



## Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

989-731-7520 • Fax 989-731-7529

### NOTICE OF MEETING

Otsego County Board of Commissioner Meeting

April 28, 2020 at 9:30 a.m.

Due to the novel Coronavirus pandemic, this meeting will be held remotely in compliance with Governor Whitmer's Executive Order 2020-21. This meeting is open to the public.

To view and/or participate in this meeting:

**With computer or smart phone (for video and voice):** access through clicking or copy pasting this link into a browser (like Google)

<https://us02web.zoom.us/j/89719310486?pwd=WHNtK3k4L2tZdWdZcSt6MWJLMzJaZz09>

**Meeting ID: 897 1931 0486**

**Password: 155680**

**With a phone (for voice only):** dial 1-888-788-0099 or 1-877-853-5247 then wait for instructions and provide the meeting ID and password.

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### AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Consent Agenda

A. Regular Minutes of March 20, 2020 with attachments- Motion to Approve

B. COVID-19 Policies and Procedures- Motion to Approve

Committee Reports

Administrator's Report

Special Presentations

A. Northwest Michigan Health Department- Lisa Peacock, Health Officer

B. Emergency Management/Otsego County EMS- Chief Jon Deming

C. Otsego County Sheriff's Department- Sheriff Matt Nowicki/Undersheriff Matt Muladore

Department Head Report- Otsego County Equalization, Mark Reetz- Director

City Liaison, Township & Village Representatives

Correspondence

New Business

A. Financials

1. March 31, 2020 Warrant

2. April 7, 2020 Warrant

3. April 14, 2020 Warrant

4. April 21, 2020 Warrant

5. April 28, 2020 Warrant

B. Other Business

Public Comment

Board Remarks, Announcements, and Informal Discussions

Adjournment

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  Regular Minutes of March 20, 2020	<b>AGENDA DATE:</b>  April 28, 2020
<b>AGENDA PLACEMENT:</b>  Consent Agenda, Item A.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Rachel Frisch, County Administrator	<b>ATTORNEY REVIEW:</b>  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 March 20, 2020.

March 20, 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, Duane Switalski, Rob Pallarito, Ken Glasser,  
Ken Borton, Bruce Brown.

Excused: Paul Liss, Doug Johnson.

Consent Agenda:

Motion by Commissioner Duane Switalski, seconded by Commissioner Henry Mason, to approve the Regular minutes of March 10, 2020 with attachments. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski, seconded by Commissioner Henry Mason, to approve the Animal Control Ordinance. Ayes: Unanimous. Motion carried. (see attached)

Committee Reports:

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to award the Community Center Gym floor bid to Kuhn Specialty Flooring. Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to award the bids for Groen equipment as follows:

Lawnmower Ginop Sales, \$13,070

Snowblower Ginop Sales, \$4,148

Seeder Ginop Sales, \$15,164

Field Cultivator Zarembas, \$12,675

Ayes: Unanimous. Motion carried.

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the fireworks display agreement between Otsego County and Otsego Lake Association. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Henry Mason, to approve the budget amendment using \$3,670 of fund balance for Community Center improvements. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the COVID-19 related authorizations for employee policies and procedures. Ayes: Unanimous.  
Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Rob Pallarito, to approve the COVID-19 related update to the accounts payable policy, with the update being reviewed in 30 days. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Julie Powers, to approve suspending for 30 days (April 1-30, 2020) all Board of Commissioner meetings and all select committee with a strong recommendation that other County Boards follow the same course of action. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Duane Switalski, to approve OCR 20-10 cancelling the Special Election on May 5, 2020.

Roll Call Vote:

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

Nays: None.

Excused: Paul Liss, Doug Johnson.

Motion carried/resolution adopted. (see attached)

Motion by Commissioner Ken Glasser, seconded by Commissioner Duane Switalski, to approve OCR-20-11 placing the Otsego County Justice Complex proposal on the ballot for the August 4, 2020 Primary Election.

Roll Call Vote:

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

Nays: None.

Excused: Paul Liss, Doug Johnson.

Motion carried/resolution adopted. (see attached)

Administrator's Report:

Rachel Frisch thanked first responders, health care workers, small businesses and staff at the County for all of their hard work during COVID-19.

Special Presentations: None.

Department Head Report: None.

City Liaison, Township & Village Representative: None.

Correspondence: None.

New Business:

Motion by Commissioner Henry Mason, seconded by Commissioner Julie Powers, to approve the March 17, 2020 Warrant in the amount of \$374,954.81 and one voided checks. Ayes: Unanimous. Motion carried.

Motion by Commissioner Bruce Brown, seconded by Commissioner Duane Switalski, to approve the March 24, 2020 Warrant in the amount of \$316,827.15. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Rob Pallarito thanked Staff; attended the Otsego Lake Township meeting, locking building down to the public beginning today, review at the next meeting.

Commissioner Ken Glasser attended the Road Commission meeting, meetings cancelled for 30 days, proceeding with projects; reported on the Library, new assistant Library director hired. Library is closed to the public, currently doing curbside service only; phone conference with Camp Grayling counsel.

Commissioner Bruce Brown had no report.

Commissioner Duane Switalski attended the Chester Township meeting.

Commissioner Julie Powers had no report.

Commissioner Henry Mason had no report.

Commissioner Ken Borton thanked staff.

Meeting adjourned at 10:20 a.m.

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Kenneth C. Borton, Chairman

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Susan I. DeFeyter, Otsego County Clerk

ANIMAL CONTROL ORDINANCE

County of Otsego  
State of Michigan

An ordinance relating to and providing for Animal Control, an Animal Control Officer, and Animal Shelter and providing penalties for violation of this ordinance.

THE PEOPLE OF THE  
COUNTY OF OTSEGO,  
STATE OF MICHIGAN,  
DO ORDAIN

ARTICLE I  
Purpose

The Board of Commissioners of the County of Otsego, in the interest of protecting the public health, safety, convenience and welfare and to provide for the orderly and uniform administration of log licensing provisions of state law, Public Act 339 of 1919 as amended, MCL 287.261-287.290, and to create the position of Animal Control Officer and define his/her duties, authority and responsibilities, and to regulate and control the conduct, keeping and care of dogs and certain other animals, livestock and poultry, hereby adopts the following ordinance.

ARTICLE II  
General Provisions

- (a) Short Title: This ordinance may be known as and may be cited and referred to as the "Animal Control Ordinance."
- (b) Limitations: This Ordinance shall apply uniformly throughout Otsego County except to any ~~City, Village, or~~ Township which adopts its own Animal Control Ordinance.
- (c) Authority: Public Act 339 of the Public Acts of 1919 of the State of Michigan, as amended, MCL 298.261-287.290.
- (d) Penalties: Any person violating any portion of this Ordinance shall be guilty of a misdemeanor punishable by a fine of not less than \$10.00 nor more than \$500.00, or by up to three (3) months jail, or both.
- (e) Agents: Whenever a power is granted to, or a duty is imposed upon the Board of Commissioners, the power may be exercised, or duty performed by an agent authorized by the Board of Commissioners to exercise such power, or to perform such duty, unless this ordinance expressly provided otherwise.
- (f) Severability: If any part of this Ordinance is held invalid it shall not alter other parts of this Ordinance.

ARTICLE III  
Definitions

For the purpose of this ordinance, the following terms shall have the following meanings:

- (a) **Animal:** Any dog, cat, livestock, poultry and shall include birds, fish, wild mammals and reptiles.
- (b) **Animal Control Officer:** Any agent of the Board of Commissioners designated to enforce this Ordinance or State Acts pertaining to dogs or other animals.
- (c) **Animal Shelter:** An animal kenneling facility used by Otsego County to house stray or unwanted animals.
- (d) **At large:** An animal off the premises of the owner and not under reasonable control.
- (e) **Board:** the Otsego County Board of Commissioners.
- (f) **Companion Animal:** Any pet or domestic animal (i.e. dog or cat).
- (g) **Department:** The Animal Control Department.
- (h) **Euthanasia:** Putting an animal to death in a humane manner.
- (i) **Harbor:** Providing shelter and/or food other than a periodic or temporary situation.
- (j) **Kennel:** Any establishment which keeps or boards animals for profit whether for breeding, sale, storage or sporting purposes.
- (k) **Livestock:** Farm animals used for human food and fiber or animals used for service to humans. Does not mean human companion animals such as dogs or cats.
- (l) **Owners:** A person, partnership or corporation owning, keeping or harboring animals.
- (m) **Poultry:** Any domestic fowl, ornamental or game bird.
- (n) **Reasonable Control:** Having an animal on a suitable leash or under the oral control of the owner or confined in an automobile, cage or pen.
- (o) **To keep:** Provide shelter and/or food for any animal for any period of time in excess of twelve (12) hours to be in charge of control of an animal under any written or verbal agreement with the owner thereof.
- (p) **Vicious Animals:** An animal that has,
  - (1) demonstrated propensity to attack without provocation to cause injury or otherwise threaten the safety of humans or domestic animals.

- (2) without provocation attacks and by action indicates it will bite any person or domestic animal.
- (3) chased or approached a person in a menacing fashion causing a reasonable person to fear for his/her safety.

ARTICLE IV  
ANIMAL CONTROL OFFICER  
Authority and Responsibilities

Section 1: The Board, or the County Administrator, if applicable, shall select an Animal Control Officer who shall direct the Animal Control Department, Deputy Animal Control Officers and other individuals working at the Animal Shelter in accordance with the County's budgetary and personnel policies. Animal Control Officers must be accredited by the Michigan Department of Agriculture.

Section 2: The Animal Control Officer, his deputies, and any police officer shall enforce the provisions of this ordinance and applicable State Acts including but not limited to issuance of tickets, citation or summonses to persons in violation of this Ordinance or State Acts and may make a complaint in regard to such violations to the District Court.

Section 3: The Animal Control Officer and Deputies, when enforcing this ordinance, shall bear satisfactory identification reflecting the authority under which they act.

Section 4: The Animal Control Officer and Deputies are authorized, consistent with constitutional limitations, to inspect public and private premises to determine compliance with this Ordinance and state animal control laws including, but not limited to, the harboring, keeping, possessing, or licensing of animals. The authority to inspect shall include the authority to obtain a search warrant to compel entry for inspection.

ARTICLE V  
Duties of Animal Control  
Officers and Deputies

Section 1: The Animal Control Officer and Deputies shall promptly seize and place in the Animal Shelter all dogs or other animals, livestock or poultry found running at large or being kept or harbored any place with the County contrary to the provisions of the Ordinance or State Acts.

Section 2: The Animal Control Officer and Deputies shall assure that all companion animals deemed unsuitable for adoption are destroyed in a humane manner after being impounded for a period of not less than five (5) days and the remains shall be disposed of as defined by the Board or State Acts.

Section 3: The Animal Control Officer or Deputies shall promptly investigate all animal bite complaints involving humans and shall search out and attempt to discover the animal involved and shall decide whether to impound or quarantine for examination for disease in accordance with provisions of this Ordinance and/or State Acts. He/she shall also be obligated to seize and impound any rabies suspect animal.

Section 4: The Animal Control Officer or Deputies shall attempt to identify and locate all unlicensed dogs, to list such dogs and deliver such list to the Prosecuting Attorney for necessary proceedings as provided by this Ordinance and/or State Acts.

Section 5: The Animal Control Officer and Deputies shall investigate all cases of suspected animal cruelty.

Section 6: The Animal Control Officer and Deputies shall have the authority to inspect any kennel within Otsego County to ensure compliance with this Ordinance and state animal control laws; may suspend a kennel license and operations, upon probable cause to believe the kennel lacks adequate care, as defined by state law, MCL 750.50, as to any animal, such suspension to be lifted only upon clear proof that the condition leading to the lack of adequate care has been fully corrected; and shall revoke a kennel license upon court order.

Section 7: The Animal Control Officer and Deputies shall have the authority to investigate all incidents where an animal is alleged to be dangerous to persons, animals, or property; shall have the authority to seize and impound, pending a show cause hearing before the District Court, any allegedly dangerous animal upon probable cause to believe the animal is and will continue to be a danger to persons or other animals; and shall have the authority to confine and quarantine for ten (10) days any animal which has bitten a person or another animal.

Section 8: The Animal Control Officer and Deputies shall have the obligation to properly account for all fees and monies collected and shall deposit same with the County Treasurer as directed.

Section 9: The Animal Control Officer and Deputies shall have such other duties relating to enforcement of this ordinance and State Acts as the Board may provide from time to time.

## ARTICLE VI Licensing – Vaccination

Section 1: It shall be unlawful for any person to own any dog ~~six (6) months~~ four (4) months or older unless the dog is licensed or to own any dog ~~six (6) months~~ four (4) months or older that does not, at all times, wear a collar with a tag approved by the Director of the Michigan Department of Agriculture attached except when engaged in lawful hunting or training accompanied by the owner.

Section 2: An application for a license shall indicate the dog's breed, sex, age, color and address of its owner.

Section 3: The owner of the dog must prove that the animal has been inoculated against rabies and no license shall be issued unless applicant can provide a certificate signed by a veterinarian showing compliance with this provision.

Section 4:

The Board, by resolution, shall establish license fees for dogs and determine additional payment for failure to comply with provisions of this section. The Board shall consider that:

- (a) All dogs ~~six (6) months~~ four (4) months or older, on or before March 1 and each March 1 thereafter must have a license.

- (b) The owner shall have thirty (30) days after securing a dog to obtain a license without penalty.
- (c) All dogs secured from the shelter must be properly licensed.

Section 5: Fee for leader dogs or dogs trained to assist the handicapped are waived but owner must assure that rabies shot has been secured for the dog as provided in Section 3 of Article VI.

Section 6: Current licenses issued by other Michigan Counties and any other governmental agencies shall be honored by Otsego County until the following March 1.

Section 7: No dog shall be exempt from the rabies vaccine requirement unless a registered and practicing veterinarian of the State of Michigan certifies, in writing, that such vaccine would be detrimental to the health of the dog.

Section 8: No license or license tag issued for one dog shall be transferable to another. However, if the ownership or possession of a dog is permanently transferred from one person to another within this County, the license of the dog remains valid. It is the responsibility of the new owner to notify the Animal Control Officer or a Deputy.

Section 9: A lost dog license shall be replaced by the County upon application to the Animal Control Officer or Deputy. Cost of the replacement to be determined by the Board.

#### ARTICLE VII Confinement

Section 1: Any animal that bites a person shall be quarantined for ten (10) day at the Animal Shelter at the expense of the owner. The animal shall be securely confined and have no contact with other animals. At the discretion of the Director of Public Health, the animal may be quarantined on the premises of the owner or at a veterinary hospital.

