providing a driveway approach or parking area for vehicles, so customers may receive goods or services for use or consumption on the premises while remaining in their vehicles.

**DRIVE-THROUGH:** A business establishment so developed that it's retail or service character is dependent on providing a driveway approach and vehicle service window for vehicle access so customers may receive goods or services for use or consumption off the premises.

**DRIP LINE:** An imaginary line drawn around the base of a tree to connect the points where drips would fall straight down from the outermost tips of the tree's branches. The drip line generally delineates the ground area containing the root system near the surface which is most sensitive to disturbance

**DWELLING UNIT:** A single unit providing complete, independent living facilities for one (1) or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation

**DWELLING, ONE-FAMILY:** A building containing not more than one (1) dwelling unit designed for residential use

**DWELLING, TWO-FAMILY (DUPLEX):** Dwelling, Two-Family - A building containing two (2) separate dwelling units designed for residential use.

**DWELLING, MULTIPLE-FAMILY:** A building containing three or more dwelling units designed for residential use and including a rooming house, bed and breakfast, tourist home, apartment house, group quarters, or extended care facility for seven or more persons, such as adult foster care or alternative institutional setting home. State-licensed residential facilities shall be considered as single-family dwellings when questions of overcrowding and safety are addressed by the state agency issuing the license.

**ERECTED:** Built, constructed, altered, reconstructed, moved upon, or any physical operations on the premises which are required for construction, excavation, fill, drainage, and the like.

**ESSENTIAL SERVICES:** The erection, construction, alteration or maintenance of underground, surface, or overhead gas, electrical, steam or water transmission or distribution systems; collection, communication, supply or disposal systems, including mains, drains, sewers, pipes, conduits, wires, cables, fire alarm boxes, traffic signals, hydrants, towers, poles, electrical substations, gas regulator stations, and other similar equipment, and applicable accessories reasonably necessary for the furnishing of adequate service by such public utilities or municipal departments or commissions or for the public health, safety, and general welfare. Provided, however, that wireless telecommunication towers and facilities, alternative tower structures, antennas, wind turbine generators and anemometer towers shall not be considered essential services.

**EXCAVATION:** Any breaking of ground, except common household gardening and ground care.

**FAMILY:** One (1) or two (2) related persons or parents with their direct lineal descendants and adopted children (and including the domestic employees thereof), together with not more than three (3) persons not so related, living together as a single housekeeping unit.

**FARM:** Structures, facilities and lands of twenty (20) acres or more for carrying on of any agricultural use or the raising of livestock or small animals as a source of income. [See also [AGRICULTURE](#)]

**FENCE:** Any permanent or temporary, partition, wall, structure or gate erected as a dividing structure, barrier or enclosure and not part of a structure requiring a building permit.

**FENESTRATION:** The arrangement of windows and doors on the elevations of a building.

**FLOOR AREA, USABLE (FOR COMPUTING PARKING):** That area used for, or intended to be used for, the sale of merchandise or services, or for use to serve patrons, clients, or customers. Floor area used, or intended to be used, for the storage or processing of merchandise, hallways, or for utilities or sanitary facilities, shall be excluded for the computation of "Usable Floor Area" All floor levels shall be counted.

**FLOWAGE:** Body of water impounded by a dam, used interchangeably with reservoir, impoundment, and flood water.

**GARAGE, PRIVATE:** A building used for the non-commercial storage of property owned by the owners of the parcel on which the building is located.

**GARBAGE:** The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food. A self-contained compost pile is not considered garbage.

**GASOLINE SERVICE STATION:** A place primarily operated and designed for the dispensing, sale, or offering for sale of motor fuels directly to users of motor vehicles, together with the sale of minor accessories.

**GLAZING:** Furnishing or fitting with glass all surfaces on a fenestration.

**GOLF COURSE POLICY GUIDELINES:** Policy Guidelines for Minimizing Environmental Impacts from Golf Course Development in Otsego County, published by the Otsego County Water Quality Committee and the Northeast Michigan Council of Governments, as adopted by resolution of the Otsego County Planning Commission.

**GRADE:** For the purpose of regulating the number of stories and the height of buildings, the building grade shall be the level of the ground adjacent to the walls of the building. If the ground is not level, the grade shall be determined by averaging the elevation of the ground for each face of the building.

**GUEST HOUSE:** A building accessory to the main dwelling, lacking at least one (1) facility for independent living, such as kitchen or bathroom; used for housing guests. A shared septic system does not by itself qualify the building as a guest house.

**HAZARDOUS SUBSTANCES:** Substances which are toxic, corrosive, flammable, combustible, radioactive, or capable of producing substantial injury through handling, use, or ingestion.

**HOME OCCUPATION:** The partial use of a home for commercial or nonresidential uses by a resident thereof, which is subordinate and incidental to the use of the dwelling for residential purposes. Family or group child care homes shall not be considered a home occupation and shall be regulated under 2006 PA 110, MCL 125.3206 and 1973 PA 116, MCL 722.111 to 722.128

**IMPERVIOUS SURFACE:** A material incapable of being penetrated by water and other liquids. Under conditions where spills are to be retained, retention capability must be sufficient to contain one hundred twenty-five percent (125%) of any reasonably foreseeable spill for any reasonably foreseeable period necessary and have sufficient strength and durability to remain intact under reasonably foreseeable conditions. For the purpose of calculating storm water runoff, impervious surfaces shall include all roofs, slabs, pavements and gravel drives and parking lots.

**JUNK:** Junk includes, but is not limited to, broken and/or inoperable machinery or vehicles, or parts relating to machinery or vehicles, or broken and unusable furniture, stove, refrigerators, or other appliances.

**JUNK YARD:** An open area where waste, used or second hand materials are bought and sold, exchanged, stored, baled, packed, disassembled, or handled, including scrap iron and other metals, paper, rags, rubber tires, and bottles. Junkyard also includes any area of more than two hundred (200) square feet used for storage, keeping or abandonment of junk, but does not include uses established entirely within enclosed buildings.

**JUNK YARD - AUTOMOTIVE:** An area or facility for the storage, wrecking, or salvage of parts from inoperable motorized vehicles including cars, trucks, tractors, buses, etc., containing more than four (4) vehicles, or occupying an area of two hundred (200) or more square feet.

**KENNEL:** A kennel is a use that includes indoor or outdoor facilities for the boarding, for profit, of dogs or other household pets which are owned by others as a commercial business.

**LIGHTS:** Flashing, intermittent or moving – a light that blinking, flashing, or fluttering lighting, including changes in light intensity, brightness or color except as provided for in [21.38.03.01](#).

**LOADING SPACE:** An off-street space on the same lot with a building for the temporary parking of a commercial vehicle while loading and unloading merchandise or materials.

**LOT:** Land described in a recorded plat or by metes and bounds description, including a condominium unit in a condominium subdivision, occupied or to be occupied by a building, structure, land use or group of buildings having sufficient size to comply with the frontage, area, width-to-depth ratio, setbacks, yards, coverage, open spaces and buildable area requirements of this Ordinance, and having its principal frontage upon a public street or on a private road approved by the County.

**LOT AREA:** The total horizontal area within the lot lines of the lot, excluding public or private streets, roads, right of ways or easements dedicated for the purpose of vehicle access or transit.

**LOT - CORNER:** A lot which occupies the interior angle at the intersection of two (2) streets, which make an angle of less than one hundred thirty-five degrees (135°).

**LOT - INTERIOR:** Any lot other than a corner lot.

**LOT - THROUGH:** Any interior lot having frontage on two (2) more or less parallel streets as distinguished from a corner lot. In the case of a row of double frontage lots, all sides of said lots adjacent to streets shall be considered frontage, and front yards shall be provided as required (also a double frontage lot).

**LOT COVERAGE:** That portion of the lot occupied by main and accessory buildings

**LOT DEPTH:** The horizontal distance between the front and rear lot lines, measured along the median between the side lot lines.

**LOT LINES:** The lines bounding a lot as defined herein:

**LOT LINE - FRONT:** In the case of an interior lot, the line separating said lot from the street. In the case of a corner lot, the front lot line is that line separating said lot from the street which is designated.

**LOT LINE - REAR:** That lot line opposite the front lot line. In the case of a lot pointed at the rear (pie-shaped), the rear lot line shall be an imaginary line at least ten (10) feet long, parallel to the front lot line, but inside the side lot lines.

**LOT LINE - SIDE:** Any lot line other than the front lot line or rear lot line.

**LOT OF RECORD:** A parcel of land, the dimensions of which are shown on a document or map on file with the County Register of Deeds or in common use by County Officials, and which actually exists as so shown, or any part of such parcel held in record ownership separate from that of the remainder thereof.

**LOT WIDTH:** The horizontal distance between the side lot lines, measured at the two (2) points where the building line or setback line intersects the side lot lines.

**LOT - ZONING:** A contiguous tract of land which at the time of filing for a Zoning Permit is designated by its owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control.

A Zoning Lot may or may not coincide with a lot of record as filed with the County Register of Deeds, and may include one (1) or more lots of record.

**MAIN BUILDING:** A building in which is conducted the principal use of the lot upon which it is situated.

**MAIN USE:** The principal use to which the premises are devoted and the principal purpose for which the premises exist.

**MANUFACTURED HOME:** [See [MOBILE HOME](#)]

**MANUFACTURED HOUSING PARK:** A parcel or tract of land under the control of a person upon which three (3) or more mobile homes are located on a continual, non-recreational basis and which is offered to the public for that purpose regardless of whether a charge is made therefore, together with any building, structure, enclosure, street, equipment, or facility used or intended for use incidental to the occupancy of a mobile home.

**MARINA:** A facility which is owned or operated by a person, extends into or over an inland lake or stream and offers service to the public or members of the marina for docking, loading or other servicing of recreational watercraft.

**MASTER PLAN:** The County Comprehensive Plan as may be amended or updated, including graphic and written proposals indicating general locations for roads, streets, parking, schools, public buildings, and other physical development features, including resource conservation objectives.

**MOBILE HOME:** Means a structure, transportable in one (1) or more sections, which is built on a chassis and designed to be used as a dwelling with or without permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure.

**MUNICIPAL CIVIL INFRACTION:** The words "municipal civil infraction" means an act or omission that is prohibited by the Otsego County Zoning Ordinance or the Otsego County Municipal Civil Infractions Ordinance, and for which civil sanctions, including fines, damages, expenses and costs, may be ordered. A municipal civil infraction is not a lesser included offense of a violation of the Otsego County Zoning Ordinance that is a criminal offense.

**NEO-TRADITIONAL:** Reviving traditional methods; combining tradition with newer elements.

**NONCONFORMING BUILDING:** A building or portion thereof lawfully existing at the effective date of this Ordinance, or amendments thereto, that does not conform to the provisions of the Ordinance in the district in which it is located.

**NONCONFORMING USE:** A use which has lawfully occupied a building or land at the time this Ordinance, or amendments thereto, became effective, that does not conform to the use regulations of the district in which it is located. (Commonly referred to as "grandfathered")

**NURSERY, PLANT MATERIALS:** A space, building or structure, or combination thereof, for the storage of live trees, shrubs, or plants offered for retail sale on the premises, including products used for gardening or landscaping. The definition of nursery does not include space used for the sale of fruits or vegetables.

**NUISANCE FACTORS:** An offensive, annoying, unpleasant, or obnoxious thing or practice, a cause or source of annoyance, especially a continuing or repeating invasion of any physical characteristics of activity or use across a property line which can be perceived by or affects a human being, or the generation of an excessive or concentrated movement of people or things, such as: noise, dust, heat, electronic or atomic radiation, objectionable effluent, noise of congregation of people, particularly at night, and passenger traffic.

**OFF-STREET PARKING LOT:** A parking area off the street, which may require drives and aisles for maneuvering, for the parking of four (4) or more vehicles.

**ORDINARY HIGH WATER LINE:** On an inland lake which has a level established by law, it means the high established level. Otsego Lake has a High Water Line established by law which is 1273.5 elevation. The elevation is maintained by the County Road Commission. For other lakes in the County it means the line between upland and bottom land which persists through successive changes in water levels, below which the presence and action of the water is so common or recurrent that the character of the land is marked distinctly from the upland and is apparent in the soil itself, the configuration of the surface of the soil and the vegetation. Where water returns to its natural level as the result of the permanent removal or abandonment of a dam, it means the natural ordinary high water mark.

**PARKING SPACE:** An area of definite length and width, exclusive of drives, aisles or entrances giving access thereto, and fully accessible for the storage or parking of permitted vehicles

**PERSONAL WIRELESS SERVICES TELECOMMUNICATIONS TOWERS AND FACILITIES:** Self-supporting or guyed towers of one hundred fifty feet (150') or less that provide data and internet access within a three to five (3-5) mile radius. These low wattage towers are a Permitted Use Subject to Special Conditions. (Section 21.46)

**Section 322(c)(7) of the Federal Communications Act** uses the following definitions:

(i) the term "personal wireless services" means commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services;

(ii) the term "personal wireless service facilities" means facilities for the provision of personal wireless services; and

(iii) the term "unlicensed wireless service" means the offering of telecommunications services using duly authorized devices which do not require individual licenses, but does not mean the provision of direct-to-home satellite services.

