



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, December 17, 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 November 26, 2019, with attachments - Motion to Approve
- B. 2020 Board of Commissioners Meeting Schedule **Updated** - Motion to Approve
- C. Court Appointed Attorney Contracts- Motion to Approve
- D. 2019 Budget Amendment Authority- Motion to Approve

Special Presentations

Department Head Reports

Truth in Taxation Hearing

Committee Reports

- A. Budget and Finance Committee Recommendations
 1. OCR 19-26 2020 Budget and General Appropriations Act
 2. Budget Amendment- Emergency Communications Equipment Charlton Twp.
 3. Budget Amendment- Legal Expenses
 4. Budget Amendment- Campground Electrical Project
 5. Budget Amendment- Technology Updates
 6. Otsego County Fire Department Emergency Communications Equipment Purchase
- B. Parks and Recreation Commission
 1. Fireworks Bid Award
 2. C2AE Proposal for Groen Nature Preserve Capital Projects

Administrator's Report

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 1. December 3, 2019 Warrant
 2. December 10, 2019 Warrant
 3. December 17, 2019 Warrant
- B. Other Business

Public Comments

Board Remarks, Announcements, and Informal Discussions

Closed Session

Adjournment

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Regular Minutes of November 26, 2019	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Consent Agenda, Item A.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County Board places its minutes of the former meeting on the current Consent Agenda. If there is a correction needed, the minutes will be removed from the Consent Agenda for discussion at a later time during the meeting.

RECOMMENDATION:

Staff requests approval of the Regular Minutes of November 26, 2019.

November 26, 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 County Treasurer Diann Axford.

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 Duane Switalski, seconded by Commissioner Julie Powers, to approve the Regular minutes of November 12, 2019 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers, to approve the 2020 Board of Commissioners meeting schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers, to approve the 2020 Holiday Schedule. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers, to approve OCR 19-27 MERS Defined Contribution Plan Adoption Agreement Teamster Bus.

Roll Call Vote:

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

Nay: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers, to approve OCR 19-28 Discharge of Mortgage to Caroline S. Compton.

Roll Call Vote:

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

Nay: None.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers, to approve OCR 19-29 Discharge of Mortgage to Northland Property LLC (Scheer).

Roll Call Vote:

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

Nay: None.

Motion carried/Resolution adopted. (see attached)

Special Presentations: None.

Department Head Reports:

Diann Axford reported on the County Treasurer's office; discussed the delinquent tax report, State wide foreclosure statistic report; foreclosure auction.

Truth in Taxation Hearing postponed to 12-17-19 meeting.

Committee Reports:

OCR 19-26 2020 Budget and General Appropriations Act postponed to 12-17-19 meeting.

Motion by Commissioner Ken Glasser, seconded by Commissioner Henry Mason, to approve the Admin Payroll Allocation and Retirement rate update in the amount of \$4,761 budget amendment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the additional allocation to the Airport of \$15,000 funds to come from contingency. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the budget amendment for the payoff of Brownfield Loan 2009-1119, Project #431856-72. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Duane Switalski, to approve the budget amendment for the Groen Operating Fund (fund 209). Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Bruce Brown, to approve the rate paid to contracted building department inspectors from \$50 to \$60, effective January 1, 2020. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to approve the budget amendment for the MERS rate change within the Sheriff division. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to approve the budget amendment for the 2019 longevity payment. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, second by Commissioner Julie Powers, to approve the Federal Transportation Authority Procurement Policy for the Otsego County Bus System. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Rob Pallarito, seconded by Commissioner Doug Johnson, to approve the 2020-2025 Capital Improvement Plan for Otsego County. Ayes: Unanimous. Motion carried.

Administrator's Report:

Rachel Frisch thanked all attending today's meeting; Otsego County has been nominated for the you make it happen award; wished everyone a Happy Thanksgiving.

City Liaison, Township & Village Representative: None.

Correspondence:

Commissioner Ken Glasser received a letter from the Manistee River Zoning Board.

New Business:

Motion by Commissioner Julie Powers, seconded by Commissioner Ken Glasser, to approve the November 19, 2019 Warrant in the amount of \$112,417.56 and six voided checks. Ayes: Unanimous. Motion carried.

Motion by Commissioner Henry Mason, seconded by Commissioner Bruce Brown, to approve the November 26, 2019 Warrant in the amount of \$323,169.86. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Duane Switalski had no report.

Commissioner Julie Powers attend the City Council meeting; John Jenkins last meeting; many compliments of the work on the County Building.

Commissioner Henry Mason reported on the need of mentors for the younger generation.

Commissioner Rob Pallarito commented on considering helping others this holiday season.

Commissioner Ken Glasser attended the Hayes Township meeting; attended the Library meeting; attended the Library ribbon cutting ceremony; attended the Road Commission

meeting; received a letter from Jim Stamas; thanked Rachel, Mel and the Department heads for the hard work on balancing the budget; wished everyone a Happy Thanksgiving.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss attended the Livingston Township meeting, met with five lakes association representatives regarding the lake flooding; wished everyone a Happy Thanksgiving.

Commissioner Doug Johnson attended the Parks and Recreation meeting; Guardian Gals made a donation to the Parks and Recreation; applied for a grant for the Community Center's gym floor; received 2 bids for fireworks; wished everyone a Happy Thanksgiving.

Commissioner Ken Borton reminded everyone the next Board meeting is December 17, 2019; wished everyone a Happy Thanksgiving.

Meeting adjourned at 10:28 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



2020

**Board of Commissioners
Meeting Schedule**

**Second and fourth Tuesdays of each month
(unless noted), beginning at 9:30 a.m., in Room 100,
Otsego County Building, 225 West Main Street**

January 2 *(Organizational Meeting)

January 14

January 21

February 11

February 25

March 10

March 26*(4th Thursday due to MAC Legislative Conference)

April 14

April 28

May 12

May 26

June 9

June 23

July 14

July 28

August 11

August 25

September 8

September 22

October 13

October 27

November 10

November 24

December 15*(One Meeting Held This Month)



2020 Holiday Schedule

Wednesday, January 1st
Monday, February 17th
Friday, April 10th
Monday, May 25th
Friday, July 3rd (observed)
Monday, September 7th
Wednesday, November 11th
Thursday, November 26th
Friday, November 27th
Thursday, December 24th
Friday, December 25th
Thursday, December 31st
Friday, January 1st (2020)

New Year's Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 | www.mersschmidt.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name Otsego County Municipality #: 6902-01

II. Effective Date

Check one:

A. [X] If this is the initial Adoption Agreement for this group, the effective date shall be the first day of January 1, 2020

[] This municipality or division is new to MERS, so vesting credit prior to the initial MERS effective date by each eligible employee shall be credited as follows (choose one):

[] Vesting credit from date of hire [] No vesting credit

[X] This division is for new hires, rehires, and transfers of current Defined Benefit* division # 10 and/or current Hybrid division # HF

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see Plan Document, Section 64 for more information):

[] Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete MERS Defined Contribution Conversion Addendum.)

[] Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: __/__/__

[X] Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

* By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.

B. [] If this is an amendment of an existing Adoption Agreement (existing division number _____), the effective date shall be the first day of _____, 20____.

Note: You only need to mark changes to your plan throughout the remainder of this Agreement.

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to separate employees from an existing Defined Contribution division (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.
- D. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

All Teamsters Bus Employees

(Name of Defined Contribution division: e.g. All Full Time Employees, or General After 7/01/13)

To further define eligibility, (check all that apply):

- Probationary periods are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be _____ month(s).
- Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be excluded from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be _____ month(s).

MERS Defined Contribution Plan Adoption Agreement

IV. Provisions

1. Vesting (Check one):

- Immediate
- Cliff Vesting (fully vested after below number years of service)
 1 year 2 years 3 years 4 years 5 years
- Graded Vesting
_____ % after 1 year of service
_____ % after 2 years of service
25 % after 3 years of service (min 25%)
50 % after 4 years of service (min 50%)
75 % after 5 years of service (min 75%)
100 % after 6 years of service (min 100%)

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death, an employee's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

- a. Will be remitted according to Employer's payroll withholding which represents the actual period amounts are withheld from employee paychecks, or within the month during which amounts are withheld (check one):
- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (must specify) _____
- b. Required Employee Contribution Structure to DC (subject to Internal Revenue Code 415(c) limitations). Select one:
- Employees are required to contribute per payroll period, the percentage _____% OR flat dollar amount \$ _____
- Employees are required to contribute within the following range for each payroll:
Percentage range from 1 % to 3 % OR
dollar amount range \$ _____ to \$ _____
- Direct Required Employee Contributions pre-tax

MERS Defined Contribution Plan Adoption Agreement

c. **Employer Contributions**

Non-Matching Contributions

The Employer hereby elects to make contributions to the Program without regard to an employee's contribution to the Program. The Employer elects the following contribution formula (check one):

Annual Contributions: A one-time annual contribution of \$ _____ OR _____ % of compensation per employee.

\$ _____ or ² _____ % of compensation per employee for each payroll period.

Matching Contributions

The Participating Employer may make matching contributions and/or non-matching contributions into the Defined Contribution plan based on an employee's voluntary election as outlined in the *Matching Employer Contribution Addendum (MD-073)*.

- d. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

3. **Compensation**

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals (Note: this definition aligns to MERS' 457 definition of compensation)

Medicare taxable wages reported in Box 5 of Form W-2

Base wages, to which any of the following may be included:

Longevity pay

Overtime pay

Shift differentials

Pay for periods of absence from work by reason of vacation, holiday, and sickness

Workers' compensation weekly benefits (if reported and are higher than regular earnings)

A member's pre-tax contributions to a plan established under Section 125 of the IRC

Transcript fees paid to a court reporter

A taxable car allowance

Short term or long term disability payments

Payments for achievement of established annual (or similar period) performance goals

Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications

Lump sum payments attributable to the member's personal service rendered during the FAC period

Other: _____

Other 2: _____

NOTE: For purposes of applying the Internal Revenue Code Section 415(c) limits on annual additions, compensation shall be defined as required under that law.

MERS Defined Contribution Plan Adoption Agreement

4. **Loans:** shall be permitted shall not be permitted
If Loans are elected, please complete and attach the *MERS Defined Contribution Loan Addendum*.

5. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

MERS Defined Contribution Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Otsego County on
the 26 day of November, 2019.
(Name of Approving Employer)

Authorized signature: _____

Title: Chairman, Otsego County Board of Commissioners

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 26th, day of November, 2019 beginning at 9:30a.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Commissioner: _____.

**RESOLUTION NO. OCR 19-28
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 794 Scenic Trail, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1392, Pages 22-35 in the name Caroline S. Compton, a single woman, and

WHEREAS, said Mortgage has been paid in full; now, therefore, be it

RESOLVED, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Caroline S. Compton, a single woman, and be it further

RESOLVED, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

NO: _____

ABSTAIN: _____

THE RESOLUTION WAS DECLARED ADOPTED.

Kenneth Borton, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 26th, day of November, 2019, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2019

MORTGAGE DISCHARGE
(By Entity)

KNOW ALL MEN BY THESE PRESENTS, that (1) The County of Otsego, a (2) Municipal Corporation, whose address is (3) 225 West Main Street, Gaylord, Michigan 49735, does hereby certify that a certain Mortgage dated January 28th, 2013, Made and executed by and between Northland Property LLC, as Mortgagor to the County of Otsego, a Municipal Corporation, as Mortgagee, and recorded on January 29th, 2013, in the office of the Register of Deeds for Otsego County Michigan in Liber, 1311 Pages 565-568 is fully paid, forgiven, satisfied and discharged.

In Witness whereof, the undersigned has executed this instrument as of the _____ day of _____, 2019.

WITNESSES:

* Cynthia Mare Polena

(1) the County of Otsego

By _____
* Rachel Frisch
It's County Administrator, Otsego County Board of Commissioners.
(5)

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019,

By (4), Rachel Frisch the (5) County Administrator of (1) the County of Otsego, on

Behalf of the (6) Board of Commissioners .

(7) Prepared by: Cynthia M Polena, Clerk
Otsego County Housing Committee
225 West Main Street

*Cynthia Marie Polena Notary Public

Gaylord, Michigan 49735

Otsego County, State of Michigan
My Commission Expires: December 17, 2019

Please send original recorded document(s) to:

Scott & Cheryl Scheer
240 Water Street
East Jordan, Michigan 49727

(1) Name of entity discharging mortgage. (2) Status of entity discharging mortgage (e.g., Michigan Corporation, etc.) (3) Address of entity discharging mortgage. (4) Name of person executing instrument.
(5) Title of person executing instrument. (6) Type of entity discharging mortgage (corporation, etc.) (7) Name and business address of person who drafted instrument...
* Names of Witnesses, Notary Public, and persons executing this instrument must be legibly printed, typewritten or stamped immediately beneath the signature of such person.

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 26th day of November, 2019, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2019

MORTGAGE DISCHARGE
(By Entity)

KNOW ALL MEN BY THESE PRESENTS, that (1) The County of Otsego, a (2) Municipal Corporation, whose address is (3) 225 West Main Street, Gaylord, Michigan 49735, does hereby certify that a certain Mortgage dated December 9th, 2015, Made and executed by Caroline S. Compton, a single woman, as Mortgagor to the County of Otsego, a Municipal Corporation, as Mortgagee, and recorded on December 15th, 2015, in the office of the Register of Deeds for Otsego County Michigan in Liber, 1392 Pages 22-35, is fully paid, forgiven, satisfied and discharged.

In Witness whereof, the undersigned has executed this instrument as of the _____ day of _____, 2019.

WITNESSES:

* Cynthia Marie Polena

(1) the County of Otsego _____

By _____
* Rachel Frisch
It's County Administrator, Otsego County Board of Commissioners.
(5)

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019,

By (4) Rachel Frisch the (5) County Administrator of (1) the County of Otsego, on

Behalf of the (6) Board of Commissioners.

(7) Prepared by: Cynthia M Polena, Clerk
Otsego County Housing Committee

225 West Main Street
Gaylord, Michigan 49735

*Cynthia Marie Polena Notary Public
Otsego County, State of Michigan
My Commission Expires: December 17, 2019

Please send original recorded document(s) to:

Caroline S. Compton
794 Scenic Trail
Gaylord, Michigan 49735

(1) Name of entity discharging mortgage. (2) Status of entity discharging mortgage (e.g., Michigan Corporation, etc.) (3) Address of entity discharging mortgage. (4) Name of person executing instrument.
(5) Title of person executing instrument. (6) Type of entity discharging mortgage (corporation, etc.) (7) Name and business address of person who drafted instrument...
* Names of Witnesses, Notary Public, and persons executing this instrument must be legibly printed, typewritten or stamped immediately beneath the signature of such person.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: GF & Airport

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 Airport Cash Flow

REVENUE

Account Number	Decrease	Increase
281-050-699.030 Other Source Transfers	\$	\$ 15,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-941-999.010 Contingency	\$	\$ 15,000
101-969-999.000 Transfer Out	\$ 15,000	\$
281-537-930.664 Airplane Fuel	\$ 15,000	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 30,000	\$ 30,000

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

Board Approval Date (if necessary) _____

Budget Adjustment # _____

Posting Number _____



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Brownfield

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 Payoff Otsego County Elmer's Gaylord Redevelopment

REVENUE

Account Number	Decrease	Increase
243-050-400.001 Budgeted Use of FB	\$	\$ 85,094
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
243-906-990.100-ELMERS Principal Payment	\$ 85,094	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 85,094	\$ 85,094

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

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

November 5, 2019

Otsego County
Attn: Diann Axford, County Treasurer
225 West Main Street
Suite #107
Gaylord, MI 49735

RE: Loan #2009-1119 Project #431856-72 Otsego County – Elmer's Gaylord Redevelopment

Dear Ms. Axford:

At a regularly scheduled meeting of the Otsego County Brownfield Redevelopment Authority (Authority) held on October 30, 2019, the above loan with the Michigan Department of Environmental Quality (now renamed Environment, Great Lakes & Energy – State of Michigan (EGLE)) was reviewed. The Authority unanimously voted to request that the remaining balance of the loan totaling \$85,093.42 be paid in full from Tax Increment Funding revenue received from the property located at 2100 Millbocker Road, Gaylord, MI and held in the account #243-000-001.001 by Otsego County.

With this letter I am including the most recent amortization schedule of 10-30-19 provided by EGLE reflecting the above outstanding balance. Please provide a copy of receipt of pay-off from EGLE to Lisa McComb, Otsego County Brownfield Redevelopment Authority Director when received, along with verification of the remaining funds in account #243-000-001.001 after pay-off to EGLE.

Thank you for all your assistance with this project.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Norman Brecheisen
Chair
Otsego County Brownfield Redevelopment Authority



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Groen Operating 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 Amendment to reflect increased supplies expense

REVENUE

Account Number	Decrease	Increase
209-050-400.001 Budgeted Use of Fund Balance	\$	\$ 8,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
209-751-726.000 Supplies	\$ 8,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 8,000	\$ 8,000


Department Head Signature

11/14/19
Date

Finance Department
Entered:
By:

Administrator's Signature

Date

11/26/19

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

LAND USE SERVICES DEPARTMENT

Building Fees:

Permit Application Fee 35.00

For Building Permits:

ICC Fee Schedule and type of construction is used for all permits.

Electrical, Mechanical and Plumbing Permits are calculated based upon the itemized permit applications.

Deck	.01 times the sq ft of project	
Porch	.10 times the sq ft of project	
Demolition (eliminated \$100 fee)	Permit Application Fee of \$35.00	
For projects not involving a square footage calculation		\$50.00
Residential Plan Reviews	15% of Permit Fee	
Commercial Plan Reviews	.0015 times the value of the project	
Inspections	\$50.00 per inspection	\$60.00 per inspection
Violation Penalty for Work Performed Without Required Permit		\$ 170.00



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: GF - Sheriff, Civil, & Contingency

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 MERS Division 20 Rate Changes

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
101-301-704.300 Retirement Contributions	\$ 68,240	\$
101-301-703.030 Regular Hourly	\$	\$ 5,000
101-301-704.110 Hospitalization	\$	\$ 17,196
101-302-704.110 Hospitalization	\$	\$ 8,945
101-302-703.030 Regular-Hourly	\$	\$ 15,904
101-302-704.300 Retirement Contributions	\$	\$ 2,280
Total	\$	\$ CONT. ON PAGE 2

Department Head Signature

Date

Administrator's Signature

Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

BUDGET AMENDMENT: 2019 LONGEVITY

Administration	645-172-703.050	LONGEVITY	175.00
Administration	645-172-703.030	REGULAR - HOURLY	(175.00)
Finance	645-201-703.050	LONGEVITY	120.00
Finance	645-201-703.010	REG EMP - DEPT DIR/COMM	(120.00)
Clerk	101-215-703.050	LONGEVITY	925.00
Clerk	101-215-703.060	PART-TIME/TEMPORARY	(925.00)
Treasurer	101-253-703.050	LONGEVITY	300.00
Treasurer	101-253-703.020	REGULAR - SALARIED	(300.00)
Treasurer	516-253-703.050	LONGEVITY	50.00
Treasurer	516-253-703.020	REGULAR - SALARIED	(50.00)
Treasurer	617-253-703.050	LONGEVITY	51.00
Treasurer	617-253-703.020	REGULAR - SALARIED	(51.00)
Equalization	101-257-703.050	LONGEVITY	225.00
Equalization	101-257-704.110	HOSPITALIZATION	(225.00)
Prosecutor	101-267-703.050	LONGEVITY	825.00
Prosecutor	101-267-704.110	HOSPITALIZATION	(825.00)
Human Resources	645-270-703.050	LONGEVITY	293.00
Human Resources	645-270-703.060	PART-TIME/TEMPORARY	(293.00)
Sheriff	101-301-703.050	LONGEVITY	850.00
Jail	101-351-703.050	LONGEVITY	1,000.00
Contingency	101-941-999.010	CONTINGENCY GENERAL FUND	(1,850.00)
Animal Control	212-430-703.050	LONGEVITY	665.00
Animal Control	212-430-704.110	HOSPITALIZATION	(665.00)
Airport	281-537-703.050	LONGEVITY	175.00
Airport	281-537-930.664	AIRPLANE FUEL	(175.00)
Work Camp	205-301-703.050	LONGEVITY	175.00
Work Camp	205-301-704.110	HOSPITALIZATION	(175.00)
Veteran Affairs	101-682-703.050	LONGEVITY	278.00
Veteran Affairs	101-682-704.110	HOSPITALIZATION	(245.00)
Veteran Affairs	101-682-704.140	LIFE AND DISABILITY	(33.00)
Housing	232-690-703.050	LONGEVITY	114.00
Housing	232-690-920.410	SERVICE CONTRACTS	(114.00)
Grant Management	645-202-703.050	LONGEVITY	25.00
Grant Management	645-202-704.110	HOSPITALIZATION	(25.00)
Planning/Zoning	101-721-703.050	LONGEVITY	135.00
Contingency	101-941-999.010	CONTINGENCY GENERAL FUND	(135.00)
Building Inspection	249-371-703.050	LONGEVITY	165.00
Building Inspection	249-371-801.026	PROFESSIONAL-ELECTRICAL INSPECTIONS	(165.00)
Parks	208-751-703.050	LONGEVITY	188.00
Parks	208-751-704.110	HOSPITALIZATION	(188.00)
Parks	208-752-703.050	LONGEVITY	188.00
Parks	208-752-704.110	HOSPITALIZATION	(188.00)
Bus	588-696-703.050	LONGEVITY	900.00
Bus	588-697-703.050	LONGEVITY	375.00

BUDGET AMENDMENT: 2019 LONGEVITY

Bus	588-698-703.050	LONGEVITY	175.00
Bus	588-699-703.050	LONGEVITY	1,225.00
Bus	588-699-700.000	COMP UNIT EXPENSES	(2,675.00)
Circuit Court	101-131-703.050	LONGEVITY	1,698.00
Circuit Court	101-131-704.110	HOSPITALIZATION	(1,698.00)
Probate Court	101-148-703.050	LONGEVITY	200.00
Probate Court	101-148-940.110	HOSPITALIZATION/DENTAL	(200.00)
Friend of the Court	215-141-703.050	LONGEVITY	675.00
Friend of the Court	215-141-703.030	REGULAR - HOURLY	(675.00)
Child Care	292-662-703.050	LONGEVITY	420.00
Child Care	292-662-940.010	OUTSIDE CONTRACTED SERVICES	(420.00)

TRANSIT AGENCY PROCUREMENT POLICY

The _____ Otsego County BOC, through the Otsego County Bus System 1254 Energy Drive, Gaylord, MI, 49735 _____, provides
_____ demand response _____ public transportation in _____ Otsego County _____
(Type of service) (Agency name and Address) (Service area)
Michigan. The transit system operates _____ 16 _____ transit vehicles and transports about _____ 65,000 _____
passengers per year. _____ Otsego County Bus System _____ is committed to full and open
(Number) (Agency name)
competition in its procurements. The goal is to obtain the lowest price or the best value for the agency, and the citizens
and units of government who support it.

The _____ Otsego County Bus System _____ follows the Michigan Department of Transportation's
(Agency name)
(MDOT) *Procurement Guidelines for Grantees Receiving Federal Transit Administration (FTA) Funds via MDOT, Revised September 2018*, and all subsequent editions, in its procurements.

GENERAL RESPONSIBILITIES

The _____ Otsego County Bus System Manager _____ is responsible for administering procurements and ensuring
(Title)
compliance with MDOT guidance documents. The _____ Otsego County Bus System Manager _____ or her/his
(Title)
designee is also responsible for maintaining written selection procedures, all required procurement records, and
avoiding unnecessary purchases.

PROCUREMENT METHODS

Micro-purchases are purchases of up to \$10,000 and require a fair and reasonable price determination.

Small purchases are relatively simple and informal purchases of more than \$10,000, but less than \$250,000. Small purchases are not advertised and are a direct solicitation to an adequate number of qualified vendors.

Invitations for Bids (IFB) are sealed bid procurements for any dollar amount.

Request for Proposals (RFP) are competitive proposal procurements for any dollar amount.