Section 2: An animal not kept as a pet, including wild animals, which bite a human or animal, shall, if located, be confined for the required ten (10) days at the Animal Shelter or other suitable location. Public Health policies shall prevail in all situations.

Section 3: Every dog and other animal shall at all times be confined on the premises of the owner except when the animal is under the reasonable control of the owner.

Section 4: All vicious animals shall be securely confined indoors or in an enclosed and locked pen or structure on the premises of the owner. The pen or structure must have minimum dimensions of five (5) feet by ten (10) feet and must have secure sides and a secure top attached to the sides. If the floor is not attached to the sides, the sides must be imbedded into the ground to a minimum of two (2) feet.

Section 5: Vicious animals, off the owners property, must be muzzled and retrained on a chain or leash not more than four (4) feet in length and under the control of a person physically capable of controlling the animal.

Section 6: The owner of a vicious animal shall display in a prominent place on the owner's premises a clearly visible warning sign indicating that there is a vicious animal on the premises. The sign must

be readable from the public highway or thoroughfare. The owner shall also display a sign with a symbol warning children of the presence of a vicious animal.

## ARTICLE VIII Kennel License

Section 1: Any person who owns, keeps or operates a kennel may, in lieu of individual licenses required under this Ordinance and in accordance with State Acts, apply to the Animal Control Department for a kennel license entitling that person to own, keep or operate such kennel in accordance with applicable State Acts. All other provisions of this Ordinance shall apply.

Section 2: Any person who owns, keeps or operates a kennel within the boundaries of Otsego County shall, within thirty (30) calendar days prior to the start of such operation, or within thirty (30) days prior to the expiration date of a previously issued license, obtain a kennel license from the Animal Control Department which shall issue such license if the kennel is in compliance with Public Act 339 of 1919, as amended MCL 287.270, 287.271 and with applicable parts of this Ordinance.

Section 3: the fee for a kennel license shall be as determined by the Public Acts of the State of Michigan. Failure to apply within the prescribed time limits (see Section 2 above) will result in a doubling of the applicable fee.

Section 4: The Animal Control Officer or Deputies shall have the right to inspect any kennel in Otsego County. (see Section 6 of Article V)

## ARTICLE IX Animal Shelter and Impoundment

Section 1: The Animal Control Officer and Deputies shall operate and maintain an adequate facility as a shelter to receive, care for and safely confine any animal in the Officer's custody under the provisions of this Ordinance. The shelter shall be accessible to the public during reasonable hours for the conduct of necessary business, especially concerning impounded animals.

Section 2: The Animal Control Officer and Deputies may impound and hold at the shelter any animal when it is subject to a violation of this Ordinance, when it requires protective custody and care due to mistreatment or neglect by its owner, when it is voluntarily donated by its owner or when otherwise ordered impounded by a court.

Section 3: Any companion animal that is impounded or brought to the Animal Shelter as a stray or running at large, will not become property of Otsego County until after a four (4) day stray hold period. The stray hold period shall begin at the time an Animal Control Officer takes physical custody of the dog or cat.

This hold time shall not apply to dogs or cats that are sick and/or injured to the extent that the hold period would cause undue suffering per a veterinarian.

Section 4: Immediately upon impounding an animal the Animal Control Officer or Deputies shall make a reasonable effort to notify or locate the owner. Dogs or cats with evidence of ownership (traceable identification) need to be held for (7) seven days from the date of mailing notice to the owner. Evidence

of ownership includes, but is not limited to a collar with a tag, tattoo and/or microchip. Any owner may redeem an animal by executing a sworn statement of ownership, furnishing a license and tag and paying any required fees or costs. Animal Control need not release to an owner, without a court order, any animal which is dangerous, subject to quarantine, which has not been given adequate care, or if there exists other circumstances which would endanger the welfare of the animal or the health, safety, or welfare of the public.

Section 5: upon impounding an animal, Animal Control shall record: the date, a description of the animal, license information, owner information, other pertinent data.

Section 6: Any companion animal (dog or cat) not redeemed by its owner, which is neither a potentially dangerous animal nor in a dangerous condition of health will be released for adoption pursuant to Otsego County's "no kill policy".

Section 7: A dog or cat released for adoption will be released subject to the following conditions: (a)  
The adoptive owner shall pay applicable fees and costs.

Section 8: The Animal Control Officer or Deputies may decline to release an animal for adoption if the prospective owner has been convicted of cruelty to animals within the previous ten (10) years, or has inadequate or inappropriate facilities for keeping or harboring the animal and providing proper care or there is the existence of other circumstances, which in the opinion of the Animal Control Officer or Deputy, would endanger the welfare of the animal or the health, safety or welfare of the public.

#### ARTICLE X

##### Prohibitions and Regulated Conduct

Section 1: For the purpose of this Article the term "permit" shall include human conduct that is intentional, deliberate, careless or negligent regarding an owned animal. It is unlawful for any person to:

- (a) Permit any animal, except domesticated cats, to be at large or to stray beyond the property of the owner unless such animal is restrained by a leash or unless such animal is engaged in lawful hunting or hunting practice and is accompanied by a responsible person.
- (b) Permit any animal to trespass upon the property or to cause damage to property, real or personal, of another person.
- (c) Keep exotic, wild or otherwise dangerous animals unless specifically approved by the Animal Control Officer.
- (d) Engage in any activity prohibited by Public Act 381 of 1988, MCL 750.49 relating to animals owned, possessed, trained or used for fighting, baiting or target shooting.
- (e) Permit a dog in heat (estrus) to be accessible to a male dog not in the person's ownership except for intentional breeding purposes.
- (f) Permit any animal to cause unreasonable annoyance, alarm or noise disturbance at any time of the day or night, by repeated barking or other sounds which may be heard beyond the boundaries of the owner's property.
- (g) Permit an animal to be confined within or on a motor vehicle when conditions may endanger the health or well being of the animal, including, but not limited to dangerous temperature, lack of food, water or attention.
- (h) Abandon any animal.

- (i) Knowingly place food of any description containing poisonous or other injurious ingredients in any area likely to be reasonably accessible to any animals except rodents.
- (j) Physically mistreat any animal either by deliberate abuse or failure to furnish adequate care and shelter.
- (k) Permit any animal to leave the confines of any officially prescribed quarantine area.
- (l) Seize, molest or tease any animal while on the property of its owner or while held or led on a leash by its owner, or to decoy or entice any animal out of an enclosure or off the property of its owner.
- (m) Fail to comply with the requirements of this Ordinance and State Acts which apply to animal control.
- (n) Offer companion pets for adoption or sale on the property of any retail establishment. (Exception: Retail pet store or kennels).

Section 2: Otsego County reserves the right to limit the number of companion pets harbored in any one location, to insure the health, safety or welfare of the animal(s) or public.

#### ARTICLE XI

##### Regulations and Prohibitions in certain Cities and Villages

Prohibitions, requirements and regulations set forth in this Article shall apply and be enforceable within the jurisdiction of any city or village within Otsego County having a population in excess of 3,000 according to the most recent official census uniformly throughout Otsego County, except to any Township which adopts its own Animal Control Ordinance

Section 1: The owner of a vicious animal must provide proof to the City or Village Clerk that the owner has procured public liability insurance of at least \$500,000 insuring the owner for any personal injury which may be caused by his or her vicious animal.

Section 2: Conditions for keeping:

- (a) No person shall own or keep any animal or be in control of any animal that defecates on land owned by another or public land unless such owner or person in control immediately removes the feces and either places it in a refuse disposal container or otherwise disposes of it at his own place of abode.
- (b) All refuse or other litter resulting from their keeping or housing shall be disposed of daily in such a manner as to prevent any nuisance or any unsanitary, odorous or offensive condition.

Section 3: No person shall allow any animal to be on or in any public park or any public or private school property except for organized and sanctioned events.

Section 4: Limitation on number of dogs/cats.

- (a) No person shall possess, harbor, shelter, keep or have custody of more than two (2) dogs that are three (3) months old or older on the same premises in any city or village except in commercial or licensed kennels, veterinary hospitals, clinics, pet shops or similar permitted uses in properly zoned districts or when such kennels, veterinary hospital, clinics, pet shops and similar uses validly exist as non-conforming uses pursuant to the applicable zoning ordinances.

- (b) No person shall own, possess, shelter, keep or harbor more than three (3) cats over six (6) months of age at any one time. The provisions of this section shall not apply to cats that are being kept by a veterinarian or in a veterinary hospital or by an established commercial pet shop.

Section 5: Farm Animals: No person shall keep or house any horse, cow, calf, mule, duck, geese, turkey, guinea hen, goat, sheep, chicken, rabbit or pig within any city or village.

Section 6: No person shall shelter, exhibit, market, harbor, raise, breed, maintain or have in his or her possession or under his or her control within any city or village, any dangerous or exotic animal.

(a) Definitions as used in this Section:

- (1) "Dangerous or exotic animals" means and includes any wild mammal, reptile or fowl which is not naturally tame or gentle, but is a wild nature or disposition, and which, because of its size, vicious nature or other characteristics, would constitute a danger to human life or property;
- (2) "Animal" means a live and vertebrate creature, fowl, or reptile;
- (3) "Exotic" means an animal which is foreign and generally not native by birth to the County of Otsego;
- (4) "Harbor" means to feed or shelter an animal;
- (5) "Wild" means an animal which generally lives in its original and natural state and is not normally domesticated;
- (6) "Market" means to buy, sell, or otherwise deal in a wild or exotic animal, either wholesale or retail.

(b) This Section does not apply to:

- (1) The keeping of such animals in a bona fide licensed veterinary hospital for treatment;
- (2) The keeping of such animals in a bona fide educational or medical institution, museum or other place where they are kept as live specimens for public view or for the purpose of instruction or study;
- (3) Any official police canine dog.

Section 7: Carcass Removal and Burial:

- (a) When any animal dies the owner in possession of it shall, within twelve (12) hours thereafter, cause the carcass to be removed beyond the city or village limits or bury the same so that the entire carcass shall be covered with earth not less than three (3) feet in depth above such carcass.
- (b) Unless authorized, no person shall bring the carcass of any dead animal into any city or village for disposal,

## ARTICLE XII

### Receipts and Disbursement of Funds

All fees and monies collected under the provisions of this Ordinance, but not those collected under state law, shall be transferred to the Animal Control Fund of Otsego County, Michigan in accordance with the standards and practices of the County Treasurer and the monies paid out in accordance with this Ordinance shall be drawn upon the Animal Control Fund of Otsego County, Michigan.

## ARTICLE XIII

## Treasurer's Record and Duties

Section 1: An annual report shall be made by the Animal Control Officer indicating the number of dogs licensed as compared with the previous year to assist in locating unlicensed dogs.

Section 2: ~~Every Township, Village or City Treasurer shall receive a sum to be determined from time to time~~ A Township may sell Otsego County dog licenses thru the Township (at tax time) and retain \$1.00 per license for each dog license sold between December 1 and the last day of February. The remaining monies will be submitted to the Otsego County Treasurer to be receipted into the Animal Control Fund.

Section 3: The fees and expenses as established by this Ordinance may be changed from time to time on or before November 1 of each year by the Board.

Section 4: All other fees relating to the Animal Control Department shall be determined by the Board.

## ARTICLE XIV

### Animal Control Department

Section 1: The Animal Control Officer shall be the Department Manager.

Section 2: The Animal Control Shelter and equipment is assigned to the Animal Control Department.

Section 3: The annual operating budget shall be prepared and submitted by the Manager.

Section 4: The Animal Control Officer and Deputies shall dress in a uniform suitable for a law enforcement officer.

## ARTICLE XV

### Preservation of Certain Rights

Section 1: Nothing in this Ordinance shall be construed to prevent the owner of a licensed dog from recovery in an action of law from any peace officer or any other person, except as herein provided.

Section 2: Nothing in this Ordinance shall be construed as limiting the common law liability of the owner of a dog or other animal for damages committed by a dog or other animal.

## ARTICLE XVI

### Construction

Section 1: When not inconsistent with the context words used in the present tense include the future and past tense. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neuter. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted in the manner of their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any article of this Ordinance.

Section 2: The regulations of this Ordinance are minimum standards supplemental to the rules and regulations duly enacted by appropriate Michigan Departments and the Acts of the State of Michigan. Where any provision of this Ordinance is in conflict with State Acts the State Act shall prevail.

Section 3: All ordinances or parts of ordinances or policies inconsistent herewith are hereby repealed.

COUNTY OF OTSEGO

By: \_\_\_\_\_

Kenneth C. Borton, Chairman

By: \_\_\_\_\_

Susan I. DeFeyter, County Clerk



Louis R.L. Groen Nature Preserve - Otsego Lake County Park - Kentone Springs - Wah Wah Sog - Libke Field - Community Center - Pentresina Park

## Otsego County /Otsego Lake Association

### Fireworks Display Agreement

The purpose of this agreement between the Otsego Lake Association and Otsego County is to engage the services of Otsego County Parks and Recreation Department in the hosting and contracting of an Independence Day Fireworks show at Otsego Lake County Park.

In consideration of the mutual covenants and promises as set forth in this agreement, Otsego County and the Otsego Lake Association agree as follows:

- A. Otsego County Parks and Recreation shall host and contract an Independence Day fireworks show with a licensed and insured fireworks vendor and display operator selected according to the Otsego County purchasing policy.
- B. Otsego County Parks and Recreation agrees to pay the fireworks vendor according to the contract agreed upon between Otsego County and the selected vendor.
- C. Otsego Lake Association agrees to reimburse Otsego County Parks and Recreation in full the entirety of the three-year contract, according to the payment schedule in item D, prior to engagement of the contract between Otsego County and the selected vendor.
- D. Otsego Lake Association agrees to pay Otsego County Parks and Recreation on the following schedule for the three-year contract period of 2020, 2021, and 2022:

2020: Deposit \$3,750.00 Due on or before May 1<sup>st</sup>, 2020

Remaining Yearly Balance of \$11,162.10 Due on or Before July 1<sup>st</sup>, 2020

2021: Deposit \$3,750.00 Due on or before May 1<sup>st</sup>, 2021

Remaining Yearly Balance of \$11,872.20 Due on or Before July 1<sup>st</sup> 2021

2022: Deposit \$3,750.00 Due on or before May 1<sup>st</sup> 2022

Remaining Yearly Balance of \$12,653.31 Due on or Before July 1<sup>st</sup> 2022



Lucas M. Gioen Nature Preserve – Otsego Lake County Park – Irontona Springs – Wah Wah See – Libke Fields – Community Center – Pantresino Park

- E. Otsego Lake Association agrees to provide and install the platform to be used by the vendor required to operate the fireworks display.
  
