

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. DeFeyer, 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.mersofmidr.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. 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

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

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: / /

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: Administration

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 Admin Payroll Allocation & Retirement Rate Update

REVENUE

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

EXPENDITURE

Account Number	Increase	Decrease
645-172-703.020 Regular-Salary	\$ 761	\$
645-172-704.300 Retirement Contributions	\$ 4,000	\$
645-172-703.030 Regular Hourly	\$	\$ 4,761
	\$	\$
	\$	\$
	\$	\$
Total	\$ 4,761	\$ 4,761

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: 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)

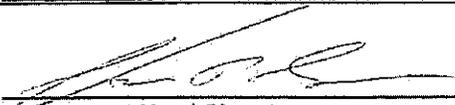
DESCRIPTION Amendment to reflect increased supplies expense

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
101-941-999.010 Contingency	\$	\$ 18,915
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 68,240	\$ 68,240

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
(Agency name and Address)
_____ demand response _____ public transportation in _____ Otsego County _____
(Type of service) (Service area)
Michigan. The transit system operates _____ 16 _____ transit vehicles and transports about _____ 65,000 _____
(Number)
passengers per year. _____ Otsego County Bus System _____ is committed to full and open
(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 West Adams Street, Suite 320, Chicago, Illinois 60606; Phone: (312) 353-2789; FAX (312) 886-0351.
(Local oversight entity)

CONTRACT ADMINISTRATION

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

The Otsego County Bus System Manager or her/his designee is responsible for keeping a procurement's 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 designee must also monitor and ensure compliance with contract terms *(Title)* 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 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.
(Title)