Sole source procurements may only be used when other types of procurements are inappropriate and only in the certain circumstances outlined in the guidance documents.

SPECIAL PROVISIONS

Architectural and Engineering (A&E) Services must be qualifications-based procurements consistent with the "Brooks Act". Geographic location may be a selection criterion in procurements for architectural and engineering services provided an adequate number of qualified firms are available to compete for the contract. Geographic preferences are prohibited in all other procurements.

Davis-Bacon Act prevailing wage protections apply to construction projects of more than \$2,000. Construction is defined as the construction, renovation or repair of real property. The Davis-Bacon Act does not apply to maintenance or installation.

Brand name specifications are unacceptable and must always be used with the words "or equal". An independent cost estimate is required for every purchase of more than \$10,000. Splitting a procurement to avoid a more stringent procurement method is prohibited.

The appropriate Federal Contract Clauses apply to all procurements as required by FTA and MDOT guidelines and can be accessed on the MDOT Office of Passenger Transportation website.

COST ANALYSIS OR PRICE ANALYSIS

A cost analysis or price analysis is required for every procurement. A price analysis is required to determine the reasonableness of a proposed price when competition is adequate. A cost analysis is required when a price analysis is inadequate, such as when competition is inadequate to determine price reasonableness or in qualifications-based procurements.

AWARD OF CONTRACTS AND PURCHASES

Contracts and purchases shall be awarded when prices are determined to be fair and reasonable in a micro purchase, to the lowest quote in a small purchase, to the lowest bid in an IFB solicitation and to the highest scored proposal in an RFP solicitation. Award will only be made to "responsive" and "responsible" vendors consistent with the criteria in guidance documents.

The Otsego County Bus System reserves the right to reject any and all price quotes, bids or proposals submitted in response to a solicitation for sound, documentable, business reasons. The Otsego County Bus System reserves the right to award to other than the lowest priced proposal in an RFP solicitation.

WRITTEN PROTEST PROCEDURES

Contractors wishing to protest procurement decisions or processes must submit the protest in writing to the Otsego County Bus System Manager at the Otsego County Bus System, 1254 Energy Drive, Gaylord, MI. 49735. Protests about solicitation specifications or processes must be received 10 business days before the solicitation due date. Protests received after the due date, but before award must be received before 5 business days after the due date. Post award protests must be received by the Otsego County Bus System no later than 5 business days after the award decision.

The protester must qualify as an "interested party" in the procurement. An "interested party" is an actual or prospective bidder or offeror whose direct economic interest would be affected by the award or failure to award the procurement at issue.

The written protest must identify the protesting party, clearly define the decision or process being protested and the reason(s) for the protest, and the relief desired of the Otsego County Bus System's procurement award.

The Otsego County Bus System reserves the right to not accept solicitations, postpone or extend the solicitation due date, cancel any award or re-solicit based on the protest received. The Otsego County Bus System Otsego County Bus System Manager or her/his designee will review the written protest and provide a written decision to the protestor within 10 business days of receiving the protest.

The protestor can appeal the Otsego County Bus System Otsego County Bus System Manager's or her/his designee's decision to Otsego County Board of Commissioners. That appeal must be filed with the Otsego County Bus System Otsego County Bus System Manager's or her/his designee within 5 business days of the Otsego County Bus System Manager's or her/his designee's decision. The Otsego County Board of Commissioners's decision on the appeal will be final.

Protestors can appeal the Otsego County Board of Commissioners 's decision to the FTA Region V Office, 200
(Local oversight entity)
 West Adams Street, Suite 320, Chicago, Illinois 60606; Phone: (312) 353-2789; FAX (312) 886-0351.

CONTRACT ADMINISTRATION

The Otsego County Bus System will maintain a contract administration system to ensure it and
(Agency name)
 its third-party contractors comply with the terms, conditions and specifications of their contracts and purchase orders.

The Otsego County Bus System Manager or her/his designee is responsible for keeping a procurement's
(Title)
 documentation in a centralized contract administration file, for responding to requests for contract interpretation, and for
 modifying or terminating the contract. The Otsego County Bus System Manager or her/his
(Title)
 designee must also monitor and ensure compliance with contract terms such as Davis-Bacon, Buy America, prompt
 payment to subcontractors and Disadvantaged Business Enterprises (DBE).

The Otsego County Bus System Manager or her/his designee must also inspect and test supplies
(Title)
 or services to determine if they conform to contract requirements, provide an authorized representative to approve the
 supplies or services, and maintain procedures to close a contract.

FIELD(S) FOR ADDITIONAL SECTIONS

This policy only applies to the Otsego County's transit department, the Otsego County Bus System. Because Otsego County's transit department, the Otsego County Bus System, receives funding from the Federal Transit Administration (FTA) it is required to comply with all FTA procurement regulations and guidelines. This policy in no way restricts, supersedes or replaces any other Otsego County procurement policy but is solely intended for the purpose of procurements made by the Otsego County Bus System with FTA funding.

WRITTEN STANDARDS OF CONDUCT

No _____ Otsego County Bus System _____ employee, officer, agent, Board member or their immediate family member, partner or organization will participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, is involved.
(Agency name)

No _____ Otsego County Bus System _____ employee, officer, agent, Board member or their immediate family member, partner or organization will solicit or accept substantial gifts, gratuities, favors or anything of monetary value from contractors or potential contractors.
(Agency name)

FIELD(S) FOR ADDITIONAL SECTIONS

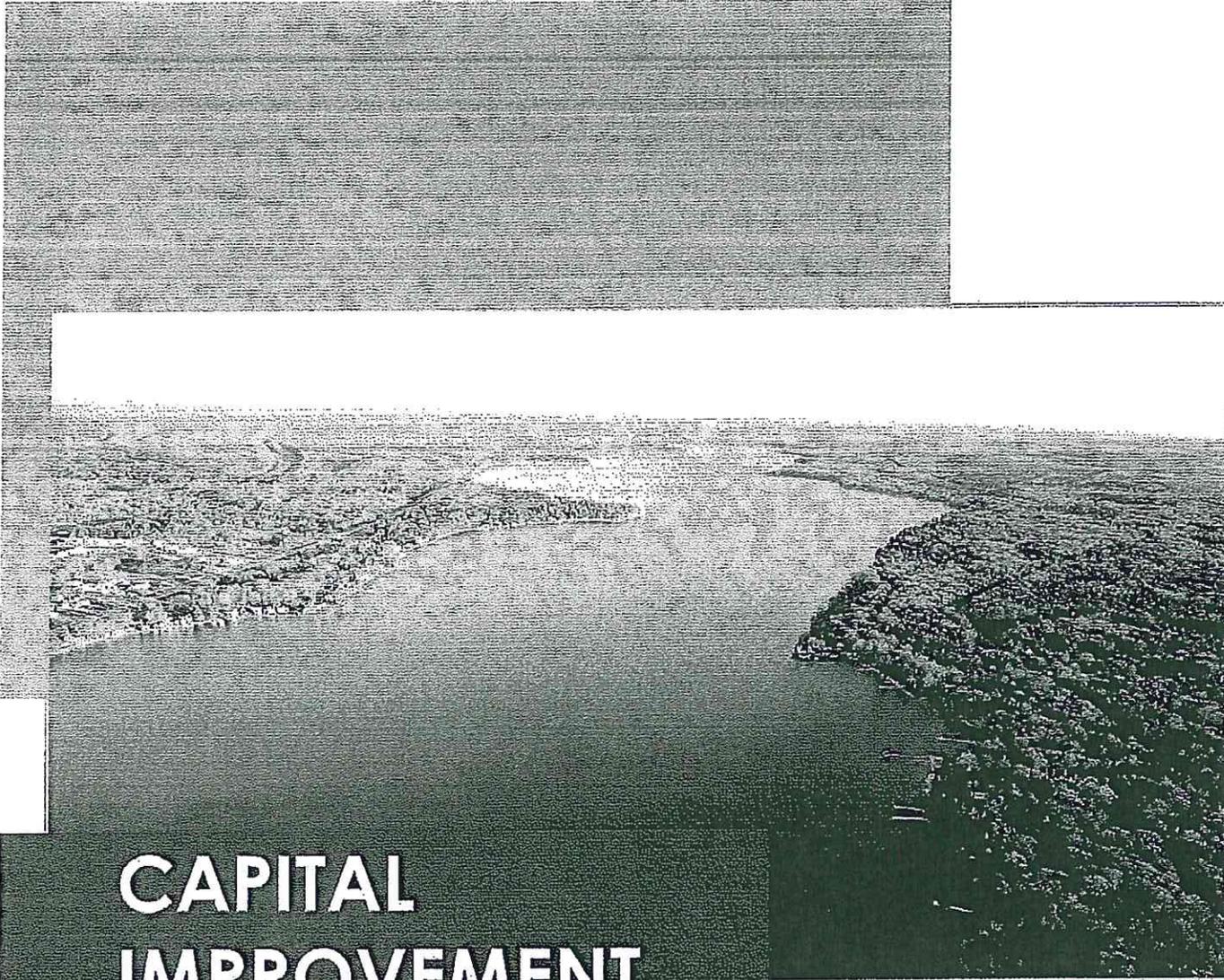
OTHER LOCAL PROCUREMENT POLICIES

Other local procurement policies in effect for a transit agency may be more stringent than FTA and MDOT guidelines but cannot be less stringent. In any inconsistency between a local procurement policy and FTA and MDOT guidelines, the FTA and MDOT guidelines prevail. FTA and MDOT guidelines only apply to procurements made with FTA and MDOT funding.

INTERPRETATIONS OR CLARIFICATIONS

Any interpretations or clarifications in this policy will be based on the Michigan Department of Transportation's (MDOT) *Procurement Guidelines for Grantees Receiving Federal Transit Administration (FTA) Funds via MDOT, Revised September 2018*, the *Federal Transit Administration Circular FTA-C 4220.1F Third Party Contracting Guidance, Rev. 4, March 18, 2013*, and *FTA's Best Practices Procurement & Lessons Learned Manual, October 2016*, and all subsequent editions, as available on the internet, and the _____ Otsego County Bus System _____'s decision will be final.
(Agency name)

ADOPTED BY <i>(Adopting body)</i>	
PRINT NAME AND TITLE <i>(Authorized signatory)</i>	
SIGNATURE	DATE ADOPTED



CAPITAL IMPROVEMENT PLAN 2020-2025

Photo Credit: Datema Media, LLC

OTSEGO COUNTY, MICHIGAN

Approved by the Planning Commission on 11/18/2019
Adopted by the Board of Commissioners on ~~XXX~~



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INTRODUCTION

MICHIGAN PLANNING ENABLING ACT

The Michigan Planning Enabling Act requires local municipalities that have adopted a master plan to annually prepare a capital improvements program. This language is contained in Article IV, Section 65, subparts (1) and (2), which reads:

- (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.
- (2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

CAPITAL IMPROVEMENTS

Capital Improvements are generally additions to the County's assets, including the construction or purchase of land, buildings or facilities or major renovations of the same, and are long lasting and involve a substantial investment. For purposes of this Capital Improvement Program (CIP), only the following type of projects that meet this definition of a capital improvement, are included in the program, such as:

- New and expanded physical facilities.
- The acquisition of land for a community facility.
- Major renovation or replacement of existing facilities costing over \$200,000.

Inclusion of a project in this Plan fulfills the requirements of MCL 125.3861.



LIMITATION ON AUTHORITY

This CIP is not meant to appropriate the power of the Otsego County Board of Commissioners in their duty to regulate the expenditure of County funds, but merely to provide guidance and recommendations to projects that may have a long-term impact on the community. To that end, the following limitations on authority will be observed:

- A. The Otsego County Board, its departments, and agencies have every right and an obligation to make emergency repairs without prior comment from the Otsego County Planning Commission. Information on such emergency repairs, will however, be submitted as soon as practicable to the Chairperson of the Planning Commission.
- B. Grant Applications that are attempting to obtain funds for projects that would fall under the CIP guidelines will be presented to the Planning Commission as soon as practicable.



PROCEDURES

- A. The Capital Improvements Program Committee is charged with gathering project information for inclusion into the CIP. The Committee consists of the Chairperson of the Otsego County Planning Commission or his/her designee; the Otsego County Land Use Services Director; the Otsego County Planning/Zoning Director, the Otsego County Board Chairperson or his/her designee, an additional representative of the Otsego County Planning Commission; and the Otsego County Administrator. The Otsego County Planning/Zoning Director will act as the CIP Coordinator, with the responsibility of coordinating data gathering.
- B. The CIP Committee will create a draft CIP.
- C. The draft CIP will be sent to the Otsego County Planning Commission for comment/changes each year.
- D. The Planning Commission will conduct a public hearing on the draft CIP each year.
- E. Planning Commission will forward draft CIP, along with recommendation, to the Otsego County Board each year.
- F. Otsego County Board will adopt, modify, or reject with reasons, the CIP.
- G. The Capital Improvements Program Committee will annually update the CIP, and follow the above process.



PROJECT PRIORITIZING

Projects will be prioritized using the following categories:

A. Urgent (imperative, must do)

- Satisfies a legal obligation (legal mandate)
- Corrects a condition dangerous to public health or safety
- Alleviates an emergency service disruption or deficiency
- Prevents irreparable damage to a valuable public facility

B. Important (essential, should do)

- Rehabilitates or replaces an obsolete public facility or attachment to the facility
- Stimulates economic growth and private capital investment
- Reduces future operating and maintenance costs
- Leverages available state or federal funds

C. Desirable (important, could do)

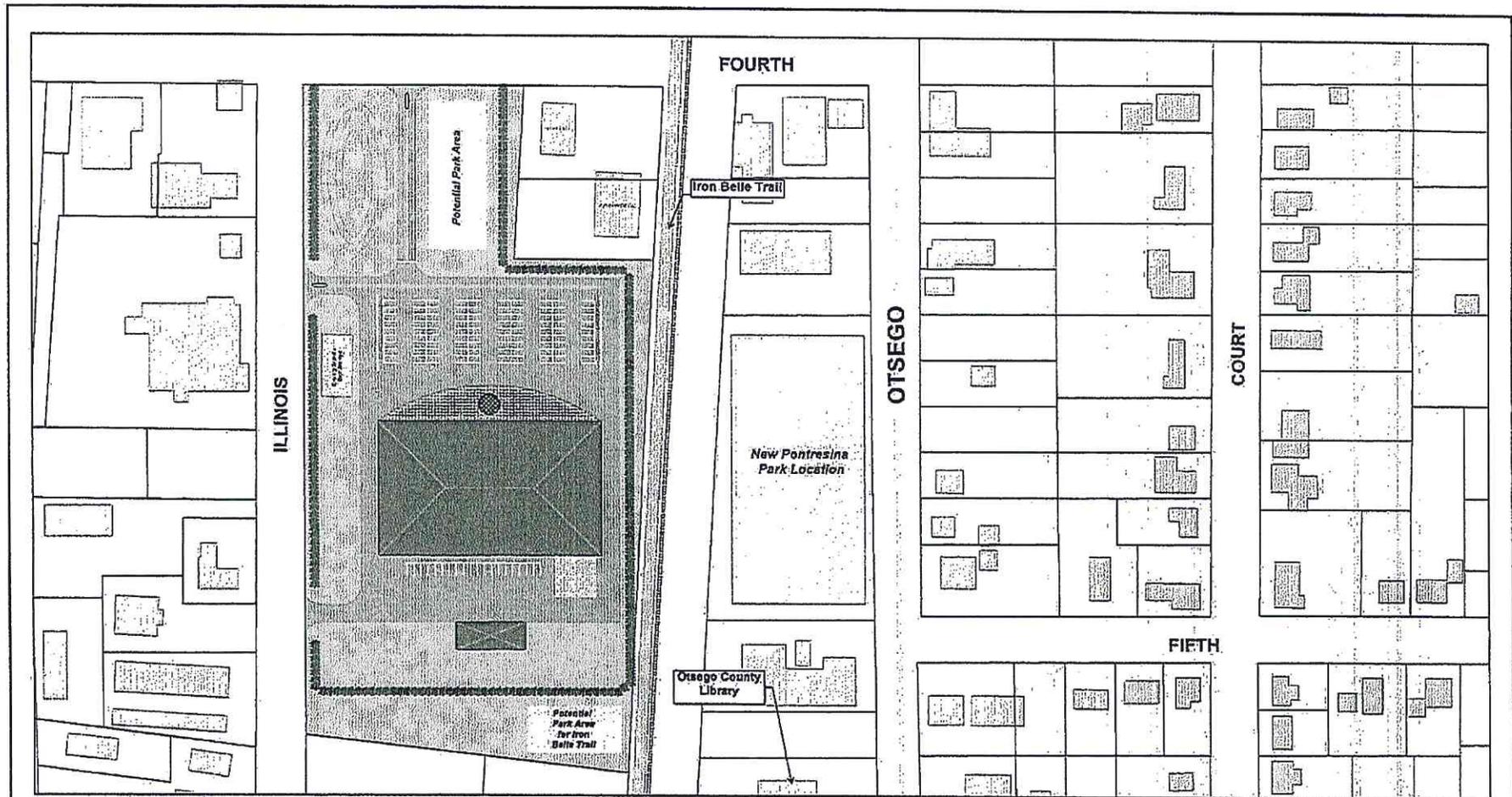
- Provides a new or expanded level of service
- Promotes intergovernmental cooperation
- Enhances cultural or natural resources

CAPITAL PROJECTS

OTSEGO COUNTY PUBLIC SAFETY COMPLEX

- Agency: Otsego County
- Project Type: New Construction
- Year(s) of Project: 2020-2021
- Project Description:
 - The proposed complex would consist of a detention facility (jail), office space, and courtrooms. It would house the Sheriff's Department Road Patrol, the court system, prosecutor's office, court administration, probation/parole, and the work camp program. Preliminary analysis suggests the need for a 61,000 ft² building.
- Schedule:
 - Design: Spring 2020
 - Construction: Spring 2021
- Estimated Cost: TBD
- Basis of Cost Estimate: TBD
- Alternative Financing:
 - Funding would likely have to come from a dedicated jail millage, which has not been passed at this time.
- Agency Reported Priority: Urgent
- Planning Commission Reported Priority: Urgent





Otsego County Public Safety Complex
Preliminary Design Concept

Legend

- Railroad
- Park
- Iron Belle Trail
- Existing Bldgs
- Contours
- Proposed Bldgs
- Roof Line
- Flag Center
- Island
- Loading Dock
- Plaza
- Trees
- Parking Lot

NORTH

Sheet No.
1411

Otsego County Planning & Zoning

Drawn By: C. Claudio

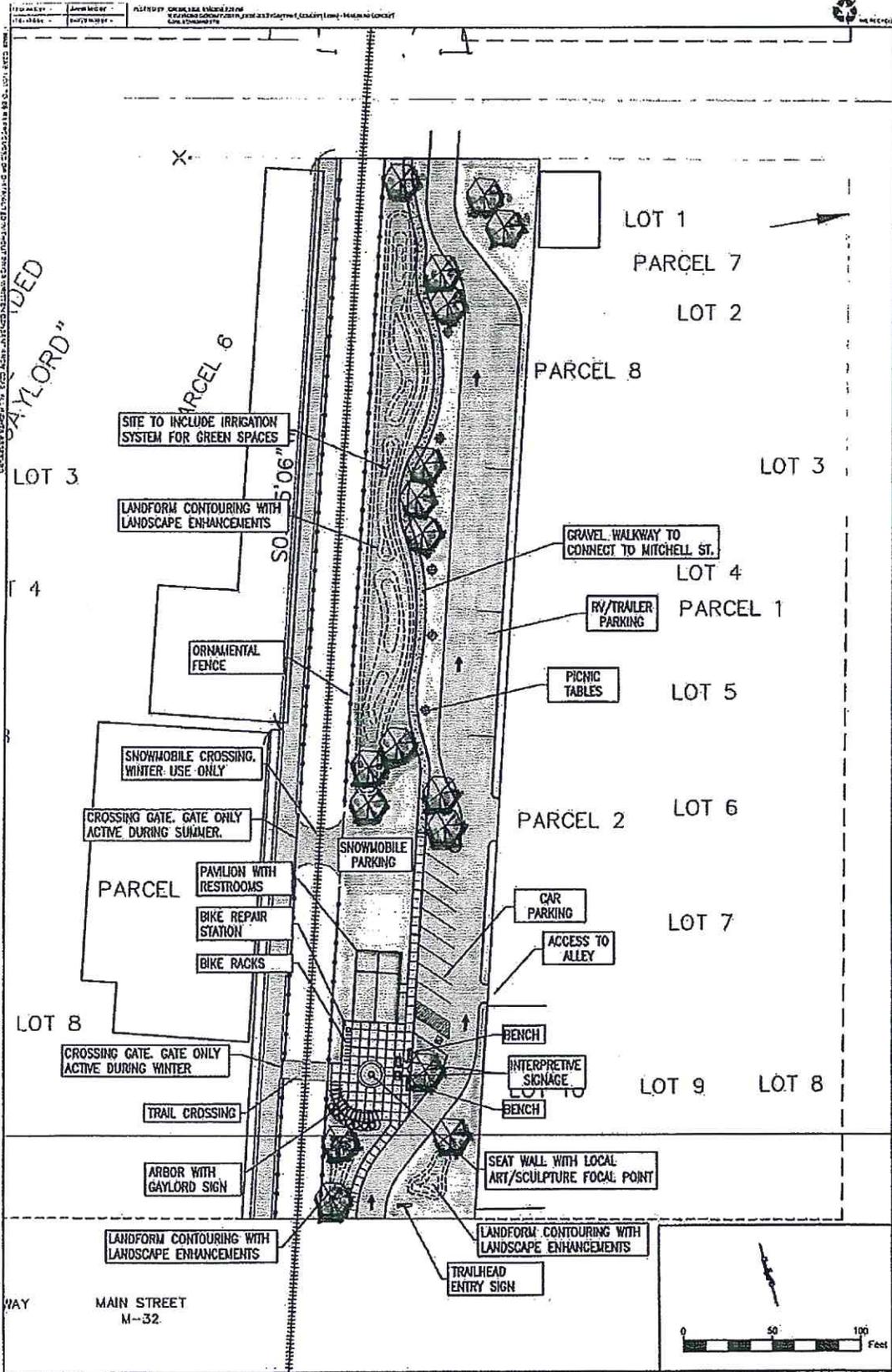
Checked by:

Date: 02/02/00

IRON BELLE TRAIL GAYLORD GATEWAY TRAILHEAD



- Agency: Otsego County
- Project Type: New Construction
- Year(s) of Project: 2020
- Project Description:
 - The Iron Belle Trailhead will be built on the east side of the railroad tracks between Main and Mitchell streets. The project is part of the Iron Belle Trail expansion and will include a pavilion with outdoor seating and restrooms, an area for parking, landscaping, and bike racks. The preliminary design incorporates key design elements from both the City Streetscape Project and the County Lawn Project. The entrance to the trailhead would be on Main and exit on Mitchell. The project is estimated to start in Spring 2020, with a completion date of Fall 2020.
- Schedule: Spring 2020
- Estimated Cost: \$1,110,000
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - Michigan Dept. of Natural Resources Trust Fund Grant (27% share): \$300,000
 - Michigan Dept. of Natural Resources Trails Program (41% share): \$450,000
 - Michigan Economic Development Corporation (27% share): \$300,000
 - Local Funds (5% share): \$ 60,000
- Agency Reported Priority: Urgent
- Planning Commission Reported Priority: Urgent