- F. Otsego County Parks and Recreation agrees to acquire all required permits for operating the fireworks show at Otsego Lake County Park, as well as to arrange for the presence of police, Fire, and Marine protection.

Otsego County \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Otsego Lake Association \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_



**Wolverine FIREWORKS**  
**Display, Inc.**

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

**THREE YEAR DISPLAY CONTRACT**

To engage the services of WOLVERINE FIREWORKS DISPLAY INC., as vendor and display Operator.

This agreement, between **Otsego County, MI** hereafter called "SPONSOR" and WOLVERINE FIREWORKS DISPLAY, INC., 205 W. Seidlers Road, Kawkawlin, MI, 48631, hereafter called 'PROFESSIONAL' is made as follows.

In consideration of the mutual covenants and promises as set forth in this agreement, SPONSOR and PROFESSIONAL agree as follows:

A: PROFESSIONAL agrees to provide SPONSOR with the amount, size, and type of fireworks as described in proposal #1 submitted to SPONSOR 10/3/19.

B: PROFESSIONAL agrees to provide SPONSOR with labor for 7/3/2020, 7/3/2021 and 7/2/2022 fireworks display Otsego Lake County Park, Gaylord, MI.

C: PROFESSIONAL agrees that SPONSOR will be named as an additional insured on the liability insurance policy of WOLVERINE FIREWORKS DISPLAY for the display referenced in this agreement. The liability insurance policy WOLVERINE FIREWORKS DISPLAY shall have limit of \$10,000,000.00.

D: PROFESSIONAL and SPONSOR agree that in the case of inclement weather, a mutual agreement must be made, on show date, that SPONSOR will be charged fixed costs in the amount of \$3,750.00 per day, and not for the unused fireworks package.

Year	Show Date	Inclement Weather Date	Show Amount	Deposit	Discount	Balance Due
2020	July 3	TBD	\$15,750.00	\$3,750.00 (due upon signing)	\$837.90	\$11,162.10
2021	July 3	TBD	\$16,500.00	\$3,750.00	\$877.80	\$11,872.20
2022	July 2	TBD	\$17,325.00	\$3,750.00	\$921.69	\$12,653.31

E: Sponsor agrees to pay Professional deposit indicated above, by the first Monday of May each show year unless otherwise noted, and the Balance Due indicated above, within 10 days of the display on the above respective date(s).

F: SPONSOR agrees to pay balance within 10 days after show date or be subject to one and one-half (1 1/2%) percent, per month, interest, plus all attorney fees and costs incurred by PROFESSIONAL in obtaining a payment on any unpaid balance.



# Wolverine FIREWORKS

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

Display, Inc.

### THREE YEAR DISPLAY CONTRACT CONTINUED

G: SPONSOR agrees to procure and furnish a suitable place to display the fireworks in accordance with the NFPA 1123, and to secure all police, fire, and local and state permits, to arrange for any security bonds as required by law in its community. SPONSOR agrees to furnish all necessary police and fire protection for the protection of SPONSOR, individuals who work in or around the display, for proper crowd control, auto, parking and proper supervision.

H: SPONSOR agrees to indemnify, hold harmless and defend PROFESSIONAL from and against any and all liability, claims, damages, losses, expenses and costs, including attorney fees, that arise out of the display which is the subject of this agreement, regardless if such liability is due in part to the negligence, fault or breach of warranty on the part of PROFESSIONAL, or is alleged to be due to the negligence, fault, or breach of warranty on the part of PROFESSIONAL, excepting any liability which is due to the sole negligence of PROFESSIONAL.

I: SPONSOR agrees that PROFESSIONAL may cancel this Contract at any time if in its sole discretion it is unable to obtain satisfactory liability insurance at a cost satisfactory to PROFESSIONAL and, in that event, SPONSOR shall remain responsible to PROFESSIONAL for any amounts owed to PROFESSIONAL up to the date of such cancellation.

Sponsor Rachael Fritsch Date 1-9-2020

Witness [Signature] Date 1/9/2020

Professional Jennifer Campan Date 1/6/2020

Witness Wendy Chery Date 1/6/2020



**OTSEGO COUNTY  
BUDGET AMENDMENT**

**FUND/DEPARTMENT:** Parks

As provided for in the Uniform Budget and Accounting Act of 1978, as amended, and consistent with Otsego County Policy, the Administrator and Finance Director are hereby authorized to record the following adjustments to the budget.

Fund Type:  General  Special Revenue  Debt Service  Capital Project  Business-Type (Enterprise or Internal Svc)

**DESCRIPTION** Community Center Improvement

**REVENUE**

Account Number	Decrease	Increase
208-050-400.001 Budgeted Use of Fund Balance	\$	\$ 3,670
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$	\$ 3,670

**EXPENDITURE**

Account Number	Increase	Decrease
208-901-970.300 Property - Improvements	\$ 3,670	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>	\$ 3,670	\$

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Finance Department</b>
Entered:
By:

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



PO Box 415 Gaylord, MI 49734 Phone: (989) 732-2125 Fax: (989) 732-3745 Email: northcentralexcavating@gmail.com

Date: 3-11-20

Proposal #: 20-763

**Customer Billing Info**

Name: Osseo County Parks and Recreation  
Address: 315 S. Center, Gaylord, MI 49735  
Phone: 989-732-3521  
Email: aquay@osseocountymi.gov

Project: Community Center concrete work

Location: Same, Gaylord, Mi 49735

North Central Excavating, Inc. ("Contractor") submits to Owner/General Contractor ("Customer") this proposal based on plans, addenda, site visit and/or any specifications prepared/given by Customer.

Concrete work: Strip soil in proposed concrete slab area to a depth of 4". Export excess material. Form and pour 12'x 22' area of concrete 4" thick with fiber mesh re-enforcement. Control cut concrete and apply white pigmented sealer. Strip forms and backfill exposed edges with existing gravel material.

Amount: \$ 2,210.00

Optional 11'x 20' area: Strip and remove 4" of soil. Form and pour additional area of concrete 4" thick with fiber mesh re-enforcement including white pigmented sealer. Backfill exposed edges with existing gravel material.

Additional Amount: \$ 1,460.00

\$ 3,670

Note: Based on site visit and drawing provided. If accepted, optional concrete work to be done at the same time as base bid. Proposal does include any permits. Work assumes no utility conflicts. Proposal assumes existing sub-soil sufficient for structure load without modification, also site excavation to balance unless otherwise noted. No export or import of materials not stated above. Quote allows for 1 mobilizations of equipment for building excavating. No work unless specified above. No winter conditions.

THIS PROPOSAL SHALL REMAIN VALID ONLY FOR 30 DAYS FROM THE ABOVE PROPOSAL DATE. PROPOSAL INCLUDES ALL OF THE STANDARD TERMS AND CONDITIONS SET FORTH ON THE THIS DOCUMENT.

By: Richard E. Townsend  
Richard E. Townsend, Vice President  
North Central Excavating, Inc.

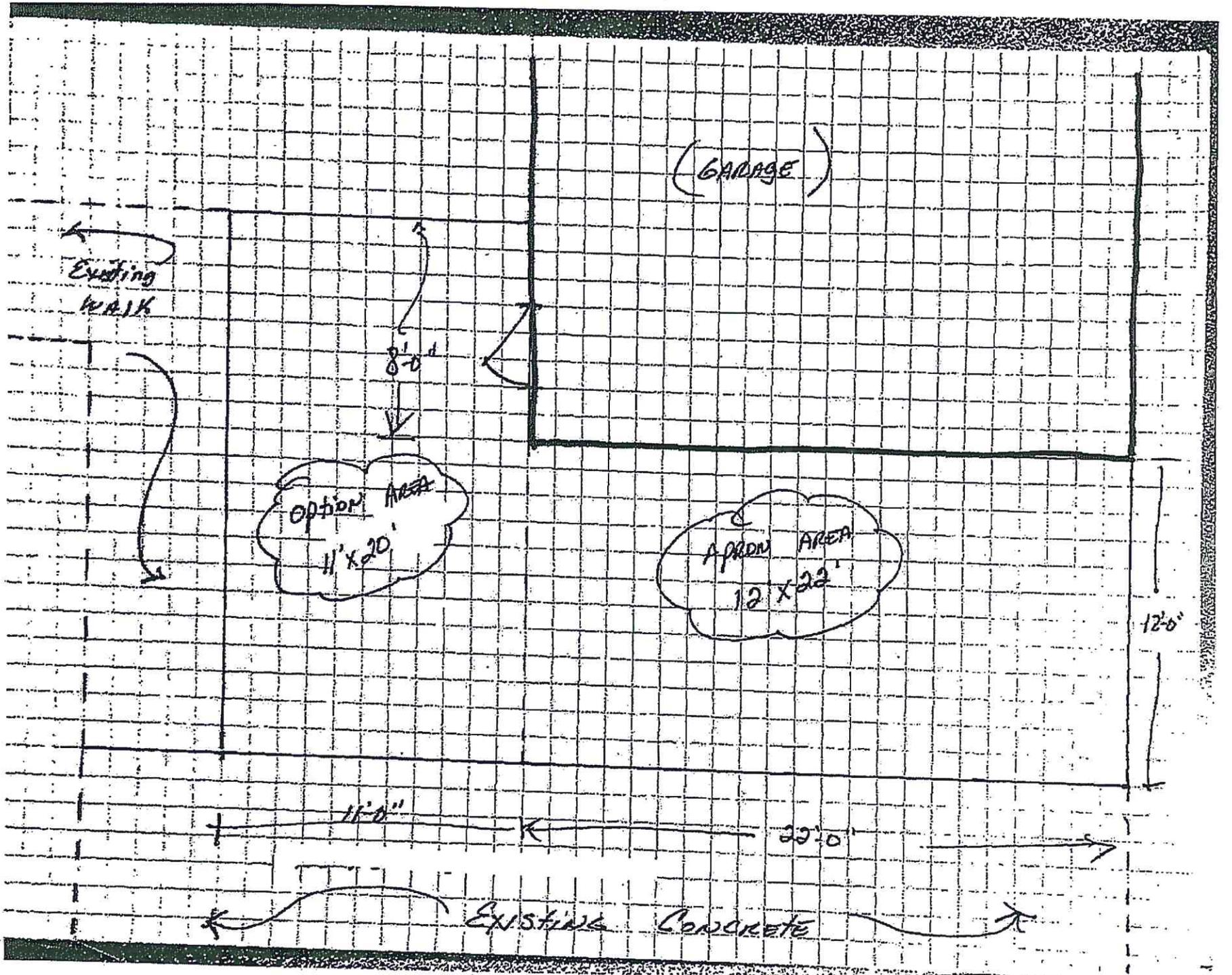
#### ACCEPTANCE OF PROPOSAL

I (we) have read the above Proposal, including the standard terms & conditions, and hereby accept this Proposal. You are hereby authorized to begin the work as proposed.

Authorized Signature: Rachel Frisch Date Signed: 3.24.20  
Printed Name and Title: Rachel Frisch Administrator

#### STANDARD TERMS & CONDITIONS OF THIS PROPOSAL

- 1.) All materials are warranted to be as specified. All work is to be completed according to this Proposal and in a workmanlike manner. Unless otherwise provided in this proposal, customer, at its expense, shall be responsible for all permits required to perform the work.
- 2.) Other than as expressly provided for in this Proposal, Contractor makes no express or implied warranties, including warranties of merchantability or fitness of a particular purpose. Customer's sole remedy for breach of warranty is limited exclusively to removal and replacement of the defective work. North Central Excavating, Trucking and Masonry, Inc. has no other liability for any type of damage, whether incidental, consequential or otherwise.
- 3.) Any express performance warranty provided in this Proposal shall be waived in the event Customer, either verbally or in writing, directs Contractor to place materials in an area of which Contractor has advised Customer is unacceptable.
- 4.) Contractor will not be liable for delays caused by labor disturbances, weather conditions, acts of God, acts of governmental agencies, accidents, and shortages of necessary supplies or any other cause beyond Contractors control.
- 5.) Any damage to or caused by appurtenances, including but not limited to stumps, trees, buried concrete slabs or footing, septic tanks, sprinkler systems or utilities not specifically described on the plans or accurately marked on the jobsite or as to make us aware of their exact location and depth, will be the Customer's responsibility, and any extra work involved will become an extra charge over the quoted price.
- 6.) Extra work not included in this Proposal will be performed at the direction of the Customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work.
- 7.) Sales tax is included in this Proposal. Customer is required to provide a valid sales tax exemption certificate if no sales tax is to be included.
- 8.) Contractor will not proceed with the work as specified in this Proposal until satisfied of the Customer's ability and intent to pay according to terms outlined herein.
- 9.) Payment Terms:
  - a. Residential/Commercial Customers – Not utilizing AIA format will require a deposit of half down prior to the start of job, with balance of proposal due upon completion. A 2% monthly finance charge on all balances 15 days past due. Customer agrees to pay all costs associated with collecting past due balances including, but not limited to, any and all attorney's or collection agency's fees.
  - b. Commercial/General Contractors – Invoicing utilizing AIA G702 and G703 format, with payment received no more than 30 days from date of AIA. A 2% monthly finance charge on all balances 15 days past due. Customer agrees to pay all costs associated with collecting past due balances including, but not limited to, any and all attorney's or collection agency's fees.
- 10.) Customer represents and warrants that there are no hazardous substances or hazardous wastes located on or within the jobsite. Customer agrees to defend, indemnify, and hold harmless Contractor, its officers and employees from any type of loss and/or liability, including reasonable attorney fees and expenses, arising from a breach of this representation or warranty or Customer' violation of environmental law, regulation or policy.
- 11.) The following sentence only applies if the parties intend that their contractual relationship will be governed by a written contract other than this Proposal. This Proposal is submitted subject to entering into a written contract, the terms and conditions of which are acceptable to both parties.





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

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March 20, 2020

The Otsego County Board of Commissioners has approved the attached COVID-19 Leave Policy and the COVID-19 Mandatory Guidelines for all Otsego County Employees. The Board of Commissioners also gives authority to the Board Chairman, Vice Chairman, and the County Administrator to make changes to these policies and procedures as they agree upon and are needed in response to this very fluid public health emergency. All changes to these policies will be ratified after the fact by the full Board of Commissioners meeting at their next available board meeting.

This policy will be reviewed by the Board of Commissioners every 90 days.

