



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, January 14, 2020 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 December 17, 2019 with attachments and the Regular Minutes of January 2, 2020 - Motion to Approve
- B. Otsego County Brownfield Redevelopment Authority Committee Recommendation for two Reappointments- (Kassuba and Kellogg) All Terms Expiring 12/31/2022- Motion to Approve
- C. OCR 20-01 for MERS Defined Contribution Plan Adoption Agreement - Non-Union and Elect Appt Supvrs Hired on or after 1.1.20- Motion to Approve
- D. OCR 20-02 for MERS Defined Contribution Plan Adoption Agreement - Court Groups Hired on or after 1.1.20- Motion to Approve
- E. OCR 20-03 Amendment for the Teamsters Clerical Post Employment Healthcare Savings Program- Motion to Approve

Committee Reports

- A. Personnel Report
 1. Update for the Employee Handbook Retirement Wording
- B. Brownfield Redevelopment Authority Committee
 1. Wolverine Power Co-Op Request

Administrator's Report

Department Head Report

Special Presentations

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 1. December 17, 2019 Warrant
 2. December 26, 2020 Warrant
 3. January 7, 2020 Warrant
 4. January 14, 2020 Warrant
- B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Regular Minutes of December 17, 2019 with attachments and the Regular Minutes of the January 2, 2020 Organizational Meeting	AGENDA DATE: January 14, 2020
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 December 17, 2019 and the Regular Minutes of the January 2, 2020 Organizational Meeting, with attachments.

December 17, 2019

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

Roll Call:

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

Absent: Bruce Brown.

Consent Agenda:

Motion by Commissioner Duane Switalski, seconded by Commissioner Rob Pallarito, to approve the Regular minutes of November 26, 2019 with attachments. Ayes: Unanimous. Motion carried.

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

Court Appointed Attorney Contracts was removed from the agenda.

Motion by Commissioner Duane Switalski, seconded by Commissioner Rob Pallarito of 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. Ayes: Unanimous. Motion carried.

Special Presentations: None.

Department Head Reports: None.

Truth in Taxation Hearing opened at 9:33 a.m.

Truth in Taxation Hearing closed at 9:36 a.m.

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to approve OCR 19-26, 2020 Budget and Appropriations Act.

Roll Call Vote:

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

Nays: Henry Mason.

Absent: Bruce Brown.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Duane Switalski, to approve the budget amendment for \$37,500 to provide for the County's portion of the 50/50 cost-share arrangement to upgrade the emergency communications equipment for Charlton Township. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Henry Mason, to approve the budget amendment for \$8,000 for legal expenses. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Doug Johnson, to approve the budget amendment of \$10,572 for the remainder of the campground electrical upgrade project, in keeping with the approved project total of \$58,611. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the budget amendment for the technology equipment purchase for the HR, Finance and Sheriff Departments totaling \$12,859. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to approve the repayment plan requested by the Otsego County Fire Department for its half of the emergency communication equipment purchase, \$116,670 and to allow the OCFD to pay \$60,000 immediately and to pay remaining balance of \$56,670 in full by September 30, 2020, in the form of a short-term, non-interest-bearing loan. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Henry Mason, to award Wolverine Fireworks Display, Inc., the three-year contract for the Otsego Lake Fourth of July fireworks for the three-year total of \$49,575. Ayes: Unanimous. Motion carried.

Motion by Commissioner Doug Johnson, seconded by Commissioner Duane Switalski, to approve the contract with C2AE for engineering services for the planned 2020 Groen Nature Preserve Capital Projects. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

Rachel Frisch reported 1-2-20 is the organizational meeting; thanked all Department heads and elected officials, Mel and Trisha for the hard work on the budget; 1-23-20 Awards Banquet, Chamber of Commerce; ice tree is up; Christmas tree in the hallway of the County Building was donated by Walmart; 2-14-20 Economic Alliance partner's meeting; 4-16-20 Economic Alliance pitch night.

City Liaison, Township & Village Representative: None.

Correspondence: None

New Business:

New Business:

Motion by Commissioner Rob Pallarito, seconded by Commissioner Ken Glasser, to approve the December 3, 2019 Warrant in the amount of \$156,628.83 and two voided checks. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Doug Johnson, to approve the December 10, 2019 Warrant in the amount of \$216,394.43. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Henry Mason, to approve the December 17, 2019 Warrant in the amount of \$416,190.79. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Commissioner Bruce Brown arrived at 9:55 a.m.

Board Remarks:

Commissioner Duane Switalski reported the Charlton Township Clerk, Ivan Maschke, retired after 41 years of service; Charlton Township Treasurer accepting credit card payments; Successful elk hunt.

Commissioner Julie Powers no report.

Commissioner Henry Mason concerned about the airport hangar price; wished everyone a Merry Christmas.

Commissioner Rob Pallarito wished everyone a Merry Christmas and a Happy New Year.

Commissioner Ken Glasser wished everyone a Merry Christmas and a Happy New Year.

Commissioner Bruce Brown wished everyone a Merry Christmas and a Happy New Year.

Commissioner Paul Liss wished everyone a Merry Christmas and a Happy New Year.

Commissioner Doug Johnson thanked staff, wished everyone a Merry Christmas and a Happy New Year.

Commissioner Ken Borton wished everyone a Merry Christmas and a Happy New Year.

Motion by Commissioner Paul Liss, seconded by Commissioner Rob Pallarito to enter into closed session at the appropriate time for strategy and negotiations connected with the negotiation of a collective bargaining agreement in accordance with the open meeting act, being MCL 15.268(c).

(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement.

Roll Call Vote:

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

Nays: None.

Motion carried.

Entered into closed session at 10:07 a.m.

Returned to open session at 10:25 a.m.

Motion by Commissioner Paul Liss, seconded by Commissioner Rob Pallarito, to ratify the proposed Teamsters Clerical Union collective bargaining agreement for 2020-2022 and to approve OCR 19-30 MERS Defined Contribution Plan Adoption Agreement-Teamsters Clerical Unit.

Roll Call Vote:

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

Nays: None.

Motion carried/Resolution adopted. (see attached)

Meeting adjourned at 10:25 a.m.

Kenneth C. Borton, Chairman

Dana Stubli, Deputy 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 28
February 11
February 25
March 10
March 26th **(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 15th **(One Meeting Held This Month)*

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 Green 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.

AND FURTHER BE IT RESOLVED,

That the Chairman of the Otsego County Board of Commissioners be authorized to sign said document.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Ken Borton, Chairman
Otsego County Board of Commissioners

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
) ss.
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 a regular meeting held on the 17TH day of December, 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 that minutes of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2019

**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 <u>PROPOSED BUDGET</u>	2020 <u>PROPOSED BUDGET</u>	
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 Health 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 - 175 Sign Fund	\$ 500	\$ 500	0.00%
595	Jail Commissary	\$ 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%
		\$ 3,726,103	\$ 3,206,313	-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%
		\$ 5,024,947	\$ 2,011,832	-59.96%

TOTAL COUNTY BUDGET, WITHOUT COMPONENT UNITS

\$ 26,684,723	\$ 23,683,507	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%
		\$ 18,976,264	\$ 18,991,133	0.08%

TOTAL COUNTY BUDGET, INCLUDING COMPONENT UNITS

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



**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	\$	\$


 Department Head Signature 12/10/19
Date

Finance Department	
Entered:	
By:	

Administrator's Signature Date

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



123 W. Main St. Suite 200
Gaylord, MI 49735
O: 989.732.8131
www.c2ae.com

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.

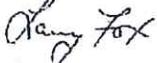
If the terms as stated in this proposal are acceptable, along with the attached Standard Contract Provisions,

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/JII

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.

MERS Defined Contribution Plan Adoption Agreement



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

www.mersofmichigan.org

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 # 16 and/or current Hybrid division # HE

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 Local #214 Clerical Unit Employees hired on or after 1/1/20

(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 3 % to 10 % 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 _____% 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

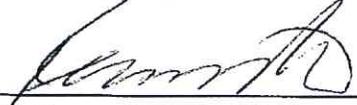
1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant 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 17 day of December, 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)

**MERS Defined Contribution
Matching Employer Contribution Addendum**



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by Otsego County Name of Participating Employer
for GNRL Local 214 Teamsters Clerical of 16/HE
Employee Group Division Code

The Addendum modifies the Adoption Agreement by providing for employer matching contributions to the Program.

The Participating Employer will make matching contributions into the Defined Contribution Plan based on (CHECK ALL THAT APPLY):

- Each Employee's election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
- Each Employee's one-time election of required employee contribution for MERS Defined Contribution.

The Participating Employer elects to make employer matching contributions as follows:

The Participating Employer shall make employer matching contributions based on the Employee election(s) indicated above using the following matching contribution formula (**check and complete Percentage or Flat Dollar**):

- Percentage:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute 3-5 % of the Employee contribution amount.
For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.
- Flat Dollar:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute \$_____ per payroll period.

Optional: The Participating Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Participating Employer elects the following cap on its matching contribution (**check and complete one of the below**):

- Flat Dollar Cap:** In no event will matching contributions made on behalf of an Employee exceed \$_____ per _____ (pay period / year / etc.)
- Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of an Employee exceed _____% of the Employee's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of Employees' income).

January 2, 2020

The organizational 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 9:31 a.m. by Chairman Ken Borton. Invocation by Commissioner Ken Glasser, followed by the Pledge of Allegiance led by Commissioner Bruce Brown.

Roll Call:

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

Excused: Julie Powers.

New Business:

Commissioner Ken Glasser nominates Doug Johnson for Vice-Chairperson.

Commissioner Doug Johnson nominates, Rob Pallarito for Vice-Chairperson.

Roll Call Vote:

Henry Mason voted for Rob Pallarito, Paul Liss voted for Doug Johnson, Duane Switalski voted for Rob Pallarito, Rob Pallarito voted for Rob Pallarito, Ken Glasser voted for Doug Johnson, Doug Johnson voted for Rob Pallarito, Ken Borton voted for Doug Johnson, Bruce Brown voted for Doug Johnson. Tie vote.

Roll Call Vote:

Henry Mason voted for Doug Johnson, Paul Liss voted for Doug Johnson, Duane Switalski voted for Rob Pallarito, Rob Pallarito voted for Rob Pallarito, Ken Glasser voted for Doug Johnson, Doug Johnson voted for Rob Pallarito, Ken Borton voted for Doug Johnson, Bruce Brown voted for Doug Johnson.

Doug Johnson elected Vice-Chairperson.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Rob Pallarito wished everyone a Happy New Year.

Commissioner Ken Glasser had no report.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss wished everyone a Happy New Year.

Commissioner Duane Switalski wished everyone a Happy New Year; Board assignments.

Commissioner Henry Mason wished everyone a Happy New Year.

Commissioner Ken Borton wished everyone a Happy New Year; Board assignments.

Rachel Frisch thanked Denise Pallarito for spearheading Citizens for a Safer Otsego County committee.

Meeting adjourned at 9:46 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



January 14, 2020 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: Otsego County Brownfield Redevelopment Authority Committee Reappointment	AGENDA DATE: November 12, 2019
AGENDA PLACEMENT: Consent Agenda, Item B.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects & Grants Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Otsego County Brownfield Redevelopment Authority Committee is recommending reappointment of Mr. Kassuba and Ms. Kellogg to the Brownfield Redevelopment Authority Committee with both terms expiring 12/31/2022.

RECOMMENDATION:

The Otsego County Brownfield Redevelopment Authority Committee recommends the reappointment of Mr. Kassuba and Ms. Kellogg to the Brownfield Redevelopment Authority Committee.



Otsego
COUNTY
M I C H I G A N

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

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

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

Otsego County Brownfield Redevelopment Authority
Committee

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

Please print or type.

Name: Vernon J. Kassuba

Address: PO Box 334 6684 AIRPORT Road Zip Code 49795
Vanderbilt Michigan

Telephone: (989) 983-3993 **Other:** (989) 370-7110

Email address: vjkassuba@hotmail.com

Date available for appointment immediate

County Commission District 3

Are you a registered voter in Otsego County? Yes No

If yes, which (township) city or village? Corwith Township

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

Community Service

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

(Supervisor/Assessor)
Current: Corwith Township; Brownfield Redevelopment Committee,
Knights of Columbus Council #6092, Holy Redeemer Church
finance council,

Employment and Education

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

Michigan Certified Assessing Officer RB215
Knowledgeable in tax abatements, land use, market values
Pipeline trainings, etc.

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

Personal

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

If yes, please indicate potential conflicts.

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

Yes No

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

Served on Brownfield Redevelopment Committee since it began. To help develop good economic projects that fit well with our environment. Underground pipeline & awareness of potential hazards related.

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

Wm J Kossuba
Signature

12-16-19
Date

Mail or return your completed application to: **Otsego County
Attn: County Administration
225 West Main Street, Room 203
County Building
Gaylord, MI 49735**

You may email your completed application to: **appt_boc@otsegocountymi.gov**

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



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

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

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

Brownfield Redevelopment Authority

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

Please print or type.

Name: Jan Kellogg

Address: 3487 Sturgeon Valley Rd. E, Vanderbilt, MI Zip Code 49795

Telephone: 989-370-2347 Other: _____

Email address: thelogs@gmail.com

Date available for appointment any time

County Commission District Corwith Township

Are you a registered voter in Otsego County? Yes No

If yes, which township, city or village? Corwith Township

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

Community Service

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

Northern Homes Community Development Corp.

Women's Resource Center of Northern Michigan

Gaylord Area Council for the Arts

Otsego County Brownfield Redevelopment Authority

Employment and Education

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

I was a economic and community development specialist for various economic development organizations for over 30 years.

The most recent organization I worked for in that capacity was Northern Lakes Economic Alliance - a four-county

economic development organization located in Boyne City.

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

Personal

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

If yes, please indicate potential conflicts.

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

Yes No

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

Duties of my position as economic and community development specialist included working with communities on setting up BRA's and working with companies and the State on procuring brownfield incentives to redevelop contaminated properties.

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



Signature

November 6, 2019

Date

Mail or return your completed application to:

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

You may email your completed application to:

appt_boc@otsegocountymi.gov

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

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 20-01 for MERS Defined Contribution Plan Adoption Agreement-Non Union and Elected Supervisors	AGENDA DATE: January 14, 2020
AGENDA PLACEMENT: Consent Agenda, Item C.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Trisha Adam, Human Resources Director / Asst County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The MERS Retirement Plan for the General Non-Union and Elected Appt Supervisors groups will be a MERS Defined Contribution Plan for employees hired on or after January 1, 2020.

RECOMMENDATION:

Staff requests Board approval of OCR 20- 01 MERS Defined Contribution Plan Adoption Agreement for General Non Union and Elected Appt Supervisors groups effective 1.1.2020.

