



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, March 10, 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 February 28, 2020 with attachments- Motion to Approve
- B. OCR 20-07 MERS Defined Benefit Adoption Agreement for Otsego County Library- Motion to Approve
- C. OCR 20-08 Resolution Adopting the MERS Defined Contribution Plan for Otsego County Library- Motion to Approve

Special Presentations

- A. Randy Bishop
 1. OCR 20-09 Second Amendment Sanctuary

Department Head Report

- B. Airport, Matt Barresi

Committee Reports

Administrator's Report

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 1. March 3, 2020 Warrant
 2. March 10, 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 February 25, 2020	AGENDA DATE: March 10, 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 February 25, 2020.

February 25, 2020

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 Melissa FitzGerald.

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 Duane Switalski, to approve the Regular minutes of February 11, 2020 with attachments. Ayes: Unanimous. Motion carried.

Special Presentations:

Lynda Rutkowski from Up North Prevention reported 150 lives have been saved with the use of Narcan in the 21 Counties in Northern Michigan regarding Opioid overdose.

Employee Recognition:

Kristine Foguth was recognized and congratulated for 20 years of service with Otsego County.

Department Head Report:

Tim Cherwinski reported on the Bus system; in 2019 there were 16 buses on the road all lift equipped; 293 days of operation, traveled 254,161 miles, total passenger trips were 60,503; January new computer upgrade, second phase tablets coming in October in the buses; New roof completed.

Committee Reports:

Motion by Commissioner Ken Glasser, seconded by Commissioner, seconded by Commissioner Henry Mason, to approve OCR-20-06, OCBS FY 2021 Act 51 Resolution of Intent.

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 Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the budget amendment for 2019. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to approve the budget amendment for the Airport Special Events Fund. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to approve the professional services contract with Clark Hill as bond counsel for the Justice Complex project. Ayes: Julie Powers, Paul Liss, Duane Switalski, Rob Pallarito, Ken Glasser, Doug Johnson, Ken Borton, Bruce Brown. Nays: Henry Mason. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Paul Liss, to award bid 20-01 to Jim Wernig for a 2020 Chevrolet Silverado vehicle with a plow totaling \$39,162. Ayes: Unanimous. Motion carried.

Administrator's Report:

Rachel Frisch reminded the Board the MAC Conference if April 15th-April 17th contact Administration office if interested attending.

City Liaison, Township & Village Representative:

Alan Witt reported on the City Council meeting, formed an Ad Hoc committee for marijuana establishments, accepting applications; St. Patrick's Day Parade is March 14th; purchased a new truck.

Correspondence: None.

New Business:

Motion by Commissioner Bruce Brown, seconded by Commissioner Duane Switalski, to approve the February 18, 2020 Warrant in the amount of \$170,601.34 and one voided check. Ayes: Unanimous. Motion carried.

Motion by Commissioner Henry Mason, seconded by Commissioner Doug Johnson, to approve the February 25, 2020 Warrant in the amount of \$243,016.23. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Duane Switalski attended the Michigan Works meeting; attended the Road Commission meeting, received a grant for South Townline Road; road salt supply is good;

Commissioner Julie Powers attended the Health Department meeting, Angel program through MSP, can go into any law enforcement and ask for help with drug addiction.

Commissioner Henry Mason alternate for jail program ideas.

Commissioner Rob Pallarito attended the Otsego Lake Township meeting, new trail head; attended NEMCOG, census presentation.

Commissioner Ken Glasser attended the Hayes Township meeting, working on the budget; attended Library meeting, 3-31-2020 is Maureen Derenzy's last day.

Commissioner Bruce Brown had no report.

Commissioner Paul Liss had no report.

Commissioner Doug Johnson attended the Parks and Recreation meeting, 12 resumes received for the Director's position; Wah Wah Soo property, Otsego County owns it, Bagley deeded it to the County; Groen Property had over 260 cross country and snowshoe; C2AE working on a quote for electric gate and water at the Groen Nature preserve, working on handicap entrance to the museum; bids for equipment at the Groen Nature Preserve.

Commissioner Ken Borton attending National Association of Counties Conference in Washington, D.C.; Yvonne Dzurka from MAC passed away.

Meeting adjourned at 10:24 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 25th day of February, 2020 beginning at 9:30 a.m.

PRESENT: _____

ABSENT: _____

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

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Commissioner _____

OCR 20-06
INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2021
UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.
Otsego County Board of Commissioners
February 25, 2020

WHEREAS, Pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for **OTSEGO COUNTY BUS SYSTEM (OTSEGO COUNTY)**, (hereby known as **THE APPLICANT**) established under Act 94, to provide a local transportation program for the state fiscal year of 2021 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, It is necessary for **THE APPLICANT** to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and (State Operating Assistance Program only)

WHEREAS, the performance indicators for this agency have been reviewed and approved by **THE APPLICANT**; and (State Operating Assistance Program only)

WHEREAS, **THE APPLICANT**, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$249,075.00, estimated state funds \$509,103.00, estimated local funds \$795,878.00, estimated farebox \$ 80,000.00, estimated other funds \$ 184,000, with total estimated expenses of \$ 1,383,748.00, now, therefore, be it

RESOLVED, that **THE APPLICANT** hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51, and be it further

RESOLVED, that the Otsego County Board of Commissioners hereby appoints Timothy M. Cherwinski as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation commission or department for its administration of Act 51 for FY2020.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

NO: _____

ABSTAIN: _____

THE RESOLUTION WAS DECLARED ADOPTED.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
 §
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 25th day of February, 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 that the minutes of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2020

2019 YEAR END BUDGET ADJUSTMENT

FUND/DEPARTMENT	GL ACCOUNT	ACCOUNT NAME	AMOUNT
GENERAL FUND/CIRCUIT COURT	101-131-703.020	REGULAR - SALARIED	1,134
GENERAL FUND/CIRCUIT COURT	101-131-703.030	REGULAR - HOURLY	(1,134)
GENERAL FUND/COUNTY CLERK/ROD	101-215-703.010	REG EMP - DEPT DIR/COMM	1,977
GENERAL FUND/COUNTY CLERK/ROD	101-215-703.030	REGULAR - HOURLY	3,883
GENERAL FUND/COUNTY CLERK/ROD	101-215-704.110	HOSPITALIZATION	1,312
GENERAL FUND/COUNTY CLERK/ROD	101-215-704.300	RETIREMENT CONTRIBUTIONS	7,877
GENERAL FUND/COUNTY CLERK/ROD	101-215-626.012	SERVICE - ONLINE COPIES	(13,461)
GENERAL FUND/COUNTY CLERK/ROD	101-215-920.410	SERVICE CONTRACTS	(1,588)
GENERAL FUND/TREASURER	101-253-703.020	REGULAR - SALARIED	3,825
GENERAL FUND/TREASURER	101-253-703.030	REGULAR - HOURLY	(2,813)
GENERAL FUND/TREASURER	101-253-704.110	HOSPITALIZATION	(1,012)
GENERAL FUND/EQUALIZATION	101-257-703.030	REGULAR - HOURLY	3,279
GENERAL FUND/EQUALIZATION	101-257-704.300	RETIREMENT CONTRIBUTIONS	2,068
GENERAL FUND/EQUALIZATION	101-257-704.700	PAYMENTS IN LIEU OF INSURANCE	2,000
GENERAL FUND/EQUALIZATION	101-257-703.060	PART-TIME/TEMPORARY	(1,271)
GENERAL FUND/EQUALIZATION	101-257-704.110	HOSPITALIZATION	(1,319)
GENERAL FUND/EQUALIZATION	101-257-704.400	EDUCATION AND TRAINING	(642)
GENERAL FUND/EQUALIZATION	101-257-704.500	UNEMPLOYMENT COMPENSATION	(331)
GENERAL FUND/EQUALIZATION	101-257-626.085	SERVICE - TO TOWNSHIPS	(2,566)
GENERAL FUND/EQUALIZATION	101-257-642.021	SALES - HOUSE NUMBERING	(1,175)
GENERAL FUND/EQUALIZATION	101-257-930.660	GASOLINE	(43)
GENERAL FUND/PROSECUTOR	101-267-703.030	REGULAR - HOURLY	1,426
GENERAL FUND/PROSECUTOR	101-267-704.300	RETIREMENT CONTRIBUTIONS	3,663
GENERAL FUND/PROSECUTOR	101-267-704.700	PAYMENTS IN LIEU OF INSURANCE	1,500
GENERAL FUND/PROSECUTOR	101-267-704.110	HOSPITALIZATION	(6,589)
GENERAL FUND/CHILD SUPPORT SPECIALIST	101-268-704.300	RETIREMENT CONTRIBUTIONS	1,983
GENERAL FUND/CHILD SUPPORT SPECIALIST	101-268-501.000-PACRPO	FEDERAL GRANTS	(1,983)
GENERAL FUND/SHERIFF	101-301-703.070	OVERTIME	13,197
GENERAL FUND/SHERIFF	101-301-704.200	SOCIAL SEC CONTRIBUTIONS	2,489
GENERAL FUND/SHERIFF	101-301-704.300	RETIREMENT CONTRIBUTIONS	(5,839)
GENERAL FUND/SHERIFF	101-301-704.600	WORKERS COMPENSATION	(8,862)
GENERAL FUND/SHERIFF	101-301-704.800	SICK PAY BUY OUT	(985)
GENERAL FUND/SHERIFF-CIVIL DIVISION	101-302-703.030	REGULAR - HOURLY	918
GENERAL FUND/SHERIFF-CIVIL DIVISION	101-302-703.060	PART-TIME/TEMPORARY	3,370
GENERAL FUND/SHERIFF-CIVIL DIVISION	101-302-703.070	OVERTIME	1,438
GENERAL FUND/SHERIFF-CIVIL DIVISION	101-302-704.600	WORKERS COMPENSATION	(2,705)
GENERAL FUND/SHERIFF-CIVIL DIVISION	101-302-930.660	GASOLINE	(1,072)
GENERAL FUND/SHERIFF	101-301-704.800	SICK PAY BUY OUT	(1,949)
GENERAL FUND/MARINE SAFETY	101-331-703.060	PART-TIME/TEMPORARY	2,237
GENERAL FUND/MARINE SAFETY	101-331-501.000	FEDERAL GRANTS	(2,237)
GENERAL FUND/SECONDARY ROAD PATROL	101-334-703.030	REGULAR - HOURLY	677
GENERAL FUND/SECONDARY ROAD PATROL	101-334-704.300	RETIREMENT CONTRIBUTIONS	1,617
GENERAL FUND/SECONDARY ROAD PATROL	101-334-539.000	STATE GRANTS	(2,294)
GENERAL FUND/OFF ROAD VEHICLE GRANT	101-336-703.070	OVERTIME	4,392
GENERAL FUND/OFF ROAD VEHICLE GRANT	101-336-704.300	RETIREMENT CONTRIBUTIONS	1,151
GENERAL FUND/OFF ROAD VEHICLE GRANT	101-336-703.060	PART-TIME/TEMPORARY	(4,217)
GENERAL FUND/OFF ROAD VEHICLE GRANT	101-336-930.660	GASOLINE	(777)
GENERAL FUND/OFF ROAD VEHICLE GRANT	101-336-704.500	UNEMPLOYMENT COMPENSATION	(56)
GENERAL FUND/OFF ROAD VEHICLE GRANT	101-336-726.046	SUPPLIES - UNIFORM/ACC	(200)
GENERAL FUND/OFF ROAD VEHICLE GRANT	101-336-726.050	REPAIRS AND MAINT SUPPLIES	(293)
GENERAL FUND/JAIL	101-351-703.070	OVERTIME	40,512
GENERAL FUND/JAIL	101-351-704.200	SOCIAL SEC CONTRIBUTIONS	6,344
GENERAL FUND/JAIL	101-351-704.300	RETIREMENT CONTRIBUTIONS	20,227
GENERAL FUND/JAIL	101-351-704.700	PAYMENTS IN LIEU OF INSURANCE	1,358

