



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 28, 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 January 14, 2020 with attachments- Motion to Approve
- B. 2020 Board of Commissioners Meeting Schedule **Updated** - Motion to Approve
- C. OCR 20-05 Discharge of Mortgage (Walling)- Motion to Approve
- D. Otsego County Housing Committee Recommendation for two Reappointments- (LaFave and Riozzi) Both Terms Expiring 12/31/2022- Motion to Approve
- E. Otsego County Parks and Recreation Commission Recommendation for Reappointment- (Wing) Term Expiring 12/31/2022- Motion to Approve
- F1. County Surveyor Remonumentation Agreement - Motion to Approve
- F2. Wade Trim Remonumentation Agreement - Motion to Approve
- F3. Brand Land Surveying, LLC Remonumentation Agreement - Motion to Approve
- G. Court Appointed Attorney Contracts- Motion to Approve

Special Presentations

- A. Byce and Associates- Feasibility Study

Committee Reports

- A. Criminal Justice Coordinating Committee
 - 1. Otsego County Justice Complex Facility
- B. Budget & Finance Committee
 - 1. OCR 20-04 Special Election for the Otsego County Justice Complex
 - 2. Audit Services Bid Award

Administrator's Report

Department Head Report

Special Presentations

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 - 1. January 21, 2020 Warrant
 - 2. January 28, 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 January 14, 2020	AGENDA DATE: January 28, 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 January 14, 2020.

January 14, 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 Julie Powers, followed by the Pledge of Allegiance led by Lisa McComb.

Roll Call:

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

Consent Agenda:

Motion by Commissioner Julie Powers, seconded by Commissioner Paul Liss, to approve the Regular minutes of December 17, 2019 with attachments and the Regular minutes of January 2, 2020. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Paul Liss, to approve the reappointment of Vernon J. Kassuba and Jan Kellogg to the Otsego County Brownfield Redevelopment Authority Committee with both terms to expire 12-31-2022. Ayes: Unanimous. Motion carried.

Motion by Commissioner Julie Powers, seconded by Commissioner Paul Liss, to approve OCR 20-01 for MERS Defined Contribution Plan adoption agreement-Non Union and Elect Appt Supvrs hired on or after 1-1-2020.

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)

Motion by Commissioner Julie Powers, seconded by Commissioner Paul Liss, to approve OCR 20-02 for MERS Defined Contribution Plan Adoption Agreement-Court Groups hired on or after 1-1-2020.

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)

Motion by Commissioner Julie Powers, seconded by Commissioner Paul Liss, to approve OCR 20-03 Amendment for the Teamsters Clerical Post Employment Healthcare Savings Program.

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)

Committee Reports:

Motion by Commissioner Paul Liss, seconded by Commissioner Henry Mason, to approve the updated wording to the Otsego County Employee Handbook. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Duane Switalski, to include parcel 061-100-000-109-000, a 0.14-acre parcel in Elmira Township, in the Otsego County Brownfield Redevelopment Plan. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

Rachel Frisch reported the Economic Alliance pitch night is 4-16-2020; chambers awards night is 1-23-2020; received 6 bids regarding new Auditors, will be discussed at Finance Committee meeting; roof project at the Bus garage had to be extended due to weather; Bus System provided over 100 free rides for New Year's Eve; water line broke at the Alpine Center, has plan in place by the City of Gaylord.

Special Presentations: None.

Department Head Reports: None.

City Liaison, Township & Village Representative:

Lisa McComb reported on pitch night, 1-31-2020 is the deadline to apply; Menards did get approval, breaking ground in spring 2020; Lucky's steak house open in February; Veterans building to open this summer.

Vic Ouellette reported on the City Council meeting, Bill Wishart is the new Mayor for the City of Gaylord.

Correspondence: None

New Business:

Motion by Commissioner Bruce Brown, seconded by Commissioner Paul Liss, to approve the December 17, 2019 Warrant in the amount of \$1,555.00 and one voided checks. Ayes: Unanimous. Motion carried.

Motion by Commissioner Henry Mason, seconded by Commissioner Ken Glasser, to approve the December 26, 2019 Warrant in the amount of \$124,363.34. Ayes: Unanimous. Motion carried.

Motion by Commissioner Rob Pallarito, seconded by Commissioner Bruce Brown, to approve the January 7, 2020 Warrant in the amount of \$262,041.86. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Julie Powers, to approve the January 14, 2020 Warrant in the amount of \$824,923.64. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Duane Switalski had no report.

Commissioner Julie Powers reported on the City Council meeting.

Commissioner Henry Mason had no report.

Commissioner Rob Pallarito reported Pigeon River meeting coming up; attended the City Council meeting, thanked Vic Ouellette with help on the water issue at the Alpine Center.

Commissioner Ken Glasser had no report.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss reported on the Corwith Township meeting.

Commissioner Doug Johnson reported on the Parks and Recreation meeting; 2 interviews for new employees at the Groen Nature preserve, new gator purchase from Lappans; bid process for Community Center gym floor; Contract for Otsego Lake Association for fireworks; Justin Wing to be reappointed to the Parks and Recreation; changes coming to the dog park.

Commissioner Ken Borton reported the justice complex will be discussed at the 1-28-2020 Board of Commissioners meeting.

Meeting adjourned at 10:00 a.m.

Kenneth C. Borton, Chairman

Dana Stubli, Deputy Clerk

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 300.767.MERS (6377) | Fax 517.703.9711

www.michmiers.com

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

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

II. Effective Date

Check one:

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

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

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

[X] This division is for new hires, rehires, and transfers of current Defined Benefit* division # 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.mersretirement.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.mers-together.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.

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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%

MERS Defined Contribution Plan Adoption Agreement



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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. [X] If this is the initial Adoption Agreement for this group, the effective date shall be the first day of January 1, 20 20

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

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

[X] This division is for new hires, rehires, and transfers of current Defined Benefit* division # 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.mersretirement.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 | 800.767.2808 | Fax 517.703.9711

FORMERLY MERS-DC-100

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%

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)

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.

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



1515 Arboretum Drive, SE
Grand Rapids, Michigan 49546

616.575.3824 | fishbeck.com

**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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- 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	Facility 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



LEGEND

 Approximate Property Boundary

061-110-000-109-00



SITE MAP

0 20 40 FEET

fishbeck
Engineers | Architects | Scientists | Constructors

Hard copy is intended to be 8.5"x11" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

Wolverine Power Supply Cooperative, Inc.

061-110-000-109-00, Elmira Twp., Otsego County, Michigan

Brownfield Redevelopment Plan

PROJECT NO.
180152

FIGURE NO.
2

PLOT INFO: Z:\01181901\20\CAD\GIS\Imposed\FIG02_SITE_MAP.mxd Date: 1/25/2019 7:49:27 AM User: fishbeck\lfr

Figure 3

Site Map Showing Soil Exceedances

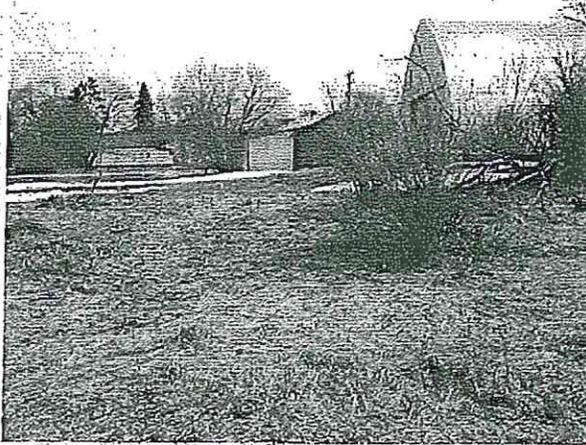
Table 1

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.



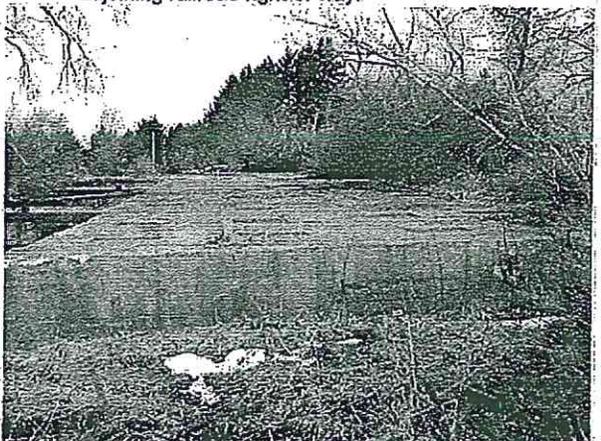
3. A view of the east side of the site from the north.



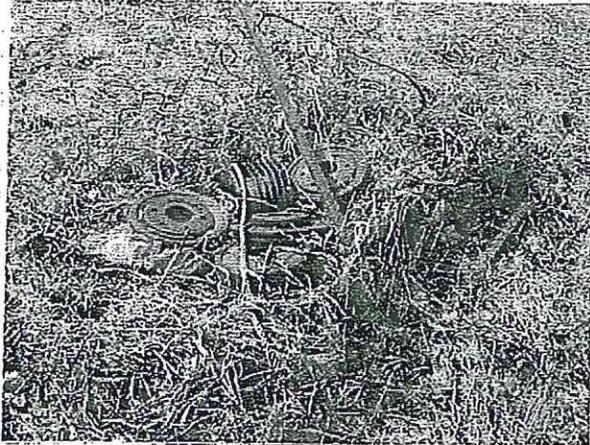
4. A view of the southeast corner of the site from the adjoining railroad right-of-way.



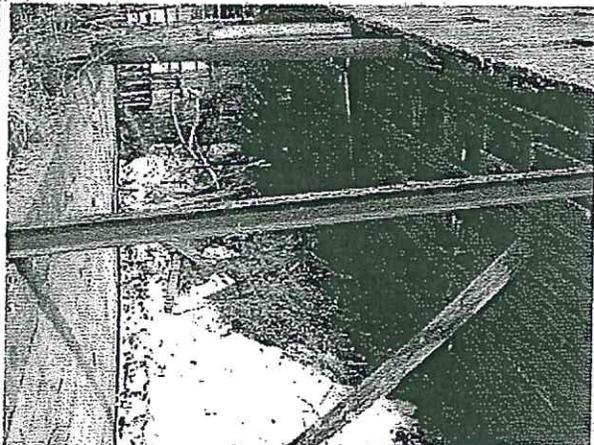
5. A view of the building foundation on the center of the site and the right-of-way to the south.



6. A view of 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.



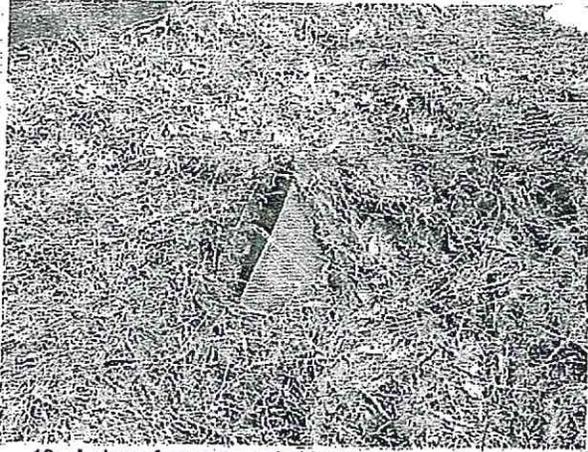
10. A view of abandoned tires in the building foundation.



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.



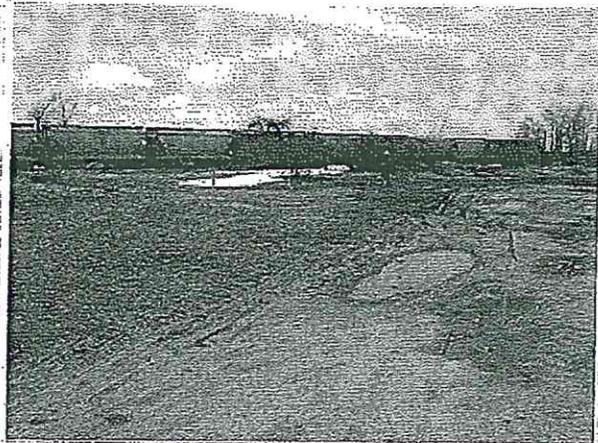
13. A view of an open-ended buried drum on the southwest portion of the site.



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



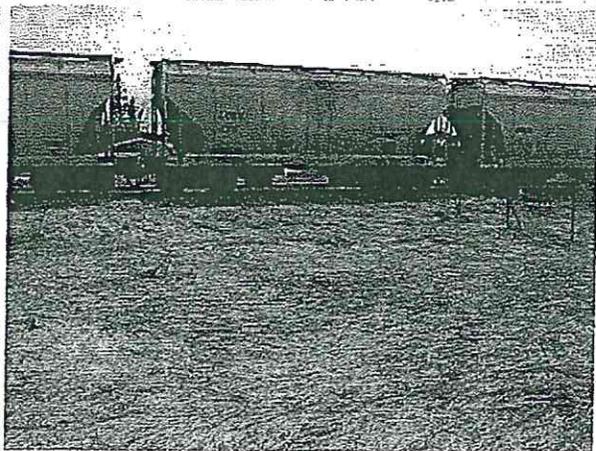
15. A view of the adjoining site to the east.



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	3,500	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	710	<250	<250	<250	<250	<250					
2-Methylnaphthalene	NA	37,000	8,100,000	4,200	<250	<250	<250	<250	<250					
PHAs														
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
Benz(a)anthracene		NLL	20,000	NLL	<330	<330	<330	2,000	<330	<330	<330	<330	<330	<330
Benz(a)pyrene		NLL	2,000	NLL	<330	<330	<330	3,700	<330	<330	<330	530	<330	<330
Benz(b)fluoranthene		NLL	20,000	NLL	<330	<330	<330	3,400	<330	<330	<330	920	<330	<330
Benz(e,h)perylene		NLL	2,500,000	NLL	<330	<330	<330	2,400	<330	<330	<330	<330	<330	<330
Benz(k)fluoranthene		NLL	200,000	NLL	<330	<330	<330	2,400	<330	<330	<330	<330	<330	<330
Chrysene		NLL	2,000,000	NLL	<330	<330	<330	2,500	<330	<330	<330	470	<330	<330
Dibenz(a,h)anthracene		NLL	2,000	NLL	<330	<330	<330	470	<330	<330	<330	350	<330	<330
Fluoranthene		730,000	46,000,000	5,500	<330	<330	<330	3,800	<330	<330	<330	<330	<330	<330
Fluorene		390,000	77,000,000	5,300	<330	<330	<330	3,330	<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	710	<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	20,000,000	ID	<330	<330	<330	4,800	<330	<330	<330	390	<330	<330
All Other PHAs (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.
 Page 1 of 1



January 28, 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

<p style="text-align: center;">AGENDA ITEM:</p> <p style="text-align: center;">2020 Board of Commissioners Meeting Schedule- Updated</p> <p style="text-align: center;">AGENDA PLACEMENT:</p> <p style="text-align: center;">Consent Agenda, Item B.</p> <p style="text-align: center;">STAFF CONTACT(S):</p> <p style="text-align: center;">Rachel Frisch, County Administrator</p>	<p style="text-align: center;">AGENDA DATE:</p> <p style="text-align: center;">January 28, 2020</p> <p style="text-align: center;">ACTION REQUESTED:</p> <p style="text-align: center;">Motion to Approve</p> <p style="text-align: center;">ATTORNEY REVIEW:</p> <p style="text-align: center;">No</p>
--	--

BACKGROUND/DISCUSSION:

This is the **Updated** schedule of Board of Commissioners Meetings for 2020. This schedule replaces the one that was approved at the 12/17/2019 meeting.

RECOMMENDATION:

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



2020

Board of Commissioners
Meeting Schedule

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

January 2 **(Organizational Meeting)*

January 14

January 28

February 11

February 25

March 10

March 24

April 14

April 28

May 12

May 26

June 9

June 23

July 14

July 28

August 11

August 25

September 8

September 22

October 13

October 27

November 10

November 24

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

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM:	AGENDA DATE:
OCR 20-05 Discharge of Mortgage (Walling)	November 26, 2019
AGENDA PLACEMENT:	ACTION REQUESTED:
Consent Agenda, Item C.	Motion to Approve
STAFF CONTACT(S):	ATTORNEY REVIEW:
Rachel Frisch, County Administrator	No

BACKGROUND/DISCUSSION:

This resolution is for the discharge of mortgage for Ned K Walling and Brenda J Walling. As a matter of process, the County issues resolutions to discharge mortgages once payment in full is received from the Mortgagor.

RECOMMENDATION:

The Housing Committee requests Board adoption of the proposed resolution OCR 20-05.

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 28th day of January, 2020, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2020

MORTGAGE DISCHARGE
(By Entity)

KNOW ALL MEN BY THESE PRESENTS, that (1) The County of Otsego, a (2) Municipal Corporation, whose address is (3) 225 West Main Street, Gaylord, Michigan 49735, does hereby certify that a certain Mortgage dated May 31st, 2013, Made and executed by Ned K. Walling and Brenda J. Walling, husband and wife, as Mortgagor to the County of Otsego, a Municipal Corporation, as Mortgagee, and recorded on June 7th, 2013, in the office of the Register of Deeds for Otsego County Michigan in Liber, 1323 Pages 36-49, is fully paid, forgiven, satisfied and discharged.

In Witness whereof, the undersigned has executed this instrument as of the _____ day of _____, 2020.

WITNESSES:

* Cynthia Marie Polena

(1) the County of Otsego _____

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

(5)

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020,

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

Behalf of the (6) Board of Commissioners.

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

225 West Main Street
Gaylord, Michigan 49735

*Cynthia Marie Polena Notary Public
Otsego County, State of Michigan
My Commission Expires: December 17, 2025

Please send original recorded document(s) to:

Ned & Brenda Walling
10913 Lake Shore Drive
Gaylord, Michigan 49735

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

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Otsego County Housing Committee Re-Appointment	AGENDA DATE: January 28, 2020
AGENDA PLACEMENT: Consent Agenda, Item D.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Marlene Hopp, Housing Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Otsego County Housing Committee is recommending reappointment of Mr. John LaFave and Mr. Steve Riozzi to the Otsego County Housing Committee with both terms expiring 12/31/2022.

RECOMMENDATION:

The Otsego County Housing Committee recommends the reappointment of Mr. LaFave and Mr. Riozzi to the Housing 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?

Re-appoint Otsego County Housing Committee

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

Please print or type.

Name: John LaFave

Address: 5447 Cheyenne Circle Gaylord Zip Code 49735

Telephone: 989-370-6972 Other: _____

Email address: johnlafave607@gmail.com

Date available for appointment 12/31/19

County Commission District 6

Are you a registered voter in Otsego County? Yes No

If yes, which township, city or village? Bagley

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.