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

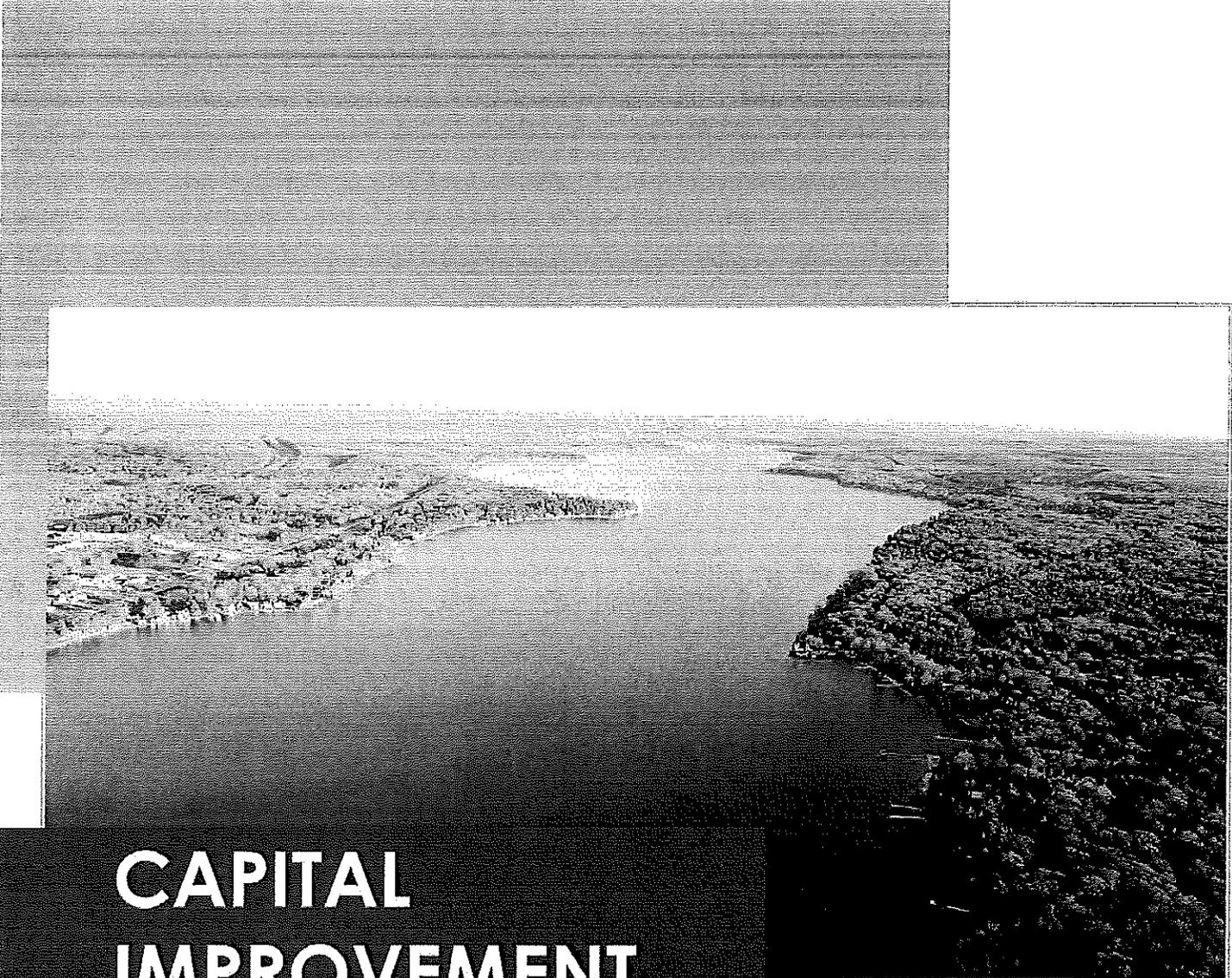


Photo Credit: Datema Media, LLC

CAPITAL IMPROVEMENT PLAN 2020-2025

OTSEGO COUNTY, MICHIGAN

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



TABLE OF CONTENTS

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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.

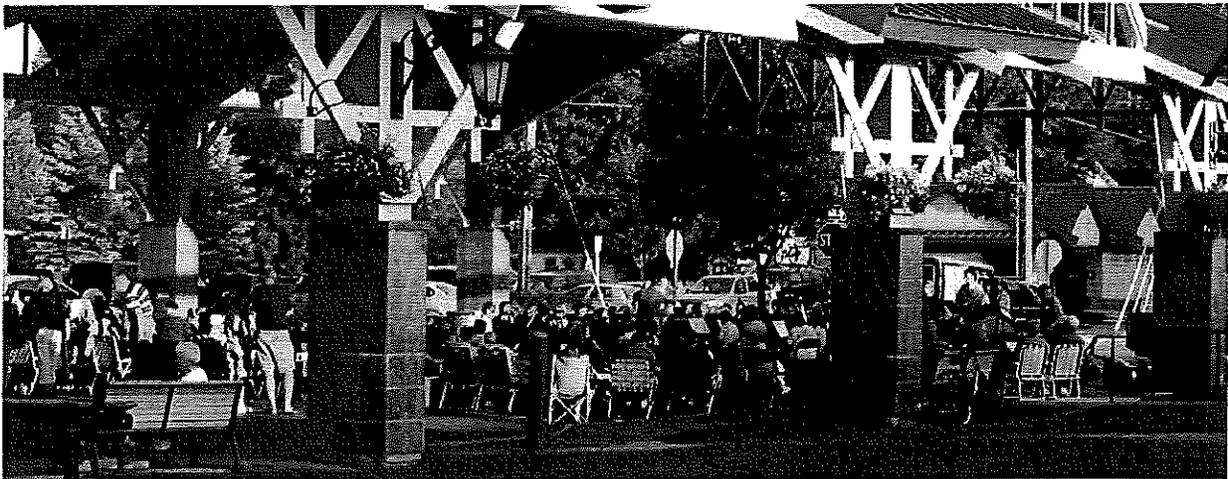
Inclusion of a project in this Plan fulfills the requirements of MCL 125.3861.



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)