GENERAL FUND/JAIL	101-351-930.470	INMATE HEALTH	26,540
GENERAL FUND/JAIL	101-351-703.030	REGULAR - HOURLY	(16,029)
GENERAL FUND/JAIL	101-351-704.110	HOSPITALIZATION	(9,168)
GENERAL FUND/JAIL	101-351-704.500	UNEMPLOYMENT COMPENSATION	(2,000)
GENERAL FUND/JAIL	101-351-704.600	WORKERS COMPENSATION	(11,605)
GENERAL FUND/SHERIFF	101-301-703.030	REGULAR - HOURLY	(1,955)
GENERAL FUND/SHERIFF	101-301-704.800	SICK PAY BUY OUT	(943)
GENERAL FUND/COUNTY CLERK/ROD	101-215-607.170	FEE -NOTARY BOND FILING	(33,661)
GENERAL FUND/INTEREST	101-025-664.010	INTEREST - GENERAL	(19,620)
GENERAL FUND/DRAINS	101-445-930.999	MISC OTHER SERVICES	2,780
GENERAL FUND/COMMISSIONERS	101-101-704.700	PAYMENTS IN LIEU OF INSURANCE	(1,333)
GENERAL FUND/COMMISSIONERS	101-101-704.110	HOSPITALIZATION	(981)
GENERAL FUND/COMMISSIONERS	101-101-930.230	CELLULAR	(466)
GENERAL FUND/VETERANS	101-682-704.110	HOSPITALIZATION	621
GENERAL FUND/VETERANS	101-682-704.300	RETIREMENT CONTRIBUTIONS	910
GENERAL FUND/VETERANS	101-682-704.300- MVAA	RETIREMENT CONTRIBUTIONS	843
GENERAL FUND/VETERANS	101-682-726.000-VA_GRA	SUPPLIES - GENERAL	(2,374)
GENERAL FUND/PLANNING/ZONING	101-721-703.030	REGULAR - HOURLY	14,139
GENERAL FUND/PLANNING/ZONING	101-721-703.070	OVERTIME	1,452
GENERAL FUND/PLANNING/ZONING	101-721-704.110	HOSPITALIZATION	6,407
GENERAL FUND/PLANNING/ZONING	101-721-704.200	SOCIAL SEC CONTRIBUTIONS	1,100
GENERAL FUND/PLANNING/ZONING	101-721-704.300	RETIREMENT CONTRIBUTIONS	7,637
GENERAL FUND/PLANNING/ZONING	101-721-704.600	WORKERS COMPENSATION	538
GENERAL FUND/PLANNING/ZONING	101-721-451.020	BUS LIC - ZONING PERMITS	(4,907)
GENERAL FUND/PLANNING/ZONING	101-721-451.025	BUS LIC - ZONING ENFORCEMENT/INSPECTIC	(2,355)
GENERAL FUND/PLANNING/ZONING	101-721-726.200	BOOKS AND PERIODICALS	(1,030)
GENERAL FUND/PLANNING/ZONING	101-721-801.020	PROFESSIONAL	(3,900)
GENERAL FUND/PLANNING/ZONING	101-721-920.400	REPAIRS AND MAINTENANCE SVCS	(500)
GENERAL FUND/PLANNING/ZONING	101-721-930.230	CELLULAR	(32)
GENERAL FUND/PLANNING/ZONING	101-721-930.300	ADVERTISING	(604)
GENERAL FUND/PLANNING/ZONING	101-721-930.450	SHIPPING AND MAILING	(1,500)
GENERAL FUND/PLANNING/ZONING	101-721-930.660	GASOLINE	(413)
GENERAL FUND/PLANNING/ZONING	101-721-940.010	OUTSIDE CONTRACTED SERVICES	(808)
GENERAL FUND/PLANNING/ZONING	101-721-703.040	PER DIEM	(400)
GENERAL FUND/PLANNING/ZONING	101-721-726.000	SUPPLIES - GENERAL	(1,222)
GENERAL FUND/PLANNING/ZONING	101-721-704.400	EDUCATION AND TRAINING	(674)
GENERAL FUND/PLANNING/ZONING	101-721-704.500	UNEMPLOYMENT COMPENSATION	(105)
GENERAL FUND/PLANNING/ZONING	101-721-674.000	OTHER REV - CONTRIBUTIONS	(768)
GENERAL FUND/INTEREST	101-025-664.010	INTEREST - GENERAL	(12,055)
GENERAL FUND/INSURANCE & BONDS	101-851-930.100	INSURANCE AND BONDS	1,856
GENERAL FUND/COMMISSIONERS	101-101-930.600	MEMBERSHIP AND DUES	(500)
GENERAL FUND/COMMISSIONERS	101-101-940.010	OUTSIDE CONTRACTED SERVICES	(865)
GENERAL FUND/COMMISSIONERS	101-101-930.230	CELLULAR	(426)
GENERAL FUND/COMMISSIONERS	101-101-704.400	EDUCATION AND TRAINING	(65)
WORK CAMP	205-301-703.030	REGULAR - HOURLY	1,349
WORK CAMP	205-301-703.060	PART-TIME/TEMPORARY	541
WORK CAMP	205-301-703.070	OVERTIME	3,689
WORK CAMP	205-301-704.800	SICK PAY BUY OUT	720
WORK CAMP	205-301-704.110	HOSPITALIZATION	(1,634)
WORK CAMP	205-301-920.410	SERVICE CONTRACTS	(4,665)
PARKS	208-751-703.030	REGULAR - HOURLY	1,425
PARKS	208-751-704.300	RETIREMENT CONTRIBUTIONS	1,677
PARKS	208-751-704.600	WORKERS COMPENSATION	534
PARKS	208-751-703.060	PART-TIME/TEMPORARY	(3,636)
PARKS	208-752-703.060	PART-TIME/TEMPORARY	5,319
PARKS	208-752-703.070	OVERTIME	825
PARKS	208-752-704.300	RETIREMENT CONTRIBUTIONS	1,652
PARKS	208-752-703.030	REGULAR - HOURLY	(4,990)

PARKS	208-752-703.040	PER DIEM	(1,178)
PARKS	208-752-704.110	HOSPITALIZATION	(1,628)
ANIMAL CONTROL	212-430-704.300	RETIREMENT CONTRIBUTIONS	3,226
ANIMAL CONTROL	212-430-930.620	ELECTRICITY	(3,023)
ANIMAL CONTROL	212-430-930.980	ANIMAL STERILIZATION	(203)
FRIEND OF THE COURT	215-141-704.300	RETIREMENT CONTRIBUTIONS	2,001
FRIEND OF THE COURT	215-141-704.110	HOSPITALIZATION	(2,001)
HOUSING	232-690-703.030	REGULAR - HOURLY	1,555
HOUSING	232-690-703.060	PART-TIME/TEMPORARY	(1,555)
BUILDING INSPECTION	249-371-703.010	REG EMP - DEPT DIR/COMM	519
BUILDING INSPECTION	249-371-703.030	REGULAR - HOURLY	13,054
BUILDING INSPECTION	249-371-703.060	PART-TIME/TEMPORARY	5,871
BUILDING INSPECTION	249-371-703.070	OVERTIME	1,339
BUILDING INSPECTION	249-371-704.600	WORKERS COMPENSATION	1,139
BUILDING INSPECTION	249-371-704.700	PAYMENTS IN LIEU OF INSURANCE	760
BUILDING INSPECTION	249-371-703.020	REGULAR - SALARIED	(22,682)
AIRPORT	281-537-703.010	REG EMP - DEPT DIR/COMM	1,608
AIRPORT	281-537-704.300	RETIREMENT CONTRIBUTIONS	1,751
AIRPORT	281-537-930.610	NATURAL GAS	(3,067)
AIRPORT	281-537-930.300	ADVERTISING	(292)
CHILD CARE	292-662-703.030	REGULAR - HOURLY	696
CHILD CARE	292-662-704.300	RETIREMENT CONTRIBUTIONS	1,369
CHILD CARE	292-662-801.020	PROFESSIONAL	(2,065)
BUILDING & GROUNDS	637-265-704.300	RETIREMENT CONTRIBUTIONS	3,406
BUILDING & GROUNDS	637-265-704.110	HOSPITALIZATION	(3,406)
ADMIN	645-172-703.010	REG EMP - DEPT DIR/COMM	8,695
ADMIN	645-172-703.060	PART-TIME/TEMPORARY	743
ADMIN	645-172-704.110	HOSPITALIZATION	2,546
ADMIN	645-172-704.300	RETIREMENT CONTRIBUTIONS	230
ADMIN	645-172-703.030	REGULAR - HOURLY	(10,373)
ADMIN	645-172-703.020	REGULAR - SALARIED	(777)
ADMIN	645-172-726.000	SUPPLIES - GENERAL	(1,064)



March 10, 2020 Agenda

Agenda Questions

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

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 20-07 for MERS Defined Benefit Plan Adoption Agreement-Otsego County Library	AGENDA DATE: March 10, 2020
AGENDA PLACEMENT: Consent Agenda, Item B.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The MERS Defined Benefit Plan Adoption Agreement for the Otsego County Library employees will merge division 70 into division 07 effective April 1, 2020.

RECOMMENDATION:

Staff requests Board approval of OCR 20- 07 MERS Defined Benefit Plan Adoption Agreement for Otsego County Library employees effective 4.1.2020.

Defined Benefit Plan Adoption Agreement



1184 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.708.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Otsego Co Library Municipality #: 6902

If new to MERS, please provide your municipality's fiscal year: Month through Month.

II. Effective Date

Check one:

A. [] If this is the initial Adoption Agreement for this group, the effective date shall be the first day of _____, 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):

- [] All prior service from date of hire
[] Prior service proportional to assets transferred; all service used for vesting
[] Prior service and vesting service proportional to assets transferred
[] No prior service but grant vesting credit
[] No prior service or vesting credit

[] Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. [] If this is an amendment of an existing Adoption Agreement (Defined Benefit division number _____), the effective date shall be the first day of _____, 20__. Please note: You only need to mark changes to your plan throughout the remainder of this Agreement.

C. [] If this is a temporary benefit that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____. Please note: You only need to mark changes to your plan throughout the remainder of this Agreement.

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

E. [x] If this is to merge division(s) 70 into division(s) 07, the effective date shall be the first of April, 20 20.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

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

All Library Employees

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

Only retirees will be in this division.