Kenneth Borton, Chairman

Otsego County Board of Commissioners

## **COVID – 19 Mandatory Guidelines for All Otsego County Employees Effective Immediately – March 20, 2020**

**Individual Diagnosed with COVID-19** – If an individual is diagnosed with COVID-19, he or she must report the diagnosis to his or her Department Head/Elected Official or Human Resources immediately and remain isolated for at least 14 days. The individual will participate in contact tracing activities with Public Health. Full-time employees can apply for benefits through their short term disability policy. Part-time employees will use their banked leave time and/or apply for unemployment benefits through the temporary expansion order No. 2020-10. The individual must provide medical clearance to return to work.

**Individual Symptomatic** – If an individual has a fever, cough, and/or shortness of breath stay home. He or she must report the symptoms to his or her Department Head/Elected Official or Human Resources and contact their health care provider. Do not return to work until symptoms have subsided. Full-time employees can apply for benefits through their short term disability policy. Part-time employees will use their banked leave time and/or apply for unemployment benefits through the temporary expansion order No. 2020-10. The individual must provide medical clearance to return to work.

**Potential Exposure** – Any individual known to have been potentially exposed to the virus will be notified immediately by the Department of Public Health and given appropriate guidance.

**Household Member Diagnosed** – Any individual with a household member diagnosed with COVID-19 will be contacted by Public Health and given appropriate guidance. The county will work with employees on a case-by-case basis to evaluate the option of working from home. If working from home is not an option, employees will use their banked leave time and/or apply for unemployment benefits through the temporary expansion order No. 2020-10.

**Household Member Symptomatic** – Anyone who has to remain at home to care for an ill family member will be expected to use their banked leave time. The County will work with employees on a case-by-case basis to evaluate the option of working from home. If working from home is not an option, employees will use their banked leave time and/or apply for unemployment benefits through the temporary expansion order No. 2020-10.

**School Closed, No Sign of Illness at Home** – The parent of an affected student may be given permission to work from home from his/her Department Head/Elected Official or Human Resources depending on the circumstances and available child-care alternatives. If working from home is not an option, employees will use their banked leave time and/or apply for unemployment benefits through the temporary expansion order No. 2020-10.

**Non-Essential Conferences, conventions, and off-site trainings** – Employee shall cancel registrations and travel arrangements as soon as possible in order to maximize refund opportunities. Consideration will be given to emergency type trainings.

**Travel in Known High Outbreak Area** – Travel to or from areas of known high outbreak (“Level 3” and “Level 2” locations per CDC designations) must be avoided at this time. If an individual or household member does travel to or from a known high outbreak area, they must inform Trisha Adam, Human Resources Director, in advance of travel by sending an email to her attention; upon the return of the individual or household member, the individual will be quarantined and required to work from home if possible for 14 days. If working from home is not an option, employees will use their banked leave time and/or apply for unemployment benefits through the temporary expansion order No. 2020-10 and short term disability if symptoms develop while in quarantine.

**Other Travel:** *We recommend individuals limit all non-essential travel.* Anyone traveling outside of the United States for personal reasons is required to send an e-mail to the attention of Trisha Adam, Human Resources Director, indicating the country(s) you will be visiting and the dates you will be out of the country. This information will be used to monitor where individuals are traveling as we learn more about the spread of this virus. We urge everyone to check with local agencies before traveling. If you are sick or experiencing acute respiratory symptoms (fever, cough, etc.) upon your return, do not report to work, notify your supervisor and contact your medical provider.

**\*\*This is an evolving situation that may result in additional protocols and/or changes.**

## OTSEGO COUNTY TEMPORARY TELEWORK POLICY

In the event of an emergency such as a weather disaster or pandemic, Otsego County may allow or require employees to temporarily work from home to ensure business continuity.

### **Procedures:**

In the event of an emergency, Otsego County may require certain employees to work remotely. These employees will be advised of such requirements by the department manager/elected official. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware and software. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or department manager/elected official can initiate a temporary telecommuting agreement during emergency circumstances. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement will be prepared by human resources and signed by the employee and his or her manager.

The employee will establish an appropriate work environment within his or her home for work purposes. Otsego County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Otsego County will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the Otsego County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of County information accessible from their home office and follow all Otsego County policies while teleworking from a remote location.

Employees should not assume any specified period of time for emergency telework arrangements, and Otsego County may require employees to return to regular, in-office work at any time.

**Otsego County Telework Agreement**

**Section 1: TO BE COMPLETED BY THE EMPLOYEE**

Date of Request: \_\_\_\_\_

Start Date: \_\_\_\_\_

Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee's Telephone: \_\_\_\_\_

Supervisor's  
Name: \_\_\_\_\_

Supervisor's  
Title: \_\_\_\_\_

Supervisor's  
Telephone: \_\_\_\_\_

Address, Telephone, and Description of Alternative  
Worksite: \_\_\_\_\_  
\_\_\_\_\_

Equipment Needed to Perform Work at Alternate  
Worksite: \_\_\_\_\_

**Type of Telework:**

Regularly Scheduled

Situational

Termination of Agreement: \_\_\_\_\_

Telework Days at Alternate Worksite: \_\_\_\_\_

Identification of specific data types allowed to be accessed: \_\_\_\_\_  
\_\_\_\_\_

- I acknowledge that I will not be authorized to telework if my performance does not meet expectation or does not comply with the terms of the agreement between my supervisor and me.
- I understand that I must not care for children, elders, or other dependents while I am in a duty status and teleworking. In these situations, I must request the appropriate leave from my supervisor or request to change my Alternative Work Schedule (AWS), if applicable, or obtain approval from my supervisor to go to a non-duty status for the remainder of my telework schedule.
- I understand that I must abide by Otsego County's Electronic Communications and Internet Security policy as well as all of Otsego County's policies.
- When unscheduled leave or telework is announced by the appropriate authorities, I understand that the election is mine but I must notify my supervisor. However, I am aware that management may require me to return to in office work or to report for an assignment that requires my presence and management at any time.

Employee's Signature: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Otsego County Telework Agreement**

**Section 2: TO BE COMPLETED BY THE APPROVING OFFICIAL**

Approved:       Disapproved:       Reason Not Approved: \_\_\_\_\_

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I certify that the employee is eligible and authorized to telework, that I have reviewed the employee's request and Telework Agreement.

Approving Official's Signature and Date: \_\_\_\_\_

Supervisor's Signature and Date: \_\_\_\_\_

**Alternative Worksite Costs** – The employee understands that the County will not be responsible for any operating costs associated with the use of the employee's home as an alternate worksite, for example, home maintenance, insurance, or utilities. The employee also understands that any entitlement to reimbursement for authorized expenses incurred while conducting business for the County, as provided for by statute or regulation, is not relinquished by this agreement.

**Liability** – The applicant understands that the County will not be held liable for damages to his/her personal or real property while he/she is working at the approved alternate worksite.

**Injury Compensation** – The applicant understands that he/she is covered under the Worker's Compensation Act if injured in the course of actually performing official duties at the alternate worksite. The applicant agrees to notify his/her supervisor immediately of any accident or injury that occurs at the alternate workplace and to complete any required forms. The supervisor agrees to investigate such a report as soon as possible.

**Disclosure** - The applicant agrees to protect County records from unauthorized disclosure and damage and will comply with all privacy and confidentiality rules just as they would at the municipal workplace.

**Performance Not in Compliance with Terms of Agreement** – The employee's failure to comply with the terms of this agreement will result in the termination of this agreement. Failure to comply may also result in disciplinary action.

- A. Department Authorization. All requests for payments, i.e., invoice or expense voucher, shall be approved by the designated individual responsible for the cost center (department) to which the expense shall be posted. The authorization shall indicate that the expense is authorized and correct by affixing the account number and his or her initials to the invoice. All approved bills must be submitted to the Finance Office within ten (10) days of receipt.
- B. Warrant Reports. The Finance Office shall prepare a warrant report to the Board of Commissioners showing the check number or Electronic Funds Transfer (EFT) number, check date, payee, description of expenditure, general ledger number, and amount. The report shall be ordered by check number/EFT number. A copy of the warrant shall be filed with the invoice claim.
- C. Board Audit. All claims shall be approved by the Board of Commissioners prior to payment, except as follows. These claims shall be post-audited at the next Board meeting.
1. Payroll
  2. Utility bills
  3. Invoices with penalties or discounts that would be incurred if payment is not received prior to the Board meeting where claims will be approved. Invoices shall be approved at the subsequent board meeting.
  4. Insurance payments
  5. Contracted services
  6. Bond / Loan Payments
  7. Michigan Veterans Trust Fund Payments
  8. Others at the County Administrator's discretion, with appropriate documentation, when following the normal procedures creates a hardship
- Board Audit. The Board of Commissioners will give the Administrator authority to approve all payments. A list will be provided to the Board of Commissioners for review and questions. This is a temporary permission for 30 days and may be extended upon Board review and approval.
- D. Expenditure Control. The general statute governing County budget activity is the Uniform Budgeting and Accounting Act. In addition to provisions of this statute, general statements concerning the Board's intent with regard to the administration of each year's budget are set out in the annual appropriations measure. The County Board wishes to amplify the general
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conditions of State law and those contained in the appropriations measure by specifically directing all County officers and employees not to authorize or participate in the expenditure of funds except as authorized by the annual appropriations measure. The Board recognizes that in addition to possible Board sanctions for willful disregard of this policy, state law (MCL141.437 through MCL 141.44) provides for civil liability for violations of the annual appropriations measure.

1. Annual budgetary appropriations shall be deemed maximum authorization to incur expenditures. The Management Team shall not consider appropriations contained in the budget as a mandate to expend county funds, nor does the budget constitute authorization to commit the County to specific obligations.
2. The Administrator and Finance Director shall monitor expenditures to ensure that spending does not exceed budgetary limits. County funds shall not be diverted for purposes significantly inconsistent with those specified in the appropriations measure.
3. The Finance Office shall maintain appropriation ledger accounts in which are to be recorded such expenditure encumbrances and obligations for the future payment of appropriated funds.
4. Each warrant, draft, or contract of the County shall specify the funded appropriations designated by number in the accounting system classification established pursuant to law from which it is payable and shall be paid from no other fund or appropriation. Expenditures shall not be charged directly to any contingent account. Instead, the necessary amount of appropriation from such account shall be transferred in accordance with this policy to the proper general appropriation account and the expenditure then charged thereto.
5. No obligation shall be incurred against, and no payment shall be made from, any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are, or will be, available to meet the obligation.

Notes: Being on the pre-approval list means that the checks can be printed on the in-between Tuesdays.

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

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March 20, 2020

In keeping with national and statewide recommendations for public health and social distancing due to the Coronavirus (COVID-19), the Otsego County Board of Commissioners has voted to suspend its meetings for a 30-day period, effective April 1 – April 30, 2020.

The suspended meetings include Board of Commissioner meetings and meetings of its Select Committees (Budget and Finance, Criminal Justice Coordinating, and Personnel Committees).

We apologize for any inconvenience to the public, but our highest priority is the well-being of our community and preventing the spread of this disease.

While Otsego County buildings are closed to the public, county staff is still working, and county operations still continue. Please contact county departments by using the directory at our main line 989-732-6484, or visit the county website at [www.otsegocountymi.gov](http://www.otsegocountymi.gov) for online services and additional contact information.

Sincerely,

Ken Borton, Chairman  
Otsego County Board of Commissioners

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



2020

**Board of Commissioners  
Meeting Schedule**

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

**January 2 \*(Organizational Meeting)**

**January 14**

**January 28**

**February 11**

**February 25**

**March 10**

**March 20 \*\*Special Meeting**

**~~March 24~~ \*\*Cancelled**

**~~April 14~~ \*\*Cancelled**

**~~April 28~~ \*\*Cancelled**

**May 12**

**May 26**

**June 9**

**June 23**

**July 14**

**July 28**

**August 11**

**August 25**

**September 8**

**September 22**

**October 13**

**October 27**

**November 10**

**November 24**

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



## **2020 Budget and Finance Meeting Schedule**

**To be held the third Wednesday of each month at 9:30 a.m. (unless otherwise noted)  
in Room 212 of the Otsego County Building  
225 W. Main Street, Gaylord, MI 49735**

**January 15**  
**February 19**  
**March 18**  
**April 15 Cancelled**  
**May 20**  
**June 17**  
**July 15**  
**August 19**  
**September 16**  
**September 22\*(Workshop)**  
**September 29\* (Workshop)**  
**October 6\*(Workshop)**  
**October 13\*(Workshop)**  
**October 20\*(Workshop)**  
**October 21**  
**October 27\*(Workshop)**  
**November 3\*(Workshop)**  
**November 10\*(Workshop)**  
**November 18**  
**December 9\*(second Wednesday)**

**If you have any questions, please contact the Finance Director, Mel Maier at  
(989) 731-7520 for assistance.**

**COUNTY OF OTSEGO RESOLUTION OCR20-10  
CANCELLING A SPECIAL ELECTION  
FOR THE PURPOSE OF SUBMITTING TO THE OTSEGO COUNTY ELECTORS  
A QUESTION OF WHETHER THE COUNTY MAY LEVY 1.95 MILLS FOR TWENTY  
(20) YEARS, BEGINNING WITH THE DECEMBER 1, 2020 TAX LEVY  
FOR THE PURPOSE OF CONSTRUCTING, OPERATING, EQUIPPING AND  
FURNISHING A NEW OTSEGO COUNTY JUSTICE COMPLEX**

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

PRESENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preambles and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, on January 28, 2020 the Otsego County Board of Commissioners adopted a Resolution to call a special election for Tuesday, May 5, 2020 (the "Special Election") to submit a millage proposition to the electors of Otsego County; and

WHEREAS, the Otsego County Clerk has received a request from the Michigan Secretary of State asking that all Clerks contact any local entity that has placed a question on the ballot for a May 5, Special Elections be requested to withdraw that request and place it on the ballot for the August 4, 2020 Primary.

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

1. The County hereby rescinds its request to the electors residing within the boundaries of the County of Otsego to submit the millage proposition at a Special Election on Tuesday, May 5, 2020.
2. The County Clerk is requested to cause a Notice of the cancellation of the Special Election in May since all other propositions to be presented have been moved to August..
3. The Otsego County Clerk shall take all actions required by law to cancel the Special Election on May 5, 2020.