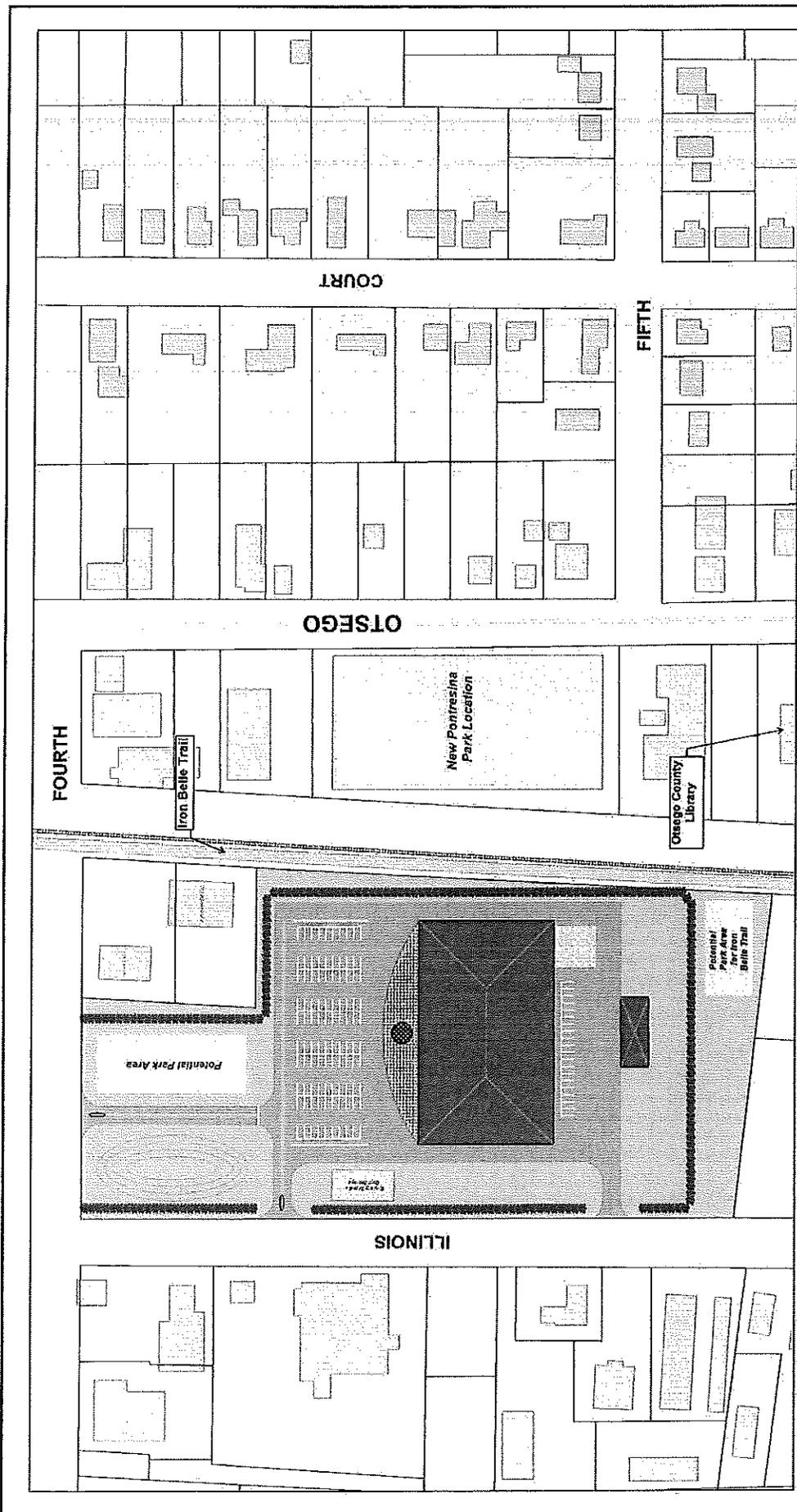
- Provides a new or expanded level of service
- Promotes intergovernmental cooperation
- Enhances cultural or natural resources

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
N. C. H. I. O. A.

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
- Pizza
- Trees
- Parking Lot

Otsego County Planning & Zoning

Drawn By: C. Cheaters

Checked by:

Date: 02/20/20

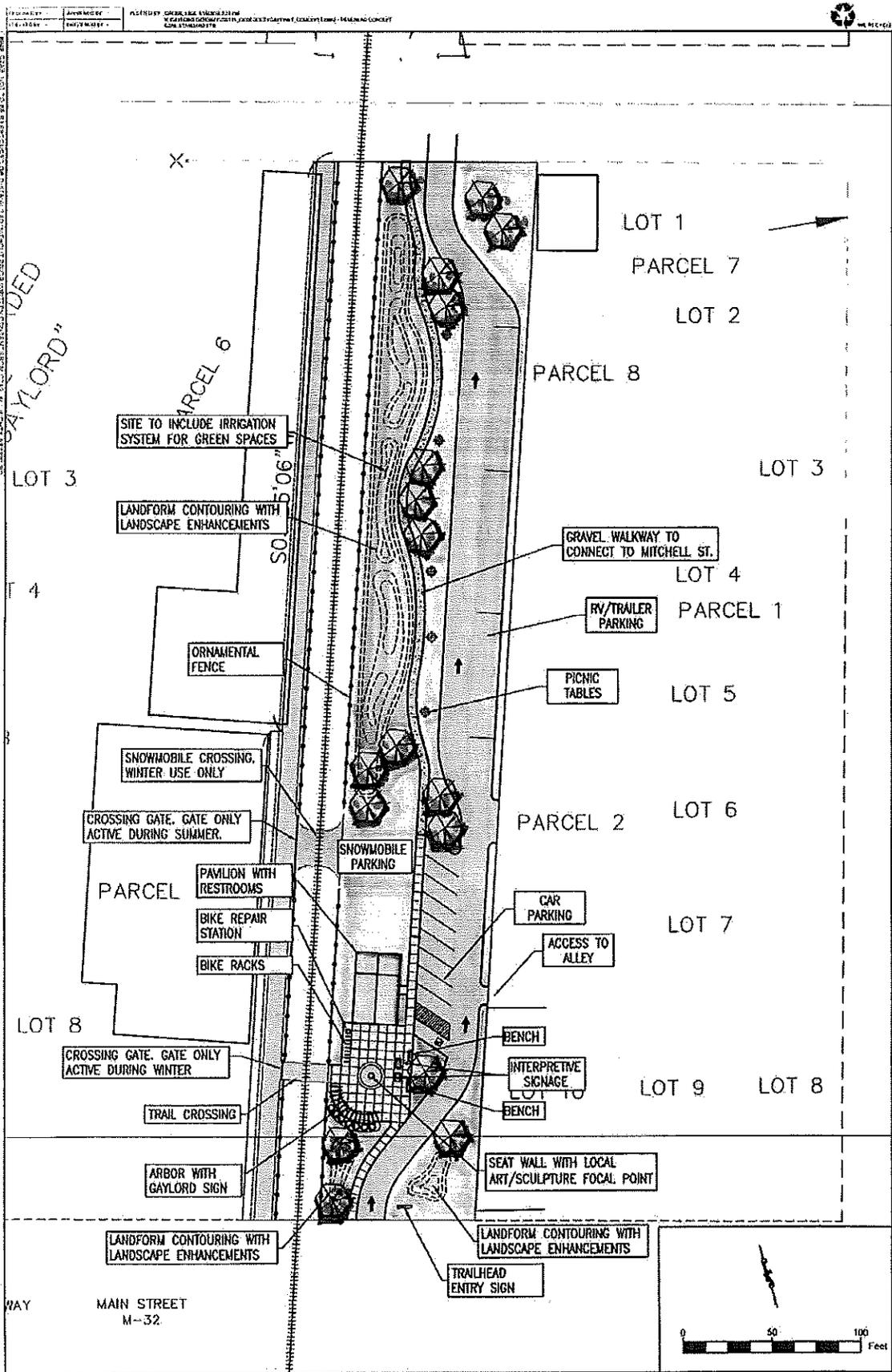
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IRON BELLE TRAIL GAYLORD GATEWAY TRAILHEAD