These employees are (check one or both):

- In a collective bargaining unit (attach cover page, retirement section, signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days.
- An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

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 provide service time 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 12 month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

Our MERS representative presented and explained the valuation results to the

_____ on _____
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

As an authorized representative of this municipality, I _____ (Name)

_____ (Title) waive the right for a presentation of the results.

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) 2 % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) 5 years
4. Vesting (5 -10 yrs, increments of 1 yr) 10 years
5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).
6. Required employee contribution (Max 10%, increments of 0.01%) 0 %
7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

Employers shall define compensation using the following options (choose one):

- Compensation including all items as allowed in the MERS Plan Document (Section 14).

If anything varies, specify here:

Included: _____

Excluded: lump sum payments of accrued vacation and personal time

- Base wages only.

If any items should be included, specify here:

Included: _____

- Medicare taxable wages as reported on W2.
- Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

<input type="checkbox"/> Age 50 – 54 _____ Service of either <input type="checkbox"/> 25 or <input type="checkbox"/> 30 years
<input type="checkbox"/> Age 55 – 65 _____ Service between 15 and 30 years _____
<input type="checkbox"/> Service only (must be any number from 20 – 30 years accrued service): _____
<input type="checkbox"/> Age + Service Points (total must be from 70 – 90): _____ points

9. Other

- Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- Deferred Retirement Option Program (DROP)
- Annuity Withdrawal Program (AWP)
 - Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
 - Interest rate for employee contributions as determined by the Retirement Board, or
 - MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date	<input type="checkbox"/> Future retirees who retire after effective date
<input type="checkbox"/> Retirees who retire between _____/01/____ and _____/01/____	
Increase of _____% or \$_____ per month	Increase of _____% or \$_____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

- Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:

- Not permitted
- Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit 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 Benefit 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, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
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. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment 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. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit 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 Library on
the 17th day of March, 2020.
(Name of Approving Employer)

Authorized signature: Liane R. Youngerdyke
Title: President, Otsego County Library Board of Trustees

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

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

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 20-08 Resolution Adopting the MERS Defined Contribution Plan	AGENDA DATE: March 10, 2020
AGENDA PLACEMENT: Consent Agenda, Item C.	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

The MERS Retirement Plan for the Otsego County Library employees will be a MERS Defined Contribution Plan for all full-time status employees on or after March 1, 2020.

RECOMMENDATION:

Staff requests Board approval of OCR 20-08 Resolution Adopting the MERS Defined Contribution Plan MERS effective 3.1.2020.

**Resolution Adopting the MERS
Defined Contribution Plan**



1184 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.merscmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

WHEREAS, the participating entity desires to adopt the MERS Defined Contribution Plan for its designated employees;

WHEREAS, the participating entity has furnished MERS with required data regarding each eligible employee and retiree;

WHEREAS, as a condition of MERS membership, and pursuant to the MERS Retirement Board's power as plan administrator and trustee under Plan Document Section 71 and MCL 38.1536, as each may be amended, it is appropriate and necessary to enter into a binding agreement providing for the administration of the Defined Contribution Plan, the reporting of wages, and the payment of the required contributions of a participating entity and withholding of employee contributions; now, therefore,

IT IS HEREBY RESOLVED:

On behalf of the participating entity, the governing body of
 Otsego County Library adopts the MERS Defined
 Contribution Plan in accordance with Plan Section 4 for its eligible employees as described
 in the MERS Defined Contribution Adoption Agreement, subject to the MERS Plan
 Document and as authorized by 1996 PA 220, as both may be amended;

I hereby certify that the above is a true copy of the Defined Contribution Resolution adopted at the official meeting held by the governing body of this municipality:

Dated: February 18, 2020 . *Diane YoungedYke*
 (Signature of Authorized Official)

Printed name: Diane YoungedYke, President, Library Board of Trustees
 (Authorized Official - printed)

This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution is filed with MERS, MERS determines that all necessary requirements under the Plan Document, the Adoption Agreement, and this Resolution have been met, and MERS certifies the Resolution below.

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

Dated: _____, 20____. _____
 (Signature of Authorized MERS Representative)

MERS Defined Contribution Plan Adoption Agreement



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

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

I. Employer Name Otsego County - Library Municipality #: 6902-02

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of March 1, 2020.

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

- Vesting credit from date of hire
- No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division # 07 & 70 and/or current Hybrid division # _____

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. **Only division 07 is freezing to DC. Division 70 is not freezing to DC, only new hires of division 70 will go to DC.**

** 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 full-time status employees

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

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

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be 12 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) 62

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 0 % to 3 % OR dollar amount range \$ _____ to \$ _____
- Direct Required Employee Contributions pre-tax

MERS Defined Contribution Plan Adoption Agreement

c. **Employer Contributions**

Non-Matching Contributions

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

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

\$ _____ or 3-5 % of compensation per employee for each payroll period. **(see non-matching contribution addendum)**

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 Library on
the 18th day of February, 2020.
(Name of Approving Employer)

Authorized signature: Miake R. Youngeddyke
Title: President, Library Board of Trustees

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

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

MERS Defined Contribution Loan Addendum



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

www.mersofmich.com

I. Loan Reference

This loan addendum is for the Full-Time Status employees of the
(Eligible Employees)
Otsego County Library which modifies the Defined Contribution Plan Adoption
(Employer)
Agreement effective 03/01/2020 (Adoption Date) with respect to current participants in MERS.
(MM/DD/YYYY)

The Employer offers the following retirement plans (e.g., 457, 401a, 403(b) plans, etc.) to its employees in addition to the MERS Defined Contribution Plan: 457 plan
 None

If the Employer has other plans listed above, the Employer agrees to coordinate the application of the maximum loan limits among the MERS Defined Contribution Benefit Plan and any other retirement plans which the Employer may sponsor. The Employer hereby acknowledges that MERS is not able to perform such coordination and accepts the delegation of this responsibility.

The Employer agrees to report to MERS within 1 month any of the following events relating to a participant with an outstanding loan: death, disability, unpaid leave of absence, military leave, change to a part-time position, termination of employment, or any other circumstances which the Employer has reason to believe will impact the repayment of the outstanding loan.

II. Loan Procedures

1. **Availability.** Any participant who is an active employee may apply to the Employer, or its designee, for a loan from the employee's account balance in the Plan. Loans will be available to all such participants on a uniform and nondiscriminatory basis upon submission of the required loan application forms. All loans are subject to the approval of the Employer and MERS, or its designee.
2. **Purpose.** A general purpose loan may be obtained for any purpose.
3. **Restrictions on Availability.** A participant may not have more than two (2) outstanding loan(s) at any one time.
4. **Frequency.** A participant may not apply for a loan any more frequently than once per a rolling 12-month period.
5. **Minimum Amount.** The minimum loan amount is One Thousand Dollars (\$1,000.00).

MERS Defined Contribution Loan Addendum

6. Maximum Amount

The maximum amount for all outstanding loans to the participant from the Plan and all other plans participated in is the lesser of:

- (a) Fifty Thousand Dollars (\$50,000.00), reduced by the highest outstanding balance of loans from all the plans in which the participant participates during the one (1) year period ending on the day before the date on which the loan is to be made; or
- (b) One-half (1/2) of the sum of the vested account balance, reduced by the participant's current outstanding balance of all loans from all plans of the participant for that participant, determined as of the loan application date.

The maximum amount will also be reduced by the amount of any existing loan balance (including accrued interest).

7. Domestic Relations Orders

No loans will be made during a period when MERS, or its designee, is determining whether a domestic relations order affecting the participant's accounts is an "eligible domestic relations order" as defined by the Eligible Domestic Relations Order Act, MCL 38.1701, *et seq.*

8. Interest Rate

- (a) The interest rate to be charged on a loan will be the prime interest rate (as reported by the Wall Street Journal or any successor thereto) plus two percent (2.00%) and is fixed for the life of the loan. The interest rate will be the established rate in effect on the date the loan application becomes effective and is approved by MERS.
- (b) Interest payments on the loans by participants are not deductible for tax purposes.

9. Term

- (a) The term of the loan must extend for at least one (1) year from the date of the loan but must not exceed five (5) years.
- (b) The term of the loan will end prior to the end of the applicable period and the outstanding balance (principal and accrued interest) will become immediately due and payable on the earlier of:
 - (1) in the case of a participant who becomes eligible for a plan distribution (other than an in-service distribution beginning at age 70½) which begins after the beginning date of the loan, the date such distribution begins;
 - (2) the date of distribution or separation of (1) the participant's accounts pursuant to an eligible domestic relations order, or (2) any portion of the accounts which causes the remaining portion of the accounts to be less than the security interest established at the time of inception of the loan;
 - (3) the date of termination of employment of the participant as provided in paragraph 15; or
 - (4) the date of a default on the loan as provided in paragraph 16.
- (c) The term of the loan shall not exceed a period which would cause the payment to be less than Five Dollars (\$5.00) per week.
- (d) Loans may not be refinanced for any reason.

MERS Defined Contribution Loan Addendum

10. Repayment

- (a) Each loan must be repaid in substantially equal installments, with payments not less frequently than each payroll period beginning as specified in loan document but no later than 30 days from receipt of payment.
- (b) The participant must authorize repayment of the principal and interest of each loan to be made by regular payroll deduction payments and reported to MERS according to reporting cycle selected in Adoption Agreement. If the scheduled repayment amount is greater than the participant's payroll, the participant must make payment in full for any remaining repayment amount not collected through payroll deduction by delivering to the Employer or its designee, a check or other negotiable instrument (not cash) payable to the Employer.
- (c) Repayments will be reallocated to the participant's account according to the investment election made by the participant, and in effect at the time the payment is processed to the participant's account.

11. Unpaid Leave of Absence

During the term of a loan, if a participant takes an approved leave of absence without pay, the participant may choose to suspend regular loan payments for up to one year during such unpaid leave of absence. Suspension of payments will not cause the term of the loan to be extended beyond its original term, and such suspended payments (and accrued interest) will become due and payable at the end of the original loan term in one lump sum payment. If a participant on a leave of absence without pay chooses to continue regular payments during such unpaid leave of absence, payments may be made by check or other negotiable instrument (not cash) made payable to the Employer and delivered to the Employer, or its designee.

12. Military Service

As permitted under Code Section 414(u), if a participant with an outstanding plan loan takes a leave of absence for a period of military service; such participant may elect to suspend regular loan payments during such period of military service, regardless of the duration of such service. Upon completion of such military service, the participant must resume making loan repayments in an amount which is not less than the original repayment amount, and in installments which are not less frequent than the frequency required under the terms of the original loan. The loan must be repaid in full (including interest that accrues during the period of military service at a rate not to exceed 6% compounded annually) by no later than the date of the original loan plus the period of military service. Any balance due and payable at the end of the adjusted loan term must be paid in one lump sum payment. Such lump sum payments may be made by check or other negotiable instrument (not cash) made payable to the Employer and delivered to the Employer, or its designee.

13. Prepayments

The participant may repay, without penalty, the entire outstanding principal balance of the loan and accrued interest to date of repayment. Prepayments should be made by check or other negotiable instrument (not cash) made payable to the Employer and delivered to the Employer or its designee, who shall report the payment to MERS.

MERS Defined Contribution Loan Addendum

14. Loan Processing Fees

Any loan processing fee charged by MERS will be paid by the participant. Following loan issuance, MERS will deduct an initial processing fee of One Hundred and Fifty Dollars (\$150.00) from the participant's remaining vested account balance. MERS reserves the right to charge an annual maintenance fee.