PRELIMINARY CONCEPT #3

**IRON BELLE TRAIL
GAYLORD TRAILHEAD**
GAYLORD, MI



PRELIMINARY

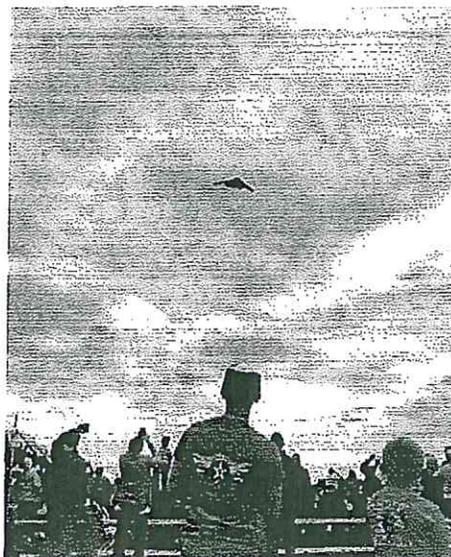
OTSEGO LAKE OUTLET STRUCTURE REPLACEMENT

- Agency: Otsego County
- Project Type: New Construction
- Year(s) of Project: 2020
- Project Description:
 - This project involves the replacement of Otsego Lake's outlet control structure located on the east side of Otsego Lake. The structure is responsible for controlling the lake level and preventing excess lake level rise during the spring. The current structure was installed in the late 1970s and has extensive damage due to ice and old age.
- Schedule: TBD
- Estimated Cost: \$200,000
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - Michigan Dept. of Agriculture and Rural Development Grant: TBD
 - Local Funds: TBD
- Agency Reported Priority: Urgent
- Planning Commission Reported Priority: Urgent



GAYLORD REGIONAL AIRPORT BOX HANGAR

- Agency: Otsego County
- Project Type: New Construction
- Year(s) of Project: 2020
- Project Description:
 - The project consists of construction of a new 60' x 80' box hangar large enough to allow for storage of a Caravan, King Air, or Citation II plane.
- Schedule: 2020
- Estimated Cost: \$670,000.00
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - FAA Non-Primary Entitlement Grants (91% share): \$ 609,700
 - State Funds (4.5%): \$ 30,150.00
 - Local Funds (4.5%): \$ 30,150.00
- Agency Reported Priority: Important
- Planning Commission Reported Priority: Important

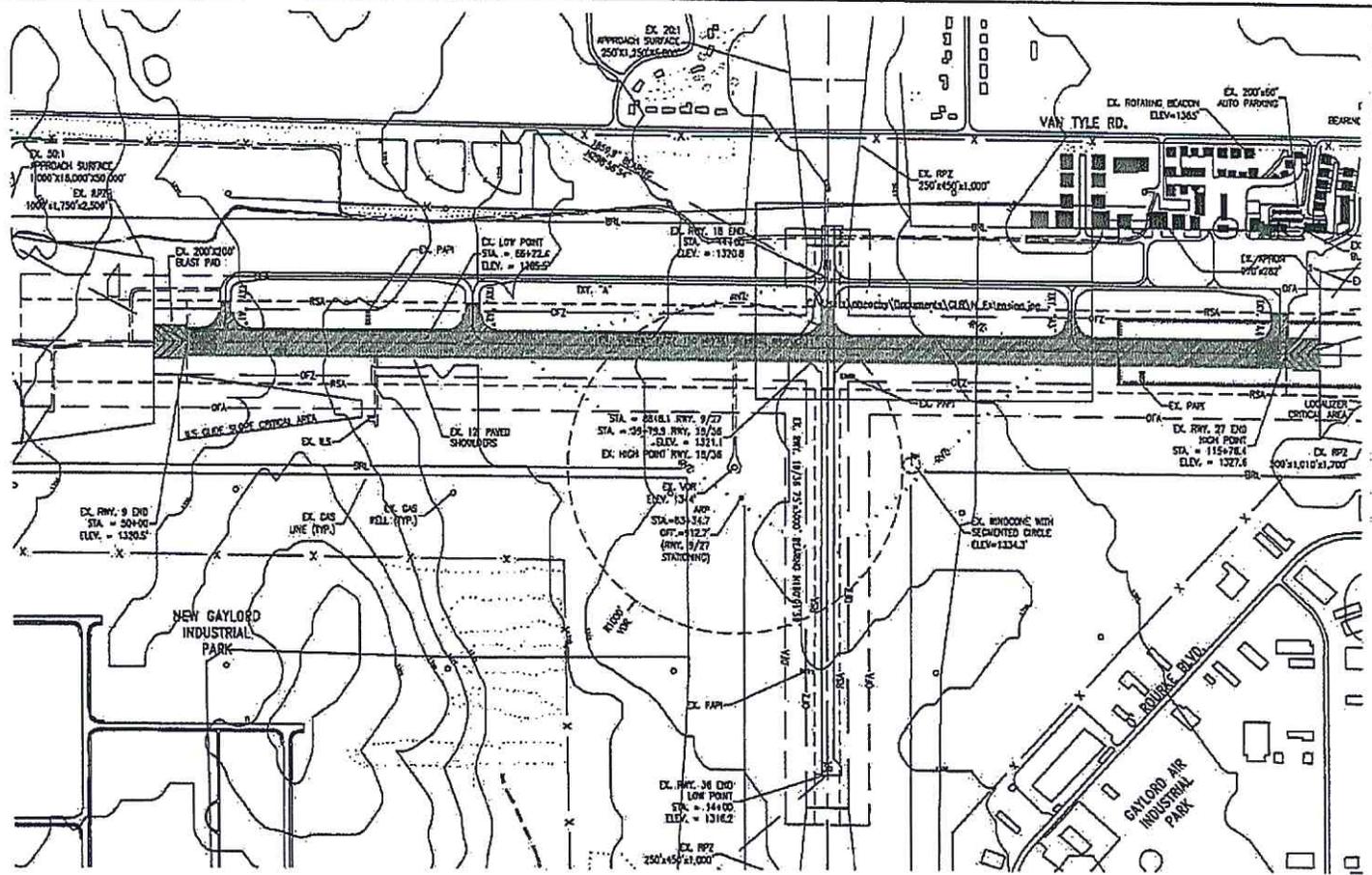


**GAYLORD REGIONAL AIRPORT
REHABILITATE RUNWAY 9-27**



- Agency: Otsego County
- Project Type: New Construction
- Year(s) of Project: 2023
- Project Description:
 - This project is to rehabilitate the bituminous pavement of Runway 9-27. The existing runway is 6,579' x 150'. The existing pavement was last rehabilitated in 2002 and will be 21 years old at the time of this project. According to the PCI data taken in 2015, the existing pavement was listed at 73. The reports indicate low to medium severity longitudinal/transverse cracking and low severity weathering, but no significant structural concerns. The PCI for Runway 9-27 is forecasted to be at 59 in 2023. The rehabilitation will consist of a 4-inch mill and fill with full depth crack repair. Also included in this project will be the rehabilitation of the shoulders, blast pads, and existing taxiway connectors from Runway 9-27 to the hold lines. A full airfield remarking is included.
- Schedule: TBD
- Estimated Cost: \$5,650,000.00
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - FAA Non-Primary Entitlement Grants (3.17% share): \$ 179,105
 - FAA Federal Apportionment (86.83% share): \$ 4,905,895
 - State Funds (5.0% share): \$ 282,500
 - Local Funds (5.0% share): \$ 282,500
- Agency Reported Priority: Important
- Planning Commission Reported Priority: Important

2019/20-BOX HANGAR
 2022/23-RUNWAY 9-37 REHA



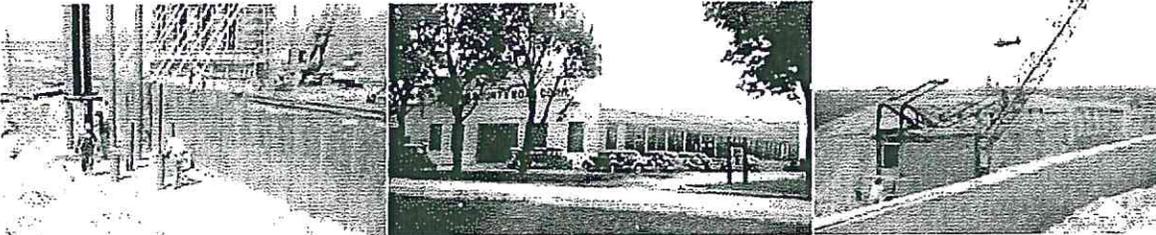
Gaylord Regional Airport
 Gaylord, MI

ACIP
2019-2023

PREPARED BY:
Prein & Newhof
 Engineers & Surveyors & Environmental Laboratory
 1220 AIRPORT ACCESS RD.
 TRAVERSE CITY, MI 49684 (231) 946-2394

OCRC MARLETTE ROAD FROM SHERMAN ROAD TO FANTASY DRIVE PROJECT

- Agency: Otsego County Road Commission
- Project Type: Major Renovation
- Year(s) of Project: 2020
- Project Description:
 - The Otsego County Road Commission plans to reconstruct Marlette Road from Sherman Road to Fantasy Drive. This will be a crush and shape project with new HMA surface and lane widening as well as vertical grade improvements.
- Schedule: TBD
- Estimated Cost: \$704,555.00
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - Federal Funds (53% share): \$ 376,176
 - Local Funds (47% share): \$ 328,379
- Agency Reported Priority: Important
- Planning Commission Reported Priority: Important

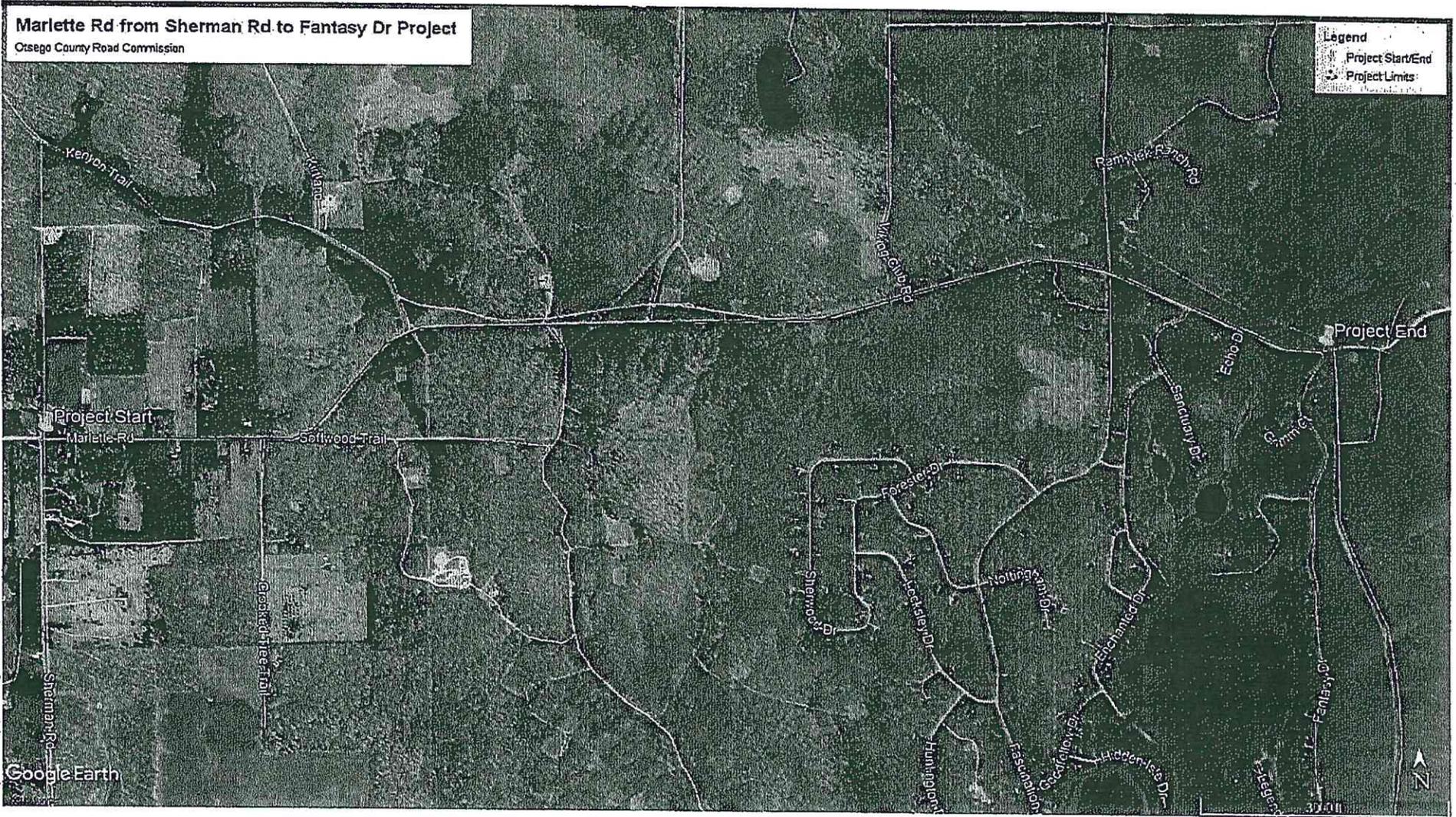


Marlette Rd from Sherman Rd to Fantasy Dr Project

Osego County Road Commission

Legend

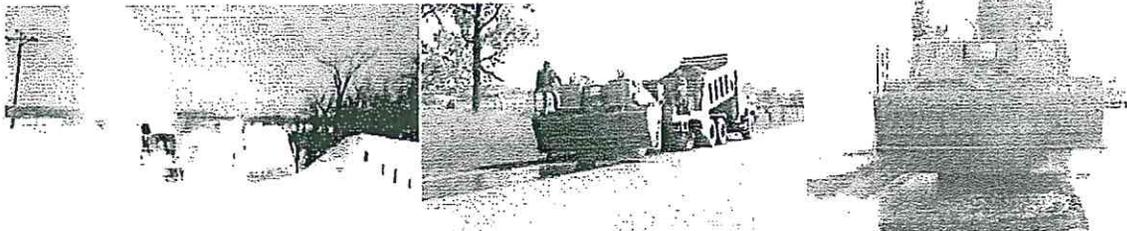
- Project Start/End
- Project Limits



Google Earth

OCRC KRY'S ROAD RESURFACING PROJECT

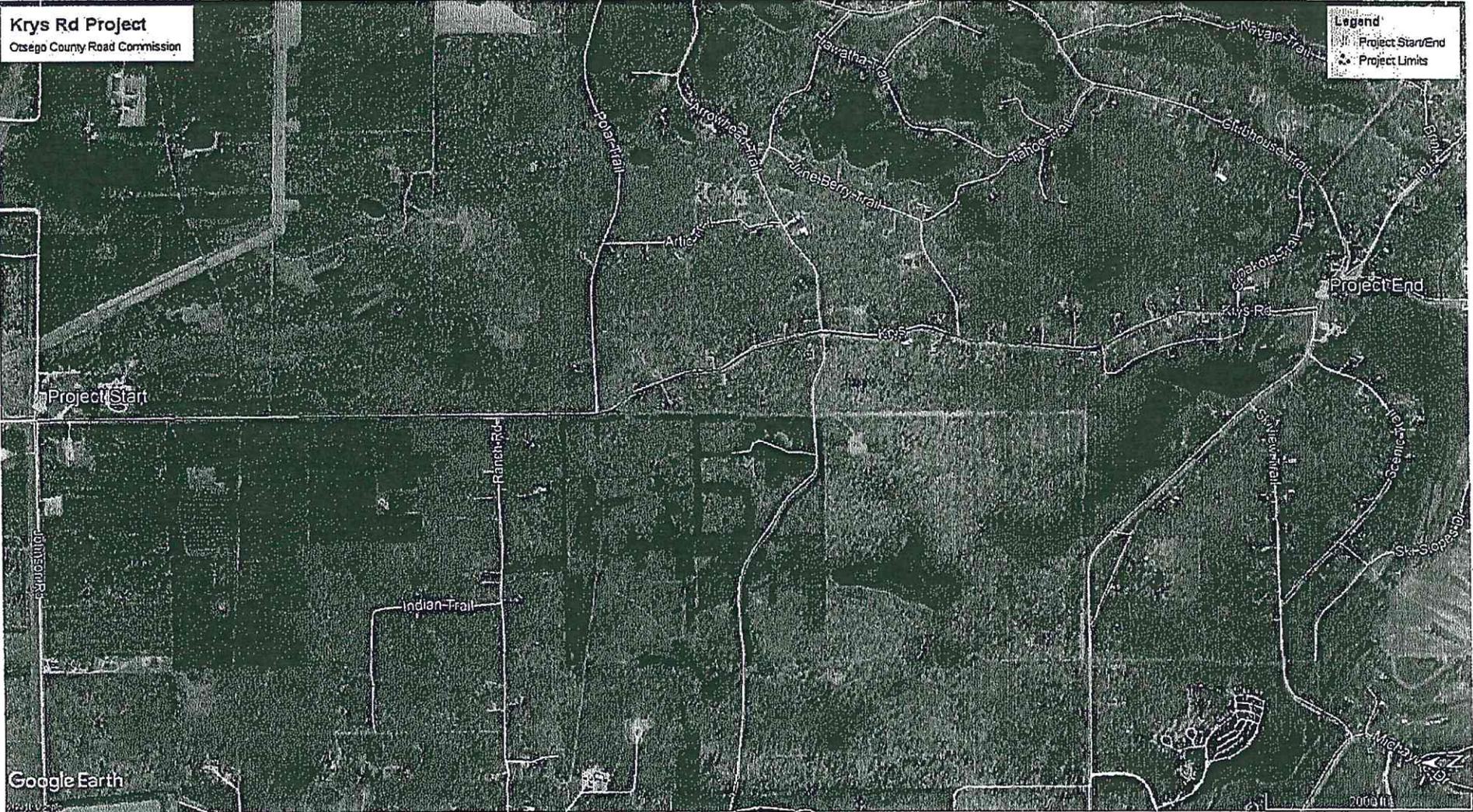
- Agency: Otsego County Road Commission
- Project Type: Major Renovation
- Year(s) of Project: 2021
- Project Description:
 - Work will include resurfacing Kry's Road from Johnson Road to Charles Brink Road, approximately 2.5 miles. Improvements will include new HMA surface, lane widening, paved shoulders, and recessed pavement markings.
- Schedule: TBD
- Estimated Cost: \$450,000.00
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - Federal Funds (80% share): \$ 360,000
 - Local Funds (20% share): \$ 90,000
- Agency Reported Priority: Important
- Planning Commission Reported Priority: Important



Krys Rd Project
Ossego County Road Commission

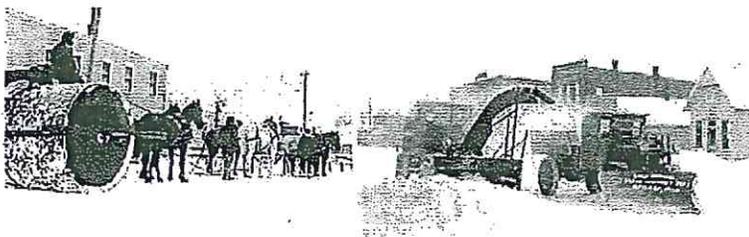
Legend

- Project Start/End
- Project Limits



OCRC MARLETTE ROAD FROM OLD 27 TO SHERMAN ROAD PROJECT

- Agency: Otsego County Road Commission
- Project Type: Major Renovation
- Year(s) of Project: 2022
- Project Description:
 - Work will include crush and shape with new HMA surface from Old 27 South to Sherman Road. Improvements will include lane widening and paved shoulders.
- Schedule: TBD
- Estimated Cost: \$756,000.00
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - Federal Funds (50% share): \$ 376,176
 - Local Funds (50% share): \$ 379,824
- Agency Reported Priority: Important
- Planning Commission Reported Priority: Important

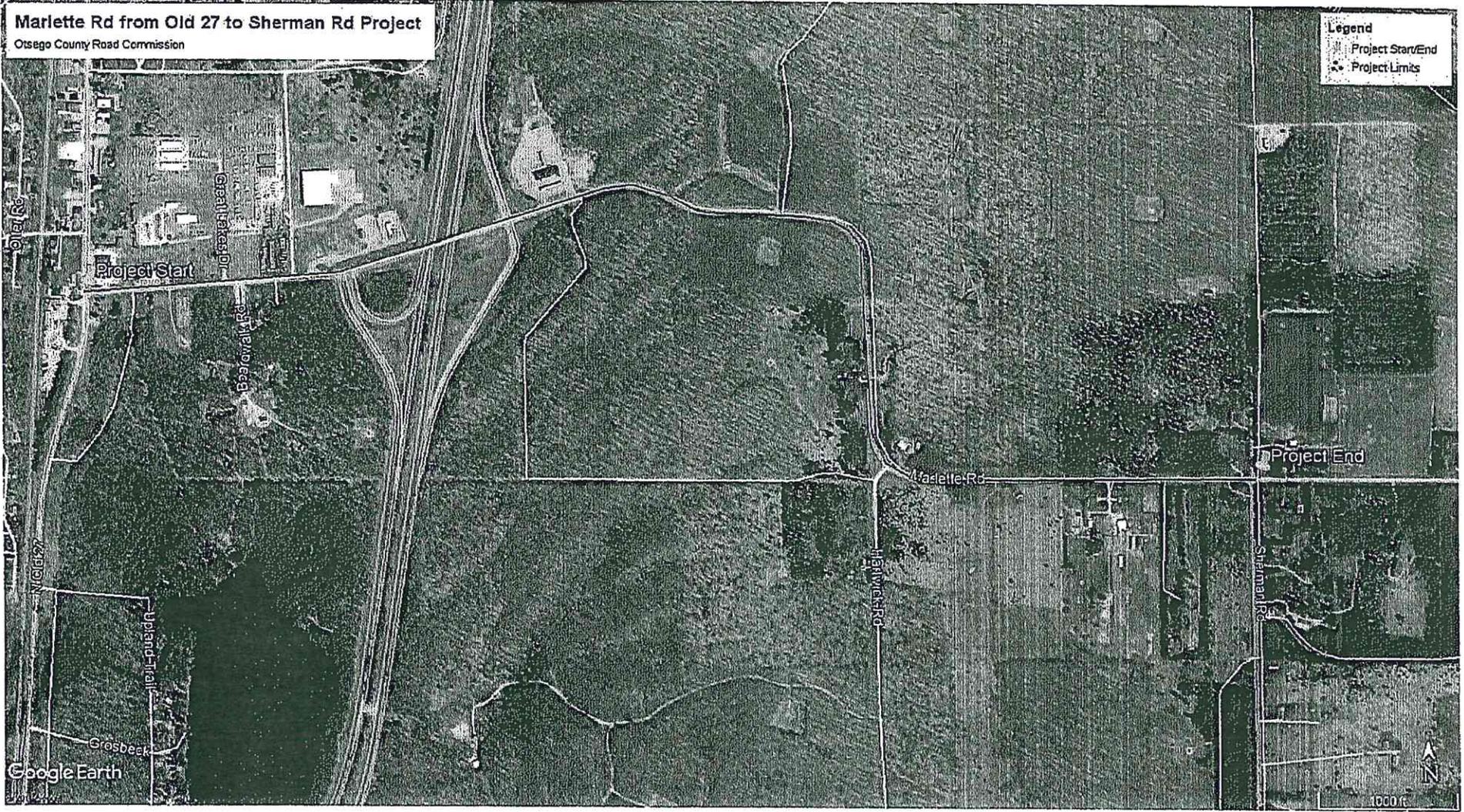


Marlette Rd from Old 27 to Sherman Rd Project

Otsego County Road Commission

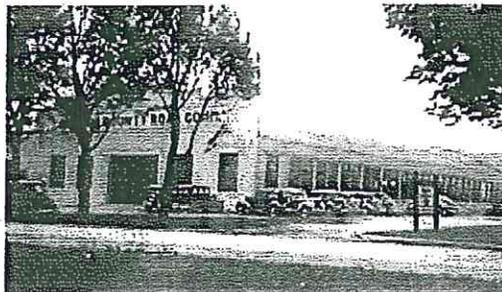
Legend

- Project Start/End
- Project Limits



OCRC MURNER ROAD PROJECT

- Agency: Otsego County Road Commission
- Project Type: Major Renovation
- Year(s) of Project: 2022
- Project Description:
 - This will be a crush and shape project on Murner Road from M-32 West to Five Lakes Road. The improvements will include strengthening the aggregate base, paving shoulders, and resurfacing with HMA.
- Schedule: TBD
- Estimated Cost: \$595,000.00
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - Federal Funds (63% share): \$ 375,000
 - Local Funds (37% share): \$ 220,000
- Agency Reported Priority: Important
- Planning Commission Reported Priority: Important