Current Vice Chair Otsego County Housing Committee, Housing Board of Appeals, Harper Woods Jaycees President
Harper Woods Lions President, Corwith Twp Planning-Chairman
Kelly Road Business Association, Harper Woods, MI
Stewardship Team-Gaylord E-Free Church

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.

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.

I have read and studied the real estate market and have a good knowledge of how it works.
 I know about grants and loans given to low income people to help fix their homes.
 I read a lot of newspaper stories and follow what is happening in Otsego County.

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



 Signature

01/16/20

 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@otsegoountymi.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?

Re-appoint Otsego County Housing Committee

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

Please print or type.

Name: Steve Riozzi

Address: 738 Chester Road Gaylord Zip Code 49735

Telephone: 989-619-0911 Other: _____

Email address: stevenriozzi@yahoo.com

Date available for appointment 12/31/19

County Commission District 6

Are you a registered voter in Otsego County? Yes No

If yes, which township, city or village? Bagley

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.

Current Chair Otsego County Housing Committee

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.

Former Commerical Lending Officer, Real Estate Agent, Insurance Agent and Gordon's Foodservice.

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.

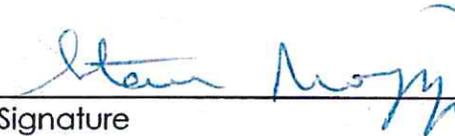
Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment and will you have such time?

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.

BS in Accounting from Wayne State University.

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



Signature

01/16/20

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: Otsego County Parks and Recreation Commission Re-Appointment	AGENDA DATE: January 28, 2020
AGENDA PLACEMENT: Consent Agenda, Item E.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator Kyle Ryan, Parks and Recreation Director	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Otsego County Parks and Recreation Commission is recommending reappointment of Mr. Justin Wing to the Otsego County Parks and Recreation Commission with a term expiring 12/31/2022.

RECOMMENDATION:

The Otsego County Parks and Recreation Commission recommends the reappointment of Mr. Wing to the Parks and Recreation Commission.



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 Parks and Recreation Commission

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

Please print or type.

Name: Justin Wing

Address: 2043 Marion Ct., Frederic Zip Code 49733

Telephone: 989-889-5452 Other: I live in Otsego County

Email address: justin.wing@justinwingengineering.com

Date available for appointment Immediately / Incumbent

County Commission District ? Robert Pallerito?

Are you a registered voter in Otsego County? Yes No

If yes, which township, city or village? Otsego Lake Twp

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.

Currently serving on Otsego County Parks & Recreation Commission. ~~Board~~

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.

Professional Engineer - State of Michigan
B.S. Civil Engineering: Michigan State University 2003
Engineer at Mich. Dept. of Transportation - 10 yrs
Engineer at C2AE - Gaylord - 2 yrs
Self-Employed Civil Engineer - 4 yrs

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

Parks Commission past 2 years

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.

I work with C2AE in Gaylord on a regular basis and also am a practicing civil engineer. The Parks Department at times requires engineering services. I have always abstained from voting when engineering services are being recommended for approval and will continue to do so if I am selected to continue service.

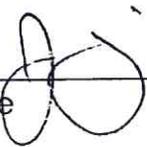
Are you aware of the time commitment necessary to serve on the committee, board and/or commission to which you seek appointment and will you have such time?

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.

I've played basket ball at the community center for the past 15 years and still play as much as I can. I am very interested in seeing the community center survive and thrive into the future.

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

Signature 

Date 1-12-20

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.



EXECUTIVE SUMMARY

<p>AGENDA ITEM:</p> <p>2020 Remonumentation County Representative Agreement</p>	<p>AGENDA DATE:</p> <p>January 28, 2020</p>
<p>AGENDA PLACEMENT:</p> <p>Consent Agenda, Item F.1.</p>	<p>ACTION REQUESTED:</p> <p>Motion to Approve</p>
<p>STAFF CONTACT(S):</p> <p>Rachel Frisch, County Administrator</p>	<p>ATTORNEY REVIEW:</p> <p>No</p>

BACKGROUND/DISCUSSION:

The State of Michigan, Office of Land Survey is responsible for administration of the statewide program of monumenting and remonumenting the original U.S. Government public land survey corners, which property ownership is based off of. The State provides annual grants to the Counties to have this work performed. The County Surveyor, Ronald C. Brand, PS, is our County's Representative for this grant. The Representative Agreement with Mr. Brand is to have him chair the Peer Group of surveyors who ratify corner locations; evaluate Land Corner Recordation Certificates; and submitting required documentation.

The contract amount is for \$2,200.00

RECOMMENDATION:

Staff requests that the Agreement be approved as submitted.

**OTSEGO COUNTY 2020 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR COUNTY REPRESENTATIVE SERVICES**

1. Parties. This agreement made this Twenty-Eighth day of January, 2020, by and between the **County of Otsego**, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, hereafter COUNTY, and **Ronald C. Brand, PS.**, located at 533 Greenfield Drive, Gaylord, Michigan, hereafter CONTRACTOR.

2. Term. Unless earlier terminated as provided in this Agreement, the term of this Agreement will commence on January 1, 2020, and continue until December 31, 2020.

3. Definitions.
 - A. County Grant Administrator. Means a person appointed by the Otsego County Board of Commissioners as the individual responsible for completing and submitting the annual Application for a survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant.

 - B. County Representative. Means the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws

 - C. County Surveyor. Means the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws.

 - D. Peer Group. Means not less than three non-associated surveyors appointed by the County Representative. One member of the Peer Group shall be the County Representative, who shall act as chair.

4. Compensation. The CONTRACTOR shall perform all work for the PROJECT for the total amount not to exceed **Two Thousand Two Hundred and 00/100 dollars (US \$2,200.00)**. The PROJECT shall be defined as completion of all duties listed in Section 7, Services to be Provided by CONTRACTOR.

5. Payment of Compensation. The OWNER will pay the CONTRACTOR for the work when the required work listed in Section 7, Services to be Provided by CONTRACTOR, is completed by the CONTRACTOR.

If the CONTRACTOR fails to meet the deadlines contained within this contract, payment may be withheld at the option of the County Grant Administrator. In the event that the CONTRACTOR fails to meet the deadlines specified within this contract by at least fourteen days, there will be a reduction of \$50.00 per day from the Compensation total beginning on day fifteen.

Payment for partial completion of contracts shall be allowed at the discretion of the Grant Administrator. Requests for payment for partial completion of contract will not be routinely approved in order to encourage timely performance of the contract.

6. Subcontracting. Nothing contained in this contract shall prevent CONTRACTOR from employing such independent professional associates as CONTRACTOR to assist in the performance of services hereunder. The CONTRACTOR is an independent contractor. In such regard, any and all officers, employees, servants and agents of the contractor shall be deemed employees, servants and agents of the CONTRACTOR and not that of the COUNTY.
7. Services to be Provided by CONTRACTOR. In consideration of the compensation to be paid by the COUNTY, CONTRACTOR shall perform the following services:
 - A. Establishing, scheduling meetings of, and chairing a Peer Group which will meet and act as advisors for ratification of corner locations. These meetings shall be in compliance with the Open Meetings Act. Peer Group meetings shall be scheduled as to allow for all assigned Remonumentation corners, other than corners tabled until the following grant cycle, to be reviewed and ratified by October 1, 2020.
 - B. Evaluation of all completed Land Corner Recordation Certificate(s). Such work to be completed by October 31, 2020.
 - C. Creating and maintaining a filing system for each corner, which contains all survey information compiled.
 - D. Submitting documentation to the County Grant Administrator as required for the annual Application for Monumentation Grant which includes, but is not limited to the following:
 1. A general work-progress report for all current awarded contracts, by October 1, 2020.
 2. For the current-year projects, a description of the work area completed, and the work remaining to be completed. Such completion report will be completed by November 13, 2020.
 3. The Work Program for the following year. Such Work Program will be completed by November 30, 2020. The Work Program will indicate (a) the area where the Public Land Survey corners and Property-controlling corners are proposed to be monumented and/or remonumented and coordinates set within the next contract year; (b) the area where the Public Land Surveyor corners and Property-controlling corners are to be researched in the next contract year; (c) the area where horizontal and vertical control stations are to be researched and located; and (d) the area where horizontal and vertical coordinates are to be established.

The County Representative will consult with and obtain the consent of the Grant Administrator when drafting the Work Program and Remonumentation Grant Application for the following year.

- E. Any other duties contained in the Monumentation and Remonumentation Plan for Otsego County, Michigan or those contained in Act 345, of the Public Acts of 1990, the State Survey and Remonumentation Act, being Sections 54.261 to 54.279 of the Michigan Compiled Laws and to follow any rules set by the State, including Memorandum No. 16.
8. Motor Vehicle Liability Insurance. Proof of Motor vehicle liability insurance of \$1,000,000 per occurrence and aggregate, including Michigan no-fault coverages.
9. Sufficiency of Performance. Strict performance of the terms of this Agreement is necessary, and even substantial performance in good faith and without willful failure will not be deemed sufficient performance. Strict performance will be deemed the essence of this Agreement. In the event of CONTRACTOR's failure to timely perform the services under this Agreement, the COUNTY may, upon notice to CONTRACTOR, seek alternative means of obtaining the services.
10. Termination. This Agreement may be terminated prior to the expiration of its term as follows:
- A. By mutual written agreement of the parties; or
- B. In the event of default or breach of this Agreement by either party, the other party may terminate this contract immediately.
11. Effect of Termination. In the event of termination of this Agreement pursuant to Section 10, CONTRACTOR will be entitled to the monies provided herein only through date of termination.
12. Notices. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: Rachel Frisch
Otsego County Administrator
225 West Main Street, Suite 203
Gaylord, Michigan 49735

If to: Ronald C. Brand, PS
533 Greenfield Drive
Gaylord, Michigan 49735

13. Titles; Headings. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

AGREED to this Twenty-Eighth day of January, 2020, at Gaylord, Michigan.

OWNER: COUNTY OF OTSEGO
225 W. Main Street
Gaylord, MI 49735

CONTRACTOR: Ronald C. Brand, PS
533 Greenfield Drive
Gaylord, MI 49735

By: _____
Rachel Frisch
Otsego County Administrator

By: _____
Ronald C. Brand, PS
Otsego County Surveyor

Approved as to Form

Approved as to Form

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM:	AGENDA DATE:
2020 Wade Trim Remonumentation Agreement	January 28, 2020
AGENDA PLACEMENT:	ACTION REQUESTED:
Consent Agenda, Item F.2.	Motion to Approve
STAFF CONTACT(S):	ATTORNEY REVIEW:
Rachel Frisch, County Administrator	No

BACKGROUND/DISCUSSION:

This agreement is to have Wade Trim, Inc. locate section corners in Elmira Township for the Statewide Remonumentation Program.

The contract amount is for \$12,307.00.

RECOMMENDATION:

Staff requests that the Agreement be approved as submitted.

**OTSEGO COUNTY 2020 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR SURVEY/REMONUMENTATION SERVICES**

1. Parties. This agreement made this Twenty-Eighth day of January, 2020, by and between the **County of Otsego**, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, hereafter COUNTY, and **Wade Trim, Inc.**, located at 4241 Old US 27 S., Suite 1, Gaylord, Michigan, hereafter CONTRACTOR.

2. Term. Unless earlier terminated as provided in this Agreement, the term of this Agreement will commence on the date first above written, and continue until December 31, 2020.

3. Definitions.
 - A. County Grant Administrator. Means a person appointed by the Otsego County Board of Commissioners as the individual responsible for completing and submitting the annual Application for a survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant.

 - B. County Representative. Means the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws.

 - C. Peer Group. Means not less than three non-associated surveyors appointed by the County Representative. One member of the Peer Group shall be the County Representative, who shall act as chair.

 - D. County Plan. Means the approved Otsego County Remonumentation Plan.

4. Compensation. The CONTRACTOR shall perform all work for the PROJECT at the applicable rates indicted on the Professional Fee Schedule attached to and made a part hereof, for the total amount not to exceed **Twelve Thousand Three Hundred Seven and 00/100 (US \$12,307.00)**. The PROJECT shall be defined as the corners completed (corners to be researched, corners to be monumented or remonumented and corners to have coordinates set) without exceeding the maximum amount.

5. Payment of Compensation. The OWNER will pay the CONTRACTOR for the work when: (a) the Peer Review Group reviews and concurs with the CONTRACTORS Corner Research & Remonumentation according to the Monumentation and Remonumentation Plan For Otsego County; (b) furnishes an original Land Corner Recordation Form, or forms if appropriate to the County Representative; (c) furnish one complete set of documents for each corner monumented, remonumented, researched or coordinate set to the County Representative to be placed in the permanent file maintained at the Register of Deeds Office; (d) the County Representative certifies to the appropriate County official or officer that (a), (b) and (c) have been completed and that such completed work is in accordance with the grant; (e) that the County will pay the amount owed and due within 30 days of receipt of

itemized invoice, approved by the County Representative and by the County Grant Administrator. These (a)-(d) requirements will be completed 45 days prior to end of the Grant Agreement, ending 12/31/2020.

Unless otherwise authorized by the County Grant Administrator, the Contractor's work is to be completed **no later than October 14, 2020**. Said statement shall be in accordance with the schedule of fees and charges outlined in this Contract. If the CONTRACTOR fails to meet this deadline, payment may be withheld at the option of the County Grant Administrator. In the event that the CONTRACTOR fails to meet the deadlines specified within this contract by at least fourteen days, there will be a reduction of \$50.00 per day from the Compensation total beginning on day fifteen. The Grant Administrator can extend deadlines at his/her discretion.

Payment for partial completion of contracts shall be allowed at the discretion of the Grant Administrator.

6. Subcontracting. Nothing contained in this contract shall prevent CONTRACTOR from employing such independent professional associates as CONTRACTOR to assist in the performance of services hereunder. The CONTRACTOR is an independent contractor. In such regard, any and all officers, employees, servants and agents of the contractor shall be deemed employees, servants and agents of the CONTRACTOR and not that of the COUNTY.

7. Services to be Provided by CONTRACTOR. In consideration of the compensation to be paid by the COUNTY, CONTRACTOR shall perform the following services:

- A. CORNERS TO BE RESEARCHED (17 total corners):
T31N, R04W – Elmira Township – 17 corners

<u>Code</u>	<u>Common Corners 4 will be coordinated</u>
D09,	
F09, F11	
G08, G11, G12	
Index code 005 (witness corner 1.545 chains South of G10)	
H11	
I01, I02, I03, I04	
J01, J03	
K01, K02	
L01	
Corners I01, J01, K01, L01 (common with I13, J13, K13, L13 of T32N R04W Charlevoix County)	

B. CORNERS TO BE MONUMENTED (17 total corners):

T31N, R04W – Elmira Township – 17 corners

Code

Common Corners 4 will be coordinated

D09,

F09, F11

G08, G11, G12

Index code 005 (witness corner 1.545 chains South of G10)

H11

I01, I02, I03, I04

J01, J03

K01, K02

L01

Corners I01, J01, K01, L01 (common with I13, J13, K13, L13 of T32N R04W Charlevoix County)

17 corners

4 common

C. Project Details. RESEARCH shall consist of a thorough investigation of all available sources and include copies of pertinent supporting documents and data. REMONUMENTATION shall consist of field reconnaissance of existing monumentation and references; any required measurements or calculations; a Land Corner Recordation Certificate; presentation to, and acceptance of, the Otsego County Peer Review Group; placement of an Otsego County Monument provided by the COUNTY, and a record of the date of completion of specific tasks on a form provided by the COUNTY. The COUNTY will record all Land Corner Recordation Certificates after acceptance by the Otsego County Peer Review Group. COORDINATES shall consist of Latitude and Longitude established in accordance with the requirement of the Office of Land Survey and Remonumentation.

This Contract requires that all survey work be performed in accordance with Act 345 of Public Acts 1990 as amended, being Section 54.261 to 54.279 of the Michigan Compiled Laws, and the County Plan as adopted by the State Survey Commission and to follow any rules set by the State, including Memorandum No. 16 From time to time the Peer Group will outline a specific procedure to recover or replace a Government corner. It is required that these instructions be followed to the best of the Contractor's ability.

Geodetic Coordinates- MCL 54.268(2)(a)(iii) and 54.268(2)(d)

Starting with the 2015 grant, latitude and longitude positions must be submitted for each original public land survey corner or protracted public land survey corner at the time it is monumented, remonumented or maintained. Latitude and longitude values must be reported to a minimum accuracy of 0.001 seconds of arc. Coordinate values must be obtained either:

1. Directly from a Continuously Operating Reference Station (CORS), or
2. From supplemental control established from CORS, or
3. From supplemental control established from other NGS horizontal control stations.

The following information must be published on the Land Corner Recordation Certificate.

Latitude: 00M00"00.000"

Longitude: 00M00"00.000"

Estimated Reputability/ Accuracy: 0.25'

Datum and Adjustment Year:

Epoch Date: 00-MMM-YYYY

Date of Observation: DD-MMM-YYYY

Method of Survey: Narrative explanation

8. Indemnification. CONTRACTOR shall indemnify, defend and hold harmless the County its boards, commissioners, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services by CONTRACTOR under this Agreement or that may be sustained in or upon the County owned or leased premises from any actions or omissions of CONTRACTOR. Such indemnification shall survive the termination of this Agreement. By entering this Agreement, neither party waives any immunities granted by law.

9. Insurance. CONTRACTOR, shall at its sole expense, obtain and maintain in full force and effect at all times during the term of this Agreement, the following insurance coverages, in a form acceptable to the County, with responsible insurance companies licensed and admitted to do business in the State of Michigan. CONTRACTOR shall provide the COUNTY with proof of insurance prior to commencement of this Agreement.
 - A. General Liability Insurance. General liability insurance with limits of liability not less than \$1,000,000 per occurrence for the protection of the COUNTY and the State of Michigan against all claims, liabilities, obligations, damages, claims, judgments, costs and expenses, damages, and expenses for bodily injury or death, personal injury and/or damage to property that may arise out of CONTRACTOR's negligent act, error or wrongful conduct incident to or arising out of the services provided under this Agreement, or that may be sustained in or upon the COUNTY premises and the State of Michigan (and its agents and employees) from any actions or omissions of CONTRACTOR (or anyone directly or indirectly employed by it).

 - B. Motor Vehicle Liability. Motor vehicle liability insurance of \$1,000,000 per occurrence and aggregate, including, Michigan no-fault coverages.

 - C. Each insurance policy shall name the County as an Additional Insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to the County.

10. Sufficiency of Performance. Strict performance of the terms of this Agreement is necessary, and even substantial performance in good faith and without willful failure will not be deemed sufficient performance. Strict performance will be deemed the essence of this Agreement. In the event of CONTRACTOR's failure to timely perform the services under this Agreement,

the COUNTY may, upon notice to CONTRACTOR, seek alternative means of obtaining the services.