**COUNTY OF OTSEGO RESOLUTION OCR 20-11  
FOR THE PURPOSE OF SUBMITTING TO THE OTSEGO COUNTY ELECTORS AT  
THE PRIMARY ELECTION TO BE HELD ON AUGUST 4, 2020  
A QUESTION OF WHETHER THE COUNTY MAY LEVY 1.95 MILLS FOR TWENTY  
(20) YEARS, BEGINNING WITH THE DECEMBER 1, 2020 TAX LEVY  
FOR THE PURPOSE OF CONSTRUCTING, OPERATING, EQUIPPING AND  
FURNISHING A NEW OTSEGO COUNTY JUSTICE COMPLEX**

At a board meeting of the Board of Commissioners of the County of Otsego, Michigan, held on the 20<sup>th</sup> day of March, 2020, at 9:30a.m., Eastern Time, in Room 100 at the Otsego County Building, 225 West Main St., Gaylord, Michigan there were:

PRESENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preambles and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

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

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

**WHEREAS**, based on estimates and projections, the Otsego County Board of Commissioners has determined that it will be necessary to submit a millage proposition to County voters for approval of a millage to cover the costs of constructing, furnishing, equipping and operating the Project at the regular Primary Election to be held on August 4, 2020; and

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

**WHEREAS**, the County Board of Commissioners desires to approve the language of such millage proposition and authorize the County Clerk to proceed with the necessary notices for submitting such proposition to the County voters at the August 4, 2020 Primary Election.

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

1. The County shall submit to the electors residing within the boundaries of the County of Otsego the millage proposition set forth in paragraph 3 below at a Primary Election on Tuesday, August 4, 2020.
2. The County Clerk shall cause a Notice of Registration and a Notice of Proposal to be submitted at the Primary Election to be published as required by law.
3. The Board of Commissioners certifies to the County Clerk the following proposition which shall be submitted to the electors of the County of Otsego at a Primary Election on Tuesday, August 4, 2020:

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

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

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

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



**APPENDIX A**

**PROPOSAL**

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

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

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

YES [  ]

NO [  ]



# April 28, 2020 Agenda

## **Agenda Questions**

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

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  COVID-19 Policies and Procedures	<b>AGENDA DATE:</b>  April 28, 2020
<b>AGENDA PLACEMENT:</b>  Consent Agenda, Item B.	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Trisha Adam, Human Resources Director / Asst County Administrator	<b>ATTORNEY REVIEW:</b>  Yes

**BACKGROUND/DISCUSSION:**

In order to respond to the COVID-19 public health emergency, the attached the COVID-19 related authorizations for policies and procedures were made by The Board Chairman, Vice Chairman, and County Administrator since the last Otsego County Board Meeting on March 20, 2020. These policies and procedures were needed in response to this very fluid public health emergency and are being ratified after the fact by the full Board of Commissioners at their next available board meeting as agreed at the March 20, 2020 Board of Commissioners Meeting.

**RECOMMENDATION:**

Staff requests subsequent full Board approval of the attached COVID-19 Related Policies and Procedures that have already been approved by the Chairman, Vice Chair, and Administrator and implemented.



*Board of Commissioners*  
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Phone: 989-731-7520 • Fax: 989-731-7529

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OTSEGO COUNTY WORK POLICY TO ADDRESS  
GOVERNOR WHITMER'S EXECUTIVE ORDER 2020-21:  
TEMPORARY REQUIREMENT TO SUSPEND ACTIVITIES  
THAT ARE NOT NECESSARY TO SUSTAIN OR PROTECT LIFE  
DATED March 23, 2020

In response to Governor Whitmer's Executive Order 2020-21 Stay-In-Place Order, the following Work From Home Policy will be in effect.

County offices will be staffed on a rotating basis with at least one employee in the office during normal department business hours, Monday through Friday, to monitor all phones, the employee's email, and other general matters. If a phone call or email is received that requires a working from home employee to respond, the office employee will contact that working from home employee. The employee at the office will be expected to also perform as much of their usual daily job to the extent possible.

Those employees not at the office, and not taking leave time, will be working from home. Employees working from home will be required to do the following:

- Be available by phone during normal business hours if the employee at the office receives a phone call or email that requires a working at home employee's response.
- Be available to come into the office if needed for an emergency matter. If the working at home employee is unable to come into the office when needed, that employee will be charged a personal day, vacation day, or unpaid leave day for that day.
- Perform usual daily job duties to the extent possible, including monitoring work-related emails for emergency matters.
- Complete assignments from his or her supervisor, which may include updating checklists, document preparation, organizational duties, and other projects or tasks.
- Review technical, professional, and leadership literature, and other materials relevant to the employee's specific responsibilities. The supervisor may designate specific reading requirements.
- Complete assigned on-line education classes.
- Remain at home and exercise proper social distancing to help combat the spread of the COVID-19 pandemic.
- Refrain from posting on social media during normal business hours.

Time reporting for Otsego County will be done individually by reporting your hours to your supervisor. Full-time employees will receive their regular hours of pay per day if they are working at home or in the office. If an employee working from home is unable to come to the office when needed, that employee must use paid or unpaid leave for the day. Part-time employees will be compensated for the number of hours worked from home or in the office.

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

All work-from-home arrangements must be approved, in advance, by County Administration.

This policy will be reevaluated and modified as necessary to address the fluid situation caused by the COVID-19 pandemic.

Approved: March 23, 2020

Ken Borton, Chairman Otsego County Board of Commissioners

Douglas Johnson, Vice Chairman Otsego County Board of Commissioners

Rachel Frisch, Otsego County Administrator



225 West Main Street  
Gaylord, Michigan 49735  
Phone 989.731.7518 • Fax 989.731.7529

## MEMORANDUM

TO: Otsego County Employees  
FROM: Trisha Adam, Human Resources  
DATE: March 24, 2020  
RE: COVID-19 Essential Staffing

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In keeping with Governor Whitmer's Executive Order 2020-21 (COVID-19), we have worked with our County Management Team to determine minimal basic essential operation levels during this Stay In Place Executive Order.

From March 23, 2020 through April 6, 2020, which is subject to change, each department will staff to minimum staffing levels and provide telework opportunities were available. Employees not in the office on a particular day will be "on-call status" and will need to be available by phone and in person if needed during normal business hours. Pay and benefits will be maintained during this time. Please be aware that "on-call status" means that you must adhere to the guidelines set forth in the Work from Home Policy issued on 3-23-2020.

The expectation is that those on on-call and telework status take seriously the commitment the Board of Commissioners has demonstrated to their safety and that of their families through the continuance of wages by adhering to the guidelines of the Stay in Place order by staying home as well as adhering to CDC prevention guidelines.

We will continue to evaluate the situation and our service and staffing levels so changes may occur. We appreciate your dedication during this unprecedented time.



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### FFCRA Exemption Election for Emergency Responders

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. The Act allows an Employer to exempt Emergency Responders from the Act.

Otsego County and the Otsego County Sheriff elected to exempt Emergency Responders from the Act.

Doug Johnson, Vice-Chair  
Board of Commissioners

3/31/20

Date

Sheriff Matthew J. Nowicki

4/9/20

Date

## **COVID – 19 Mandatory Guidelines for All Otsego County Employees (except Emergency Responders) Effective – April 1, 2020**

**Individual Diagnosed with COVID-19** – If an individual is diagnosed with COVID-19, he or she must report the diagnosis to his or her Department Head/Elected Official or Human Resources immediately and remain isolated for 14 days. The individual will participate in contact tracing activities with Public Health.

The individual must provide medical clearance to return to work.

**Individual Symptomatic** – If an individual has a fever, cough, and/or shortness of breath, they should stay home and contact their healthcare provider. He or she must report the symptoms to his or her Department Head/Elected Official or Human Resources.

The individual must provide medical clearance to return to work.

**Potential Exposure** – Any individual known to have been potentially exposed to the virus will be notified immediately by the Department of Public Health and given appropriate guidance.

**Household Member Diagnosed or Symptomatic** – Any individual with a household member diagnosed with COVID-19 will be contacted by Public Health and given appropriate guidance. An individual that has a household member that is symptomatic, should go into self-quarantine. The county will work with employees on a case-by-case basis to evaluate the option of working from home.

**School Closed, No Sign of Illness at Home** – The parent of an affected student may be given permission to work from home from his/her Department Head/Elected Official or Human Resources depending on the circumstances and available child-care alternatives.

**Non-Essential Conferences, conventions, and off-site trainings** – Employee shall cancel registrations and travel arrangements as soon as possible in order to maximize refund opportunities. Consideration will be given to emergency type trainings.

**Travel** – All non-essential travel must be avoided at this time especially travel to or from areas of known high outbreak ("Level 3" and "Level 2" locations per CDC designations). If an individual or household member does travel to or from a high outbreak area, they must inform Trisha Adam, Human Resources Director, in advance of travel by sending an email to her attention; upon the return of the individual or household member, the individual must be quarantined for 14 days.

**If any of the above situations applies to you, please contact Trisha Adam in Human Resources to review your payroll/leave options.**

**\*This is an evolving situation that may result in additional protocols and/or changes.**



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## MEMORANDUM

TO: Otsego County Employees  
FROM: Rachel Frisch, County Administration  
DATE: April 2, 2020  
RE: COVID-19 Staffing Update

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As you know, Otsego County has made every effort to maintain our workforce during the unprecedented Stay at Home Order issued by Governor Whitmer on March 23, 2020. A State of Emergency has been declared at the national, state and local level. These are extraordinarily difficult times for all of us in the County, as employees, dedicated public servants and for our residents. We have reduced our onsite office staff for essential services as much as possible and have done our best to offer telework opportunities where available. We continue to appreciate the dedication and hard-working effort of all our employees during this very trying time.

The Board of Commissioners values your safety and that of your families and hopes to continue offering the continuance of wages during the Stay in Place order. Therefore, I am pleased to convey that the Board of Commissioners has decided to extend their commitment to keeping all employees on the payroll through April 30, 2020.

However, the Board of Commissioners is not able to do so indefinitely, as budgetary impacts must be considered.

Some contract requirements require notice of the possibility of layoffs. Therefore, this memo is notice that unfortunately, we may approach a point in time that there could be temporary layoffs. The reduced workload created by this Stay at Home order and the uncertainty of how long this pandemic will go on is necessitating very hard decisions. Fortunately, in response to this crisis, there are enhanced unemployment benefits available during the COVID-19 pandemic.

Please be assured that if temporary layoffs become necessary down the road, Otsego County will maintain your health coverage. You will be expected to pay your employee portion of your healthcare premium, but it will not be due until you are receiving your unemployment benefit payments.

We will continue to evaluate the situation and our service and staffing levels as things are continually changing. We appreciate your dedication during this unprecedented time.

Thank you



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## MEMORANDUM

TO: Otsego County Management Team and Elected Officials

FROM: Trisha Adam, Human Resources

DATE: April 6, 2020

RE: Working in County Facilities under Executive Order 2020-21 and The Health Department of NW Michigan's Emergency Order 2020-1

---

This Memorandum provides continued information and additional guidance on COVID-19. The County continues to follow the guidance and protocols established by the CDC and public health officials. The Health Department of NW Michigan is our local leading authority on the community response including recommendations for employers which includes Otsego County.

Under Governor Whitmer's Executive Order 2020-21 (COVID-19), each department/court has designated critical infrastructure workers to perform essential functions whether in person or remotely. In keeping with Executive Order 2020-21 and the Health Department of NW Michigan Emergency Order 2020-1 issued yesterday, the below procedures shall be followed in order to maintain a safe work environment for those employees who perform in-person activities. Otsego County has already proactively implemented most of the requirements in the health department's emergency order, and we now must implement a formal screening program in all departments.

1. Continue to reiterate to employees to not report to work if they are sick. Employees should notify their supervisor if they feel sick and stay home. This reinforces prior guidance:
  - a. It is critical that employees do not report to work while they are experiencing respiratory symptom such as fever, cough, shortness of breath, sore throat, or vomiting/diarrhea. The Health Department of NW Michigan recommends that an employee remain at home until at least 72 hours after they are free of fever (100.4 degrees F or higher) without the use of fever-reducing medications and improved respiratory symptoms.
2. Develop and implement a daily screening program for staff performing in-person activities or working in County facilities. Even if there is only one person in a department on a given day, that person needs to answer the screening questions. Documentation must be maintained using the form provided by the Health Department and given to the Health Department and/or County Administration upon request.
  - a. Screening criteria must include the following:
    - i. Symptom check (fever, cough, shortness of breath, sore throat, or vomiting/diarrhea). On a daily basis, supervisors must inquire of each employee who reports to work this information.
  - b. A "yes" to any of the above screening questions requires the employee to be sent home and remain home until at least 72 hours after they are free of fever (100.4 degrees F) without the use of fever-reducing medications and improved respiratory symptoms.



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3. Continue to strictly manage and control social/physical distancing (at least 6 ft. spacing) for employees working alongside one another. Include the same standard for citizens who may be present (which should only be in outdoor locations).
4. Review this communication and your plan with your employees on a regular basis.

### **Additional Guidance for Employees with suspected or confirmed COVID-19**

Employees with suspected or confirmed COVID-19 who have been under quarantine or home isolated can only return to work onsite after the following three (3) things have occurred:

- 72 hours free of fever (100.4 degrees F) without use of fever-reducing medication; and
- Respiratory symptoms and/or vomiting/diarrhea have improved; and
- At least 7 days have passed since symptoms first appeared and they have a return to work release.

In all cases, employees shall follow the guidance of their healthcare provider.

### **Families First Coronavirus Response Act**

Effective, April 1 2020 - through December 31, 2020, the Families First Coronavirus Response Act (FFCRA) requires employers to provide their employees with sick leave (up to 80 hours depending on their normal work week) and expanded family and medical leave for specific reasons related to COVID-19 (see attached posting). To continue to maintain a safe workplace during this unprecedented time, for the remaining duration of the Shelter in Place Executive Order 2020-21, the County will pay the employee not only if they meet the specified reason as outlined in the FFCRA, but also if they are directed to not report to work by their supervisor because of symptoms and/or temperature. Such pay will be at their regular rate and will be deducted from the COVID-19 sick bank. Payroll staff have been given pay codes to use during this time for COVID-19 expense tracking purposes. Please contact Human Resources if you have any questions about the coding or application thereof.

Finally, our overriding objective is to maintain a safe workplace while providing essential public services to our community. We direct those practices recommended above in order to protect the health of our employees, visitors and others. Further, we expect you to follow the Shelter in Place and Health Department Emergency Order at your home as well to protect your families and our community.



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## Emergency COVID-19 Sick Leave for Emergency Responders

Otsego County has excluded Emergency First Responders from the Families First Coronavirus Response Act and the Emergency Paid Sick Leave Act.

As a result, Otsego County has elected to establish by policy to provide emergency responders with up to 80 hours (pro-rated for part-time employees by their FTE) paid sick leave for the specified following COVID-19 related reasons:

- Emergency Responder is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
- Emergency Responder has been advised by a health care provider to self-quarantine related to COVID-19 under Emergency Responder guidelines.

These provisions will apply going forward during the State of Emergency originally declared by Governor Gretchen Whitmer which began on March 10, 2020.

Unused COVID-19 paid sick time is not paid out at any time.