**PLANNING COMMISSION:** Shall mean the Otsego County Planning Commission

**PLAZA:** A public square in a city or town; an open area usually located near urban buildings and often featuring walkways, trees and shrubs, places to sit and sometimes shops.

**POLLUTING MATERIALS:** Materials which are capable of adversely affecting air or water resources by altering odor, taste, color, or physical or chemical composition to a degree that public health or biological communities are threatened - Examples of Polluting Materials include fertilizers and pesticides.

**PRACTICAL DIFFICULTY:** A situation whereby a property owner cannot establish a "minimum practical" legal use of a legal lot or parcel, while meeting all of the dimensional standards of the zoning district within which the lot is located. Situations occurring due to the property owner's desire to establish a use greater than the "minimum practical" use or created by an owner subsequent to the adoption date of this Ordinance is not a practical difficulty.

**PUBLIC UTILITY:** A firm or corporation, municipal department, board or commission duly authorized to furnish and furnishing under Federal, State, or municipal regulations to the public: gas, steam, electricity, sewage disposal, communication, telegraph, transportation, or water.

**RACE TRACK:** A way improved, designed, constructed, excavated or ordinarily used for traffic in racing, or training or testing for racing. It includes all racing by motorized vehicles and all racing activities accompanied by spectators but does not include walking or hiking trails used exclusively by humans. Racing means a competitive event in which time is a determining factor.

**RESORT:** A recreational camp or facility operated for gain, and which provides overnight lodging and one or more of the following activities: golf, skiing, dude ranching, recreational farming, snowmobiling, pack trains, non-motorized bicycle trails, boating, swimming and related or similar uses normally associated with recreational resorts.

**ROADSIDE STAND:** An accessory and temporary farm structure operated for the purpose of selling local agricultural products.

**SERVICE ROADS:** Local roads that parallel an expressway or through street and that provide access to property near the expressway or through street.

**SETBACK:** The distance required to meet the front, side and rear yard open space requirements of this ordinance as measured from the lot lines or Road Right of Way to the fascia of the roof overhang or to the closest point of a deck or porch, not including steps, whichever is less.

**SHOOTING RANGE:** An area designed and operated for the use of rifles, shotguns, pistols, silhouettes, skeet, trap, black powder, or any other similar sport shooting at targets.

**SHORELAND:** Land paralleling the lake shoreline, fifty (50) feet wide as measured from the ordinary high water level. And the land paralleling the banks of all rivers, streams and flowages of water in the County that appear on the most recent U.S. Geological Survey Quadrangle maps, one hundred fifty (150) feet wide, measured from the ordinary high water level, landward, at right angles or radial to the shoreline or bank, on a horizontal plane.

**SIGN:** The use of any words, numerals, figures, devices, designs or trademarks by which anything is made known such as are used to show an individual, firm, profession or business, and are visible to the general public. Accessory signs pertain to uses, activities or services conducted on the premises where located.

**SIGN FACE:** The part of a sign structure which is used to graphically communicate a message or announcement including a border space of not less than three (3) inches outside of any lettering or other graphic symbols or depictions.

**STORY:** That part of a building, except a mezzanine and/or basement, between the surface of one (1) floor and the surface of the next floor, or if there is no floor above, then the ceiling next above.

**STREET OR ROAD:** A right-of-way, affording the principal means of access to abutting property. Alleys differ in that they offer a secondary means of access to abutting property.

**STRUCTURE:** Anything constructed or erected, the use of which requires location on the ground or attachment to something having location on the ground.

**TEMPORARY BUILDING OR USE:** A use of a building or premises permitted by the Board of Appeals to exist during periods of construction of the main building or use, or for special events.

**TOURIST HOME:** [See [BED & BREAKFAST](#).]

**TRAVEL TRAILER AND/OR CAMPER:** Any trailer, trailer coach, motor home, tent camper, truck-mountable camper, or other unit designed as a vacation or traveling unit for short term occupancy, and which unit is legally licensed or licensable for towing or travel over public highways by ordinary domestic vehicle.

**UNNECESSARY HARDSHIP:** A situation whereby a property owner, due to the unique or unusual conditions of a lot or parcel, cannot meet specific standards set by the Ordinance within the subject zoning district. Situations created by an owner subsequent to the enactment of this Ordinance shall not be deemed an unnecessary hardship.

**USE:** The principal purpose for which land or a building is arranged, designed or intended, or for which land or a building is or may be occupied. An accessory use is subordinate and clearly incidental to the principal use.

**USES SUBJECT TO SPECIAL CONDITIONS:** Refers to special land uses pursuant to PA 110 of 2006, as amended and also pursuant to uses referred to in this Ordinance as special approvals, special uses, special land uses, or conditional uses authorized by special permit.

**VARIANCE:** A modification of the literal provisions of the Zoning Ordinance which is authorized by the Zoning Board of Appeals when strict enforcement of the Ordinance would cause practical difficulties or unnecessary hardship for the property owner.

**VEHICLE:** Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices exclusively moved by human power or used exclusively upon stationary rails or tracks and excepting a mobile home as defined in Section 2 of Act No. 419 of the Public Acts of 1976, being section 125.1102 of the Michigan Compiled Laws.

**VEHICLE REPAIR:** Any major activity involving the general repair, rebuilding or reconditioning of vehicles, engines or trailers; collision services, such as body, frame, or fender straightening and repair; overall painting and vehicle rust-proofing; refinishing or steam cleaning.

**VEHICLE SERVICE STATION:** A building and lot or parcel designed or used for the retail sale of fuel, lubricants, air, water or other operating commodities for vehicles, and including customary space and facilities for the installation of such commodities on or in such vehicles and including space for vehicle storage, minor repair and servicing

**WETLANDS:** Land characterized by the presence of water at a frequency and duration sufficient to support and that under normal circumstances does support wetland vegetation or aquatic life and is

commonly referred to as a bog, swamp, marsh, or other areas such as flood plains or environmental areas designated as such in the County Comprehensive Plan or other county, state, or federal documents.

**WIND TURBINE GENERATOR (WTG):** A tower, pylon, or other structure and any, all or some combination of the following:

1. A wind vane, blade, or series of wind vanes or blades, or other devices mounted on a rotor for the purpose of converting wind into electrical or mechanical energy.
2. A shaft, gear, belt, or coupling device used to connect the rotor to a generator, alternator, or other electrical or mechanical energy producing device.
3. A generator, alternator, or other device used to convert the energy created by the rotation of the rotor into electrical or mechanical energy.

**WIND TURBINE GENERATOR HEIGHT:** The distance between the ground and the highest point of the wind turbine generator, regardless whether that point is on a fixed or mobile part of the wind turbine generator.

**WIND TURBINE GENERATOR- BUILDING-MOUNTED:** An on-site Wind Turbine Generator (WTG) used to generate electricity or produce mechanical energy for use on the property where it is located and attached to the building's roof, walls, or other elevated surface.

**WIND TURBINE GENERATOR - LARGE:** A commercial Wind Turbine Generator (WTG) used to generate and provide electricity to the electric utility grid. It may include nearby accessory facilities necessary to supply and transfer the electricity to the utility grid. These WTGs are greater than one hundred twenty (120) feet in height and shall not exceed four hundred (400) feet.

**WIND TURBINE GENERATOR - MEDIUM:** An on-site Wind Turbine Generator (WTG) used to generate electricity or produce mechanical energy for use on the property where it is located having a height of greater than sixty (60) feet but less than or equal to one hundred twenty (120) feet.

**WIND TURBINE GENERATOR - SMALL:** An on-site Wind Turbine Generator (WTG) used to generate electricity or produce mechanical energy for use on the property where it is located having a height of sixty (60) feet or less.

**YARDS:** The open spaces on the same lot with a main building, unoccupied and unobstructed from the ground upward except as otherwise provided in this Ordinance, and as defined herein:

**YARD - FRONT:** An open space extending the full width of the lot the depth of which meets the setback requirements of the zoning district. [See [SETBACK.](#)]

**Corner Lots:** Shall provide front yard setbacks on all streets, frontages, or future road easements that have or may potentially have adjacent lots fronting on the same street (or across there from).

**YARD - REAR:** An open space extending the full width of the lot, the depth of which meets the setback requirements of the zoning district. In the case of a corner lot, the rear yard may be opposite either street frontage. [See [SETBACK.](#)]

**YARD - SIDE:** An open space which meets the setback requirements of the zoning district, extending from the front yard to the rear yard. [See [SETBACK.](#)]

**ZONING ADMINISTRATOR:** The official designated by the County Board of Commissioners to administer and enforce the provisions of the Ordinance. The Zoning Administrator may be the Building Official, Building Inspector or other person charged with the responsibility of administering building, land use and/or other codes in Otsego County.

## ARTICLE 4 R1 RESIDENTIAL DISTRICT

### INTENT

These districts are designed to provide for one (1) and two (2) family (duplex) dwelling sites and residential related uses. The uses permitted are intended to promote a compatible arrangement of land uses for homes, keeping housing areas free of unrelated traffic, nuisance land uses, and other negative influences on the residential environment.

### SECTION 4.1 PRINCIPAL USES PERMITTED

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses:

4.1.1 One (1) family dwellings

4.1.2 Two (2) family dwellings (duplex) subject to the density standards for one (1) family dwellings and a minimum lot width of one hundred fifty (150) feet

4.1.3 Publicly owned and operated parks, parkways, and outdoor recreational facilities

4.1.4 Existing farms and agricultural uses

4.1.5 Family care facilities, meeting applicable state licensing requirements

4.1.6 Family child care homes and group child care homes

4.1.67 Cemeteries when developed on sites of ten (10) acres or more. Permit criteria include Article 21.4

4.1.78 The raising of nursery field stock, on sites of two (2) acres or more, but excluding storage buildings, greenhouses, offices or other structural facilities, and excluding any outdoor storage of materials; the intent being to limit the use of land to raising plant materials

4.1.89 The following in-home uses provided no more than fifteen percent (15%) of floor area may be used for such a purpose:

4.1.89.1 Offices and home occupations when operated within the confines of a one (1) family dwelling as an accessory to living quarters [Permit criteria for these uses include Article 21.12]

4.1.910 Structure for storage of the owner's personal possessions and non-commercial activities. These structures shall not be used as residences. Structures shall meet the size requirements of Article 21.1.3

4.1.1011 WTG Building-Mounted: Permitted as an accessory use to an allowed Principal Use

### SECTION 4.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

The following uses may be permitted, subject to the conditions herein imposed for each use, the review standards of Article 19 and only after the review and approval of the site plan by the Planning Commission. [See Article 21 for applicable Specific Requirements for Certain Uses, if any, and/or Article 23 for Site Plan Requirements.]

4.2.1 Churches, public libraries, public buildings (excluding public works garages and storage yards) and uses normally incidental thereto

4.2.2 Public, parochial, and other private elementary, middle, and/or secondary schools; and all accessory school bus parking lots

4.2.3 Colleges, and other institutions of higher learning, public or private, offering courses in general, technical, or religious education, all are subject to the following conditions:

4.2.3.1 Any use permitted herein shall be developed only on sites of at least five (5) acres in area

4.2.3.2 No building other than a structure for residential purpose shall be closer than fifty (50) feet to any property line

4.2.4 Private, Non-commercial recreational areas and recreational facilities

4.2.5 Golf courses, or miniature golf courses, providing that:

4.2.5.1 Accessory restaurant and bar uses shall be housed within the club house. Uses strictly related to operation of the golf course itself, such as maintenance garage, or pro shop, may be located in separate structures. No structure, except minor rain shelters, shall be located closer than seventy (70) feet from the lot - line of any adjacent residential land and from any public right-of-way;

4.2.5.2 All parking areas shall be surfaced or so treated as to prevent any dust nuisance;

4.2.5.3 Refer to Article 21.11 for additional conditions pertaining to golf courses

4.2.6 Group care facilities meeting applicable state licensing requirements

- 4.2.7 Utility and essential service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded). [Permit criteria include [Article 21.10](#) regarding screening fence]
- 4.2.8 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]
- 4.2.9 WTG Small: Permitted as an accessory use to an allowed Principal Use
- 4.2.10 Unlisted property uses if authorized under [Article 21.44](#)

## **ARTICLE 5 R2 GENERAL RESIDENTIAL DISTRICT**

### **INTENT**

The R2 General Residential District is designed to provide for multiple-family structures. This district is further intended to be a transitional use district, such as a location between residential districts and non-residential districts.

### **SECTION 5.1 PRINCIPAL USES PERMITTED**

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses:

- 5.1.1 All principal uses permitted in the [R1 District](#) [See [Article 4.1](#)]
- 5.1.2 Multiple family dwellings including rooming houses, bed and breakfast homes, tourist homes, apartment houses, group quarters, housing for the elderly, subject to the requirements of [Article 17 SCHEDULE OF DIMENSIONS](#), and approval of the County Health Department
- 5.1.3 Group care facilities, meeting applicable state licensing requirements
- 5.1.4 The following uses provided there is direct access to a county primary or state trunk line highway, as defined by the County Road Commission:
  - 5.1.4.1 Retail specialty stores when operated by the property owner within a completely enclosed building with no outdoor storage or display; to include: apparel, antiques, ceramics, florists, food stores, fruit markets, gifts hobby shops [Permit criteria include [Article 21.12.02](#), [21.12.03](#)]
- 5.1.5 WTG Building-Mounted: Permitted as an accessory use to an allowed Principal Use

### **SECTION 5.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS**

The following uses may be permitted, subject to the conditions herein imposed for each use, the review standards of [Article 19](#) and only after the review and approval of the site plan by the Planning Commission. [See [Article 21](#) for applicable Specific Requirements for Certain Uses, if any and [Article 23](#) for Site Plan Requirements.]