11. Termination. This Agreement may be terminated prior to the expiration of its term as follows:

A. By mutual written agreement of the parties; or

B. In the event of default or breach of this Agreement by either party, the other party may terminate this contract immediately.

C. Either party may terminate this Agreement, with or without cause, upon 30 days prior written notice to the party.

12. Effect of Termination. In the event of termination of this Agreement pursuant to Section 11, CONTRACTOR will be entitled to the monies provided herein only through date of termination.

13. Notices. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: Rachel Frisch
Otsego County Administrator
225 West Main Street, Suite 203
Gaylord, Michigan 49735

If to Wade Trim, Inc.: Brian Sousa, P.E.
Wade Trim Inc. Vice-President
4241 Old US 27 S., Suite 1
PO Box 618
Gaylord, Michigan 49734

14. Titles; Headings. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

AGREED to this Twenty-Eighth day of January, 2020 at Gaylord, Michigan.

OWNER: COUNTY OF OTSEGO
225 W. Main Street
Gaylord, MI 49735

CONTRACTOR: WADE-TRIM, INC.
P.O. Box 618
Gaylord, MI 49734

By: _____
Kenneth Borton, Chair
Otsego County Commissioner

By: _____
Brian Sousa, P.E.
Vice-President, Wade Trim Inc.

Approved as to Form

Approved as to Form

By: _____
Rachel Frisch,
Otsego County Administrator

By: _____
Marlene K. Hopp,
Otsego County Grant Administrator

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: 2020 Brand Land Surveying, LLC Remonumentation Agreement	AGENDA DATE: January 28, 2020
AGENDA PLACEMENT: Consent Agenda, Item F.3.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

This agreement is to have Brand Land Surveying, LLC locate section corners in Elmira Township for the Statewide Remonumentation Program.

The contract amount is for \$12,307.00.

RECOMMENDATION:

Staff requests that the Agreement be approved as submitted.

**OTSEGO COUNTY 2020 MONUMENTATION/REMONUMENTATION PROGRAM
AGREEMENT FOR SURVEY/REMONUMENTATION SERVICES**

1. Parties. This agreement made this Twenty-Eighth day of January, 2020, by and between the **County of Otsego**, a Michigan Municipal Corporation, of Gaylord, Michigan 49735, hereafter COUNTY, and **Brand Land Surveying LLC** located at 533 Greenfield Drive, Gaylord, Michigan 49735, hereafter CONTRACTOR.
2. Term. Unless earlier terminated as provided in this Agreement, the term of this Agreement will commence on the date first above written, and continue until December 31, 2020.
3. Definitions.
 - A. County Grant Administrator. Means a person appointed by the Otsego County Board of Commissioners as the individual responsible for completing and submitting the annual Application for a survey and Monumentation Grant to the State of Michigan, and the administering of the approved annual grant.
 - B. County Representative. Means the County Surveyor, whether elected or appointed, pursuant to Section 95 of Chapter 14 of the Revised Statutes of 1846, being Section 54.95 of the Michigan Compiled Laws.
 - C. Peer Group. Means not less than three non-associated surveyors appointed by the County Representative. One member of the Peer Group shall be the County Representative, who shall act as chair.
 - D. County Plan. Means the approved Otsego County Remonumentation Plan.
4. Compensation. The CONTRACTOR shall perform all work for the PROJECT at the applicable rates indicted on the Professional Fee Schedule attached to and made a part hereof, for the total amount not to exceed **Twelve Thousand Three Hundred Seven and 00/100 dollars (US \$12,307.00)**. The PROJECT shall be defined as the corners completed (corners to be researched, corners to be monumented or remonumented and corners to have coordinates set) without exceeding the maximum amount.
5. Payment of Compensation. The OWNER will pay the CONTRACTOR for the work when: (a) the Peer Review Group reviews and concurs with the CONTRACTORS Corner Research & Remonumentation according to the County Plan For Otsego County; (b) furnishes an original Land Corner Recordation Form, or forms if appropriate to the County Representative; (c) furnish one complete set of documents for each corner monumented, remonumented, researched or coordinate set to the County Representative to be placed in the permanent file maintained at the Register of Deeds Office; (d) the County Representative certifies to the appropriate County official or officer that (a), (b) and (c) have been completed and that such completed work is in accordance with the grant; (e) that the County will pay the amount owed and due within 30 days of receipt of itemized invoice, approved by the County Representative and by the County Grant

Administrator. These (a)-(d) requirements will be completed 45 days prior to end of the Grant Agreement, ending 12/31/2020.

Unless otherwise authorized by the County Grant Administrator, the Contractor's work is to be completed **no later than October 14, 2020**. Said statement shall be in accordance with the schedule of fees and charges outlined in this Contract. If the CONTRACTOR fails to meet this deadline, payment may be withheld at the option of the County Grant Administrator. In the event that the CONTRACTOR fails to meet the deadlines specified within this contract by at least fourteen days, there will be a reduction of \$50.00 per day from the Compensation total beginning on day fifteen. The Grant Administrator can extend deadlines at his/her discretion.

Payment for partial completion of contracts shall be allowed at the discretion of the Grant Administrator.

6. Subcontracting. Nothing contained in this contract shall prevent CONTRACTOR from employing such independent professional associates as CONTRACTOR to assist in the performance of services hereunder. The CONTRACTOR is an independent contractor. In such regard, any and all officers, employees, servants and agents of the contractor shall be deemed employees, servants and agents of the CONTRACTOR and not that of the COUNTY.

7. Services to be Provided by CONTRACTOR. In consideration of the compensation to be paid by the COUNTY, CONTRACTOR shall perform the following services:

A. CORNERS TO BE RESEARCHED (17 total corners):

T31N, R04W – Elmira Township – 17 corners

Code Common Corners 4 will be coordinated

C3, C4

D3, D7

E01, E02, E03, E04

F01, F03

G01, G02, G03, G04, G06

H01, H03

Corners E01, F01, G01, & H01 (common with E13, F13, G13, H13 of T32N R04W Charlevoix County)

B. CORNERS TO BE MONUMENTED (17 total corners):

T31N, R04W – Elmira Township – 17 corners

Code Common Corners 4 will be coordinated

C3, C4

D3, D7

E01, E02, E03, E04

F01, F03

G01, G02, G03, G04, G06

H01, H03

Corners E01, F01, G01, & H01 (common with E13, F13, G13, H13 of T32N R04W Charlevoix County)

17 corners

4 common corners

C. Project Details. RESEARCH shall consist of a thorough investigation of all available sources and include copies of pertinent supporting documents and data. REMONUMENTATION shall consist of field reconnaissance of existing monumentation and references; any required measurements or calculations; a Land Corner Recordation Certificate; presentation to, and acceptance of, the Otsego County Peer Review Group; placement of an Otsego County Monument provided by the COUNTY, and a record of the date of completion of specific tasks on a form provided by the COUNTY. The COUNTY will record all Land Corner Recordation Certificates after acceptance by the Otsego County Peer Review Group. COORDINATES shall consist of Latitude and Longitude established in accordance with the requirement of the Office of Land Survey and Remonumentation.

This Contract requires that all survey work be performed in accordance with Act 345 of Public Acts 1990 as amended, being Section 54.261 to 54.279 of the Michigan Compiled Laws, and the County Plan as adopted by the State Survey Commission and to follow any rules set by the State, including Memorandum No. 16. From time to time the Peer Group will outline a specific procedure to recover or replace a Government corner. It is required that these instructions be followed to the best of the Contractor's ability.

Geodetic Coordinates- MCL 54.268(2)(a)(iii) and 54.268(2)(d)

Starting with the 2015 grant, latitude and longitude positions must be submitted for each original public land survey corner or protracted public land survey corner at the time it is monumented, remonumented or maintained. Latitude and longitude values must be reported to a minimum accuracy of 0.001 seconds of arc. Coordinate values must be obtained either:

1. Directly from a Continuously Operating Reference Station (CORS), or
2. From supplemental control established from CORS, or
3. From supplemental control established from other NGS horizontal control stations.

The following information must be published on the Land Corner Recordation Certificate.

Latitude: 00M00"00.000"

Longitude: 00M00"00.000"

Estimated Reputability/ Accuracy: 0.25'
Datum and Adjustment Year:
Epoch Date: 00-MMM-YYYY
Date of Observation: DD-MMM-YYYY
Method of Survey: Narrative explanation

8. Indemnification. CONTRACTOR shall indemnify, defend and hold harmless the County its boards, commissioners, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services by CONTRACTOR under this Agreement or that may be sustained in or upon the County owned or leased premises from any actions or omissions of CONTRACTOR. Such indemnification shall survive the termination of this Agreement. By entering this Agreement, neither party waives any immunities granted by law.

9. Insurance. CONTRACTOR, shall at its sole expense, obtain and maintain in full force and effect at all times during the term of this Agreement, the following insurance coverages, in a form acceptable to the County, with responsible insurance companies licensed and admitted to do business in the State of Michigan. CONTRACTOR shall provide the COUNTY with proof of insurance prior to commencement of this Agreement.
 - A. General Liability Insurance. General liability insurance with limits of liability not less than \$1,000,000 per occurrence for the protection of the COUNTY and the State of Michigan against all claims, liabilities, obligations, damages, claims, judgments, costs and expenses, damages, and expenses for bodily injury or death, personal injury and/or damage to property that may arise out of CONTRACTOR's negligent act, error or wrongful conduct incident to or arising out of the services provided under this Agreement, or that may be sustained in or upon the COUNTY premises and the State of Michigan (and its agents and employees) from any actions or omissions of CONTRACTOR (or anyone directly or indirectly employed by it).

 - B. Motor Vehicle Liability. Motor vehicle liability insurance of \$1,000,000 per occurrence and aggregate, including Michigan no-fault coverages.

 - C. Each insurance policy shall name the County as an Additional Insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to the County.

10. Sufficiency of Performance. Strict performance of the terms of this Agreement is necessary, and even substantial performance in good faith and without willful failure will not be deemed sufficient performance. Strict performance will be deemed the essence of this Agreement. In the event of CONTRACTOR's failure to timely perform the services under this Agreement, the COUNTY may, upon notice to CONTRACTOR, seek alternative means of obtaining the services.

11. Termination. This Agreement may be terminated prior to the expiration of its term as follows:

A. By mutual written agreement of the parties; or

B. In the event of default or breach of this Agreement by either party, the other party may terminate this contract immediately.

C. Either party may terminate this Agreement, with or without cause, upon 30 days prior written notice to the party.

12. Effect of Termination. In the event of termination of this Agreement pursuant to Section 11, CONTRACTOR will be entitled to the monies provided herein only through date of termination.

13. Notices. All required notices must be in writing and will be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: Rachel Frisch
Otsego County Administrator
225 West Main Street, Suite 203
Gaylord, Michigan 49735

If to: Brand Land Surveying LLC:
Ronald C. Brand, PS,
Owner
533 Greenfield Drive
Gaylord, Michigan 49735

14. Titles; Headings. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

AGREED to this Twenty-Eighth day of January, 2020, at Gaylord, Michigan.

OWNER: COUNTY OF OTSEGO
225 W. Main Street
Gaylord, MI 49735

CONTRACTOR: BRAND LAND
SURVEYING LLC
533 Greenfield Drive
Gaylord, MI 49735

By: _____
Kenneth Borton, Chair
Otsego County Commissioner

By: _____
Ronald C. Brand, PS
Owner

Approved as to Form

Approved as to Form

By: _____
Rachel Frisch,
Otsego County Administrator

By: _____
Marlene K. Hopp,
Otsego County Grant Administrator

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Court Appointed Attorney Contracts -46 th Circuit Court and 87-A District Court Defense Contract -Probate/Family Court Defense Contract	AGENDA DATE: January 28, 2020
AGENDA PLACEMENT: Consent Agenda, Item G.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: Yes

BACKGROUND/DISCUSSION:

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

Attorney Gary Gelow has been under contract for court appointed attorney services for the 46th Circuit Court, 87-A District Court and the Otsego County Family Court since at least 2009. Mr. Gelow subcontracts with various attorneys in the area to provide legal defense to indigent parties who qualify for a Court Appointed Attorney. Mr. Gelow advocates for his clients, when needed, but also provides reasonable counsel to resolve cases, which is an integral part of the system, to keep cases moving pursuant to State Court Administrative Office requirements.

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

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

RECOMMENDATION:

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



Board of Commissioners
225 West Main Street • Gaylord, Michigan 49735
Phone: 989-731-7520 • Fax: 989-731-7529

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

January 1, 2020 – December 31, 2024

The County of Otsego (the County) and Gary L. Gelow, PLLC (Contract Attorney) agree as follows:

1. That Gary L. Gelow, (hereinafter "Contract Attorney") shall provide legal representation to all indigent parties charged with offenses cognizable in the Otsego County Court System (understood by all parties to include the circuit, district, and probate courts of Otsego County Michigan only) pursuant to MCR 6.101.
 - a. Legal representation shall be provided by and through the Contract Attorney through a series of subcontracts with various attorneys and/or law firms. Otsego County and the Otsego County Courts, by and through its Chief Judges, retain the right to approve or reject any of the subcontractors tendered by and through this instant agreement.
 - b. Contract Attorney and all subcontractors are required to comply with all approved Michigan Indigent Defense Commission (MIDC) Standards and to work in conjunction with the County on preparing for proposed new requirements set forth by MIDC.
2. Once appointed on a case, Contract Attorney shall remain the attorney-of-record until the conclusion of the case unless the Court permits substitution of counsel.
3. The Contract Attorney shall have a process in place to screen cases to avoid conflicts and ensure that parties are appointed the same attorney for all pending matters. Contract Attorney is also required to screen each appointment for conflicts before filing an appearance. If a conflict is discovered, Contract Attorney must resolve conflicts to ensure legal representation is present at the scheduled hearing so the hearing can proceed as scheduled. In situations where there is a conflict or potential conflict of interest between a contract client and a potential retained client, Contract Attorney agrees that the contract client shall take precedence, provided that no retainer agreement has been signed prior to the assignment of the contract client. Contract Attorney has no obligation to terminate an existing attorney-client relationship.
4. Contract Attorney shall meet with each Defendant prior to the arraignment to review the Defendant's rights and matters related to pretrial release (risk to public safety and likelihood of appearing for court); and shall be prepared to address bond at the arraignment. Meetings shall occur in confidential meeting spaces at the court or at the jail or via polycom or other acceptable video conference approved by the Court.

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

5. Pursuant to MIDC Standard 2, Contract Attorney shall meet with all in-custody clients within three days after receiving notice of the appointment. Contract Attorney shall initiate contact with all other clients within 3 days of appointment to schedule an initial meeting; and shall meet with all clients prior to each hearing. If Contract Attorney intends to meet with clients at the courthouse before court, he must allow ample time to do so without being late for scheduled hearings. Contract Attorney shall meet with local in-custody clients at the jail in advance of scheduled hearings.
6. Contract Attorney shall comply with the Michigan Rules of Professional Conduct at all times while providing legal representation pursuant to this contract. Contract Attorney is responsible for providing appropriate representation for his clients, including communicating with clients, advising clients of their rights, investigating the case, interviewing witnesses, conveying all plea offers, assisting clients in determining the appropriate defense and/or course of action, explaining potential outcomes and consequences, filing and responding to motions in a timely manner, and advocating for the client in court. Contract Attorney shall be in the courtroom on time, appropriately dressed for court, and be prepared for all scheduled hearings.
7. Pursuant to MIDC Standard 3, Contract Attorney shall request funds to retain an investigator to assist with the client's defense when appropriate, and shall request assistance of experts where it is reasonably necessary to prepare the defense and rebut the prosecution's case. Requests shall be made in writing and directed to the Program Administrator. Requests shall include detail to allow the program coordinator to make an informed decision. If Contract Attorney believes a request has been unreasonably denied, he may file a motion with the Court.
8. Contract Attorney has an affirmative obligation to review an indigent defendant's financial status and advise the appropriate presiding judge in the event the Contract Attorney determines that a defendant is not entitled to court-appointed counsel for lack of indigence.
9. Contract Attorney shall maintain professional liability insurance in the amount of not less than \$400,000 per claim and \$1,000,000 aggregate throughout the term of this contract and shall provide annual written proof of same to the Program Administrator.
10. Pursuant to MIDC Standard 1, Contract Attorney shall meet the following requirements:
 - a. Possess reasonable knowledge of substantive Michigan and federal law, constitutional law, criminal law and procedure, rules of evidence, court rules, ethical rules, and local practices.
 - b. Stay abreast of changes and developments in the law.
 - c. Possess reasonable knowledge of the forensic and scientific issues that can arise in a criminal case, the legal issues concerning defenses to a crime, and be reasonably able to effectively litigate those issues.
 - d. Possess reasonable ability to use office technology commonly used in the legal community and within the local court system, and have the ability to thoroughly review materials that are presented in an electronic format.
 - e. Complete a minimum of 12 hours of continuing legal education related to criminal law each year. The County will pay the conference fee plus necessary travel expenses for the annual CDAM conference; or will reimburse the cost of attendance at other pre-

approved alternatives as necessary for Contract Attorney to meet this requirement. Written proof of completion shall be provided to the Program Administrator within 30 days after attendance at any educational activity.

11. Otsego County does hereby agree that the Contract Attorney shall be compensated for services rendered at these rates:

January 1 – December 31, 2020	\$11,361.14 per month
January 1 – December 31, 2021	\$12,156.42 per month
January 1 – December 31, 2022	\$13,007.38 per month
January 1 – December 31, 2023	\$13,917.81 per month
January 1 – December 31, 2024	\$15,309.69 per month

- a. The monthly payment shall be made in advance, commencing on or about January 1, 2020, and continuing through each and every month thereafter during the term of the contract, based on Otsego County's warrant (check disbursement) schedule.
- b. Contract Attorney will begin tracking all hours worked on court appointed assignments so that future contracts can be converted to an hourly rate for the proposed new standards set forth by MIDC.
12. Contract Attorney shall submit to Program Administrator, monthly vouchers with itemized time sheets at the end of each month for services rendered pursuant to the contract. Time shall be billed in quarter-hour increments. Vouchers shall also include the number of new appointments received, number of cases closed for each case type, and number of in-custody arraignments during each billing period. The County will provide the required forms. Vouchers must be submitted by the 10th of each month for the previous month.
13. Court ordered appointment shall, pursuant to the provision of this contract, apply only to those circumstances where Michigan Constitution, Michigan statutes, or Michigan Rules of Court require the appointment of counsel.
14. The parties agree that either party to the instant contract may be cancelled without liability upon ninety (90) days written notice.