The above is being provided outside of the above statutes and is by policy by Otsego County during the term of this emergency only.

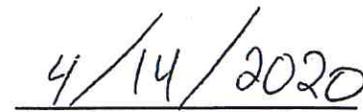
SIGNED VIA EMAL

April 13, 2020

\_\_\_\_\_  
Ken Borton  
Board of Commissioners

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Sheriff Matthew J. Nowicki

  
\_\_\_\_\_  
Date



Special Presentation

April 28, 2020

COVID-19 Update from the Following  
Departments/Agencies

Northwest Michigan Health Department-

Lisa Peacock, Health Officer

Emergency Management/Otsego County

EMS- Chief Jon Deming

Otsego County Sheriff's Department-

Sheriff Matt Nowicki/Undersheriff Matt

Muladore



Department Presentation  
April 28, 2020  
Otsego County Equalization  
Mark Reetz, Director

OTSEGO COUNTY

2020

EQUALIZATION REPORT

MARK REETZ, DIRECTOR  
EQUALIZATION DEPARTMENT

APRIL 28, 2020

**TO: THE HONORABLE MEMBERS OF THE BOARD OF  
COMMISSIONERS, COUNTY OF OTSEGO, MICHIGAN**

**I, MARK REETZ, CERTIFY THAT I HAVE EXAMINED THE  
REPORTS AS PREPARED BY YOUR EQUALIZATION  
DEPARTMENT FROM THE ASSESSMENT ROLLS OF THE  
VARIOUS TOWNSHIPS AND CITY WITHIN OTSEGO COUNTY AND  
FIND THE ROLLS RELATIVELY EQUAL AS ASSESSED.**

**IT IS MY RECOMMENDATION TO THE BOARD OF  
COMMISSIONERS OF THE COUNTY OF OTSEGO THAT THEY  
EQUALIZE THE VALUATIONS OF TAXABLE PROPERTY, BY CLASS  
IN OTSEGO COUNTY FOR THE YEAR 2020, IN COMPLIANCE WITH  
SECTIONS 209.5 AND 211.34 MCL OF 1948 AS AMENDED, AND IN  
ACCORDANCE WITH THE ATTACHED SCHEDULES.**

---

**KEN BORTON, CHAIRMAN  
OTSEGO COUNTY BOARD OF COMMISSIONERS**

*Prepared by: OTSEGO COUNTY EQUALIZATION DEPARTMENT*

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**MARK REETZ, DIRECTOR**

**APPROVED APRIL 28, 2020**

## EQUALIZATION REPORT FOR 2020

April 28, 2020

Mr. Chairman,

This report is a gathering of information starting in April of 2019 and ending in October of 2019. The sales upon which this report is based occurred between April 1, 2017 through March 31, 2019

It is the Equalization Departments responsibility to review each class of property in each unit of government every year.

We do this with either an appraisal study or a sales study. We compare the TRUE CASH value of the studied properties against the assessors assessed value. This develops a ratio which is spread against the assessor's values in each of the studied classes to bring the overall ratio within the guidelines of the STC. (49.00 – 50.00)

THESE VALUES ARE REFLECTED IN THE REPORT BEFORE YOU.

The SEV is up 5.50% for 2020 as compared to a 6.06 % increase for 2019. The 2018 SEV increased 1.96 %. (See pg 6)

### WHY

The residential real estate market is improving. Dover Township did a reappraisal in 2019 in the commercial class.

### COMING EVENTS

Before the Covid-19 outbreak, there were positive signs of an expanding housing market and a fair amount of new construction. Sales for the 2021 year will be from the period of April, 2018 through March, 2020. The virus will only affect sales for the last month of that period and not even the whole month. However, new construction may be affected if construction companies aren't able to get out to work on their projects.

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# MEMO

APRIL 28, 2019

TO: OTSEGO COUNTY BOARD OF COMMISSIONERS

FROM: MARK REETZ, DIRECTOR  
EQUALIZATION DEPARTMENT

SUBJECT: THE EQUALIZATION REPORT

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2016 County Equalized Value	1,323,308,500
2017 County Equalized Value	1,409,885,250
2018 County Equalized Value	1,437,568,508
2019 County Equalized Value	1,524,732,962
2020 County Equalized Value	1,608,602,837

This represents a \$83,869,875 (5.50%) increase in County Equalized Value.  
The increase in County Equalized Value in 2019 was 6.06 %. (See page 6)

---

You must read this report with the following in mind:

The County Equalization Report shows how each municipality is equalized. These figures are an assemblage of information starting in April and ending in October with the final value. This information is comprised of sales and appraisals studies. The true cash value is compared against the Assessors value for each municipality. This data is listed, checked, valued and recorded by my appraisal staff.

It is reviewed, analyzed and corrected, if necessary, and submitted to you.

Upon your approval, this report is submitted to the State Tax Commission. Upon their approval the County Equalized Value becomes the State Equalized Value for the County. This value can be adjusted, on an individual property, by the July or December Local Boards of Review, the State Tax Commission or the State Tax Tribunal.

The report you are reading is the County Equalized Value. **THIS VALUE IS NOT USED IN THE PREPARATION OF THE TAX BILL.**

1. The value used in the preparation of the Tax Bill is the Taxable Value of your property. The Taxable Value divided by 1000 and multiplied by the Millage rate equals your Tax.
2. The Taxable Value is determined in May of each year. This value is the lesser of the State Equalized Value or the Capped Value. The Capped Value is determined by State Law as the **LESSER** of the Consumer Price Index (1.9%) or 5% for 2019.

# OTSEGO COUNTY

## UNIT TOTALS

04/16/2020

2020 ASSESSED - BOARD OF REVIEW			
UNIT	REAL	PERSONAL	TOTAL
BAGLEY	273,456,200	17,941,500	291,397,700
CHARLTON	123,130,700	26,253,250	149,383,950
CHESTER	89,071,500	30,195,700	119,267,200
CORWITH	81,410,000	7,128,600	88,538,600
DOVER	46,026,300	5,247,900	51,274,200
ELMIRA	93,030,400	76,998,300	170,028,700
HAYES	136,049,000	19,828,600	155,877,600
LIVINGSTON	128,450,500	23,359,100	151,809,600
OTSEGO LAKE	203,746,000	9,287,796	213,033,796
CITY OF GAYLORD	189,962,691	28,028,800	217,991,491
COUNTY TOTAL	1,364,333,291	244,269,546	1,608,602,837

2020 COUNTY EQUALIZED VALUE			
UNIT	REAL	PERSONAL	TOTAL
BAGLEY	273,456,200	17,941,500	291,397,700
CHARLTON	123,130,700	26,253,250	149,383,950
CHESTER	89,071,500	30,195,700	119,267,200
CORWITH	81,410,000	7,128,600	88,538,600
DOVER	46,026,300	5,247,900	51,274,200
ELMIRA	93,030,400	76,998,300	170,028,700
HAYES	136,049,000	19,828,600	155,877,600
LIVINGSTON	128,450,500	23,359,100	151,809,600
OTSEGO LAKE	203,746,000	9,287,796	213,033,796
CITY OF GAYLORD	189,962,691	28,028,800	217,991,491
COUNTY TOTAL	1,364,333,291	244,269,546	1,608,602,837

## OTSEGO COUNTY

### DETERMINATION OF VARIANCE BETWEEN RECOMMENDED COUNTY EQUALIZED VALUES AND LAST YEAR'S STATE EQUALIZED VALUES

04/16/2020

	2019	2020	VARIANCE	PERCENT OF COUNTY TOTAL 2019	PERCENT OF COUNTY TOTAL 2020
REAL PROPERTY	1,276,152,862	1,364,333,291	6.91%	83.70%	84.81%
PERSONAL PROPERTY	248,580,100	244,269,546	-1.73%	16.30%	15.19%
COUNTY TOTAL	1,524,732,962	1,608,602,837	5.50%	100.00%	100.00%
AGRICULTURAL	49,000,700	46,364,700	-5.38%	3.21%	2.88%
COMMERCIAL	187,543,251	202,528,900	7.99%	12.30%	12.59%
INDUSTRIAL	26,045,065	29,529,700	13.38%	1.71%	1.84%
RESIDENTIAL	1,013,563,846	1,085,909,991	7.14%	66.47%	67.51%
TIMBER CUTOVER	0	0	0.00%	0.00%	0.00%
DEVELOPMENTAL	0	0	0.00%	0.00%	0.00%
PERSONAL	248,580,100	244,269,546	-1.73%	16.30%	15.19%

# OTSEGO COUNTY

## EQUALIZED VALUE CHANGE 2019 TO 2020

04/16/2020

UNIT	2019 S.E.V.	INCREASE(DECREASE)	2020 C.E.V.
BAGLEY	270,714,700	20,683,000	291,397,700
CHARLTON	142,687,600	6,696,350	149,383,950
CHESTER	110,763,600	8,503,600	119,267,200
CORWITH	89,986,100	-1,447,500	88,538,600
DOVER	47,681,900	3,592,300	51,274,200
ELMIRA	162,902,000	7,126,700	170,028,700
HAYES	149,583,700	6,293,900	155,877,600
LIVINGSTON	148,485,300	3,324,300	151,809,600
OTSEGO LAKE	194,423,100	18,610,696	213,033,796
CITY OF GAYLORD	207,504,962	10,486,529	217,991,491
COUNTY TOTAL	1,524,732,962	83,869,875	1,608,602,837

**OTSEGO COUNTY**  
**SEVEN YEAR EQUALIZATION COMPARISON**

04/21/2020

UNIT	2014	2015	2016	2017	2018	2019	2020
BAGLEY	231,532,150	227,690,600	240,083,250	245,014,300	249,670,700	270,714,700	291,397,700
CHARLTON	131,486,400	130,755,000	133,731,750	136,060,900	138,715,300	142,687,600	149,383,950
CHESTER	102,885,250	101,395,400	104,893,200	101,806,100	105,176,400	110,763,600	119,267,200
CORWITH	81,388,950	79,558,400	74,776,300	73,793,800	80,862,000	89,986,100	88,538,600
DOVER	42,136,800	42,721,000	43,363,400	44,678,700	45,385,800	47,681,900	51,274,200
ELMIRA	76,492,600	78,614,250	97,785,200	154,076,600	157,126,700	162,902,000	170,028,700
HAYES	131,112,450	131,025,950	134,312,700	143,803,200	144,346,300	149,583,700	155,877,600
LIVINGSTON	135,625,450	139,535,300	139,440,850	145,846,450	145,430,900	148,485,300	151,809,600
OTSEGO LAKE	168,424,300	180,115,150	180,752,050	180,633,400	184,179,800	194,423,100	213,033,796
CITY OF GAYLORD	173,639,400	173,007,460	174,169,800	184,171,800	186,674,608	207,504,962	217,991,491
<b>COUNTY TOTAL</b>	<b>\$1,274,723,750</b>	<b>\$1,284,418,510</b>	<b>\$1,323,308,500</b>	<b>\$1,409,885,250</b>	<b>\$1,437,568,508</b>	<b>1,524,732,962</b>	<b>1,608,602,837</b>

**OTSEGO COUNTY  
EQUALIZED VALUE CHANGE BY YEAR**

04/16/2020

YEAR	STATE EQUALIZED VALUE	PERCENT OF CHANGE	TAXABLE VALUE	PERCENT OF CHANGE
1975	133,826,575	0.00%		
1976	146,765,753	9.67%		
1977	164,001,372	11.74%		
1978	207,947,587	26.80%		
1979	227,939,047	9.61%		
1980	253,973,699	11.42%		
1981	284,896,102	12.18%		
1982	307,215,311	7.83%		
1983	334,509,410	8.88%		
1984	347,660,350	3.93%		
1985	357,992,291	2.97%		
1986	366,464,855	2.37%		
1987	373,224,669	1.84%		
1988	382,377,000	2.45%		
1989	402,486,952	5.26%		
1990	433,702,451	7.76%		
1991	477,198,053	10.03%		
1992	509,887,587	6.85%		
1993	574,469,340	12.67%		
1994	606,726,105	5.62%		
1995	654,404,671	7.86%		
1996	724,299,869	10.68%		
1997	780,693,610	7.79%		
1998	860,368,916	10.21%		
1999	933,851,735	8.54%		
2000	1,027,910,635	10.07%	863,836,743	
2001	1,123,214,214	9.27%	917,895,320	6.26%
2002	1,237,637,350	10.19%	976,999,012	6.44%
2003	1,349,292,168	9.02%	1,031,564,507	5.59%
2004	1,461,185,482	8.29%	1,083,027,404	4.99%
2005	1,543,635,476	5.64%	1,122,998,918	3.69%
2006	1,591,354,397	3.09%	1,178,509,814	4.94%
2007	1,644,410,800	3.33%	1,229,380,385	4.32%
2008	1,650,508,050	0.37%	1,265,673,226	2.95%
2009	1,552,425,823	-5.94%	1,262,251,288	-0.27%
2010	1,422,464,032	-8.37%	1,201,805,060	-4.79%
2011	1,362,211,600	-4.24%	1,170,785,765	-2.58%
2012	1,322,134,033	-2.94%	1,155,363,908	-1.30%
2013	1,315,512,485	-0.50%	1,164,891,144	0.01%
2014	1,274,723,750	-3.10%	1,141,288,013	-2.03%
2015	1,284,418,510	0.76%	1,137,047,405	-0.37%
2016	1,323,308,500	3.03%	1,152,385,044	1.35%
2017	1,409,885,250	6.54%	1,231,785,822	6.89%
2018	1,437,568,508	1.96%	1,258,730,002	2.19%
2019	1,524,732,962	6.06%	1,296,529,445	3.00%
2020	1,608,602,837	5.50%	1,328,134,092	2.44%

## OTSEGO COUNTY

### RECOMMENDED EQUALIZED VALUE BY CLASS AGRICULTURAL

04/16/2020

UNIT	2020 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	0	0.00%	1.0000	0	0
CHARLTON	12,357,100	49.90%	1.0000	12,357,100	24,764,845
CHESTER	6,164,500	49.88%	1.0000	6,164,500	12,358,248
CORWITH	1,302,100	49.03%	1.0000	1,302,100	2,655,478
DOVER	6,680,700	49.74%	1.0000	6,680,700	13,431,835
ELMIRA	5,413,600	49.31%	1.0000	5,413,600	10,979,285
HAYES	4,436,700	49.38%	1.0000	4,436,700	8,984,138
LIVINGSTON	10,010,000	49.91%	1.0000	10,010,000	20,056,356
OTSEGO LAKE	0	0.00%	1.0000	0	0
CITY OF GAYLORD	0	0.00%	1.0000	0	0
<b>COUNTY TOTAL</b>	<b>46,364,700</b>	<b>49.73%</b>		<b>46,364,700</b>	<b>93,230,186</b>