15. Termination of Employment

(a) The entire amount outstanding on the participant's loan will be due and payable on the date of the participant's termination of employment. The date a participant terminates employment is the date on which the participant quits, retires, is discharged, or dies. If the loan is not paid in full at termination, default will occur and paragraph 16 applies.

(b) No distributions to a participant (other than in-service withdrawals, as limited under paragraph 18(b)) will be made prior to repayment of all outstanding loans, including interest, costs, and expenses due thereon regardless of termination of employment. If there is a distributable event with respect to the participant, the accounts of the participant will be applied against any outstanding loans to the extent necessary to fully repay the same as provided in paragraph 17.

16. Defaults and Remedies

(a) The Plan, or its designee, may declare a default on a loan as of the last day of the quarter following the quarter in which either of the following occurs:

- (1) the participant fails to make a payment (other than due to an unpaid leave of absence as provided in item 11 or military service as provided in item 12 of these Loan Procedures); or
- (2) MERS, or its designee, in good faith deems the Benefit Program DC insecure with respect to the repayment of the loan and notifies the participant of this deemed insecurity.

(b) If a default occurs prior to a distributable event, the defaulted loan amount will be a taxable "deemed" distribution. When the participant is later eligible for a distribution, the amount distributed will be net of the loan balance, adjusted for interest. This "offset" at the time of distribution is not taxable.

(c) When a default occurs simultaneously with a distributable event, the defaulted loan balance will be treated as part of the actual taxable distribution.

(d) A participant will not be eligible to receive any subsequent loans if the participant has ever defaulted on a plan loan.

17. Source of Loan Funds

Any loan to a participant will be considered a separate asset of the trust fund segregated for the benefit of such participant. The loan proceeds will come from the fund or funds of the participant in which the vested accumulated balance is invested on a pro-rata basis.

MERS Defined Contribution Loan Addendum

18. Security

- (a) The participant must pledge his or her remaining vested account balance as the security interest for the loan, which will be reduced by the amount of loan plus any accrued interest should the loan be defaulted.
- (b) The unpaid portion of the loan is not available for the participant in-service withdrawals.
- (c) No loans will be permitted to a participant who has previously defaulted on a loan.

19. Loan Application and Processing

- (a) Loan applications may be made by completing the required forms obtained from the Employer or its designee, and submitting them to the Employer or its designee.
- (b) All loans will be subject to approval by the Employer or its designee. The Employer, or its designee, will designate the individual or individuals authorized to approve loans.
- (c) If a loan application is approved, the Employer, or its designee, will forward the approved application materials to MERS. The amount of the loan will be issued to the participant as soon as administratively feasible after the completed application is submitted to MERS and MERS determines that the participant is eligible for the requested loan.
- (d) If a loan application is denied, the Employer, or its designee, will notify the participant in writing.

III. Enforcement

In the event a filing under the IRS Employee Plans Compliance Resolution System becomes necessary with respect to a loan, the filing may, at MERS' discretion, be managed by MERS; however, the Employer shall be responsible for paying all costs and fees associated with such filing, including legal fees.

MERS Defined Contribution Matching Employer Contribution Addendum



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

This is an Addendum to the Adoption Agreement completed by Otsego County Library
Name of Participating Employer

for Full-time status employees of 07
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 3 % of the Employee's IRS Section 401(a)(17) includable compensation as defined by the Employers' Adoption Agreement (cannot exceed 100% of Employees' income).

Employer contributes 0-3%, employer will match up to 3%

MERS Defined Contribution Plan Adoption Agreement

Employer 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:

3% of compensation per full-time status employee (except Library Director) for each payroll period;

5% of compensation for the Library Director for each payroll period.

*Miane R. Youngeddyke
Otsego County Library President
February 18, 2020*



Special Presentation
March 10,2020
Randy Bishop

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

AGENDA ITEM: OCR 20-09 Declaring Otsego County to be a Second Amendment Sanctuary County	AGENDA DATE: March 10, 2020
AGENDA PLACEMENT: Special Presentations A. Randy Bishop, Item 1	ACTION REQUESTED: Motion to Approve
STAFF CONTACT(S): Rachel Frisch, County Administrator	ATTORNEY REVIEW: No

BACKGROUND/DISCUSSION:

Several counties in Michigan have adopted resolutions of support for the Second Amendment to the United States Constitution. Randy Bishop and other members from the public have requested the opportunity to speak before the Board of Commissioners to present information on the Second Amendment Sanctuary topic.

RECOMMENDATION:

Staff recommends that the Board of Commissioners review and consider the information presented.

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 10th day of March, 2020 beginning at 9:30 a.m.

PRESENT:

ABSENT:

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

RESOLUTION NO. OCR 20-09
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS
March 10, 2020

**DECLARING OTSEGO COUNTY TO BE A SECOND AMENDMENT
SANCTUARY COUNTY**

WHEREAS, Otsego County provides for the safety, preserves the health, promotes the prosperity and improves the morals, order, comfort and convenience of its county or its inhabitants; and,

WHEREAS, the Board of Commissioners has the duty and authority "to represent the county and have the care of the county property and the management of the interest of the county in all cases where no other provision is made by law; and,

WHEREAS, the Second Amendment to the United States Constitution, adopted in 1791 as part of the Bill of Rights, protects the inalienable and individual right of the people to keep and bear arms; and

WHEREAS, the Supreme Court in the District of Columbia v. Heller, 554 U.S. 570 (2008), decision affirmed an individual's right to possess firearms, unconnected with service in a militia, for traditionally lawful purpose, such as self-defense within the home; and,

WHEREAS, the Supreme Court in McDonald v. Chicago, 561 U.S. 742 (2010), affirmed that the right of an individual to "keep and bear arms," as protected under the Second Amendment, is incorporated by the Due Process Clause of the Fourteenth Amendment against the States; and,

WHEREAS, the Supreme Court, in United States v. Miller, 307 U.S. 174 (1939), opined that firearms that are part of ordinary military equipment, or with use that could contribute to the common defense are protected by **the Second Amendment**; and,

WHEREAS, Article I, Section 6 of the Constitution of Michigan provides that "every person has a right to keep and bear arms for the defense of himself and the State" and,

WHEREAS, it is the desire of the Otsego County Board of Commissioners to declare its support of the Second Amendment to the United States Constitution and the Michigan Constitution protecting citizens inalienable and individual rights to keep and bear arms, and,

WHEREAS, the members of the Otsego County Board of Commissioners took an oath to support and defend the United States Constitution, the Constitution of the State of Michigan and the laws of the State of Michigan (insofar as they are constitutional); and,

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County of Otsego, Michigan and people of Otsego County, Michigan to stand and defend their rights and liberties, which are guaranteed by the United States and Michigan Constitution, we hereby declare this Resolution as follows;

Second Amendment Preservation Resolution Designating Otsego County a **Second Amendment "Sanctuary County"**

BE IT FURTHER RESOLVED THAT THIS Board affirms its Support of the duly elected Sheriff of Otsego County, Michigan in the exercise of his sound discretion and affirms its resolve to support decisions by our Sheriff to not enforce and unconstitutionally forearms law against any citizen.

BE IT FURTHER RESOLVED that this Board will not authorize or appropriate government funds, resources, employees, agencies, contractors, buildings, detention centers, or officers for the purpose of enforcing laws that unconstitutionally infringes on the right of the people to keep and bear arms.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

NO: _____

ABSTAIN: _____

THE RESOLUTION WAS DECLARED ADOPTED.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
 §
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 10th day of March, 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 that the minutes of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2020



Department Presentation
March 10, 2020
Otsego County Airport-
Matt Barresi, Director

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: March 3, 2020 Warrant	AGENDA DATE: March 10, 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 March 3, 2020 warrant is in the amount of \$148,199.94. Major expenditures in the warrant include:

- \$65,486.73 – MERS – February 2020 payment

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$148,199.94 and two void checks.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 79559

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/17/2019	AP	79559	KIMBERLY ANN BOLAN	JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 80089

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/28/2020	AP	80089	KIESLER POLICE SUPPLY, INC	COURT SECURITY RIFLE CASE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/03/2020 - 03/03/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	2741(E)	AMERICAN WASTE	INV 3514482 8 YD	281-537-920.410	130.00
03/03/2020	AP	2742(E)	CHARTER COMMUNICATIONS	INMATE TV-FEB	595-351-726.000	227.72
03/03/2020	AP	2743(E)	CONSUMERS ENERGY	MULTIPLE INVOICES	281-537-930.620	3,103.31
03/03/2020	AP	2744(E)	DTE ENERGY	910022288146/910022288013	281-537-930.610	773.53
03/03/2020	AP	2745(E)	FIRST BANKCARD	FEB 1/13/2020 - 2/7/2020	101-301-930.600	275.00
		2745(E)		FEB 1/13/2020 - 2/7/2020	101-351-726.025	470.12
		2745(E)		FEB 1/13/2020 - 2/7/2020	101-351-726.046	447.51
		2745(E)		FEB 1/13/2020 - 2/7/2020	101-351-930.700	5.82
						1,198.45
03/03/2020	AP	2746(E)	HUNTINGTON NATIONAL BANK	LIBRARY BOND PAYMENT #1 2020	569-906-990.200	11,125.00
03/03/2020	AP	2747(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	FEB 2020 MERS	101-301-704.300	10,374.00
		2747(E)		FEB 2020 MERS	588-699-704.300	1,778.00
		2747(E)		FEB 2020 MERS	704-000-231.700	53,334.73
						65,486.73
03/03/2020	AP	2748(E)	PITNEY BOWES	LEASE INVOICE 3310604139	249-371-920.410	93.57
03/03/2020	AP	2749(E)	SYSCO - EFT	JAIL/KITCHEN/INMATE RM&BOARD	101-351-726.025	201.19
		2749(E)		JAIL/KITCHEN/INMATE RM&BOARD	101-351-726.030	112.94
		2749(E)		JAIL/KITCHEN/INMATE RM&BOARD	101-351-930.700	3,646.61
						3,960.74
03/03/2020	AP	2750(A)	GAYLORD ARFF INC	SNOW REMOVAL	226-528-940.010-PROG000000	1,300.00
		2750(A)		MARCH 2020 CONTRACT PAYMENT AIRPORT	281-537-940.010	11,722.13
						13,022.13
03/03/2020	AP	2751(A)	MCWCF	2020 SECOND QUARTER INSTALLMENT BILLING	704-000-231.270	24,624.79
03/03/2020	AP	80482	44NORTH	COBRA SERVICES TASC FEB 2020	647-851-704.110	1,432.20
03/03/2020	AP	80483	44NORTH	FEBRUARY 2020 COBRA, TELADOC, & HRA FEES	101-131-704.110	181.02
		80483		FEBRUARY 2020 COBRA, TELADOC, & HRA FEES	101-148-704.110	24.90
		80483		FEBRUARY 2020 COBRA, TELADOC, & HRA FEES	215-141-704.110	149.40
		80483		FEBRUARY 2020 COBRA, TELADOC, & HRA FEES	292-662-704.110	43.08
						398.40
03/03/2020	AP	80484	ALEXANDER LEON PAYNE	JURY SERVICE	101-145-930.930	68.00
03/03/2020	AP	80485	AMERICAN FIDELITY ASSURANCE COMPANY	FEBRUARY 2020 CANCER/LIFE/DISABILITY	704-000-231.285	665.99