Dated: _____

Ken Borton, Otsego County Board of Commissioners Chairman

Dated: _____

Rachel Frisch, Otsego County Administrator

Dated: 1-21-2020



Gary L. Gelow, Contract Attorney



Board of Commissioners
225 West Main Street • Gaylord, Michigan 49735
Phone: 989-731-7520 • Fax: 989-731-7529

OTSEGO COUNTY PROBATE/FAMILY COURT DEFENSE CONTRACT

January 1, 2020 – December 31, 2024

The County of Otsego (the County) and Gary L. Gelow, PLLC (Contract Attorney) agree as follows:

1. That Gary L. Gelow, (hereinafter "Contract Attorney") shall provide legal representation to all indigent parties charged with offenses cognizable in the Otsego County Court System (understood by all parties to include the circuit, district, and probate courts of Otsego County Michigan only) pursuant to MCR 6.101. The Contract Attorney shall provide representation to all minors whose parents or guardians are indigent and who are charged with criminal offenses. Further, the Contract Attorney shall provide legal representation to all parties who are indigent and are involved in a matter or allegation of abuse and/or neglect of a minor child, or who are involved in protective proceedings (DD, MI, LIP, etc.).

Legal representation shall be provided by and through the Contract Attorney through a series of subcontracts with various attorneys and/or law firms. All provisions of this contract apply to any and all subcontractors. Otsego County and the Otsego County Courts, by and through its Chief Judges, retain the right to approve or reject any of the subcontractors tendered by and through this instant agreement.

2. Once appointed on a case, Contract Attorney shall remain the attorney-of-record until the conclusion of the case or the Court permits substitution of counsel.
3. The Contract Attorney shall have a process in place to screen cases to avoid conflicts and ensure that parties are appointed the same attorney for all pending matters. Contract Attorney is also required to screen each appointment for conflicts before filing an appearance. If a conflict is discovered, Contract Attorney must resolve conflicts to ensure legal representation is present at the scheduled hearing so the hearing can proceed as scheduled. In situations where there is a conflict or potential conflict of interest between a contract client and a potential retained client, Contract Attorney agrees that the contract client shall take precedence, provided that no retainer agreement has been signed prior to the assignment of the contract client. Contract Attorney has no obligation to terminate an existing attorney-client relationship.
4. Contract Attorney shall comply with the Michigan Rules of Professional Conduct at all times while providing legal representation pursuant to this contract. Contract Attorney is responsible for providing appropriate representation for his clients, including communicating with clients, advising clients of their rights, investigating the case, interviewing witnesses, conveying all plea offers, assisting clients in determining the

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

appropriate defense and/or course of action, explaining potential outcomes and consequences, filing and responding to motions in a timely manner, and advocating for the client in court. Contract Attorney shall be in the courtroom on time, appropriately dressed for court, and be prepared for all scheduled hearings.

5. Contract Attorney has an affirmative obligation to review an adult indigent defendant's financial status and advise the appropriate presiding judge in the event the Contract Attorney determines that a defendant is not entitled to court-appointed counsel for lack of indigence.
6. Contract Attorney shall maintain professional liability insurance in the amount of not less than \$400,000 per claim and \$1,000,000 aggregate and shall provide annual written proof of same to the Otsego County Judicial System.
7. Contract Attorney shall meet the following requirements:
 - a. Possess reasonable knowledge of substantive Michigan and federal law, constitutional law, rules of evidence, court rules, ethical rules, and local practices.
 - b. Stay abreast of changes and developments in the law.
 - c. Possess reasonable ability to use office technology commonly used in the legal community and within the local court system, and have the ability to thoroughly review materials that are presented in an electronic format.
 - d. Complete training pursuant to the Child Abuse Prevention and Treatment Act and MCL 712A.17d.
8. Otsego County does hereby agree that the Contract Attorney shall be compensated for services rendered at the following rates:

January 1 – December 31, 2020	\$2,164.03 per month
January 1 – December 31, 2021	\$2,315.51 per month
January 1 – December 31, 2022	\$2,477.60 per month
January 1 – December 31, 2023	\$2,651.03 per month
January 1 – December 31, 2024	\$2,916.13 per month

- a. The monthly payment shall be made in advance, commencing on or about January 1, 2020, and continuing through each and every month thereafter during the term of the contract, based on Otsego County's warrant (check disbursement) schedule.
9. Contract Attorney shall submit monthly invoices at the end of each month for services rendered pursuant to the contract. Invoices must be submitted by the 10th of each month for the previous month.
 10. Court ordered appointment shall, pursuant to the provision of this contract, apply only to those circumstances where Michigan Constitution, Michigan statutes, or Michigan Rules of Court require the appointment of counsel.
 11. Those appointments which are made during the term of this instant contract shall be completed through final disposition without additional compensation irrespective of the cancellation, revocation, or non-renewal of this instant contract.

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

12. The Contract Attorney shall serve as liaison to the Chief Judges of the Otsego County Courts regarding the administration and/or procedural matters involved in the administration of this instant contract.
13. The parties agree that either party to the instant contract may be cancelled without liability upon ninety (90) days written notice.

Dated: _____

Ken Borton, Otsego County Board of Commissioners Chairman

Dated: _____

Rachel Frisch, Otsego County Administrator

Dated: _____

Michael K. Cooper, Otsego County Probate Judge

Dated: 1-21-2020



Gary L. Gelow, Contract Attorney



Special Presentation
January 28, 2020
Byce and Associates Inc.,
Feasibility Study Report

The full Report can be viewed by visiting
<https://www.otsegocountymi.gov/>

Otsego County Public Safety Complex Feasibility Study

Report



Otsego
COUNTY
MICHIGAN
ESTABLISHED 1875

Otsego County Public Safety Complex Feasibility Study
Financial, Staff and Space Projections

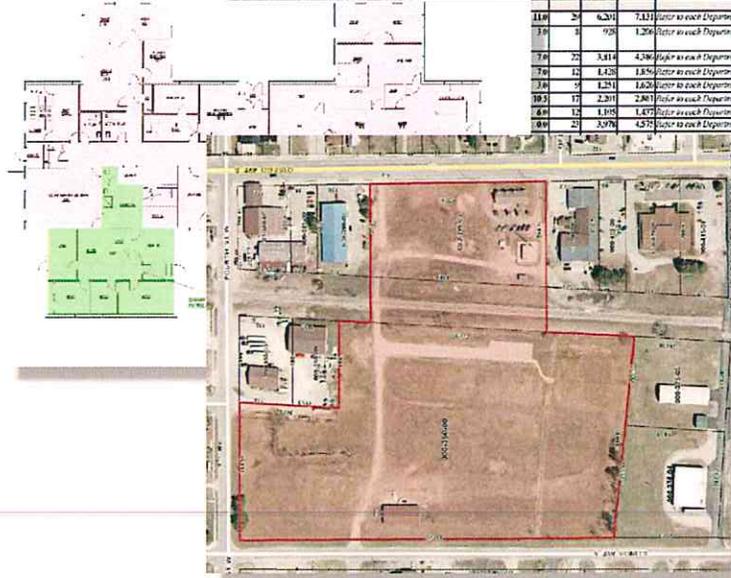
Item	2019		2020		2021		2022		2023		2024		2025		Notes
	Staff	NSF													
Police	119	6,440	121	6,500	123	6,560	125	6,620	127	6,680	129	6,740	131	6,800	Police
Fire	24	1,360	24	1,360	24	1,360	24	1,360	24	1,360	24	1,360	24	1,360	Fire
Emergency Medical Services	13	720	13	720	13	720	13	720	13	720	13	720	13	720	EMS
Public Safety Training Center	1	50	1	50	1	50	1	50	1	50	1	50	1	50	Training
Public Safety Administration	1	50	1	50	1	50	1	50	1	50	1	50	1	50	Admin
Total	158	8,820	160	8,980	162	9,140	164	9,300	166	9,460	168	9,620	170	9,780	

Otsego County Public Safety Complex Feasibility Study
Building Program Summary

Item	2019	2020	2021	2022	2023	2024	2025
Police	119	119	119	119	119	119	119
Fire	24	24	24	24	24	24	24
EMS	13	13	13	13	13	13	13
Training	1	1	1	1	1	1	1
Admin	1	1	1	1	1	1	1
Total	158						

Otsego County Public Safety Complex Feasibility Study
2019 - 2025 Architectural Space Program

Department	Component	NSF	Staff	2020 Program	2020 Program	2020 Program	Comments
				Staff	No. of Spaces	Total NSF	
Police	Police	119	119	119	29	6,201	7,321 Sector to each Department Division
Fire	Fire	24	24	24	6	1,296	1,296 Sector to each Department Division
EMS	EMS	13	13	13	3	4,380	4,380 Sector to each Department Division
Training	Training	1	1	1	12	1,428	1,428 Sector to each Department Division
Admin	Admin	1	1	1	5	1,251	1,251 Sector to each Department Division
Police	Police	119	119	119	17	2,207	2,207 Sector to each Department Division
Fire	Fire	24	24	24	12	1,105	1,105 Sector to each Department Division
EMS	EMS	13	13	13	21	3,978	3,978 Sector to each Department Division



January 6th, 2020

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM:	AGENDA DATE:
Otsego County Justice Complex Facility	January 28, 2020
AGENDA PLACEMENT:	ACTION REQUESTED:
Committee Reports A. Criminal Justice Coordinating Committee, Item 1.	Motion to Approve
STAFF CONTACT(S):	ATTORNEY REVIEW:
Rachel Frisch, County Administrator	No

BACKGROUND/DISCUSSION:

Byce and Associates presented their Feasibility Study to the Otsego County Criminal Justice Coordinating Committee recommending a 120 bed Justice Complex with room for future expansion at the “Dog Park” area between Illinois Ave and South Otsego Ave. The Complex will include the Jail, Sheriff’s Department, Sheriff’s Department Road Patrol, the Courts, Probation and Parole, and a portion of the County Clerk’s office. After extensive discussion and consideration the Otsego County Criminal Justice Coordinating Committee is recommending to the Otsego County Board of Commissioners, to accept the feasibility study report from Byce and Associates and to recommend the proposed Otsego County Justice Complex Facility plan.

RECOMMENDATION:

The Otsego County Criminal Justice Coordinating Commission recommends the study and the proposed Facility Plan to the Otsego County Board of Commissioners.

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 20-04 Otsego County Justice Complex	AGENDA DATE: January 28, 2020
AGENDA PLACEMENT: Committee Reports B. Budget & Finance Committee Recommendations, Item 1.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: Yes

BACKGROUND/DISCUSSION:

The Budget and Finance Committee reviewed and recommends for approval OCR 20-04, calling a special election for the purpose of submitting to the Otsego County electors a question of whether the County may levy 1.95 mills for 20 years, beginning with the December 1, 2020 tax levy, for the purpose of constructing, operating, equipping and furnishing a new Otsego County Justice Complex.

RECOMMENDATION:

The Budget and Finance Committee requests Board approval for the Otsego County's proposed millage resolution OCR-20-04 and ballot language for the May 2020 ballot.

**COUNTY OF OTSEGO RESOLUTION OCR 20-04
CALLING A SPECIAL ELECTION
FOR THE PURPOSE OF SUBMITTING TO THE OTSEGO COUNTY ELECTORS A
QUESTION OF WHETHER THE COUNTY MAY LEVY 1.95 MILLS FOR TWENTY
(20) YEARS, BEGINNING WITH THE DECEMBER 1, 2020 TAX LEVY
FOR THE PURPOSE OF CONSTRUCTING, OPERATING, EQUIPPING AND
FURNISHING A NEW OTSEGO COUNTY JUSTICE COMPLEX**

At a board meeting of the Board of Commissioners of the County of Otsego, Michigan, held on the 28th day of January, 2020, at 9:30 a.m., Eastern Time, in Room 100 at the Otsego County Building, 225 West Main St., Gaylord, Michigan there were:

PRESENT: _____

ABSENT: _____

The following preambles and resolutions were offered by _____ and seconded by _____.

WHEREAS, the County of Otsego, Michigan (the "County") has deemed it necessary to construct, operate, furnish and equip a new Otsego County Justice Complex (the "Project"); and

WHEREAS, to finance such Project it will be necessary to levy a millage of 1.95 mills for 20 years; and

WHEREAS, based on estimates and projections, the Otsego County Board of Commissioners has determined that it will be necessary to submit a millage proposition to County voters for approval of a millage to cover the costs of constructing, furnishing, equipping and operating the Project; and

WHEREAS, the Otsego County Board of Commissioners desires to call a special election for Tuesday, May 5, 2020 (the "Special Election") to submit the millage proposition to the electors of Otsego County.

WHEREAS, the County Clerk must publish a Notice of the last day of Registration and a Notice of Proposal to be submitted at the Special Election which must include the final language of the millage proposition; and

WHEREAS, the County Board of Commissioners desires to approve the language of such millage proposition and authorize the County Clerk to proceed with the necessary notices for such Special Election.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF OTSEGO, STATE OF MICHIGAN, as follows:

1. The County shall submit to the electors residing within the boundaries of the County of Otsego the millage proposition set forth in paragraph 3 below at the Special Election on Tuesday, May 5, 2020.
2. The County Clerk shall cause a Notice of Registration and a Notice of Proposal to be submitted at the Special Election to be published as required by law.
3. The Board of Commissioners certifies to the County Clerk the following proposition which shall be submitted to the electors of the County of Otsego at the Special Election on Tuesday, May 5, 2020:

**A PROPOSAL TO LEVY A NEW MILLAGE OF 1.95
MILLS TO CONSTRUCT, OPERATE, FURNISH AND EQUIP
THE NEW OTSEGO COUNTY JUSTICE COMPLEX**

For the purpose of providing funds to construct, operate, furnish and equip the Otsego County Justice Complex, shall the constitutional tax rate limitation on general ad valorem taxes upon all property within the County of Otsego, Michigan, be increased by up to 1.95 Mills (\$1.95 per \$1,000 of taxable value), for a period of twenty (20) years, 2020 through 2039, both inclusive.

If approved and levied in full, this millage will raise an estimated \$2,539,609 in the first calendar year of the levy based on taxable value. By law, the City of Gaylord Downtown Development Authority (DDA) may capture and retain only that portion of the millage which is collected from the properties located within the defined DDA District boundaries.

4. The Otsego County Clerk shall take all actions required by law to call the Special Election on May 5, 2020.
5. The Special Election shall be held in accordance with the General Election Laws of the State of Michigan.
6. The proposition to be voted in the ballot to be used in the Special Election for the purpose of submitting the foregoing proposition to electors shall be substantially in the form set forth in Appendix A.
7. The County Clerk is authorized to take whatever action is necessary under the Election Laws of the State of Michigan to notify electors of the County of Otsego of the proposition being submitted at the May 5, 2020 Special Election and of the last day of registration therefore. The Clerk shall cause appropriate registration and election notices to be published as required by the State Election Law in The Gaylord Herald Times, Gaylord, Michigan a newspaper of general circulation in the County.

APPENDIX A

REQUEST FOR PROPOSAL

**A PROPOSAL TO LEVY A NEW MILLAGE OF 1.95
MILLS TO CONSTRUCT, OPERATE, FURNISH AND EQUIP
THE NEW OTSEGO COUNTY JUSTICE COMPLEX**

For the purpose of providing funds to construct, operate, furnish and equip the Otsego County Justice Complex, shall the constitutional tax rate limitation on general ad valorem taxes upon all property within the County of Otsego, Michigan, be increased by up to 1.95 Mills (\$1.95 per \$1,000 of taxable value), for a period of twenty (20) years, 2020 through 2039, both inclusive.

If approved and levied in full, this millage will raise an estimated \$2,539,609 in the first calendar year of the levy based on taxable value. By law, the City of Gaylord Downtown Development Authority (DDA) may capture and retain only that portion of the millage which is collected from the properties located within the defined DDA District boundaries.

YES []

NO []

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: Audit Services Bid Award	AGENDA DATE: January 28, 2020
AGENDA PLACEMENT: Committee Reports B. Budget & Finance Committee Recommendations, Item 2.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The Budget and Finance Committee has recommended to award Anderson Tackman and Company, PLC for a one year audit for \$38,840 plus three-year extension for audit services at \$39,000 each year, beginning with the 2019 fiscal year audit.

RECOMMENDATION:

The Budget and Finance Committee recommends awarding the bid for audit services to Anderson Tackman.

SUMMARY OF AUDIT BIDS

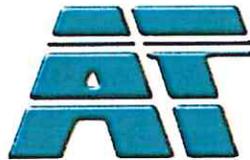
<u>AUDIT FIRM</u>	<u>YEAR OF AUDIT</u>	<u>PRICE</u>	<u>TOTAL PROJECTED HOURS</u>	<u>ESTIMATED COST PER HOUR</u>
Anderson Tackman	2019	38,840	552	70.36
	2020	39,000		
	2021	39,000		
	2022	39,000		
Andrews Hooper Pavlik PLC <i>*Add \$3,500 to each year if SA on 1 major program</i>	2019	34,900	350	99.71
	2020	35,800		
	2021	36,700		
	2022	37,600		
Gabridge & Co.	2019	36,288	440	82.47
	2020	36,290		
	2021	36,290		
	2022	36,290		
Maner Costerian PC <i>*Add \$2,500 to each year if single audit</i>	2019	38,116	377	101.10
	2020	39,700		
	2021	41,375		
	2022	43,150		
Rehmann Robson <i>*Includes two major programs</i>	2019	40,250	375	107.33
	2020	42,250		
	2021	44,500		
	2022	46,750		
Vredeveld Haefner LLC <i>*Add \$3,250 for 2019-2021 if single audit & \$3,500 in 2022</i>	2019	31,170	312	99.90
	2020	31,650		
	2021	32,100		
	2022	32,700		

SCHEDULE OF PROFESSIONAL FEES
AND EXPENSES FOR THE AUDIT
OF THE DECEMBER 31, 2019
(with optional three subsequent fiscal years)
FINANCIAL STATEMENTS

County of Otsego, Michigan
Gaylord, Michigan 49735

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE DECEMBER 31, 2019
(with optional three subsequent fiscal years)
FINANCIAL STATEMENTS

County of Otsego, Michigan
Gaylord, Michigan 49735



By

ANDERSON, TACKMAN & COMPANY, PLC

16978 S. Riley Avenue

Kincheloe, Michigan 49788

(906) 495-5952

Contact Person

Kenneth A. Talsma, CPA

December 26, 2019

AUTHORIZED NEGOTIATOR

Kenneth A. Talsma, CPA, Principal is the authorized negotiator for the purposes of this proposal and is authorized to submit this proposal and bind Anderson, Tackman & Company, PLC, 16978 S. Riley Avenue, Kincheloe, Michigan 49788 – Phone (906) 495-5952.