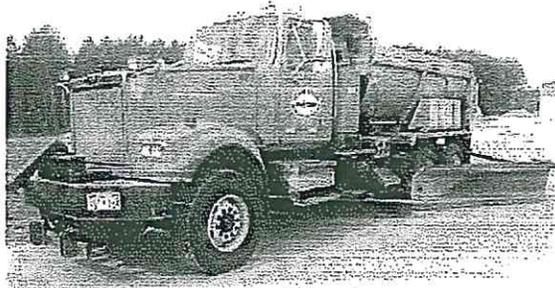
OCRC WILKINSON ROAD PROJECT

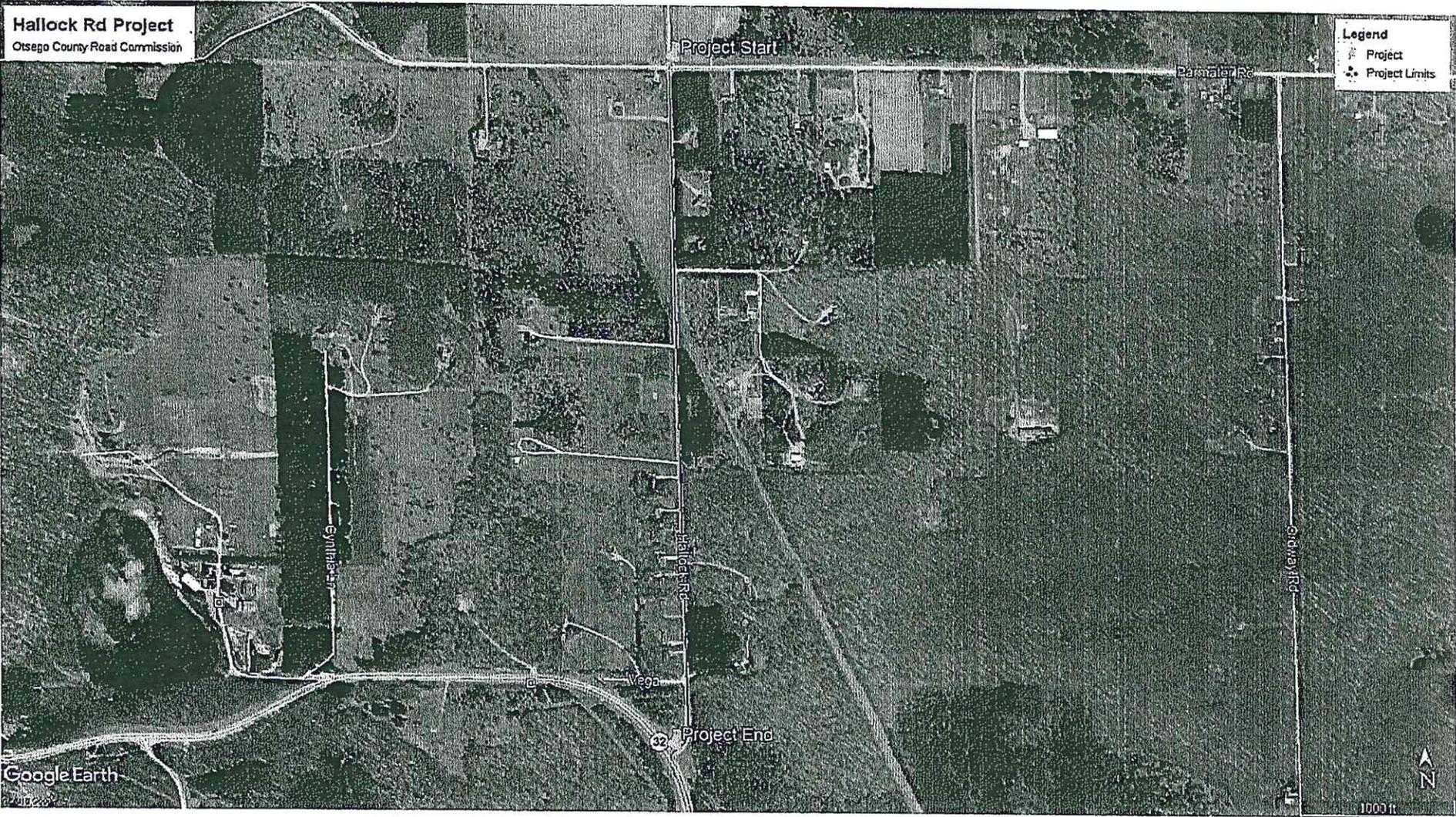
- Agency: Otsego County Road Commission
- Project Type: Major Renovation
- Year(s) of Project: 2024
- Project Description:
 - This will be primarily a crush and shape project from M-32 East to Marquardt Road. The existing pavement will be crushed and paved with two courses of HMA. At some locations, the top layer of existing pavement may be milled and resurfaced with a single course of HMA. Additional improvements may include paved shoulders, guardrail upgrades, and curb and gutter at intersections.
- Schedule: Spring 2024
- Estimated Cost: \$1,515,000.00
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - Federal Funds (25% share): \$ 376,176
 - Local Funds (75% share): \$ 1,138,824
- Agency Reported Priority: Important
- Planning Commission Reported Priority: Important



OCRC HALLOCK ROAD PROJECT

- Agency: Otsego County Road Commission
- Project Type: Major Renovation
- Year(s) of Project: 2025
- Project Description:
 - This project will be a crush and shape project on Hallock Road from M-32 to Theisen Road. The project will include strengthening the aggregate base, drainage improvements, and new HMA surface.
- Schedule: Spring 2025
- Estimated Cost: \$825,000.00
- Basis of Cost Estimate: Engineer Estimate
- Alternative Financing:
 - Federal Funds (46% share): \$ 376,176
 - Local Funds (54% share): \$ 448,825
- Agency Reported Priority: Important
- Planning Commission Reported Priority: Important





Otsego County Six Year Capital Improvement Plan - Appendix A

Project Name	Agency	Project Type	Funding Source(s)	Estimated Cost	P.C. Priority	2020	2021	2022	2023	2024	2025
Otsego County Public Safety Complex	Otsego County	New Construction	TBD	TBD	Urgent	TBD	TBD				
Iron Belle Trail Downtown Gaylord Trailhead	Otsego County	New Construction	State 96%; Local 4% (Capital Improvement Fund)	\$1,110,000	Urgent	\$ 1,110,000					
Otsego Lake Outlet Structure Replacement	Otsego County	New Construction	TBD	\$200,000	Urgent	\$ 200,000					
Gaylord Regional Airport Box Hangar	Otsego County	New Construction	Federal 91%; State 4.5%; Local 4.5% (Airport Capital Projects Fund)	\$670,000	Important	\$ 670,000					
Gaylord Regional Airport Rehabilitate Runway 9-27	Otsego County	New Construction	Federal 90%; State 5.0%; Local 5.0% (Airport Capital Projects Fund)	\$5,650,000	Important				\$5,650,000		
Marlette Road From Sherman Road To Fantasy Drive Project	OC Road Commission	Major Renovation	Federal 53%; Local 47%	\$704,555	Important	\$ 704,555					
Krys Road Resurfacing Project	OC Road Commission	Major Renovation	Federal 80%; Local 20%	\$450,000	Important		\$ 450,000				
Marlette Road From Old 27 To Sherman Road Project	OC Road Commission	Major Renovation	Federal 50%; Local 50%	\$756,000	Important			\$ 756,000			
Mumer Road Project	OC Road Commission	Major Renovation	Federal 63%; Local 37%	\$595,000	Important			\$ 595,000			
Wilkinson Road Project	OC Road Commission	Major Renovation	Federal 80%; Local 20%	\$1,515,000	Important					\$ 1,515,000	
Hallock Road Project	OC Road Commission	Major Renovation	Federal 46%; Local 54%	\$825,000	Important						\$ 825,000
Total Costs: \$11,165,555						\$ 1,374,555	\$ 450,000	\$ 1,351,000	\$ 5,650,000	\$ 1,515,000	\$ 825,000



December 17, 2019 Agenda

Agenda Questions

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

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: 2020 Board of Commissioners Meeting Schedule- Updated	AGENDA DATE: December 17, 2020
AGENDA PLACEMENT: Consent Agenda, Item B.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

This is the **Updated** schedule of Board of Commissioners Meetings for 2020. This schedule replaces the one that was approved at the 11/26/2019 meeting.

RECOMMENDATION:

Staff requests approval of the Corrected 2020 Board of Commissioners Meeting Schedule.



2020

**Board of Commissioners
Meeting Schedule**

**Second and fourth Tuesdays of each month
**(unless noted)*, beginning at 9:30 a.m., in Room 100,
Otsego County Building, 225 West Main Street**

January 2 **(Organizational Meeting)*

January 14

January 28

February 11

February 25

March 10

March 26 **(4th Thursday due to MAC Legislative Conference)*

April 14

April 28

May 12

May 26

June 9

June 23

July 14

July 28

August 11

August 25

September 8

September 22

October 13

October 27

November 10

November 24

December 15 **(One Meeting Held This Month)*

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

<p>AGENDA ITEM:</p> <p>Court Appointed Attorney Contracts -46th Circuit Court and 87-A District Court Defense Contract -Probate/Family Court Defense Contract</p>	<p>AGENDA DATE:</p> <p>December 17, 2019</p>
<p>AGENDA PLACEMENT:</p> <p>Consent Agenda, Item C.</p>	<p>ACTION REQUESTED:</p> <p>Motion to Approve</p>
<p>STAFF CONTACT(S):</p> <p>Rachel Frisch, County Administrator</p>	<p>ATTORNEY REVIEW:</p> <p>No</p>

BACKGROUND/DISCUSSION:

Trial courts are required to appoint attorneys to represent indigent defendants (those meeting the threshold, based on Federal Poverty Guidelines) in criminal matters, juveniles in delinquency cases, and all parties in child protective cases. Courts may also appoint counsel for certain individuals in mental competency, guardianship, and conservatorship proceedings. The trial court's funding unit and a grant from the Michigan Indigent Defense Counsel compensates the court-appointed attorneys.

Attorney Gary Gelow has been under contract for court appointed attorney services for the 46th Circuit Court, 87-A District Court and the Otsego County Family Court since at least 2009. Mr. Gelow subcontracts with various attorneys in the area to provide legal defense to indigent parties who qualify for a Court Appointed Attorney. Mr. Gelow advocates for his clients, when needed, but also provides reasonable counsel to resolve

cases, which is an integral part of the system, to keep cases moving pursuant to State Court Administrative Office requirements.

Mr. Gelow's assignments have more than doubled in the last four years for felony matters and have increased approximately 71% for misdemeanor cases. Because this contract is for Professional Services, it does not require a RFQ/bid.

The two contracts submitted for approval are the 46th Circuit Court and 87-A District Court Defense Contract and the Probate/Family Court Defense Contract at the rates delineated in the contract documents, from January 1, 2020 to December 31, 2024.

RECOMMENDATION:

Staff requests approval of the contracts for court appointed attorney services from January 1, 2020 to December 31, 2024.

46th CIRCUIT COURT OTSEGO DEFENSE CONTRACT
87-A DISTRICT COURT OTSEGO DEFENSE CONTRACT

January 1, 2020 – December 31, 2024

The undersigned agree as follows:

1. That Gary L. Gelow, (hereinafter “Contract Administrator”) shall provide legal representation to all indigent parties charged with offenses cognizable in the Otsego County Court System (understood by all parties to include the circuit, district, and probate courts of Otsego County Michigan only) pursuant to MCR 6.101. Legal representation shall be provided by and through the Contract Administrator through a series of subcontracts with various attorneys and/or law firms. The Otsego County Courts, by and through its Chief Judges, retains the right to approve or reject any of the subcontractors tendered by and through this instant agreement.
2. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Eleven thousand, three hundred, sixty one dollars and 14/100 (\$11,361.14)** per month for the term of January 1, 2020, through December 31, 2020, for the services provided in #1 above.
3. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Twelve thousand, one hundred, fifty six dollars and 42/100 (\$12,156.42)** per month for the term of January 1, 2021, through December 31, 2021, for the services provided in #1 above.
4. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Thirteen thousand, seven dollars and 38/100 (\$13,007.38)** per month for the term of January 1, 2022, through December 31, 2022, for the services provided in #1 above.

5. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Thirteen thousand, nine hundred, seventeen dollars and 81/100 (\$13,917.81)** per month for the term of January 1, 2023, through December 31, 2023, for the services provided in #1 above.
6. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Fifteen thousand, three hundred, nine dollars and 69/100 (\$15,309.69)** per month for the term of January 1, 2024, through December 31, 2024, for the services provided in #1 above.
7. The monthly payment shall be made in advance, commencing on or about January 1, 2020, and continuing through each and every month thereafter during the term of the contract, based on Otsego County's warrant (check disbursement) schedule.
8. Court ordered appointment shall, pursuant to the provision of this contract, apply only to those circumstances where Michigan Constitution, Michigan statutes, or Michigan Rules of Court require the appointment of counsel.
9. Contract attorneys must resolve conflicts to ensure legal representation is present at the scheduled hearing so the hearing can proceed as scheduled.
10. The Contract Administrator has the affirmative obligation to review an indigent defendant's financial status and advise the appropriate presiding judge in the event the Contract Administrator or any attorney determines that a defendant is not entitled to court appointed counsel for lack of indigency.
11. The parties agree that either party to the instant contract may be cancelled without liability upon ninety (90) days written notice.

12. The contract attorneys shall maintain professional liability insurance in an amount no less than \$400,000 per claim and \$1,000,000 aggregate throughout the term of this contract.
13. The Contract Administrator shall serve as liaison to the Chief Judges of the Otsego County Courts regarding the administration and/or procedural matters involved in the administration of this instant contract.
14. Those appointments which are made during the term of this instant contract shall be completed through final disposition without additional compensation irrespective of the cancellation, revocation, or non-renewal of this instant contract.

Dated: _____

Honorable George J. Mertz, Chief Judge
46th Circuit Court

Dated: _____

Honorable Michael K. Cooper, Chief Judge
Otsego County Probate Court
87-A District Court

Dated: _____

Rachel Frisch, Otsego County Administrator

Dated: _____

Gary L. Gelow, Contract Administrator

OTSEGO COUNTY PROBATE/FAMILY COURT
DEFENSE CONTRACT

January 1, 2020 – December 31, 2024

The undersigned agree as follows:

1. That Gary L. Gelow, (hereinafter “Contract Administrator”) shall provide legal representation to all indigent parties charged with offenses cognizable in the Otsego County Court System (understood by all parties to include the circuit, district, and probate courts of Otsego County Michigan only) pursuant to MCR 6.101. Further, the Contract Administrator shall provide representation to all minors whose parents or guardians are indigent and who are charged with criminal offenses. Further, the Contract Administrator shall provide legal representation to all parties who are indigent and are involved in a matter or allegation of abuse and/or neglect of a minor child, or who are involved in protective proceedings (DD, MI, LIP, etc.). Legal representation shall be provided by and through the Contract Administrator through a series of subcontracts with various attorneys and/or law firms. The Otsego County Courts, by and through its Chief Judges, retains the right to approve or reject any of the subcontractors tendered by and through this instant agreement.
2. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Two thousand, one hundred sixty-four dollars and 03/100 (\$2,164.03)** per month for the term of January 1, 2020, through December 31, 2020, for the services provided in #1 above.
3. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Two thousand, three hundred fifteen dollars and 51/100 (\$2,315.51)** per month for the term

of January 1, 2021, through December 31, 2021, for the services provided in #1 above.

4. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Two thousand, four hundred seventy seven dollars and 60/100 (\$2,477.60)** per month for the term of January 1, 2022, through December 31, 2022, for the services provided in #1 above.
5. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Two thousand, six hundred fifty one dollars and 03/100 (\$2,651.03)** per month for the term of January 1, 2023, through December 31, 2023, for the services provided in #1 above.
6. The Otsego County Courts, by and through its Chief Judges, does hereby agree that the Contract Administrator shall be compensated at the rate of **Two thousand, nine hundred sixteen dollars and 13/100 (\$2,916.13)** per month for the term of January 1, 2024, through December 31, 2024, for the services provided in #1 above.
7. The monthly payment shall be made in advance, commencing on or about January 1, 2020, and continuing through each and every month thereafter during the term of the contract, based on Otsego County's warrant (check disbursement) schedule.
8. Court ordered appointment shall, pursuant to the provision of this contract, apply only to those circumstances where Michigan Constitution, Michigan statutes, or Michigan Rules of Court require the appointment of counsel, including probation violation charges.
9. Contract attorneys must resolve conflicts to ensure legal representation is present at the scheduled hearing so the hearing can proceed as scheduled.

10. The Contract Administrator has the affirmative obligation to review an indigent defendant's financial status and advise the appropriate presiding judge in the event the Contract Administrator or any attorney determines that a defendant is not entitled to court appointed counsel for lack of indigency.
11. The parties agree that either party to the instant contract may be cancelled without liability upon ninety (90) days written notice.
12. The contract attorneys shall maintain professional liability insurance in an amount no less than \$400,000 per claim and \$1,000,000 aggregate throughout the term of this contract.
13. The Contract Administrator shall serve as liaison to the Chief Judges of the Otsego County Courts regarding the administration and/or procedural matters involved in the administration of this instant contract.
14. Those appointments which are made during the term of this instant contract shall be completed through final disposition without additional compensation irrespective of the cancellation, revocation, or non-renewal of this instant contract.

Dated: _____

Honorable George J. Mertz, Chief Judge
46th Circuit Court

Dated: _____

Honorable Michael K. Cooper, Chief Judge
Otsego County Probate Court
87-A District Court

Dated: _____

Rachel Frisch, Otsego County Administrator

Dated: _____

Gary L. Gelow, Contract Administrator

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: 2019 Budget Amendment Authority	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Consent Agenda, Item D.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The last meeting of the Board of Commissioners in 2019 is on December 17, 2019. There are typically budget amendments that must be made as part of the year-end closing procedures. To allow for this, the County annually authorizes the County Administrator to approve budget amendments up to \$10,000 per line item, with subsequent approval by the Commissioners. This has been recommended by the Budget and Finance Committee.

RECOMMENDATION:

The Budget and Finance Committee recommends approval of granting authority to the County Administrator to authorize 2019 budget amendments up to \$10,000 per line item, with subsequent approval by the Otsego County Board of Commissioners.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 19-26: 2020 Budget and Appropriations Act	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 1.	ACTION REQUESTED: Motion to Approve Resolution
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Budget and Finance Committee has been working in conjunction with County Administration and County Departments to develop and review the proposed 2020 Budget and General Appropriations Act. The Committee recommends approval.

The full draft of the FY2020 budget can be viewed by visiting www.otsegocountymi.gov; a hard copy is available for review in the Otsego County Clerk's office at 225 W Main St #109 Gaylord, MI 49735.

RECOMMENDATION:

The Budget and Finance Committee recommends approval of OCR 19-26 the 2020 Budget and General Appropriations Act.

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100, 225 West Main, Gaylord, MI 49735, on the 17th day of December, 2019, at 9:30 a.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Commissioner Glasser.

OCR 19-26
Fiscal Year 2020 Budget Resolution
And General Appropriations Act

WHEREAS, the Uniform Budget and Accounting Act (“UBAA”) MCLA 141.421 et seq., requires that the Board enact a general appropriations act designed to meet County-funded expenditures; and

WHEREAS, County offices, the courts, county departments, agencies and others have submitted requests for a county appropriation in the 2020 budget; and

WHEREAS, the County Administrator has submitted a proposed budget as required by statute; and

WHEREAS, the Board of Commissioners has taken into consideration the fact that there are required functions of county government or operations which must be budgeted at a serviceable level in order to provide required services programs; and

WHEREAS, the Board of Commissioners has determined the amount of money to be raised by taxation necessary for expenditures and liabilities for the 2020 fiscal year and has ordered that money to be raised by taxation within statutory and constitutional limitations; and

WHEREAS, a balanced budget has been presented for 2020; however, as a direct result of the vetoes signed into the State of Michigan budget on the 30th day of September, 2019, which significantly cut or eliminated several county revenue streams, budget cuts will be necessary in order to allow for a sustainable balanced budget unless the State restores county funding.

NOW, THEREFORE, BE IT RESOLVED

1. That the 2020 Otsego County Budget for the General Fund which is incorporated by reference herein, is hereby adopted on a basis consistent with the Otsego County policies, subject to all County policies regarding the expenditure of funds as well as the conditions set forth in this resolution.

2. Tax rates are to be levied for the 2020 fiscal year as summarized in Appendix A of this document.
3. That this budget reflects a reasonable allocation of available resources to the various County departments, boards, and agencies, and allows for all mandated services, programs, and activities, including the courts to be performed at or beyond a serviceable level.
4. That the Board of Commissioners hereby authorizes monthly county-based surcharge of \$1.72 be placed on all communications service provider equipment able to call 9-1-1 for service as allowed under Public Act 164 of 2007 to defray the costs of being ready to process and of actually processing 9-1-1 calls placed within Otsego County for Fiscal Year 2020, and that such funds shall be used in accordance with all applicable state and federal laws and County policies.
5. That all County elected officials and department heads shall abide by all County policies, including the Purchasing policy, personnel policies, and applicable labor agreements, as adopted and amended by this Board and that the budgeted funds are appropriated contingent upon compliance with these policies.
6. That the approved employee positions on the Approved Position Control Number Roster contained in this Budget as Appendix B, shall limit the number of employees who can be employed. No funds are appropriated for any position or employee not on the Approved Position Control Number Roster. Further, there may be a need to increase or decrease various positions within the Budget and/or impose a hiring freeze and/or impose lay-offs due to the unforeseen financial changes; therefore, the Approved Position Control Number Roster List may be changed from time to time by the Board and/or the Board may impose a hiring freeze. County elected officials and department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the Approved Position Control Number Roster List.
7. That the authorized positions in the Approved Position Control Number Roster List contained in each budget indicates the authorized maximum number of employees in their respective classifications for that budget. Any deviations from said list must be specifically approved by the Board.
8. That certain positions contained in the Approved Position Control Number Roster List which are supported in some part by a grant, cost sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said positions shall be considered unfunded and removed from the Approved Position Control Number Roster List.
9. That the Administrator is authorized upon request of the respective elected official or department head to transfer persons from certain positions contained in the Approved Position Control Number Roster List, which are supported in some part by grant, cost sharing, child care reimbursement or

other source of outside funding, to another grant funded position in order to reduce County cost.

10. That the Board of Commissioners elects to set the limit that Otsego County, as employer, will pay for medical benefit plan coverage at 80% for all Otsego County employees to comply with Michigan Public Act 152 of 2011.
11. That revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility Tax revenues) shall not be used to reduce the County's operating millage levy (2019 Budget Year) as defined by Public Act 2 of 1986.
12. That in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, 50% or approximately \$85,107 of the estimated \$170,214 of the Convention Facility Tax revenues not used to reduce the County's operating tax rate, shall be transmitted to the Northern Michigan Substance Abuse Services with remaining revenues to be deposited into the County's General Fund.
13. That revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's operating millage levy (2020 Budget Year).
14. That in accordance with Public Act 264 of 1987, that 12/17 of the estimated Cigarette Tax revenue, not used to reduce the County's operating tax rate, shall be appropriated to the Northwest Michigan Health Department, for public health prevention programs and services, with remaining revenues to be deposited into the County's general fund. The County's estimated Cigarette Tax revenue for 2020 is \$0.
15. That the Administrator is hereby appointed "Budget Administrator," pursuant to the Uniform Budget and Accounting Act, MCLA 141.421 et seq., with power to administer such duties in connection with said budget, as may be from time to time, delegated to the Office of the County Administrator by this Board.
16. That the Budget Administrator be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds.
17. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County if there is no local match required, or ongoing programming or funding which would require additional appropriations or staffing in current or future fiscal years.
18. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County in an amount up to \$50,000 with a local match not to exceed 10% (\$5,000), if required, and if available within the requesting department's current budget, and to record the appropriate budget amendment.
19. That the County Administrator is required and directed to automatically reduce any department each time a reduction is made in federal, state or local funds. The County Administrator, in conjunction with the affected elected official or department head, shall promptly make the necessary lay-offs and

advise those affected by the service that those services are being discontinued as a result of said cutbacks.