- 5.2.1 All uses subject to special conditions in the [R1 District](#)
- 5.2.2 The following uses provided there is direct access to a County primary or State trunkline highway, as defined by the County Road Commission:
  - 5.2.2.1 Motels and hotels provided there is a minimum lot width of one hundred fifty (150) feet
  - 5.2.2.2 Fraternal halls, sportsmen associations, and athletic clubs within completely enclosed buildings with a minimum lot of five (5) acres with a road frontage of two hundred (200) feet
  - 5.2.2.3 Professional offices for medical, dental, legal, engineering, architectural, or accounting services
  - 5.2.2.4 Convenience retail establishments
- 5.2.3 Churches
- 5.2.4 Manufactured Housing Parks
- 5.2.5 Hospitals Convalescent or Nursing Home Care Facilities
- 5.2.6 Commercial day care facilities
- 5.2.7 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]
- 5.2.8 WTG Small: Permitted as an accessory use to an allowed Principal Use
- 5.2.9 Unlisted property uses if authorized under [Article 21.44](#)

## ARTICLE 7 RR RECREATION RESIDENTIAL DISTRICT

### INTENT

The Recreation Residential District is designed to accommodate cottage and vacation home developments. It is intended that the vacation home areas be reasonably homogeneous by discouraging the mixing of recreation home areas with commercial resorts, business services and major institutional or community services.

### SECTION 7.1 PRINCIPAL USES PERMITTED

No building or land shall be used and no building shall be erected except for one or more of the following specified uses:

7.1.1 One (1) family dwellings

7.1.2 Accessory boat launching ramps, minor docks and accessory facilities provided they are developed as part of a residential lot. Permit criteria include [Article 18 LOTS NEAR WATER](#)

7.1.3 Public parks, parkways, scenic trails, playgrounds, recreation lands and forests, including accessory shelters and apparatus, and historical structures or display areas

7.1.4 Existing farms and agricultural uses

7.1.5 Home businesses or occupations and personal services as permitted in [Article 4.1.8](#) and [5.1.4](#)

7.1.6 Family care facilities meeting applicable state licensing requirements

7.1.7 Family child care homes and group child care homes

7.1.8 Bed and Breakfast/Tourist Homes

7.1.9 Travel trailers [Permit criteria include [Article 21.33](#)]

7.1.10 Structure for storage of the owner's possessions and non-commercial activities. These structures shall not be used as residences. Structures shall meet the size requirements of [21.1.3](#).

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

### SECTION 7.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

The following uses may be permitted, subject to the conditions herein imposed for each use, the review standards of [Article 19](#) and only after the review and approval of the site plan by the Planning Commission. [See [Article 21](#) for applicable Specific Requirements for Certain Uses, if any and [Article 23](#) for Site Plan Requirements.]

7.2.1 Community boat launching ramps, docks and accessory facilities.

7.2.2 Golf courses as regulated in the R1 District [See [Articles 4.2.5](#) and [21.11](#)]

7.2.3 Private recreational areas and facilities.

7.2.4 Marinas

7.2.5 Restaurants without drive-through service, which are of an appearance and character consistent with permitted uses

7.2.6 Recreation camps or resorts

7.2.7 One detached guest house may be permitted, provided the use is accessory to the main dwelling, there is double the minimum required land area for the district and the Health Department approves the sanitary system.

7.2.8 Utility and essential service structures when their operating requirements necessitate locating the facilities within the district in order to serve the immediate vicinity (storage yards excluded). [Permit criteria include [Article 21.10](#) regarding screening fences]

7.2.9 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

7.2.10 Churches

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

7.2.12 Unlisted property uses if authorized under [Article 21.44](#)

## 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 meeting applicable state licensing requirements
- 8.1.8 Family child care homes and group child care homes
- 8.1.89 Duplex dwellings
- 8.1.910 Fraternal lodges
- 8.1.4011 Landing strips
- 8.1.4112 Wildlife, plant, and habitat preservation areas
- 8.1.4213 Cemeteries [Permit criteria include [Article 21.4](#)]
- 8.1.4314 Riding academies or stables [Permit criteria include [Article 21.35](#)]
- 8.1.4415 Travel trailers (on private property) [Permit criteria include [Article 21.33](#)]
- 8.1.4516 Home occupation
- 8.1.4617 Wireless Telecommunications Towers and Facilities one hundred ninety (190) feet or less in height, without lights [Permit criteria include [Article 21.46](#)]
- 8.1.4718 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](#).
- 8.1.4819 WTG Building-Mounted: Permitted as an accessory use to an allowed Principal Use
- 8.1.4920 WTG Small: Permitted as an accessory use to an allowed Principal Use
- 8.1.2021 WTG Medium: Permitted as an accessory use to an allowed Principal

### SECTION 8.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

The following uses may be permitted, subject to the conditions herein imposed for each use, the review standards of [Article 19](#) and only after the review and approval of the site plan by the Planning Commission. [See [Article 21](#) for applicable Specific Requirements for Certain Uses, if any and [Article 23](#) for Site Plan Requirements.]

- 8.2.1 All permitted uses subject to special conditions, as permitted and regulated in the R1 District.
- 8.2.2 Sportsmen associations or clubs, including shooting ranges
- 8.2.3 Active recreation areas, stadiums and race tracks
- 8.2.4 Veterinary hospitals, clinics with indoor kennels [Permit criteria include [Article 21.45](#)]
- 8.2.5 Driving ranges
- 8.2.6 Game preserves

- 8.2.7 Gasoline stations with or without store
- 8.2.8 Detention facilities
- 8.2.9 Recreation farms (dude ranches)
- 8.2.10 Restaurants and/or taverns (without drive-through service)
- 8.2.11 Campgrounds (commercial)
- 8.2.12 Dog grooming and kennel facilities [Permit criteria include [Article 21.45](#)]
- 8.2.13 Golf courses and country clubs [Refer to [Articles 4.2.5 and 21.11](#)]
- 8.2.14 Hunt clubs (commercial)
- 8.2.15 Recreation camps or resorts
- 8.2.16 Surface mining of gravel, sand, clay, topsoil or marl [See [Article 21.25](#) for criteria]
- 8.2.17 Travel trailer courts
- 8.2.18 Wireless Telecommunications Towers and Facilities over one hundred ninety (190) feet in height, or with lights
- 8.2.19 WTG Large
- 8.2.20 Anemometer Tower
- 8.2.21 Unlisted property uses if authorized under [Article 21.44](#)
- 8.2.22 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

## **ARTICLE 9 AR AGRICULTURAL RESOURCE DISTRICT**

### **INTENT**

The Agricultural Resource District is intended to encourage the maintenance of productive farm and agricultural land for growing, raising or production of food stuffs. It is further intended that the productive agricultural land base of the County be maintained in agricultural activities. Other land uses and activities may be permitted if they meet the objective of retaining farmlands in an open land character.

### **SECTION 9.1 PRINCIPAL USES PERMITTED**

No buildings or land shall be used and no building shall be erected except for one (1) or more of the following specified uses:

- 9.1.1 One (1) family dwelling unit
- 9.1.2 Two (2) family (duplex) dwellings subject to the one (1) family density requirements with a minimum lot width of three hundred (300) feet
- 9.1.3 Two (2) detached single-family dwelling units may be permitted, subject to the following conditions:
  - 9.1.3.1 There is a separation between the two (2) dwellings so the lot may be divided into two (2) legal lots with each lot having a lawful minimum width and area, with each dwelling still maintaining the front, side and rear setback as regulated in the District.
  - 9.1.3.2 The County Health Department approves the sanitary system.
- 9.1.4 Growing, raising, and harvesting of agricultural products and farm livestock
- 9.1.5 Woodlots, tree farms, nursery field stock, and harvesting activities
- 9.1.6 Buildings for storing or housing machinery, equipment and/or livestock, including repair operations when accessory to agricultural and farm operations
- 9.1.7 Experimental agricultural activities and uses related to farm research
- 9.1.8 Wildlife habitat and plant species preservation areas
- 9.1.9 Farm industries may include saw mills of a permanent or temporary nature, with assembly of green or untreated wood to a usable item for marketing, provided the operation is conducted as an accessory to a farm and that the use is two hundred (200) feet from property lines
- 9.1.10 Bed and breakfast/tourist homes

- 9.1.11 Family and group care facilities meeting applicable state licensing requirements
- 9.1.12 Family child care homes and group child care homes
- 9.1.13 Forest production and forest harvesting operations including temporary sawmills, temporary log storage yards and related facilities
- 9.1.14 Fraternal lodges
- 9.1.15 Aircraft Landing Strips
- 9.1.16 Churches
- 9.1.17 Cemeteries [Permit criteria include Article 21.4]
- 9.1.18 Dwellings less than sixteen (16) feet wide [Permit criteria include Article 21.22]
- 9.1.19 Riding academies or stables [Permit criteria include Article 21.35]
- 9.1.20 Roadside stands (agricultural-temporary) off the road right-of-way, provided that the stand be operated only seasonally, that hours not exceed dawn to dusk, that large equipment, including semi-tractor-trailers, not be parked at the site and that the parking requirements of Article 21.27 be observed
- 9.1.21 Veterinary hospitals, clinics with indoor kennel [Permit criteria include Article 21.45]
- 9.1.22 Travel trailers (on private property) [Permit criteria include Article 21.33]
- 9.1.23 Home occupation
- 9.1.24 Farm buildings, in existence at the time of the adoption of this amendment and no longer used in support of agricultural interests, may be used as rental property for storage of individually owned items
  - 9.1.24.1 So as to alleviate noise and traffic associated with commercial activities and thus maintain the rural, open space character of the area, the rental shall not be made into commercial enterprises.
  - 9.1.24.2 All applicable sections of the zoning Ordinance apply
  - 9.1.24.3 The Zoning Administrator may opt to refer the application to the Planning Commission if there are unusual circumstances
- 9.1.25 Wireless Telecommunications Towers and Facilities one hundred ninety (190) feet or less in height without lights [Permit criteria include Article 21.46]
- 9.1.26 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.
- 9.1.27 WTG Building-Mounted: Permitted as an accessory use to an allowed Principal Use
- 9.1.28 WTG Small: Permitted as an accessory use to an allowed Principal Use
- 9.1.29 WTG Medium: Permitted as an accessory use to an allowed Principal Use

## SECTION 9.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

The following uses may be permitted, subject to the conditions herein imposed for each use, the review standards of Article 19 and only after the review and approval of the site plan by the Planning Commission. [See Article 21 for applicable Specific Requirements for Certain Uses, if any and Article 23 for Site Plan Requirements.]

- 9.2.1 Public and private parks, recreational facilities and public or private non-profit schools offering courses in general education when the use is not, to the extent practical, placed on soils predominantly rated as having high agricultural productivity in comparison with other farm land in Otsego County
- 9.2.2 Recreation farms, dude ranches (so called) and sportsmen's clubs provided the farm land base remains essentially intact, that the number of new and/or expanded buildings be limited in scale, in so far as is practical, to that typical of a farm, and further, no activities shall cause the depletion or erosion of agricultural soils (dust, vehicle tracks, stream bank breakdown, etc.)
- 9.2.3 Permanent forest industries, including permanent sawmills, planing mills, veneer mills and related operations, provided:
  - 9.2.3.1 There is a complete clean-up of discarded wastes following the cessation of activity
  - 9.2.3.2 There are no nuisances imposed upon tourist service facilities or outdoor recreation uses in the immediate vicinity
  - 9.2.3.3 The site of the proposed use encompasses an area of at least five (5) acres
- 9.2.4 Auction yards for livestock and/or agricultural equipment with accessory buildings on a minimum forty (40) acres site with a minimum width of six hundred (600) feet, provided that there is no nuisance imposed upon the surrounding farms or dwellings

- 9.2.5 Commercial outdoor sport and recreational facilities, outdoor musical entertainment
- 9.2.6 Driving ranges
- 9.2.7 Game preserves
- 9.2.8 Gasoline stations with or without store
- 9.2.9 Detention facilities
- 9.2.10 Shooting ranges (outdoor)
- 9.2.11 Recreation camps, resorts or housekeeping units
- 9.2.12 Restaurants and/or taverns (without drive-through service)
- 9.2.13 Dog grooming and kennel facilities [Permit criteria include [Article 21.45](#)]
- 9.2.14 Golf courses and country clubs [Refer to [Articles 4.2.5 and 21.11](#)]
- 9.2.15 Hunt clubs (commercial)
- 9.2.16 Airport with appurtenant facilities, when approved by the Planning Commission after a hearing, provided the operating characteristics are deemed not to conflict with wildlife habitat areas, wilderness areas, housing areas, and facilities or uses having high concentrations of people (schools, hospitals, etc.)
- 9.2.17 Surface mining of gravel, sand, clay, topsoil or marl [See [Article 21.25](#) for criteria]
- 9.2.18 Travel trailer courts
- 9.2.19 Campgrounds (commercial)
- 9.2.20 Race tracks
- 9.2.21 Wireless Telecommunications Towers and Facilities over one hundred ninety (190) feet in height, or with lights [See [Article 21.46](#)]
- 9.2.22 WTG Large
- 9.2.23 Anemometer Tower [See [Article 21.47](#)]
- 9.2.24 Unlisted property uses if authorized under [Article 21.44](#)
- 9.2.25 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

## **ARTICLE 10 B1 LOCAL BUSINESS DISTRICT**

### **INTENT**

The B1 Local Business District establishes a Business District that is more selective than a General Business District. It provides for the establishment of neighborhood shopping areas, personal services, and professional office areas that are compatible with and of service to residential uses, provided the uses are within a completely enclosed building.