MAXIMUM PRICE FOR THE 2019 ENGAGEMENT

\$ 38,840

**OTSEGO COUNTY AUDIT
PRICE AND COST ANALYSIS**

As requested, we are providing the following Price and Cost Analysis for your information:

	Standard Rate	Total Hours	Fee
Manpower Costs:			
Principal	\$ 135	90	\$ 12,150
Senior/Manager	85	110	9,350
Staff	50	326	16,300
Clerical	40	26	1,040
Total maximum price for 2019		552	\$ 38,840
		Optional 2020 Proposed Fee	39,000
		Optional 2021 Proposed Fee	39,000
		Optional 2022 Proposed Fee	39,000
		Total Four-Year Proposal	\$ 155,840

Out of pocket costs related to the audit will be the responsibility of Anderson, Tackman & Company, PLC.

If no Single Audit is required, the above fee will be reduced by \$2,500 for the applicable year, if any.

Regarding the special considerations described in Section II E of the RFP, no additional fees will be assessed except for the maintenance of fixed asset and depreciation schedules.

Any other additional services requested will be billed at standard rates and actual costs with prior approval from the County of Otsego.

The proposed fees anticipate the cooperation of your staff in pulling documents and preparing correspondence at our request. They also anticipate providing the items in our "Items needed from Client Listing". If these procedures/items are not provided, additional fees may be charged. Additionally, the County is required to provide complete infrastructure and depreciation records, GASB 34 Accrual based entries and amount calculation, Management's Discussion and Analysis and a Schedule of Expenditures of Federal Awards.

PROPOSAL TO PERFORM THE
December 31, 2019

(with optional three subsequent fiscal years)

FINANCIAL AUDIT, SINGLE AUDIT, AND OTHER
MANAGEMENT ADVISORY SERVICES FOR

County of Otsego, Michigan
Gaylord, Michigan 49735

PROPOSAL TO PERFORM THE
December 31, 2019
(with optional three subsequent fiscal years)

FINANCIAL AUDIT, SINGLE AUDIT, AND OTHER
MANAGEMENT ADVISORY SERVICES FOR

County of Otsego, Michigan
Gaylord, Michigan 49735

By

ANDERSON, TACKMAN & COMPANY, PLC

16978 S. Riley Avenue

Kincheloe, Michigan 49788

(906) 495-5952

Contact Person

Kenneth A. Talsma, CPA

December 26, 2019

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ANDERSON, TACKMAN & COMPANY, PLC
CERTIFIED PUBLIC ACCOUNTANTS

KINROSS OFFICE

SUE A. BOWLBY, CPA, PRINCIPAL
KENNETH A. TALSMA, CPA, PRINCIPAL
AMBER N. MACK, CPA, PRINCIPAL

PHILLIP J. WOLF, CPA
LESLIE A. BOHN, CPA

MEMBER AICPA
DIVISION FOR CPA FIRMS

MEMBER MACPA

OFFICES IN
MICHIGAN & WISCONSIN

December 26 2019

County of Otsego, Michigan
225 West Main Street
Gaylord, Michigan 49735

Dear Commissioners:

We appreciate this opportunity to present our qualifications to serve the County of Otsego, Michigan as its independent accountants. Our firm currently audits over 150 Michigan municipalities and related entities, eighty-three of which are the responsibility of our Kinross, Michigan office. As noted in our client list, we currently audit eight counties in the State of Michigan.

Our proposal package annexed, addresses our understanding of services to be provided, our qualifications, approach to auditing, and other information. The proposal is for a three year engagement at the Board's request and is a firm and irrevocable offer for 60 days.

Our annual bid includes the financial audit for funds of the County as well as the required governmental compliance letters, the required governance letter, Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations, preparation of annual filing cover sheets for nationally recognized municipal securities information repositories and the Uniform Guidance Single Audit Schedules and Compliance Reports.

We welcome any questions regarding our proposal and will respond as directed at your convenience.

The information contained in this proposal is intended for the sole use of the County of Otsego, Michigan evaluating our qualifications to perform the proposed engagement and should not be used for any other purpose or be publicly disclosed or distributed to third parties without the written permission of Anderson, Tackman, and Company, CPA's, PLC.

Very truly yours,

ANDERSON, TACKMAN & COMPANY, PLC

Kenneth A. Talsma

Kenneth A. Talsma, CPA
Principal

UNDERSTANDING OF SERVICES TO BE PROVIDED

We propose to perform an audit of all includable funds of the County of Otsego, sufficient in scope to enable us to render our opinion on the basic financial statements for the fiscal year ended December 31, 2019, with optional three subsequent fiscal years. Our audit would be in accordance with U.S. generally accepted auditing standards and procedures as set forth in the Codification of Statements on Auditing Standards, Statements Published by the National Council on Governmental Accounting and the Governmental Accounting, Auditing and Financial Reporting Statements, the Industry Audit Guide for Audits of State and Local Governmental Units, Uniform Guidance: Single Audit Requirements for Financial and Compliance Audits of Governmental Units, Circular A-102, Grants and Cooperative Agreements with State and Local Governments, OMB Circular A-87, Principles for determining Costs applicable to grants, Government Auditing Standards and other requirements, as appropriate.

Our engagement would include preparation of the GASB 34 format Financial Report, and the Single Audit financial and compliance reports, as required. Although the primary purpose of our audit would be to express our opinion on the basic financial statements of the County, we would also prepare a report to management relative to areas within the accounting system where improvements would be appropriate and advantageous. Single audit data collection form, Annual F-65 Report required by the State of Michigan.

At the conclusion of our engagement, we would present the financial and compliance reports, as listed in the "Request for Proposal", to management and the members of the Board of Commissioners at your request, summarize our audit findings and conclusions, and review our Communication letter with management and the Commission. One unbound copy, one electronic (Word/Excel Format) copy, and fifteen copies of the financial and compliance reports, would be supplied to the County at the conclusion of the engagement. One report would be electronically filed to the Michigan Department of Treasury.

The following Management Advisory Services would be provided at additional cost as required:

1. Other services as identified and requested.

The primary purpose of our audit is to express an opinion on the financial statements. If conditions are discovered that lead to belief that material errors, defalcations or other irregularities exist we will advise management.

During the course of the engagement if circumstances are encountered that require extended services, the auditor will promptly advise appropriate County personnel. A description of services will be provided but no additional services will be provided without authorization.

Our 2019 engagement fieldwork would begin in March or April and conclude by April 30, 2020. The subsequent years' engagement fieldwork would begin on a similar schedule of timing based on County approval. Draft reports would be furnished by May 15th, final reports by May 31st of each year, assuming the County is ready for audit by March 1st each year.

INDEPENDENCE

Anderson, Tackman & Company, PLC is independent in relation to County of Otsego, Michigan as defined by the U.S. General Accounting Office's Government Auditing Standards.

If we enter into any professional relationships during any period of our engagement as auditors that may affect our independence, we will contact you in writing. This correspondence would indicate our relationship and its effect on your audit.

LICENSURE

Sue A. Bowlby, CPA, Kenneth A. Talsma, CPA, Amber N. Mack, CPA, Leslie Bohn, CPA, Tori Kruse, CPA and Anderson, Tackman & Company, PLC, are properly licensed as certified public accountants in the State of Michigan and are registered with the Michigan State Board of Public Accountancy.

FIRM PROFILE

Anderson, Tackman & Company, PLC, is a mid-western regional certified public accounting firm with five offices in Michigan and Wisconsin. There are presently thirteen principals in the firm and upwards of sixty-five supervisory and professional staff personnel.

Our firm provides services to a diversified group of clients in five basic areas: audit, tax, management consulting (including computer systems analysis), monthly accounting, and financial planning. Our clients include varied types of commercial enterprises, individuals, governmental units, financial institutions, and non-profit organizations.

Anderson, Tackman & Company, PLC, as evidenced by our client list, is very active in the area of providing services to governmental units. Our involvement includes the normal audit function as well as providing systems and computer consulting as needed by our clients. Recent governmental consulting engagements have included systems design, personnel search, evaluation and implementation of internal computer hardware and software systems, feasibility studies, and user charge rate studies.

The engagement would be performed by our Kinross, Michigan office. The following is a list of personnel and their respective specialties at our office.

<u>Personnel</u>	<u>Title</u>	<u>Specialty</u>
Sue Bowlby, CPA	Principal	Tax/Commercial Accounting Principal
Kenneth Talsma, CPA	Principal	Governmental Audit Principal
Amber N. Mack, CPA	Principal	Tax/Governmental Audit
Douglas Welton	Senior Manager	Governmental Audit
Leslie Bohn, CPA	Staff	Tax/Commercial Accounting/Audit
Cindy Sturgeon	Staff	Tax/Commercial Accounting/Audit
Britani Douglass	Staff	Governmental Audit
Emily Chartrand	Staff	Commercial Accounting/Audit
Tori Kruse, CPA	Staff	Tax/Governmental Audit
Sheri Ross	Staff	Clerical
Sherry Nault	Staff	Clerical
Cynthia Severance	Staff	Clerical

OUR SERVICE TEAM QUALIFICATIONS

At Anderson, Tackman & Company, PLC, we believe the key to establishing and maintaining a professional relationship with our clients is to provide superior services through a team effort. The team of professionals we have assembled to serve the County of Otsego includes specialists in areas such as governmental auditing and accounting, taxation, and grant expertise. We are very selective in our staff assignments and are proud of their ability to work effectively.

Anderson, Tackman and Company, PLC

ENGAGEMENT TEAM

Kenneth A. Talsma, CPA
Principal

Douglas Walton
Senior Auditor

Britani Douglass
Staff

Anderson, Tackman and Company, PLC is independent in relation to the County of Otsego as defined by the U.S. General Accounting Office's *Government Auditing Standards*. All staff as listed are properly licensed as certified public accountants in the State of Michigan and are registered with the Michigan State Board of Accountancy. All personnel meet the current Yellow Book guidelines for continuing professional education in order to participate in a governmental audit.

PROFESSIONAL STAFF PROFILES



Kenneth A. Talsma, CPA
Partner Governmental Division

EXPERIENCE Nineteen years of public accounting experience with Anderson, Tackman & Company, PLC, and Gillette, Halvorsen, & Leonhardt.

**PARTIAL LISTING OF
GOVERNMENTAL
CLIENTS SERVED**

Alcona County
Antrim County
Benzie County
Chippewa County
Crawford County
Gladwin County
Hillsdale County
Osceola County

**SPECIAL AREAS
OF EXPERTISE**

Financial auditing & reporting
Compliance auditing & reporting
Single audit
Debt capacity studies
Internal control reviews
Defalcation consultation
Personnel assistance
Feasibility study

**PROFESSIONAL
ACTIVITIES**

American Institute of Certified Public Accountants
Michigan Association of Certified Public Accountants

EDUCATION

Lake Superior State University
Bachelor of Science Accounting

PROFESSIONAL STAFF PROFILES

Douglas Welton

Manager - Governmental Division

EXPERIENCE

Seven years of public accounting experience with Anderson, Tackman & Company, PLC

PARTIAL LISTING OF GOVERNMENTAL CLIENTS SERVED

Alcona County
Antrim County
Benzie County
City of Sault Ste Marie
City of Grayling
City of East Jordan
City of Frankfort
City of Harbor Springs
City of Manistee
Chippewa County
Crawford County
Gladwin County
Hillsdale County
Luce County
Mackinac County
Montmorency County
Osceola County
Otsego County
Presque Isle County
Sanilac County

SPECIAL AREAS OF EXPERTISE

Financial auditing & reporting
Compliance auditing & reporting
Single audit
GASB 68 implementation
Internal control reviews
Act 51
Personnel assistance
Feasibility study

EDUCATION

Lake Superior State University
Bachelor of Science Accounting

CPE OF STAFF ASSIGNED

KENNETH A. TALSMA, CPA

Implementation of GASB 34
Governmental Accounting and Auditing Update – Winter, Spring, Summer & Fall
Computer Training Seminar – Go Systems
Ethics in the Audit process
Quality Assurance Conference
Nonprofit Conference
Spring Governmental Accounting and Auditing Conference – 2009, 2010, 2011, 2018
Applying A-133 to Nonprofit and Governmental Organizations
Solving Complex Single Audit Issues for Governmental and Nonprofit Organizations
Implementing the New Risk Assessment Standards
MACPA- Ethics
AICPA National Government and Not-for-Profit Program

AMBER N. MACK, CPA, EA

AICPA's Annual Update: Governmental & Nonprofit
Yellow Book Financial Audits
Accounting for Nonprofit Grants and Contracts
Financial Institutions Conference
Standards for Accounting and Review Services
Michigan Specific Ethics

DOUGLAS J. WELTON, JR.

Auditing Defined Contribution Retirement Plans
The CPA Report Volumes 2018
The CPA Report Volumes 2019
Governmental Accounting and Auditing Update
Fundamentals for performing a single Audit under Uniformed Guidance for Federal Awards
Governmental & Nonprofit Update
Act 51 training
Transition to COSO
Auditing Defined Contribution Retirement Plans
Applying Uniform Guidance in Your Single Audit
Applying GASB 68
School District Update 2018
Yellow Book Financial Audits
AICPA's Annual Update: Gov & Nonprofit A&A issues

QUALITY ASSURANCE

Anderson, Tackman & Company, PLC is a member of the AICPA Division for CPA Firms and has elected to participate in the American Institute of Certified Public Accountants peer review quality control program, a lengthy process that was completed successfully in 2016 and included several county and other governmental audits. Anderson, Tackman & Company, PLC is also a member of the AICPA Government Audit Quality Center. The clients of Anderson, Tackman & Company, PLC, therefore, receive the services of a quality-oriented organization combined with a personal, non-institutional approach, geared to their specific needs.

Prior audit engagements have been accepted by regulatory agencies without revision and all audit reports have been filed within 6 months of year end.

All professional staff attend quarterly in-house education courses related to governmental audits. In addition, participating staff attend the MACPA Governmental Audit conference in Lansing each year to stay informed on regulations. Anderson, Tackman & Company, PLC assures quality in the field through work paper review, inspection and conformance to audit programs during the engagement.

Worker's compensation insurance and Commercial Liability Insurance will be maintained during this contract period. All working papers will be retained for five years unless notified in writing by the County.

SIMILAR ENGAGEMENTS WITH GOVERNMENTAL UNITS

Anderson, Tackman & Company's Kinross office similar engagements are as follows:

Client Name	Antrim County
Service	Financial & Compliance Audit (Including the Following Component Units) - Road Commission
Date	Fiscal 2008 to present
Partner	Kenneth A. Talsma
Hours	360
Contact Name	Sherry Comben
Phone Number	(231) 533-8596

Client Name	Alcona County
Service	Financial & Compliance Audit (Including the Following Component Units) - Road Commission
Date	Fiscal 2011 to present
Partner	Kenneth A. Talsma
Hours	220
Contact Name	Cheryl Franks
Phone Number	(989) 724-9420

AUDIT APPROACH (Continued)

PHASE 3: YEAR-END PROCEDURES

Our year-end procedures include:

Performing the year-end audit fieldwork, including supporting various assets and liability account balances and analyzing appropriate revenue and expenditure accounts. Proposed audit adjustments would be determined during this phase and we would review with the appropriate personnel the validity of those proposed adjustments.

Electronic Data Processing would be used in working trial balance preparation and analytical review. Analytical review would involve examination of budget variances, prior and current period performance, and ratio analysis.

Partner	56 hours
Senior/Manager	50 hours
Staff	<u>196 hours</u>
	<u>302 hours</u>

PHASE 4: AUDIT FINALIZATION

This phase would involve:

The preparation of our reports on the audited financial statements and the related compliance reports utilizing governmental and word processing software.

Preparing our letter of comments and recommendations incorporating our interim and year-end observations and suggestions for improvements.

The delivery and presentation of all required reports to the County Commission.

Partner	16 hours
Senior/Manager	27 hours
Staff	20 hours
Clerical	<u>26 hours</u>
	<u>89 hours</u>

AUDIT APPROACH (Continued)

Phase 1 and 2 would be substantially completed at the preliminary field work stage. We would anticipate selecting sample sizes of 10-60 items using random number generation software. We also anticipate using Microsoft Excel and Word. We would anticipate updating our permanent files which contain narratives and flowcharts of the County's systems. We subscribe to and use Practitioners Publishing Company audit manuals and programs which we customize to our individual client's needs. These manuals, in conjunction with other technical publications such as the GAO "Yellow Book" and state audit bulletins, assist us in determining which laws and regulations that will be subject to audit test work. We are also familiar with "Civic Systems", "Fund Balance", "Accucomp", "S.D.S.", "Resource", "Manatron", "BS&A", "Munis", and other municipal software packages.

We feel by careful planning, our familiarization with governmental audits, and the utilization of a proper audit work schedule we will minimize the disruption to your operations. This would be an important goal throughout all of the phases above.

During the course of the fieldwork, we would perform our audits of the Federal Programs. The audit would be in accordance with the auditing requirements as outlined in our Understanding of Services to be Performed. Accordingly, we will select the necessary procedures to test compliance and to disclose noncompliance with specified laws, regulations, and contracts.

PROPOSED STAFF HOURS

A total of 552 audit hours will be required to complete the basic audit engagement as detailed in the audit approach segment.

AUTHORIZED NEGOTIATOR

Kenneth A. Talsma, CPA, Principal is the authorized negotiator for the purposes of this proposal and is authorized to submit this proposal and bind Anderson, Tackman & Company, PLC, 16978 S. Riley Avenue, Kincheloe, Michigan 49788 – Phone 906-495-5952.

FIELDWORK AND TIMETABLE

To assure completion of the engagement in a timely manner, we propose the following timetable:

- Client prepared year end trial balances available by April 15th
- Fieldwork would begin in March or April and be completed by April 30th
- Draft report to be completed by May 15th
- Exit Conference and SAS 61 compliance meeting to take place within 15 days of last day of fieldwork
- Board presentation to the County of Otsego Commission/Audit Committee in June
- Final reports to be issued by May 31st

Note: The date of issue of the final report is dependent on the receipt of third party reports, confirmations and attorney's responses. Draft reports are issued within fifteen days of the completion of fieldwork for the primary governmental unit.

SAMPLE "PBC" LIST

We have included a sample "Prepared by Client" list for a sample county engagement to give you an idea of the type of information we will need to complete the engagement. A specific "PBC" list for the County of Otsego will be developed if we are awarded the audit contract.

SAMPLE COUNTY

ITEMS TO BE PROVIDED BY CLIENT

For the Year Ended December 31, 2019

In connection with the audit of your basic financial statements as of and for the year ended December 31, 2019, please provide Anderson, Tackman & Company, PLC with the following items.