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.mersofmich.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 # 01, 13 and/or current Hybrid division # HA, HB

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 General Non Union and Elect Appt Supvrs that work 30 regularly scheduled hours or more per week hired on or after 1/1/20
(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 10 % 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 _____% 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 14 day of January 14, 2020.
(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)

MERS Defined Contribution Matching Employer Contribution Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by Otsego County Name of Participating Employer
 for 13/HB (Elected Appt Supvrs) Hired on or after 1/1/20 of _____
Employee Group Division Code

The Addendum modifies the Adoption Agreement by providing for employer matching contributions to the Program.

The Participating Employer will make matching contributions into the Defined Contribution Plan based on (CHECK ALL THAT APPLY):

- Each Employee's election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
- Each Employee's one-time election of required employee contribution for MERS Defined Contribution.

The Participating Employer elects to make employer matching contributions as follows:

The Participating Employer shall make employer matching contributions based on the Employee election(s) indicated above using the following matching contribution formula (**check and complete Percentage or Flat Dollar**):

- Percentage:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute 100 % of the Employee contribution amount.
For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.
- Flat Dollar:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute \$ _____ per payroll period.

Optional: The Participating Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Participating Employer elects the following cap on its matching contribution (**check and complete one of the below**):

- Flat Dollar Cap:** In no event will matching contributions made on behalf of an Employee exceed \$ _____ per _____
(pay period / year / etc.)
- Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of an Employee exceed 8 % of the Employee's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of Employees' income).

Employee contributes 3-10%, ER matches up to 8%

MERS Defined Contribution Matching Employer Contribution Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by Otsego County
Name of Participating Employer
for 01/HA (Gnrl Non Union) of _____
Employee Group Division Code

The Addendum modifies the Adoption Agreement by providing for employer matching contributions to the Program.

The Participating Employer will make matching contributions into the Defined Contribution Plan based on (CHECK ALL THAT APPLY):

- Each Employee's election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
- Each Employee's one-time election of required employee contribution for MERS Defined Contribution.

The Participating Employer elects to make employer matching contributions as follows:

The Participating Employer shall make employer matching contributions based on the Employee election(s) indicated above using the following matching contribution formula (**check and complete Percentage or Flat Dollar**):

- Percentage:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute 100 % of the Employee contribution amount.
For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.
- Flat Dollar:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute \$ _____ per payroll period.

Optional: The Participating Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Participating Employer elects the following cap on its matching contribution (**check and complete one of the below**):

- Flat Dollar Cap:** In no event will matching contributions made on behalf of an Employee exceed \$ _____ per _____
(pay period / year / etc.)
- Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of an Employee exceed 5 % of the Employee's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of Employees' income).

Employee contributes 3-10%, ER matches up to 5%

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 20-02 for MERS Defined Contribution Plan Adoption Agreement- Court Groups	AGENDA DATE: January 14, 2020
AGENDA PLACEMENT: Consent Agenda, Item D.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Vicki Courterier, Court Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The MERS Retirement Plan for the Court General Non-Union and Management groups will be a MERS Defined Contribution Plan for employees hired on or after January 1, 2020.

RECOMMENDATION:

Staff requests Board approval of OCR 20-02 MERS Defined Contribution Plan Adoption Agreement for Court General Non Union and Management groups effective 1.1.2020.

MERS Defined Contribution Plan Adoption Agreement



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

www.mersofmich.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 Judicial System Municipality #: 6902-03

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 # 14, 17 and/or current Hybrid division # HD

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 General Non Union and Mgt that work 30 regularly scheduled hours or more per week hired on or after 1/1/20

(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 10 % 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 _____% 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 14 day of January 14, 2020.
(Name of Approving Employer)

Authorized signature: _____

Title: Court Administrator, Victoria Courterier

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

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

MERS Defined Contribution Matching Employer Contribution Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by Otsego County Judicial System
Name of Participating Employer
for Court Administrator & Finance Director of _____
Employee Group Division Code

The Addendum modifies the Adoption Agreement by providing for employer matching contributions to the Program.

The Participating Employer will make matching contributions into the Defined Contribution Plan based on (CHECK ALL THAT APPLY):

- Each Employee's election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
- Each Employee's one-time election of required employee contribution for MERS Defined Contribution.

The Participating Employer elects to make employer matching contributions as follows:

The Participating Employer shall make employer matching contributions based on the Employee election(s) indicated above using the following matching contribution formula (**check and complete Percentage or Flat Dollar**):

- Percentage:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute 100 % of the Employee contribution amount.
For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.
- Flat Dollar:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute \$_____ per payroll period.

Optional: The Participating Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Participating Employer elects the following cap on its matching contribution (**check and complete one of the below**):

- Flat Dollar Cap:** In no event will matching contributions made on behalf of an Employee exceed \$_____ per _____
(pay period / year / etc.)
- Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of an Employee exceed 8 % of the Employee's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of Employees' income).

Employee contributes 3-10%, ER matches up to 8%

MERS Defined Contribution Matching Employer Contribution Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 www.mersofmich.com

This is an Addendum to the Adoption Agreement completed by Otsego County Judicial System
Name of Participating Employer
 for 14, 17 & HD (Gnrl Non Union) of _____
Employee Group Division Code

The Addendum modifies the Adoption Agreement by providing for employer matching contributions to the Program.

The Participating Employer will make matching contributions into the Defined Contribution Plan based on (CHECK ALL THAT APPLY):

- Each Employee's election to defer salary under the MERS 457 program (or any other qualified plan outside of MERS).
- Each Employee's one-time election of required employee contribution for MERS Defined Contribution.

The Participating Employer elects to make employer matching contributions as follows:

The Participating Employer shall make employer matching contributions based on the Employee election(s) indicated above using the following matching contribution formula (**check and complete Percentage or Flat Dollar**):

- Percentage:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute 100 % of the Employee contribution amount.
For example, if an Employer elects a 50% match, then for every \$10 the participant defers to the Program, the Employer will contribute \$5 to the Program.
- Flat Dollar:** For each payroll period in which Employee contributions described above are made, the Participating Employer will contribute \$ _____ per payroll period.

Optional: The Participating Employer elects to establish a cap on its matching contributions, so that the match amount cannot exceed a certain amount. The Participating Employer elects the following cap on its matching contribution (**check and complete one of the below**):

- Flat Dollar Cap:** In no event will matching contributions made on behalf of an Employee exceed \$ _____ per _____ (pay period / year / etc.)
- Cap Equal to Percentage of Total Compensation:** In no event will matching contributions made on behalf of an Employee exceed 5 % of the Employee's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of Employees' income).

Employee contributes 3-10%, ER matches up to 5%

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 20-03 - Amendment for the Teamsters Clerical MERS Post Employment Healthcare Savings Program.	AGENDA DATE: January 14, 2020
AGENDA PLACEMENT: Consent Agenda, Item E.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Trisha Adam, Asst. County Administrator/HR Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The MERS Post Employment Healthcare Savings Program Participation Agreement for the Teamsters Local #214 Clerical group needs to be amended to conform with the new Collective Bargaining Agreement between Otsego County and the Teamsters Local #214 Clerical Unit effective January 1, 2020.

RECOMMENDATION:

Staff requests approval of the attached updates OCR 20-03 to the MERS Participation Agreement for the Teamsters Local #214 Clerical Unit Post Employment Healthcare Savings Program.

**MERS Health Care Savings Program
Participation Agreement**



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

I. PARTICIPATING EMPLOYER

Employer Name: Otsego County
(Name of municipality or court)
Municipality Number: 6902-01 Division Number: 300436

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

(Date)
2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: April 1, 2009
(Date)

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

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

Teamsters Clerical Local #214 Unit Employees who are normally scheduled to work thirty (30) or more hours per week
(Name/s of HCSP covered group/s)

Note: To maintain the tax-favored status of the employer's Health Care Savings Program and to comply with federal law, the Employer may not provide coverage or benefit levels to highly-compensated employees that are not provided to non highly-compensated employees.

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Employer, to be credited to the individual accounts of Eligible Employees as follows (next page):

MERS Health Care Savings Program Participation Agreement

Check one or more (A or B, C and/or D):

- A. **Employer Contributions for Retirees / Former Employees.** Employer contributions may be made according to any frequency. Identify below the contribution formula or amount that will apply to all in this covered group. *Note: If this contribution is selected, Sections B, C, and D do not apply.*

Contribution structure (specify): _____

For active employees, please check one or more below (B, C, and/or D).

- B. **Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify):

\$40 per month

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

- Immediate Vesting upon Participation
- Cliff Vesting: The participant is 100% vested upon _____ year(s).
(Stated years)
- Graded Vesting Percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall:

Check only one:

- Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
- Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- Be transferred to the Retiree Health Funding Vehicle ("RHFV")

MERS Health Care Savings Program Participation Agreement

- C. **Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

\$40 per month

- D. **Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*
- Check here if the covered employee group has the option to direct any/all of the leave conversion lump sum to an existing 457 program.

Check one or more:

- As of remove leave conversion, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
 must be contributed to the HCSP.
- As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
 must be contributed to the HCSP.
- As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
 must be contributed to the HCSP.
- As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
 must be contributed to the HCSP.

MERS Health Care Savings Program Participation Agreement

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the 14 day of January, 2020 at the official meeting held by Otsego County
(Name of approving employer)

Authorized Signature: _____

Name: Kenneth Borton

Title: Chairman, Otsego County Board of Commissioners

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

Dated: _____, 20____

(Authorized MERS signatory)

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

<p>AGENDA ITEM: Otsego County Employee Handbook Retirement Policy Update</p> <p>AGENDA PLACEMENT: Committee Reports A. Personnel Report, Item 1</p> <p>STAFF CONTACT(S): Trisha Adam, Human Resources Director / Asst County Administrator</p>	<p>AGENDA DATE: January 14, 2020</p> <p>ACTION REQUESTED: Motion to Approve</p> <p>ATTORNEY REVIEW: No</p>
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BACKGROUND/DISCUSSION:

The Otsego County Retirement Policy update was reviewed and approved by the Personnel Committee on January 9, 2020. The update established eligibility for the MERS Defined Contribution Plan for Non-Union and Elect Appt Supervisors to be regular full-time and part-time employees hired on or after January 1, 2020, who are normally scheduled to work 30 or more hours per week

RECOMMENDATION:

Staff requests Board approval of the Otsego County Retirement Policy for the Otsego County Employee Handbook.

CURRENT POLICY

RETIREMENT

The County provides a retirement program for its employees with the Municipal Employees' Retirement System of Michigan (MERS). Regular full-time and regular part-time status employees that work 100 hours per month or more are eligible for the retirement program.

PROPOSED POLICY

RETIREMENT

The County provides a retirement program for its employees with the Municipal Employees' Retirement System of Michigan (MERS). Regular full-time and regular part-time status employees that were hired prior to December 31, 2019 who work 100 hours per month or more are eligible for the retirement program. Regular full-time and regular part-time employees hired on or after January 1, 2020, who are normally scheduled to work 30 or more hours per week will participate in the MERS Defined Contribution Plan.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Brownfield Redevelopment Authority Committee	AGENDA DATE: January 14, 2020
AGENDA PLACEMENT: Committee Reports B. Brownfield Redevelopment Authority Committee, Item 2	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Brownfield Redevelopment Authority Committee reviewed and discussed a request from Wolverine Power regarding parcel 061-100-000-109-000, 0.14 acres in Elmira Township, Otsego County. The request is for the Otsego County Board of Commissioners to support the future pursuit of Brownfield incentives, potentially including future tax increments financing, on that parcel.

RECOMMENDATION:

The Brownfield Redevelopment Authority Committee recommends approving the request made by Wolverine Power Cooperation.

Karissa Williams

From: Lisa McComb <lisa@gaylord-otsego.com>
Sent: Thursday, January 9, 2020 2:08 PM
To: Rachel Frisch; Karissa Williams
Subject: Otsego County Brownfield Redevelopment Authority Request
Attachments: Otsego County Brownfield Redevelopment Authority Committee Draft Meeting Minutes 12-17-19.doc

Importance: High

Hello Rachel and Karissa!

Attached are the draft minutes from the last Otsego County Brownfield Redevelopment Authority Committee meeting. At this meeting the Committee made a motion to support Wolverine Power Coop.'s request for support of future brownfield incentives for the recently acquired parcel ID No. 061-100-000-109-000 in Elmira, MI. The next step would be for the County Commissioner's to review the Committee's recommendation that the County support it. On behalf of the Otsego County Brownfield Redevelopment Authority Committee I am requesting that this item be placed on the agenda for the County Commissioner's next meeting scheduled for Tuesday, January 14, 2020.

Wolverine Power Coop. may or may not seek financial assistance related to clean-up of this parcel, and their submitted Brownfield Plan does not request it at this time. This is a pro-active move on their part as they plan for redevelopment of this parcel and adjacent 70 acres in 2020. This motion does not obligate the County to provide financial assistance in the form of tax increment financing, or other incentives, it just support Wolverine Power Coop.'s ability to seek them.

If you would also like a copy of the Brownfield Plan they submitted, I can provide that as well.

Let me know if you need anything else.

Lisa

Lisa McComb, Executive Director

Otsego County Economic Alliance
225 West Main Street, Suite #101
Gaylord, MI 49735
(989) 731-0288 - Direct Line
(989) 731-0289 - Fax Line
www.gaylord-otsego.com

Otsego County Brownfield Redevelopment Authority
Meeting Minutes - Draft
December 17, 2019

Members Present: Norm Brecheisen(Livingston Township Supervisor), Rachel Frisch(Otsego County Administrator), Paul Liss (Otsego County Commissioner Representative), Vern Kassuba(Corwith Township Supervisor), Lisa McComb (Otsego County Economic Alliance)

Absent: Jan Kellogg(Village of Vanderbilt Rep.)

Guests: Chris Churches (Otsego County Director of Planning & Zoning)
Ken Bradstreet(Consultant – Wolverine Power Coop.), Steve Johnson(City of Gaylord Council Member), Brian Warner – (Wolverine Power Coop. Representative)

Meeting was called to order by Norm Brecheisen at 5:02 pm. Guests and Authority members were introduced.

I. October 30, 2019 Draft Meeting Minutes – The October 30, 2019 draft meeting minutes were reviewed. Paul Liss motioned to approve the minutes as presented with a second by Norm Brecheisen. Discussion: None. **Motion Approved.**

II. New Business

A. Brownfield Plan Amendment Review and Request (Elmira, MI) Parcel owned by Wolverine Power Cooperative

Brian Warner reviewed the information presented in the Brownfield Plan Amendment Proposal created by Fishbeck Engineers (Grand Rapids, MI) for the recently acquired parcel - parcel ID No. 061-100-000-109-00 (.14 acres) Division Street, Elmira, that was purchased through public auction through the foreclosure process from Otsego County on November 8, 2019. Mr. Warner explained that it is anticipated that this property will be assembled with adjacent parcels located in Antrim County that collectively will be redeveloped into a service center/rail site. Mr. Warner referenced the Brownfield Plan noting that with direct access (which occurs in front of this parcel) to an active rail line spur, Wolverine will be able to efficiently off load and transport power poles, transformers, and other electric transmission materials. This facility will create 10-15 new service center jobs at the adjacent Antrim County property. Developer investment for the new service center is expected to be approximately \$4,000,000. Redevelopment is expected to commence in late 2020/early 2021.