### **SECTION 10.1 PRINCIPAL USES PERMITTED**

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses:

- 10.1.1 Office buildings for administrative, professional, governmental and sales offices
- 10.1.2 Medical and dental offices, including clinics
- 10.1.3 Banks and financial institutions, without drive through
- 10.1.4 Any generally recognized retail business within an enclosed building less than one hundred thousand (100,000) square feet, excluding bars and restaurants serving alcoholic beverages
- 10.1.5 Any personal service establishment which performs such services as, but not limited to: barber, beauty salon, shoe repair, tailor shops, interior decorators and photographers
- 10.1.6 Offices and showrooms of plumbers, electricians, decorators or similar trades, without outdoor storage
- 10.1.7 Rental shops with no outdoor storage
- 10.1.8 Printing establishments, newspaper offices, publishers, and copying services

10.1.9 Existing residences

10.1.10 Athletic or sports facilities and health clubs, indoor only

10.1.11 Churches

10.1.12 Convalescent or nursing home care facility

10.1.13 Community service facilities (public library, offices operated through public funds, etc.)

10.1.14 Educational institutions

10.1.15 Commercial Day Care

10.1.16 Funeral home and mortuary

10.1.17 Family care facility and group care facilities meeting applicable state licensing requirements

10.1.18 WTG Building-Mounted: Permitted as an accessory use to an allowed Principal Use [See [Article 21.46](#)]

## SECTION 10.2 PERMITTED USES SUBJECT TO SPECIAL CONDITIONS

The following uses may be permitted, subject to the conditions herein imposed for each use, the review standards of [Article 19](#) and only after the review and approval of the site plan by the Planning Commission. [See [Article 21](#) for applicable Specific Requirements for Certain Uses, if any and [Article 23](#) for Site Plan Requirements.]

10.2.1 Motels, hotels, motor inns, cabin courts, bed and breakfast facilities, tourist lodging facilities and museums

10.2.2 Gasoline service stations for sale of motor fuels, oil and minor accessories

10.2.3 Retail uses over one hundred thousand (100,000) square feet

10.2.4 Dry cleaners, laundry

10.2.5 Utility and essential service buildings when operating requirements necessitate the locating of said facilities within the District in order to serve the immediate vicinity

10.2.6 Wireless Telecommunications Towers and Facilities one hundred ninety (190) feet or less in height [Permit criteria include [Article 21.46](#)]

10.2.7 Nursery sales, garden supply centers and greenhouses with outdoor display areas

10.2.8 Recycling Facility

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

10.2.10 Unlisted property uses if authorized under [Article 21.44](#)

10.2.11 Personal Wireless Services Telecommunications Towers and Facilities one hundred fifty (150) feet or less in height, self-supporting (lattice) or guyed [Permit criteria includes [Article 21.46](#)]

## SECTION 21.12 HOME OCCUPATION

Amended 3.29.2018

### DEFINITIONS:

**HOME OCCUPATION:** The partial use of a home for commercial or nonresidential uses by a resident thereof, which is subordinate and incidental to the use of the dwelling for residential purposes. Family or group child care homes shall not be considered a home occupation and shall be regulated under 2006 PA 110, MCL 125.3206 and 1973 PA 116, MCL 722.111 to 722.128

### 21.12.1 Home Occupation

A Home occupation shall be permitted in all zones, provided the home occupation is clearly and obviously subordinate to the main use or dwelling unit for residential purposes. Home occupations shall be conducted wholly within the primary structure on the premises.

### 21.12.2 Permit Required

A Home Occupation Permit is required before any activity is initiated. A Home Occupation Application shall be submitted to the Zoning Administrator who may issue such permit when all applicable provisions of this Ordinance have been met and following approval by the proper body or official.

**21.12.3 Home Occupation Regulations:**

**21.12.3.1** A Home Occupation shall not employ more than one (1) person other than those related by blood, marriage or adoption.

**21.12.3.2** A Home Occupation shall not exceed fifteen (15) percent of the floor area of the primary residential structure, which can include the attached garage.

**21.12.3.3** A Home Occupation Inventory and supplies shall not occupy more than fifty (50) percent of the area permitted to be used as a home occupation.

**21.12.3.4** A Home Occupation operational nuisances such as noise, vibration, fumes, smoke, odors, lighting, and related shall be strictly confined to the premises and no activity shall be visible or discernible from any adjoining street or property line.

**21.12.3.5** A Home Occupation major activity shall be carried on indoors.

**21.12.3.6** A Home Occupation shall have no exterior display or storage of goods on said premises.

**21.12.3.7** A Home Occupation sales and services to patrons shall be arranged by appointment and scheduled so that not more than two (2) patron vehicles are on the premises at the same time.

**21.12.3.8** A Home Occupation shall be limited to the hours (8 a.m. to 8 p.m.) to its patrons.

**21.12.3.9** A Home Occupation shall provide three (3) additional parking spaces on the premises, except only two (2) need be provided if the home occupation does not have an employee.

**21.12.3.10** A Home Occupation shall not generate greater traffic volumes than normally expected in a residential neighborhood. No additional on street parking demand shall be generated.

**21.12.3.11** A Home Occupation may have One (1) non illuminated sign not to exceed 2 sq. ft. if it is attached to, and is parallel with the wall of the dwelling unit.

**21.12.3.12** A Home Occupation use shall not take on the operational character of a business, industrial, industrial transit or institutional use in terms of parking, truck or commercial traffic, loading and unloading, and related activities.

**21.12.3.13** A Home Occupation shall not make structural alterations which are architecturally at variance with the residential dwelling or which cannot be readily and simply returned to residential use. Exterior alterations shall not be of a design to indicate or characterize the presence of a home occupation.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>	<b>AGENDA DATE:</b>
<b>AGENDA PLACEMENT:</b> Committee Reports, B. Planning Commission Recommendations, 1.	<b>ACTION REQUESTED:</b> Motion to Approve
<b>STAFF CONTACT(S):</b> Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects Director	<b>ATTORNEY REVIEW:</b> Yes

**BACKGROUND/DISCUSSION:**

In the proposed text amendment to the Otsego County Zoning Ordinance, family and group child care homes (in-home daycares) are differentiated from other family and group care facilities (adult foster care centers, drug and alcohol rehabilitation centers, etc.). The text amendment also adds family and group child care homes as permitted uses in all residential districts (no longer subject to any special use requirements), and clarifies that family and group child care homes are not subject to the home occupation regulations listed in Section 21.12.

**RECOMMENDATION:**

The Planning Commission recommends the adoption of the proposed text amendments to Sections 2, 21.12 and Articles 4, 5, and 7-10 of the Otsego County Zoning Ordinance.

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  September 12, 2019 Warrant	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 1	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Mel Maier, Finance Director	<b>ATTORNEY REVIEW:</b>  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 12, 2019 warrant is in the amount of \$285,021.68. Major expenditures in the warrant include:

- \$285,021.68 – Integrity Construction Services – Library expansion project

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$285,021.68.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK DATE FROM 09/12/2019 - 09/12/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/12/2019	AP	78204	INTEGRITY CONSTRUCTION SERVICES LLC	LIBRARY EXPANSION PROJECT	472-901-970.300	285,021.68
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		285,021.68

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  September 17, 2019 Warrant	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 2	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Mel Maier, Finance Director	<b>ATTORNEY REVIEW:</b>  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 17, 2019 warrant is in the amount of \$214,166.42 Major expenditures in the warrant include:

- \$67,027.84 – Blue Care Network – October premium

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$214,166.42.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 09/17/2019 - 09/17/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	2466(E)	AMERICAN WASTE	32582734 SEPTEMBER	588-698-940.010	103.00
09/17/2019	AP	2487(E)	CHARTER COMMUNICATIONS	INTERNET/PHONE/CABLE	208-751-726.000	124.98
		2487(E)		INTERNET/PHONE/CABLE	208-751-930.210	49.99
		2487(E)		INTERNET/PHONE/CABLE	208-752-726.000	94.59
		2487(E)		INTERNET/PHONE/CABLE	208-752-930.210	39.99
						<u>309.55</u>
09/17/2019	AP	2488(E)	CONSUMERS ENERGY	ENERGY BILL	637-265-930.620-ALPCT00000	792.54
		2488(E)		ENERGY BILL	637-265-930.620-SILLI00000	18.53
						<u>811.07</u>
09/17/2019	AP	2489(E)	DE LAGE LANDEN PUBLIC FINANCE	SEPTEMBER 2019 COURT COPY MACHINE LEASE PAYMENT	101-131-920.520	130.99
09/17/2019	AP	2490(E)	DE LAGE LANDEN PUBLIC FINANCE	AUGUST 2019 FOC COPY MACHINE LEASE PAYMENT	215-141-920.520	118.58
09/17/2019	AP	2491(E)	DTE ENERGY	GAS BILL	208-752-930.610	32.81
		2491(E)		GAS BILL	637-265-930.610-ALPCT00000	222.49
		2491(E)		GAS BILL	637-265-930.610-CRTHS00000	273.97
						<u>529.27</u>
09/17/2019	AP	2492(E)	FRONTIER	225 WEST MAIN LANDLINE	261-427-930.210	98.25
09/17/2019	AP	2493(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	AUGUST 2019 COURT MERS	704-000-231.700	14,427.06
09/17/2019	AP	2494(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	AUGUST 2019 COURT MERS HYBRID DEFINED CONT.	704-000-231.700	617.40
09/17/2019	AP	2495(E)	PITNEY BOWES	LEASE INV 3309549303; ACCT 0011149009	101-267-930.450	151.72
		2495(E)		LEASE INV 3309549303; ACCT 0011149009	101-267-930.983	151.72
		2495(E)		LEASE INV 3309549303; ACCT 0011149009	101-268-930.450	151.72
						<u>455.16</u>
09/17/2019	AP	2496(E)	PITNEY BOWES	MAIL EQUIPMENT LEASE PAYMENT - 3RD QTR (JUL-SEPT 19)	101-131-920.520	227.58
		2496(E)		MAIL EQUIPMENT LEASE PAYMENT - 3RD QTR (JUL-SEPT 19)	215-141-920.520	227.58
						<u>455.16</u>
09/17/2019	AP	2497(E)	USPS PAYMENT	OCTOBER 2019 JURY SUMMONS MAILING	101-145-930.450	193.50
09/17/2019	AP	2498(E)	WEST PAYMENT CENTER	AUGUST 2019 COURT SKIP TRACING FEE	101-131-940.010	126.34
09/17/2019	AP	2499(E)	WEST PAYMENT CENTER	AUGUST 2019 FOC SKIP TRACING FEE	215-141-940.010	136.85
09/17/2019	AP	2500(A)	CDW GOVERNMENT INC	MS OFFICE 2019 STANDARD - QUOTE KWDX838	266-901-970.440	579.02
09/17/2019	AP	2501(A)	GARY GELOW	MIDC SUPPORT STAFF AUG 26 - SEP 6, 2019	260-131-801.021	1,100.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 09/17/2019 - 09/17/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	2502(A)	TIMOTHY MCPHERSON	ADMIN/OTHER DIRECT COSTS	101-332-726.000	85.62
		2502(A)		ACR-ADMIN-TRAVEL-OTHER - FEDERAL	101-332-726.000-TRAIN00000	94.21
		2502(A)		ADMIN-MILEAGE	101-332-801.020	1,807.50
		2502(A)		ACR-ADMIN-TRAVEL-OTHER - FEDERAL	101-332-801.020-TRAIN00000	502.50
		2502(A)		ACR-ADMIN-TRAVEL-OTHER - FEDERAL	101-332-801.030-TRAIN00000	300.00
		2502(A)		ADMIN-MILEAGE	101-332-930.500	246.24
		2502(A)		ACR-ADMIN-TRAVEL-OTHER - FEDERAL	101-332-930.500-TRAIN00000	81.00
		2502(A)		ADMIN/OTHER DIRECT COSTS	101-332-930.660	29.00
						3,146.07
09/17/2019	AP	78205	VOID	** VOIDED **		** VOIDED **
09/17/2019	AP	78206	VOID	** VOIDED **		** VOIDED **
09/17/2019	AP	78207	VOID	** VOIDED **		** VOIDED **
09/17/2019	AP	78208	VOID	** VOIDED **		** VOIDED **
09/17/2019	AP	78209	VOID	** VOIDED **		** VOIDED **
09/17/2019	AP	78210	VOID	** VOIDED **		** VOIDED **
09/17/2019	AP	78211	123NET	ACCOUNT 110735		** VOIDED **
09/17/2019	AP	78212	AARON ALEXANDER SIDES	8/28,8/30 JURY SERVICE		** VOIDED **
09/17/2019	AP	78213	ALAN WILLIAM ZAMPICH	9-10-19 JURY SERVICE		** VOIDED **
09/17/2019	AP	78214	ALEECE BRIEL HODGES	9-10-19 JURY SERVICE	101-145-930.930	16.60
09/17/2019	AP	78215	ALEX JACOB HARLUKOWICZ	8-22-19 JURY SERVICE	101-145-930.930	30.40
09/17/2019	AP	78216	AMANDA SUE LANE	8-22-19 JURY SERVICE	101-145-930.930	32.80
09/17/2019	AP	78217	AMY CROFF	SHOP WITH A COP	701-000-230.000	269.73
09/17/2019	AP	78218	ANGELA YVONNE GARRISON	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	72.40
09/17/2019	AP	78219	ANN MARIE MYSLIWIEC	8-26-19 JURY SERVICE	101-145-930.930	16.20
09/17/2019	AP	78220	ASHLEY MORGAN	15.2 MI + 1 DAY TESTIMONY, MORGAN TRL 8-30-19	101-267-930.940	16.52
09/17/2019	AP	78221	BARCO PRODUCTS COMPANY	#SORCO14149 GARBAGE CANS, BENCHES, MESSAGE BORADS. BIKE 208-901-970.300		9,259.32