1. List of cash balances by fund as of 12/31/19.
2. Reconciliation and, where applicable, lists of outstanding checks for the following accounts:
 - a. Common checking.
 - b. Payroll account.
 - c. Other checking accounts.
 - d. Money market accounts.
 - e. Investments.
3. 2016 tax levy - Otsego County Board of Commissioners Apportionment Report.
4. List of cooperative reimbursement receivable as of year end.
5. Copy of the Otsego County - Settlement of 2018 Tax Collections Report.
6. Detailed lists of accounts receivable and other receivables for all funds of the County government as of 12/31/19.
7. Detailed list of prepaid expenses for each fund.
8. Schedules of tax collections and reconciliation's of tax collections to general ledger.
9. List of any commitments and contingencies or significant events occurring subsequent to 12/31/19.
10. Notification of irregularities or fraud committed by employees or officials of the County.
11. Notification of any federal grant awards.
12. List of any related party transactions.
13. List of accounts payable as of 12/31/19 by fund.
14. Copy of the 2019 budget (original and final amended) for all funds.
15. Payroll reconciliation of general ledger to quarterly 941 Reports.
16. Trial balances as of 12/31/19 for all funds of County government.
17. Detailed list of accounts payable and accrued wages as of 12/31/19 for each fund of the County Government.
18. Detailed accrued sick and vacation schedule by employee as of 12/31/19.
19. Copies of all board minutes from 1/1/19 to date.
20. Schedule of federal expenditures for the year ending 12/31/19.

21. Reconciliation of operating transfers for all funds as of 12/31/19.
22. Reconciliation of inter-fund loans for all funds as of 12/31/19.
23. Delinquent Taxes Receivable detail by year for all tax funds still open at 12/31/19.
24. Schedule of long-term debt payable showing beginning balances, additions, payments, and the ending balance for all debt issues.
25. Reconciliation of beginning fund balance for 2019 to the 2018 audit report.
26. General Ledger activity for all capital outlay accounts and repairs and maintenance accounts for the year ending 12/31/19.
27. Schedule of General fixed Assets showing beginning balances, additions, disposals, and ending balance for all fixed asset categories.
28. Schedule of Proprietary Fixed Assets showing beginning balances, additions, disposals, and ending balance for all fixed assets categories.
29. Copy of MERS actuarial plan for the fiscal year ending 12/31/18.
30. Schedule in accordance with GASB #54 fund equity as of 12/31/19.
31. Schedule of all reservations/designations of cash as of 12/31/19.
32. Listing showing the allocation of direct revenues, (e.g. charges for services and grants).
33. A determination of major funds.
34. Original and amended budgets for major funds.
35. Upon completion of the basic financial statements management will need to complete the MD&A section (a template can be provided).

AUDIT CLIENT LISTING

Governmental auditing and accounting is a significant portion of our practice and currently represents over 70% of our gross fees. To assist you in evaluating our qualifications, we have listed below clients for which we have provided audit services during the past three years. Should you desire to discuss any of the services performed or the qualifications of our firm, we would be pleased to have you contact any of our clients directly.

ANDERSON, TACKMAN & COMPANY, PLC

STATE OF MICHIGAN:

* Sault Ste. Marie Bridge Authority Peter Petainen (906) 635-5255

COUNTY AUDITS:

* Alcona County Cheryl Franks (989) 724-9420
* Antrim County Sherry Comben (231) 533-8596
* Benzie County Michelle Thompson (231) 882-0011
* Chippewa County James German (906) 635-6308
Delta County Tom Sabor (906) 789-5100
Dickinson County Nicole Frost (906) 774-2573
* Gladwin County Laura Brandon-Maveal (989) 426-7351
* Hillsdale County Stephenie Kyser (516) 437-4700
Iron County Sue Cusch (906) 875-3362
* Luce County Gary Moulton (906) 293-5521
Marquette County Sue Vercoe (906) 228-1570
Menominee County Brian Bousley (906) 863-7779
* Osceola County Lori Leudeman (231) 832-6196
Schoolcraft County Dan McKinney (906) 341-3618

CITY ROAD COMMISSIONS:

* Alcona County Jesse Campbell (989) 736-6687
* Antrim County Dale Farrier (989) 736-6687
Alger County Jim Gariepy (906) 387-2042
* Benzie County Kathy Jordan (231) 325-3051
* Chippewa County Brian Decker (906) 635-5295
* Emmet County Brian Gatowski (231) 347-8142
Iron County Darlene Anderson (906) 875-6762
* Isabella County Jalene Sandel (989) 773-7131
* Luce County Gary Moulton (906) 293-8161
* Mackinac County Vicki Hough (906) 643-7333
* Mason County Mary Samuels (231) 757-2882
* Montmorency County Todd Behring (989) 785-3334
* Otsego County Becky Jerry (989) 732-5202

AUDIT CLIENT LISTING (Continued)

CLIENT	CONTACT PERSON	TELEPHONE NUMBER
CITY AUDITS:		
* City of East Jordan	Heather Jackson	(231) 536-3381
* City of Frankfort	Kim Kidder	(231) 352-7116
City of Gladstone	Darla Falcon	(906) 428-2311
* City of Gladwin	Dave Haag	(989) 426-9231
* City of Grayling	Lisa Johnson	(989) 348-2131
* City of Harbor Springs	Nick Whitaker	(231) 526-2104
City of Ishpeming	John Korhonen	(906) 485-1091
* City of Mackinac Island	Rick Linn	(906) 847-6002
* City of Manistee	Mitchell Deisch	(231) 723-2558
City of Manistique	Sheila Aldrich	(906) 341-2290
City of Marquette	Gary Simpson	(906) 228-0415
City of Munising	Doug Bavin	(906) 387-2095
City of Negaunee	Paul Waters	(906) 475-7400
* City of St. Ignace	Les Therian	(906) 643-8545
* City of Sault Ste. Marie	Kristin Collins	(906) 632-5726
TOWNSHIP AUDITS:		
AuTrain	Mary Rogers	(906) 892-8265
Bark River	Kenneth Viau	(906) 466-2281
* Bois Blanc	Joan Shroka	(231) 634-7275
* Brevort	Daniel J. Litzner	(906) 643-9914
Champion	Berl LaPin	(906) 339-2920
* Chippewa	Tami L. Beseau	(906) 274-5319
Chocolay	Mary Sanders	(906) 249-1448
* Clark	Katie Vaneenenaam-Carpenter	(906) 484-2672
Duncan	Jane Wyatt	(906) 524-6966
Garden		(906) 644-2447
* Hendricks	Laurie Collier	(906) 595-7320
* Hudson	Al Garavaglia	(906) 595-7202
Humboldt	Barb Maki	(906) 339-2927
Inwood		
Ishpeming	Susan Jandron	(906) 485-5411
Michigamme	John Olson	(906) 323-6608
McMillan	Joe Villemure	(906) 293-8798
Munising	Selina Balko	(906) 387-4404
Onota	Nancy Bennett	(906) 343-6535
Pentland	David Carlson	(906) 293-9936
* Pickford	Jim Hill	(906) 647-3361
* Pickford Township Sewer Authority	Steve Andrzejak	(906) 647-3361
* Peaine	William Kohls	(231) 448-2389
* Portage	Pat McGlonklin	(906) 586-9522
Republic	Gary Johnson	(906) 376-8827
Richmond	Teresa Luetzow	(906) 475-4180
* Rudyard	Donna Hall	(906) 478-5401
* St. Ignace	Sheri Oja	
* Seney	Janice	(906) 293-5544
Skandia	Marilyn Keto	(906) 942-7404
Spur	Linda Legacy	(906) 323-6156
Thompson		
Tilden	Jason Brown	(906) 485-1029
Village of Chatham	Paul Whitmarsh	(906) 439-5608

*Clients of our Kinross office



Division for CPA Firms

American Institute of Certified Public Accountants

Certificate of Membership

*Anderson, Tackman
& Company*

is admitted to the Division
for CPA firms and is entitled to
all rights and privileges
of membership.

Admission date: September 18, 1992

Jake L. Mettenelle

Chairman of the Board





WEINLANDER FITZHUGH

CERTIFIED PUBLIC ACCOUNTANTS
& CONSULTANTS

System Review Report

December 8, 2016

To the Members of Anderson, Tackman & Company, PLC
and the Peer Review Committee of the
Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Anderson, Tackman & Company, PLC (the firm) in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the Government Auditing Standards and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Anderson, Tackman & Company, PLC in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Anderson, Tackman & Company, PLC has received a peer review rating of pass.

Weinlander Fitzhugh

1600 Center Avenue | PO Box 775 | Bay City, MI 48707-0775

1.800.624.2400 | 989.893.5577 | Fax: 989.895.5842 | www.wf2pas.com

Bay City | Clare | Gladwin | West Branch

An Independently Owned Member
MCGLADREY ALLIANCE



PROPOSER GUARANTEES

- A. The proposer certifies it can and will provide and make available to the County of Otsego, at a minimum, all services set forth in the Understanding of Services to be Provided and the County of Otsego Request for Proposals.

Kenneth A. Talsma

Signature of Authorized Proposer Representative

KENNETH A. TALSMA, CPA

Name (typed)

PRINCIPAL - GOVERNMENTAL SERVICES

Title

ANDERSON, TACKMAN & COMPANY, PLC

Firm

December 26, 2019

Date

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to obtain and maintain an errors and omissions insurance policy providing a \$2,000,000 of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- B. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the express prior written permission of the Commission.
- C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.
- D. Proposer warrants that the financial statements and audit opinion will be acceptable to appropriate State or Federal agencies and if there are any problems, they will be corrected.

Kenneth A. Talsma

Signature of Proposer

KENNETH A. TALSMA, CPA

Name (typed)

PRINCIPAL - GOVERNMENTAL SERVICES

Title

ANDERSON, TACKMAN & COMPANY, PLC

Firm

December 26, 2019

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/30/2019

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

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

PRODUCER GARCEAU INSURANCE AGENCY INC 81401420 623 LUDINGTON STREET ESCANABA MI 49829	CONTACT NAME:	
	PHONE (866) 467-8730 (A/C, No, Ext):	FAX (888) 443-6112 (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURER A: Hartford Casualty Insurance Company		29424
INSURER B: Hartford Fire Insurance Company		18682
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 ANDERSON, TACKMAN & CO. PLC
 901 LUDINGTON ST
 ESCANABA MI 49829-3824

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			81 SBA KO1467	07/29/2019	07/29/2020	EACH OCCURRENCE \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000				
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS			81 SBA KO1467	07/29/2019	07/29/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BODILY INJURY (Per person)				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			81 SBA KO1467	07/29/2019	07/29/2020	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> OCCUR CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$ 10,000		AGGREGATE \$1,000,000				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	81 WBC JK2408	07/29/2019	07/29/2020	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER
			E.L. EACH ACCIDENT \$500,000				
A	EMPLOYMENT PRACTICES LIABILITY			81 SBA KO1467	07/29/2019	07/29/2020	E.L. DISEASE -EA EMPLOYEE \$500,000
			E.L. DISEASE - POLICY LIMIT \$500,000				
							Each Claim Limit \$5,000
							Aggregate Limit \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Those usual to the Insured's Operations.

CERTIFICATE HOLDER
 ANDERSON, TACKMAN & CO.
 901 LUDINGTON ST
 ESCANABA MI 49829

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Susan J. Castaneda

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000080-274

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: January 21, 2020 Warrant	AGENDA DATE: January 28, 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 January 21, 2020 warrant is in the amount of \$108,578.89.

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$108,578.89 and seven void checks.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 76768

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/11/2019	AP	76768	MICHIGAN ASSOC OF PLANNING	ANNUAL MEMBERSHIP DUES PERIOD JULY 1, 2019 -JUNE 30, 2020		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77120

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/02/2019	AP	77120	LESLIE WING	CAMPING REFUND		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77778

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/13/2019	AP	77778	CHEYENNE HILT	CAMPING REFUND		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77839

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/13/2019	AP	77839	NAUTASHA MARIE LAMERE	RESTITUTION PAYMENT BY ANTHONY ARMSTRONG 19-37360-SM-3	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77800

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/13/2019	AP	77800	GAYLORD REGIONAL AIRPORT	RESTITUTION PAYMENT BY BRYAN MORGAN 19-37405-SD-3		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77255

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/09/2019	AP	77255	NAUTASHA MARIE LAMERE	RESTITUTION PAYMENT BY ANTHONY ARMSTRONG 19-37360-SM-3		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 76742

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/11/2019	AP	76742	DUNNS	33AR362230 FULL SERVICE CONTRACT 05/24/19-06/23/19		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/21/2020 - 01/21/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/21/2020	AP	2670(E)	AMERICAN WASTE	3424530	212-430-920.410	72.10
		2670(E)		3425007 JANUARY	588-698-940.010	103.00
						175.10
01/21/2020	AP	2671(E)	CENTURY LINK	A/C 300451601	261-427-930.210	65.20
01/21/2020	AP	2672(E)	CHARTER COMMUNICATIONS	0069887110919 CABLE AND PHONE	208-752-930.210	79.98
		2672(E)		0069887110919 CABLE AND PHONE	208-752-930.230	37.99
		2672(E)		0069887110919 CABLE AND PHONE	208-752-930.300	18.73
						136.70
01/21/2020	AP	2673(E)	CONSUMERS ENERGY	203942827652 CENTER ELECTRIC	208-752-930.620	467.96
		2673(E)		JANUARY ENERGY BILL	637-265-930.620-ALPCT00000	4,804.01
		2673(E)		JANUARY ENERGY BILL	637-265-930.620-CRTHS00000	3,192.14
						8,464.11
01/21/2020	AP	2674(E)	DE LAGE LANDEN PUBLIC FINANCE	INVOICE 66460757	101-257-920.410	178.12
01/21/2020	AP	2675(E)	DE LAGE LANDEN PUBLIC FINANCE	JANUARY 2020 COURT COPY MACHINE LEASE PAYMENT	101-131-920.520	130.99
01/21/2020	AP	2676(E)	DE LAGE LANDEN PUBLIC FINANCE	JANUARY 2020 FOC COPY MACHINE LEASE PAYMENT	215-141-920.520	118.58
01/21/2020	AP	2677(E)	DTE ENERGY	GAS BILL	208-752-930.610	488.00
01/21/2020	AP	2678(E)	FRONTIER	ANIMAL CONTROL SHELTER JAN 2020	212-430-930.210	108.79
		2678(E)		A/C 989732-2373-030804-5	261-427-930.210	107.03
						215.82
01/21/2020	AP	2679(E)	LINCOLN FINANCIAL-EFT	FEB 20 LIFE AND DISABILITY	704-000-231.870	2,353.78
01/21/2020	AP	2680(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	DECEMBER 2019 COURT MERS	704-000-231.700	15,091.51
01/21/2020	AP	2681(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	DECEMBER 2019 COURT MERS HYBRID - DEFINED CONTRIBUTION	704-000-231.700	724.96
01/21/2020	AP	2682(E)	PITNEY BOWES	POSTAGE FEES	249-371-930.450	520.99
01/21/2020	AP	2683(E)	WEST PAYMENT CENTER	DECEMBER 2019 COURT SKIP TRACING FEE	101-131-940.010	127.59
01/21/2020	AP	2684(E)	WEST PAYMENT CENTER	DECEMBER 2019 FOC SKIP TRACING FEE	215-141-940.010	138.23
01/21/2020	AP	79964	ABEL M CRUZ	PER DIEM, TRAVEL	208-752-703.040	50.00
		79964		PER DIEM, TRAVEL	208-752-930.500	1.70
						51.70
01/21/2020	AP	79965	BENISTAR HARTFORD - 6795	FEB 2020 RETIREES	647-851-704.110	7,585.94

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/21/2020 - 01/21/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/21/2020	AP	79966	BEVERLY ENTERPRISES	RESTITUTION	701-000-271.000	25.00
01/21/2020	AP	79967	BLUE CARE NETWORK	00182055-0001 FEBRUARY 2020 COURT MEDICAL	101-131-704.110	3,142.93
		79967		00182055-0001 FEBRUARY 2020 COURT MEDICAL	101-148-704.110	1,287.23
		79967		00182055-0001 FEBRUARY 2020 COURT MEDICAL	215-141-704.110	5,811.15
		79967		00182055-0001 FEBRUARY 2020 COURT MEDICAL	292-662-704.110	2,005.84
		79967		00182055-0001 FEBRUARY 2020 COURT MEDICAL	704-000-231.261	3,061.79
						<u>15,308.94</u>
01/21/2020	AP	79968	BONNY MILLER	PER DIEM, TRAVEL	208-752-703.040	50.00
		79968		PER DIEM, TRAVEL	208-752-930.500	20.00
						<u>70.00</u>
01/21/2020	AP	79969	BRUCE TILLINGER	SERVICES 1-2-2020 THRU 1-14-2020	249-371-801.027	2,900.00
		79969		SERVICES 1-2-2020 THRU 1-14-2020	249-371-801.028	1,140.00
						<u>4,040.00</u>
01/21/2020	AP	79970	CENTURYLINK	TELEPHONE SERVICE	261-427-930.210	8.74
01/21/2020	AP	79971	CNA SURETY DIRECT BILL	BOND#64930804N, S. DEFYTER	101-215-930.100	55.00
01/21/2020	AP	79972	CORECOMM	115039078 - JANUARY 2020 COURT INTERNET	101-131-930.210	21.95
01/21/2020	AP	79973	CROSSROADS INDUSTRIES	RESTITUTION	701-000-271.000	100.00
01/21/2020	AP	79974	CYNTHIA GRAHAM SCHRADER	DECEMBER 2019 IHC SPECIALIST	292-662-940.010	2,247.21
01/21/2020	AP	79975	DAWN CZYKOSKI	RESTITUTION	701-000-271.000	50.00
01/21/2020	AP	79976	DEKETO LLC	DECEMBER 2019 DOCUMENTS	101-215-920.410	468.00
		79976		INDEXING & IMAGING SOFTWARE 12-1-19 TO 11-30-2020	256-215-726.000	3,000.00
		79976		DECEMBER 2019 DOCUMENTS	256-215-920.410	936.00
						<u>4,404.00</u>
01/21/2020	AP	79977	DOUG KASSUBA	RELOCATED RCA/COMPOSITE CONNECTIONS;REPAIRED WALL, CLEI	101-215-920.410	200.00
01/21/2020	AP	79978	DUNNS	33AR421784;424863;431245;431356;431637;434205;435350	256-215-726.000	313.88
01/21/2020	AP	79979	ELI ELECTRIC LLC	SERVICES1-2-2020 THRU 1-9-2020	249-371-801.026	2,260.00
01/21/2020	AP	79980	EXTREME POWER SPORTS	RESTITUTION	701-000-271.000	50.00
01/21/2020	AP	79981	GAYLORD BOWLING CENTER	RETITUTION	701-000-271.000	10.00
01/21/2020	AP	79982	GILL ROYS HARDWARE	1912-807258 HIT PIN, ICE MELT	209-751-930.610	24.97