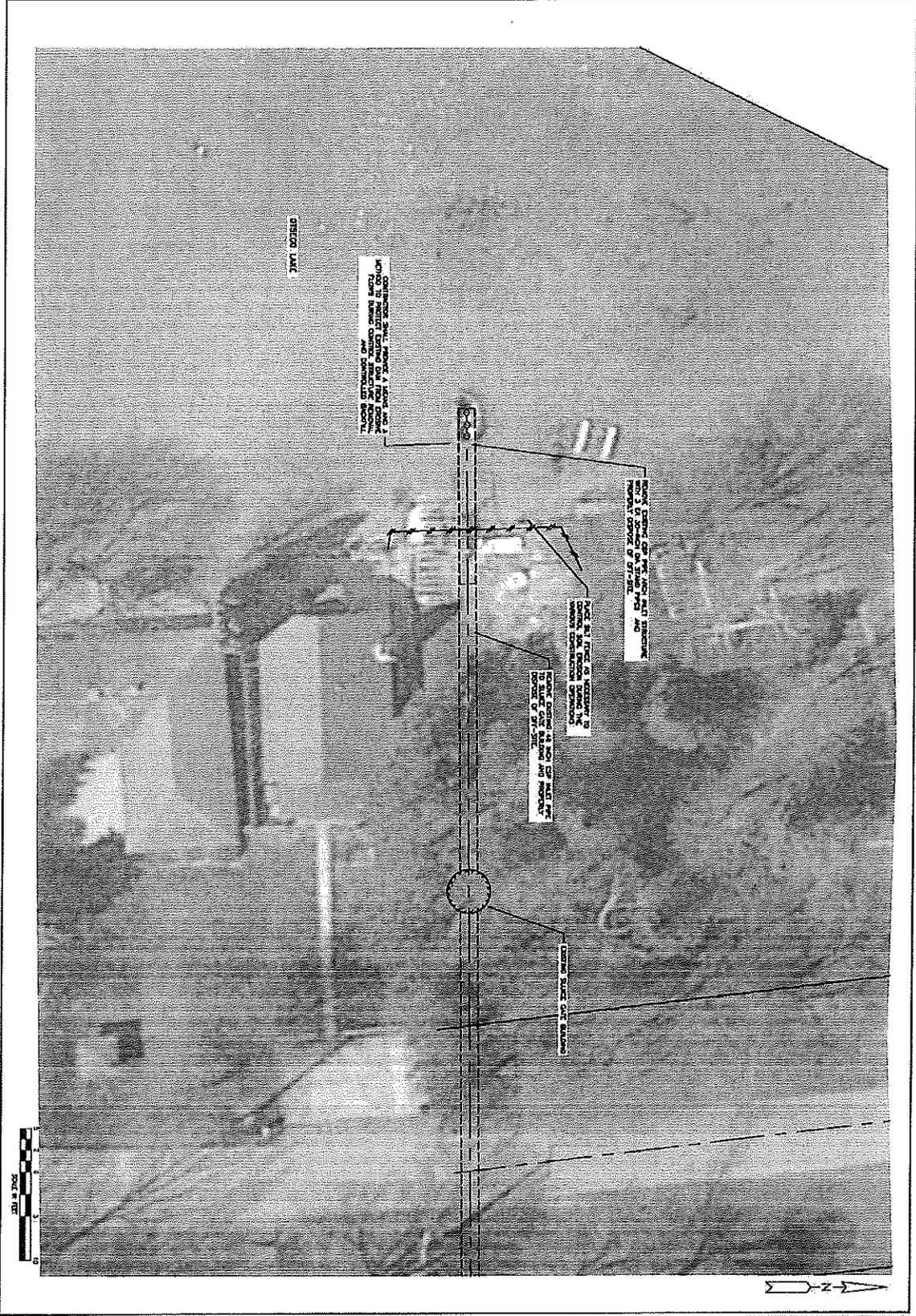
- Agency: Otsego County
- Project Type: New Construction
- Year(s) of Project: 2020
- Project Description:
 - The Iron Belle Trailhead will be built on the east side of the railroad tracks between Main and Mitchell streets. The project is part of the Iron Belle Trail expansion and will include a pavilion 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



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

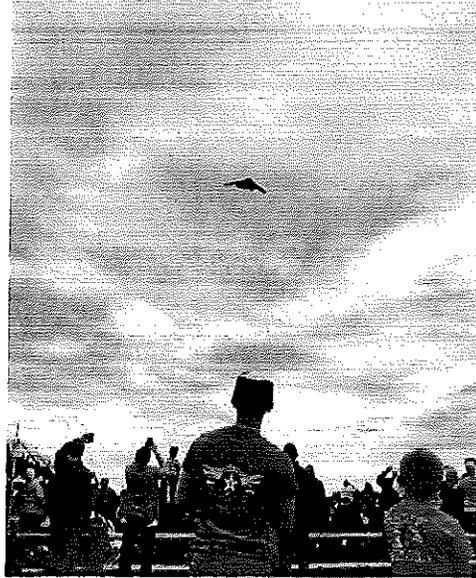




<p>C-1</p>	<p>OTSEGO COUNTY 225 WEST MAIN ST GAYLORD, MICHIGAN 49734 OTSEGO LAKE OUTLET CONTROL STRUCTURE REMOVALS AND DEMOLITION SITE PLAN</p>	 <p>WADE TRIM 1001 S. Main St., Suite 1 Gaylord, MI 49735 Phone: 616.932.1111 Fax: 616.932.1112</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">REV</th> <th style="width: 10%;">DATE</th> <th style="width: 60%;">DESCRIPTION</th> <th style="width: 10%;">BY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	REV	DATE	DESCRIPTION	BY																																								
REV	DATE	DESCRIPTION	BY																																												