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/03/2020 - 03/03/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80486	AMY CATHERINE CHAFER	JURY SERV	101-145-930.930	32.40
03/03/2020	AP	80487	ANTHONY JAY-ROBERT ANDERSON	JURY SERVICE	101-145-930.930	18.20
03/03/2020	AP	80488	AT&T MOBILITY	FEB 2020 CELL	101-301-930.230	253.86
		80488		FEB 2020 CELL	101-351-930.230	59.66
		80488		FEB 2020 CELL	101-682-930.240	(141.66)
		80488		FEB 2020 CELL	205-301-930.230	119.32
		80488		FEB 2020 CELL	261-427-930.210	38.23
						329.41
03/03/2020	AP	80489	AUDRA LYN LEININGER	JURY SERVICES	101-145-930.930	70.00
03/03/2020	AP	80490	BENJAMIN GERALD ULEWICZ	JURY SERVICE	101-145-930.930	111.30
03/03/2020	AP	80491	BRADLEY STEVEN FITZEK	JURY SERVICES	101-145-930.930	83.70
03/03/2020	AP	80492	BRANDI LYN BOYDEN	JURY SERVICE	101-145-930.930	16.20
03/03/2020	AP	80493	BRUMLEY, ARVOL	DLQ TAX REFUND	516-000-214.000	15.00
03/03/2020	AP	80494	CASEY ALLEN BOROWIAK	JURY SERVICES	101-145-930.930	70.00
03/03/2020	AP	80495	CHARLES FRANCIS MUSZYNSKI JR	JURY SERVICES	101-145-930.930	63.60
03/03/2020	AP	80496	CHARLES GIBSON FOREMAN	JURY SERVICE	101-145-930.930	72.00
03/03/2020	AP	80497	CHRISTINA LOUISE PARDO	JURY SERVICE	101-145-930.930	38.80
03/03/2020	AP	80498	CHRISTOPHER MICHAEL COON	JURY SERVICE	101-145-930.930	64.80
03/03/2020	AP	80499	CITY OF GAYLORD	001254-0000-02 JANUARY	588-697-920.200	64.61
		80499		FEB 2020 WATER	637-265-920.200-ALPCT00000	438.88
		80499		FEB 2020 WATER	637-265-920.200-CRTHS00000	684.90
		80499		FEB 2020 WATER	637-265-920.200-SILLI00000	35.90
						1,224.29
03/03/2020	AP	80500	CLARK ALLEN CARNCROSS	JURY SERVICE	101-145-930.930	42.00
03/03/2020	AP	80501	CORECOMM	115039078 - FEBRUARY 2020 COURT INTERNET	101-131-930.210	21.95
03/03/2020	AP	80502	CORINNE CLANCY	COUNTY BURIAL ALLOWANCE, VETERAN	101-681-930.960	300.00
03/03/2020	AP	80503	CUMMINGS, MCCLOREY, DAVIS & ACHO P	LEGAL SERVICES	280-270-801.020	1,623.00
		80503		LEGAL SERVICES	280-270-801.020-ZONING____	2,123.50
						3,746.50

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80504	CYNTHIA A. GORDON	JURY SERVICE	101-145-930.930	69.60
03/03/2020	AP	80505	DAVID DUANE FARRIER	JURY SERVICE	101-145-930.930	37.20
03/03/2020	AP	80506	DAVID LYNN PERCIVAL	JURY SERVICE	101-145-930.930	34.00
03/03/2020	AP	80507	DAVID SIMPSON	JURY SERVICE	101-145-930.930	31.60
03/03/2020	AP	80508	DONALD DENNIS PORTER	JURY SERVICE	101-145-930.930	47.60
03/03/2020	AP	80509	DUNNS	33AR458922 FULL SERVICE CONTRACT 02/24/20-03/23/20	588-697-726.000	79.46
03/03/2020	AP	80510	DUSTIN JAMES ROBINSON	JURY SERVICE	101-145-930.930	86.40
03/03/2020	AP	80511	EDWARD MELVIN WOHLFEIL	JURY SERVICE	101-145-930.930	39.10
03/03/2020	AP	80512	ELECTION SOURCE	UPDATED NOMINATING/QUALIFYING PETITIONS	101-262-726.000	271.63
03/03/2020	AP	80513	ELI ELECTRIC LLC	SERVICES 2-7-20 THRU 2-20-20	249-371-801.026	740.00
03/03/2020	AP	80514	FIDELITY SECURITY LIFE INSURANCE CO	MARCH 2020 VISION	647-851-704.110	1,340.60
03/03/2020	AP	80515	FREITAG, CATHY	DLQ TAX REFUND	516-000-214.000	33.43
03/03/2020	AP	80516	GARY THOMAS MATELSKI	JURY SERVICE	101-145-930.930	38.80
03/03/2020	AP	80517	GAYLORD REGIONAL AIRPORT	RESTITUTION PAYMENT BY BRYAN MORGAN 19-37405-SD-3	701-000-271.130	21.66
03/03/2020	AP	80518	HANNAH FAITH CARLSON	JURY SERVICE	101-145-930.930	91.60
03/03/2020	AP	80519	JAIME LYNN BOBINAC	JURY SERVICE	101-145-930.930	34.00
03/03/2020	AP	80520	JAMES ASPOSITO II	JURY SERVICE	101-145-930.930	69.60
03/03/2020	AP	80521	JAMES EDWARD MYLER	JURY SERVICE	101-145-930.930	43.90
03/03/2020	AP	80522	JASON TODD PRICE	JURY SERVICES	101-145-930.930	61.50
03/03/2020	AP	80523	JILL CHRISTINE FETTIG	JURY SERVICE	101-145-930.930	67.20
03/03/2020	AP	80524	JOANNE PHILLIPS	JURY SERVICE	101-145-930.930	64.00
03/03/2020	AP	80525	JOHN PATRICK HARRINGTON	JURY SERVICE	101-145-930.930	21.00
03/03/2020	AP	80526	KATHERINE COLLEEN MILLER	JURY SERVICE	101-145-930.930	42.00
03/03/2020	AP	80527	KIERSTEN ANN GARBULINSKI	JURY SERVICE	101-145-930.930	40.70
03/03/2020	AP	80528	KIMBERLY ANN BOLAN	JURY SERVICES DECEMBER 2019	101-145-930.930	45.50
03/03/2020	AP	80529	KIMBERLY ANN TERZANO	JURY SERVICE	101-145-930.930	32.40

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/03/2020 - 03/03/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80530	KIMBERLY SUE HATTIS	JURY SERVICES	101-145-930.930	88.10
03/03/2020	AP	80531	KOHL'S CORPORATE LOSS PREVENTION	RESTITUTION PAYMENT BY VERONICA WALTER 17-34919-SM-3 - REP 701-000-271.130		25.00
03/03/2020	AP	80532	KYLE THOMAS LEGEL	JURY SERVICE	101-145-930.930	19.80
03/03/2020	AP	80533	LAURA RENEE SKOP	JURY SERVICE	101-145-930.930	47.10
03/03/2020	AP	80534	LEIGH ANNE LAWSON	JURY SERVICE	101-145-930.930	17.40
03/03/2020	AP	80535	LESLEY MILES	OVERPMT ON 2018 TAXES 042-007-400-035-00	516-030-694.000	260.27
03/03/2020	AP	80536	LIVINGSTON TOWNSHIP TREASURER	REFUND FOR OVERPMT ON QUALIFIED FOREST, GOES TO STATE OF 701-000-226.001		476.10
03/03/2020	AP	80537	LOREEN BELLE KEETH	JURY SERVICE	101-145-930.930	38.00
03/03/2020	AP	80538	LORRINA LOUISE LESTER	JURY SERVICE	101-145-930.930	36.40
03/03/2020	AP	80539	MARGARET ANN KULKA	JURY SERVICE	101-145-930.930	68.00
03/03/2020	AP	80540	MARGARET ANNE CHARBONEAU	JURY SERVICE	101-145-930.930	34.00
03/03/2020	AP	80541	MARLENE MARIE HOUGH	JURY SERVICE	101-145-930.930	64.40
03/03/2020	AP	80542	MATTHEW G. DALSON	JURY SERVICE	101-145-930.930	34.00
03/03/2020	AP	80543	MELINDA MARIE FLEMING	JURY SERVICE	101-145-930.930	36.40
03/03/2020	AP	80544	MICHELLE MARIE WILLIAMS	JURY SERVICE	101-145-930.930	96.00
03/03/2020	AP	80545	MORGAN YVONNE SHEAR-LEMASTER	JURY SERVICE	101-145-930.930	32.40
03/03/2020	AP	80546	NENA JOYELLE AGUILAR	JURY SERVICE	101-145-930.930	68.00
03/03/2020	AP	80547	NICHOLAS EDWARD PARKER	JURY SERVICE	101-145-930.930	32.00
03/03/2020	AP	80548	NICHOLAS WILLIAM MEYER	JURY SERVICE	101-145-930.930	37.20
03/03/2020	AP	80549	OTSEGO COUNTY BUS SYSTEM	JANUARY 2020 DRUG COURT BUS	101-133-930.500	72.00
03/03/2020	AP	80550	OTSEGO COUNTY CLERKS OFFICE	JURY SUPPLIES	101-145-726.000	13.65
03/03/2020	AP	80551	OTSEGO COUNTY FRIEND OF COURT	CLEAR V DUGLE FOC PERFORMANCE BOND	701-000-265.000	1,000.00
03/03/2020	AP	80552	OTSEGO COUNTY JUDICIAL SYSTEM	2/19/20 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	12.65
		80552		2/19/20 HRA REIMBURSEMENT CHECK REGISTER	101-148-704.110	30.00
		80552		2/19/20 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	836.58
		80552		2/19/20 HRA REIMBURSEMENT CHECK REGISTER	292-662-704.110	46.25