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/21/2020 - 01/21/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/21/2020	AP	79983	GRAPHIC SCIENCES INC	IMAGES TO FILM	256-215-726.000	138.71
01/21/2020	AP	79984	JOHNSON OIL COMPANY	CL41464 FUEL	588-699-930.660	5,845.39
01/21/2020	AP	79985	JOHNSON OIL COMPANY	RESTITUTION	701-000-271.000	60.00
01/21/2020	AP	79986	JOHNSON OIL COMPANY	RESTITUTION	701-000-271.000	150.00
01/21/2020	AP	79987	JUDITH JARECKI	PER DIEM, TRAVEL JANUARY MEETING	208-752-703.040	50.00
		79987		PER DIEM, TRAVEL JANUARY MEETING	208-752-930.500	16.00
						<hr/> 66.00
01/21/2020	AP	79988	JUSTIN WING	PER DIEM, TRAVEL JANUARY MEETING	208-752-703.040	50.00
		79988		PER DIEM, TRAVEL JANUARY MEETING	208-752-930.500	8.55
						<hr/> 58.55
01/21/2020	AP	79989	KEVAN D FLORY	27-2018 FINAL INSPECTION EMERGENCY ROOF	233-690-940.010	100.00
01/21/2020	AP	79990	KEVIN KING	FOC SMILE PROGRAM ON 1/6/20	101-166-940.010	242.00
01/21/2020	AP	79991	KOHL'S CORPORATE LOSS PREVENTION	RESTITUTION	701-000-271.000	33.52
01/21/2020	AP	79992	LARRY KENT	SERVICES 1-2-2020 THRU 1-6-2020	249-371-801.024	540.00
01/21/2020	AP	79993	LIVINFRESH	BEAR BASKETBALL T-SHIRTS	208-752-940.010-BEAR_BBALL	844.00
01/21/2020	AP	79994	MEYER ACE	#6521	208-752-930.300	67.47
		79994		#6521	209-751-930.610	51.00
		79994		#6521	209-751-930.620	42.00
						<hr/> 160.47
01/21/2020	AP	79995	MICHIGAN ASSOC OF COUNTY CLERKS	2020 CLERK DUES, S. DEFEYTER	101-215-930.600	220.00
01/21/2020	AP	79996	NEW CENTURY SIGNS	50273 TRAIL NUMBER SIGN	209-751-726.000	5.00
01/21/2020	AP	79997	NMCOA	ANNUAL SUBSCRIPTION CODE REFERENCE MATERIALS	249-371-930.600	375.00
01/21/2020	AP	79998	NORTHERN LIGHTS CONSTRUCTION LLC	PROJECT #27-2018, ROOF COMPLETE AND INSPECTED, CDBG PI FUN	233-690-940.010	10,000.00
01/21/2020	AP	79999	NORTHERN MICHIGAN REVIEW	ADS	208-751-930.300	696.00
01/21/2020	AP	80000	OCNET	9966 CONNECTIVITY	208-752-703.040	59.95
		80000		2000010102 JAN 2020	212-430-920.410	400.00
						<hr/> 459.95
01/21/2020	AP	80001	OTSEGO COUNTY FRIEND OF COURT	FOC PERFORMANCE BOND MILLER-LAMONTAGNE V OROURKE	701-000-265.000	351.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/21/2020 - 01/21/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/21/2020	AP	80002	OTSEGO COUNTY FRIEND OF COURT	13-14855;10-13406;10-13803;14-15515;19-17617, FOC CASH PERFORM	701-000-265.000	3,600.00
01/21/2020	AP	80003	OTSEGO COUNTY JUDICIAL SYSTEM	2019 SERVICES - 1/5/20 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	765.87
		80003		2019 SERVICES - 1/5/20 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	100.00
		80003		2019 CHARGES - 1-8-20 HRA REIMBURSEMENT CHECK REGISTER	292-662-704.110	80.55
						<u>946.42</u>
01/21/2020	AP	80004	OTSEGO COUNTY TITLE	INV #GYL19-10267360 TITLE FEE PROJECT 27-2018, CDBG PI FUNDS	233-690-940.010	233.45
01/21/2020	AP	80005	PAULA DEMEREST	RESTITUTION	701-000-271.000	50.00
01/21/2020	AP	80006	PRESQUE ISLE ELECTRIC AND GAS CO-OP	GAS BILL 6207203	209-751-930.610	110.83
01/21/2020	AP	80007	PROTECTION ONE	1/28/20 TO 2/27/20 DC/FAMILY WING MONITORING	101-131-940.010	91.90
		80007		1/28/20 TO 2/27/20 ADMIN/PA WING MONITORING	101-267-920.410	26.81
		80007		1/28/20 TO 2/27/20 ADMIN/PA WING MONITORING	101-267-930.983	3.83
		80007		1/28/20 TO 2/27/20 FOC WING MONITORING	215-141-940.010	49.01
						<u>171.55</u>
01/21/2020	AP	80008	RANDY STULTS	PER DIEM, TRAVEL	208-752-703.040	50.00
		80008		PER DIEM, TRAVEL	208-752-930.500	10.60
						<u>60.60</u>
01/21/2020	AP	80009	RONALD FOSTER	RESTITUTION	701-000-271.000	300.00
01/21/2020	AP	80010	RR DONNELLEY	SAFETY PAPER FOR VITAL RECORDS	101-215-726.000	132.00
01/21/2020	AP	80011	SCOTT COURTERIER	PER DIEM, TRAVEL	208-752-703.040	50.00
		80011		PER DIEM, TRAVEL	208-752-930.500	8.50
						<u>58.50</u>
01/21/2020	AP	80012	SMART START MICHIGAN	NOVEMBER 2019 JUVENILE TETHER	292-662-940.010	42.50
01/21/2020	AP	80013	SPARTAN SEWER & SEPTIC TANK SERVICE	BALANCE DUE FOR PUMPING VAULTS	208-752-920.200	345.00
01/21/2020	AP	80014	STAPLES BUSINESS CREDIT	COPY PAPER, 7301740344-0-1;7303067129-0-1	101-215-726.000	155.96
		80014		139555764	256-215-726.000	59.98
						<u>215.94</u>
01/21/2020	AP	80015	STATE OF MICHIGAN	4TH QTR OCT-DEC 19	701-000-228.040	7,757.86
01/21/2020	AP	80016	STATE OF MICHIGAN	NEW AND RENEWAL CPL'S	701-000-228.016	1,456.00
01/21/2020	AP	80017	STATE OF MICHIGAN	DECEMBER 2019 MONTH END CIRCUIT COURT	701-000-228.037	965.82
		80017		DECEMBER 2019 MONTH END CIRCUIT COURT	701-000-228.042	270.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/21/2020 - 01/21/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		80017		DECEMBER 2019 MONTH END CIRCUIT COURT	701-000-228.057	25.00
		80017		DECEMBER 2019 MONTH END CIRCUIT COURT	701-000-228.058	1,309.00
		80017		DECEMBER 2019 MONTH END CIRCUIT COURT	701-000-228.059	607.00
		80017		DECEMBER 2019 MONTH END CIRCUIT COURT	701-000-228.560	275.00
						3,451.82
01/21/2020	AP	80018	STATE OF MICHIGAN	DECEMBER 2019 PROBATE COURT MONTH END	701-000-228.006	298.70
		80018		DECEMBER 2019 PROBATE COURT MONTH END	701-000-228.037	67.50
		80018		DECEMBER 2019 PROBATE COURT MONTH END	701-000-228.042	145.00
		80018		DECEMBER 2019 PROBATE COURT MONTH END	701-000-228.058	288.00
		80018		DECEMBER 2019 PROBATE COURT MONTH END	701-000-228.560	50.00
						849.20
01/21/2020	AP	80019	STATE OF MICHIGAN	DECEMBER 2019 MONTH END	701-000-228.005	4.00
01/21/2020	AP	80020	STATE OF MICHIGAN	NOTARY RENEWAL, S. DEFYTER	101-215-930.100	10.00
01/21/2020	AP	80021	TONYA KLEE-JURCZYK	RESTITUTION	701-000-271.000	30.00
01/21/2020	AP	80022	TRACTOR SUPPLY CO	RESTITUTION	701-000-271.000	50.00
01/21/2020	AP	80023	ULLIANCE INC	2020 1ST QTR EMPLOYEE ASST PRGM	101-131-704.110	71.75
		80023		2020 1ST QTR EMPLOYEE ASST PRGM	101-133-704.110	5.49
		80023		2020 1ST QTR EMPLOYEE ASST PRGM	101-148-704.110	5.49
		80023		2020 1ST QTR EMPLOYEE ASST PRGM	215-141-704.110	38.43
		80023		2020 1ST QTR EMPLOYEE ASST PRGM	292-662-704.110	16.09
		80023		2020 1ST QTR EMPLOYEE ASST PRGM	647-851-704.110	592.92
						730.17
01/21/2020	AP	80024	UPS	SHIPPING FILES TO COA	101-215-930.450	4.04
01/21/2020	AP	80025	VERIZON CONNECT NWF INC	OSV000001989097	212-430-920.410	37.90
01/21/2020	AP	80026	VERIZON WIRELESS	CELL SERVICE	261-427-930.210	648.70
01/21/2020	AP	80027	WALMART	RESTITUTION	701-000-271.000	50.00
01/21/2020	AP	80028	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL	208-752-703.040	50.00
		80028		PER DIEM, TRAVEL	208-752-930.500	3.00
						53.00
01/21/2020	AP	80029	OTSEGO COUNTY TREASURER	VETERAN #01-2020 DELINQUENT 2018 PROPERTY TAXES	293-689-930.999	1,076.81
			TOTAL - ALL FUNDS	TOTAL OF 81 CHECKS		108,578.89

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: January 28, 2020 Warrant	AGENDA DATE: January 28, 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 January 28, 2020 warrant is in the amount of \$320,260.81. Major expenditures in the warrant include:

- \$72,540.00 – Berger Chevrolet, Inc. – two patrol vehicles
- \$61,770.75 – Northwest Michigan Community Health - appropriation

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$320,260.81 and 16 voids.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77363

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/16/2019	AP	77363	ROBERT M. HUTA	12-18-18 JURY SERVICE		**VOIDED**
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77345

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/16/2019	AP	77345	JOSEPH A. HOFFMAN	10-22-18 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77337

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/16/2019	AP	77337	HAILEY M. MILLER	10-22-18 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 76665

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/04/2019	AP	76665	HEATHER ELIZABETH FLOOD	5-22-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 79274

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/26/2019	AP	79274	GAYLORD HERALD TIMES	OTSEGO COUNTY ANIMAL CONTROL 2020		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77269

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/09/2019	AP	77269	ROBERT GATT	CAMPING REFUND		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77909

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/20/2019	AP	77909	DEBORAH MARIE MOSS	7/31-8/1 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77101

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/02/2019	AP	77101	JOSHUA JOSEPH TARATUTA	6-18-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77092

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/02/2019	AP	77092	JENNIFER JILL RIORDAN	6-18-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

01/23/2020 01:22 PM
User: dlandrie
DB: Otsego Co

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77059

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/02/2019	AP	77059	CHRISTOPHER ERIC STAMBAUGH	6-18-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 76711

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/04/2019	AP	76711	TRAVIS MONTGOMERY HOUGH	5-22-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77875

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/13/2019	AP	77875	VINCENTE AGUILAR	1 DAY TESTIMONY, 457.4 MILES, FAUBERT TRIAL 7-31-19		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77808

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/13/2019	AP	77808	JEANIE KAPANKE	1/2 DAY TESTIMONY, FAUBERT TRIAL 7-31-19		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 77558

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/30/2019	AP	77558	ROBERT BURKHARDT	1/2 DAY TESTIMONY, 9.1 MILES RE: DERENZY PRELIM 7-11-19		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 2694

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/28/2020	AP	2694(E)	LINCOLN FINANCIAL-EFT	2/20 LIFE AND DISABILITY		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 2697

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/28/2020	AP	2697(E)	SYSCO - EFT	JAIL- KITCHEN- INMATE ROOM AND BOARD	** VOIDED **	
		2697(E)		JAIL- KITCHEN- INMATE ROOM AND BOARD	** VOIDED **	
		2697(E)		KITCHEN- INMATE ROOM AND BOARD	** VOIDED **	
		2697(E)		JAIL- KITCHEN- INMATE ROOM AND BOARD	** VOIDED **	
		2697(E)		KITCHEN- INMATE ROOM AND BOARD	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/28/2020	AP	2697(E)	SYSCO - EFT	JAIL- KITCHEN- INMATE ROOM AND BOARD	101-351-726.025	201.19
		2697(E)		JAIL- KITCHEN- INMATE ROOM AND BOARD	101-351-726.030	163.42
		2697(E)		JAIL- KITCHEN- INMATE ROOM AND BOARD	101-351-930.700	5,396.78
						5,761.39
01/28/2020	AP	2698(E)	UNEMPLOYMENT INSURANCE AGENCY, INC	2019 UNEMPLOYMENT CHARGES	704-000-228.027	14,796.98
01/28/2020	AP	2699(A)	GARY GELOW	FEBRUARY 2020 PROBATE COURT CAA CONTRACT PAYMENT	101-131-801.023	2,164.03
		2699(A)		FEBRUARY 2020 CAA CONTRACT PAYMENT	260-131-801.021	11,361.14
						13,525.17
01/28/2020	AP	2700(E)	FIRST BANKCARD	TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	101-131-726.000	1,175.53
		2700(E)		STATEMENT ENDING 01/09/2020	101-131-930.450	219.30
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	101-133-726.000	568.00
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	101-215-726.000	15.99
		2700(E)		STATEMENT ENDING 01/09/2020	101-228-726.000	2,907.63
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	101-253-704.400	366.66
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	101-253-726.000	953.97
		2700(E)		STATEMENT ENDING 01/09/2020	101-257-930.600	92.25
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	101-267-726.000	294.63
		2700(E)		STATEMENT ENDING 01/09/2020	101-267-801.020	10.00
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	101-268-726.000	150.62
		2700(E)		12/10/19-1/10/20	101-301-726.000	(71.17)
		2700(E)		12/10/19-1/10/20	205-301-920.410	2,216.30
		2700(E)		STATEMENT ENDING 01/09/2020	208-752-726.000	140.48
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	212-430-726.050	130.13
		2700(E)		STATEMENT ENDING 01/09/2020	215-141-726.000	191.99
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	256-215-726.000	552.09
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	516-253-704.400	366.66
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	516-253-726.000	1,059.89
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	617-253-704.400	366.68
		2700(E)		TREASURER'S FIRST BANKCARD CC-ACTIVITY 12/11/19-01/10/2020	617-253-726.000	953.93
		2700(E)		STATEMENT ENDING 01/09/2020	645-201-726.000	151.33
		2700(E)		2020 CC PURCHASE	645-201-970.440	643.66
2700(E)	STATEMENT ENDING 01/09/2020	645-901-970.440	1,668.57			
2700(E)	STATEMENT ENDING 01/09/2020	701-000-232.002	94.70			
						15,219.82
01/28/2020	AP	80030	2-1-1 NORTHEAST MICHIGAN	2020 APPROPRIATION	101-101-940.010	3,512.00
01/28/2020	AP	80031	46TH CIRCUIT TRIAL COURT	16-5086-FH - RESTITUTION PAYMENTS TO BE APPLIED TO PERSONAL	701-000-271.130	130.00

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01/28/2020	AP	80032	87-A DISTRICT COURT- IMPREST CASH	PEOPLE V BRUCE ALBERT BUTTS JURY TRIAL ON 1/15/20	101-145-930.930	436.35
01/28/2020	AP	80033	ADVANCED APPLIANCE REPAIR LLC	WO26X10049 DISHWASHER	212-430-726.050	240.00
01/28/2020	AP	80034	AIRNAV. LLC	INV # 2000008 GOLD LISTING FOR GLR	281-537-930.300	433.00
01/28/2020	AP	80035	ALPINE ANIMAL HOSPITAL	DEC 2019	212-430-930.471	595.36
		80035		DEC 2019	212-430-930.980	459.00
						1,054.36
01/28/2020	AP	80036	AMERICAN FIDELITY ASSURANCE CO	ANNUAL PREMIUM FEE FOR PLAN FSA	704-000-231.280	210.00
01/28/2020	AP	80037	ARTS AUTO ELECTRIC SERVICE INC	01NO5206 STOCK	588-699-726.050	38.16
		80037		01NO5732 STOCK ** SHERIFF	588-699-726.051	92.66
						130.82
01/28/2020	AP	80038	AT&T MOBILITY	CELL SERVICE 12/12/19-01/11/20	101-301-930.230	356.60
		80038		CELL SERVICE 12/12/19-01/11/20	101-351-930.230	59.66
		80038		CELL SERVICE 12/12/19-01/11/20	101-682-930.240	38.23
		80038		CELL SERVICE 12/12/19-01/11/20	205-301-930.230	119.32
		80038		CELL SERVICE 12/12/19-01/11/20	261-427-930.210	38.23
						612.04
01/28/2020	AP	80039	BAGLEY TOWNSHIP	PROPERTY TAXES	281-537-940.010	1,282.72
01/28/2020	AP	80040	BC PIZZA	WORK CAMP PIZZA	205-301-930.700	54.00
01/28/2020	AP	80041	BERGER CHEVROLET INC	2 SHERIFF TAHOES	266-000-123.000	72,540.00
01/28/2020	AP	80042	BILL MARSH FORD GAYLORD	922649 MAINT CHECK	101-301-920.400	39.39
		80042		#922571 BUS #16	588-699-726.050	17.97
		80042		#922571 BUS #16	588-699-920.400	265.20
						322.56
01/28/2020	AP	80043	BOB BARKER COMPANY INC	CUPS	101-351-726.030	216.39
01/28/2020	AP	80044	BRADY'S BUSINESS SYSTEMS	COPIER MAINTENANCE	101-149-726.000	23.07
01/28/2020	AP	80045	BRITTNEY HALL	TO CORRECT MILEAGE FOR PRELIM 8-2-19	101-267-930.940	15.14
01/28/2020	AP	80046	BRUCE TILLINGER	SERVICES 1-16-2020 THRU 1-21-2020	249-371-801.027	580.00
		80046		SERVICES 1-16-2020 THRU 1-21-2020	249-371-801.028	640.00
						1,220.00
01/28/2020	AP	80047	BSN SPORTS	907910787 BASKETBALLS	208-752-726.040	582.50