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 09/17/2019 - 09/17/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	78222	BEAR RIVER HEALTH	AUGUST 2019 MENTAL HEALTH COUNSELING	101-133-940.010	950.00
09/17/2019	AP	78223	BEBBLE, REGAN M	REFUND FOR OVERPMT MADE ON 2018 TAX YR FOR PARCEL#103-44 516-030-694.000		10.64
09/17/2019	AP	78224	BECKY COOK	20 MI + 1/2 TESTIMONY, RYKSCHROEF PRELIM 9-5-19	101-267-930.940	9.50
09/17/2019	AP	78225	BECKY SUE WEATHERWAX	9-10-19 JURY SERVICE	101-145-930.930	25.40
09/17/2019	AP	78226	BENISTAR HARTFORD - 6795	OCTOBER RET HEALTHCARE	647-851-704.110	7,272.52
09/17/2019	AP	78227	BETHANY LEANN HAGLAND	8/30 JURY SERVICE	101-145-930.930	17.40
09/17/2019	AP	78228	BEVERLY MARIA ADERMAN	9-10-19 JURY SERVICE	101-145-930.930	42.00
09/17/2019	AP	78229	BLUE CARE NETWORK	OCTOBER COUNTY HEALTH CARE GROUP 282880	647-851-704.110	67,027.84
09/17/2019	AP	78230	BOBBIE MARIE BEGLEY	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	94.50
09/17/2019	AP	78231	BOBETTE NOREEN FRIEND	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	72.00
09/17/2019	AP	78232	BRANDI LEA SLIVINSKI	8/28,8/29 JURY SERVICE	101-145-930.930	65.60
09/17/2019	AP	78233	BRANDON DALE SIEGGREEN	9-10-19 JURY SERVICE	101-145-930.930	17.40
09/17/2019	AP	78234	BRENDA LEE FISHER	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	62.40
09/17/2019	AP	78235	BRET ALAN MILLER	9-10-19 JURY SERVICE	101-145-930.930	37.20
09/17/2019	AP	78236	BRODY THOMAS MARKOVICH	9-10-19 JURY SERVICE	101-145-930.930	19.00
09/17/2019	AP	78237	C2AE	GROEN NATURE PRESERVE PROJECT	494-901-970.300-ENTRNC_GRO	855.71
09/17/2019	AP	78238	CAROL LYNN RUTYNA	8-22-19 JURY SERVICE	101-145-930.930	42.00
09/17/2019	AP	78239	CATHERINE ANNE OCONNOR	9-10-19 JURY SERVICE	101-145-930.930	4.00
09/17/2019	AP	78240	CATHOLIC HUMAN SERVICES INC	AUGUST 2019 MENTAL HEALTH COUNSELING	101-133-940.010	496.00
09/17/2019	AP	78241	CHARLES BART SAYRE	8-22-19 JURY SERVICE	101-145-930.930	36.00
09/17/2019	AP	78242	CHARMAINE MARIE BOUGHNER	9-10-19 JURY SERVICE	101-145-930.930	38.00
09/17/2019	AP	78243	CHERYL LYNN WAGNER	8-22-19 JURY SERVICE	101-145-930.930	32.40
09/17/2019	AP	78244	CHILD & FAMILY SERVICES OF NW MI	19-44-NA PLACEMENT 8/1/19 TO 8/31/19	292-662-930.810	1,068.88
09/17/2019	AP	78245	CHRISTOPHER MICHAEL MCMASTERS	8/22,8/28 JURY SERVICES	101-145-930.930	39.90
09/17/2019	AP	78246	CINDY LEE SAGE	8-26-19 JURY SERVICE	101-145-930.930	22.60
09/17/2019	AP	78247	CINDY LEE SAGE	8/26,8/30 JURY SERVICE	101-145-930.930	52.70

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 09/17/2019 - 09/17/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	78248	CODY JON FLEMING	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	102.00
09/17/2019	AP	78249	COLE MATTHEW CLARK	8/26,8/28 JURY SERVICE	101-145-930.930	40.70
09/17/2019	AP	78250	COLLEEN ANN SAMKOWIAK	8-28 & 8-29 JURY SERVICE	101-145-930.930	62.40
09/17/2019	AP	78251	CRONAN, BRIAN M	REFUND FOR OVERPMT MADE ON 2018 TAX YR FOR PARCEL #072-1E516-030-694.000		83.42
09/17/2019	AP	78252	CYNTHIA L. GODDARD	9-10-19 JURY SERVICE	101-145-930.930	20.60
09/17/2019	AP	78253	DANIEL EDWARD YARSEVICH	8/26,8/30 JURY SERVICE	101-145-930.930	38.70
09/17/2019	AP	78254	DANIEL ENOCH HUCKABAY	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	76.40
09/17/2019	AP	78255	DANIEL PHILLIPS	AUGUST 2019 ME SERVICES	101-648-801.020	370.00
09/17/2019	AP	78256	DANIEL STEPHEN COGER	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	99.30
09/17/2019	AP	78257	DANIELLE DEZINSKY	PPO VIOLATION, 17-16919-PP, COSTS ORDERED	101-215-626.030	383.00
09/17/2019	AP	78258	DARL SCHMIDT	PUMPKINS FOR BOTH HALLOWEEN WEEKENDS	208-751-726.000	625.00
09/17/2019	AP	78259	DAVID ALLAN HELLENBERG	8/26,8/30 JURY SERVICE	101-145-930.930	42.30
09/17/2019	AP	78260	DAVID CARL WALTERS	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	88.50
09/17/2019	AP	78261	DAVID NEUMANN	19-5678 \$3964, 19-5632 \$267	701-000-265.000	4,231.00
09/17/2019	AP	78262	DEBORAH KAYE SLATER	8-28-19 AND 8-28-19 JURY SERVICE	101-145-930.930	49.50
09/17/2019	AP	78263	DEBRA LYNN HARLUKOWICZ	8/22,8/28, 8/29 JURY SERVICE	101-145-930.930	119.40
09/17/2019	AP	78264	DEKETO LLC	AUGUST 2019 DOCUMENTS	101-215-920.410	389.33
		78264		AUGUST 2019 DOCUMENTS	256-215-920.410	778.67
						1,168.00
09/17/2019	AP	78265	DELENE JOY TODD	8/22,8/28,8/29 JURY SERVICE	101-145-930.930	114.60
09/17/2019	AP	78266	DENISE ANN KINSINGER	9-10-19 JURY SERVICE	101-145-930.930	18.20
09/17/2019	AP	78267	DONNA LYNN COTTRELL	8/26,8/28 JURY SERVICE	101-145-930.930	40.70
09/17/2019	AP	78268	DUNNS	ACCT #DUN-2647, INV #33AR395257 COPIER CONTRACT, MONTH ENC	101-682-920.410	75.20
		78268		ACCT #DUN-2647, INV #33AR395257 COPIER CONTRACT, MONTH ENC	232-690-920.410	8.35
						83.55
09/17/2019	AP	78269	ELIJAH BLU HOGLE	8/26,8/28 JURY SERVICE	101-145-930.930	38.30
09/17/2019	AP	78270	ELIZABETH KATHERINE OLSON	8/30 JURY SERVICE	101-145-930.930	30.40

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09/17/2019	AP	78271	EMILY ANN MCCLERREN	9-10-19 JURY SERVICE	101-145-930.930	36.00
09/17/2019	AP	78272	EMPIRIC SOLUTIONS INC	OCTOBER 2019 FOC COMPASS MANAGEMENT FEE	215-141-801.020	379.00
09/17/2019	AP	78273	EXTREME POWER SPORTS	REMAINING BALANCE FROM OLD INVOICE	209-751-726.000	10.10
09/17/2019	AP	78274	FRANCIENE ANN HALVORSON	9-10-19 JURY SERVICE	101-145-930.930	22.20
09/17/2019	AP	78275	GARY HAROLD APPLETON	8/22,8/28,8/29 JURY SERVICE	101-145-930.930	129.00
09/17/2019	AP	78276	GBS INC	AUGUST 6, 2019 ELECTION	101-262-726.000	9,855.71
09/17/2019	AP	78277	GEORGE THOMAS JOHNSON	9-10-19 JURY SERVICE	101-145-930.930	43.60
09/17/2019	AP	78278	GREAT LAKES ENERGY	ELECTRIC BILLS	209-751-930.620	150.16
09/17/2019	AP	78279	HEATHER JOANN TAYLOR	9-10-19 JURY SERVICE	101-145-930.930	36.00
09/17/2019	AP	78280	HOME DEPOT CREDIT SERVICES	OTSEGO COUNTY ANIMAL 2620902 4035152	212-430-726.000	373.89
09/17/2019	AP	78281	HOWARD L SHIFMAN PC	INVOICE FOR AUGUST 2019	280-270-801.020-BUS0000000	1,417.50
09/17/2019	AP	78282	IDENTISYS	COLOR RIBBON FOR CPL PRINTER	263-215-726.000	157.82
09/17/2019	AP	78283	JACOB LEROY KELLY	8-22-19 JURY SERVICE	101-145-930.930	19.80
09/17/2019	AP	78284	JACOB MITCHELL HUBBARD	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	74.40
09/17/2019	AP	78285	JAMES ALAN STEWARD	9-10-19 JURY SERVICE	101-145-930.930	27.00
09/17/2019	AP	78286	JAMES HARRISON HILT II	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	111.30
09/17/2019	AP	78287	JAMES L HIGGINBOTTOM	COACH/MILEAGE	101-332-801.030-TRAIN00000	240.00
		78287		COACH/MILEAGE	101-332-930.500-TRAIN00000	270.00
						510.00
09/17/2019	AP	78288	JAMY BROOKE FLESHER	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	69.60
09/17/2019	AP	78289	JEANETTE SAYRE	18-24-DL MAY 2019 COUNSELING SERVICES	292-662-940.010	210.00
09/17/2019	AP	78290	JENNIFER JAY ZALESKI	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	94.50
09/17/2019	AP	78291	JENNIFER LYNNE BELANGER	8-22 & 8-30 JURY SERVICE	101-145-930.930	55.10
09/17/2019	AP	78292	JENNIFER RENEE COUGHLIN	8/28 AND 8/30 JURY SERVICE	101-145-930.930	40.70
09/17/2019	AP	78293	JESSICA MAY IDALSKI	8/28 JURY SERVICE	101-145-930.930	21.40
09/17/2019	AP	78294	JILL DIANE HAUG	JURY SERVICE	101-145-930.930	117.00