20. That the County Administrator is authorized to cause the drafting of contracts where necessary and appropriate within established budgetary limitations and that the County Administrator is authorized to sign said contracts after legal counsel approved each contract as to legal form, and the Board of Commissioners has approved each contract. The County Administrator is authorized to sign all contract renewals without prior approval of the Board if funds are previously approved for said contract and there are no changes to the contract as part of the renewal.
21. That the Board of Commissioners has determined that it is fiscally prudent to carry a \$250,000 fund balance in the Health Care fund (Fund 647). Funds in excess of this amount shall be refunded to the contributing funds outside of the general fund as follows: 208 Parks and Recreation, 209 Groen Operating Fund, 588 Bus, 212 Animal Control, 232 Housing, 281 Airport, 249 Land Use Services. All remaining leftover funds will be transferred to the General Fund.
22. The Board of Commissioners has determined that it is fiscally prudent to maintain a Legal Defense Fund, Fund 280.
23. The Board of Commissioners has determined that it is fiscally prudent to carry a fund balance level of 10% of expenditures from year-to-year in the Building and Grounds Fund, Fund 637, in order to avoid cash flow shortfalls.
24. The Board of Commissioners has determined that the Administrative Services Fund, Fund 645, will need to maintain a fund balance level of 5% of expenditures from year-to-year, in order to avoid cash flow shortfalls.
25. The Board of Commissioners has determined that the Tax Foreclosure Fund, Fund 617, will need to maintain a minimum Fund Balance of \$200,000 to offset potential foreclosure sale losses, and to have funds to pay for property clean-up and maintenance for those parcels that have become County-owned property via the foreclosure process, and to have funds to pay for payroll expenses for staff time spent on managing the foreclosure process and accounting for foreclosures.
26. That the amounts indicated in the "Budgetary Detail" are hereby appropriated from the General Funds and other funds of Otsego County according to the Activity Centers (Departments) contained in that detail which is incorporated herein by reference, and that such appropriations shall be restricted to the functioning of those Activity Centers (Departments), all applicable federal and state laws, County policies, and the provisions of this Act. The "Budgetary Detail" chart is included in this document at Appendix C.
27. The Administrator has the authority to approve all amendments made to the 2020 budget except for instances where a) the amendment will increase the department's total net budget or b) the amendment will affect a payroll account (defined as any account in the 700.000-705.000 expenditure section of the general ledger, except education and training 704.400) and exceeds \$500 in total.

**APPENDIX A
AUTHORIZED TAX RATES 2020 BUDGET YEAR**

<u>TAXING ENTITY</u>	<u>MILLAGE RATE</u>
COUNTY OPERATING*	0.0040502
ANIMAL CONTROL	0.0003000
BUS	0.0006000
COMMISSION ON AGING	0.0010000
COUNTY PARKS AND RECREATION/COMMUNITY CENTER	0.0002500
EMERGENCY SERVICES	0.0007800
LIBRARY	0.0004000
LIBRARY EXPANSION PROJECT	0.0003750
M TEC	0.0006464
RECYCLING	0.0002500
ROAD COMMISSION	0.0010000
SPORTSPLEX OPERATING	0.0002500
UNIVERSITY CENTER OF GAYLORD	0.0005569
TOTAL	0.0104585

* In accordance with the state mandated tax shift, the county operating millage will be levied in July, 2020 for the 2020 budget year; all other millages listed will be levied in December, 2019 for the 2020 budget year.

APPENDIX B

County Roster 2020

Department	Full-time	Part-time	Seasonal	Elected
Airport	2			
Animal Control	4	1		
Board of Commissioners				9
Bus System	16	6		
Clerk/ROD	4	1		
County Administration	2			
Equalization	3			
Finance	1	1		
Human Resources	1	1		
Land Use Services	5		1	
MSU Extension		1		
Parks and Recreation	5	4	7	
Prosecutor	8			
Sheriff	30	1	1	
Treasurer	4			
Veterans/Housing/Grants	2	1		

**full-time elected officials are counted under full-time*

OTSEGO COUNTY – 2020 COURT EMPLOYEE CENSUS

TITLE	No. Emp
Judge	1
Court Administrator	1
Admin Assistant/Financial Officer	1
Judicial Secretary/Admin Assistant	1
Friend of the Court Supervisor	1
Juvenile Officer/Case Manager	1
Court Clerk/Supervisor	1
Juvenile Case Workers	2
FOC Case Manager	2
Drug Court Probation Officer	1
FOC Senior Account Specialist	1
FOC Account Specialist	1
FOC Legal Sec./Acct. Specialist	1

TITLE	No. Emp
Juvenile Register	1
Probate Register	1
Deputy Court Clerk – Traffic	1
Deputy Court Clerk – Civil	1
Deputy Court Clerk – Criminal	1
Deputy Court Clerk – Probation/Collections Clerk	1
Part-time Court Officer	3
FOC Part-time Secretary/Receptionist	1

**OTSEGO COUNTY PROPOSED BUDGET
FOR THE YEAR ENDED DECEMBER 31, 2020
ALL FUNDS AND COMPONENT UNITS
SUMMARY OF BUDGET TOTALS**

	2019	2020	
	PROPOSED BUDGET	PROPOSED BUDGET	
General Funds			
101 General Fund	\$ 8,611,372	\$ 9,057,897	5.19%
257 Budget Stabilization	\$ 4,000	\$ 2,000	-50.00%
280 Legal Defense Fund	\$ 40,000	\$ 30,000	-25.00%
293 Soldiers' Relief Fund	\$ 5,000	\$ 5,000	0.00%
	<u>\$ 8,660,372</u>	<u>\$ 9,094,897</u>	5.02%
Special Revenue Funds			
205 Work Camp Fund	\$ 120,905	\$ 161,837	33.85%
208 Parks and Recreation	\$ 530,412	\$ 615,778	16.09%
209 Groen Nature Preserve Fund	\$ 229,569	\$ 333,866	45.43%
212 Animal Control	\$ 443,935	\$ 466,221	5.02%
215 Friend of the Court Fund	\$ 527,296	\$ 535,499	1.56%
226 Recycling Fund	\$ 319,219	\$ 332,591	4.19%
232 Housing Fund	\$ 149,756	\$ 83,550	-44.21%
233 HUD Grant Fund	\$ 275,000	\$ 165,000	-40.00%
243 Brownfield Redevelopment	\$ 17,792	\$ 17,792	0.00%
245 Public Improvement Fund	\$ 10,000	\$ 5,000	-50.00%
249 Building Inspection Fund	\$ 630,419	\$ 548,279	-13.03%
251 Iron Belle Trail Maintenance	\$ -	\$ 8,568	100.00%
256 Register of Deeds Automation	\$ 37,000	\$ 37,000	0.00%
260 Michigan Indigent Defense	\$ 144,368	\$ 356,521	146.95%
261 911 Service Fund	\$ 656,000	\$ 708,685	8.03%
263 Concealed Pistol Licensing Fund	\$ 10,150	\$ 18,075	78.08%
264 LCL Officers Training Fund	\$ 4,500	\$ 4,500	0.00%
266 Equipment Fund	\$ 143,475	\$ 155,273	8.22%
269 Law Library	\$ 3,500	\$ 3,500	0.00%
271 Library	\$ 814,883	\$ 791,144	-2.91%
290 Social Welfare Fund	\$ 9,480	\$ 9,480	0.00%
292 Child Care Fund	\$ 903,824	\$ 843,584	-6.67%
294 Veterans' Trust Fund	\$ -	\$ -	0.00%
	<u>\$ 5,981,483</u>	<u>\$ 6,201,743</u>	3.68%
Debt Service Fund	\$ 736,700	\$ 655,525	-11.02%
Internal Service Funds			
637 Building and Grounds Fund	\$ 524,464	\$ 530,943	1.24%
645 Administrative Services Fund	\$ 644,354	\$ 672,915	4.43%
647 Health Care Fund	\$ 1,385,000	\$ 1,307,339	-5.61%
648 Heath Care Rebate Fund	\$ 1,300	\$ 2,000	53.85%
	<u>\$ 2,555,118</u>	<u>\$ 2,513,197</u>	-1.64%

Enterprise Funds

281	Airport	\$ 1,044,694	\$ 1,067,157	2.15%
282	Airport Special Events Fund	\$ 188,000	\$ -	-100.00%
516	Delinquent Tax Fund	\$ 664,108	\$ 447,173	-32.67%
588	Otsego County Bus System	\$ 1,450,103 *	\$ 1,434,096	-1.10%
593	Advertising - I75 Sign Fund	\$ 500	\$ 500	0.00%
595	Jail Commisary	\$ 15,855	\$ 15,843	-0.08%
616	Homestead Audit Fund	\$ 1,700	\$ 1,600	-5.88%
617	Tax Foreclosure Fund	\$ 316,058	\$ 210,000	-33.56%
618	GIS Project and Aerial	\$ 45,085	\$ 29,944	-33.58%
		<u>\$ 3,726,103</u>	<u>\$ 3,206,313</u>	-13.95%

Capital Projects Funds

469	University Center Capital Projects Fund	\$ -	\$ -	0.00%
471	Library Building Fund	\$ -	\$ -	0.00%
472	Library Building Construction Bond Fund	\$ 897,003	\$ 83,041	-90.74%
473	Library Construction Millage Fund	\$ 468,984	\$ 485,291	3.48%
474	Tennis Court Construction Fund	\$ -	\$ -	0.00%
475	Trail Construction Fund	\$ 2,740,133	\$ -	-100.00%
476	Gaylord Gateway Trailhead	\$ 48,827	\$ 770,000	1477.00%
481	Airport Capital Projects	\$ 50,000	\$ 50,000	0.00%
494	Groen Capital Projects Fund II	\$ 310,000	\$ 360,000	16.13%
495	Groen Nature Preserve Capital Projects Fund	\$ -	\$ -	0.00%
497	Courthouse Restoration Fund	\$ 45,000	\$ 46,000	2.22%
498	Facilities Planning Fund	\$ -	\$ 34,000	100.00%
499	Capital Projects Fund	\$ 465,000	\$ 183,500	-60.54%
		<u>\$ 5,024,947</u>	<u>\$ 2,011,832</u>	-59.96%

**TOTAL COUNTY BUDGET, WITHOUT
COMPONENT UNITS**

<u>\$ 26,684,723</u>	<u>\$ 23,683,507</u>	24.36%
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Component Units

201	Road Commission	\$ 11,532,075	\$ 11,376,000	-1.35%
210	EMS/Ambulance	\$ 2,350,343	\$ 2,521,386	7.28%
213	University Center - Restricted	\$ 711,192	\$ 735,310	3.39%
216	University Center - Unrestricted	\$ -	\$ -	0.00%
217	Sportsplex Operating	\$ 867,300	\$ 871,625	0.50%
297	Commission on Aging	\$ 1,967,991 *	\$ 2,066,435	5.00%
465	Road Construction Fund	\$ 1,250,623	\$ 1,294,110	3.48%
468	Sportsplex Building Maintenance Fund	\$ 234,492	\$ 40,000	-82.94%
594	UCMAN	\$ 62,248	\$ 86,267	38.59%
		<u>\$ 18,976,264</u>	<u>\$ 18,991,133</u>	0.08%

**TOTAL COUNTY BUDGET, INCLUDING
COMPONENT UNITS**

<u>\$ 45,660,987</u>	<u>\$ 42,674,640</u>	-6.54%
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* Fund has a fiscal year ending 9/30.

OTSEGO COUNTY
Board of Commissioners



Otsego
COUNTY
M I C H I G A N

EXECUTIVE SUMMARY

AGENDA ITEM: Budget Amendment: Emergency Communications Equipment, Charlton Twp.	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The proposed budget amendment will provide for an emergency communication equipment purchase for Charlton Township. Otsego County's 911 fund provides for such purchases with a 50/50 cost share with the receiving entity. The budget amendment will pull \$37,300 from the 911 fund's fund balance to provide for the purchase.

RECOMMENDATION:

The Budget and Finance Committee recommends approval of the emergency equipment purchase budget amendment in the amount of \$37,300.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: 911 Service

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 Radios/Pagers - Upgraded System

REVENUE

Account Number	Decrease	Increase
261-050-400.001 Budgeted Use of Fund Balance	\$	\$ 37,300
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
261-901-970.435 Property-Machinery & Equipment	\$ 37,300	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Department Head Signature

Date

Finance Department

Entered:

By:

Administrator's Signature

Date

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Budget Amendment: Legal Expenses	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 3.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The proposed budget amendment will pay for legal expenses incurred in 2019. The budget amendment will use \$8,000 from fund balance to cover remaining costs.

RECOMMENDATION:

The Budget and Finance Committee recommends approval of the Legal expense budget amendment in the amount of \$8,000.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Legal Defense

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 Legal Invoices

REVENUE

Account Number	Decrease	Increase
280-050-400.001 Budgeted Use of Fund Balance	\$	\$ 8,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
280-270-801.020 Professional Services	\$ 8,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Department Head Signature

Date

Administrator's Signature

Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Budget Amendment: Campground Electrical Project	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 4.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The proposed budget amendment will use fund balance to cover the total remaining cost of the Otsego County Park's campground electrical upgrade project. The budget amendment will use \$10,572 from fund balance.

RECOMMENDATION:

The Budget and Finance Committee and Parks and Recreation Commission recommend approval of the Campground Electrical Project budget amendment in the amount of \$10,572.



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: Parks

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 Electrical Upgrade

REVENUE

Account Number	Decrease	Increase
208-050-400.001 Budgeted Use of Fund Balance	\$	\$ 10,572
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
208-901-970.300 Property Improvements	\$ 10,572	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

12/10/19
 Department Head Signature Date

Finance Department
Entered:
By:

 Administrator's Signature Date

_____ Budget Adjustment # Posting Number

OTSEGO COUNTY
Board of Commissioners



Otsego
COUNTY
M I C H I G A N

EXECUTIVE SUMMARY

AGENDA ITEM: Budget Amendment: Technology Updates	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 5.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The proposed budget amendment will provide for technology updates/replacements of aging equipment within the Human Resources, Finance and Sheriff Departments. The budget amendment will use available dollars of \$1,794 within the Human Resources Department and \$3,065 of available dollars within the Finance department and \$8,000 from contingency for the Sheriff's department.

RECOMMENDATION:

The Budget and Finance Committee recommends approval of the technology updates budget amendment totaling \$12,859.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Technology Updates

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 Technology Updates: Sheriff, HR & Finance

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
645-270-703.060 Part-Time Temporary	\$	\$ 1,794
645-270-970.440 Property-Computer	\$ 1,794	\$
645-201-703.020 Regular-Salaried	\$	\$ 3,065
645-201-970.440 Property-Computer	\$ 3,065	\$
101-101-969.000 Contingency	\$	\$ 8,000
101-301-970.440 Property-Computer	\$ 8,000	\$
Total	\$ 12,859	\$ 12,859

Department Head Signature

Date

Administrator's Signature

Date

Finance Department
Entered:
By:

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Otsego County Fire Department Emergency Communications Equipment Purchase.	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Committee Reports A. Budget & Finance Committee Recommendations, Item 6.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Otsego County Fire Department is in need of replacing aging emergency communication equipment such as radios and pagers, upgrading to 800 megahertz. The total cost is \$233,340. Otsego County's 911 fund provides for such equipment purchases with a 50/50 cost share for the receiving entities. Due to budgetary constraints the Fire Board has requested a repayment plan of their 50% cost share with Otsego County \$116,670. The repayment plan will have the Fire Department pay \$60,000 immediately for the equipment and pay the remaining balance of \$56,670 in full by September 30, 2020. The agreement would be a short-term, non-interest bearing loan until the September 30th, 2020 due date.

RECOMMENDATION:

The Budget and Finance Committee recommends approval of the repayment agreement between the Otsego County Fire Department and Otsego County.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: Fireworks Bid Award	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Committee Reports B. Parks and Recreation Commission, Item 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Parks and Recreation Commission has recommended to award Wolverine Fireworks Display, Inc. as low bidder for the Otsego Lake Fourth of July fireworks display for 2020-2022, for a three year total cost of \$49,575.

RECOMMENDATION:

The Parks and Recreation Commission recommends awarding the bid to low bidder Wolverine Fireworks.



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

BID NUMBER: 2019-09

DATE/TIME BIDS DUE: October 15, 2019 10:00 am

TITLE: Fireworks at County Park

DATE/TIME OF BID OPENING: October 15, 2019 10:05 am

ADVERTISED: Yes

BID DEPOSIT REQUIRED: N/A

ADDENDUM/DATES:

BIDS/PROPOSAL RECEIVED

	COMPANY NAME	LOCATION	PRELIMINARY TOTAL BID	PRELIMINARY RANK
1.	Great Lakes Fireworks	West Branch, MI	3-year total \$64,955	2
2.	Wolverine Fireworks	Kawkawlin, MI	3-year total \$49,575	1
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



Wolverine FIREWORKS

205 West Seidlers Rd. • Kawkawlin, MI 48631
Phone: 989.662.0121 • Fax: 989.662.0122

Display, Inc.

— Visit us at www.wolverinefireworks.com —

10/3/2019

Kyle Ryan
Director of Otsego County Parks and Recreation
225 W. Main Street, Suite 203
Gaylord, MI 49735

Dear Mr. Ryan,

In response to the Request for Bids issued by Otsego County, please find enclosed our fireworks display proposal form for 2020-2022. Wolverine Fireworks Display, Inc. has gratefully had the opportunity to put on your fireworks display for more than a decade now and we are delighted to have that chance again.

Evidence of Commercial General Liability Insurance, Worker's Compensation Insurance, Motor Vehicle Liability Insurance and our Federal Explosives License are included. Also included you will find a list of references with contacts for some of the other shows Wolverine Fireworks Display currently shoots.

By signing a multiyear contract, Wolverine Fireworks is able to offer a 7% *cash* discount off the cost of fireworks to customers who choose to do so. This can also be taken in *extra fireworks* if you prefer.

Thank you so much for the opportunity to bid your display this year. Should you have any questions or need any further information please feel free to give me a call.

Best Regards,



Jennifer Campau,
Display Manager

SECTION IV. BID/PROPOSAL FORM

BID 2019-09

The undersigned proposes to provide a Fourth of July Fireworks Display at the Otsego Lake County Park on the dates specified in this RFP document. This is an all-inclusive price.

ALL-INCLUSIVE COST PROPOSAL FOR A FOURTH OF JULY
FIREWORKS DISPLAY AT THE OTSEGO LAKE COUNTY PARK

YEAR 1 (2020)	\$ <u>15,750.00</u>
YEAR 2 (2021)	\$ <u>16,500.00</u>
YEAR 3 (2022)	\$ <u>17,325.00</u>

THREE-YEAR TOTAL	\$ <u>49,575.00</u>
-------------------------	---------------------

COMPANY NAME: Wolverine Fireworks Display, Inc.

ADDRESS: 205 W. Seidlers Rd.
Kawkawlin, MI 48631

SIGNATURE: 

TITLE: Display Manager

TELEPHONE: 989-662-0121

EMAIL (if any): jenny@wolvdisplay.com

FAX: 989-662-0122

DATE: 10/2/19



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Partners Group Ltd 11225 SE 6th St. Suite 110 Bellevue WA 98004	CONTACT NAME: Janet Nau PHONE (A/C, No, Ext): (877) 455-5640 FAX (A/C, No): (425) 455-6727 E-MAIL ADDRESS: jnau@tpgrp.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	INSURER A: Everest Indemnity Insurance Co.	NAIC # 10851
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 19-20 GL

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		SI8ML01687191	2/1/2019	2/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Jordan Stair/CCRUE

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WORKERS COMPENSATION AND EMPLOYERS LIABILITY
INSURANCE POLICY



AR INFORMATION PAGE

175 Berkeley Street Boston, MA 02116

Issued by LM INSURANCE CORPORATION 27243

Policy Number WC5-34S-319949-029 Issuing Office 0354
RENEWAL OF: WC5-34S-319949-028 Issue Date 01-02-19
Account Number 4-319949 Sub Account 0000

1. Insured and Mailing Address
WOLVERINE FIREWORKS DISPLAY CO INC

205 W SEIDLERS RD

MI RISK ID 2402220A

KAWKAWLIN, MI 48631

Status OTHER

Other workplaces not shown above: SEE ITEM 4. PREMIUM - EXTENSION OF INFORMATION PAGE

2. Policy Period: The policy period is from 01-02-2019 to 01-02-2020 12:01 A.M. standard time at the Insured's mailing address.

3. Coverage

A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MI

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ 1,000,000	each accident
Bodily Injury by Disease	\$ 1,000,000	policy limit
Bodily Injury by Disease	\$ 1,000,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

REFER TO RESIDUAL MARKET LIMITED OTHER STATES INSURANCE ENDORSEMENT WC 00 03 26A

D. This policy includes these endorsements and schedules: SEE EXTENSION OF INFORMATION PAGE

4. Premium: The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code Number	Premium Basis Total Estimated Annual Remuneration	Rate per \$100 of Remuneration	Estimated Annual Premium
See Extension of Information Page				
Minimum Premium	\$	(MI)	Total Estimated Annual Premium	\$
Premium will be billed	ANNUAL			

Producer -022079

MICHAEL EDWARDS HAYES DBA MICHAEL
HAYES AGENCY LLC
505 S EUCLID AVE
BAY CITY MI 48706



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER The Partners Group Ltd 11225 SE 6th St. Suite 110 Bellevue WA 98004		CONTACT NAME: Janet Nau PHONE (A/C, No, Ext): (877) 455-5640 E-MAIL ADDRESS: jnau@tpgrp.com FAX (A/C, No): (425) 455-6727	
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631		INSURER(S) AFFORDING COVERAGE INSURER A: Everest Denali Insurance Co. NAIC # 15044 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 19-20 BA REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
A	TOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		SI8CA00184191	2/1/2019	2/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Hired Auto Physical Limit \$120,000		SI8CA00184191	2/1/2019	2/1/2020	Comprehensive Ded \$100 Collision Deductible \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of Insurance

CERTIFICATE HOLDER *EVIDENCE OF INSURANCE*	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Jordan Stair/CCRUE

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In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License Permit Number 4-MI-017-24-1C-05846
Chief, Federal Explosives Licensing Center (FELC) <i>Christopher R. Keever</i>	Expiration Date March 1, 2021

Name
WOLVERINE FIREWORKS DISPLAY, INC

Premises Address (Changes? Notify the FELC at least 10 days before the move.)
**205 W SEIDLERS RD
 KAWKAWLIN, MI 48631-0000**

Type of License or Permit
24-IMPORTER OF EXPLOSIVES

Purchasing Certification Statement
 The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. Certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)
 WOLVERINE FIREWORKS DISPLAY, INC
 205 W SEIDLERS RD
 KAWKAWLIN, MI 48631-0000

Allan A. Straen
 Licensee/Permittee Responsible Person Signature
ALLAN A. STRAEN
 Printed Name

V-P
 Position Title
8-6-2019
 Date

ATF Form 5400.14 (5400.15 Part 1)
Revised October 2011

Previous Edition is Obsolete WOLVERINE FIREWORKS DISPLAY, INC 205 W SEIDLERS RD 48631-0000 4-17-24 1C-05846 March 1, 2021 24-IMPORTER OF EXPLOSIVES

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
 44 Needy Road
 Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
 Fax Number: (304) 616-4401
 E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card
 License/Permit Name: WOLVERINE FIREWORKS DISPLAY, INC
 Business Name:
 License/Permit Number: 4 MI-017-24-1C-0 846
 License/Permit Type: 24-IMPORTER OF EXPLOSIVES
 Expiration: March 1, 2021
 Please Note: Not Valid for the Sale or Other Disposition of Explosives.