Mr. Warner noted that at a future date Wolverine Power Coop. may seek tax increment financing from available state and local taxes as applicable for eligible activities at the parcel, including pre-approved environmental due diligence, demolition, due care/response activities, contingency, and brownfield plan amendment preparation.

At this time an environmental Phase I and II have been performed by Fishbeck on the parcel in which the presence of petroleum-based contaminants in the soil were identified which qualifies the parcel as a “facility” and “eligible property” for brownfield financing under Michigan Public Act 381 of 1996. Wolverine Power Coop. requests that the parcel

be added to Otsego County's Brownfield Plan. Ms. McComb stated that Otsego County does not have a Brownfield Plan, but rather chooses to look at each Brownfield development and plan individually as it is presented. Mr. Warner requested that the Otsego County Brownfield Redevelopment Authority review the presented Brownfield Plan Amendment for support and recommendation to the County for future pursuit of tax increment financing or other brownfield incentives through the County. Ms. McComb noted that no capture of tax increment revenue is proposed at this time. Since the property has been owned by the County, and therefore is tax exempt, Wolverine Power Coop. will pay taxes in 2020 based on the new assessment.

All Guests were excused at 5:35 p.m. - Ken Bradstreet, Steve Johnson, and Brian Warner left.

Motion made by Norm Brecheisen, seconded by Paul Liss to recommend that Otsego County Commissioners support the future pursuit of tax increment financing or other brownfield incentives for parcel ID No. 061-100-000-109-00 as Wolverine Power Cooperative redevelops this parcel for inclusion with adjacent parcels located in Antrim County for a creation of a new service center. Discussion: The Committee discussed the extensive financial investment made into Otsego County by Wolverine Power Cooperative over the past 15 years both in the City of Gaylord and Elmira Township and the positive experiences it has had working with Wolverine Cooperative as a community partner. Vote: Yes – Brecheisen, Frisch, Liss, Kassuba and McComb, No – None. Motion Passes

Lisa will forward the draft minutes to the Otsego County Administrative offices for presentation in January 2020 at a County Commissioner's meeting seeking their support for future pursuit of tax increment financing or other brownfield incentives for parcel ID No. 06-100-000-109-00.

Vern Kassuba left the meeting at 5:40 pm.

B. OCBRA Brownfield Project Priorities.

The Committee reviewed a listing of identified brownfield sites in Otsego County that Lisa provided obtained off of the Michigan Department of Environment, Great Lakes, and Energy's (EGLE) website. Lisa noted that only sites that have submitted a Brownfield Plan to EGLE are included on the website. The Committee provided additional sites that would qualify under Brownfield eligibility. Lisa will put together a priority listing of sites for review at the next meeting to assist in future brownfield financing requests and consideration.

III. Old Business

- **MEDQ Loan Update** – Otsego County Treasurer's office has processed the check for \$85,093.42 for full pay-off of the MDEQ Loan that the County took out in 2014 for the redevelopment of the former Elmer's property. Lisa noted that this was a 10 year note and it is paid off 5 years early. The Treasurer's office will provide proof of payment to the Committee once they receive it.
- **OCBRA Brownfield Account Balance** – Lisa noted that once the Treasurer's office provides notice that the check above has cleared and the loan is paid in full, they will provide a current account balance in the Brownfield Account to the Committee in order to be able to make future recommendations for funding County Brownfield projects.

**IV. Otsego County Brownfield Redevelopment Authority Committee
Membership and Terms**

Jan Kellogg has completed her application and submitted it to the Otsego County Administrator's office for re-appointment to the Otsego County Brownfield Authority Committee. Vern Kassuba just completed his application and submitted it to the Otsego County Administrator's office for re-appointment to the Otsego County Brownfield Authority Committee. Both applications will be presented to the Otsego County Commissioner's at their January 14, 2020 meeting for review and re-appointment.

Paul Liss made a motion to adjourn the meeting at 5:57 pm., seconded by Rachel Frisch

I, Norm Brecheisen, Chairman , do hereby certify to the above minutes which were taken at a regular meeting of the Otsego County Brownfield Redevelopment Authority, held on Tuesday, December 17, 2019 at the Otsego County Economic Alliance, Inc.'s offices located at 225 W. Main Street, Suite 105, Gaylord, MI 49735

Norm Brecheisen, Chairman

**OTSEGO COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY**

BROWNFIELD PLAN AMENDMENT

FOR

**PARCEL NO: 061-100-000-109-00
REDEVELOPMENT PROJECT
ELMIRA TOWNSHIP, OTSEGO COUNTY, MICHIGAN**

**Approved by the Otsego County Brownfield Redevelopment Authority: _____
Approved by the Otsego County Board of Commissioners: _____**

**Prepared with the Assistance of:
FISHBECK
1515 Arboretum Drive, SE
Grand Rapids, Michigan 49546
269.544.6948
(Fishbeck Project No. 190152)**

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- Figure 1 Location Map
- Figure 2 Site Plan
- Figure 3 Site Map Showing Soil Exceedances

TABLES

- Table 1 Summary of Eligible Activities Costs and Schedule

ATTACHMENTS

- Attachment A Site Photographs
- Attachment B Soil Data Table

ABBREVIATIONS/ACRONYMS

- BEA Baseline Environmental Assessment
- bgs below ground surface
- EGLE Michigan Department of Environment, Great Lakes, and Energy
- GRCC Generic Residential Cleanup Criteria
- NREPA Natural Resources and Environmental Protection Act
- OCBRA Otsego County Brownfield Redevelopment Authority
- Wolverine Wolverine Power Supply Cooperative, Inc.

BROWNFIELD PLAN AMENDMENT

1.0 INTRODUCTION

The Otsego County Brownfield Redevelopment Authority (the Authority or OCBRA) was established on May 22, 1998, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, as amended (Act 381). The primary purpose of Act 381 is to encourage the redevelopment of eligible property by providing economic incentives through tax increment financing for certain eligible properties.

This Brownfield Plan Amendment (Plan Amendment) serves as an amendment to Otsego County's existing Brownfield Plan, allowing inclusion of eligible property, described in Sections 1.1 and 1.2 below. Incorporation of eligible property into the County's Brownfield Plan permits the future use of tax increment financing to reimburse Wolverine Power Supply Cooperative, Inc. (Wolverine) (Developer) for the cost of eligible activities required to purchase and safely use the eligible property. It also presents other opportunities for Wolverine to pursue brownfield incentives that would otherwise not be available if the Property was not a part of the County's Brownfield Plan. The eligible activities are required to provide cleanup liability protection against existing contamination and eliminate blighted conditions that impede the use of the eligible property.

1.1 Proposed Redevelopment and Future Use for Each Eligible Property

The Developer, Wolverine, has recently acquired parcel ID No. 061-100-000-109-00, Division Street, Elmira, Michigan (Property). It is anticipated that this Property will be assembled with adjacent parcels located in Antrim County that collectively will be redeveloped into a service center/rail site. With direct access to an active rail line spur, Wolverine will be able to efficiently off load and transport power poles, transformers, and other electric transmission materials. The equipment and material shipped to the eligible property will be used to rebuild and maintain the portion of Wolverine's electric transmission line and substation system located in Northern Michigan. Wolverine also plans to locate approximately 10 to 15 new service center jobs at the adjacent Antrim County property. The new Wolverine Elmira Service Center will serve to respond to routine maintenance work, system outages, and restoration efforts on Wolverine's power lines and substations. Developer investment is projected to be \$4,000,000. In all, it is estimated that Wolverine will utilize more than 70 acres (mostly located in Antrim County) for the service center property and rail site. Redevelopment of the eligible property is anticipated to commence in late 2020/early 2021.

1.2 Eligible Property Information

The Property consists of one 0.14-acre vacant parcel located on the south side of Division Street. Railroad lines are located immediately south of the Property. A concrete slab located on the Property appears to have been related to a potato warehouse constructed sometime prior to 1938. Debris piles, including railroad ties and a drum protruding from the ground, were/are located on the Property. A survey of the Property indicates the southwestern-most portion of the building located on the east adjacent property encroaches onto the Property. This building is currently used for screw manufacturing and has historically been used for commercial and light industrial purposes. Site photographs are provided in Attachment A.

Recent Phase II Environmental Site Assessment (ESA) investigation activities, performed on behalf of the Developer, to evaluate the environmental conditions of the Property revealed the presence of petroleum-based contaminants in the soil on the southern portion of the Property at concentrations exceeding current Michigan Department of Environment, Great Lakes, and Energy (EGLE) Part 201 Generic Residential Cleanup Criteria (GRCC). Soil contaminants were identified at a depth of 1.5 feet below ground surface (bgs). Benzo(a)pyrene was detected at a concentration exceeding Part 201 GRCC Direct Contact Criteria. As such, the Property is a *facility* pursuant to Part 201 of the Natural Resources and Environmental Protection Act (NREPA), Public Act 451 of 1994. The source of the contamination appears to be related to the former storage of material on the Property, including railroad ties and a steel drum protruding from the ground near the south portion of the concrete foundation.

Maps depicting the location and layout of the Property are attached as Figures 1 and 2. A Site Map showing soil boring locations is provided as Figure 3. A table summarizing the soil analytical results is provided as Attachment B.

The Property is considered an “eligible property” as defined by Act 381, Section 2, because the Property was utilized for commercial purposes, is not located in a qualified local governmental unit, and is a facility as defined under Part 201. Eligible Property information is below.

Parcel Address	Acreage	Parcel Number	Basis of Eligibility
No address assigned to property, Division Street, Elmira Township, Otsego County	0.14	061-100-000-109-00	<i>Facility</i> under Part 201

Maps depicting the location and layout of the Property are attached as Figures 1 and 2.

2.0 INFORMATION REQUIRED BY SECTION 13(2) OF THE STATUTE

2.1 Description of Costs to Be Paid for With Tax Increment Revenues

At a future date, the Developer may seek tax increment financing from available state and local taxes, as applicable, for eligible activities at the Property, including preapproved environmental due diligence, demolition, due care/response activities, contingency (on activities to be completed), and brownfield plan amendment preparation. Table 1 provides the Developer eligible activity cost summary (attached).

2.2 Summary of Eligible Activities

Appropriate environmental assessment and due care and response activities are necessary to: (1) evaluate brownfield conditions and potential exposure pathways; and (2) address brownfield conditions, prevent exacerbation, and mitigate exposure risks to human health, safety, and the environment. Some of these eligible activities, as permitted under Act 381, have been conducted by the Developer prior to the preparation of this Plan Amendment. Eligible activities included in this Plan Amendment as defined in MCL 125.2652 of Act 381 consist of the following:

- 1) Pre-approved Activities: A Phase I ESA, Phase II ESA, and Baseline Environmental Assessment (BEA) were conducted on the Property. These activities are permitted to occur prior to Brownfield Plan Amendment approval (MCL 125.2663b, Sec. 13b.).
- 2) Due Care Plan: To comply with due care, a response activity plan and other due care documentation must be developed and maintained during and after redevelopment. These activities are permitted to occur prior to Brownfield Plan Amendment approval (MCL 125.2663b, Sec. 13b.).
- 3) Due Care/Response Activities: Additional investigation and assessment for due care purposes may be necessary during and after the redevelopment to ensure compliance with due care.
 - a. These activities may include soil removal and landfilling or capping of the soil to prevent direct contact exposure with contaminated soils.
- 4) Due Care Project Management, Oversight, and Reporting: It is necessary to have an environmental professional manage, oversee, and provide documentation of activities relating to contaminated soil transport and disposal (if applicable), and management of any soil capping activities that may occur.
- 5) Brownfield Plan Amendment Preparation: To incorporate the Property into the County's Brownfield Plan and to enable the opportunity for potential future tax increment financing for this Project under a separate amendment to the Brownfield Plan Amendment, the preparation and development of this Brownfield Plan Amendment is required.

2.3 Estimate of Captured Taxable Value and Tax Increment Revenues

This Brownfield Plan Amendment does not include the capture of state and local tax increment revenues. Any future tax capture that may be requested will require approval through an amendment to this Brownfield Plan Amendment.

2.4 Method of Financing and Description of Advances Made by the Municipality

The cost of the eligible activities included in this Brownfield Plan Amendment will initially be paid for by the Developer. At a later date, the Developer may seek reimbursement through capture of available state and local tax increment revenues, as applicable. Such capture of tax increment revenues will require approval of an amendment to this Brownfield Plan Amendment.

2.5 Maximum Amount of Note or Bonded Indebtedness

Bonds will not be issued for this Project.

2.6 Duration of Brownfield Plan Amendment

The purpose of this Brownfield Plan Amendment is to incorporate the Property into the County's Brownfield Plan, which will permit potential future pursuit of tax increment financing or other brownfield incentives through the County. No capture of tax increment revenues is proposed in this Brownfield Plan Amendment. As such, no capture period has been established.

2.7 Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions

The Property has been owned by the County, and, therefore, is tax exempt. With the recent Property transaction, the Developer will pay taxes in 2020 based on the new assessment.

2.8 Legal Description, Property Map, Statement of Qualifying Characteristics and Personal Property

The eligible property in this Brownfield Plan Amendment consists of the parcel described below and depicted on Figure 2.

Parcel # 061-100-000-109-00

Legal Description: A PIECE OF LAND 50 FT WIDE LYING NWLY OF GR & I RR R/W & SELY OF LOT 109 & LOT 109 EXC 18 FT ON NE SIDE VILLAGE OF ELMIRA T31N R4W.

The Property qualifies as “eligible property” as it is a *facility* pursuant to Part 201 of the NREPA, Public Act 451 of 1994.

No personal property will be captured as part of this Brownfield Plan Amendment.

2.9 Estimates of Residents and Displacement of Individuals/Families

No residents or families will be displaced as a result of the project.

2.10 Plan for Relocation of Displaced Persons

Not applicable.

2.11 Provisions for Relocation Costs

Not applicable.

2.12 Strategy for Compliance with Michigan’s Relocation Assistance Law

Not applicable.

2.13 Other Material that the Authority or Governing Body Considers Pertinent

The Project will significantly improve the overall use of the Property by repurposing a vacant blighted parcel into a new service center to support Wolverine’s electric power system. The redevelopment will add new jobs in the community and establish local services to help ensure reliable power supply to the greater Northern Michigan area.