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09/17/2019	AP	78295	JIM HILGENDORF	PC COMMITTEE MEETING/AUGUST 30, 2019	101-721-703.040	50.00
		78295		PC COMMITTEE MEETING/AUGUST 30, 2019	101-721-930.500	20.00
						<hr/> 70.00
09/17/2019	AP	78296	JODIE CAROL MACEK	8/26,8/28 JURY SERVICE	101-145-930.930	53.50
09/17/2019	AP	78297	JORDAN ROBERT PRUITT	8/28 & 8/29 JURY SERVICE	101-145-930.930	94.20
09/17/2019	AP	78298	JOSEPH ANTHONY CHARLES	8/22,8/28 JURY SERVICE	101-145-930.930	45.50
09/17/2019	AP	78299	JOSHUA EADS	BDR LESS 10%	701-000-265.000	450.00
09/17/2019	AP	78300	JOSHUA JOHN SMITH	8-22-19 JURY SERVICE	101-145-930.930	35.60
09/17/2019	AP	78301	JOSHUA KEITH WAGNER	9-10-19 JURY SERVICE	101-145-930.930	19.00
09/17/2019	AP	78302	JOSHUA MICHAEL HERMANN	8/28 JURY SERVICE	101-145-930.930	17.00
09/17/2019	AP	78303	JOSHUA MICHAEL ROMSTADT	8/26,8/28,8/29 JURY SERVICE	101-145-930.930	135.00
09/17/2019	AP	78304	JUDITH JARECKI	PLANNING COMMISSION MEETING / AUGUST 19, 2019	101-721-703.040	50.00
		78304		PLANNING COMMISSION MEETING / AUGUST 19, 2019	101-721-930.500	15.50
						<hr/> 65.50
09/17/2019	AP	78305	JUDY FAUBERT	FAUBERT JURY TRL 1 DAY TESTIMONY, 7-31-19	101-267-930.940	15.00
09/17/2019	AP	78306	JULIA ELLEN POWERS	8/26,8/28,8/29 JURY SERVICE	101-145-930.930	106.20
09/17/2019	AP	78307	JUNE ELIZABETH GREVE	SEPTEMBER 2019 COURT CLEANING FEE	101-131-726.025	150.00
		78307		SEPTEMBER 2019 FOC CLEANING FEE	215-141-726.025	150.00
						<hr/> 300.00
09/17/2019	AP	78308	JUSTIN HOLZSCHU	AUGUST 2019 ME SERVICES	101-648-801.020	762.00
		78308		AUGUST 2019 ME SERVICES	101-648-930.500	23.78
						<hr/> 785.78
09/17/2019	AP	78309	KARA MILLER	BDR LESS 10%	701-000-265.000	380.00
09/17/2019	AP	78310	KARI ANN BERNARD	9-10-19 JURY SERVICE	101-145-930.930	26.20
09/17/2019	AP	78311	KARI LEANN COLE	9-10-19 JURY SERVICE	101-145-930.930	20.60
09/17/2019	AP	78312	KAYLA LYNN HALL	8-22-19 JURY SERVICE	101-145-930.930	36.40
09/17/2019	AP	78313	KEVIN FORTUNE	CAMPING REFUND	208-440-652.030	234.00
09/17/2019	AP	78314	KEVIN JON HOPP	8/28,8/30 JURY SERVICE	101-145-930.930	72.00

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09/17/2019	AP	78315	KIENHOLZ, REBECCA J	REFUND FOR OVERPMT MADE ON 2018 TAX YR FOR PARCEL#011-31 516-030-694.000		19.79
09/17/2019	AP	78316	KIMBERLY KAY HASTY	9-10-19 JURY SERVICE	101-145-930.930	17.00
09/17/2019	AP	78317	KORI RENEE MATHERS	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	67.20
09/17/2019	AP	78318	KRISTI LYNN CATT	9-10-19 JURY SERVICE	101-145-930.930	32.40
09/17/2019	AP	78319	KURT ALAN STRAUSS	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	94.50
09/17/2019	AP	78320	KYLE RONALD KUCHARAK	8/26,8/28 JURY SERVICE	101-145-930.930	42.30
09/17/2019	AP	78321	KYLIE MARIE ROZNOWSKI	9-10-19 JURY SERVICE	101-145-930.930	41.20
09/17/2019	AP	78322	LARRY KENT	SERVICES 9-4-2019 THRU 9-10-2019	249-371-801.024	1,350.00
09/17/2019	AP	78323	LAURA ANN SINCOCK	9-10-19 JURY SERVICE	101-145-930.930	35.60
09/17/2019	AP	78324	LAURA JEAN ROTHANBURG	8/26,8/28 JURY SERVICE	101-145-930.930	39.10
09/17/2019	AP	78325	LESLEY FRANK YOUNG	8/26,8/28 JURY SERVICE	101-145-930.930	58.30
09/17/2019	AP	78326	LESLIE JAY KOZLOWSKI	9-10-19 JURY SERVICE	101-145-930.930	25.00
09/17/2019	AP	78327	LINDSAY KLINE	19-17-NA PLACEMENT 8/1/19 TO 8/31/19	292-662-930.700	534.44
09/17/2019	AP	78328	LISA MARIE HIBNER	8-26 & 8-28 JURY SERVICE	101-145-930.930	42.30
09/17/2019	AP	78329	LISA MARIE MACKOWIAK	8-26 & 8-28 JURY SERVICE	101-145-930.930	42.30
09/17/2019	AP	78330	LUTHERAN CHILD & FAMILY SERVICES	19-06-NA PLACEMENT & INITAL CLOTHING ALLOWANCE 7/1/19 TO 7/3 292-662-930.810		7,924.48
09/17/2019	AP	78331	MACKENZIE WALTON DAILY	8/26,8/28 JURY SERVICE	101-145-930.930	40.70
09/17/2019	AP	78332	MARTIN EDWARD ELLIOTT	9-10-19 JURY SERVICE	101-145-930.930	16.60
09/17/2019	AP	78333	MARTY MARIE WELLS	9-10-19 JURY SERVICE	101-145-930.930	18.20
09/17/2019	AP	78334	MARVIN CARLSON	AUGUST 2019 ME SERVICES	101-648-801.020	720.00
		78334		AUGUST 2019 ME SERVICES	101-648-930.500	17.40
						737.40
09/17/2019	AP	78335	MARY ELLEN HOWARD	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	79.20
09/17/2019	AP	78336	MATTHEW ANTHONY SILSBURY	8/26,8/28 JURY SERVICE	101-145-930.930	42.30
09/17/2019	AP	78337	MATTHEW RAYMOND FORREST	8/22,8/30 JURY SERVICE	101-145-930.930	68.00
09/17/2019	AP	78338	MCCARDEL CULLIGAN	WATER	647-851-704.112	92.25

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09/17/2019	AP	78339	MCWCF	REVISED 2018 MCWCF FINAL AUDIT	704-000-231.270	20,627.83
09/17/2019	AP	78340	MICHAEL ANDREW LYK	9-10-19 JURY SERVICE	101-145-930.930	30.40
09/17/2019	AP	78341	MICHAEL C. LANGLOIS	DJ SERVICES FOR 9/21 & 9/28	208-751-726.000	600.00
09/17/2019	AP	78342	MICHAEL DONALD DIPZINSKI	8/26,8/28 JURY SERVICE	101-145-930.930	66.30
09/17/2019	AP	78343	MICHAEL FLOYD POLUS	8-22-19 JURY SERVICE	101-145-930.930	32.40
09/17/2019	AP	78344	MICHAEL LEE DRABIK	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	78.00
09/17/2019	AP	78345	MICHAEL TODD CARLISLE	8/26,8/30 JURY SERVICE	101-145-930.930	61.60
09/17/2019	AP	78346	MIDGIE LYNN MAROSELLI	8-22-19 JURY SERVICE	101-145-930.930	33.20
09/17/2019	AP	78347	MORGAN ALLYN BARBER	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	96.00
09/17/2019	AP	78348	MORRISON, DIANNA	REFUND FOR OVERPMT MADE ON 2018 TAX YR FOR PARCEL 041-034516-030-694.000		34.71
09/17/2019	AP	78349	NEW CENTURY SIGNS	49662 HOUR SIGNS FOR GROEN	209-751-726.000	123.00
09/17/2019	AP	78350	NICOLE ANGELA FIERRO	9-10-19 JURY SERVICE	101-145-930.930	17.40
09/17/2019	AP	78351	NORA HOLLY CORFIS	PLANNING COMMISSION MEETING / AUGUST 19, 2019	101-721-703.040	50.00
		78351		PLANNING COMMISSION MEETING / AUGUST 19, 2019	101-721-930.500	14.00
						64.00
09/17/2019	AP	78352	NORTHERN MICHIGAN REVIEW	181577-9119 ADS	208-752-930.300	496.00
09/17/2019	AP	78353	OBAR RANCH	2019 EDGE PROGRAM - 1ST & 2ND SESSIONS	292-662-940.010	7,200.00
09/17/2019	AP	78354	OCNET	9555 WIRELESS CONNECTION	208-752-726.000	59.95
		78354		9587	212-430-920.410	400.00
						459.95
09/17/2019	AP	78355	OMH MEDICAL GROUP & MEDCAR WALKIN	PRE EMPLOYMENT AND RECERT PHYSICALS	101-301-940.010	106.00
		78355		PRE EMPLOYMENT AND RECERT PHYSICALS	101-351-940.010	65.00
		78355		PRE EMPLOYMENT AND RECERT PHYSICALS	588-699-940.010	369.00
						540.00
09/17/2019	AP	78356	OTSEGO COUNTY	19-5632,5635,5678,5680,5659,5671,5624	701-000-285.000	3,059.00
09/17/2019	AP	78357	OTSEGO COUNTY BUS SYSTEM	AUGUST 2019 DRUG COURT BUS	101-133-930.500	110.00
		78357		AUGUST 2019 JUVENILE BUS	292-662-930.500	420.00
						530.00

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09/17/2019	AP	78358	OTSEGO COUNTY FRIEND OF COURT	FOC PERFORMANCE BOND G. RILL 11-140-75-DP(H)	701-000-265.000	700.00
09/17/2019	AP	78359	OTSEGO COUNTY JUDICIAL SYSTEM	9/5/19 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	45.43
		78359		9/5/19 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	1,334.37
						1,379.80
09/17/2019	AP	78360	OTSEGO COUNTY SHERIFF DEPT	AUGUST 2019 DRUG COURT DRUG TESTING	101-133-940.010	2,163.00
09/17/2019	AP	78361	OTSEGO COUNTY TREASURER	9626 WORK CAMP AT IRONTONE	208-901-970.300	500.00
09/17/2019	AP	78362	PAIGE MARIE CLEAR	8/22,8/28,8/29 JURY SERVICE	101-145-930.930	106.20
09/17/2019	AP	78363	PATRICIA KAY ZABOROWSKI	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	91.30
09/17/2019	AP	78364	PATRICIA LOU HARBIN	8/28,8/30 JURY SERVICE	101-145-930.930	48.70
09/17/2019	AP	78365	PAUL ALBIN WINDQUIST	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	126.60
09/17/2019	AP	78366	PAUL HARTMANN	PC COMMITTEE MEETING/AUGUST 30, 2019	101-721-703.040	100.00
		78366		PC COMMITTEE MEETING/AUGUST 30, 2019	101-721-930.500	20.00
						120.00
09/17/2019	AP	78367	PAY THE BILLS, LLC	496923, 496927 FIRE WOOD	208-751-726.000	340.00
		78367		496923, 496927 FIRE WOOD	208-752-726.000	20.00
						360.00
09/17/2019	AP	78368	PEGGY SUZANNE BROUGHTON	9-10-19 JURY SERVICE	101-145-930.930	36.40
09/17/2019	AP	78369	PETER MAXWELL	PLANNING COMMISSION MEETING / AUGUST 19, 2019	101-721-703.040	50.00
		78369		PLANNING COMMISSION MEETING / AUGUST 19, 2019	101-721-930.500	4.00
						54.00
09/17/2019	AP	78370	POWERHOUSE GYM	YOUTH FITNESS ACADEMY ROOM RENTAL 9/10/19 TO 11/15/19	292-652-940.010	400.00
09/17/2019	AP	78371	PROTECTION ONE	9/28/19 TO 10/27/19 ADMIN/PA WING MONITORING	101-131-940.010	91.90
		78371		9/28/19 TO 10/27/19 ADMIN/PA WING MONITORING	101-267-920.410	26.81
		78371		9/28/19 TO 10/27/19 ADMIN/PA WING MONITORING	101-267-930.983	3.83
		78371		9/28/19 TO 10/27/19 FOC WING MONITORING	215-141-940.010	49.01
						171.55
09/17/2019	AP	78372	RACHEL LYNN BUHL	8/22,8/28 JURY SERVICE	101-145-930.930	45.50
09/17/2019	AP	78373	RACHEL MARIE COTTRELL	8-22-19 JURY SERVICE	101-145-930.930	25.40
09/17/2019	AP	78374	RANDY RALPH LINGENFELTER	9-10-19 JURY SERVICE	101-145-930.930	20.60

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09/17/2019	AP	78375	REBECCA JEAN HOGGARD	9-10-19 JURY SERVICE	101-145-930.930	22.20
09/17/2019	AP	78376	REBEKAH LYNN BENNETHUM	8-22-19 JURY SERVICE	101-145-930.930	34.00
09/17/2019	AP	78377	REX STEVEN CLUTE	8-22-19 JURY SERVICE	101-145-930.930	38.80
09/17/2019	AP	78378	RICHARD DRUHE LOVE JR	9-10-19 JURY SERVICE	101-145-930.930	25.40
09/17/2019	AP	78379	RICK'S CARPET CLEANING	CLEAN CARPET AT CENTER	208-752-726.000	509.75
09/17/2019	AP	78380	ROBERT STEPHEN DELONG	8/22,8/28,8/29 JURY SERV	101-145-930.930	109.80
09/17/2019	AP	78381	SANDY LYNN GILMORE-JOHNSON	8-22-19 JURY SERVICE	101-145-930.930	45.20
09/17/2019	AP	78382	SHERIE KAY VOLMAR	8/26,8/28,8/29 JURY SERVICE	101-145-930.930	117.00
09/17/2019	AP	78383	SPARTAN SEWER & SEPTIC TANK SERVICE	PORTA RENTALS	208-751-920.200	90.00
		78383		PORTA RENTALS	209-751-726.000	95.00
						185.00
09/17/2019	AP	78384	STAPLES BUSINESS CREDIT	7222650131;7223592696;7223688735;7223688735-2	256-215-726.000	161.57
09/17/2019	AP	78385	STATE OF MICHIGAN	AUGUST 2019 NEW AND RENEWAL CPL'S	701-000-228.016	2,488.00
09/17/2019	AP	78386	STATE OF MICHIGAN	AUGUST 2019 M/E	701-000-228.037	806.32
		78386		AUGUST 2019 M/E	701-000-228.042	260.00
		78386		AUGUST 2019 M/E	701-000-228.057	50.00
		78386		AUGUST 2019 M/E	701-000-228.058	1,309.00
		78386		AUGUST 2019 M/E	701-000-228.059	321.00
		78386		AUGUST 2019 M/E	701-000-228.560	275.00
						3,021.32
09/17/2019	AP	78387	STATE OF MICHIGAN	AUGUST 2019 MONTH END	701-000-228.006	631.04
		78387		AUGUST 2019 MONTH END	701-000-228.037	112.50
		78387		AUGUST 2019 MONTH END	701-000-228.042	120.00
		78387		AUGUST 2019 MONTH END	701-000-228.058	1,107.00
		78387		AUGUST 2019 MONTH END	701-000-228.059	270.00
		78387		AUGUST 2019 MONTH END	701-000-228.580	200.00
						2,440.54
09/17/2019	AP	78388	STATE OF MICHIGAN	AUGUST 2019 M/E	701-000-228.005	8.00
09/17/2019	AP	78389	STEFNI ANN TALLENT	8/22,8/28,8/30 JURY SERVICE	101-145-930.930	84.00
09/17/2019	AP	78390	STEPHANIE LYNN KIRK	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	62.40