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



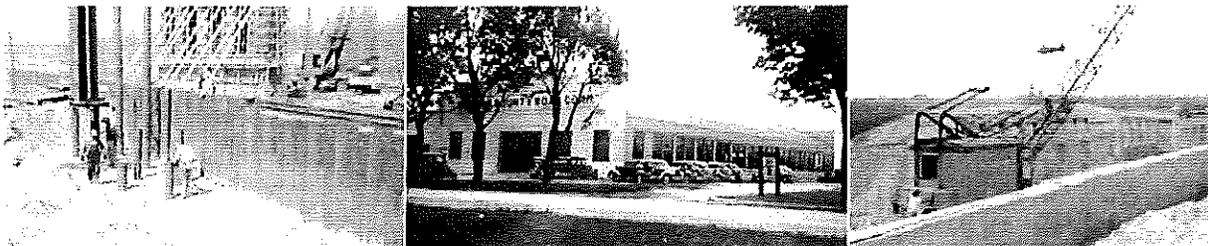
GAYLORD REGIONAL AIRPORT REHABILITATE RUNWAY 9-27



- 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

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

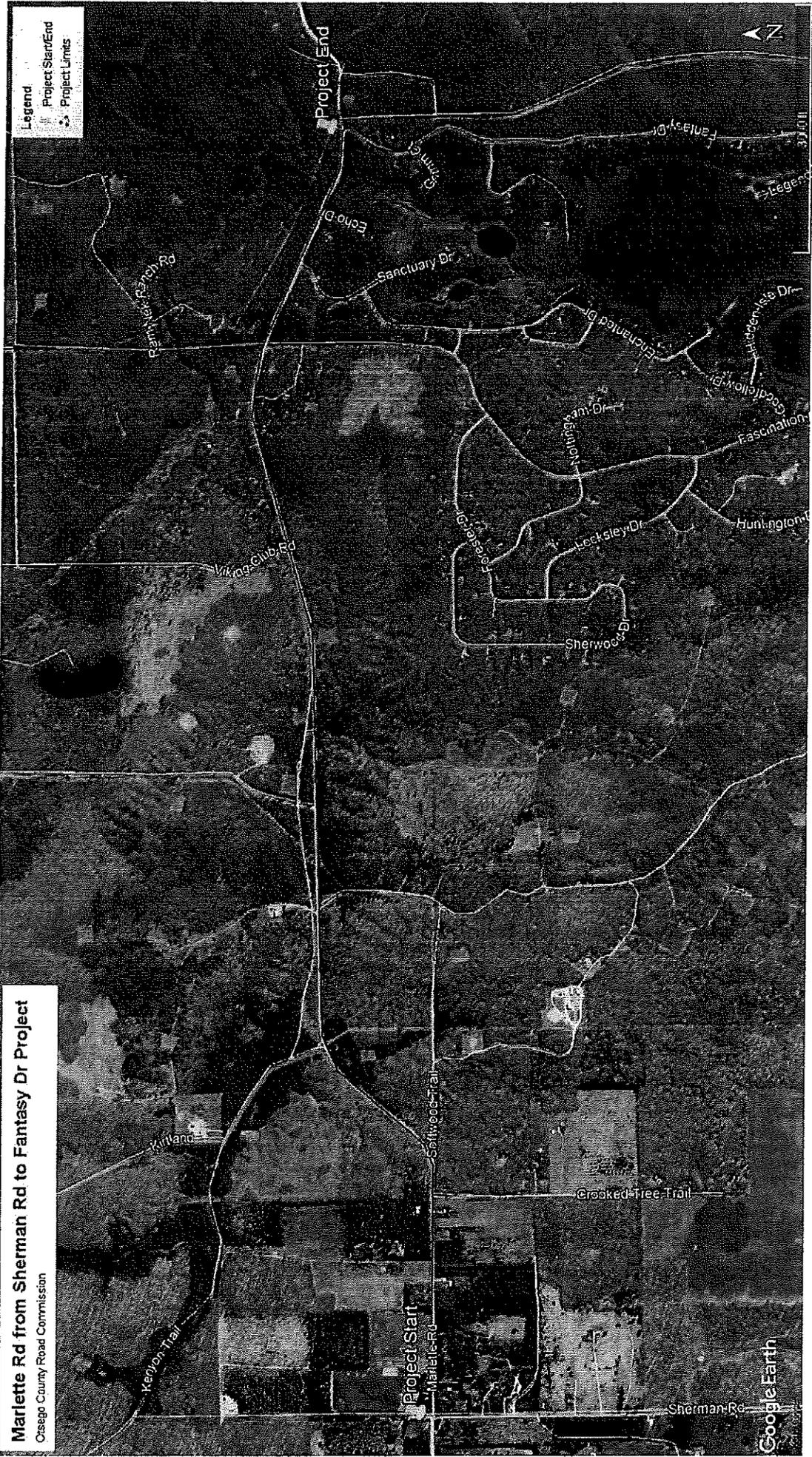


Marlette Rd from Sherman Rd to Fantasy Dr Project

Ozsego County Road Commission

Legend

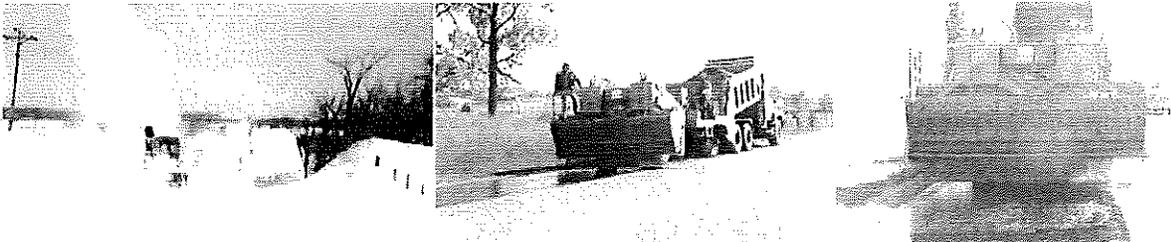
- Project Start
- Project End
- Project Limits



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
Onsego County Road Commission