Wolverine FIREWORKS

205 West Seidlers Rd. • Kawkawlin, MI 48631
Phone: 989.662.0121 • Fax: 989.662.0122

Display, Inc.

— Visit us at www.wolverinefireworks.com —

References

Bay City, MI	Doug Clark	989-280-1591
Midland River Days, MI	Jim Malek	989-839-9661
City of Rochester Hills, MI	Maria Willett	248-841-2542
City of Sault Ste. Marie, MI	Scott LaBonte	906-632-2226
Huron Clinton Metropolitan Authority, MI:		
Kensington	Kim Jarvis	248-395-7226
Hudson Mills	Jerry Cyr	734-426-8211
Stony Creek and Lake St. Claire	Mike Lyons	586-781-4242
Lower Huron and Lake Erie	Jim Pershing	734-697-9181
Summit Motorsports Park, OH:		
6 Shows	Bill Bader	419-668-5555
Jackson, MI:		
3 Shows	Margaret Myers	517-563-2773
Gun Lake, MI	Jan Schuiling	616-532-6867
Albuquerque International Balloon Festival, NM		
	Paul Smith	505-821-1000

Wolverine currently shoots over 500 crew fired shows in the United States.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER The Partners Group Ltd 11225 SE 6th St., Suite 110 Bellevue WA 98004	CONTACT NAME: Janet Nau
	PHONE (A/C, No, Ext): 425-455-5640 FAX (A/C, No): 425-455-6727 E-MAIL ADDRESS: jnau@tpgrp.com
INSURED Wolverine Fireworks Display, Inc. 205 West Seidlers Road Kawkawlin MI 48631	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Everest Indemnity Insurance Co 10851
	INSURER B: Maxum Indemnity Company 26743
	INSURER C:
	INSURER D:
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 285153518 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$2,000 Deductible GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	SI8ML01687191	2/1/2019	2/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		EXC603413501	2/1/2019	2/1/2020	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 The following are Additional Insured on General Liability as their interest may appear as respects to operations performed by or on behalf of the Named Insured, as required by written contract.
 EVIDENCE OF INSURANCE ONLY

CERTIFICATE HOLDER EVIDENCE OF INSURANCE ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: C2AE Proposal for Groen Nature Preserve Capital Projects	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: Committee Reports B. Parks and Recreation Commission, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Parks and Recreation Commission in cooperation with the Louis M. Groen Foundation have prioritized two main capital projects in 2020 for the Groen Nature Preserve: Bringing the main house/museum into ADA compliance and a new pavilion/restroom building. They recommend approval of the proposal and contract with C2AE to provide engineering services for these projects.

RECOMMENDATION:

The Parks and Recreation Commission recommends approval of the proposal and contract with C2AE for the 2020 projects at the Groen Nature Preserve

November 21, 2019

Ms. Rachel Frisch, Administrator
Otsego County
225 W. Main Street
Gaylord, MI 49735

**Re: Louis M. Groen Nature Preserve
Site Inspection of the Existing Main House/Museum for ADA Compliance
Schematic Design/Cost Opinions for a New Pavilion/Restroom Building**

Dear Rachel:

Thank you for the opportunity to present this proposal for architecture/engineering services relative to the projects noted above. It is our understanding that the County would like to verify that the existing Main House/Museum is ADA compliant. Further, the County would like to complete schematic design of a new Pavilion/Restroom Building at the relocated Nature Preserve Entrance Parking Lot, then develop a cost opinion such that project funding can be secured.

PROJECT UNDERSTANDING AND SCOPE OF SERVICES

C2AE will meet with the County to discuss the proposed improvements. At the meeting, the Team will develop a preliminary concept of the Proposed Pavilion/Restroom Building based on County input and requirements of the Louis M. Groen Foundation Conservation Easement, including interior/exterior finishes, floor materials, number of restroom facilities required, drinking fountain location and any other miscellaneous appurtenances (picnic tables, benches, chairs, grill, etc.) that maybe required. The building will be located near the northeast corner of new aggregate parking lot. The County will assist C2AE to locate the structure within the approved Conservation Easement areas.

The Scope of Services will also determine; 1) If a new water well is required, 2) If a new septic tank and drainfield are required, 3) If the existing electrical service can be extended from the existing Main House/Museum to provide power necessary for the new Pavilion/Restroom Building, 4) If the electrical service can be extended from the new Pavilion/Restroom Building to the relocated entrance gate (along Heatherton Road) to power a mechanical gate opener and entrance sign/fence lighting, and 5) If there is a possibility of future parking lot lighting that should be included in electrical design.

C2AE will submit two 'Preliminary' concept plan and cost opinions to the County and the Groen Foundation for review and comment. C2AE will revise and update the concept and cost opinions based on input from the County and Groen Foundation. A final Schematic Design and cost opinion will then be provided to the County.

C2AE will also complete a site inspection of the existing Main House/Museum (located just north of the new

aggregate parking lot) to identify any construction improvements necessary to make the structure ADA compliant. Determine if ADA restroom and drinking fountain facilities must be added inside the existing structure. The work shall include a short summary of the modifications necessary and cost opinions for the associated work. We understand that the County would like any construction improvements necessary for the Main House/Museum completed by Memorial Day, 2020.

The Scope of Services will include the following specific tasks:

- Meeting to determine the size/number of fixtures for the Restroom Building, size of the Pavilion, Special Features, Architectural Style, etc.
- Site inspection to include Main House/Museum structure for ADA compliance
- Develop 2 Concept Options for the Pavilion/Restroom Building
- Review the need for a new water well, septic system and possibility of electrical extension
- Review the Concept Options with the County and select the “best” concept for refinement (or blending portions of the two concepts)
- Refine/Finalize the Concept Design for the Restroom Building and Pavilion
- Develop Cost Estimate for the Restroom Building and Pavilion and necessary site improvements
- Review Meeting w/County of Final Concept and Cost Estimate

As an optional added service, C2AE will also create a 3D image of the final concept plan. This fee is shown separately.

- Create 3D Image of the Pavilion/Restroom Building

Please note, this proposal does not include design or construction phase services for either of the projects noted above. This work will be part of future project phases. Further, no additional topographic surveying should be required for design.

FEE

C2AE proposes to complete the above scope of services for the following fee basis:

Base Scope of Services	Lump Sum Fee: \$9,620
Optional 3D rendering	Lump Sum Fee: \$1,100

Schedule

The initial meeting, site inspection and schematic design base options would be completed within 4 weeks of authorization. The final concept plan/rendering would be completed within 2 weeks of receiving the final direction from the County and the Groen Foundation.

Following the completion of the schematic design/cost opinion services for the Pavilion/Restroom Building, C2AE would welcome the opportunity to provide a second proposal for final design/construction engineering services of the buildings based on the outcome of the services noted above.

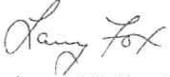
If the terms as stated in this proposal are acceptable, along with the attached Standard Contract Provisions,

please sign two copies in the space provided and return one copy to our office as the authorization to proceed.

C2AE appreciates the opportunity to submit this proposal for consideration.

Sincerely,

C2AE



Larry M. Fox P.E.
Project Manager

Accepted by:

Otsego County

Date

LMF/jll

Indicate with or without the optional 3D rendering
___ with 3D Rendering \$10,720
___ without 3D Rendering \$9,620

The parties to this agreement, Capital Consultants, Inc., a Michigan Corporation doing business as C2AE in the State of Michigan, hereinafter called the A|E CONSULTANT and Otsego County, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A|E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A|E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A|E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A|E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A|E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A|E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the A|E CONSULTANT and by mutual agreement between the parties, the A|E CONSULTANT will without additional compensation, correct those services not meeting such a standard.
- E. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A|E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A|E CONSULTANT's opinions of probable construction costs are made on the basis of the A|E CONSULTANT's professional judgment and experience. The A|E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A|E CONSULTANT's opinion of probable construction cost.
- F. Schedule for Rendering Services: The A|E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A|E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A|E CONSULTANT's reasonable control.
- G. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A|E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A|E CONSULTANT, and shall remain in the possession of the A|E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A|E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER via execution of this Agreement. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- H. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A|E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A|E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A|E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A|E CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's

sole risk, and the OWNER agrees to defend, indemnify, and hold the A|E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys fees arising out of the unauthorized modification of these materials.

- I. Payment Terms: Invoices will be submitted by the A|E CONSULTANT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- J. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A|E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A|E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- K. Abandonment of Work: If any work is abandoned or suspended, the A|E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- L. Errors and Omissions Insurance: The A|E CONSULTANT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the A|E CONSULTANT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the A|E CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the A|E CONSULTANT to all those named shall not exceed \$11,000.
- M. Indemnification: The A|E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the A|E CONSULTANT in the performance of professional services under this Agreement, to the extent that the A|E CONSULTANT is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the A|E CONSULTANT and the OWNER. The A|E CONSULTANT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.
- N. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A|E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A|E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- O. Dispute Resolution: The OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: December 3, 2019 Warrant	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: New Business, A. Financials, Item 1	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Mel Maier, Finance Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The December 3, 2019 warrant is in the amount of \$156,628.83. Major expenditures in the warrant include:

- \$25,000.00 – Avfuel – airport fuel
- \$85,093.42 – State of Michigan – Brownfield loan payoff

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$156,628.83 and two void checks.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/03/2019 - 12/03/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/03/2019	AP	2608(E)	AMERICAN WASTE	# 3373819 GARBAGE PICKUP	281-537-920.410	130.00
12/03/2019	AP	2609(E) 2609(E)	AVFUEL CORPORATION	FUEL FUEL	281-000-228.023 281-537-930.664	1,839.12 23,160.88
						25,000.00
12/03/2019	AP	2610(E)	CHARTER COMMUNICATIONS	TV, INTERNET , PHONES	281-537-920.410	362.42
12/03/2019	AP	2611(E) 2611(E)	CONSUMERS ENERGY	NOVEMBER ENERGY MULTIPLE INVOICES AERO DRIVE	226-528-930.620-PROG000000 281-537-930.620	27.25 2,831.63
						2,858.88
12/03/2019	AP	2612(E)	DTE ENERGY	MULTIPLE INVOICES	281-537-930.620	217.15
12/03/2019	AP	2613(E)	FRONTIER	A/C 231-189-0447-031698-5	261-427-930.210	394.48
12/03/2019	AP	2614(A)	GAYLORD ARFF INC	DECEMBER 2019 CONTRACT PAYMENT	281-537-940.010	13,205.00
12/03/2019	AP	79370 79370 79370 79370 79370	AT&T MOBILITY	A/C 287287304586 A/C 287287304586 A/C 287287304586 A/C 287287304586 A/C 287287304586	101-301-930.230 101-351-930.230 101-682-930.240 205-301-930.230 261-427-930.210	203.61 59.74 277.08 119.48 38.23
						698.14
12/03/2019	AP	79371 79371 79371	DEPT. OF MILITARY & VETERANS AFFAIR	COUNTY VETERAN SERVICE FUND UNEXPENDED COUNTY VETERAN SERVICE FUND UNEXPENDED COUNTY VETERAN SERVICE FUND UNEXPENDED	101-682-703.030-_MVAA____ 101-682-703.060-_MVAA____ 101-682-704.200-_MVAA____	5,511.15 3,871.43 648.62
						10,031.20
12/03/2019	AP	79372	DUNNS	COPIER MAINTENANCE	281-537-726.000	48.58
12/03/2019	AP	79373	EGLE-GWDP	761-10454145/106/413/123	208-751-920.200	569.20
12/03/2019	AP	79374	JUSTIN HOLZSCHU	OCT 2019 ME SERVICES	101-648-801.020	416.00
12/03/2019	AP	79375	MELANIE YOUNGS	MILEAGE	290-670-930.500	30.00
12/03/2019	AP	79376	MID MICHIGAN ME GROUP	CREMATION PERMIT PROCESSING FEE 7/1/19-10/30/19	101-648-930.470	737.50
12/03/2019	AP	79377	OTSEGO COUNTY CLERKS OFFICE	19-5649 BDU \$50, 19-5722 BDU \$20/BDA \$180	701-000-265.000	250.00
12/03/2019	AP	79378	OTSEGO COUNTY ROAD COMMISSION	INVOICE 1620	494-901-970.300-ENTRNC_GRO	14,863.80
12/03/2019	AP	79379 79379	OTSEGO COUNTY TREASURER	IMPREST CASH- POSTAGE AND FOC SUPPLIES IMPREST CASH- POSTAGE AND FOC SUPPLIES	215-141-726.000 516-253-930.450	53.30 1.83

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/03/2019 - 12/03/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						55.13
12/03/2019	AP	79380	SAMANTHA JOHNSON	BDR LESS 10%	701-000-265.000	450.00
12/03/2019	AP	79381	SHERRY S HUFF	MILEAGE/PER DIEM	290-670-703.040	50.00
		79381		MILEAGE/PER DIEM	290-670-930.500	49.00
						99.00
12/03/2019	AP	79382	SIDOCK GROUP INC	LIBRARY PROJECT	472-901-801.020	656.00
12/03/2019	AP	79383	STATE OF MICHIGAN	BROWNFIELD PAYOFF LOAN#2009-1119	243-906-990.100-ELMERS0000	85,093.42
12/03/2019	AP	79384	TENURGY, LLC	TAX SAVINGS	212-430-930.610	20.06
		79384		TAX SAVINGS	281-537-930.610	13.71
						33.77
12/03/2019	AP	79385	UNIFIRST CORPORATION	INV # 15300760000 CARPET RENTALS	281-537-920.410	55.47
12/03/2019	AP	79386	VISION SERVICE PLAN (VSP)	DECEMBER RETIREE VISION	647-851-704.110	147.84
12/03/2019	AP	79387	WAYNE BROWN	RESTITUTION PAYS IN FULL	701-000-271.000	225.85
			TOTAL - ALL FUNDS	TOTAL OF 25 CHECKS		156,628.83

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 76074

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/30/2019	AP	76074	DEREK L. AXFORD	4-16-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 76100

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/30/2019	AP	76100	JAMES E. AKER	4-22-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: December 10, 2019 Warrant	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: New Business, A. Financials, Item 2	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Mel Maier, Finance Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The December 10, 2019 warrant is in the amount of \$216,394.43. Major expenditures in the warrant include:

- \$143,999.00 – MMRMA general and retention fund installments

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$216,394.43 and one void check.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/10/2019 - 12/10/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/10/2019	AP	2615(A)	GARY GELOW	LEGAL SERVICES	260-131-801.021	2,475.00
12/10/2019	AP	2616(E)	AMERICAN WASTE	3376997 GARBAGE BILL	208-752-920.200	82.40
		2616(E)		3370322 GARBAGE DROP OFF	209-751-726.000	50.00
		2616(E)		WASTE SERVICES	637-265-920.410	375.55
						507.95
12/10/2019	AP	2617(E)	CENTURY LINK	TELECOMMUNICATION SERVICES	261-427-930.210	65.54
12/10/2019	AP	2618(E)	CONSUMERS ENERGY	ELECTRIC BILLS	208-751-930.620	203.57
		2618(E)		NOVEMBER ENERGY BILL	226-528-930.620-PROG000000	27.65
		2618(E)		204476707951 DECEMBER	588-697-930.620	574.32
		2618(E)		NOVEMBER ENERGY BILL	637-265-930.620-ALPCT00000	4,909.85
		2618(E)		NOVEMBER ENERGY BILL	637-265-930.620-LNDUS00000	358.34
		2618(E)		NOVEMBER ENERGY BILL	637-265-930.620-SILLI00000	67.17
						6,140.90
12/10/2019	AP	2619(E)	FIRST BANKCARD	10/08/19-11/08/19 CC STATEMENT	101-301-704.400	567.00
		2619(E)		10/08/19-11/08/19 CC STATEMENT	101-301-726.046	59.87
		2619(E)		10/08/19-11/08/19 CC STATEMENT	101-301-920.410	160.40
		2619(E)		10/08/19-11/08/19 CC STATEMENT	101-301-930.500	725.90
		2619(E)		10/08/19-11/08/19 CC STATEMENT	101-351-726.000	101.96
		2619(E)		10/08/19-11/08/19 CC STATEMENT	101-351-726.046	7.95
						1,623.08
12/10/2019	AP	2620(E)	FRONTIER	PHONE BILLS	209-751-726.000	218.79
		2620(E)		A/C 269-161-8203-082208-5	261-427-930.210	237.03
						455.82
12/10/2019	AP	2621(E)	WEX BANK	NOVEMBER FUEL	101-301-930.660	2,383.75
		2621(E)		NOVEMBER FUEL	101-302-930.660	61.24
		2621(E)		NOVEMBER FUEL	101-351-930.660	89.65
		2621(E)		NOVEMBER FUEL	101-721-930.660	99.69
		2621(E)		NOVEMBER FUEL	205-301-930.660	277.99
		2621(E)		NOVEMBER FUEL	208-751-930.660	67.70
		2621(E)		NOVEMBER FUEL	208-752-930.660	67.70
		2621(E)		NOVEMBER FUEL	210-651-700.000	3,346.98
		2621(E)		NOVEMBER FUEL	212-430-930.660	331.80
		2621(E)		NOVEMBER FUEL	249-371-930.660	42.72
		2621(E)		NOVEMBER FUEL	266-901-930.660	40.62
		2621(E)		NOVEMBER FUEL	281-537-930.660	67.57

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/10/2019 - 12/10/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/10/2019	AP	79400	EREMAL L REPP	SERVICES 12-5-2019	249-371-801.026	1,350.00
12/10/2019	AP	79401	EXTREME POWER SPORTS	94844333 REPAIRS AND MAINTENCE FOR SLED	209-751-726.000	278.40
12/10/2019	AP	79402	FAMILY FARM AND HOME	2033 SAW BAR	209-751-726.000	45.86
12/10/2019	AP	79403	GASLIGHT MEDIA	WEBSITE HOSTING	101-228-930.240	110.00
12/10/2019	AP	79404	GILL ROYS HARDWARE	PARTS	209-751-726.000	151.37
12/10/2019	AP	79405	GINOP SALES INC	REPAIRS TO TRACTOR	209-751-726.000	3,458.48
12/10/2019	AP	79406	GREAT LAKES ENERGY	ELECTRIC BILLS	209-751-930.620	1,077.04
12/10/2019	AP	79407	IMPREST CASH PARKS & RECREATION	IMPREST CASH	208-752-726.000	36.75
12/10/2019	AP	79408	IMPREST CASH, OTSEGO COUNTY BUS SYS	1144 WIPES, LEGAL PADS, 1146 TOKENS RETURNED	588-697-726.000	99.76
		79408		1144 WIPES, LEGAL PADS, 1146 TOKENS RETURNED	588-698-726.025	19.94
		79408		1145 SAFETY BOOTS; SHOP SUPPLIES	588-698-726.046	76.49
		79408		1145 SAFETY BOOTS; SHOP SUPPLIES	588-699-726.050	62.83
						259.02
12/10/2019	AP	79409	JOYCE ELAINE TRUST	PRE CORRECTION FROM STATE-50% INSTEAD OF 0% FOR 2017 & 20 701-000-226.030		364.26
		79409		PRE CORRECTION FROM STATE-50% INSTEAD OF 0% FOR 2017 & 20 701-000-228.001-PRE0000000		1,311.76
						1,676.02
12/10/2019	AP	79410	LARRY KENT	SERVICES 11-13-2019 THRU 11-26-2019	249-371-801.024	2,360.00
		79410		SERVICES 11-27-2019 THRU 12-3-2019	249-371-801.027	100.00
						2,460.00
12/10/2019	AP	79411	LARRYS LANDSCAPING	20190001 START UP SYSTEM, REPLACE TIMER, HEADS, WINTERIZE S	208-751-920.200	449.25
12/10/2019	AP	79412	MMRMA	RETENTION/GENERAL FUND INSTALLMENTS	101-851-930.100	143,999.00
12/10/2019	AP	79413	NEW CENTURY SIGNS	49996 MEN'S & WOMEN'S RESTROOM SIGNS	208-752-726.000	20.00
12/10/2019	AP	79414	NORTHERN MICHIGAN REVIEW	585769-5858776 PRIMETIME, VETERAN'S DAY, SEO BOOST	588-697-930.300	212.60
12/10/2019	AP	79415	NORTHERN UTILITY CONTRACTORS, INC.	CITY OF GAYLORD UG WORK	594-806-940.010	4,290.00
12/10/2019	AP	79416	OCNET	DEC CONNECTIVITY	101-864-930.240	800.00
		79416		DEC CONNECTIVITY	261-427-930.240	200.00
						1,000.00
12/10/2019	AP	79417	ODS THE DOOR SPECIALIST	1864 INSTALL NEW ENTRY DOOR ON GARAGE	208-901-970.200	725.00
12/10/2019	AP	79418	OMH MEDICAL GROUP & MEDCAR WALKIN	PRE EMPLOYMENT PHYSICAL	208-752-801.020	65.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/10/2019 - 12/10/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/10/2019	AP	79419	OTSEGO COUNTY COMMISSION ON AGING	TRANSPORTATION AND ADS FOR WALKING GROUP	208-901-970.300	430.00
12/10/2019	AP	79420	PLACE AND MAIN ADVISORS, LLC	2ND HALF REAL ESTATE REDEVELOPMENT ASSESSMENT FEE	617-901-970.300	4,250.00
12/10/2019	AP	79421	SCIENTIFIC BRAKE & EQUIPMENT COMPAN	0203201770 INSPECT PLOW, INSTALL YARD GUARD PIPE	209-751-726.000	788.13
12/10/2019	AP	79422	SPARTAN SEWER & SEPTIC TANK SERVICE	13176 TOILET RENTAL	209-751-726.000	95.00
12/10/2019	AP	79423	TIAA COMMERCIAL FINANCE INC	CONTRACT #20365488	101-864-726.000	209.43
12/10/2019	AP	79424	VERIZON WIRELESS	A/C 48310643-00001	208-751-930.230	57.11
		79424		A/C 48310643-00001	208-752-930.230	57.12
		79424		A/C 48310643-00001	209-751-930.230	26.41
		79424		A/C 48310643-00001	261-427-930.210	396.35
		79424		A/C 48310643-00001	281-537-930.230	43.91
		79424		9842645227 DECEMBER	588-697-930.210	6.90
						587.80
12/10/2019	AP	79425	WALMART COMMUNITY GEMB	ANIMAL CONTROL CLOSING DATE 11/16/2019	212-430-726.000	547.33
12/10/2019	AP	79426	WILBER AUTOMOTIVE SUPPLY INC	PARTS	209-751-726.000	119.38
12/10/2019	AP	79427	WINN TELECOM	A/C 0410000897	261-427-930.210	62.76
		79427		989-705-1786 DECEMBER	588-697-930.210	333.44
						396.20
12/10/2019	AP	79428	WMJZ EAGLE 101.5	INV#943-11, #944-11, HOUSING & VETERANS RADIO ADVERTISE/MARI 101-682-930.300		100.00
		79428		INV#943-11, #944-11, HOUSING & VETERANS RADIO ADVERTISE/MARI 233-691-930.300		100.00
						200.00
			TOTAL - ALL FUNDS	TOTAL OF 48 CHECKS		216,394.43

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 79137

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/12/2019	AP	79137	MICHIGAN STATE POLICE BFS-CASHIERS	SOR FEE FOR AUG 551544756		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: December 17, 2019 Warrant	AGENDA DATE: December 17, 2019
AGENDA PLACEMENT: New Business, A. Financials, Item 3	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Mel Maier, Finance Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The December 17, 2019 warrant is in the amount of \$416,190.79. Major expenditures in the warrant include:

- \$71,333.45 – MERS – November 2019
- \$68,633.62 – Blue Care Network – January 2020
- \$55,853.00 – South Arm Construction – roof project