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09/17/2019	AP	78391	STEPHANIE MICHELLE KALEMBER	8/26,8/28,8/30 JURY SERVICE	101-145-930.930	77.60
09/17/2019	AP	78392	STEVEN W SCOTT	PLANNING COMMISSION MEETING / AUGUST 19, 2019	101-721-703.040	100.00
		78392		PLANNING COMMISSION MEETING / AUGUST 19, 2019	101-721-930.500	14.00
						114.00
09/17/2019	AP	78393	SUANNE MARIE KNAGGS	8-22-19 JURY SERVICE	101-145-930.930	46.00
09/17/2019	AP	78394	TAMMY BOYLAN	15-97-NA PLACEMENT 8/16/19 TO 8/31/19	292-662-930.700	275.84
09/17/2019	AP	78395	TANAYA MARTICE SIDES	9-10-19 JURY SERVICE	101-145-930.930	31.60
09/17/2019	AP	78396	TANYA LOUISE SOUTHWELL	8-26-19 JURY SERVICE	101-145-930.930	23.80
09/17/2019	AP	78397	TERRY L. WILKINS	8/26,8/28,8/29 JURY SERVICE	101-145-930.930	114.60
09/17/2019	AP	78398	THE BANK OF NEW YORK MELLON	UC BOND PAYMENT 2019 #2	569-906-990.200	4,800.00
09/17/2019	AP	78399	TIMOTHY DEAN SEAMON	9-10-19 JURY SERVICE	101-145-930.930	18.20
09/17/2019	AP	78400	UPS	SHIPPING FILES TO COA	101-215-930.450	5.76
09/17/2019	AP	78401	VERIZON CONNECT NWF INC	MONTHLY SERVICE- JULY	101-301-920.410	75.80
		78401		MONTHLY SERVICE- JULY	101-302-920.410	18.95
		78401		MONTHLY SERVICE- JULY	101-334-920.410	18.95
		78401		MONTHLY SERVICE- JULY	101-351-920.410	18.95
						132.65
09/17/2019	AP	78402	VISION SERVICE PLAN (VSP)	SEPTEMBER 2019 VISION	647-651-704.110	1,366.04
09/17/2019	AP	78403	WALMART	SHOP WITH A COP	701-000-230.000	767.08
09/17/2019	AP	78404	WALMART COMMUNITY GEMB	OC ANIMAL CONTROL	212-430-726.000	755.55
09/17/2019	AP	78405	WENDY LEE HORAN	8-22-19 JURY SERVICE		** VOIDED **
09/17/2019	AP	78406	WILLARD L BROWN	PC COMMITTEE MEETING/AUGUST 30, 2019		** VOIDED **
		78406		PLANNING COMMISSION MEETING / AUGUST 19, 2019		** VOIDED **
		78406		PC COMMITTEE MEETING/AUGUST 30, 2019		** VOIDED **
		78406		PLANNING COMMISSION MEETING / AUGUST 19, 2019		** VOIDED **
09/17/2019	AP	78407	WINN TELECOM	911		** VOIDED **
		78407		989-705-1786 SEPTEMBER		** VOIDED **
09/17/2019	AP	78408	WMJZ EAGLE 101.5	INV #943-8, #944-8 HOUSING & VETERANS RADIO ADVERTISEMENT M		** VOIDED **

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 09/17/2019 - 09/17/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		78408		INV #943-8, #944-8 HOUSING & VETERANS RADIO ADVERTISEMENT M		** VOIDED **
09/17/2019	AP	78409	WOLVERINE HUMAN SERVICES	18-91-NA PLACEMENT 8/1/19 TO 8/31/19		** VOIDED **
09/17/2019	AP	78410	ZAREMBA EQUIPMENT INC	SUPPLIES		** VOIDED **
		78410		SUPPLIES		** VOIDED **
09/17/2019	AP	78411	123NET	ACCOUNT 110735	637-265-930.210	1,295.19
09/17/2019	AP	78412	AARON ALEXANDER SIDES	8/28,8/30 JURY SERVICE	101-145-930.930	41.50
09/17/2019	AP	78413	ALAN WILLIAM ZAMPICH	9-10-19 JURY SERVICE	101-145-930.930	22.60
09/17/2019	AP	78414	WENDY LEE HORAN	8-22-19 JURY SERVICE	101-145-930.930	30.20
09/17/2019	AP	78415	WILLARD L BROWN	PC COMMITTEE MEETING/AUGUST 30, 2019	101-721-703.040	100.00
		78415		PC COMMITTEE MEETING/AUGUST 30, 2019	101-721-930.500	40.00
						140.00
09/17/2019	AP	78416	WINN TELECOM	911	281-427-930.210	61.22
		78416		989-705-1786 SEPTEMBER	588-697-930.210	257.16
						318.38
09/17/2019	AP	78417	WMJZ EAGLE 101.5	INV #943-8, #944-8 HOUSING & VETERANS RADIO ADVERTISEMENT M101-682-930.300- MVA		100.00
		78417		INV #943-8, #944-8 HOUSING & VETERANS RADIO ADVERTISEMENT M233-690-930.300		100.00
						200.00
09/17/2019	AP	78418	WOLVERINE HUMAN SERVICES	18-91-NA PLACEMENT 8/1/19 TO 8/31/19	292-662-930.810	5,905.81
09/17/2019	AP	78419	ZAREMBA EQUIPMENT INC	SUPPLIES	208-751-726.050	11.45
		78419		SUPPLIES	209-751-726.000	68.13
						79.58
TOTAL - ALL FUNDS				TOTAL OF 232 CHECKS (15 voided)		214,166.42

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  September 24, 2019 Warrant	<b>AGENDA DATE:</b>  September 24, 2019
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 3	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Mel Maier, Finance Director	<b>ATTORNEY REVIEW:</b>  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 24, 2019 warrant is in the amount of \$266,307.04. Major expenditures in the warrant include:

- \$72,631.20 – Gaylord AARF – monthly/quarterly payments
- \$55,556.00 – South Arm Construction – window project

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$266,307.04.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 09/24/2019 - 09/24/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/24/2019	AP	2503(E)	AMERICAN WASTE	86174689/8617682/3262402	208-751-920.200	1,215.00
		2503(E)		86174689/8617682/3262402	208-752-920.200	82.40
		2503(E)		86174689/8617682/3262402	209-751-726.000	10.00
		2503(E)		3252236 SEPT 2019	212-430-920.410	72.10
						1,379.50
09/24/2019	AP	2504(E)	CONSUMERS ENERGY	201361913218 CENTER ELECTRIC BILL	208-752-930.620	151.19
		2504(E)		ANIMAL SHELTER 7310 AUG 2019	212-430-930.620	1,122.54
		2504(E)		MULTIPLE INVOICES AERO DRIVE	281-537-930.620	2,381.23
		2504(E)		225 W MAIN ST	637-265-930.620-CRTHS00000	3,930.26
						7,585.22
09/24/2019	AP	2505(E)	DE LAGE LANDEN PUBLIC FINANCE	CONTRACT #25425392	101-257-920.410	178.12
09/24/2019	AP	2506(E)	DTE ENERGY	ANIMAL CONTROL 7460 AUG 2019	212-430-930.610	58.45
09/24/2019	AP	2507(E)	FRONTIER	GROEN PHONE BILLS	209-751-930.210	218.38
09/24/2019	AP	2508(E)	GORDON FOOD SERVICES - EFT	JAIL / INMATE SUPPLIES	101-351-726.025	232.39
		2508(E)		JAIL / INMATE SUPPLIES	101-351-726.030	134.98
		2508(E)		JAIL / INMATE SUPPLIES	101-351-930.700	1,951.51
						2,318.88
09/24/2019	AP	2509(E)	PITNEY BOWES	POSTAGE METER	101-864-920.410	455.16
09/24/2019	AP	2510(E)	SYSCO - EFT	JAIL-KITCHEN-INMATE R&B	101-351-726.025	185.61
		2510(E)		JAIL-KITCHEN-INMATE R&B	101-351-726.030	303.53
		2510(E)		JAIL-KITCHEN-INMATE R&B	101-351-930.700	3,614.04
						4,103.18
09/24/2019	AP	2511(A)	CDW GOVERNMENT INC	CREDIT BTI BATTERY	101-228-726.000	(74.72)
		2511(A)		MS OFFICE 2019 - QUOTE KWKD632	101-682-726.000-_MVA__	289.51
						214.79
09/24/2019	AP	2512(A)	GARY GELOW	OCTOBER 2019 CAA CONTRACT PAYMENT	101-131-801.021	12,302.49
09/24/2019	AP	2513(A)	GAYLORD ARFF INC	OCTOBER 2019 CONTRACT PAYMENT AIRPORT	281-537-940.010	13,205.00
		2513(A)		BILLING FOR 4TH QUARTER 2019	637-265-940.010	59,426.20
						72,631.20
09/24/2019	AP	78420	87-A DISTRICT COURT- IMPREST CASH	PETTY CASH REIMBURSEMENT - DRUG COURT GRADUATION INCEN'	101-131-930.500	8.00
		78420		PETTY CASH REIMBURSEMENT - DRUG COURT GRADUATION INCEN'	101-133-726.000	50.00
						58.00

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09/24/2019	AP	78421	87-A DISTRICT COURT- IMPREST CASH	JURY TRIAL ON 9/4/19 PEOPLE V JOSEPH WARREN	101-145-930.930	567.00
09/24/2019	AP	78422	ACCU-FACTS SERVICES	INVESTIGATION BETWEEN JULY 15-31	101-351-940.010	20.00
09/24/2019	AP	78423	AMALGAM LLC	2019 0909 AMALGAM QTR MAINT	618-447-920.410	4,000.00
		78423		2019 0909 AMALGAM AN WEB MAINT	618-447-920.431	4,500.00
						<u>8,500.00</u>
09/24/2019	AP	78424	AMALIA HARVEY	DRUG COURT YOGA - 5/28, 7/30, 8/13, 8/27/19	101-133-940.010	320.00
09/24/2019	AP	78425	AUTO OWNERS INSURANCE CO	RESTITUTION CL 82-4263-08	701-000-271.000	100.00
09/24/2019	AP	78426	AUTO VALUE GAYLORD	DIAG PLIER	101-302-726.000	6.58
		78426		POLE CONNTECTOR- TAPE	205-301-726.000	24.66
						<u>31.24</u>
09/24/2019	AP	78427	BAGLEY TOWNSHIP	TWP TAXES ON 1069 BEECH AND 1099 AERO	281-537-940.010	1,408.51
09/24/2019	AP	78428	BANSKI SERVICES	MOWER BLADE	205-301-726.000	20.90
09/24/2019	AP	78429	BEVERLY ENTERPRISES	RESTITUTION	701-000-271.000	25.00
09/24/2019	AP	78430	BILL MARSH FORD GAYLORD	6903	101-301-726.050	199.53
		78430		08/06/2019 BUS #18	588-699-920.400	674.90
						<u>874.43</u>
09/24/2019	AP	78431	BLUE CROSS BLUE SHIELD OF MICHIGAN	COVERAGE 10/01/19-10/31/19	647-851-704.110	2,262.13
09/24/2019	AP	78432	BUILDERS FIRST SOURCE	SUPPLIES	208-751-726.000	1.58
		78432		SUPPLIES	208-751-726.050	78.86
		78432		SUPPLIES	209-751-726.050	698.43
						<u>778.87</u>
09/24/2019	AP	78433	C.F. FICK AND SONS, INC.	DIESEL, GASOLINE	209-751-930.660	1,422.71
09/24/2019	AP	78434	C2AE	OTSEGO COUNTY TRAIL	475-901-801.020-TRAIL_IBEL	5,983.79
09/24/2019	AP	78435	CHOICE PUBLICATIONS	ADS	208-751-930.300	240.00
09/24/2019	AP	78436	CHRIS MAHAFFY	2019 MASS TRANS TRAINING	588-699-930.500	120.00
09/24/2019	AP	78437	CITIZENS INSURANCE	RESTITUTION	701-000-271.000	40.00
09/24/2019	AP	78438	CITY OF GAYLORD	001254-0000-02 AUGUST	588-697-920.200	130.79
09/24/2019	AP	78439	CLERK OF THE DISTRICT COURT	CERT. COPY OF PRIOR CONVICTION=WRIGHT	101-267-726.000	4.50