Figure 1

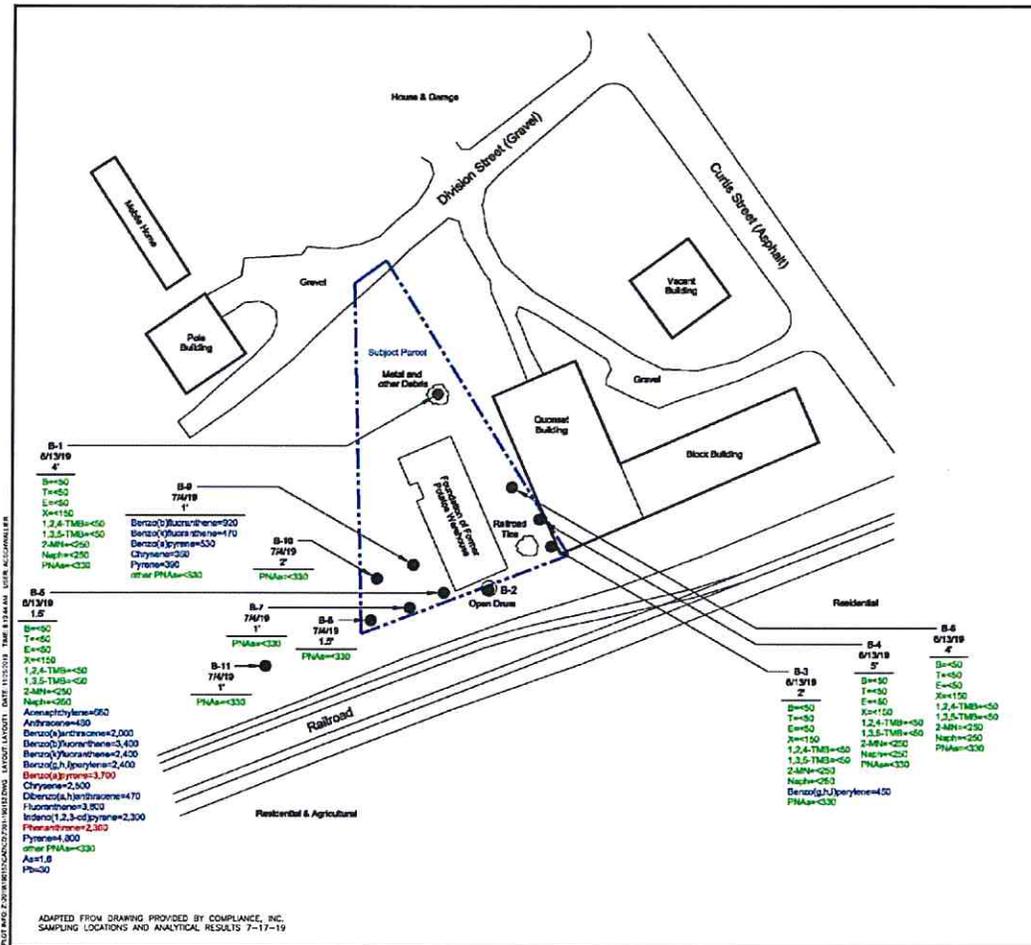
Location Map

Figure 2

Site Plan

Figure 3

Site Map Showing Soil Exceedances



Hazardous Substance	SOIL	DNPC	GSFC	OCG
VOC/Volatile Organic Compound (µg/Kg)				
Benzene	120	4,000	160,000	
Toluene	15,200	2,400	30,000,000	
Ethylbenzene	1,800	380	22,000,000	
Xylenes, Total (µg/Kg)	4,000	380	410,000,000	
1,2,4-Trimethylbenzene	2,100	870	38,000,000	
1,3,5-Trimethylbenzene	1,800	1,100	32,000,000	
Styrene	37,200	4,200	8,100,000	
naphthalene	33,200	730	16,000,000	
PAHs/Polynuclear Aromatics (µg/Kg)				
Acenaphthylene	6,900	10	1,800,000	
Acenaphthene	41,200	10	230,000,000	
Benzo(a)anthracene	N.L.	N.L.	410,000,000	
Benzo(b)fluoranthene	N.L.	N.L.	30,000	
Benzo(k)fluoranthene	N.L.	N.L.	25,000	
Benzo(a)pyrene	N.L.	N.L.	2,600,000	
Benzo(e)pyrene	N.L.	N.L.	3,000	
Chrysene	N.L.	N.L.	2,000,000	
Dibenz(a,h)anthracene	N.L.	N.L.	2,000	
Fluorene	730,000	2,300	40,000,000	
Indeno(1,2,3-cd)pyrene	N.L.	N.L.	30,000	
Phenanthrene	80,200	2,100	1,800,000	
Pyrene	460,000	10	20,000,000	
Total Metals (mg/Kg)				
Asbestos	3.8	4.8	7.8	
Lead	21	700	4,600*	400

Only PAHs above reporting limits are listed above
 *Determined data to derive criteria
 N.L.=Nondetect substance is not likely to beach under most soil conditions
 *Nondetect substance level may vary under most conditions
 **OCG criterion was calculated assuming a biomass of 100 mg/L for surface water perils in water
 ***OCG criterion was calculated assuming a biomass of 100 mg/L for surface water perils in water
 SOIL=Soil
 DNPC=Drinking Water Protection Criteria, Residential
 GSFC=Groundwater Surface Water Protection Criteria, Residential
 OCG=On-site Groundwater Protection Criteria, Residential
 OCG=On-site Groundwater Protection Criteria, Residential
 OCG=On-site Groundwater Protection Criteria, Residential

LEGEND
 ● Boring (B) Location
 Analytical results in parts per million (mg/Kg) and billion (µg/Kg)
 Green # = Not detected above reporting limit (RL)
 Blue # = Detected below Part 201 Generic Cleanup Criteria and Screening Level
 Red # = Detected at or above specific Part 201 Generic Cleanup Criteria and Screening Level

SITE MAP SHOWING SOIL EXCEEDANCES
 SCALE: 1" = 50'
 NORTH

fishbeck
 Analytical | Laboratory | Construction

Wolverine Power Supply Cooperative, Inc.
 061-110-000-109-00, Elmhurst Twp., Washtenaw County, Michigan

Brownfield Redevelopment Plan

PROJECT NO. 190152
 FIGURE NO. 3

ADAPTED FROM DRAWING PROVIDED BY COMPLIANCE, INC.
 SAMPLING LOCATIONS AND ANALYTICAL RESULTS 7-17-19
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Table 1

Summary of Eligible Activities Costs and Schedule

Table 1		
Summary of Eligible Activities Costs and Schedule		
Eligible Activities	Cost	Completion Date
Pre-Approved Activities		
<i>BEA Activities</i>	\$10,000	Completed
Due Care/Response Activities		
<i>Soil Investigation & Oversight/Removal/Capping</i>	\$10,000	Mid-Late 2020
Non-Environmental Activities		
<i>Demolition</i>	\$30,000	Mid-Late 2020
Brownfield Plan Preparation	\$6,000	Fall/2019
Eligible Activities Sub-Total	\$56,000	
Contingency (15 %) – For activities not yet conducted	\$6,000	If Necessary
Eligible Activities Total	\$62,000	
Additional Capture for Local Brownfield Revolving Fund	NA	
Total	\$62,000	

Attachment A

Site Photographs



1. A view of the north side of the site.



2. A view of debris stored on the northeast corner of the site.



3. A view of the east side of the site from the north.



4. A view of the southeast corner of the site from the adjoining railroad right-of-way.



5. A view the building foundation on the center of the site and the right-of-way to the south.



6. A view the building foundation on the center of the site.



7. A view of brake parts and a small engine on the north side of the site.



8. A view of the west side of the building foundation.



9. A view of the building foundation from the northwest.



10. A view of abandoned tires in the building foundation.



11. A view of the well pit southwest of the building foundation.



12. A view of the east side of the site and the adjacent property to the east.



13. A view of an open-ended buried drum on the southwest portion of the site.



14. A view of the southeast corner of the site.



15. A view of the adjoining site to the east.



16. A view of the adjoining property to the west.



17. A view of the adjacent property to the northeast.



18. A view of railroad cars stored on the siding south of the site.

Attachment B

Soil Data Table

Table 1
Soil Analytical Data
Otsego County Parcel, Elmira, Michigan

Analyte	Statewide Background Concentration	Part 201 Criteria			B-1 4.0' 6/13/19	B-3 2.0' 6/13/19	B-4 5.0' 6/13/19	B-5 1.5' 6/13/19	B-6 4.0' 6/13/19	B-7 1.0' 7/4/19	B-8 1.5' 7/4/19	B-9 1.0' 7/4/19	B-10 2.0' 7/4/19	B-11 1.0' 7/4/19
		DW Protection (Res)	Direct Contact	GSI Protection (Res)										
Metals														
Arsenic (mg/kg)	5.8	4.6	7.6	4.6				1.6						
Lead (mg/kg)	21	700	400	4,400*				30						
VOCs														
Benzene	NA	100	180,000	4,000	<50	<50	<50	<50	<50					
Toluene	NA	16,000	250,000	5,400	<50	<50	<50	<50	<50					
Ethylbenzene	NA	1,500	140,000	360	<50	<50	<50	<50	<50					
Xylene (total)	NA	5,600	150,000	980	<150	<150	<150	<150	<150					
1,2,4-Trimethylbenzene	NA	2,100	110,000	570	<50	<50	<50	<50	<50					
1,3,5-Trimethylbenzene	NA	1,800	94,000	1,100	<50	<50	<50	<50	<50					
Naphthalene	NA	35,000	16,000,000	730	<250	<250	<250	<250	<250					
2-Methylnaphthalene	NA	57,000	8,100,000	4,200	<250	<250	<250	<250	<250					
PNAs														
Acenaphthene		300,000	41,000,000	8,700	<330	<330	<330	<330	<330	<330	<330	<330	<330	<330
Acenaphthylene		5,900	1,600,000	ID	<330	<330	<330	680	<330	<330	<330	<330	<330	<330
Anthracene		41,000	230,000,000	ID	<330	<330	<330	480	<330	<330	<330	<330	<330	<330
Benzo(a)anthracene		NLL	20,000	NLL	<330	<330	<330	2,000	<330	<330	<330	<330	<330	<330
Benzo(a)pyrene		NLL	2,000	NLL	<330	<330	<330	3,700	<330	<330	<330	530	<330	<330
Benzo(b)fluoranthene		NLL	20,000	NLL	<330	<330	<330	3,400	<330	<330	<330	920	<330	<330
Benzo(g,h,i)perylene		NLL	2,500,000	NLL	<330	450	<330	2,400	<330	<330	<330	<330	<330	<330
Benzo(k)fluoranthene		NLL	200,000	NLL	<330	<330	<330	2,400	<330	<330	<330	470	<330	<330
Chrysene		NLL	2,000,000	NLL	<330	<330	<330	2,500	<330	<330	<330	350	<330	<330
Dibenzo(a,h)anthracene		NLL	2,000	NLL	<330	<330	<330	470	<330	<330	<330	<330	<330	<330
Fluoranthene		730,000	46,000,000	5,500	<330	<330	<330	3,800	<330	<330	<330	<330	<330	<330
Fluorene		390,000	27,000,000	5,300	<330	<330	<330	<330	<330	<330	<330	<330	<330	<330
Indeno(1,2,3-cd)pyrene		NLL	20,000	NLL	<330	<330	<330	2,300	<330	<330	<330	<330	<330	<330
2-Methylnaphthalene		57,000	8,100,000	4,200	<330	<330	<330	<330	<330	<330	<330	<330	<330	<330
Naphthalene		35,000	16,000,000	730	<330	<330	<330	<330	<330	<330	<330	<330	<330	<330
Phenanthrene		56,000	1,600,000	2,100	<330	<330	<330	2,300	<330	<330	<330	<330	<330	<330
Pyrene		480,000	29,000,000	ID	<330	<330	<330	4,800	<330	<330	<330	390	<330	<330
All Other PNAs (ug/kg)	NA	Varies	Varies	Varies	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND

ND = All target analytes reported as non-detect.

Bold = Chemical detected in the sample at the concentration indicated.

Blue concentration exceeds statewide background and generic GSI protection soil criterion only.

Yellow concentration exceeds Statewide Background and DW Protection and/or Direct Contact criteria.

*GSI Protection criterion was calculated assuming a hardness of 100 mg/l for northern lower peninsula waters.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: December 17, 2019 Warrant	AGENDA DATE: January 14, 2020
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 17, 2019 warrant is in the amount of \$1,555.00.

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$1,555.00 and one void check.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 79694 - 79695

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/17/2019	AP	79694	AMERIFIRST HOME MORTGAGE	ACCT #0201817227, DELINQUENT MORTGAGE, VETERAN #09-2019, S: 293-689-930.999		1,000.00
12/17/2019	AP	79695	GREAT LAKES ENERGY	ACCT #299645001, DELINQUENT ELECTRIC BILL, VETERAN #P10-2019 101-682-940.010		405.00
			TOTAL - ALL FUNDS	TOTAL OF 2 CHECKS		1,405.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 79217

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/19/2019	AP	79217	MCWCF	2019 4TH QTR INSTALLMENT WORKERS COMP		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 79693

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/17/2019	AP	79693	STATE BAR OF MICHIGAN	DUES LATE FEE FOR: P67826, P75479 & P53643	101-267-801.020	150.00
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS		150.00

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: December 26, 2019 Warrant	AGENDA DATE: January 14, 2020
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 26, 2019 warrant is in the amount of \$124,363.34. Major expenditures in the warrant include:

- \$29,585.68 MCWCF – 2019 4th qtr installment

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$124,363.34.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/26/2019 - 12/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/26/2019	AP	2639(E)	AMERICAN WASTE	NOV RECYCLING SERVICES	226-528-940.010-PROG000000	16,743.60
12/26/2019	AP	2640(E)	CENTURY LINK	ELMIRA TWP FIRE DEPT	261-427-930.210	73.54
12/26/2019	AP	2641(E)	CONSUMERS ENERGY	206968131028 CENTER ELECTRIC BILL	208-752-930.620	414.38
		2641(E)		DECEMBER ENERGY	226-528-930.620-PROG000000	29.79
		2641(E)		DECEMBER ENERGY	637-265-930.620-ALPCT00000	4,193.20
		2641(E)		DECEMBER ENERGY	637-265-930.620-LNDUS00000	292.88
						4,930.25
12/26/2019	AP	2642(E)	DTE ENERGY	GAS BILL	208-752-930.610	354.86
12/26/2019	AP	2643(E)	FIRST BANKCARD	TREAS ACTIVITY 11/9/19-12/10/19	101-253-704.400	166.00
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	101-253-726.000	130.95
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	101-267-726.000	10.99
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	212-430-726.000	117.46
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	212-430-726.050	125.49
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	516-253-704.400	166.00
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	516-253-726.000	91.67
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	617-253-704.400	166.00
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	617-253-726.000	91.67
		2643(E)		TREAS ACTIVITY 11/9/19-12/10/19	637-265-726.000	136.35
						1,202.58
12/26/2019	AP	2644(E)	FRONTIER	HILLTOP HOUSE PHONE AND INTERNET	209-751-726.000	126.20
		2644(E)		A/C 989-732-2373-030804-5	261-427-930.210	63.55
						189.75
12/26/2019	AP	2645(E)	MCWCF	2019 4TH QTR INSTALLMENT WORKERS COMP		** VOIDED **
12/26/2019	AP	2646(E)	PITNEY BOWES	LEASE INVOICE 3310139960	101-864-920.410	455.16
12/26/2019	AP	2647(E)	WEST PAYMENT CENTER	NOVEMBER 2019 COURT SKIP TRACING FEE	101-131-940.010	127.59
12/26/2019	AP	2648(E)	WEST PAYMENT CENTER	NOVEMBER 2019 FOC SKIP TRACING FEE	215-141-940.010	138.23
12/26/2019	AP	2649(A)	GARY GELOW	JANUARY 2020 PROBATE COURT CAA CONTRACT PAYMENT	101-131-801.021	2,164.03
		2649(A)		JANUARY 2020 CAA CONTRACT PAYMENT	260-131-801.021	12,648.64
						14,812.67
12/26/2019	AP	2650(A)	MCWCF	2019 4TH QTR INSTALLMENT WORKERS COMP	704-000-231.270	29,585.68
12/26/2019	AP	79696	AMALGAM LLC	2019 1218 AMALGAM QTR MAINT	618-447-920.410	4,000.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/26/2019 - 12/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/26/2019	AP	79697	AMERICAN FIDELITY ASSURANCE CO	DECEMBER 2019 FLEX SPENDING ACCOUNT	704-000-231.285	1,154.09
12/26/2019	AP	79698	AMERICAN FIDELITY ASSURANCE COMPANY	DECEMBER 2019 CANCER/LIFE/DISABILITY	704-000-231.285	665.99
12/26/2019	AP	79699	AUTO OWNERS INS	RESTITUTION	701-000-271.000	200.00
12/26/2019	AP	79700	BENISTAR HARTFORD - 6795	JANUARY PREMIUM	647-851-704.110	7,585.94
12/26/2019	AP	79701	BRUCE TILLINGER	SERVICES 12-5-2019 THRU 12-17-2019	249-371-801.027	1,670.00
		79701		SERVICES 12-5-2019 THRU 12-17-2019	249-371-801.028	840.00
						2,510.00
12/26/2019	AP	79702	BURNHAM & FLOWER OF MICHIGAN	2019 TAX YEAR WINTER SHORT TERM BOND	101-253-930.100	3,095.00
12/26/2019	AP	79703	C.F. FICK AND SONS, INC.	00005649 GASOLINE	209-751-930.660	1,179.00
12/26/2019	AP	79704	CHUCKS ELECTRIC OF GAYLORD	INVOICE 3023	637-265-726.050	1,475.00
12/26/2019	AP	79705	CORECOMM	115039078 - DECEMBER 2019 COURT INTERNET	101-131-930.210	21.95
12/26/2019	AP	79706	DAWN CZYKOSKI	RESTITUTION	701-000-271.000	35.00
12/26/2019	AP	79707	DAWN CZYKOWSKI	RESTITUTION	701-000-271.000	20.00
12/26/2019	AP	79708	DENISE SOCIA	RESTITUTION	701-000-271.000	30.00
12/26/2019	AP	79709	DUHAIME, WILLIAM & MELISSA	DLQ TAX REFUND	516-000-214.000	433.04
12/26/2019	AP	79710	ESTATE OF WALENTYN ZARICHNEY	REISSUE CK #71142	101-148-626.030	91.00
12/26/2019	AP	79711	HAYES TOWNSHIP TREASURER	REFUND FOR OVERPAYMENT MADE ON 2018 TX YR FOR PARCEL #0	516-030-694.000	295.51
12/26/2019	AP	79712	JACK HOWARD MARLETTE	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79712		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	7.00
						57.00
12/26/2019	AP	79713	JASON CAVERSON	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79713		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	15.00
						65.00
12/26/2019	AP	79714	JIM HILGENDORF	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79714		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	20.00
						70.00
12/26/2019	AP	79715	JOHNSON OIL COMPANY	CL 41297 FUEL	588-699-930.660	6,874.90
12/26/2019	AP	79716	JOHNSON OIL COMPANY	RESTITUTION	701-000-271.000	250.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/26/2019 - 12/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/26/2019	AP	79717	JUDITH JARECKI	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79717		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	15.50
						65.50
12/26/2019	AP	79718	KEVAN D FLORY	12/16/19 REVIEW OF PROJECT MEETING HO-0812-000001	233-691-940.010	100.00
12/26/2019	AP	79719	LARRY KENT	SERVICIS 12-11-2019 THRU 12-19-2019	249-371-801.024	1,250.00
		79719		SERVICIS 12-11-2019 THRU 12-19-2019	249-371-801.027	100.00
						1,350.00
12/26/2019	AP	79720	MGT OF AMERICA CONSULTING, INC	4TH QTR (OCT-DEC) 2019 DHS-286 BILLINGS & TIME SHEETS	215-141-801.020	1,962.20
12/26/2019	AP	79721	NORA HOLLY CORFIS	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79721		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	14.00
						64.00
12/26/2019	AP	79722	NORTHERN LIGHTS CONSTRUCTION LLC	PROJECT #26-2018 ROOF COMPLETE & INSPECTED, CDBG PI & OWN	233-690-940.010	10,600.00
12/26/2019	AP	79723	OTSEGO COUNTY BUS SYSTEM	NOVEMBER 2019 JUVENILE BUS	292-662-930.500	171.00
12/26/2019	AP	79724	OTSEGO COUNTY COMMISSION ON AGING	TRANSPORTATION AND ADS FOR WALKING GROUP	208-752-930.300	50.00
		79724		TRANSPORTATION AND ADS FOR WALKING GROUP	208-752-930.500	59.60
						109.60
12/26/2019	AP	79725	OTSEGO COUNTY JUDICIAL SYSTEM	12/11/19 HRA REIMBURSEMENT CHECK REGISTER	101-148-704.110	16.25
		79725		12/11/19 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	17.08
						33.33
12/26/2019	AP	79726	OTSEGO COUNTY TITLE	INV #GYL19-10267072 TITLE FEE PROJECT #26-2018, CDBG PI FUNDS	233-690-940.010	224.00
12/26/2019	AP	79727	PAUL HARTMANN	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79727		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	10.00
						60.00
12/26/2019	AP	79728	PAULA DEMEREST	RESTITUTION	701-000-271.000	50.00
12/26/2019	AP	79729	PETER MAXWELL	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79729		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	9.00
						59.00
12/26/2019	AP	79730	PRESQUE ISLE ELECTRIC AND GAS CO-OP	GAS BILL	209-751-930.610	345.65
12/26/2019	AP	79731	REDWOOD TOXICOLOGY LABORATORY INC	NOVEMBER 2019 JUVENILE DRUG TESTING	292-662-801.030	7.50

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 12/26/2019 - 12/26/2019

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/26/2019	AP	79732	REHMANN ROBSON	RR558252 1ST OF F/Y 2019	588-697-801.020	5,000.00
12/26/2019	AP	79733	SANE	SAN-30-16	701-000-271.000	42.39
12/26/2019	AP	79734	SANE	SAN-59-18	701-000-271.000	20.00
12/26/2019	AP	79735	SANE	SAN-58-18 X2	701-000-271.000	22.00
12/26/2019	AP	79736	SAULT STE MARIE TRIBE - CHIPPEWA IN	19-52-DL PLACEMENT 11/20/19 TO 11/30/19	292-662-930.810	1,320.00
12/26/2019	AP	79737	SPARTAN SEWER & SEPTIC TANK SERVICE	13263 TOILET RENTAL	209-751-726.000	95.00
12/26/2019	AP	79738	STATE OF MICHIGAN	RESTITUTION	701-000-271.000	403.31
12/26/2019	AP	79739	STATE OF MICHIGAN DHHS	RESTITUTION	701-000-271.000	50.00
12/26/2019	AP	79740	STEVEN W SCOTT	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79740		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	7.00
						57.00
12/26/2019	AP	79741	STODDARD, BRETT C	DBOR PRE INCREASE 011-810-000-006-00	516-000-026.031	883.80
12/26/2019	AP	79742	THOMAS PETIT	RESTITUTION	701-000-271.000	45.89
12/26/2019	AP	79743	TITLE CHECK LLC	DECEMBER INSTALLMENT 2017 TAX FORFEITURE CYCLE INV #1912-2	516-253-920.410	2,310.84
12/26/2019	AP	79744	TONYA KLEE-JURCZYK	RESTITUTION	701-000-271.000	30.00
12/26/2019	AP	79745	WALMART	RESTITUTION	701-000-271.000	50.00
12/26/2019	AP	79746	WALMART	RESTITUTION	701-000-271.000	39.00
12/26/2019	AP	79747	WILLARD L BROWN	PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-703.040	50.00
		79747		PLANNING COMMISSION MEETING / DECEMBER 16, 2019	101-721-930.500	20.00
						70.00
			TOTAL - ALL FUNDS	TOTAL OF 64 CHECKS (1 voided)		124,363.34

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: January 7, 2020 Warrant	AGENDA DATE: January 14, 2020
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 January 7, 2020 warrant is in the amount of \$262,041.86. Major expenditures in the warrant include:

- \$55,432.04 – Avfuel – airplane fuel
- \$71,148.33 – Gaylord AARF – 1st quarter installments
- \$56,311.00 – Chucks Electric – County Park upgrades