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/03/2020 - 03/03/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80553	OTSEGO COUNTY SHERIFF DEPT	JANUARY 2020 DRUG COURT DRUG TESTING	101-133-940.010	3,070.00
03/03/2020	AP	80554	OTWELL MAWBY PC	INV #18539, LEAD-BASED PAINT CLEARANCE REPORT PROJECT HO-(233-691-940.010		450.00
03/03/2020	AP	80555	PAGE MORRIS SARTELL	JURY SERVICE	101-145-930.930	63.60
03/03/2020	AP	80556	RACHEL AURORA HAUSWIRTH	JURY SERVICE	101-145-930.930	21.40
03/03/2020	AP	80557	RICHARD CARL HOWARD	JURY SERVICE	101-145-930.930	31.20
03/03/2020	AP	80558	RICHARD MARK MICHELS	2-24-20 AND 2-26-20 JURY SERVICE	101-145-930.930	53.50
03/03/2020	AP	80559	ROGER FAGERLIE JR	SERVICES 2-21-20 THRU 2-26-20	249-371-801.026	400.00
03/03/2020	AP	80560	ROGERS, DOUGLAS	DLQ TAX REFUND	516-000-214.000	93.11
03/03/2020	AP	80561	RUSSELL ALLEN HIGLEY	JURY SERVICES	101-145-930.930	72.80
03/03/2020	AP	80562	RUSSELL CHARLES HAWLEY	JURY SERVICES	101-145-930.930	50.30
03/03/2020	AP	80563	SARAH LYNN PIGG	JURY SERVICE	101-145-930.930	35.20
03/03/2020	AP	80564	SCOTT T BEATTY	FEBRUARY 2020 REFEREE HEARINGS	215-141-940.010	2,700.00
03/03/2020	AP	80565	SERENA IOLA CHIRILLO	JURY SERVICE	101-145-930.930	61.60
03/03/2020	AP	80566	SHERRY S HUFF	REGULAR TRI COUNTY MTG	290-670-703.040	50.00
		80566		REGULAR TRI COUNTY MTG	290-670-930.500	49.00
						99.00
03/03/2020	AP	80567	SPARROW, MARK HAROLD	DLQ TAX REFUND	516-000-214.000	933.13
03/03/2020	AP	80568	TERRY LOUISE POLLACK	JURY SERVICE	101-145-930.930	38.80
03/03/2020	AP	80569	THOMAS OWEN MAMMOSER	TRI COUNTY MEETING	290-670-703.040	50.00
		80569		TRI COUNTY MEETING	290-670-930.500	30.00
						80.00
03/03/2020	AP	80570	TODD STACY MORGRIDGE	JURY SERVICE	101-145-930.930	36.40
03/03/2020	AP	80571	UPS	SHIPPING COURT FILE TO CRT OF APPEAL	101-215-930.450	4.26
03/03/2020	AP	80572	VERIZON CONNECT NWF INC	MONTHLY SERVICE-FEB	101-301-920.410	86.80
		80572		MONTHLY SERVICE-FEB	101-302-920.410	14.95
		80572		MONTHLY SERVICE-FEB	101-334-920.410	18.95
		80572		MONTHLY SERVICE-FEB	101-351-920.410	11.95
						132.65

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK DATE FROM 03/03/2020 - 03/03/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80573	WILLIAM KEITH COLLIER II	JURY SERVICE	101-145-930.930	102.90
03/03/2020	AP	80574	WILLIAM ROBERT OSEN	JURY SERVICE	101-145-930.930	33.20
			TOTAL - ALL FUNDS	TOTAL OF 104 CHECKS		148,199.94

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

AGENDA ITEM: March 10, 2020 Warrant	AGENDA DATE: March 10, 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 March 10, 2020 warrant is in the amount of \$447,849.36. Major expenditures in the warrant include:

- \$268,322.91 – Kirtland Community College – Jan 2020
- \$27,357.87 – OMH – Inmate Medical
- \$28,020.00 – Tele-Rad – Digital Pagers

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$447,849.36 and four void checks.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 80535

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80535	LESLEY MILES	OVERPMT ON 2018 TAXES 042-007-400-035-00		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 80560

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80560	ROGERS, DOUGLAS	DLQ TAX REFUND		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 80515

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80515	FREITAG, CATHY	DLQ TAX REFUND		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
CHECK NUMBER 80536

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	AP	80536	LIVINGSTON TOWNSHIP TREASURER	REFUND FOR OVERPMT ON QUALIFIED FOREST, GOES TO STATE OF	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/10/2020 - 03/10/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/10/2020	AP	2752(E)	CONSUMERS ENERGY	NORTH CAMP ELECTRIC BILL 202430045675	208-751-930.620	25.36
		2752(E)		FEBRUARY ENERGY BILL	226-528-930.620-PROG000000	27.12
		2752(E)		205010808374 FEBRUARY	588-697-930.620	641.30
		2752(E)		FEBRUARY ENERGY BILL	637-265-930.620-ALPCT00000	388.55
		2752(E)		FEBRUARY ENERGY BILL	637-265-930.620-SILLI00000	56.07
						1,138.40
03/10/2020	AP	2753(E)	FRONTIER	9897052181/9897052469	209-751-930.210	88.45
		2753(E)		FEB 2020 TELEPHONE	261-427-930.210	549.39
						637.84
03/10/2020	AP	2754(E)	GORDON FOOD SERVICES - EFT	JAIL/KITCHEN/INMATE R&B	101-351-726.025	315.17
		2754(E)		JAIL/KITCHEN/INMATE R&B	101-351-726.030	113.58
		2754(E)		INMATE ROOM AND BOARD	101-351-930.700	2,408.70
						2,837.45
03/10/2020	AP	2755(E)	SYSCO - EFT	INMATE ROOM AND BOARD	101-351-726.030	474.65
		2755(E)		INMATE ROOM AND BOARD	101-351-930.700	6,073.05
						6,547.70
03/10/2020	AP	2756(E)	USPS PAYMENT	APRIL 2020 JURY SUMMONS MAILING	101-145-930.450	209.47
03/10/2020	AP	2757(E)	WEX BANK	FEBRUARY FUEL	101-301-930.660	2,742.53
		2757(E)		FEBRUARY FUEL	101-302-930.660	179.83
		2757(E)		FEBRUARY FUEL	101-333-930.660	56.69
		2757(E)		FEBRUARY FUEL	101-351-930.660	14.79
		2757(E)		FEBRUARY FUEL	101-721-930.660	80.45
		2757(E)		FEBRUARY FUEL	205-301-930.660	267.90
		2757(E)		FEBRUARY FUEL	208-751-930.660	84.25
		2757(E)		FEBRUARY FUEL	208-752-930.660	84.25
		2757(E)		FEBRUARY FUEL	210-651-930.660	3,277.51
		2757(E)		FEBRUARY FUEL	212-430-930.660	319.33
		2757(E)		FEBRUARY FUEL	249-371-930.660	34.48
		2757(E)		FEBRUARY FUEL	266-901-930.660	55.91
		2757(E)		FEBRUARY FUEL	281-537-930.660	80.85
						7,278.77
03/10/2020	AP	2758(A)	GARY GELOW	MIDC SUPPORT STAFF - FEBRUARY 17 - 29, 2020	260-131-801.021	900.00
03/10/2020	AP	2759(A)	MCWCF	MEMBER 760 - 2ND QUARTER 2020	101-131-704.600	941.02
		2759(A)		MEMBER 760 - 2ND QUARTER 2020	101-133-704.600	134.88
		2759(A)		MEMBER 760 - 2ND QUARTER 2020	215-141-704.600	510.16

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/10/2020 - 03/10/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		2759(A)		MEMBER 760 - 2ND QUARTER 2020	292-662-704.600	617.70
						2,203.76
03/10/2020	AP	80575	87- A DISTRICT	CRAWFORD COUNTY CASE 19-X3493982-SI-3 PAID IN GAYLORD TRAF	101-136-606.010	15.00
03/10/2020	AP	80576	87-A DISTRICT COURT- IMPREST CASH	17-081-NA JUVENILE JURY TRIAL ON 2/18/20 MATTER OF LISA HOSEI	101-145-930.930	745.20
03/10/2020	AP	80577	A T & T STORE	REST. FROM MEDEDIK; DIST CT 20-38187 SM	701-000-299.000	129.99
03/10/2020	AP	80578	ABEL M CRUZ	PER DIEM, TRAVEL	208-752-703.040	50.00
		80578		PER DIEM, TRAVEL	208-752-930.500	1.70
						51.70
03/10/2020	AP	80579	ADVANCED CORRECTIONAL HEALTHCARE	INMATE MEDICAL #92384/93451/94277	101-351-930.470	11,371.20
03/10/2020	AP	80580	ARTS AUTO ELECTRIC SERVICE INC	01NP7030 STOCK	588-699-726.050	183.88
03/10/2020	AP	80581	AXON ENTERPRISE INC	2020 SERVICE CONTRACT TASER ASSURANCE-SI1642762	101-301-920.410	437.08
		80581		2020 SERVICE CONTRACT TASER ASSURANCE-SI1642762	101-351-920.410	2,622.48
						3,059.56
03/10/2020	AP	80582	BC PIZZA	WORK CAMP PIZZA	205-301-930.700	20.75
03/10/2020	AP	80583	BEAR RIVER HEALTH	FEBRUARY 2020 MENTAL HEALTH COUNSELING	101-133-940.010	810.00
03/10/2020	AP	80584	BILL MARSH FORD GAYLORD	6903	101-301-920.400	646.65
03/10/2020	AP	80585	BOB BARKER COMPANY INC	INMATE JAIL SUPPLIES	101-351-726.015	1,058.45
03/10/2020	AP	80586	BONNY MILLER	PER DIEM, TRAVEL FEBRUARY MEETING	208-752-703.040	50.00
		80586		PER DIEM, TRAVEL FEBRUARY MEETING	208-752-930.500	20.00
						70.00
03/10/2020	AP	80587	BRADLEY J BUTCHER	RESTITUTION PAYMENT BY CONNIE JOSEPH 05-16547-FY-3	701-000-271.130	150.00
03/10/2020	AP	80588	CALE COON	RESTITUTION PAYMENT BY ALEX YEOMAN 19-37287-SM-3	701-000-271.130	1,496.60
03/10/2020	AP	80589	CAPITAL TIRE INC	INV50266611	101-301-726.050	991.92
03/10/2020	AP	80590	CHOICE PUBLICATIONS	ADS	208-752-930.300	192.00
03/10/2020	AP	80591	CITY OF GAYLORD	TRAINING RROM RENTAL 2/19/2020	101-301-704.400	15.00
		80591		TRAINING RROM RENTAL 2/19/2020	101-302-704.400	10.00
		80591		TRAINING RROM RENTAL 2/19/2020	101-334-704.400	10.00
		80591		WATER BILL	208-752-920.200	56.35
		80591		ROOM RENTAL	264-362-704.400	65.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/10/2020 - 03/10/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		80591		RESTITUTION PAYMENT BY EUGENE EDWARD ZAHRT 19-37457-SD-3	701-000-271.130	25.00
						181.35
03/10/2020	AP	80592	CMP DISTRIBUTORS	INV-62466	101-351-726.046	734.25
03/10/2020	AP	80593	CORE TECHNOLOGY CORPORATION	MN3001218	101-301-801.020	328.50
		80593		MN3001218	101-302-920.410	70.00
		80593		MN3001218	101-334-920.410	36.50
		80593		MN3001218	101-351-801.020	365.00
						800.00
03/10/2020	AP	80594	CRUISERS	41071	101-301-726.050	301.75
03/10/2020	AP	80595	CURTISS REPORTING CORP	19-5663-FH TRANSCRIPTS - PEOPLE V JACOB HUBERT DUTTON	101-131-801.030	524.90
03/10/2020	AP	80596	DAVE BARAGREY	PER DIEM, TRAVEL	208-752-703.040	50.00
		80596		PER DIEM, TRAVEL	208-752-930.500	1.60
						51.60
03/10/2020	AP	80597	DAWN FANT	18-39-DL TRANSPORT ON 2/21/20	101-134-940.010	60.00
		80597		18-39-DL TRANSPORT ON 2/21/20	292-662-930.830	24.00
						84.00
03/10/2020	AP	80598	DEKETO LLC	FEBRUARY 2020 DOCUMENTS	101-215-920.410	338.67
		80598		FEBRUARY 2020 DOCUMENTS	256-215-920.410	677.33
						1,016.00
03/10/2020	AP	80599	DELL MARKETING LP	RUGGED LATITUDE LAPTOP - QUOTE 3000055158202.1	261-901-970.435	2,845.83
03/10/2020	AP	80600	DEP. JUSTIN HOLZSCHU	WITN FEE + MILEAGE, EVANS TRIAL	101-267-930.940	15.80
03/10/2020	AP	80601	DUNNS	DUN-2615 - CLASSIFICATION FOLDERS, ENVELOPES, LEGAL PADS, T.	101-131-726.000	692.93
		80601		DUN-5253 - FEBRUARY 2020 COURT COPY FEES & MAINTENANCE AG	101-131-920.520	117.99
		80601		2020 0304 DUNNS FEB COPY CONT	101-257-726.000	40.03
		80601		COPIER MAINTENANCE	101-267-726.000	223.29
		80601		INV-33AR462210	101-301-726.000	187.84
		80601		SUPPLIES	101-302-726.000	13.18
		80601		JAIL SUPPLIES	101-351-726.000	583.45
		80601		INV #33AR460241, ACCT# DUN-2647, COPIER CONTRACT MONTH ENI	101-682-920.410	43.52
		80601		COPIER MAINTENANCE	101-864-726.000	458.17
		80601		SUPPLIES	205-301-726.000	15.02
		80601		COPIER MAINTENANCE	212-430-726.000	86.09
		80601		DUN-5252 - FEBRUARY 2020 FOC COPIES & MAINTENANCE AGREEME	215-141-920.520	57.51