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$416,190.79.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/17/2019 - 12/17/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/17/2019	AP	2622(E)	AMERICAN WASTE	3403141	212-430-920.410	72.10
		2622(E)		3403633 DECEMBER	588-698-940.010	103.00
						175.10
12/17/2019	AP	2623(E)	CHARTER COMMUNICATIONS	INMATE TV-DEC	595-351-726.000	467.87
12/17/2019	AP	2624(E)	CONSUMERS ENERGY	1030 3385 1686 LIBKE FIELD LATE FEE	208-751-930.620	10.00
		2624(E)		MULTIPLE INVOICES ENERGY	281-537-930.620	3,310.72
		2624(E)		DECEMBER ENERGY BILL	637-265-930.610-CRTHS00000	2,763.83
						6,084.55
12/17/2019	AP	2625(E)	DE LAGE LANDEN PUBLIC FINANCE	INVOICE 66036405	101-257-920.410	178.12
12/17/2019	AP	2626(E)	DE LAGE LANDEN PUBLIC FINANCE	DECEMBER 2019 COURT COPY MACHINE LEASE PAYMENT	101-131-920.520	130.99
12/17/2019	AP	2627(E)	DE LAGE LANDEN PUBLIC FINANCE	DECEMBER 2019 FOC COPY MACHINE LEASE PAYMENT	215-141-920.520	118.58
12/17/2019	AP	2628(E)	DTE ENERGY	OTSEGO COUNTY ANIMAL CONTROL	212-430-930.610	495.91
		2628(E)		910020860953 NOVEMBER	588-697-930.610	1,773.78
		2628(E)		ENERGY SERVICE	637-265-930.610-ALPCT00000	3,802.46
		2628(E)		ENERGY SERVICE	637-265-930.610-CRTHS00000	1,569.42
		2628(E)		ENERGY SERVICE	637-265-930.610-SILLI00000	155.90
						7,797.47
12/17/2019	AP	2629(E)	FRONTIER	ANIMAL CONTROL SHELTER NOV 2019	212-430-930.210	99.96
		2629(E)		A/C 989-732-9752-032210-5	261-427-930.210	53.81
						153.77
12/17/2019	AP	2630(E)	GORDON FOOD SERVICES - EFT	KITCHEN/ WORK CAMP/ INMATE ROOM AND BOARD	101-351-726.030	146.35
		2630(E)		KITCHEN/ WORK CAMP/ INMATE ROOM AND BOARD	101-351-930.700	1,632.73
		2630(E)		KITCHEN/ WORK CAMP/ INMATE ROOM AND BOARD	205-301-726.000	57.68
						1,836.76
12/17/2019	AP	2631(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	NOV MERS COUNTY RETIREMENT	101-301-704.300	9,565.00
		2631(E)		NOV MERS COUNTY RETIREMENT	704-000-231.700	61,768.45
						71,333.45
12/17/2019	AP	2632(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	NOVEMBER 2019 COURT MERS	704-000-231.700	13,984.82
12/17/2019	AP	2633(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	NOVEMBER 2019 COURT MERS HYBRID - DEFINED CONTRUBITION	704-000-231.700	953.51
12/17/2019	AP	2634(E)	PITNEY BOWES	MAIL EQUIPMENT LEASE PAYMENT - 4TH QTR (OCT-DEC 19)	101-131-920.520	227.58
		2634(E)		MAIL EQUIPMENT LEASE PAYMENT - 4TH QTR (OCT-DEC 19)	215-141-920.520	227.58

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/17/2019 - 12/17/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						455.16
12/17/2019	AP	2635(E)	SYSCO - EFT	INMATE ROOM AND BOARD	101-351-930.700	3,843.21
12/17/2019	AP	2636(E)	USPS PAYMENT	JANUARY 2020 JURY SUMMONS MAILING	101-145-930.450	158.50
12/17/2019	AP	2637(A)	GARY GELOW	MIDC SUPPORT STAFF NOV 18 - NOV 29, 2019	260-131-801.021	8,187.50
12/17/2019	AP	2638(A)	MARVIN CARLSON	NOVEMBER MEI	101-648-801.020	578.00
		2638(A)		NOVEMBER MEI	101-648-930.500	15.66
						593.66
12/17/2019	AP	79429	20TH CIRCUIT COURT	19-52-DL PLACEMENT 10/18/19 TO 10/29/19	292-662-930.810	1,760.00
12/17/2019	AP	79430	46TH CIRCUIT TRIAL COURT	11-23-DL RESTITUTION PAYMENT MADE BY JAMES SANTOS	701-000-271.148	107.50
12/17/2019	AP	79431	ABAGAE MARKIE TOWNSEND	JURY SERVICE	101-145-930.930	64.70
12/17/2019	AP	79432	ABEL M CRUZ	PER DIEM, TRAVEL	208-752-703.040	50.00
		79432		PER DIEM, TRAVEL	208-752-930.500	1.70
						51.70
12/17/2019	AP	79433	ADVANCED CORRECTIONAL HEALTHCARE	DECEMBER INMATE MEDICAL SERVICE #91575	101-351-930.470	3,790.40
12/17/2019	AP	79434	ALEXANDER RICHARD WEAVER	JURY SERVICE	101-145-930.930	15.40
12/17/2019	AP	79435	ALLEN LEE MCKAY	JURY SERVICE	101-145-930.930	64.70
12/17/2019	AP	79436	ALMA TIRE SERVICE INC	1510; 1685; 1687; 1768 CORRECTED INVOICES (TIRES)	588-699-726.052	1,836.84
12/17/2019	AP	79437	ALPINE ANIMAL HOSPITAL	NOVEMBER 2019	212-430-930.471	703.97
		79437		NOVEMBER 2019	212-430-930.980	112.23
						816.20
12/17/2019	AP	79438	ALTA ENTERPRISES LLC	BOOM RENTAL	637-265-726.000	575.00
12/17/2019	AP	79439	AMALIA HARVEY	DRUG COURT YOGA - 9/10, 9/24, 11/12, 11/26	101-133-940.010	320.00
12/17/2019	AP	79440	AMANDA CATHERINE GASCHO	JURY SERVICE	101-145-930.930	17.40
12/17/2019	AP	79441	AMANDA MARIE ROSEBERRY	RESTITUTION PAYMENT BY MICHAEL WORM 19-37185-ST-3	701-000-271.130	260.00
12/17/2019	AP	79442	ANNALIESE NICHOLE IRLAND	JURY SERVICE	101-145-930.930	21.40
12/17/2019	AP	79443	ANTHONY JOSEPH VUKE	JURY SERVICE	101-145-930.930	16.60
12/17/2019	AP	79444	ANTHONY LAWRENCE ROOKER	JURY SERVICE	101-145-930.930	27.00
12/17/2019	AP	79445	ARTS AUTO ELECTRIC SERVICE INC	01NN4602 STOCK	588-699-726.050	662.82

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/17/2019 - 12/17/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/17/2019	AP	79446	BANCROFT, ISAAH & ALISHA	DBOR PRE CHANGE 091-310-000-125-00	516-000-026.031	994.46
12/17/2019	AP	79447	BEAR RIVER HEALTH	NOVEMBER 2019 MENTAL HEALTH COUNSELING	101-133-940.010	740.00
12/17/2019	AP	79448	BERRYHILL, ROBERT L	DEC BOARD OF REVIEW 090-020-400-060-01	516-000-026.031	1,174.43
12/17/2019	AP	79449	BEVERLY ENTERPRISES	RESTITUTION	701-000-271.000	50.00
12/17/2019	AP	79450	BILL MARSH FORD GAYLORD	CHECK BATT, BULBS, BELT	101-301-726.050	39.39
12/17/2019	AP	79451	BLUE CARE NETWORK	GROUP 00282880 1/2020	647-851-704.110	68,633.62
12/17/2019	AP	79452	BLUE CROSS BLUE SHIELD OF MICHIGAN	JAN 2020 PPO GROUP 007041908/0000	647-851-704.110	1,968.80
12/17/2019	AP	79453	BOBBIE JO GOMEZ	DBOR PRE INCREASE REFUND AFTER PAYING 2018 TAX 032-120-000-516-000-026.031		1,231.29
12/17/2019	AP	79454	BONNY MILLER	PER DIEM, TRAVEL	208-752-703.040	50.00
		79454		PER DIEM, TRAVEL	208-752-930.500	20.00
						70.00
12/17/2019	AP	79455	BRADLEY J BUTCHER	RESTITUTION PAYMENT BY CONNIE JOSEPH 05-16547-FY-3	701-000-271.130	100.00
12/17/2019	AP	79456	BRIAN CHARLES BERGMAN	JURY SERVICE	101-145-930.930	61.50
12/17/2019	AP	79457	BRIGHT OUTCOMES LLC	REALITY CHECK WEEKEND - DRUG COURT	101-133-940.010	2,400.00
12/17/2019	AP	79458	BRITTNEY HALL	WITN FEE + MILEAGE = PRELIMS 8-22-19 & 11-7-19	101-267-930.940	36.00
12/17/2019	AP	79459	CALE COON	RESTITUTION PAYMENT BY ALEX YEOMAN 19-37287-SM-3	701-000-271.130	50.00
12/17/2019	AP	79460	CASSANDRA JEAN SIKES	JURY SERVICE	101-145-930.930	39.20
12/17/2019	AP	79461	CATHOLIC HUMAN SERVICES INC	NOVEMBER 2019 MENTAL HEALTH COUNSELING	101-133-940.010	55.00
12/17/2019	AP	79462	CENTURYLINK	INVOICE 1481717389	261-427-930.210	149.21
12/17/2019	AP	79463	CHARLES KEITH DEERING	JURY SERVICE	101-145-930.930	23.00
12/17/2019	AP	79464	CHOICE PUBLICATIONS	LEGAL NOTICE	101-101-930.300	72.00
12/17/2019	AP	79465	CITY OF GAYLORD	1100 AERO DRIVE 001100000001	281-537-920.200	294.12
		79465		RESTITUTION PAYMENT BY EUGENE ZAHRT 19-37457-SD-3	701-000-271.130	200.00
						494.12
12/17/2019	AP	79466	CORRIE LYN MACGREGOR-SMOLARZ	JURY SERVICE	101-145-930.930	42.30
12/17/2019	AP	79467	CROSSROADS INDUSTRIES	RESTITUTION	701-000-271.000	200.00
12/17/2019	AP	79468	CRUISERS	40766 WEDGE	101-301-726.050	90.50

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12/17/2019	AP	79469	CURTISS REPORTING CORP	-16-108-NA TRANSCRIPTS MATTER OF AVIN DUNSTER	101-131-801.030	1,720.00
12/17/2019	AP	79470	CYNTHIA GRAHAM SCHRADER	NOVEMBER 2019 IN HOME SPECIALIST	292-662-940.010	2,694.67
12/17/2019	AP	79471	DALE ALEN WADE	JURY SERVICE	101-145-930.930	32.00
12/17/2019	AP	79472	DANIEL EDWARD MENCH	JURY SERVICE	101-145-930.930	16.20
12/17/2019	AP	79473	DANIEL JOSEPH HORNACEK	JURY SERVICE	101-145-930.930	42.30
12/17/2019	AP	79474	DANIEL PHILLIPS	NOVEMBER MEI	101-648-801.020	360.00
12/17/2019	AP	79475	DANIEL ROBERT BYRNE	JURY SERVICE	101-145-930.930	34.80
12/17/2019	AP	79476	DANIELLE MARIE WILSON	JURY SERVICE	101-145-930.930	36.00
12/17/2019	AP	79477	DAVE BARAGREY	PER DIEM, TRAVEL	208-752-703.040	50.00
		79477		PER DIEM, TRAVEL	208-752-930.500	1.60
						51.60
12/17/2019	AP	79478	DAVID JASON CLEMENT	JURY SERVICE	101-145-930.930	32.00
12/17/2019	AP	79479	DAWN CZYKOSKI	RESTITUTION PAYMENT BY ELIZABETH HOOPER 17-35123-SM-3	701-000-271.130	50.00
12/17/2019	AP	79480	DAWN FANT	19-52-DL TRANSPORT ON 11/20/19	101-134-940.010	123.00
		79480		19-52-DL TRANSPORT ON 11/8/19	292-662-930.500	8.50
		79480		19-52-DL TRANSPORT ON 11/8/19	292-662-930.830	162.00
						293.50
12/17/2019	AP	79481	DEAN THOMAS LUCAS	11-25&11-26 JURY SERVICE	101-145-930.930	40.70
12/17/2019	AP	79482	DEBORAH RAE WELLS-KIBBY	JURY SERVICE	101-145-930.930	32.00
12/17/2019	AP	79483	DEKETO LLC	NOVEMBER 2019 DOCUMENTS	101-215-920.410	448.67
		79483		NOVEMBER 2019 DOCUMENTS	256-215-920.410	897.33
						1,346.00
12/17/2019	AP	79484	DEKETO LLC	THERMAL TRANSFER LABELS; THERMAL TRANSFER RIBBON	256-215-726.000	448.50
12/17/2019	AP	79485	DERMATEC DIRECT	INVOICE 1913/1918	101-301-726.000	158.99
		79485		INVOICE 1913/1918	101-351-726.000	80.49
						239.48
12/17/2019	AP	79486	DOUGLAS ALAN KAISER	JURY SERVICE	101-145-930.930	34.80
12/17/2019	AP	79487	DOUGLAS WAYNE ROBINSON	JURY SERVICE	101-145-930.930	19.80

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12/17/2019	AP	79488	DUNNS	COPY MACHINE STAPLES	101-131-726.000	62.00
		79488		NOVEMBER 2019 COURT COPIES & MAINTENANCE AGREEMENT	101-131-920.520	149.25
		79488		2019 1209 DUNNS COPIER BILL NOV	101-257-726.000	46.11
		79488		COPIER MAINTENANCE	101-864-726.000	265.44
		79488		33AR433515 BINDER CLIPS	208-752-726.000	4.60
		79488		33AR428638	212-430-726.000	240.92
		79488		POST IT NOTES	215-141-726.000	50.94
		79488		NOVEMBER 2019 FOC COPIES & MAINTENANCE AGREEMENT	215-141-920.520	48.42
		79488		SUPPLIES INVOICE 33AR413632	249-371-726.000	253.57
		79488		INV # 33AR423827 PAPER	281-537-726.000	38.99
		79488		33AR427074 FULL CONTRACT 11/24/2019-12/23/2019	588-697-726.000	212.96
		79488		33AR430265 B. TISSUE; COPY PAPER (2) DRY-LINE	588-698-726.025	59.15
						1,432.35
12/17/2019	AP	79489	EARTHWORKS ENTERPRISES INC	INVOICE 040769	226-528-940.010-PROG000000	126.76
12/17/2019	AP	79490	ED LACKENBUCHER	1/2 DAY WITN FEE, 11-26-2019 JURY TRIAL	101-267-930.940	7.50
12/17/2019	AP	79491	ELI ELECTRIC LLC	SERVICES 12-4-2019 THRU 12-12-2019	249-371-801.026	1,200.00
12/17/2019	AP	79492	ELISE NICOLE GONZALEZ	JURY SERVICE	101-145-930.930	38.30
12/17/2019	AP	79493	EMPIRIC SOLUTIONS INC	JANUARY 2020 COMPASS MANAGEMENT FEE	215-141-801.020	379.00
12/17/2019	AP	79494	ENGINEERED PROTECTION SYSTEMS INC	INV # A830522 VIDEO SERVICE AGREEMENT	281-537-920.410	293.55
12/17/2019	AP	79495	ERIK JON MEISNER	JURY SERVICES	101-145-930.930	53.50
12/17/2019	AP	79496	ERNEST DENNIS LANCASTER	JURY SERVICE	101-145-930.930	21.40
12/17/2019	AP	79497	FEDERAL FLUID POWER INC	MULTIPLE INVOICES	281-537-920.400	115.26
12/17/2019	AP	79498	FIFTH THIRD BANK	2020 SAFE DEPOSIT BOX RENT	516-253-920.410	40.00
12/17/2019	AP	79499	GAIL ANN BLAKE	JURY SERVICE	101-145-930.930	19.00
12/17/2019	AP	79500	GALLS INC AN ARAMARK CO	14183488	101-301-726.046	81.68
12/17/2019	AP	79501	GARCIA CLINICAL LABORATORY	INMATE LABS #50252	101-351-726.035	13.00
12/17/2019	AP	79502	GAYLE EMBREE	REFUND SUBPOENA FEE ON 19-34170-SC-3 VILLAGE MARKET V MOC701-000-286.002		15.00
12/17/2019	AP	79503	GAYLORD BOWLING CENTER	RESTITUTION	701-000-271.000	20.00
12/17/2019	AP	79504	GAYLORD CITY TREASURER	211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-221.000	368.61
12/17/2019	AP	79505	GAYLORD COMMUNITY SCHOOLS	SRO 2018-19 COST RECONCILIATION	101-303-676.010	5,252.11

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12/17/2019	AP	79506	GAYLORD DRY CLEANERS	NOV DRY CLEANING	101-301-920.410	20.00
		79506		NOV DRY CLEANING	101-302-920.410	40.00
		79506		NOV DRY CLEANING	205-301-920.410	20.00
						80.00
12/17/2019	AP	79507	GBS INC	BIRTH BINDER	101-215-726.000	230.19
		79507		NOVEMBER 5TH ELECTION	101-262-726.000	794.51
						1,024.70
12/17/2019	AP	79508	GERALDINE ORBAN	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
12/17/2019	AP	79509	GILL ROYS HARDWARE	1911-686550 733908 735483 735471	212-430-726.050	75.30
		79509		MULTIPLE INVOICES AERO DRIVE , SRE	281-537-920.400	39.33
						114.63
12/17/2019	AP	79510	GINOP SALES INC	INTEREST CHARGES	209-751-726.000	58.79
12/17/2019	AP	79511	GREGORY LEE HOUSE	JURY SERVICE	101-145-930.930	34.80
12/17/2019	AP	79512	HALEY MARISSA KWAPIS	JURY SERVICE	101-145-930.930	40.00
12/17/2019	AP	79513	HALL VETERINARY CLINIC	110253 110282 110219 110333	212-430-930.471	92.40
		79513		110253 110282 110219 110333	212-430-930.980	652.00
						744.40
12/17/2019	AP	79514	HOLLY MARIE ROBINSON	JURY SERVICE	101-145-930.930	43.90
12/17/2019	AP	79515	HOME DEPOT CREDIT SERVICES	8044490 7158112 7457190	212-430-726.000	131.81
		79515		8044490 7158112 7457190	212-430-726.050	642.50
						774.31
12/17/2019	AP	79516	HOWARD L SHIFMAN PC	LEGAL SERVICES THRU 11/30/19	280-270-801.020	148.50
		79516		LEGAL SERVICES THRU 11/30/19	280-270-801.020-BUS0000000	94.50
						243.00
12/17/2019	AP	79517	IAN PATRICK FAY	JURY SERVICE	101-145-930.930	38.00
12/17/2019	AP	79518	IDSI INTERNATIONAL INC	TIER II MANAGER ENTERPRISE LICENSE	261-901-970.450	1,500.00
12/17/2019	AP	79519	IMPREST CASH OTSEGO COUNTY CLERK	JURY CUPS	101-145-726.000	19.99
12/17/2019	AP	79520	IMPREST CASH, OTSEGO COUNTY AIRPORT	MISCELLANEOUS AIRCRAFT CUSTOMER NEEDS	281-537-726.050	69.11
12/17/2019	AP	79521	INTEGRITY CONSTRUCTION SERVICES LLC	PROJECT #2517	472-901-970.300	20,098.71

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12/17/2019	AP	79522	INTERNATIONAL CODE COUNCIL,INC	MEMBERSHIP DUES # 5192160 INVOICE 3249527	249-371-930.600	135.00
12/17/2019	AP	79523	JACLYN GILBERT	RESTITUTION PAYMENT BY TYLER FORBES 19-37411-SM-3	701-000-271.130	45.00
12/17/2019	AP	79524	JACQUELYN KAY LOCKMAN	JURY SERVICE	101-145-930.930	16.20
12/17/2019	AP	79525	JAMES ARTHUR MACIEJEWSKI	JURY SERVICE	101-145-930.930	22.60
12/17/2019	AP	79526	JAMES MINTHORN	RESTITUTION PAYMENT BY CAMERON KLYDER 19-37574-FY-3	701-000-271.130	111.50
12/17/2019	AP	79527	JAMIE FITAK	SUPPLIES FOR 11/19/19 PARENT CLASS	292-662-726.000	12.60
12/17/2019	AP	79528	JAMMIE SUE REED	JURY SERVICE	101-145-930.930	30.40
12/17/2019	AP	79529	JANICE LYNN MOORE	JURY SERVICE	101-145-930.930	39.10
12/17/2019	AP	79530	JANN LOUISE SCHNECK	JURY SERVICE	101-145-930.930	51.90
12/17/2019	AP	79531	JAYS SPORTING GOODS	RANGE	101-301-726.006	69.67
12/17/2019	AP	79532	JEFFREY DEREK HARMER	JURY SERVICE	101-145-930.930	36.40
12/17/2019	AP	79533	JENNIFER BOYER	19-5633-FC TRANSCRIPTS PEOPLE V SHAWN WINKELMAN	101-131-801.030	228.25
12/17/2019	AP	79534	JENNIFER ELIZABETH ODELL	JURY SERVICE	101-145-930.930	19.00
12/17/2019	AP	79535	JENNIFER LYNN CASWELL	JURY SERVICE	101-145-930.930	36.00
12/17/2019	AP	79536	JENNIFER MARIE CURTIS	RESTITUTION PAYMENT BY BRIAN FERGUSON 19-37004-SM-3	701-000-271.130	55.00
12/17/2019	AP	79537	JENNIFER MARIE MILLER	JURY SERVICE	101-145-930.930	16.20
12/17/2019	AP	79538	JEREMY TYLER WESCOAT	JURY SERVICE	101-145-930.930	15.00
12/17/2019	AP	79539	JESSE JC ALLEN	JURY SERVICE	101-145-930.930	15.00
12/17/2019	AP	79540	JESSICA MARIE HICKS	JURY SERVICE	101-145-930.930	43.90
12/17/2019	AP	79541	JESSICA MARIE WHEELIS	RESTITUTION PAYMENT BY DAVID PETHERS 07-20254-FY-3	701-000-271.130	28.80
12/17/2019	AP	79542	JESSICA ROSE RAUSCH	JURY SERVICE	101-145-930.930	32.00
12/17/2019	AP	79543	JIM WERNIG INC	163404	101-301-726.050	121.20
		79543		RESTITUTION PAYMENT BY MICHAEL MARSH 15-32123-FY-3	701-000-271.130	100.00
						221.20
12/17/2019	AP	79544	JIM'S ALPINE AUTOMOTIVE	6906 INV# 780542/780920	101-301-726.050	51.47
		79544		1781303	205-301-726.000	25.98
		79544		5150 OCBS 1-782012 STOCK	588-699-726.050	44.16

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						121.61
12/17/2019	AP	79545	JOHN FANT	19-52-DL TRANSPORT ON 11/20/19	101-134-930.500	295.83
		79545		19-52-DL TRANSPORT ON 11/20/19	101-134-940.010	123.00
		79545		19-52-DL TRANSPORT ON 11/8/19	292-662-930.500	386.66
		79545		19-52-DL TRANSPORT ON 11/8/19	292-662-930.830	162.00
						967.49
12/17/2019	AP	79546	JOHN J MARTENSON	DBOR PRE INCREASE 031-011-400-005-00	516-000-026.031	8,202.67
12/17/2019	AP	79547	JOHNATHON HAROLD SNYDER	JURY SERVICE	101-145-930.930	21.00
12/17/2019	AP	79548	JOHNSON OIL COMPANY	VALVE STEM	101-301-726.050	493.10
		79548		3761 DODGE RAM	212-430-726.050	472.48
		79548		INV # 601038 387 GAL OFF ROAD	281-537-930.662	909.69
						1,875.27
12/17/2019	AP	79549	JONATHAN DOUGLAS TOMASKI	JURY SERVICE	101-145-930.930	51.90
12/17/2019	AP	79550	JOSHUA JEFFERY BENNETHUM	JURY SERVICE	101-145-930.930	33.20
12/17/2019	AP	79551	JOY VALLEY COUNSELING	PRE EMPLOYMENT PSYCH EVAL #120219-2	101-351-940.010	450.00
12/17/2019	AP	79552	JUNE ELIZABETH GREVE	DECEMBER 2019 COURT CLEANING FEE	101-131-726.025	150.00
		79552		DECEMBER 2019 FOC CLEANING FEE	215-141-726.025	150.00
						300.00
12/17/2019	AP	79553	JUSTIN HOLZSCHU	NOVEMBER MEI	101-648-801.020	560.00
		79553		NOVEMBER MEI	101-648-930.500	10.44
						570.44
12/17/2019	AP	79554	JUSTIN WING	PER DIEM, TRAVEL	208-752-703.040	50.00
		79554		PER DIEM, TRAVEL	208-752-930.500	8.55
						58.55
12/17/2019	AP	79555	KARYN MARIE JACOBS	JURY SERVICE	101-145-930.930	23.00
12/17/2019	AP	79556	KENNETH WILLIAM TEICHMAN	JURY SERVICE	101-145-930.930	51.90
12/17/2019	AP	79557	KERIN KASSUBA BAKER	JURY SERVICE	101-145-930.930	17.80
12/17/2019	AP	79558	KEVAN D FLORY	FINAL INSPECTION #27-2018 EMERGENCY FURNACE/WATER HEATEF 233-690-940.010		100.00
12/17/2019	AP	79559	KIMBERLY ANN BOLAN	JURY SERVICE	101-145-930.930	45.50