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$262,041.86.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/07/2020 - 01/07/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/07/2020	AP	2651(E)	AVFUEL CORPORATION	FUEL	281-537-930.664	55,432.04
01/07/2020	AP	2652(E)	CONSUMERS ENERGY	ELECTRIC BILLS	208-751-930.620	80.28
		2652(E)		ANIMAL SHELTER 11/14-12/11 19	212-430-930.620	1,014.78
						<u>1,095.06</u>
01/07/2020	AP	2653(E)	FIRST BANKCARD	11/10/19-12/10/19	101-301-704.400	96.05
		2653(E)		11/10/19-12/10/19	101-351-726.000	119.94
						<u>215.99</u>
01/07/2020	AP	2654(E)	FRONTIER	ANIMAL CONTROL SHELTER DEC19	212-430-930.210	110.16
01/07/2020	AP	2655(A)	GAYLORD ARFF INC	JAN-MAR AIRPORT CONTRACT	281-537-940.010	11,722.13
		2655(A)		1ST QTR- JAN, FEB, MAR 2020	637-265-940.010	59,426.20
						<u>71,148.33</u>
01/07/2020	AP	79748	44NORTH	HRA/COBRA DEC 2019	647-851-704.110	1,376.40
01/07/2020	AP	79749	AMANDA LOUISE CARNEY	JURY SERVICE	101-145-930.930	32.00
01/07/2020	AP	79750	AMANDA MARIE ROSEBERRY	RESTITUTION PAYMENT BY MICHAEL JOHN WORM 19-37185-ST-3	701-000-271.130	300.00
01/07/2020	AP	79751	AUSTIN MACKENZIE SPIRES	JURY SERVICE	101-145-930.930	21.00
01/07/2020	AP	79752	BLUE CARE NETWORK	00182055-0001 JANUARY 2020 COURT MEDICAL	101-131-704.110	3,685.34
		79752		00182055-0001 JANUARY 2020 COURT MEDICAL	101-148-704.110	1,287.23
		79752		00182055-0001 JANUARY 2020 COURT MEDICAL	215-141-704.110	5,811.15
		79752		00182055-0001 JANUARY 2020 COURT MEDICAL	292-662-704.110	2,037.86
		79752		00182055-0001 JANUARY 2020 COURT MEDICAL	704-000-231.261	3,205.39
						<u>16,026.97</u>
01/07/2020	AP	79753	BRADLEY J BUTCHER	RESTITUTION PAYMENT BY CONNIE ROSE JOSEPH 05-16547-FY-3	701-000-271.130	150.00
01/07/2020	AP	79754	BRENT ALAN DAHLBERG	JURY SERVICE	101-145-930.930	16.20
01/07/2020	AP	79755	BRUCE TILLINGER	SERVICES 12-19-2019	249-371-801.027	340.00
		79755		SERVICES 12-19-2019	249-371-801.028	190.00
						<u>530.00</u>
01/07/2020	AP	79756	CALE COON	RESTITUTION PAYMENT BY ALEX JAMES YEOMAN 19-37287-SM-3	701-000-271.130	72.50
01/07/2020	AP	79757	CAROLYN ANN SZYMANSKI	JURY SERVICE	101-145-930.930	30.40
01/07/2020	AP	79758	CASSANDRA MARIE TAYLOR	JURY SERVICE	101-145-930.930	19.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/07/2020 - 01/07/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/07/2020	AP	79759	CHECK AND CASH	REFUND GARNISHMENT FEE 18-33266-SC-3 CHECK & CASH V BANYC	101-131-606.010	15.00
01/07/2020	AP	79760	CHESTER TOWNSHIP	RESTITUTION PAYMENT BY ROBERT GIRARDIN 16-33731-ON-3	701-000-271.130	200.00
01/07/2020	AP	79761	CHRISTOPHER VANSOYOC	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
01/07/2020	AP	79762	CHUCKS ELECTRIC OF GAYLORD	3010 ELECTRICAL UPGRADES AT CAMPGROUND	208-901-970.300	56,311.00
01/07/2020	AP	79763	CITY OF GAYLORD	001254-0000-02 NOVEMBER	588-697-920.200	58.74
		79763		DECEMBER WATER	637-265-920.200-ALPCT00000	357.01
		79763		DECEMBER WATER	637-265-920.200-CRTHS00000	503.94
		79763		DECEMBER WATER	637-265-920.200-SILLI00000	120.51
						1,040.20
01/07/2020	AP	79764	COLE RANDALL WOJTKOWIAK	JURY SERVICE	101-145-930.930	17.40
01/07/2020	AP	79765	COMMUNITY MEDIATION SERVICES INC	4TH QUARTER (OCT - DEC) 2019 MEDIATION SERVICES	101-136-940.010-DJDST00000	825.00
01/07/2020	AP	79766	COMPREENEW	DEC DOCUMENT SHRED	101-101-920.410	35.00
		79766		DOCUMENT SHRED	101-149-726.000	45.00
		79766		DEC DOCUMENT SHRED	101-215-920.410	25.00
		79766		DEC DOCUMENT SHRED	101-267-920.410	35.00
		79766		DEC DOCUMENT SHRED	101-301-920.410	35.00
						175.00
01/07/2020	AP	79767	CUMMINGS, MCCLOREY, DAVIS & ACHO P	LEGAL SERVICES	280-270-801.020	883.50
		79767		LEGAL SERVICES	280-270-801.020-BUS0000000	356.50
		79767		LEGAL SERVICES	280-270-801.020-ZONING	4,783.00
						6,023.00
01/07/2020	AP	79768	DANNI MARIE GEHRINGER	JURY SERVICE	101-145-930.930	21.00
01/07/2020	AP	79769	DAWN CZYKOSKI	RESTITUTION PAYMENT BY ELIZABETH MARIE HOOPER 17-35123-SM	701-000-271.130	50.00
01/07/2020	AP	79770	DAWN FANT	19-78-DL TRANSPORT ON 12/17/19	101-134-930.500	8.50
		79770		19-78-DL TRANSPORT ON 12/17/19	101-134-940.010	147.00
		79770		19-17-DL TRANSPORT ON 12/17/19	292-662-930.830	24.00
						179.50
01/07/2020	AP	79771	DELTA DENTAL OF MICHIGAN	01/01/20-01/31/20 CLIENT #0001780001	647-851-704.110	6,606.03
01/07/2020	AP	79772	DUNNS	33AR435407 PAPER	209-751-726.000	3.90
01/07/2020	AP	79773	DWAYNE ALLAN MORSE	JURY SERVICE	101-145-930.930	19.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/07/2020 - 01/07/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/07/2020	AP	79774	ELI ELECTRIC LLC	SERVICES 12-20-2019 THRU 12-26-2019	249-371-801.026	1,870.00
01/07/2020	AP	79775	EVELYN DIANE FISHER	JURY SERVICE	101-145-930.930	35.00
01/07/2020	AP	79776	GASLIGHT MEDIA	WEBSITE HOSTING	101-228-930.240	110.00
		79776		JAN 2020 INTERNET CONNECTIVITY	594-228-930.240	2,900.00
						3,010.00
01/07/2020	AP	79777	HARRY DANIEL DWYER	JURY SERVICE	101-145-930.930	27.80
01/07/2020	AP	79778	JAMES HAROLD STANTON JR	JURY SERVICE	101-145-930.930	34.00
01/07/2020	AP	79779	JASON NEWMAN	REFUND OF OVERPAYMENT - CASE NUMBER 15-X1837937-SI-3	701-000-286.002	62.00
01/07/2020	AP	79780	JASON R NEWMAN	REFUND OF OVERPAYMENT ON CASE #15-32400-ST-3 & 15-X1837937-701-000-286.002		38.00
01/07/2020	AP	79781	JIM WERNIG INC	RESTITUTION PAYMENT BY MICHAEL DEAN-FOSTER MARSH 15-3212	701-000-271.130	100.00
01/07/2020	AP	79782	JODY LYNN LAPER	JURY SERVICE	101-145-930.930	39.60
01/07/2020	AP	79783	JOHN FANT	19-78-DL TRANSPORT ON 12/17/19	101-134-930.500	330.86
		79783		19-78-DL TRANSPORT ON 12/17/19	101-134-940.010	147.00
		79783		12/17/19 TRANSPORT ON 12/17/19	292-662-930.500	46.40
		79783		12/17/19 TRANSPORT ON 12/17/19	292-662-930.830	24.00
						548.26
01/07/2020	AP	79784	JULIE LYNN LALONE	JURY SERVICE	101-145-930.930	23.00
01/07/2020	AP	79785	KAREN LYNN VONOPPEN	JURY SERVICE	101-145-930.930	32.00
01/07/2020	AP	79786	KAYTLIN ROSE GRUSCZYNSKI	JURY SERVICE	101-145-930.930	38.00
01/07/2020	AP	79787	KEVAN D FLORY	FINAL INSPECTION #26-2018 EMERGENCY ROOF CDBG PI FUNDS	233-690-940.010	200.00
01/07/2020	AP	79788	KOHL'S CORPORATE LOSS PREVENTION	RESTITUTION PAYMENT BY VERONICA LAURA-SILVER WALTER 17-34701-000-271.130		12.50
01/07/2020	AP	79789	KYLIE JEAN SMITH	RESTITUTION PAYMENT BY JENNIFER NASH 17-35103-SM-3	701-000-271.130	2.50
01/07/2020	AP	79790	LARRY KENT	SERVICES 12-18-2019 THRU 12-30-2019	249-371-801.024	1,600.00
01/07/2020	AP	79791	LAURIE LORAIN SIMCEK	JURY SERVICE	101-145-930.930	21.40
01/07/2020	AP	79792	LINDA ANNE WESTCOTT	JURY SERVICE	101-145-930.930	15.40
01/07/2020	AP	79793	M BANK	RESTITUTION PAYMENT BY JOY MARIE MILLER 06-18440-FY-3	701-000-271.130	10.00
01/07/2020	AP	79794	MARC NICHOLAS DINGMAN	JURY SERVICE	101-145-930.930	19.80
01/07/2020	AP	79795	MARCUS AARON PETERS	JURY SERVICE	101-145-930.930	23.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK DATE FROM 01/07/2020 - 01/07/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/07/2020	AP	79796	MARILYN ANN COLE	JURY SERVICE	101-145-930.930	38.00
01/07/2020	AP	79797	MELANIE GEHRINGER	RESTITUTION PAYMENT BY DAVID RAYMOND DARGA 19-37064-SD-3	701-000-271.130	145.00
01/07/2020	AP	79798	MICHELLE LYNN REICHENBACHER	JURY SERVICE	101-145-930.930	22.20
01/07/2020	AP	79799	MOREY, KRISTOPHER & REBECCA	DBOR PRE INCREASE 042-014-200-030-02	516-000-026.031	776.01
01/07/2020	AP	79800	N&J AUTO DIESEL REPAIR	RESTITUTION PAYMENT BY RONALD GEORGE SIDES 17-34317-FY-3	701-000-271.130	187.50
01/07/2020	AP	79801	NANCY PATTERSON	RESTITUTION PAYMENT BY GREG RAYMOND MORGAN 18-36417-FY-3	701-000-271.130	25.00
01/07/2020	AP	79802	NEAL ELDEN MOREHOUSE	JURY SERVICE	101-145-930.930	23.00
01/07/2020	AP	79803	NONA RAYE RUSK	JURY SERVICE	101-145-930.930	26.20
01/07/2020	AP	79804	NORTHERN MI TOBACCO	RESTITUTION PAYMENT BY MICHAEL RAY TROWBRIDGE JE 19-37156	701-000-271.130	0.83
01/07/2020	AP	79805	ONSOLVE, LLC	CODERED INV 54661800875	261-901-970.435	10,500.00
01/07/2020	AP	79806	OTSEGO COUNTY JUDICIAL SYSTEM	12-18-19 HRA REIMBURSEMENT CHECK REGISTER	292-662-704.110	43.08
01/07/2020	AP	79807	OTSEGO COUNTY SHERIFF DEPT	NOVEMBER 2019 DRUG COURT DRUG TESTING	101-133-940.010	2,585.00
01/07/2020	AP	79808	OTSEGO COUNTY TREASURER	JURY BOX REIMB	101-145-930.930	27.00
01/07/2020	AP	79809	RACHEL MARCELLA HOOD	JURY SERVICE	101-145-930.930	32.00
01/07/2020	AP	79810	RANDALL SCOTT BOOTH	JURY SERVICE	101-145-930.930	21.00
01/07/2020	AP	79811	REX MATTHEW ODDEN	JURY SERVICE	101-145-930.930	15.40
01/07/2020	AP	79812	RUSTY LEE SMITH	JURY SERVICE	101-145-930.930	18.20
01/07/2020	AP	79813	RYAN CZYKOSKI	RESTITUTION PAYMENT BY VERONICA LAURA-SILVER WALTER 16-32	701-000-271.130	25.50
01/07/2020	AP	79814	RYAN KINSEY	RESTITUTION PAYMENT BY JOSHUA HOMER BRADY 14-30830-FY-3	701-000-271.130	150.00
01/07/2020	AP	79815	SARA LYNN MCMICHAEL	JURY SERVICE	101-145-930.930	29.40
01/07/2020	AP	79816	SCOTT T BEATTY	DECEMBER 2019 FOC REFEREE HEARINGS	215-141-940.010	1,700.00
01/07/2020	AP	79817	SHANE MICHAEL DUNCAN	JURY SERVICE	101-145-930.930	21.00
01/07/2020	AP	79818	SHANIA FAY HUFF	JURY SERVICE	101-145-930.930	32.00
01/07/2020	AP	79819	SIMON PETER SCHINDLER	JURY SERVICE	101-145-930.930	23.00
01/07/2020	AP	79820	STEPHAN DAVID KWAPIS II	JURY SERVICE	101-145-930.930	15.40
01/07/2020	AP	79821	STEPHANIE ANN SCHLAK	JURY SERVICE	101-145-930.930	21.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/07/2020 - 01/07/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/07/2020	AP	79822	STEVEN ANTHONY DIPZINSKI	JURY SERVICE	101-145-930.930	19.00
01/07/2020	AP	79823	SUNSPRING AMERICA INC	DBOR TV DECREASE 045-022-000-035-00	516-000-026.031	671.88
01/07/2020	AP	79824	TAMMARA DANAI KEEN	JURY SERVICE	101-145-930.930	36.00
01/07/2020	AP	79825	TERESA KAPELLER	RESTITUTION PAYMENT BY VERONICA LAURA-SILVER WALTER 16-32	701-000-271.130	49.50
01/07/2020	AP	79826	THOMAS DAVID WARD	JURY SERVICE	101-145-930.930	15.80
01/07/2020	AP	79827	TIAA COMMERCIAL FINANCE INC	CONTRACT 20365488	101-864-726.000	229.43
01/07/2020	AP	79828	VERIZON CONNECT NWF INC	MONTHLY SERVICE-DEC	101-301-920.410	86.80
		79828		MONTHLY SERVICE-DEC	101-302-920.410	14.95
		79828		MONTHLY SERVICE-DEC	101-334-920.410	18.95
		79828		MONTHLY SERVICE-DEC	101-351-920.410	11.95
		79828		OSV000001961853	212-430-920.410	37.90
						170.55
01/07/2020	AP	79829	VISION SERVICE PLAN (VSP)	JAN 2020 VISION	647-851-704.110	93.92
01/07/2020	AP	79830	WAL-MART STORES ASSET PROTECTION	RESTITUTION PAYMENT BY JUSTA DYAN HOLLAND 17-35099-SM-3	701-000-271.130	1,791.68
01/07/2020	AP	79831	WALMART COMMUNITY GEMB	11/21-12/16 2016 ANIMAL CONTROL	212-430-726.000	525.38
01/07/2020	AP	79832	WEBER & OLCESE, PLC	REFUND GARNISHMENT FEE 15-28855-GC-3 BANK OF AMERICA V SH.	101-131-606.010	15.00
01/07/2020	AP	79833	WILBER AUTOMOTIVE SUPPLY INC	WIPERS	209-751-726.000	33.38
01/07/2020	AP	79834	GAYLORD CITY TREASURER	211D DECEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-221.000	356.40
01/07/2020	AP	79835	JUDY SOVA	JURY SERVICE	101-145-930.930	31.60
01/07/2020	AP	79836	STATE OF MICHIGAN	211D DECEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.030	85.00
		79836		211D DECEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.037	2,595.60
		79836		211D DECEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.042	320.00
		79836		211D DECEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.057	85.00
		79836		211D DECEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.058	3,885.00
		79836		211D DECEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.059	7,329.68
		79836		211D DECEMBER 2019 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.560	1,075.00
						15,375.28
TOTAL - ALL FUNDS				TOTAL OF 94 CHECKS		262,041.86

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: January 14, 2020 Warrant	AGENDA DATE: January 14, 2020
AGENDA PLACEMENT: New Business, A. Financials, Item 4	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 January 14, 2020 warrant is in the amount of \$824,923.64. Major expenditures in the warrant include:

- \$71,784.54 – Blue Care Network – February premium
- \$65,098.68 – MERS – December payment
- \$42,447.43 – Charlton Twp – 2019 Swamp tax
- \$31,581.34 – Chester Twp – 2019 Swamp tax
- \$54,704.73 – Corwith Twp – 2019 Swamp tax
- \$48,814.15 – Earthworks – Groen Property project
- \$258,307.82 – Motorola Solutions – 911 equipment

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$824,923.64.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/14/2020 - 01/14/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/14/2020	AP	2656(A)	CDW GOVERNMENT INC	ADOBE GOV STD 2017 - QUOTE LDDR998	212-430-726.050	265.33
		2656(A)		MS OFFICE 2019 LICENSE - QUOTE LCMF312	516-253-726.000	289.51
		2656(A)		MS OFFICE STANDARD 2019 - QUOTE LCNB812	645-201-970.440	2,026.57
						2,581.41
01/14/2020	AP	2657(A)	GARY GELOW	DECEMBER 2019 MIDC - CAA EXPENSE	260-131-801.021	12,515.25
01/14/2020	AP	2658(A)	MCWCF	MEMBER 760 - 1ST QUARTER 2020	101-131-704.600	941.02
		2658(A)		MEMBER 760 - 1ST QUARTER 2020	101-133-704.600	134.88
		2658(A)		MEMBER 760 - 1ST QUARTER 2020	215-141-704.600	510.16
		2658(A)		MEMBER 760 - 1ST QUARTER 2020	292-662-704.600	617.70
						2,203.76
01/14/2020	AP	2659(E)	AMERICAN WASTE	3406284 GARBAGE BILL	208-752-920.200	164.80
		2659(E)		RECYCLE SERVICES DEC 2019	226-528-940.010-PROG000000	16,844.85
		2659(E)		TRASH PICKUP	637-265-920.410	375.55
						17,385.20
01/14/2020	AP	2660(E)	BLUE CARE NETWORK-EFT	HEALTHCARE HMO FEB 2020	647-851-704.110	71,784.54
01/14/2020	AP	2661(E)	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTHCARE PPO FEB 2020	647-851-704.110	1,912.25
01/14/2020	AP	2662(E)	CHARTER COMMUNICATIONS	0069887120919 PHONE AND CABLE	208-752-726.000	94.59
		2662(E)		0069887120919 PHONE AND CABLE	208-752-930.210	39.99
						134.58
01/14/2020	AP	2663(E)	CONSUMERS ENERGY	DECEMBER ENERGY	226-528-930.620-PROG000000	29.28
		2663(E)		203497861648 JANUARY	588-697-930.620	705.73
		2663(E)		DECEMBER ENERGY BILL	637-265-930.620-ALPCT00000	345.08
		2663(E)		DECEMBER ENERGY BILL	637-265-930.620-SILLI00000	61.64
						1,141.73
01/14/2020	AP	2664(E)	DTE ENERGY	910020860953 DECEMBER	588-697-930.610	2,227.38
		2664(E)		DEC NATURAL GAS	637-265-930.610-ALPCT00000	4,724.62
		2664(E)		DEC NATURAL GAS	637-265-930.610-CRTHS00000	1,896.75
		2664(E)		DEC NATURAL GAS	637-265-930.610-SILLI00000	223.07
						9,071.82
01/14/2020	AP	2665(E)	FIRST BANKCARD	CREDIT CARD ENDING 12/10/2019	101-000-103.000	39.99
		2665(E)		CREDIT CARD ENDING 12/10/2019	101-257-930.600	442.25
		2665(E)		CREDIT CARD ENDING 12/10/2019	101-267-801.020	10.00
		2665(E)		CREDIT CARD ENDING 12/10/2019	101-267-930.983	(237.67)