## OTSEGO COUNTY

### RECOMMENDED EQUALIZED VALUE BY CLASS COMMERCIAL

04/16/2020

UNIT	2019 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	21,027,500	49.17%	1.0000	21,027,500	42,768,010
CHARLTON	1,740,400	49.37%	1.0000	1,740,400	3,525,202
CHESTER	1,285,500	49.79%	1.0000	1,285,500	2,581,849
CORWITH	3,524,200	49.80%	1.0000	3,524,200	7,077,264
DOVER	5,420,600	50.00%	1.0000	5,420,600	10,841,087
ELMIRA	2,714,900	49.31%	1.0000	2,714,900	5,505,612
HAYES	2,438,100	49.05%	1.0000	2,438,100	4,970,600
LIVINGSTON	29,131,900	49.41%	1.0000	29,131,900	58,957,209
OTSEGO LAKE	6,242,700	49.88%	1.0000	6,242,700	12,514,336
CITY OF GAYLORD	129,003,100	49.14%	1.0000	129,003,100	262,542,835
<b>COUNTY TOTAL</b>	<b>202,528,900</b>	<b>49.24%</b>		<b>202,528,900</b>	<b>411,284,004</b>

## OTSEGO COUNTY

### RECOMMENDED EQUALIZED VALUE BY CLASS INDUSTRIAL

04/16/2020

UNIT	2020 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	4,411,000	49.65%	1.0000	4,411,000	8,883,945
CHARLTON	2,299,500	49.92%	1.0000	2,299,500	4,606,189
CHESTER	1,452,600	49.37%	1.0000	1,452,600	2,942,079
CORWITH	1,760,400	49.77%	1.0000	1,760,400	3,537,072
DOVER	178,600	49.78%	1.0000	178,600	358,779
ELMIRA	6,361,300	49.54%	1.0000	6,361,300	12,840,735
HAYES	1,380,900	49.48%	1.0000	1,380,900	2,790,641
LIVINGSTON	386,400	49.90%	1.0000	386,400	774,300
OTSEGO LAKE	0	0.00%	1.0000	0	0
CITY OF GAYLORD	11,299,000	49.23%	1.0000	11,299,000	22,952,132
COUNTY TOTAL	29,529,700	49.48%		29,529,700	59,685,872

**OTSEGO COUNTY**  
**RECOMMENDED EQUALIZED VALUE BY CLASS**  
**RESIDENTIAL**

04/16/2020

UNIT	2019 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	248,017,700	49.29%	1.0000	248,017,700	503,170,622
CHARLTON	106,733,700	49.84%	1.0000	106,733,700	214,134,920
CHESTER	80,168,900	49.11%	1.0000	80,168,900	163,242,395
CORWITH	74,823,300	49.94%	1.0000	74,823,300	149,815,170
DOVER	33,746,400	49.81%	1.0000	33,746,400	67,743,620
ELMIRA	78,540,600	49.55%	1.0000	78,540,600	158,505,391
HAYES	127,793,300	49.13%	1.0000	127,793,300	260,126,402
LIVINGSTON	88,922,200	49.62%	1.0000	88,922,200	179,217,796
OTSEGO LAKE	197,503,300	49.80%	1.0000	197,503,300	396,553,668
CITY OF GAYLORD	49,660,591	49.70%	1.0000	49,660,591	99,915,438
<b>COUNTY TOTAL</b>	<b>1,085,909,991</b>	<b>49.53%</b>		<b>1,085,909,991</b>	<b>2,192,425,422</b>

**OTSEGO COUNTY  
RECOMMENDED EQUALIZED VALUE BY CLASS  
PERSONAL PROPERTY**

04/16/2020

UNIT	2019 BOARD OF REVIEW	RATIO	FACTOR	COUNTY EQUALIZED VALUE	TRUE CASH VALUE
BAGLEY	17,941,500	50.00%	1.0000	17,941,500	35,883,000
CHARLTON	26,253,250	50.00%	1.0000	26,253,250	52,506,500
CHESTER	30,195,700	50.00%	1.0000	30,195,700	60,391,400
CORWITH	7,128,600	50.00%	1.0000	7,128,600	14,257,200
DOVER	5,247,900	50.00%	1.0000	5,247,900	10,495,800
ELMIRA	76,998,300	50.00%	1.0000	76,998,300	153,996,600
HAYES	19,828,600	50.00%	1.0000	19,828,600	39,657,200
LIVINGSTON	23,359,100	50.00%	1.0000	23,359,100	46,718,200
OTSEGO LAKE	9,287,796	50.00%	1.0000	9,287,796	18,575,592
CITY OF GAYLORD	28,028,800	50.00%	1.0000	28,028,800	56,057,600
<b>COUNTY TOTAL</b>	<b>244,269,546</b>	<b>50.00%</b>		<b>244,269,546</b>	<b>488,539,092</b>

**OTSEGO COUNTY  
JURISDICTIONS IN SCHOOL DISTRICTS  
2020 EQUALIZED VALUE**

SCHOOLS	REAL PROPERTY					TOTAL REAL	PERSONAL PROPERTY				TOTAL PERSONA	GRAND TOTAL
	AGRICULTURAL	COMMERCIAL	INDUSTRIAL	RESIDENTIAL	UTILITY		COMMERCIAL	INDUSTRIAL	RESIDENTIAL	UTILITY		
<b>69020</b>												
<b>GAYLORD</b>												
BAGLEY	0	21,027,500	4,411,000	248,017,700	273,456,200	5,573,900	638,600	0	11,729,000	17,941,500	291,397,700	
CHESTER	4,643,300	1,081,100	1,383,300	46,434,200	53,541,900	423,600	3,570,600	0	11,268,800	15,263,000	68,804,900	
DOVER	1,057,400	4,078,800	36,200	12,231,300	17,403,700	1,718,000	0	0	961,600	2,679,600	20,083,300	
ELMIRA	5,413,600	2,714,900	6,361,300	78,540,600	93,030,400	728,800	0	0	76,269,500	76,998,300	170,028,700	
HAYES	4,436,700	2,438,100	1,380,900	127,793,300	136,049,000	84,700	0	0	19,743,900	19,828,600	155,877,600	
LIVINGSTON	9,010,800	28,999,100	386,400	85,683,500	124,079,800	2,095,700	250,000	0	20,957,500	23,303,200	147,383,000	
OTSEGO LAKE	0	5,342,300	0	184,919,300	190,261,600	1,198,600	0	0	7,463,496	8,662,096	198,923,696	
CITY OF GAYLORD	0	129,003,100	11,299,000	49,660,591	189,962,691	14,753,100	541,200	0	12,734,500	28,028,800	217,991,491	
<b>TOTALS</b>	<b>24,561,800</b>	<b>194,684,900</b>	<b>25,258,100</b>	<b>833,280,491</b>	<b>1,077,785,291</b>	<b>26,576,400</b>	<b>5,000,400</b>	<b>0</b>	<b>161,128,296</b>	<b>192,705,096</b>	<b>1,270,490,387</b>	
<b>69021</b>												
<b>GAYLORD (NO DEBT)</b>												
OTSEGO LAKE	0	0	0	1,344,200	1,344,200	0	0	0	0	0	1,344,200	
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,344,200</b>	<b>1,344,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,344,200</b>	
<b>69030</b>												
<b>JOHANNESBURG/LEWISTON</b>												
CHARLTON	12,357,100	1,740,400	2,299,500	106,733,700	123,130,700	0	4,019,500	0	22,233,750	26,253,250	149,383,950	
CHESTER	1,521,200	204,400	69,300	33,734,700	35,529,600	56,300	0	0	14,876,400	14,932,700	50,462,300	
DOVER	4,740,100	1,178,500	142,400	19,933,600	25,994,600	29,300	0	0	2,388,800	2,418,100	28,412,700	
<b>TOTALS</b>	<b>18,618,400</b>	<b>3,123,300</b>	<b>2,511,200</b>	<b>160,402,000</b>	<b>184,654,900</b>	<b>85,600</b>	<b>4,019,500</b>	<b>0</b>	<b>39,498,950</b>	<b>43,604,050</b>	<b>228,258,950</b>	
<b>69040</b>												
<b>VANDERBILT</b>												
CORWITH	1,302,100	3,524,200	1,760,400	74,823,300	81,410,000	417,900	149,000	0	6,561,700	7,128,600	89,538,600	
DOVER	883,200	163,300	0	1,581,500	2,628,000	0	0	0	150,200	150,200	2,778,200	
LIVINGSTON	999,200	132,800	0	3,238,700	4,370,700	0	0	0	55,900	55,900	4,426,600	
<b>TOTALS</b>	<b>3,184,500</b>	<b>3,820,300</b>	<b>1,760,400</b>	<b>79,643,500</b>	<b>88,408,700</b>	<b>417,900</b>	<b>149,000</b>	<b>0</b>	<b>6,767,800</b>	<b>7,334,700</b>	<b>95,743,400</b>	
<b>20015</b>												
<b>CRAWFORD\AUSABLE</b>												
OTSEGO LAKE	0	900,400	0	11,239,800	12,140,200	4,900	0	0	620,800	625,700	12,765,900	
<b>TOTALS</b>	<b>0</b>	<b>900,400</b>	<b>0</b>	<b>11,239,800</b>	<b>12,140,200</b>	<b>4,900</b>	<b>0</b>	<b>0</b>	<b>620,800</b>	<b>625,700</b>	<b>12,765,900</b>	
<b>CRAWFORD\AUSABLE (DEBT ONLY)</b>												
OTSEGO LAKE	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>C.O.P. INTERMEDIATE</b>												
BAGLEY	0	21,027,500	4,411,000	248,017,700	273,456,200	5,573,900	638,600	0	11,729,000	17,941,500	291,397,700	
CHARLTON	12,357,100	1,740,400	2,299,500	106,733,700	123,130,700	0	4,019,500	0	22,233,750	26,253,250	149,383,950	
CHESTER	6,164,500	1,285,500	1,452,600	80,168,900	89,071,500	479,900	3,570,600	0	26,145,200	30,195,700	119,267,200	
CORWITH	1,302,100	3,524,200	1,760,400	74,823,300	81,410,000	417,900	149,000	0	6,561,700	7,128,600	89,538,600	
DOVER	6,680,700	5,420,600	178,600	33,746,400	46,026,300	1,747,300	0	0	3,500,600	5,247,900	51,274,200	
ELMIRA	5,413,600	2,714,900	6,361,300	78,540,600	93,030,400	728,800	0	0	76,269,500	76,998,300	170,028,700	
HAYES	4,436,700	2,438,100	1,380,900	127,793,300	136,049,000	84,700	0	0	19,743,900	19,828,600	155,877,600	
LIVINGSTON	10,010,000	29,131,900	386,400	88,922,200	128,450,500	2,095,700	250,000	0	21,013,400	23,359,100	151,809,600	
OTSEGO LAKE	0	5,342,300	0	186,263,500	191,605,800	1,198,600	0	0	7,463,496	8,662,096	200,267,896	
CITY OF GAYLORD	0	129,003,100	11,299,000	49,660,591	189,962,691	14,753,100	541,200	0	12,734,500	28,028,800	217,991,491	
<b>TOTALS</b>	<b>46,364,700</b>	<b>201,628,500</b>	<b>29,529,700</b>	<b>1,074,670,191</b>	<b>1,352,193,091</b>	<b>27,079,900</b>	<b>9,168,900</b>	<b>0</b>	<b>207,395,046</b>	<b>243,643,846</b>	<b>1,595,836,937</b>	
<b>C.O.O.R. INTERMEDIATE</b>												
OTSEGO LAKE	0	900,400	0	11,239,800	12,140,200	4,900	0	0	620,800	625,700	12,765,900	
<b>TOTALS</b>	<b>0</b>	<b>900,400</b>	<b>0</b>	<b>11,239,800</b>	<b>12,140,200</b>	<b>4,900</b>	<b>0</b>	<b>0</b>	<b>620,800</b>	<b>625,700</b>	<b>12,765,900</b>	
<b>KIRTLAND COMMUNITY</b>												
OTSEGO LAKE	0	900,400	0	12,584,000	13,484,400	4,900	0	0	620,800	625,700	14,110,100	
<b>TOTALS</b>	<b>0</b>	<b>900,400</b>	<b>0</b>	<b>12,584,000</b>	<b>13,484,400</b>	<b>4,900</b>	<b>0</b>	<b>0</b>	<b>620,800</b>	<b>625,700</b>	<b>14,110,100</b>	
<b>STATE EQUALIZED VALUE</b>											<b>1,608,602,837</b>	

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  March 31, 2020 Warrant	<b>AGENDA DATE:</b>  April 28, 2020
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 1	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Mel Maier, Finance Director	<b>ATTORNEY REVIEW:</b>  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 31, 2020 warrant is in the amount of \$390,593.02. Major expenditures in the warrant include:

- \$66,222.12 – MERS – March billing
- \$246,222.20 – MI State Police BFS – 2020 bi-annual payment

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$390,593.02 and four void checks.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 79814

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/07/2020	AP	79814	RYAN KINSEY	RESTITUTION PAYMENT BY JOSHUA HOMER BRADY 14-30830-FY-3		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 80633

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/10/2020	AP	80633	MCSSCET	REGISTRATION FEE FOR MCSSA CONF		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 79825

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/07/2020	AP	79825	TERESA KAPPELLER	RESTITUTION PAYMENT BY VERONICA LAURA-SILVER WALTER 16-32	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 80810