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12/17/2019	AP	79560	KIRSTEN BETHANY KORTH-WHITE	JURY SERVICE	101-145-930.930	47.90
12/17/2019	AP	79561	KNRCONTROL, LLC	USE OF FORCE COURSE	205-301-920.410	350.00
12/17/2019	AP	79562	KOREY LYNNE KONARSKI	JURY SERVICE	101-145-930.930	41.50
12/17/2019	AP	79563	KRAIG DARYL HARRIS	JURY SERVICE	101-145-930.930	23.80
12/17/2019	AP	79564	LARRY KENT	SERVICES 12-5-2019 THRU 12-10-2019	249-371-801.024	1,500.00
12/17/2019	AP	79565	LAURIE ANN WATTS	JURY SERVICE	101-145-930.930	44.70
12/17/2019	AP	79566	LEAH NICOLE AIMOE	JURY SERVICE	101-145-930.930	53.50
12/17/2019	AP	79567	LEHRE, DARRYL & KAREN	DBOR PRE INCREASE 011-730-000-061-00	516-000-026.031	647.36
12/17/2019	AP	79568	LINCOLN FINANCIAL	OTSEGO COBL-1636724	704-000-231.870	2,398.36
12/17/2019	AP	79569	LINCOLN FINANCIAL	CICOTSEGO-BL-954784 - DECEMBER 2019	101-131-704.140	411.76
		79569		CICOTSEGO-BL-954784 - DECEMBER 2019	101-133-704.140	41.56
		79569		CICOTSEGO-BL-954784 - DECEMBER 2019	215-141-704.140	213.41
		79569		CICOTSEGO-BL-954784 - DECEMBER 2019	292-662-704.140	100.25
						766.98
12/17/2019	AP	79570	LISA COLLETTE WITGEN	JURY SERVICE	101-145-930.930	30.80
12/17/2019	AP	79571	LOGAN MATTHEW BRADFIELD	JURY SERVICES	101-145-930.930	15.40
12/17/2019	AP	79572	LORELEI P. BEACH	JURY SERVICE	101-145-930.930	16.60
12/17/2019	AP	79573	LORRAINE ANITA MCCANN	JURY SERVICE	101-145-930.930	31.20
12/17/2019	AP	79574	LUCAS AUSTIN PAGEL	JURY SERVICE	101-145-930.930	34.00
12/17/2019	AP	79575	LUKAS ADAM GORDON	JURY SERVICE	101-145-930.930	48.70
12/17/2019	AP	79576	M BANK	RESTITUTION PAYMENT BY JOY MILLER 06-18440-FY-3	701-000-271.130	30.00
12/17/2019	AP	79577	MADISON RAE SOBOTA	JURY SERVICE	101-145-930.930	16.20
12/17/2019	AP	79578	MATT CREAGER	1/2 DAY WITN FEE, 11-26-2019 JURY TRL.	101-267-930.940	7.50
12/17/2019	AP	79579	MCAA - ATTN: TABITHA WEDGE	VICTORIA COURTERIER - 2020 MEMBERSHIP DUES	101-131-930.600	75.00
12/17/2019	AP	79580	MCCARDEL CULLIGAN	1351024 - WATER DELIVERY ON 11/21/19	101-131-726.000	25.25
		79580		BOTTLED WATER	647-851-704.112	40.00
						65.25
12/17/2019	AP	79581	MELANIE GEHRINGER	RESTITUTION PAYMENT BY DAVID DARGA 19-37064-SD-3	701-000-271.130	87.50

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12/17/2019	AP	79582	MEYER ACE	27342 BUS WASH	588-698-726.025	678.37
		79582		27334 SHOP SUPPLIES	588-699-726.050	33.14
						711.51
12/17/2019	AP	79583	MICHAEL DAVID BOURASSA	JURY SERVICE	101-145-930.930	21.00
12/17/2019	AP	79584	MICHAEL STEVEN MELTON	11-25- JURY SERVICE	101-145-930.930	29.40
12/17/2019	AP	79585	MICHELE LEE POMARZYNSKI	JURY SERVICE	101-145-930.930	17.40
12/17/2019	AP	79586	MICHIGAN STATE POLICE BFS-CASHIERS	OCT FINGERPRINT FEE	701-000-228.017	690.00
		79586		SOR FEE FOR OCT 551547370	701-000-228.018	120.00
						810.00
12/17/2019	AP	79587	MICHIGAN STATE POLICE BFS-CASHIERS	LEIN AVPN 3 WAY LINE 10/1/19 TO 12/31/19	101-132-930.240	1,765.00
12/17/2019	AP	79588	MID AMERICAN AEL LLC	INVOICE 19301	261-901-970.435	1,618.43
12/17/2019	AP	79589	MID NORTH PRINTING INC	87370	212-430-930.400	215.70
12/17/2019	AP	79590	MIDCOURSE CORRECTIONS	19-52-DL PLACEMENT - 11/11/19 CHALLENGE CAMP	292-662-930.810	475.00
12/17/2019	AP	79591	MIDWEST VETERINARY SUPPLY, INC.	10574796 9331450 9334788-050 11263358	212-430-726.035	405.89
12/17/2019	AP	79592	MYRON CORP	DRUG COURT PARTICIPANT PLANNERS	101-133-726.000	153.96
12/17/2019	AP	79593	N&J AUTO DIESEL REPAIR	RESTITUTION PAYMENT BY RONALD SIDES 17-34317-FY-3	701-000-271.130	112.50
12/17/2019	AP	79594	NANCY ANN COUNSIL	JURY SERVICE	101-145-930.930	33.20
12/17/2019	AP	79595	NANCY PATTERSON	RESTITUTION PAYMENT BY GREG MORGAN 18-36417-FY-3	701-000-271.130	25.00
12/17/2019	AP	79596	NATE WRIGHT AUTHORIZED MATCO TOOLS	#12187 STOCK/ TOOLS	588-699-726.050	144.40
12/17/2019	AP	79597	NATHAN LOUIS MEYER	JURY SERVICE	101-145-930.930	38.00
12/17/2019	AP	79598	NICHOLAS ALEXANDER EVANS	JURY SERVICE	101-145-930.930	42.00
12/17/2019	AP	79599	NICOLE ALEXANDRIA BURROUGHS	JURY SERVICE	101-145-930.930	21.00
12/17/2019	AP	79600	NOEL ALLAN ALTMAN	JURY SERVICE	101-145-930.930	23.00
12/17/2019	AP	79601	NORTHERN LIGHTS COUNSELING AND CONS	NOVEMBER 2019 MENTAL HEALTH COUNSELING	101-133-940.010	1,395.00
12/17/2019	AP	79602	NORTHERN MICHIGAN REVIEW	PUBLIC NOTICE AD	101-101-930.300	64.75
		79602		J-17-105-NA PUBLICATION OF HEARING	101-131-930.450	164.00
						228.75

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/17/2019	AP	79603	NORTHERN SPORTS SALES & SERVICE INC	WINTERIZATION	101-301-726.050	175.00
12/17/2019	AP	79604	NORTHERN TANK TRUCK SERVICE	# 425833 HAUL AND DISPOSE WATER SRE	281-537-920.400	270.00
12/17/2019	AP	79605	NORTHWIND APARTMENTS	18-32846-LT-3 REFUND OF GARNISHMENT FEE NORTHWIND V ROOY, 101-136-606.010		15.00
12/17/2019	AP	79606	OCNET	CONNECTIVITY-DEC INV#9964	205-301-930.240	32.00
		79606		1900009994	212-430-920.410	400.00
						432.00
12/17/2019	AP	79607	OMS COMPLIANCE SERVICES INC	PRE EMPLOYMENT DRUG TEST	101-301-940.010	83.00
		79607		96716 RANDOM DRUG TEST	588-699-940.010	79.25
						162.25
12/17/2019	AP	79608	OTSEGO COUNTY BUS SYSTEM	OCTOBER 2019 DRUG COURT BUS	101-133-930.500	410.00
		79608		WINTER TIRES X 7	101-301-726.050	1,037.78
		79608		WINTER TIRES X 7	101-302-726.050	103.50
		79608		WORK CAMP VEHICLE MAINTENANCE #19-9949/9948	205-301-920.400	246.16
		79608		FORD ESCAPE OIL CHANGE & TIRE ROTATION	266-901-920.400	58.50
		79608		OCTOBER 2019 JUVENILE BUS	292-662-930.500	246.00
						2,101.94
12/17/2019	AP	79609	OTSEGO COUNTY CLERKS OFFICE	BDU 10%	701-000-265.000	20.00
12/17/2019	AP	79610	OTSEGO COUNTY EMS	JAIL AED NOVEMBER	101-351-930.470	1,201.00
		79610		REPLACE BATTERIES AT STATION 4	261-427-726.050	284.18
						1,485.18
12/17/2019	AP	79611	OTSEGO COUNTY FRIEND OF COURT	PETTY CASH REIMBURSEMENT: POSTAGE	215-141-930.450	48.50
12/17/2019	AP	79612	OTSEGO COUNTY FRIEND OF COURT	JAMES BOGGESS II	701-000-265.000	600.00
12/17/2019	AP	79613	OTSEGO COUNTY FRIEND OF COURT	SPECIAL INSTRUCTION PAYMENT MORALES, SPREEMAN	701-000-265.000	710.00
12/17/2019	AP	79614	OTSEGO COUNTY JUDICIAL SYSTEM	11/25/19 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	64.38
		79614		11/20/19 HRA REIMBURSEMENT CHECK REGISTER	101-148-704.110	1,033.36
		79614		11/13/19 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	126.35
		79614		11/13/19 HRA REIMBURSEMENT CHECK REGISTER	292-662-704.110	656.42
						1,880.51
12/17/2019	AP	79615	OTSEGO COUNTY TREASURER	DBOR PRE INCREASE BUT STILL OWES 2018 TAXES 032-120-000-031-516-000-026.031		1,051.42
12/17/2019	AP	79616	OTWELL MAWBY PC	INV 18360 LEAD-BASED PAINT RISK INSPECTION/ASBESTOS REPORT 233-691-940.010		1,300.00
12/17/2019	AP	79617	PAMELA MARIE ADKINS	JURY SERVICE	101-145-930.930	23.00

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/17/2019	AP	79618	PATRICIA JOY GATES	JURY SERVICE	101-145-930.930	19.00
12/17/2019	AP	79619	PATRICK BRENDAN BAK	JURY SERVICE	101-145-930.930	18.20
12/17/2019	AP	79620	PATRICK WAYNE HALSTEAD	JURY SERVICE	101-145-930.930	17.00
12/17/2019	AP	79621	PAULA HELANE GIACOMETTI	JURY SERVICE	101-145-930.930	51.10
12/17/2019	AP	79622	PETER THOMASMA	JURY SERVICE	101-145-930.930	18.20
12/17/2019	AP	79623	PROSECUTING ATTORNEYS ASSOCIATION M	INV DUES 0612-119; LIC & SUPPORT FEE	101-267-930.600	4,825.00
12/17/2019	AP	79624	PROTECTION ONE	12/28/19 TO 1/27/20 DC/FAMILY WING MONITORING	101-131-940.010	91.90
		79624		12/28/19 TO 1/27/20 ADMIN/PA WING MONITORING	101-267-920.410	26.81
		79624		12/28/19 TO 1/27/20 ADMIN/PA WING MONITORING	101-267-930.983	3.83
		79624		12/28/19 TO 1/27/20 FOC WING MONITORING	215-141-940.010	49.01
						171.55
12/17/2019	AP	79625	RACHEL K. PETERS	JURY SERVICE	101-145-930.930	19.00
12/17/2019	AP	79626	RAICE STEPHEN BAUR	JURY SERVICE	101-145-930.930	42.00
12/17/2019	AP	79627	RANDY STULTS	PER DIEM, TRAVEL	208-752-703.040	50.00
		79627		PER DIEM, TRAVEL	208-752-930.500	10.60
						60.60
12/17/2019	AP	79628	REDWOOD TOXICOLOGY LABORATORY INC	OCTOBER 2019 JUVENILE DRUG TESTING	292-662-801.030	46.00
12/17/2019	AP	79629	RENEE EDWARDS	NOVEMBER 2019 ALTERNATIVE EDUCATION FACILITATOR	292-662-940.010	1,080.00
12/17/2019	AP	79630	RENEE PRAY	JURY SERVICE	101-145-930.930	30.00
12/17/2019	AP	79631	RICHARD GERALD ROBINSON	JURY SERVICE	101-145-930.930	45.50
12/17/2019	AP	79632	RICHARD WILLIAM NEDOW	JURY SERVICE	101-145-930.930	43.10
12/17/2019	AP	79633	ROBERT GORDON DEFORGE JR	JURY SERVICE	101-145-930.930	18.20
12/17/2019	AP	79634	RODNEY GEORGE RUBUS	JURY SERVICE	101-145-930.930	39.90
12/17/2019	AP	79635	ROGER LOUIS MARKHAM	JURY SERVICE	101-145-930.930	30.40
12/17/2019	AP	79636	RON HICKS	1/2 DAY WITN FEE, 11-26-2019 JURY TRIAL	101-267-930.940	7.50
12/17/2019	AP	79637	SAGINAW COUNTY PROBATE COURT	DEFERRAL HEARING ON 11/19/19	101-131-801.022	130.00
12/17/2019	AP	79638	SCOTT COURTERIER	PER DIEM, TRAVEL	208-752-703.040	50.00
		79638		PER DIEM, TRAVEL	208-752-930.500	8.50

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						58.50
12/17/2019	AP	79639	SCOTT T BEATTY	NOVEMBER 2019 FOC REFEREE HEARINGS	215-141-940.010	1,700.00
12/17/2019	AP	79640	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE PURCHASE #IDA69645	101-351-930.210-INMT000000	1,373.00
12/17/2019	AP	79641	SHARON KWAPIS	COMMUNITY GIVING	701-000-230.001	1,298.50
12/17/2019	AP	79642	SMART START MICHIGAN	19-52-DL TETHER 10/29/19 TO 11/15/19	292-662-940.010	153.00
12/17/2019	AP	79643	SOUTH ARM CONSTRUCTION LLC	SOUTH ARM INVOICE 18548	499-901-970.300-COUNTYROOF	55,853.00
12/17/2019	AP	79644	SPARTAN STORES LLC	016324-2019MI ADOPTION DAY SUPPLIES (CHARGE SLIP 879007)	101-131-726.000	47.32
12/17/2019	AP	79645	SPENCER KENT FINNERTY	JURY SERVICE	101-145-930.930	47.10
12/17/2019	AP	79646	STAPLES BUSINESS CREDIT	COPY PAPER, LEGAL PADS, LABELS, CORRECTION TAPE	215-141-726.000	122.28
12/17/2019	AP	79647	STATE OF MICHIGAN	NOVEMBER NEW AND RENEWAL CPL'S	701-000-228.016	1,308.00
12/17/2019	AP	79648	STATE OF MICHIGAN	211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.020	140.00
		79648		211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.030	80.00
		79648		211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.037	4,319.62
		79648		211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.042	60.00
		79648		211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.057	80.00
		79648		211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.058	5,446.00
		79648		211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.059	9,251.25
		79648		211D NOVEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.560	1,370.00
						20,746.87
12/17/2019	AP	79649	STATE OF MICHIGAN	NOVEMBER 2019 MONTH END	701-000-228.037	716.35
		79649		NOVEMBER 2019 MONTH END	701-000-228.042	200.00
		79649		NOVEMBER 2019 MONTH END	701-000-228.057	25.00
		79649		NOVEMBER 2019 MONTH END	701-000-228.058	2,142.00
		79649		NOVEMBER 2019 MONTH END	701-000-228.059	92.95
		79649		NOVEMBER 2019 MONTH END	701-000-228.560	425.00
						3,601.30
12/17/2019	AP	79650	STATE OF MICHIGAN	NOVEMBER 2019 MONTH END	701-000-228.006	1,217.96
		79650		NOVEMBER 2019 MONTH END	701-000-228.037	45.00
		79650		NOVEMBER 2019 MONTH END	701-000-228.058	745.00
		79650		NOVEMBER 2019 MONTH END	701-000-228.059	100.00
		79650		NOVEMBER 2019 MONTH END	701-000-228.560	175.00
						2,282.96

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12/17/2019	AP	79651	STATE OF MICHIGAN	NOVEMBER 2019 MONTH END	701-000-228.005	12.00
12/17/2019	AP	79652	STEPHEN MICHAEL MCCAFFREY	JURY SERVICE	101-145-930.930	32.00
12/17/2019	AP	79653	STEPHIE MARIE JOHNSON	JURY SERVICE	101-145-930.930	49.50
12/17/2019	AP	79654	SUSAN M WILDS	18-5512-FC TRANSCRIPTS PEOPLE V DEMARCO MCCOVERY	101-131-801.030	3,261.80
12/17/2019	AP	79655	SWANSON SERVICES GROUP	INMATE COMMISSARY PURCHASE F/OCTOBER	595-351-726.000	2,819.28
12/17/2019	AP	79656	TAYLOR, LINDSEY M	DLQ TAX REFUND	516-000-214.000	11.01
12/17/2019	AP	79657	TELE-RAD	STOCK BATTERIES FOR EMS/AC/COURT	261-901-970.435	1,140.00
12/17/2019	AP	79658	TERESA ANN ERWIN	JURY SERVICE	101-145-930.930	32.40
12/17/2019	AP	79659	TERESA YOUMANS	WITN FEE + MILEAGE, 11-25-19 JURY TRL	101-267-930.940	8.01
12/17/2019	AP	79660	THERESA MARIE JOHNSON	JURY SERVICE	101-145-930.930	17.80
12/17/2019	AP	79661	THOMAS PETIT	RESTITUTION	701-000-271.000	20.81
12/17/2019	AP	79662	THOMSON WEST	INV 841320387, 841320388, 841230006; ACCT 1000715367	101-267-726.200	445.86
		79662		INV 841384312; ACCT 1000242483; CLEAR CHGS.	101-268-726.200	204.99
						650.85
12/17/2019	AP	79663	TINA MARIE HOWELL	JURY SERVICE	101-145-930.930	44.40
12/17/2019	AP	79664	TONYA LYNN CALHOON	JURY SERVICES	101-145-930.930	43.90
12/17/2019	AP	79665	TOTAL COMMUNICATION SERVICES LLC	EXTENDING OCNET FIBER TO COMMUNITY CENTER	594-806-940.010	4,550.00
		79665		TEST CABLE AND CAMERA AT DOWNTOWN BUILDING	637-265-726.050	300.00
						4,850.00
12/17/2019	AP	79666	TOTTEN'S BODY SHOP INC	39114 REPAIR	101-301-726.050	158.18
12/17/2019	AP	79667	TRAVERSE CITY RENTAL	SIGN RENTAL	637-265-726.000	96.00
12/17/2019	AP	79668	TRAVIS LEE THOMAS	JURY SERVICE	101-145-930.930	15.80
12/17/2019	AP	79669	TROY ALAN OBERLIN	JURY SERVICE	101-145-930.930	53.50
12/17/2019	AP	79670	TYLER RICHARD LOSHAW	JURY SERVICE	101-145-930.930	38.30
12/17/2019	AP	79671	UNIFIRST CORPORATION	INV # 1530078351 CARPET SERVICE	281-537-920.410	55.47
12/17/2019	AP	79672	VERIZON CONNECT NWF INC	MONTHLY SERVICE- OCT	101-301-920.410	151.85
		79672		MONTHLY SERVICE- OCT	101-302-920.410	28.95
		79672		MONTHLY SERVICE- OCT	101-334-920.410	28.95

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		79672		MONTHLY SERVICE- OCT	101-351-920.410	17.95
						<u>227.70</u>
12/17/2019	AP	79673	VERIZON WIRELESS	INV 9840040598 & 9842088531; ACCT 842184815-00001	101-267-930.230	103.66
12/17/2019	AP	79674	VERIZON WIRELESS	283104123-00001 - NOVEMBER 2019	101-131-930.210	9.90
12/17/2019	AP	79675	VISION SERVICE PLAN (VSP)	DEC VISION CLIENT ID 12049684	647-851-704.110	1,468.76
12/17/2019	AP	79676	WAGAR MOTOR SALES INC	MAINTENANCE JEEP PATRIOT TIRES	249-371-920.400	731.16
12/17/2019	AP	79677	WAL-MART	ADULT CHRISTMAS OTS	701-000-230.000	500.00
12/17/2019	AP	79678	WAL-MART	ADULT CHRISTMAS OTS	701-000-230.000	500.00
12/17/2019	AP	79679	WAL-MART	ADULT CHRISTMAS OTS	701-000-230.000	500.00
12/17/2019	AP	79680	WAL-MART STORES ASSET PROTECTION	RESTITUTION PAYMENT BY JUSTA HOLLAND 17-35099-SM-3	701-000-271.130	300.12
12/17/2019	AP	79681	WALMART	SHOP WITH A COP	701-000-230.000	12,803.21
12/17/2019	AP	79682	WALMART	ADULT CHRISTMAS OTS	701-000-230.000	500.00
12/17/2019	AP	79683	WALMART	RESTITUTION	701-000-271.000	25.00
12/17/2019	AP	79684	WASH N GO MANAGEMENT INC	CAR WASH INVOICE #11708	101-301-726.050	30.00
		79684		CAR WASH INVOICE #11708	101-302-920.400	30.00
		79684		11806 NOV 2019	212-430-920.410	18.00
						<u>78.00</u>
12/17/2019	AP	79685	WENDY ABBY	BDR LESS 10%	701-000-265.000	180.00
12/17/2019	AP	79686	WILBER AUTOMOTIVE SUPPLY INC	172347 STOCK	588-699-726.050	105.52
12/17/2019	AP	79687	WILBER AUTOMOTIVE SUPPLY INC	MULTIPLE INVOICES	281-537-920.400	68.46
12/17/2019	AP	79688	WILLIAM BLAKER	DBOR PRE INCREASE 031-017-100-010-00	516-000-026.031	1,792.33
12/17/2019	AP	79689	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL	208-752-703.040	50.00
		79689		PER DIEM, TRAVEL	208-752-930.500	3.00
						<u>53.00</u>
12/17/2019	AP	79690	WN LAW PLLC	9/23/19 DEFERRAL & 9/26/19 COMMITMENT HEARING	101-131-801.022	150.00
12/17/2019	AP	79691	ZACHARY JAMES BACON	JURY SERVICE	101-145-930.930	39.90
12/17/2019	AP	79692	ZAREMBA EQUIPMENT INC	W 81573 BUS #8	588-699-726.050	57.73
		79692		W 81573 BUS #8	588-699-920.400	455.80

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						513.53
			TOTAL - ALL FUNDS	TOTAL OF 281 CHECKS		416,190.79