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		2665(E)		CREDIT CARD ENDING 12/10/2019	101-268-930.500	93.45
		2665(E)		CREDIT CARD ENDING 12/10/2019	212-430-930.500	575.00
		2665(E)		CREDIT CARD ENDING 12/10/2019	637-265-726.000	8.66
		2665(E)		CREDIT CARD ENDING 12/10/2019	637-265-726.050	152.77
		2665(E)		CREDIT CARD ENDING 12/10/2019	645-172-930.500	203.78
						1,288.23
01/14/2020	AP	2666(E)	FRONTIER	PHONE AND INTERNET	209-751-726.000	63.10
		2666(E)		PHONE AND INTERNET	209-751-930.210	152.25
		2666(E)		A/C 989-732-7858-011910-5	261-427-930.210	739.75
						955.10
01/14/2020	AP	2667(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	DECEMBER MERS	101-301-704.300	9,565.00
		2667(E)		DECEMBER MERS	704-000-231.700	55,533.68
						65,098.68
01/14/2020	AP	2668(E)	USPS PAYMENT	FEBRUARY 2020 JURY SUMMONS MAILING	101-145-930.450	156.00
01/14/2020	AP	2669(E)	WEX BANK	DECEMBER 2019 FUEL	101-301-930.660	2,830.54
		2669(E)		DECEMBER 2019 FUEL	101-351-930.660	59.81
		2669(E)		DECEMBER 2019 FUEL	101-648-930.660	73.06
		2669(E)		DECEMBER 2019 FUEL	101-721-930.660	83.84
		2669(E)		DECEMBER 2019 FUEL	205-301-930.660	228.76
		2669(E)		DECEMBER 2019 FUEL	208-751-930.660	87.55
		2669(E)		DECEMBER 2019 FUEL	208-752-930.660	87.55
		2669(E)		DECEMBER 2019 FUEL	210-651-700.000	3,731.22
		2669(E)		DECEMBER 2019 FUEL	212-430-930.660	345.96
		2669(E)		DECEMBER 2019 FUEL	249-371-930.660	35.93
		2669(E)		DECEMBER 2019 FUEL	281-537-930.660	20.78
						7,585.00
01/14/2020	AP	79837	123NET	INVOICE 452531	637-265-930.210	1,290.41
01/14/2020	AP	79838	44NORTH	DECEMBER 2019 COBRA, TELADOC & HRA FEES	101-131-704.110	181.02
		79838		DECEMBER 2019 COBRA, TELADOC & HRA FEES	101-148-704.110	24.90
		79838		DECEMBER 2019 COBRA, TELADOC & HRA FEES	215-141-704.110	149.40
		79838		DECEMBER 2019 COBRA, TELADOC & HRA FEES	292-662-704.110	43.08
						398.40
01/14/2020	AP	79839	AMALGAM LLC	2019 1231 AMALGAM QTR MAINT	618-447-920.410	4,000.00
01/14/2020	AP	79840	AT&T MOBILITY	DEC 2019 WIRELESS	101-301-930.230	203.61

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		79840		DEC 2019 WIRELESS	101-351-930.230	59.74
		79840		DEC 2019 WIRELESS	101-682-930.240	294.98
		79840		DEC 2019 WIRELESS	205-301-930.230	119.48
		79840		DEC 2019 WIRELESS	261-427-930.210	38.23
						<hr/> 716.04
01/14/2020	AP	79841	AUTOMATED BUSINESS EQUIPMENT	SERVICE CONTRACT FORMAX FD1506 1/3/20-1/3/21	645-201-920.410	650.00
01/14/2020	AP	79842	BAGLEY TOWNSHIP	REFUND FOR OVERPMT MADE ON 2019 TX YR FOR PARCEL 011-765-516-030-694.000		61.65
		79842		2019 SWAMP TAX	701-000-274.003	3,370.90
						<hr/> 3,432.55
01/14/2020	AP	79843	BEAR RIVER HEALTH	DECEMBER 2019 MENTAL HEALTH COUNSELING	101-133-940.010	720.00
01/14/2020	AP	79844	BETSY HOPP	BEAR BASKETBALL REFUND	208-442-626.030-BEAR_BBALL	25.00
01/14/2020	AP	79845	BILL MARSH FORD GAYLORD	922004-6904	101-301-726.050	39.39
01/14/2020	AP	79846	BRADY'S BUSINESS SYSTEMS	COPIER MAINTENANCE	101-149-726.000	10.67
01/14/2020	AP	79847	C.F. FICK AND SONS, INC.	5649 INSTALL NEW PUMP AND METER FOR FUEL TANKS	209-751-726.050	1,179.00
01/14/2020	AP	79848	C2AE	PHASE 3 CONSTRUCTION OTSEGO COUNTY TRAIL	475-901-801.020	523.09
		79848		GROEN- NEW ENTRANCE & PARKING, PHASE 3	494-901-970.300-ENTRNC_GRO	155.46
						<hr/> 678.55
01/14/2020	AP	79849	CATHOLIC HUMAN SERVICES INC	DECEMBER 2019 MENTAL HEALTH COUNSELING	101-133-940.010	45.00
01/14/2020	AP	79850	CENTRAL MICHIGAN RAILWAY	LEASE #4824 1/1/20-12/31/20	594-228-930.240	250.00
01/14/2020	AP	79851	CHARLTON TOWNSHIP	2019 SWAMP TAX	701-000-274.003	42,447.43
01/14/2020	AP	79852	CHESTER TOWNSHIP	2019 SWAMP TAX	701-000-274.003	31,581.34
01/14/2020	AP	79853	CHESTER TOWNSHIP TREASURER	2019 MILITARY LAND	701-000-226.030	38.09
01/14/2020	AP	79854	CHOICE PUBLICATIONS	ADS	208-751-930.300	432.00
		79854		ADS	209-751-930.300	192.00
						<hr/> 624.00
01/14/2020	AP	79855	CITY OF GAYLORD	WATER BILL	208-752-920.200	51.38
01/14/2020	AP	79856	COP-ISD	2019 MILITARY LAND	701-000-225.000	73.96
01/14/2020	AP	79857	CORWITH TWP TREAS	2019 SWAMP TX	701-000-274.003	54,704.73
01/14/2020	AP	79858	COUNTY EQUALIZATION SERVICES	EQUALIZATION SERVICES DEC 2019	101-257-801.025	5,000.00

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01/14/2020	AP	79859	CURTISS REPORTING CORP	19-37732-FY PEOPLE V MATHEY TRANSCRIPTS	101-131-801.030	114.45
		79859		INV 18963; MATHEY TRANS. 19-37732 FY	101-267-726.000	15.00
						129.45
01/14/2020	AP	79860	DELL MARKETING LP	PRECISION 3431 + DELL ULTRASHARP 34 CURVED ULTRAWIDE - QU	266-901-970.430	1,758.44
		79860		COMPUTER EQUIPMENT	516-901-970.435	881.86
						2,640.30
01/14/2020	AP	79861	DELTA DENTAL OF MICHIGAN	0001160001 - JANUARY 2020 COURT DENTAL	101-131-704.110	601.89
		79861		0001160001 - JANUARY 2020 COURT DENTAL	101-148-704.110	116.06
		79861		0001160001 - JANUARY 2020 COURT DENTAL	215-141-704.110	482.10
		79861		0001160001 - JANUARY 2020 COURT DENTAL	292-662-704.110	187.48
		79861		0001160001 - JANUARY 2020 COURT DENTAL	704-000-231.261	362.54
						1,750.07
01/14/2020	AP	79862	DOUG KASSUBA	COURTROOM MONITOR UPDATES, COMPUTER DESK & ARM INSTALL	101-131-920.400	1,500.00
		79862		ADMINISTRATOR ASSISTANT WORKSPACE	266-901-970.435	700.00
						2,200.00
01/14/2020	AP	79863	DOVER TOWNSHIP TREASURER	2019 SWAMP TAX	701-000-274.003	570.19
01/14/2020	AP	79864	DUNNS	DUN-2615 - TAPE, STENOBOOKS, CLIPS, PENS, POST IT FLAGS	101-131-726.000	1,995.62
		79864		DUN-5253 - DECEMBER 20019 COURT COPIES & MAINTENANCE AGRE	101-131-920.520	124.42
		79864		DUN-2615 - CD SLEEVES	101-131-940.111	49.96
		79864		PROBATION SUPPLIES	101-149-726.000	476.06
		79864		CHAIRS	101-253-726.000	152.53
		79864		SUPPLIES FOR MSU EXT	101-261-726.000	65.46
		79864		INV 33AR435873; ACCT DUN-407	101-267-726.000	781.99
		79864		CORRECTIONS SUPPLIES	101-351-726.000	427.98
		79864		ACCT #DUN-2647, INV #33AR439402 COPIER CONTRACT, MONTH ENC	101-682-920.410	103.61
		79864		COPIER MAINTENANCE	101-864-726.000	671.23
		79864		TONER- 33AR428640	205-301-726.000	126.99
		79864		COPIER MAINTENANCE	212-430-726.000	60.67
		79864		DECEMBER 2019 FOC COPIES & MAINTENANCE AGREEMENT	215-141-920.520	74.14
		79864		ACCT #DUN-2647, INV #33AR439402 COPIER CONTRACT, MONTH ENC	232-690-920.410	11.51
		79864		COPIER MAINTENANCE	249-371-726.000	194.53
		79864		COPIER MAINTENANCE	281-537-726.000	26.27
		79864		DUN-2615 - COLORED PAPER, POST IF FLAGS, CALCULATOR, PENS,	292-662-726.000	109.34
		79864		CHAIRS	516-253-726.000	152.53
		79864		33AR436464 FULL SERVICE CONTRACT 12/24/19-01/23/20	588-697-726.000	79.46

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		79864		CHAIRS	617-253-726.000	152.52
						5,836.82
01/14/2020	AP	79865	VOID	** VOIDED **		** VOIDED **
01/14/2020	AP	79866	EARTHWORKS ENTERPRISES INC	PROJECT 18-0045	494-901-970.300-ENTRNC_GRO	48,814.15
01/14/2020	AP	79867	ELMIRA TWP TREASUER	2019 SWAMP TAX	701-000-274.003	6,776.10
01/14/2020	AP	79868	EMPIRIC SOLUTIONS INC	FEB 2020	101-228-801.030	6,246.24
		79868		FEB 2020	205-301-801.030	378.56
		79868		FEB 2020	208-752-801.030	189.28
		79868		FEB 2020	212-430-801.030	283.92
		79868		FEBRUARY 2020 COMPASS MANAGEMENT FEE	215-141-801.020	379.00
		79868		FEB 2020	232-690-801.030	94.64
		79868		FEB 2020	249-371-801.030	757.12
		79868		FEB 2020	261-427-801.030	94.64
		79868		FEB 2020	516-253-801.030	189.28
		79868		FEB 2020	588-697-801.030	378.56
		79868		FEB 2020 CONTRACT SERVICE	594-806-940.010	1,837.00
		79868		FEB 2020	617-253-801.030	189.28
		79868		FEB 2020	618-447-801.030	189.28
		79868		FEB 2020	637-265-801.030	94.64
		79868		FEB 2020	645-172-801.030	189.28
		79868		FEB 2020	645-201-801.030	94.64
		79868		FEB 2020	645-270-801.030	94.64
						11,680.00
01/14/2020	AP	79869	FIDELITY SECURITY LIFE INSURANCE CO	JAN 2020 VISION	647-851-704.110	1,473.93
01/14/2020	AP	79870	FRIEND OF THE COURT ASSOCIATION	MARIA COGER - FOC 2020 WINTER CONFERENCE FEE	215-141-704.400	200.00
01/14/2020	AP	79871	GALLS INC AN ARAMARK CO	014556502	212-430-726.046	987.72
01/14/2020	AP	79872	GAYLORD AREA CHAMBER OF COMMERCE	2020 ANNUAL MEMBERSHIP	101-729-930.600	1,500.00
01/14/2020	AP	79873	GAYLORD COMMUNITY SCHOOLS	2019 MILITARY LAND	701-000-225.000	468.46
01/14/2020	AP	79874	GAYLORD VETERINARY SERVICES	NOVEMBER 2019	212-430-930.471	1,235.17
		79874		NOVEMBER 2019	212-430-930.980	2,015.00
						3,250.17
01/14/2020	AP	79875	GILL ROYS HARDWARE	1912-753624	205-301-726.000	10.96
		79875		1912-763657	212-430-726.000	14.99

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						25.95
01/14/2020	AP	79876	GREAT LAKES ENERGY	ELECTRIC BILLS	209-751-930.620	1,279.97
01/14/2020	AP	79877	HALL VETERINARY CLINIC	110616	212-430-930.471	80.00
		79877		110616	212-430-930.980	444.00
						524.00
01/14/2020	AP	79878	HAYES TOWNSHIP TREASURER	2019 SWAMP TAX	701-000-274.003	14,439.22
01/14/2020	AP	79879	HOWARD L SHIFMAN PC	LEGAL SERVICES THRU 12/31/2019	280-270-801.020	243.00
01/14/2020	AP	79880	IMPREST CASH, OTSEGO COUNTY BUS SYS	1147 CALCULATOR (DISP.) SHEET PROTECTORS	588-697-726.000	42.54
01/14/2020	AP	79881	IMPREST CASH-ADMINISTRATION	BALANCE FOR YEAR END	101-101-930.500	33.68
01/14/2020	AP	79882	IMPREST CASH-ANIMAL CONTROL	POSTAGE	212-430-930.450	99.00
01/14/2020	AP	79883	INSTITUTE OF CONTINUING LEGAL EDUCA	2019 UPDATE - MI MODEL CRIMINAL JURY INSTRUCTIONS	101-131-726.200	664.00
01/14/2020	AP	79884	JANS NORTHSIDE DELI & MARKET	DECEMBER MANAGMENT TEAM MEETING	101-101-930.500	265.21
01/14/2020	AP	79885	JENNIFER BOYER	18-5574-FH PEOPLE V JASON LEE FAUBERT TRANSCRIPTS	101-131-801.030	1,162.64
01/14/2020	AP	79886	JIM WERNIG INC	164085	101-301-726.050	60.60
01/14/2020	AP	79887	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-784093 SHOP	588-699-726.050	9.70
01/14/2020	AP	79888	JOHNSON OIL COMPANY	171410- VALVE STEM	101-301-726.050	85.88
01/14/2020	AP	79889	JUNE ELIZABETH GREVE	JANUARY 2020 COURT CLEANING FEE	101-131-726.025	150.00
		79889		JANUARY 2020 FOC CLEANING FEE	215-141-726.025	150.00
						300.00
01/14/2020	AP	79890	KELLY A. FOX	CO-ED VOLLEYBALL REF NOV.-DEC.	208-752-940.010-WM_VBALL__	2,075.00
01/14/2020	AP	79891	KIESLER POLICE SUPPLY, INC	COURT SECURITY RIFLE, CASE AND AMO	101-131-726.000	1,138.16
01/14/2020	AP	79892	LAPPANS OF GAYLORD INC	01-304651	212-430-726.000	15.00
01/14/2020	AP	79893	LESS LETHAL LLC	RACC BELT	101-351-726.000	166.25
01/14/2020	AP	79894	LINCOLN FINANCIAL	CICOTSEGOC-BL-954784 - JANUARY 2020	101-131-704.140	482.32
		79894		CICOTSEGOC-BL-954784 - JANUARY 2020	101-133-704.140	41.56
		79894		CICOTSEGOC-BL-954784 - JANUARY 2020	215-141-704.140	213.41
		79894		CICOTSEGOC-BL-954784 - JANUARY 2020	292-662-704.140	117.89
						855.18