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/10/2020 - 03/10/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		80601		INV #33AR460241, ACCT# DUN-2647, COPIER CONTRACT MONTH ENI	232-690-920.410	4.83
		80601		COPIER MAINTENANCE	249-371-726.000	351.72
		80601		COPIER MAINTENANCE	281-537-726.000	37.66
		80601		HR SUPPLIES	645-270-726.000	44.44
						2,957.67
03/10/2020	AP	80602	VOID	** VOIDED **		** VOIDED **
03/10/2020	AP	80603	ESPAR OF MICHIGAN	00035673 STOCK	588-699-726.050	161.39
03/10/2020	AP	80604	EXTREME POWER SPORTS	94852214/94852011 SNOWMOBILE	101-333-726.050	426.06
03/10/2020	AP	80605	FAMILY FARE	RESTITUTION PAYMENT BY LUCILLE NORENE HALL 19-37935-SM-3	701-000-271.130	77.06
03/10/2020	AP	80606	GALLS INC AN ARAMARK CO	015011533	101-301-726.000	185.01
03/10/2020	AP	80607	GAYLORD CITY TREASURER	211D FEBRUARY 2020 DISTRICT COURT MONTH END TRANSMITTAL	701-000-221.000	524.04
03/10/2020	AP	80608	GAYLORD DRY CLEANERS	FEB DRY CLEANING	101-301-920.410	138.00
		80608		FEB DRY CLEANING	101-302-920.410	40.00
		80608		FEB DRY CLEANING	101-351-920.410	24.50
		80608		FEB DRY CLEANING	205-301-920.410	20.00
						222.50
03/10/2020	AP	80609	GILL ROYS HARDWARE	KEYS 2001883310	101-301-726.000	28.92
		80609		INV-2002-998821	101-302-726.000	16.99
		80609		2002991905	101-333-726.000	64.98
		80609		2002-982475	101-351-726.000	2.49
		80609		YAK TRAX	205-301-726.000	119.94
		80609		SUPPLIES	208-752-726.000	40.08
						273.40
03/10/2020	AP	80610	GREAT LAKES ENERGY	ELECTRIC BILLS	209-751-930.620	1,397.33
03/10/2020	AP	80611	HEADSETS.COM	2953504 4 HEADSETS -DISPATCH	588-697-726.000	715.80
03/10/2020	AP	80612	HOEKSTRA TRANSPORTATION INC	X101024146:01 BUS #16 & STOCK	588-699-726.050	110.00
03/10/2020	AP	80613	IMAGE FACTORY INC	BUS CARDS	101-301-726.000	250.00
		80613		SUPPLIES INV# 45619	249-371-726.000	88.00
						338.00
03/10/2020	AP	80614	IMPREST CASH, OTSEGO COUNTY BUS SYS	1150 VINEGAR, 1151 LYSOL WIPES, 1152 MOISTENER, 1153 FLEX TAP	588-697-726.000	7.54
		80614		1150 VINEGAR, 1151 LYSOL WIPES, 1152 MOISTENER, 1153 FLEX TAP	588-698-726.025	34.59

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/10/2020 - 03/10/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		80614		1150 VINEGAR, 1151 LYSOL WIPES, 1152 MOISTENER, 1153 FLEX TAP	588-699-726.050	21.07
						<u>63.20</u>
03/10/2020	AP	80615	JENNIFER BOYER	J-20-003-NA TRANSCRIPTS - MATTER OF PIPER ISABELLA ELMHIRST	101-131-801.030	1,913.90
03/10/2020	AP	80616	JENNIFER MARIE CURTIS	RESTITUTION PAYMENT BY BRIAN FERGUSON 19-37004-SM-3	701-000-271.130	75.00
03/10/2020	AP	80617	JIM WERNIG INC	LUBE OIL FILTER	101-301-726.050	305.60
		80617		OIL LUBE FILTER 697	101-301-920.400	60.60
		80617		INV 167423	101-302-726.050	245.60
						<u>611.80</u>
03/10/2020	AP	80618	JIM'S ALPINE AUTOMOTIVE	TAPE 78442	101-301-726.000	244.19
		80618		INV1786388	101-301-726.050	243.21
		80618		TOWSTRAP	205-301-726.000	29.95
		80618		MOTOR TUNE UP	205-301-726.050	8.59
		80618		MULTIPLE INVOICES	281-537-920.400	113.98
		80618		5150 OCBS 1-786764 BUS #17	588-699-726.050	32.86
						<u>672.78</u>
03/10/2020	AP	80619	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-785322 SHERIFF #69-016	588-699-726.051	163.21
03/10/2020	AP	80620	JIM'S ALPINE AUTOMOTIVE	5150 OCBS 1-786103: ***1-786388 SHERIFF #69-016	588-699-726.051	146.22
03/10/2020	AP	80621	JOHN FANT	18-39-DL TRANSPORT ON 2/21/20	101-134-930.500	113.60
		80621		18-39-DL TRANSPORT ON 2/21/20	101-134-940.010	60.00
		80621		18-39-DL TRANSPORT ON 2/21/20	292-662-930.500	46.00
		80621		18-39-DL TRANSPORT ON 2/21/20	292-662-930.830	24.00
						<u>243.60</u>
03/10/2020	AP	80622	JOHNSON OIL COMPANY	# 623471 525.2 GALLON DIESEL	281-537-930.662	1,045.15
03/10/2020	AP	80623	JUNE ELIZABETH GREVE	FEBRUARY 2020 COURT CLEANING FEE	101-131-726.025	150.00
		80623		MARCH 2020 FOC CLEANING FEE	215-141-726.025	150.00
						<u>300.00</u>
03/10/2020	AP	80624	JUSTIN WING	PER DIEM, TRAVEL	208-752-703.040	50.00
		80624		PER DIEM, TRAVEL	208-752-930.500	8.55
						<u>58.55</u>
03/10/2020	AP	80625	KENNETH JAMES MCMARTIN	RESTITUTION PAYMENT BY JULIE MICHELLE POWELL 18-35445-SM-3	701-000-271.130	5.00
03/10/2020	AP	80626	KENNETH JAMES MCMARTIN	RESTITUTION PAYMENT BY JULIE MICHELLE POWELL 18-35445-SM-3	701-000-271.130	5.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/10/2020 - 03/10/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/10/2020	AP	80627	KIRTLAND COMMUNITY COLLEGE	2020 JANUARY MILLAGE/DELQ PP/LOCAL STABIL	701-000-225.001	268,322.91
03/10/2020	AP	80628	LOWES	912594 BLINDS	209-751-726.000	63.71
03/10/2020	AP	80629	M BANK	RESTITUTION PAYMENT BY JOY MARIE MILLER 06-18440-FY-3	701-000-271.130	22.00
03/10/2020	AP	80630	MAKE IT MINE DESIGN	EMBROIDERY SERVICES	101-351-726.046	132.00
03/10/2020	AP	80631	MARVAC	MARO92093545 ONLINE AD	208-752-930.300	60.00
03/10/2020	AP	80632	MCCARDEL CULLIGAN	BOTTLED WATER	647-851-704.112	67.00
03/10/2020	AP	80633	MCSSCET	REGISTRATION FEE FOR MCSSA CONF	290-670-704.400	430.00
03/10/2020	AP	80634	MELANIE GEHRINGER	RESTITUTION PAYMENT BY DAVID RAYMOND DARGA 19-37064-SD-3	701-000-271.130	20.00
03/10/2020	AP	80635	MEYER ACE	SUPPLIES	208-752-726.000	1.90
		80635		SUPPLIES	208-752-726.025	36.95
		80635		SUPPLIES	209-751-726.000	74.64
		80635		27693 OFFICE	588-697-726.000	2.99
						116.48
03/10/2020	AP	80636	MEYER ACE HARDWARE	RESTITUTION PAYMENT BY SHANE ROBERT VANHOOK 19-37560-SM-	701-000-271.130	19.99
03/10/2020	AP	80637	MICHIGAN DEPARTMENT OF NATURAL RESO	REFUND	101-336-539.000	2,125.10
03/10/2020	AP	80638	MICHIGAN KENWORTH	022P124550 ***022P124572 BUS #12	588-699-726.050	78.06
03/10/2020	AP	80639	MICHIGAN STATE POLICE BFS-CASHIERS	FINGERPRINT 547664	701-000-228.017	3,738.75
		80639		SOR FEE FOR 551552573	701-000-228.018	630.00
						4,368.75
03/10/2020	AP	80640	MID NORTH PRINTING INC	LIQUOR INSPECTION FORM	101-301-726.000	289.00
		80640		STAMPED ENV	101-302-726.000	121.80
		80640		87612 30,000 SHEETS OF SCRAP PAPER	588-697-726.000	372.50
						783.30
03/10/2020	AP	80641	MPJRA	CARMEN PARKER - REGISTRATION FEE 2020 ADOPTION CONFERENC	101-131-704.400	75.00
03/10/2020	AP	80642	NEW CENTURY SIGNS	INV50449	101-301-726.000	547.93
		80642		50468	101-301-726.050	410.00
						957.93
03/10/2020	AP	80643	NORTHERN IMAGING ASSOCIATES PC	INMATE MEDICAL 2019 CLOSEOUT SEE ATTACHED	101-351-930.470	549.02
03/10/2020	AP	80644	NORTHERN LIGHTS COUNSELING	FEBRUARY 2020 GROUP MENTAL HEALTH COUNSELING	101-133-940.010	1,430.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 03/10/2020 - 03/10/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/10/2020	AP	80645	NORTHERN MICHIGAN REVIEW	BID REQUEST 2020-01	266-901-970.420	78.63
		80645		789846-782664 PRIME TIMES, CREATIVE YOUTH, SEO BOOST	588-697-930.300	244.00
						322.63
03/10/2020	AP	80646	NORTHERN TANK TRUCK SERVICE	INV # 425914/425944 WATER REMOVAL SRE BUILDING	281-537-920.400	540.00
03/10/2020	AP	80647	NORTHWESTERN MI EMERGENCY PHYS	INMATE MEDICAL 2019 CLOSE OUT SEE ATTACHED	101-351-930.470	615.00
03/10/2020	AP	80648	NYE UNIFORM COMPANY	722869A - UNIFORM SUPPLIES	101-301-726.046	542.50
03/10/2020	AP	80649	OCNET	MARCH CONNECTIVITY	101-864-930.240	800.00
		80649		CONNECTIVITY MAR 2000010299	205-301-930.240	16.00
		80649		2000010301 WIRELESS CONNECTION	208-752-726.000	59.95
		80649		MARCH CONNECTIVITY	261-427-930.240	200.00
						1,075.95
03/10/2020	AP	80650	OFFICE DEPOT INC	INV# 440201357001, ACCT# 33676958, COPY PAPER SUPPLIES FOR VI	101-682-726.000	73.26
03/10/2020	AP	80651	OMS COMPLIANCE SERVICES INC	PRE EMPLOYMENT DRUG SCREENING	209-751-940.010	83.00
03/10/2020	AP	80652	OTSEGO COUNTY BUS SYSTEM	STROBE LIGHT	101-301-726.050	116.50
		80652		0479	101-301-920.400	285.71
		80652		INV2000010274	101-302-726.050	22.50
		80652		INV2000010276	205-301-726.050	399.23
						823.94
03/10/2020	AP	80653	OTSEGO COUNTY EMS	CPR COURSE	101-301-704.400	550.00
		80653		CPR COURSE	101-302-704.400	110.00
		80653		CPR COURSE	101-334-704.400	55.00
		80653		CPR COURSE	264-362-704.400	660.00
						1,375.00
03/10/2020	AP	80654	OTSEGO COUNTY ROAD COMMISSION	RESTITUTION PAYMENT BY KANDRA LYNN BROZOWSKI 19-37614-SD-701-000-271.130		634.00
03/10/2020	AP	80655	OTSEGO COUNTY TREASURER	OVER PAID 2018 STILL OWE 2019 042-007-400-035-00	516-030-694.000	260.27
03/10/2020	AP	80656	OTSEGO MEMORIAL HOSPITAL	INMATE MEDICAL SEE ATTACHED	101-351-930.470	27,357.87
03/10/2020	AP	80657	OTSEGO MEMORIAL HOSPITAL CLINIC PHY	PRE EMPLOYMENT PHYSICAL 2019 #60162	101-351-801.020	65.00
		80657		INMATE MEDICAL 2019 CLOSEOUT SEE ATTACHED	101-351-930.470	244.00
						309.00
03/10/2020	AP	80658	PAK MAIL CENTERS OF AMERICA	HOWELL MI - CRUISERS	101-301-930.450	14.86