Legend
- - - Project Start/End
... Project Limits

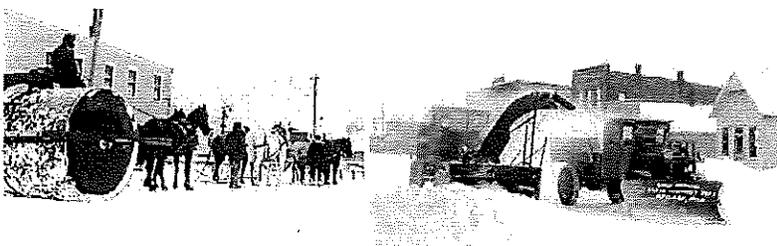
Project Start

Project End

Google Earth

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



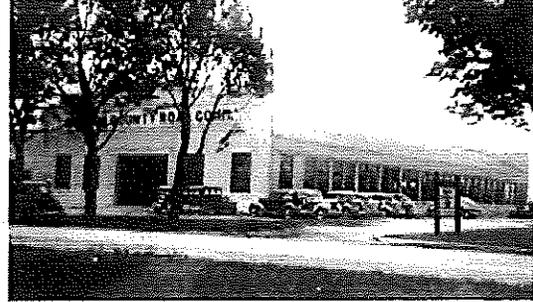


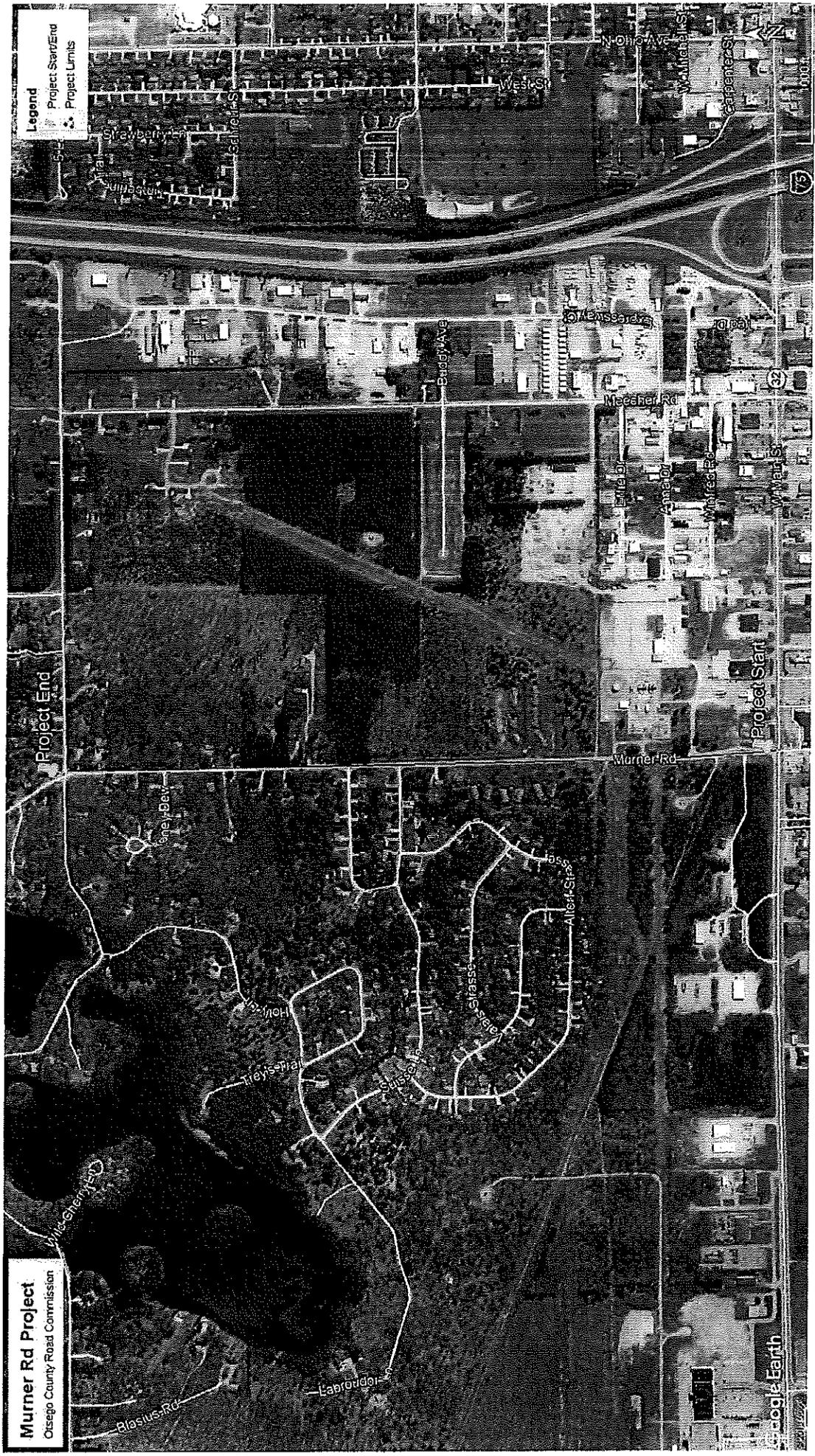
Marlette Rd from Old 27 to Sherman Rd Project
Orsego County Road Commission

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





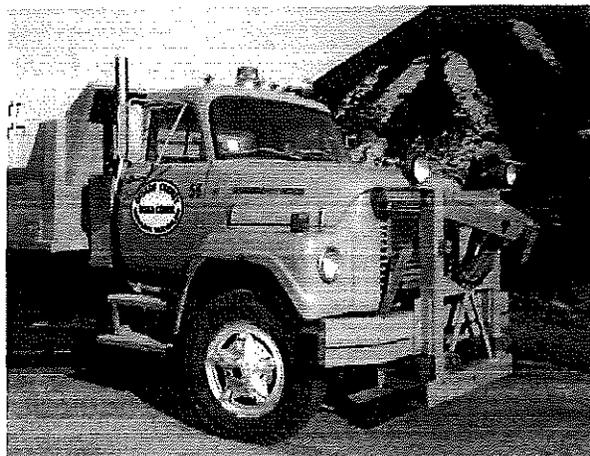
Legend
Project Start/End
Project Limits

Murner Rd Project
Otsego County Road Commission

Google Earth

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



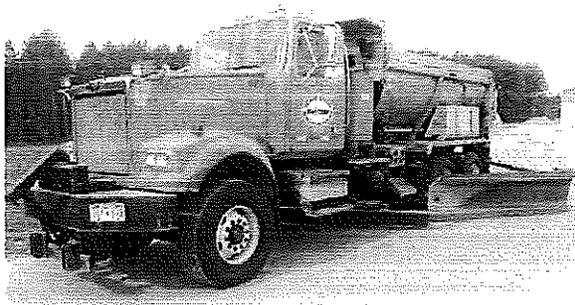


Wilkinson Rd Project
Cassago County Road Commission

Legend
Project Start/End
Project Limits

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





Hallock Rd Project
Osage County Road Commission

Legend
Project
Project Limits

Project Start

Project End

Ordway Rd

Palmateer Rd

Hallock Rd

Cynthia Ln

Regan Ln

Google Earth

1000 ft

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 95%; 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			
Mummer 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	\$ 1,515,000	\$ 825,000