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09/24/2019	AP	78440	CNA SURETY DIRECT BILL	CARRIE WILLIAMS NOTARY	101-351-726.000	55.00
09/24/2019	AP	78441	CORECOMM	115039078 - SEPTEMBER 2019 COURT INTERNET	101-131-930.210	21.95
09/24/2019	AP	78442	CROSSROADS INDUSTRIES	RESTITUTION	701-000-271.000	100.00
09/24/2019	AP	78443	CRUISERS	SIREN-SPEAKER-CODE 3 XT	101-301-726.050	489.89
		78443		SHERIFF VEHICLE ACCESSORIES	266-901-970.420	14,622.75
						<u>15,092.64</u>
09/24/2019	AP	78444	DAVE BARAGREY	PER DIEM, TRAVEL SEPTEMBER MEETING	208-752-703.040	50.00
		78444		PER DIEM, TRAVEL SEPTEMBER MEETING	208-752-930.500	2.20
						<u>52.20</u>
09/24/2019	AP	78445	DEBI COLLISON	2019 MASS TRANS TRAINING	588-699-930.500	44.00
09/24/2019	AP	78446	DELL MARKETING LP	COMPUTER MONITOR - U3415W QUOTE: 3000045731907.1	212-430-726.000	712.49
09/24/2019	AP	78447	DENISE SOCIA	RESTITUTION	701-000-271.000	20.00
09/24/2019	AP	78448	DUNNS	LEIN PAPER	101-131-726.000	63.18
		78448		INV 33AR400049, 33AR395930; ACCT DUN-406	101-267-726.000	155.23
		78448		SUPPLIES	208-751-726.000	252.96
		78448		SUPPLIES	208-752-726.000	316.95
		78448		SUPPLIES	209-751-726.000	13.32
		78448		33AR397076	212-430-726.000	249.93
		78448		SUPPLIES INVOICE # 33AR399118	249-371-726.000	215.07
		78448		33AR401478 TRASH BAGS, FOLD TOWELS;; DRY-LINE, CLIPS	588-697-726.000	54.56
		78448		33AR401478 TRASH BAGS, FOLD TOWELS;; DRY-LINE, CLIPS	588-699-726.025	78.41
						<u>1,399.61</u>
09/24/2019	AP	78449	EARTHWORKS ENTERPRISES INC	040546 HAUL SAND TO WAH WAH	208-751-726.050	360.00
09/24/2019	AP	78450	ELIZABETH RICHARDSON	CAMPING REFUND	208-440-652.030	40.00
09/24/2019	AP	78451	FOREMOST PROMOTIONS	PROMOTIONAL	101-301-726.000	1,942.58
09/24/2019	AP	78452	GAYLORD VETERINARY SERVICES	AUG 2019	212-430-930.471	267.32
		78452		AUG 2019	212-430-930.980	505.00
						<u>772.32</u>
09/24/2019	AP	78453	GERBER, TERRY L	REFUND FOR OVERPMT MADE ON 2018 TAX YR FOR PARCEL #020-01516-030-584.000		41.31
09/24/2019	AP	78454	GILL ROYS HARDWARE	1908-788091	212-430-726.000	59.52
		78454		MULTIPLE INVOICES GILLROYS	281-537-920.400	229.51

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						289.03
09/24/2019	AP	78455	GINOP SALES INC	REPAIRS TO CADET	209-751-726.050	1,223.50
09/24/2019	AP	78456	GRACE WALL	2019 MASS TRANS TRAINING	588-699-930.500	25.00
09/24/2019	AP	78457	GREAT LAKES ENERGY	GROEN PROPERTY	209-751-930.620	150.16
09/24/2019	AP	78458	GREAT LAKES PIPE & SUPPLY	S100188504.001 SOFTENER SALT	208-751-726.000	46.75
09/24/2019	AP	78459	GRUMPY'S CORNER STORE	RESTITUTION	701-000-271.000	10.00
09/24/2019	AP	78460	HALL VETERINARY CLINIC	107903 107932 108019 108088	212-430-930.471	149.36
		78460		107903 107932 108019 108088	212-430-930.980	318.00
						467.36
09/24/2019	AP	78461	HOEKSTRA TRANSPORTATION INC	X101022792.01 BUS #16	588-699-726.050	79.85
09/24/2019	AP	78462	IMAGE FACTORY INC	BUSINESS CARDS - HOWARD	101-131-726.000	73.40
		78462		4 SHERIFF DEPT ID	101-301-726.046	74.52
						147.92
09/24/2019	AP	78463	JIM'S ALPINE AUTOMOTIVE	OCBS 1-777365; ***1-777789 SHOP	588-699-726.050	13.78
09/24/2019	AP	78464	JIM'S ALPINE AUTOMOTIVE	OCBS 1-777780 STOCK	588-699-726.050	40.53
09/24/2019	AP	78465	JIM'S ALPINE AUTOMOTIVE	MULTIPLE INVOICES AERO DRIVE	281-537-920.400	260.76
09/24/2019	AP	78466	JLH FENCE & FARM SERVICES, LLC	FENCE REPAIR # 190	281-537-920.400	275.00
09/24/2019	AP	78467	JOHN JORDAN	2019 MASS TRANS TRAINING	588-699-930.500	81.00
09/24/2019	AP	78468	JOHNSON OIL COMPANY	TIRE REPAIR/SENSOR VALVE	101-301-726.050	18.99
		78468		404080 OIL CHANGE ON TRUCK	208-751-726.050	37.95
		78468		CL40787 FUEL	588-699-930.660	6,233.85
						6,290.79
09/24/2019	AP	78469	JOHNSON OIL COMPANY	RESTITUTION	701-000-271.000	45.00
09/24/2019	AP	78470	JOHNSON OIL COMPANY	RESTITUTION PYMTS X3	701-000-271.000	150.00
09/24/2019	AP	78471	KEVAN D FLORY	#26-2018 INITIAL INSPECTION EMERGENCY ROOF	233-690-940.010	200.00
09/24/2019	AP	78472	LAKE SUPERIOR STATE UNIVERSITY	CLASSROOM	101-332-920.510	80.00
09/24/2019	AP	78473	LANGUAGE LINE SERVICES	2019 MEMBERSHIP RENEWAL	101-131-930.600	36.75
09/24/2019	AP	78474	LINCOLN FINANCIAL	CICOTSEGO-BL-954784 - OCTOBER 2019	101-131-704.140	443.23

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		78474		CICOTSEGO-BL-954784 - OCTOBER 2019	101-133-704.140	41.56
		78474		CICOTSEGO-BL-954784 - OCTOBER 2019	215-141-704.140	213.41
		78474		CICOTSEGO-BL-954784 - OCTOBER 2019	292-662-704.140	100.25
						<u>798.45</u>
09/24/2019	AP	78475	LIVINGSTON TOWNSHIP TREASURER	LIVINGSTON TWP OVERPAYMENT ON 2019 IFT	516-030-694.000	1,852.99
09/24/2019	AP	78476	LOWES	RESTITUTION	701-000-271.000	33.96
09/24/2019	AP	78477	MAKE IT MINE DESIGN	6514	212-430-726.046	8.00
09/24/2019	AP	78478	MATTHEW GREEN	RESTITUTION	701-000-271.000	50.00
09/24/2019	AP	78479	MAXIMUM SECURITY	INV 17592; DVR REBOOTED & RESET PASSWORD	101-267-920.400	72.00
		78479		SECURITY	209-751-726.000	1,181.64
						<u>1,253.64</u>
09/24/2019	AP	78480	MEYER ACE	NUTS&BOLTS	101-301-726.000	18.26
		78480		NUTS&BOLTS	205-301-726.000	26.65
		78480		26789 SHOP & STOCK	588-699-726.050	32.53
						<u>77.44</u>
09/24/2019	AP	78481	MGT OF AMERICA CONSULTING, INC	3RD QTR (JUL-SEPT) 2019 DHS-286 BILLINGS & TIME SHEETS	215-141-801.020	1,958.00
09/24/2019	AP	78482	MICHIGAN DEPARTMENT OF TREASURY	SHERIFF BOOKING FEES	701-000-228.061	2,832.32
09/24/2019	AP	78483	MICHIGAN NOTARY SERVICE	CARRIE WILLIAMS NOTARY	101-351-726.000	10.00
09/24/2019	AP	78484	MICHIGAN STATE POLICE BFS-CASHIERS	LEIN AVPN 3-WAY LINE 7/1/19 TO 9/30/19	101-132-930.240	1,765.00
09/24/2019	AP	78485	MID NORTH PRINTING INC	FINANCE CHARGE	209-751-726.000	1.59
		78485		87242 COIN ENV.	588-697-726.000	25.40
						<u>26.99</u>
09/24/2019	AP	78486	NATE WRIGHT AUTHORIZED MATCO TOOLS	#9672 SHOP TOOLS	588-699-726.050	23.40
09/24/2019	AP	78487	NEW CENTURY SIGNS	INV # 49563 RESTRICTED AREA	281-537-920.400	55.00
		78487		49651 BUS PARKING SIGN **WALMART	588-697-940.010	36.00
						<u>91.00</u>
09/24/2019	AP	78488	NORTHERN MICHIGAN REVIEW	ACCT #175501 - IN HOME SPECIALIST AD	292-662-940.010	87.00
09/24/2019	AP	78489	NORTHERN MICHIGAN WELL SERVICES INC	0517 REMOVE WATER TANK, REPLACE WITH INTELA DRIVE	208-751-726.050	2,807.46
09/24/2019	AP	78490	NORTHERN PUMP SERVICE INC	INV # 26050 SPONGE OUT JET SERVICE CALL	281-537-920.400	160.00



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09/24/2019	AP	78508	SOUTH ARM CONSTRUCTION LLC	COURT HOUSE WINDOWS	499-901-970.300-WINDOWS__	55,556.00
09/24/2019	AP	78509	STAPLES BUSINESS CREDIT	COPY PAPER	101-131-726.000	350.42
		78509		2019 0906 STAPLES PAPER BILL	101-257-726.000	59.98
						<u>410.40</u>
09/24/2019	AP	78510	STUCKMAN TREE SERVICE INC	TREE REMOVAL AIRPORT	481-901-970.300	16,900.00
09/24/2019	AP	78511	SUNFROG	CLASSIC TEE	205-301-726.000	100.00
09/24/2019	AP	78512	SUSAN M WILDS	18-5489-FC PEOPLE V JOSEPH ZORAN TRANSCRIPTS	101-131-801.030	126.90
09/24/2019	AP	78513	TELE-RAD	SHERIFF'S DEPT	261-901-970.435	35.00
09/24/2019	AP	78514	TELEPHONE SUPPORT SYSTEMS INC	CONTRACT # 022719 MBS 4233	281-537-726.050	2,247.00
09/24/2019	AP	78515	TENANT PI LLC	INVOICE #315234, CREDIT REPORT	233-690-930.150	5.10
09/24/2019	AP	78516	THOMSON WEST	ACCT 1000715367; INV 840863493, 840878584; AUG INFO CHGS	101-267-726.200	558.07
09/24/2019	AP	78517	TITLE CHECK LLC	SEPTEMBER INSTALLMENT 2017 TAX FORFIETURE CYCLE INV #PIV1516-253-920.410		4,560.84
09/24/2019	AP	78518	UNIFIRST CORPORATION	# 1530071303 CARPET RENTAL	281-537-920.410	55.47
09/24/2019	AP	78519	VERGARA, OSCAR	REFUND FOR OVERPMT MADE ON 2018 TAX YR FOR PARCEL# 023-16516-030-694.000		142.58
09/24/2019	AP	78520	VERIZON CONNECT NWF INC	OSV0000001862124	212-430-920.410	30.56
09/24/2019	AP	78521	WALMART	RESTITUTION	701-000-271.000	25.00
09/24/2019	AP	78522	WALMART	RESTITUTION	701-000-271.000	16.04
09/24/2019	AP	78523	WASH N GO MANAGEMENT INC	CAR WASH INVOICE #11708	101-301-726.050	30.00
		78523		CAR WASH INVOICE #11708	101-302-920.400	12.00
		78523		11732	212-430-920.410	24.00
						<u>66.00</u>
09/24/2019	AP	78524	WENDY CRANE	2019 MASS TRANS TRAINING	588-699-930.500	18.00
09/24/2019	AP	78525	WILBER AUTOMOTIVE SUPPLY INC	163139 SHOP	588-699-726.050	56.99
09/24/2019	AP	78526	WN LAW PLLC	DEFERRAL HEARING ON 8/22/19	101-131-801.022	75.00
09/24/2019	AP	78527	ZAREMBA EQUIPMENT INC	S 124520 STOCK	588-699-726.050	188.73
			TOTAL - ALL FUNDS	TOTAL OF 119 CHECKS (2 voided)		<u>266,307.04</u>