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01/14/2020	AP	79895	LIVINGSTON TOWNSHIP TREAS	2019 SWAMP TAX	701-000-274.003	120.29
01/14/2020	AP	79896	MACKINAC COUNTY EQUALIZATION	2020 0102 MAED DUES	101-257-930.600	100.00
01/14/2020	AP	79897	MAFCA	VICTORIA COURTERIER - 2020 MEMBERSHIP DUES	101-131-930.600	225.00
01/14/2020	AP	79898	MARVAC	MAR092092661 ONLINE AD	208-751-930.300	60.00
01/14/2020	AP	79899	MAXIMUM SECURITY	MONITOR	209-751-726.000	299.91
01/14/2020	AP	79900	MAXIMUS INC	2018 COST ALLOCATION PLAN	101-267-801.020	1,426.00
		79900		2018 COST ALLOCATION PLAN	215-141-801.020	6,074.00
						7,500.00
01/14/2020	AP	79901	MCCARDEL CULLIGAN	1351024 - WATER DELIVERY ON 12/19/19	101-131-726.000	25.25
		79901		JAN COOLER RENTAL	647-851-704.112	40.00
						65.25
01/14/2020	AP	79902	MCVEIGHS TRUCK SPRINGS INC	015954 STOCK	588-699-726.050	271.95
01/14/2020	AP	79903	MEGA POWER SPORTS LLC	XP2 STROKE	205-301-726.000	19.99
01/14/2020	AP	79904	MEYER ACE	27334 MNT. & SHOP SUPPLIES	588-698-726.025	24.15
		79904		27334 MNT. & SHOP SUPPLIES	588-699-726.050	8.99
						33.14
01/14/2020	AP	79905	MGT OF AMERICA CONSULTING, INC	INV 36925; CRP BILLING SERVICE	101-267-920.410	1,100.00
01/14/2020	AP	79906	MICHIGAN KENWORTH	022S102893 BUS #2	588-699-920.400	145.00
01/14/2020	AP	79907	MID MICHIGAN ME GROUP	QTRLY ADMIN FEE, OCT/NOV/DEC 2019	101-648-801.020	6,230.49
01/14/2020	AP	79908	MISS DIG SYSTEM INC	INVOICE 20201161	594-228-801.025	1,116.08
01/14/2020	AP	79909	MOTOROLA SOLUTIONS INC	RADIO REPLACEMENT	261-901-970.435	258,307.82
01/14/2020	AP	79910	MPARKS	2000001963 CONFERENCE FEE	208-752-704.400	525.00
01/14/2020	AP	79911	NATIONAL ASSOCIATION OF COUNTIES	COUNTY MEMBERSHIP DUES 1/1/20-12/31/20	101-101-930.600	483.00
01/14/2020	AP	79912	NMEDA TREASURER	2020 0102 NMEDA DUES	101-257-930.600	60.00
01/14/2020	AP	79913	NORTH EXCAVATING & ASPHALTING	SNOW REMOVAL	226-528-940.010-PROG000000	770.00
01/14/2020	AP	79914	NORTHERN ENERGY, INC	52571 ORANGE RAIN-X WASHER FLUID	588-699-726.050	185.35
01/14/2020	AP	79915	NORTHERN IMAGING ASSOCIATES PC	INMATE MEDCIAL SERVICES #NIA144349	101-351-930.470	23.00

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01/14/2020	AP	79916	NORTHERN LIGHTS COUNSELING AND CONS	DECEMBER 2019 MENTAL HEALTH COUNSELING	101-133-940.010	1,130.00
01/14/2020	AP	79917	NORTHERN MICHIGAN REVIEW	FINANCE AD	101-101-930.300	129.50
		79917		AD# 775485 & 776698 - J-19-065-NA PUBLICATION	101-131-930.450	164.00
		79917		ADS	208-751-930.300	1,392.00
		79917		585769-720232 PRIME TIMES, HOLIDAY GREETINGS , SEO BOOST	588-697-930.300	217.60
		79917		2019 TAX SALE INSERTS	617-253-930.300	694.36
						2,597.46
01/14/2020	AP	79918	NORTHLAND SPORTSMENS CLUB	2020 DUES	101-301-930.600	111.00
		79918		2020 DUES	101-302-920.410	33.40
		79918		2020 DUES	101-334-920.410	11.20
		79918		2020 DUES	101-351-920.410	122.20
		79918		2020 DUES	205-301-726.000	22.20
						300.00
01/14/2020	AP	79919	OCNET	JAN 20 CONNECTIVITY	101-864-930.240	800.00
		79919		JAN 20 CONNECTIVITY	261-427-940.010	200.00
						1,000.00
01/14/2020	AP	79920	OMS COMPLIANCE SERVICES INC	97046 RANDOM DRUG TEST	588-699-940.010	79.25
01/14/2020	AP	79921	OTSEGO COUNTY BUS SYSTEM	DECEMBER 2019 DRUG COURT BUS	101-133-930.500	134.00
01/14/2020	AP	79922	OTSEGO COUNTY ECONOMIC ALLIANCE	2020 PARTNER CELEBRATION TABLE SPONSOR	101-101-930.500	250.00
01/14/2020	AP	79923	OTSEGO COUNTY EMS	NEW BATTERY FOR TRUCK	101-648-726.000	154.20
01/14/2020	AP	79924	OTSEGO COUNTY JUDICIAL SYSTEM	01/02/20 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	119.09
		79924		01/02/20 HRA REIMBURSEMENT CHECK REGISTER	292-662-704.110	740.21
						859.30
01/14/2020	AP	79925	OTSEGO COUNTY ROAD COMMISSION	MDEQ/DRAIN GUAGE	101-445-930.999	4,390.00
01/14/2020	AP	79926	OTSEGO COUNTY SHERIFF DEPT	DECEMBER 2019 DRUG COURT DRUG TESTING	101-133-940.010	2,640.00
01/14/2020	AP	79927	OTSEGO LAKE TWP TREAS	2019 SWAMP TAX	701-000-274.003	13,678.77
01/14/2020	AP	79928	OTSEGO MEMORIAL HOSPITAL CLINIC PHY	INMATE MEDICAL SERVICES SEE ATTACHED	101-351-930.470	207.00
01/14/2020	AP	79929	PROSECUTING ATTORNEYS ASSOCIATION M	CHILD SUPPORT CONF MAR 11-13, 2020	101-268-704.400	200.00
01/14/2020	AP	79930	PUMMILL BUSINESS FORMS	2019 1231 PROMARK PPSS	101-257-726.000	469.34
		79930		ORDER 5000 WINDOW ENVELOPES INV 24307	516-253-726.000	277.70
		79930		# 10 WINDOW ENVELOPES	516-253-920.410	277.70

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						1,024.74
01/14/2020	AP	79931	R J BUILDERS AND PRO PAINTERS, LLC	FIT AND INSTALL OAK DOOR WITH KEYLESS LOCK SET TO COURT OI	101-131-920.400	755.00
01/14/2020	AP	79932	R.C. BYCE & ASSOCIATES, INC.	SAFETY COMPLEX FEASIBILITY STUDY	498-351-940.010	16,500.00
01/14/2020	AP	79933	REDWOOD TOXICOLOGY LABORATORY INC	SUPPLIES	205-301-920.410	2,128.63
01/14/2020	AP	79934	RESERVE ACCOUNT	REIMBURSE METER ACCT 31506793	101-267-930.450	41.75
		79934		REIMBURSE METER ACCT 31506793	101-267-930.983	135.90
		79934		REIMBURSE METER ACCT 31506793	101-268-930.450	185.20
						362.85
01/14/2020	AP	79935	RESERVE ACCOUNT	POSTAGE - 4TH QUARTER (OCT - DEC) 2019	101-131-930.450	1,551.85
		79935		POSTAGE - 4TH QUARTER (OCT - DEC) 2019	215-141-930.450	1,554.36
		79935		POSTAGE - 4TH QUARTER (OCT - DEC) 2019	292-662-930.450	402.60
						3,508.81
01/14/2020	AP	79936	RONALD KORONKA	SNOW REMOVAL AT ROCK RD	226-528-940.010-PROG000000	430.00
01/14/2020	AP	79937	SARA SCHMIDT	KLEENEX,,ALCOHOL PADS, POSTAGE	101-267-726.000	10.38
		79937		KLEENEX,,ALCOHOL PADS, POSTAGE	101-267-930.450	12.33
						22.71
01/14/2020	AP	79938	SCOTT, CHARLES E	DLQ TAX REFUND	516-000-214.000	444.76
01/14/2020	AP	79939	SHERRY S HUFF	MILEAGE	290-670-703.040	50.00
		79939		MILEAGE	290-670-930.500	20.00
						70.00
01/14/2020	AP	79940	SOUTH ARM CONSTRUCTION LLC	INVOICE 18561	499-901-970.300-COUNTYROOF	10,254.00
01/14/2020	AP	79941	SPARTAN SEWER & SEPTIC TANK SERVICE	13330 RENTAL AT GROEN	209-751-726.000	95.00
01/14/2020	AP	79942	STAPLES BUSINESS CREDIT	BOC PLANNERS	101-101-726.000	26.00
		79942		403654 - COPY PAPER, CORRECTION TAPE, BATTERIES, STICKIES, S	101-131-726.000	466.24
		79942		403654 - TONER, CDR'S, FAX CARTRIDGES, DVD+R	101-131-940.111	407.69
		79942		STATEMENT #1627092267	101-261-726.000	89.97
		79942		403654 - CREDIT RETURNED TONER	215-141-726.000	(184.29)
		79942		403654 - COPY PAPER, TONER, CLASP ENVELOPES, GLOVES	292-662-726.000	152.47
		79942		ORDER #7303062133-0-1	645-201-726.000	47.49
						1,005.57
01/14/2020	AP	79943	STATE OF MICHIGAN	P69 SUPPORT SERVICE 1ST QUARTER (JAN-MAR 20)	101-131-970.450	3,206.10

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/14/2020 - 01/14/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/14/2020	AP	79944	SWANSON SERVICES GROUP	INMATE COMMISSARY PURCHASE F/DEC 2019	595-351-726.000	933.05
01/14/2020	AP	79945	TARGET INFORMATION MANAGEMENT INC	CIVIL FORMS: MC01, MC01A, AND MC09	101-131-726.000	99.38
01/14/2020	AP	79946	TELE-RAD	ANNUAL BILLING 2020	261-427-920.410	7,603.80
		79946		INVOICE 895719	261-901-970.435	1,341.44
						8,945.24
01/14/2020	AP	79947	TELEPHONE SUPPORT SYSTEMS INC	CIRCUIT COURTROOM CONFERENCE PHONE UPGRADE	101-131-726.000	411.74
01/14/2020	AP	79948	TENURGY, LLC	ENERGY SAVINGS	212-430-930.610	49.48
		79948		ENERGY SAVINGS	281-537-930.610	61.67
						111.15
01/14/2020	AP	79949	THOMAS OWEN MAMMOSER	NOV 2019 EXPENSE VOUCHER	290-670-703.040	100.00
		79949		NOV 2019 EXPENSE VOUCHER	290-670-930.500	28.00
						128.00
01/14/2020	AP	79950	THOMSON WEST	INV 841396623; ACCT 1000715367; INFO CHG. NOV '19	101-267-726.200	445.86
01/14/2020	AP	79951	TITLE CHECK LLC	DECEMBER CERTIFIED MAILING -2016/2017 TX FF CYCLE	516-253-920.410	6,236.07
01/14/2020	AP	79952	TOTAL COMMUNICATION SERVICES LLC	NOV 2019 LOCATING SERVICES	594-806-801.030	360.00
01/14/2020	AP	79953	TRAIL, NICHOLA	DLQ TAX REFUND	516-000-214.000	391.50
01/14/2020	AP	79954	VARIDESK LLC	PRO-DESK, DUAL MONITOR ARM, MAT	101-131-726.000	945.00
01/14/2020	AP	79955	VERIZON WIRELESS	INV 9844159613; ACCT 842184815-0001	101-267-930.230	51.83
		79955		DEC 2019 CELL PHONE	208-751-930.230	57.11
		79955		DEC 2019 CELL PHONE	208-752-930.230	57.12
		79955		DEC 2019 CELL PHONE	209-751-930.230	26.41
		79955		A/C 342115252-00001	261-427-930.210	396.57
		79955		DEC 2019 CELL PHONE	281-537-930.230	43.91
						632.95
01/14/2020	AP	79956	VERIZON WIRELESS	283104123-00001 - DECEMBER 2019	101-131-930.210	30.53
01/14/2020	AP	79957	WASH N GO MANAGEMENT INC	11831	212-430-920.410	18.00
01/14/2020	AP	79958	WAYNE COUNTY SHERIFF'S COURT DIV	19-005-NA PERSONAL SERVICE	101-131-930.450	73.26
01/14/2020	AP	79959	WINN TELECOM	A/C 0410000897	261-427-930.210	62.26
		79959		989-705-1786 JANUARY	588-697-930.210	330.71
						392.97

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/14/2020 - 01/14/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/14/2020	AP	79960	WMJZ EAGLE 101.5	TRAIL AD	101-101-930.300	295.00
		79960		INV #943-12 , #944-12, HOUSING & VETERANS RADIO ADVERTISEMEN	101-682-930.300	100.00
		79960		INV #943-12 , #944-12, HOUSING & VETERANS RADIO ADVERTISEMEN	233-691-930.300	100.00
						495.00
01/14/2020	AP	79961	YATES FOREST PRODUCTS, INC.	TREE REOMOVAL	209-751-801.020	4,500.00
01/14/2020	AP	79962	ZAREMBA EQUIPMENT INC	W 81689 BUS #12	588-699-726.050	574.69
		79962		W 81689 BUS #12	588-699-920.400	371.00
						945.69
01/14/2020	AP	79963	ZOETIS	9009456668	212-430-726.035	227.00
			TOTAL - ALL FUNDS	TOTAL OF 141 CHECKS (1 voided)		824,923.64