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/10/2020	AP	80659	QUALITY PLUMBING & MECHANICAL INC	11038 HOOK UP INTAKE PIPE TO TUB HEATER	208-752-726.050	95.00
03/10/2020	AP	80660	R.C. BYCE & ASSOCIATES, INC.	SAFETY COMPLEX FEASIBILITY STUDY	498-351-940.010	2,039.76
03/10/2020	AP	80661	RALPH DUBEY	FILING FEE REFUND - PLEADINGS FILED IMPROPERLY	701-000-286.002	55.00
03/10/2020	AP	80662	REDWOOD TOXICOLOGY LABORATORY INC	TEST CUPS- 708438	205-301-726.000	2,075.00
03/10/2020	AP	80663	ROGER FAGERLIE JR	SERVICES 2-27-2020 THRU 3-3-2020	249-371-801.026	840.00
03/10/2020	AP	80664	RONS WRECKER	WINCHING	101-301-726.050	300.00
03/10/2020	AP	80665	SARA SCHMIDT	HAND SANITIZERS, KLEENEX, CLOCK	101-267-726.000	33.92
03/10/2020	AP	80666	SCOTT COURTERIER	PER DIEM, TRAVEL	208-752-703.040	50.00
		80666		PER DIEM, TRAVEL	208-752-930.500	8.50
						<u>58.50</u>
03/10/2020	AP	80667	SECURUS TECHNOLOGIES T-NETIX	INMATE TELEPHONE PURCHASE #IDA 7110772573	101-351-930.210-INMT000000	2,520.00
03/10/2020	AP	80668	SPARTAN SEWER & SEPTIC TANK SERVICE	WORK ORDER 94888	101-351-920.400	200.00
		80668		13448 TOILET RENTAL	209-751-726.000	95.00
						<u>295.00</u>
03/10/2020	AP	80669	STAPLES BUSINESS CREDIT	403654 - TONER, CD SLEEVES, CDR, BUBBLE MAILERS	101-131-940.111	271.07
		80669		ORDER-7300953430	101-301-726.000	136.00
		80669		ORDER-7300953430	101-302-726.000	136.00
		80669		ORDER-7300953430	101-351-726.000	135.87
		80669		ACT#403652, ORDER#7304324643	256-215-726.000	77.98
		80669		ADMIN SUPPLIES	645-172-726.000	7.51
		80669		ADMIN SUPPLIES	645-201-726.000	7.51
		80669		ADMIN SUPPLIES	645-270-726.000	15.93
						<u>787.87</u>
03/10/2020	AP	80670	STATE CHEMICAL SOLUTIONS	901380293 AIR FRESHENER	208-752-726.025	368.58
03/10/2020	AP	80671	STATE OF MICHIGAN	INV # 59110485854 WEATHER ASOS	281-537-940.010	103.50
03/10/2020	AP	80672	STATE OF MICHIGAN	FEBRUARY NEW AND RENEWALS	701-000-228.016	1,767.00
03/10/2020	AP	80673	STATE OF MICHIGAN	211D FEBRUARY 2020 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.030	270.00
		80673		211D FEBRUARY 2020 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.037	2,990.25
		80673		211D FEBRUARY 2020 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.042	150.00
		80673		211D FEBRUARY 2020 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.057	270.00
		80673		211D FEBRUARY 2020 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.058	4,123.00

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		80673		211D FEBRUARY 2020 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.059	7,536.50
		80673		211D FEBRUARY 2020 DISTRICT COURT MONTH END TRANSMITTAL	701-000-228.560	1,050.00
						16,389.75
03/10/2020	AP	80674	STATE OF MICHIGAN	FEBRUARY 2020 MONTH END CIRCUIT COURT	701-000-228.037	578.78
		80674		FEBRUARY 2020 MONTH END CIRCUIT COURT	701-000-228.042	290.00
		80674		FEBRUARY 2020 MONTH END CIRCUIT COURT	701-000-228.057	75.00
		80674		FEBRUARY 2020 MONTH END CIRCUIT COURT	701-000-228.058	2,023.00
		80674		FEBRUARY 2020 MONTH END CIRCUIT COURT	701-000-228.059	275.05
		80674		FEBRUARY 2020 MONTH END CIRCUIT COURT	701-000-228.560	425.00
						3,666.83
03/10/2020	AP	80675	STATE OF MICHIGAN	FEBRUARY 2020 MONTH END	701-000-228.006	1,787.59
		80675		FEBRUARY 2020 MONTH END	701-000-228.058	1,945.00
		80675		FEBRUARY 2020 MONTH END	701-000-228.059	50.00
		80675		FEBRUARY 2020 MONTH END	701-000-228.560	300.00
						4,082.59
03/10/2020	AP	80676	STATE OF MICHIGAN	FEBRUARY 2020 MONTH END	701-000-228.005	18.00
03/10/2020	AP	80677	SUMMMIT FIRE PROTECTION	ANNUAL INSPECTIONS	101-301-920.410	250.00
		80677		ANNUAL INSPECTIONS	101-302-920.410	65.00
		80677		ANNUAL INSPECTIONS	101-334-920.410	57.60
		80677		ANNUAL INSPECTIONS	101-351-920.410	250.00
		80677		ANNUAL INSPECTIONS	205-301-920.410	65.00
						687.60
03/10/2020	AP	80678	SWANSON SERVICES GROUP	INMATE COMMISSARY PURCHASE JAN 2020	595-351-726.000	2,106.77
03/10/2020	AP	80679	TARCO INDUSTRIES INC	66295 SHOP EQUIPMENT	588-699-726.050	152.80
03/10/2020	AP	80680	TELE-RAD	UNICATION G4 DIGITAL VOICE PAGER	261-901-970.435	28,020.00
03/10/2020	AP	80681	TIFFINY MASON	1/2 DAY WITN FEE + MILEAGE, EVANS TRIAL	101-267-930.940	10.30
03/10/2020	AP	80682	TOTAL COMMUNICATION SERVICES LLC	JANUARY 2020 LOCATING SERVICES	594-806-801.030	1,290.00
03/10/2020	AP	80683	TRUCK & TRAILER SPECIALITIES	INV # BSO009150 CARBIDE INSERTS	281-537-920.400	1,030.60
03/10/2020	AP	80684	UNEMPLOYMENT CONSULTANTS INC	PROF UNEMPLOYMENT COMPENSATION SERVICES 2ND QTR 2020	704-000-228.027	700.00
03/10/2020	AP	80685	VALMONT COMPOSITE STRUCTURES	INVOICE #599205 - 100 ORANGE 72 INCH BOUNDRY MARKERS, 100 VI	101-450-726.000	1,378.00
03/10/2020	AP	80686	VERIZON CONNECT NWF INC	FEB 2020 CELL	208-751-930.230	56.81
		80686		FEB 2020 CELL	208-752-930.230	56.82

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		80686		FEB 2020 CELL	209-751-930.230	26.25
		80686		FEB 2020 CELL	261-427-930.210	180.17
		80686		FEB 2020 CELL	281-537-930.230	43.69
						363.74
03/10/2020	AP	80687	VERIZON WIRELESS	INV 9848306887; ACCT 842184815-00001	101-267-930.230	51.54
		80687		9848867169 MARCH	588-697-930.210	6.44
						57.98
03/10/2020	AP	80688	WAL-MART STORES ASSET PROTECTION	RESTITUTION PAYMENT BY JOSHUA BRIAN KELLEY 19-37450-SM-3	701-000-271.130	58.40
03/10/2020	AP	80689	WASH N GO MANAGEMENT INC	CAR WASH INVOICE #11882	101-302-920.400	6.00
03/10/2020	AP	80690	WATERS GARAGE & EQUIPMENT LLC	MULTIPLE INVOICES	281-537-920.400	565.02
03/10/2020	AP	80691	WENDY CRANE	02/18/2020 CDL	588-699-930.600	47.00
03/10/2020	AP	80692	WILBER AUTOMOTIVE SUPPLY INC	178769 STOCK	588-699-726.050	121.62
03/10/2020	AP	80693	WILLIAM HOLEWINSKI	PER DIEM, TRAVEL	208-752-703.040	50.00
		80693		PER DIEM, TRAVEL	208-752-930.500	3.00
						53.00
03/10/2020	AP	80694	WINN TELECOM	FEB 2020 PHONE	261-427-930.210	62.26
				TOTAL - ALL FUNDS	TOTAL OF 128 CHECKS (1 voided)	447,849.36