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
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01/28/2020	AP	80048	CHEYENNE HILT	CAMPING REFUND CHECK RE ISSUED	208-440-652.030	15.00
01/28/2020	AP	80049	CHRISTOPHER ERIC STAMBAUGH	JURY DUTY JUNE 2019, REISSUE CHECK#77059	101-145-930.930	27.00
01/28/2020	AP	80050	CITY OF GAYLORD	INV # 1100 AERO DRIVE 01	281-537-920.200	316.35
01/28/2020	AP	80051	CNA SURETY DIRECT BILL	NOTARY BOND FOR MARIA COGER 1-14-20 TO 2-6-26	215-141-930.100	55.00
01/28/2020	AP	80052	COMPRENEW	JAN 2020 DOCUMENT SHRED	101-101-920.410	35.00
		80052		JAN 2020 DOCUMENT SHRED	101-215-920.410	25.00
		80052		JAN 2020 DOCUMENT SHRED	101-267-920.410	35.00
		80052		JAN 2020 DOCUMENT SHRED	101-301-920.410	35.00
						130.00
01/28/2020	AP	80053	CRYSTAL MOUNTAIN	HOTEL CONF#46B3OH - VICTORIA COURTERIER - COURT ADMINISTR	101-131-930.500	257.04
01/28/2020	AP	80054	CURTISS REPORTING CORP	18-36709-FY PEOPLE V JOHNSON TRANSCRIPTS	101-131-801.030	239.65
01/28/2020	AP	80055	DANIEL PHILLIPS	MEI PAYMENT	101-648-801.020	266.00
		80055		MEI PAYMENT	101-648-930.500	23.20
						289.20
01/28/2020	AP	80056	DEBORAH MARIE MOSS	JURY DUTY JULY-AUGUST 2019, REISSUE CK#77909	101-145-930.930	99.60
01/28/2020	AP	80057	DELL MARKETING LP	44870 CREDIT	101-257-970.450	(40.80)
		80057		OPTIPLEX 7070 MFF + VESA MOUNT - QUOTE 3000052063303.1	516-901-970.435	881.86
		80057		FINANCE_TECHNOLOGY_TICKET9290 - QUOTE 3000052094512.1	645-201-970.440	6,209.64
						7,050.70
01/28/2020	AP	80058	DOMAIN LISTINGS	ANNUAL DOMAIN LISTING 2020	101-228-801.020	228.00
01/28/2020	AP	80059	DOUG KASSUBA	INSTALL OF NETWORK CONNECTION FOR CHECK SCANNING COMPL	101-253-726.000	66.66
		80059		201931 CAMERAS QUARANTINE/PLOT	212-430-726.050	500.00
		80059		INSTALL OF NETWORK CONNECTION FOR CHECK SCANNING COMPL	516-253-726.000	66.67
		80059		INSTALL OF NETWORK CONNECTION FOR CHECK SCANNING COMPL	617-253-726.000	66.67
						700.00
01/28/2020	AP	80060	DOWNEY, ERIC J	DLQ TAX REFUND	516-000-214.000	75.94
01/28/2020	AP	80061	DRURY INN & SUITES - GRAND RAPIDS	CONF.#77613488 - COURTERIER HOTEL FAMIL COURT ADMIN CONF	101-131-930.500	185.30
01/28/2020	AP	80062	DUNNS	MSU EXT SUPPLIES	101-261-726.000	20.28
		80062		INV 33AR437042; ACCT DUN-406; 12-18-2019	101-267-726.000	907.17
		80062		INV 33AR43873; ACCT DUN-5319, 12-26-19	101-268-726.000	886.03

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		80062		33AR439353-STAMP	101-302-726.000	45.54
		80062		33AR442951	205-301-726.000	15.02
		80062		33AR387435	212-430-726.000	375.23
		80062		SUPPLIES JAN INV# 33AR442184	249-371-726.000	758.37
		80062		MULTIPLE INVOICES	281-537-726.000	134.75
		80062		33AR445509 K. TOWELS, PEN REFILLS, L. TRASH LINERS, SORT-KWII	588-697-726.000	37.87
		80062		33AR445509 K. TOWELS, PEN REFILLS, L. TRASH LINERS, SORT-KWII	588-698-726.025	62.40
						<hr/> 3,242.66
01/28/2020	AP	80063	EARTHWORKS ENTERPRISES INC	SNOW REMOVEL DEC 2019	226-528-940.010-PROG000000	379.00
01/28/2020	AP	80064	FRIEND OF THE COURT ASSOCIATION	MARIA COGER - 2020 ASSOCIATION DUES	215-141-930.600	125.00
01/28/2020	AP	80065	GASLIGHT MEDIA	DEC 2019 WEB HOSTING	101-228-930.240	110.00
		80065		WEB DEVELOPMENT SERVICES	101-257-930.240	150.00
		80065		FEB 2020 INTERNET CONNECTIVITY	594-228-930.240	2,900.00
		80065		WEB DEVELOPMENT SERVICES	645-172-930.240	150.00
		80065		WEB DEVELOPMENT SERVICES	645-270-930.240	150.00
						<hr/> 3,460.00
01/28/2020	AP	80066	GAYLORD DRY CLEANERS	2020 LOT RENT	101-301-920.410	197.00
		80066		2020 LOT RENT	101-302-920.410	129.00
		80066		2020 LOT RENT	101-334-920.410	47.00
		80066		2020 LOT RENT	101-351-920.410	154.00
		80066		2020 LOT RENT	637-265-920.410	350.00
						<hr/> 877.00
01/28/2020	AP	80067	GAYLORD HERALD TIMES	OTSEGO COUNTY ANIMAL CONTROL 2020	212-430-726.200	78.00
01/28/2020	AP	80068	GAYLORD POSTMASTER	PO BOX 1396 GAYLORD REGIONAL 204.00	281-537-920.410	204.00
01/28/2020	AP	80069	GILL ROYS HARDWARE	2001-860199	212-430-726.000	26.49
		80069		# 1912839239 LOADER	281-537-920.400	6.34
						<hr/> 32.83
01/28/2020	AP	80070	GORDON FOOD SERVICES	JAIL-KITCHEN-WORK CAMP- INMATE ROOM AND BOARD	101-351-726.025	521.71
		80070		JAIL-KITCHEN-WORK CAMP- INMATE ROOM AND BOARD	101-351-726.030	43.42
		80070		JAIL-KITCHEN-WORK CAMP- INMATE ROOM AND BOARD	101-351-930.700	2,890.05
		80070		JAIL-KITCHEN-WORK CAMP- INMATE ROOM AND BOARD	205-301-726.000	35.80
						<hr/> 3,490.98
01/28/2020	AP	80071	GREAT LAKES ENERGY	ELECTRIC BILL 264710001	209-751-930.620	167.38

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/28/2020	AP	80072	HABITEC SECURITY INC	A122711	212-430-920.410	165.00
01/28/2020	AP	80073	HALL VETERINARY CLINIC	111099 11170	212-430-930.471	40.00
		80073		111099 11170	212-430-930.980	249.00
						289.00
01/28/2020	AP	80074	HOEKSTRA TRANSPORTATION INC	X101023615:01 STOCK & BUS #7	588-699-726.050	369.00
01/28/2020	AP	80075	HURON PINES RC&D INC	2020 APPROPRIATION	101-105-930.603	300.00
01/28/2020	AP	80076	IMAGE FACTORY INC	COURT OFFICER ID BADGE - BRADY LINEMAN	101-131-726.000	24.00
01/28/2020	AP	80077	INSTITUTE OF CONTINUING LEGAL EDUCA	MI GUARDIANSHIP & CONSERVATORSHIP HANDBOOK DEC 2019U	101-131-726.200	448.70
01/28/2020	AP	80078	JEANIE KAPANKE	WITNESS FEE - FAUBERT TRIAL 7-31-19	101-267-930.940	7.50
01/28/2020	AP	80079	JENNIFER BOYER	19-5752-FC PEOPLE V MICHAEL WILLIAM GRAHAM TRANSCRIPTS	101-131-801.030	53.08
01/28/2020	AP	80080	JENNIFER JILL RIORDAN	JURY DUTY JUNE 2019, REISSUE CK#77092	101-145-930.930	22.20
01/28/2020	AP	80081	JIM WERNIG INC	165285	101-301-726.050	130.55
01/28/2020	AP	80082	JIM'S ALPINE AUTOMOTIVE	HEADLIGHT	205-301-726.050	11.05
		80082		5150 OCBS 1-784427 SHERIFF #69-009	588-699-726.051	17.97
						29.02
01/28/2020	AP	80083	JOHN LAFAVE	1/16/2020 HOUSING MEETING PER DIEM, MILEAGE	233-691-703.040	50.00
		80083		1/16/2020 HOUSING MEETING PER DIEM, MILEAGE	233-691-930.500	6.27
						56.27
01/28/2020	AP	80084	JOHNSON OIL COMPANY	3942	101-302-920.400	161.41
		80084		3761 ANIMAL CONTROL	212-430-726.050	510.43
		80084		MULTIPLE INVOICES DIESEL	281-537-930.662	3,173.93
						3,845.77
01/28/2020	AP	80085	JOSHUA JOSEPH TARATUTA	JURY DUTY JUNE 2019, REISSUE CK#77101	101-145-930.930	30.40
01/28/2020	AP	80086	JOYCE LEWIS	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
01/28/2020	AP	80087	JUSTIN HOLZSCHU	MEI PAYMENT	101-648-801.020	1,110.00
		80087		MEI PAYMENT	101-648-930.500	6.38
						1,116.38
01/28/2020	AP	80088	KENNETH ROYAL	RESTITUTION- LAFOND, 19-37988 SM	701-000-299.000	925.00

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01/28/2020	AP	80089	KIESLER POLICE SUPPLY, INC	COURT SECURITY RIFLE CASE	101-131-726.000	76.84
01/28/2020	AP	80090	KRISTA BRADLEY	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
01/28/2020	AP	80091	LAPPANS OF GAYLORD INC	01-304710 TRACTOR	212-430-726.050	482.57
01/28/2020	AP	80092	LARRY KENT	SERVICES 1-17-2020	249-371-801.024	600.00
01/28/2020	AP	80093	LESLIE WING	CAMPING REFUND CHECK RE ISSUED	208-440-652.030	16.00
01/28/2020	AP	80094	LEXIS NEXIS	NOV 2019	101-301-920.410	715.50
01/28/2020	AP	80095	LIBRARY DESIGN ASSOCIATES INC	TOTAL REMAINDER DUE	472-901-970.430	10,528.80
01/28/2020	AP	80096	LIFELOC TECHNOLOGIES INC	INVOICE 332552	101-301-726.000	35.00
		80096		INVOICE 332552	101-351-726.000	35.00
		80096		INVOICE 332552	205-301-726.000	35.00
						<u>105.00</u>
01/28/2020	AP	80097	LINCOLN FINANCIAL	CICOTSEGO-BL-954784 - FEBRUARY 2020	101-131-704.140	417.66
		80097		CICOTSEGO-BL-954784 - FEBRUARY 2020	101-133-704.140	41.56
		80097		CICOTSEGO-BL-954784 - FEBRUARY 2020	215-141-704.140	213.41
		80097		CICOTSEGO-BL-954784 - FEBRUARY 2020	292-662-704.140	101.73
						<u>774.36</u>
01/28/2020	AP	80098	LORI SALO	1/2 DAY WITN FEE + 4 MILES, 1-16-2020 PRELIM	101-267-930.940	7.90
01/28/2020	AP	80099	MAAE	INV # 00402 MAAE MEMBERSHIP 00437 REG	281-537-930.600	400.00
01/28/2020	AP	80100	MAKE IT MINE DESIGN	MEADS UNIFORM	101-351-726.046	22.50
		80100		6836	212-430-726.046	176.00
						<u>198.50</u>
01/28/2020	AP	80101	MAXIMUM SECURITY	REPLACED SYSTEM BATTERY	637-265-726.050	65.00
01/28/2020	AP	80102	MICHIGAN KENWORTH	022S103057 BUS #16	588-699-920.400	106.50
01/28/2020	AP	80103	MICHIGAN NOTARY SERVICE	CARRIE WILLIAMS NOTARY	101-351-726.000	10.00
01/28/2020	AP	80104	MICHIGAN SHERIFFS ASSOCIATION	2020 DUES	101-301-930.600	775.00
01/28/2020	AP	80105	MIDWEST VETERINARY SUPPLY, INC.	11724185 11722687 11722687	212-430-726.035	1,586.46
01/28/2020	AP	80106	NATE WRIGHT AUTHORIZED MATCO TOOLS	#13361 SHOP TOOL	588-699-726.050	69.95
01/28/2020	AP	80107	NMCOA	MEMBERSHIP DUES- JEFF PROUX	249-371-930.600	200.00
01/28/2020	AP	80108	NMJOA	JAMIE FITAK - 2020 MEMBERSHIP DUES	101-131-930.600	40.00

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01/28/2020	AP	80109	NORTHERN MICHIGAN REVIEW	DEC 2019 AD SERVICES	645-201-930.300	78.63
01/28/2020	AP	80110	NORTHERN PUMP SERVICE INC	INV # 26260 JET FARM PRIME AND PURGE	281-537-920.400	320.00
01/28/2020	AP	80111	NORTHERN VETERINARY SERVICES	2744	212-430-930.471	120.00
01/28/2020	AP	80112	NORTHWEST MICHIGAN COMMUNITY HEALTH	2020 APPROPRIATION	101-601-940.010	61,270.75
		80112		2020 APPROPRIATION	101-605-801.020	500.00
						61,770.75
01/28/2020	AP	80113	NYE UNIFORM COMPANY	DEAN	101-301-726.046	572.00
01/28/2020	AP	80114	OCNET	CONNECTIVITY-JAN	205-301-930.240	16.00
01/28/2020	AP	80115	OMS COMPLIANCE SERVICES INC	96837 PRE EMPLOYMENT DRUG TEST	101-351-940.010	83.00
01/28/2020	AP	80116	OTSEGO CONSERVATION DISTRICT	2020 APPROPRIATION	101-280-801.030	4,000.00
01/28/2020	AP	80117	OTSEGO COUNTY CLERKS OFFICE	MARIA COGER - NOTARY RENEWAL APPLICATION FEE	215-141-930.600	10.00
01/28/2020	AP	80118	OTSEGO COUNTY COMMISSION ON AGING	ADS	208-751-930.300	43.00
		80118		ADS	208-752-703.040	49.00
		80118		ADS	208-752-930.500	45.00
		80118		ADS	209-751-930.300	7.00
						144.00
01/28/2020	AP	80119	OTSEGO COUNTY ECONOMIC ALLIANCE	2020 APPROPRIATION	101-731-940.010	22,000.00
01/28/2020	AP	80120	OTSEGO COUNTY HISTORICAL SOCIETY	2020 APPROPRIATION	101-101-940.010	500.00
01/28/2020	AP	80121	OTSEGO COUNTY LIBRARY	REPAYMENT	472-901-970.430	2,934.00
01/28/2020	AP	80122	PAK MAIL CENTERS OF AMERICA	ACCT: 87-A DISTRICT COURT - #40954 FOR 19-9889-DD	101-131-930.450	13.61
01/28/2020	AP	80123	PUMMILL BUSINESS FORMS	DELINQUENT TAX NOTICE PAPER	516-253-726.000	1,430.36
01/28/2020	AP	80124	ROBERT BURKHART	MILEAGE + WITN FEE- DERENZY CASE	101-267-930.940	8.41
01/28/2020	AP	80125	ROGER FAGERLIE JR	SERVICES 1-15-2020 THRU 1-22-2020	249-371-801.024	800.00
01/28/2020	AP	80126	SCOTT T BEATTY	JANUARY 2020 FOC REFEREE HEARINGS	215-141-940.010	1,700.00
01/28/2020	AP	80127	SPECIALTIES INC	2092	212-430-726.000	522.64
01/28/2020	AP	80128	STAPLES BUSINESS CREDIT	403654 - TONER, CLEANING SUPPLIES	101-131-726.000	277.98
		80128		403654 - TONER, CLEANING SUPPLIES	101-131-726.025	70.37
		80128		403654 - COPY PAPER, FILE BOXES	215-141-726.000	399.54

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 01/28/2020 - 01/28/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		80128		PAPER/SUPPLY ORDER	645-172-726.000	128.53
		80128		PAPER/SUPPLY ORDER	645-201-726.000	62.43
		80128		PAPER/SUPPLY ORDER	645-270-726.000	39.98
						978.83
01/28/2020	AP	80129	STATE OF MICHIGAN	MARIA COGER - RENEWAL NOTARY APPLICATION FEE	215-141-930.600	10.00
01/28/2020	AP	80130	STEVE RIOZZI	01/16/2020 HOUSING MEETING PER DIEM, MILEAGE	233-691-703.040	50.00
		80130		01/16/2020 HOUSING MEETING PER DIEM, MILEAGE	233-691-930.500	3.62
						53.62
01/28/2020	AP	80131	SUBURBAN PROPANE	A/C 7839-070441	637-265-930.610-LNDUS00000	1,245.47
01/28/2020	AP	80132	TAMMY LABOUEF	01/16/2020 HOUSING MEETING PER DIEM	233-691-703.040	50.00
01/28/2020	AP	80133	THOMSON WEST	INV 841580109; ACC 1000715367; DEC '19 INFO	101-267-726.200	445.86
		80133		INV 841564504; ACCT 1000242483, DEC INFO CHGS	101-268-726.200	204.99
						650.85
01/28/2020	AP	80134	TIAA COMMERCIAL FINANCE INC	INVOICE 6863897	101-864-726.000	259.96
01/28/2020	AP	80135	TITLE CHECK LLC	JANUARY INSTALLMENT 2017 TAX FORFEITURE CYCLE INV #2001-18	516-253-920.410	8,354.44
01/28/2020	AP	80136	TRAVIS MONTGOMERY HOUGH	JURY DUTY SERVICE MAY 2019, REISSUE CK#76711	101-145-930.930	38.00
01/28/2020	AP	80137	UNEMPLOYMENT CONSULTANTS INC	ANNUAL CONTINGENT FEE	704-000-228.027	1,520.00
01/28/2020	AP	80138	UNIFIRST CORPORATION	INV 171-910 CARPET RENTALS	281-537-920.410	55.47
01/28/2020	AP	80139	UPS	SHIPPING COURT FILES TO COA	101-215-930.450	4.03
01/28/2020	AP	80140	VERIZON CONNECT NWF INC	MONTHLY SERVICE-JAN	101-301-920.410	86.80
		80140		MONTHLY SERVICE-JAN	101-302-920.410	14.95
		80140		MONTHLY SERVICE-JAN	101-334-920.410	18.95
		80140		MONTHLY SERVICE-JAN	101-351-920.410	11.95
						132.65
01/28/2020	AP	80141	VERIZON WIRELESS	9844721849 JANUARY0	588-697-930.210	9.59
01/28/2020	AP	80142	VINCENTE AGUILAR	MILEAGE + WITN FEE- FAUBERT TRL 7-31-19	101-267-930.940	60.74
01/28/2020	AP	80143	WAL-MART STORES ASSET PROTECTION	RESTITUTION - COULSON, 421-575-18	701-000-299.000	41.64
01/28/2020	AP	80144	WALMART COMMUNITY GEMB	ACCT 2115 ANIMAL CONTROL	212-430-726.000	598.94
01/28/2020	AP	80145	ZOETIS	9009672965 9009666706	212-430-726.035	620.25

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CHECK DATE FROM 01/28/2020 - 01/28/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
			TOTAL - ALL FUNDS	TOTAL OF 132 CHECKS		320,260.81