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/24/2020	AP	80810	JOHNSON OIL COMPANY	RESTITUTION		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/31/2020 - 03/31/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/31/2020	AP	2791(E)	CHARTER COMMUNICATIONS	INMATE TV-MAR	595-351-726.000	233.00
03/31/2020	AP	2792(E)	CONSUMERS ENERGY	ANIMAL SHELTER 2/11-3/11 2020	212-430-930.620	1,057.54
		2792(E)		MARCH ENERGY	226-528-930.620-PROG000000	54.78
		2792(E)		MARCH ENERGY BILL	637-265-930.620-LNDUS00000	314.91
						1,427.23
03/31/2020	AP	2793(E)	FIRST BANKCARD	STATEMENT END DATE 03-10-2020	101-101-704.400	1,245.00
		2793(E)		STATEMENT END DATE 03-10-2020	101-101-930.500	3.98
		2793(E)		STATEMENT END DATE 03-10-2020	101-257-726.000	23.51
		2793(E)		STATEMENT END DATE 03-10-2020	101-267-801.020	10.00
		2793(E)		2/12/2020-3/12/2020	101-301-704.400	655.11
		2793(E)		2/12/2020-3/12/2020	101-301-726.000	1,401.40
		2793(E)		2/12/2020-3/12/2020	101-301-726.046	634.60
		2793(E)		2/12/2020-3/12/2020	101-302-726.046	126.92
		2793(E)		2/12/2020-3/12/2020	101-334-726.046	63.45
		2793(E)		2/12/2020-3/12/2020	101-351-726.000	1,406.72
		2793(E)		2/12/2020-3/12/2020	101-351-726.046	561.58
		2793(E)		2/12/2020-3/12/2020	205-301-726.000	34.19
		2793(E)		2/12/2020-3/12/2020	205-301-726.046	126.92
		2793(E)		STATEMENT END DATE 03-10-2020	208-751-726.000	45.47
		2793(E)		STATEMENT END DATE 03-10-2020	208-751-930.300	100.00
		2793(E)		STATEMENT END DATE 03-10-2020	208-751-930.500	(13.71)
		2793(E)		STATEMENT END DATE 03-10-2020	209-751-726.000	59.51
		2793(E)		STATEMENT END DATE 03-10-2020	212-430-726.000	23.51
		2793(E)		STATEMENT END DATE 03-10-2020	249-371-726.000	23.51
		2793(E)		STATEMENT END DATE 03-10-2020	282-537-726.000	1,804.41
		2793(E)		STATEMENT END DATE 03-10-2020	588-697-726.000	188.99
		2793(E)		STATEMENT END DATE 03-10-2020	588-699-726.000	23.51
		2793(E)		STATEMENT END DATE 03-10-2020	645-172-704.400	227.00
		2793(E)		2/12/2020-3/12/2020	645-201-704.400	119.00
		2793(E)		STATEMENT END DATE 03-10-2020	645-270-726.000	45.47
						8,940.05
03/31/2020	AP	2794(E)	FRONTIER	MAR 2020 ANIMAL CONTROL	212-430-930.210	98.44
03/31/2020	AP	2795(E)	LINCOLN FINANCIAL-EFT	APRIL 2020 LIFE/DISABILITY	704-000-231.870	2,367.27
03/31/2020	AP	2796(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	MARCH BILLING	101-301-704.300	10,374.00
		2796(E)		MARCH BILLING	588-699-704.300	1,778.00
		2796(E)		MARCH BILLING	704-000-231.700	54,070.12

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/31/2020 - 03/31/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
						66,222.12
03/31/2020	AP	2797(A)	GARY GELOW	APRIL 2020 PROBATE COURT CAA CONTRACT PAYMENT	101-131-801.021	2,164.03
		2797(A)		APRIL 2020 CAA CONTRACT PAYMENT	260-131-801.021	12,536.14
						14,700.17
03/31/2020	AP	80886	44NORTH	HRA/COBRA MARCH 2020	647-851-704.110	1,432.20
03/31/2020	AP	80887	44NORTH	MARCH 2020 COBRA, TELADOC, & HRA FEES	101-131-704.110	181.02
		80887		MARCH 2020 COBRA, TELADOC, & HRA FEES	101-148-704.110	24.90
		80887		MARCH 2020 COBRA, TELADOC, & HRA FEES	215-141-704.110	149.40
		80887		MARCH 2020 COBRA, TELADOC, & HRA FEES	292-662-704.110	43.08
						398.40
03/31/2020	AP	80888	AMERICAN FIDELITY ASSURANCE CO	MARCH 2020 FLEX SPENDING ACCOUNT	704-000-231.285	1,154.09
03/31/2020	AP	80889	AMERICAN FIDELITY ASSURANCE COMPANY	MARCH 2020 CANCER/LIFE/DISABILITY	704-000-231.285	709.83
03/31/2020	AP	80890	AT&T MOBILITY	WIRELESS CHARGES	101-301-930.230	356.54
		80890		WIRELESS CHARGES	101-351-930.230	59.66
		80890		WIRELESS CHARGES	101-682-930.240	156.97
		80890		WIRELESS CHARGES	205-301-930.230	119.32
		80890		WIRELESS CHARGES	261-427-930.210	38.23
						730.72
03/31/2020	AP	80891	BRUCE TILLINGER	SERVICES 3-5-2020 THRU 3-24-2020	249-371-801.027	2,180.00
		80891		SERVICES 3-5-2020 THRU 3-24-2020	249-371-801.028	960.00
						3,140.00
03/31/2020	AP	80892	CITY OF GAYLORD	WATER BILL	208-752-920.200	51.07
		80892		001254-0000-02 FEBRUARY	588-697-920.200	62.11
		80892		MARCH 2020 WATER	637-265-920.200-ALPCT00000	438.14
		80892		MARCH 2020 WATER	637-265-920.200-CRTHS00000	754.29
		80892		MARCH 2020 WATER	637-265-920.200-SILLI00000	35.90
						1,341.51
03/31/2020	AP	80893	CUMMINGS, MCCLOREY, DAVIS & ACHO P	LEGAL SERVICES	280-270-801.020	790.50
		80893		LEGAL SERVICES	280-270-801.020-ZONING____	4,978.56
						5,769.06
03/31/2020	AP	80894	DELTA DENTAL OF MICHIGAN	APR 2020 INVOICE NO. RIS0002716020	647-851-704.110	6,458.62
03/31/2020	AP	80895	DIANE HALL	BOND REFUND LESS 10%	701-000-265.000	450.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/31/2020 - 03/31/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/31/2020	AP	80896	DUNNS	INV #33AR469983, ACCT #DUN-2647 COPIER CONTRACT, MONTH ENC	101-682-920.410	64.15
		80896		INV #33AR469983, ACCT #DUN-2647 COPIER CONTRACT, MONTH ENC	232-690-920.410	7.12
		80896		33AR469106 FULL SERVICE CONTRACT 03/24/20-04/23/20	588-697-726.000	79.46
						150.73
03/31/2020	AP	80897	ELI ELECTRIC LLC	SERVICES 3-13-20 THRU 3-19-20	249-371-801.026	560.00
03/31/2020	AP	80898	GRAPHIC SCIENCES INC	IMAGES TO FILM	256-215-726.000	139.51
03/31/2020	AP	80899	HABITEC SECURITY INC	A123655	212-430-920.410	165.00
03/31/2020	AP	80900	JACK HOWARD MARLETTE	PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-703.040	50.00
		80900		PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-930.500	7.00
						57.00
03/31/2020	AP	80901	JASON CAVERSON	PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-703.040	50.00
		80901		PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-930.500	15.00
						65.00
03/31/2020	AP	80902	JIM HILGENDORF	PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-703.040	50.00
		80902		PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-930.500	20.00
						70.00
03/31/2020	AP	80903	KELLY A. FOX	REF FOR CO-ED LEAGUE JAN.-MAR.	208-752-940.010-VOLLEYBALL	2,100.00
03/31/2020	AP	80904	LIBRARY DESIGN ASSOCIATES INC	LIBRARY PROJECT	472-901-970.430	446.00
03/31/2020	AP	80905	MICHIGAN STATE POLICE BFS-CASHIERS	FY20 BI-ANNUAL PAYMENT	261-427-940.010	246,222.00
03/31/2020	AP	80906	MID MICHIGAN ME GROUP	QUARTERLY ADMIN FEE	101-648-801.020	6,230.49
03/31/2020	AP	80907	MSUE BUSINESS OFFICE	2ND QTR APR-JUN 2020	101-261-940.010	11,140.75
03/31/2020	AP	80908	OCNET	2000010330	212-430-920.410	400.00
03/31/2020	AP	80909	OTSEGO COUNTY COMMISSION ON AGING	TRANSPORTATION AND ADS FOR WALKING GROUP	208-752-930.300	50.00
		80909		TRANSPORTATION AND ADS FOR WALKING GROUP	208-752-930.500	12.80
						62.80
03/31/2020	AP	80910	OTSEGO COUNTY FRIEND OF COURT	08-12771-DM R. BYSIOREK	701-000-265.000	675.00
03/31/2020	AP	80911	PETER MAXWELL	PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-703.040	50.00
		80911		PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-930.500	9.00
						59.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 03/31/2020 - 03/31/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/31/2020	AP	80912	REHMANN ROBSON	RR558251 FINAL BILLING FOR FY 2019	588-697-801.020	5,000.00
03/31/2020	AP	80913	ROGER FAGERLIE JR	SERVICES 3-19-2020 THRU 3-24-2020	249-371-801.026	340.00
03/31/2020	AP	80914	STAPLES BUSINESS CREDIT	CONSERVATION DIST PAPER	101-261-726.000	89.97
03/31/2020	AP	80915	STEVE J BAUMAN	PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-703.040	50.00
		80915		PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-930.500	1.00
						51.00
03/31/2020	AP	80916	STEVEN W SCOTT	PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-703.040	50.00
		80916		PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-930.500	7.00
						57.00
03/31/2020	AP	80917	TENURGY, LLC	ENERGY SAVINGS	212-430-930.610	129.10
		80917		ENERGY SAVINGS	281-537-930.610	93.74
						222.84
03/31/2020	AP	80918	TOTAL COMMUNICATION SERVICES LLC	FEB 2020 LOCATING SERVICES	594-806-801.030	141.00
03/31/2020	AP	80919	UNIFIRST CORPORATION	INV # 1530087633 CARPET RENTALS	281-537-920.410	55.47
03/31/2020	AP	80920	VERIZON WIRELESS	A/C 342115252-00001	261-427-930.210	30.30
03/31/2020	AP	80921	VISION SERVICE PLAN (VSP)	APR 2020 STATEMENT 808977247	647-851-704.110	121.72
03/31/2020	AP	80922	WALMART COMMUNITY GEMB	OTSEGO COUNTY ANIMAL CONTROL 2115	212-430-726.000	297.73
03/31/2020	AP	80923	WILLARD L BROWN	PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-703.040	50.00
		80923		PLANNING COMMISSION MEETING / MARCH 16, 2020	101-721-930.500	20.00
						70.00
TOTAL - ALL FUNDS				TOTAL OF 45 CHECKS		390,593.02

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  April 7, 2020 Warrant	<b>AGENDA DATE:</b>  April 28, 2020
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 1	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Mel Maier, Finance Director	<b>ATTORNEY REVIEW:</b>  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 April 7, 2020 warrant is in the amount of \$1,890,512.34. Major expenditures in the warrant include:

- \$202,943.57 – City of Gaylord – 2019 Tax Settlement
- \$134,707.74 – COP-ISD – 2019 Tax Settlement
- \$778,628.35 – Gaylord Community Schools – 2019 Tax Settlement
- \$75,331.36 – Johannesburg Lewiston Schools – 2019 Tax Settlement
- \$416,295.30 – Kirtland Community College – 2019 Tax Settlement
- \$37,694.70 – Otsego Lake Twp Treasurer – 2019 Tax Settlement
- \$37,394.80 – State of Michigan – Oct-Dec 2019 Offset Statement
- \$84,504.64 – Vanderbilt Schools – 2019 Tax Settlement

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$1,890,512.34 and one void check.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/24/2020	AP	80883	WATERS GARAGE & EQUIPMENT LLC	MULTIPLE INVOICES	** VOIDED **	
		80883		MULTIPLE INVOICES	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/07/2020 - 04/07/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/07/2020	AP	2798(A)	GARY GELOW	MIDC SUPPORT STAFF 3/16 TO 3/31/20	260-131-801.021	1,080.00
04/07/2020	AP	2799(E)	AMERICAN WASTE	INV # 3552703 WASTE REMOVAL	281-537-920.410	130.00
04/07/2020	AP	2800(E)	CONSUMERS ENERGY	MULTIPLE INVOICES AERO DRIVE	281-537-930.620	2,898.78
		2800(E)		206968277109 MARCH	588-697-930.620	638.09
		2800(E)		APRIL ENERGY BILL 100021190929	637-265-930.620-SILLI00000	54.82
						3,591.69
04/07/2020	AP	2801(E)	FRONTIER	TELEPHONE SERVICE	261-427-930.210	210.83
04/07/2020	AP	80924	20TH CIRCUIT COURT	19-52-DL - MEDS WHILE IN PLACEMENT	292-662-930.810	2.69
04/07/2020	AP	80925	AIRGAS USA LLC	INV # 9969302110 LEASE RENEWAL	281-537-920.410	58.35
04/07/2020	AP	80926	AUTO OWNERS INS V#2715	RESTITUTION	701-000-271.000	100.00
04/07/2020	AP	80927	BAGLEY TOWNSHIP	2019 PRE ROLLOVER TO DELQ	516-000-026.000-TAX2019000	31.14
04/07/2020	AP	80928	BAGLEY TOWNSHIP	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	19.82
04/07/2020	AP	80929	CHARLOTTE FARNER	RESTITUTION	701-000-271.000	50.00
04/07/2020	AP	80930	CHARLTON TOWNSHIP	2019 CFR	701-000-274.006	257.93
04/07/2020	AP	80931	CHARLTON TOWNSHIP	2019 CFR FIRE DEPT PORTION	701-000-274.006	9.34
04/07/2020	AP	80932	CHARLTON TOWNSHIP	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	14,367.15
04/07/2020	AP	80933	CHESTER TOWNSHIP	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	15,990.65
04/07/2020	AP	80934	CITY OF GAYLORD	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	202,943.57
04/07/2020	AP	80935	CITY OF GAYLORD	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	680.41
04/07/2020	AP	80936	CITY OF GAYLORD	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	3,298.38
04/07/2020	AP	80937	COOR INTERMEDIATE SCHOOL	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	282.51
04/07/2020	AP	80938	COP-ISD	2019 CFR	701-000-274.006	181.59
04/07/2020	AP	80939	COP-ISD	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	134,707.74
04/07/2020	AP	80940	CORWITH TOWNSHIP FIRE DEPARTMENT	2019 CFR	701-000-274.006	16.61
04/07/2020	AP	80941	CORWITH TOWNSHIP FIRE DEPARTMENT	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	8,925.46
04/07/2020	AP	80942	CORWITH TWP TREAS	2019 CFR	701-000-274.006	576.77
04/07/2020	AP	80943	CORWITH TWP TREAS	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	8,838.80



CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/07/2020 - 04/07/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/07/2020	AP	80962	JOHANNESBURG LEWISTON SCHOOLS	2019 CFR SCHOOL DEBT PORTION	701-000-274.006	44.53
04/07/2020	AP	80963	JOHANNESBURG LEWISTON SCHOOLS	2018 TAX SETTLEMENT	516-000-026.000-TAX2019000	75,331.36
04/07/2020	AP	80964	KIRTLAND COMMUNITY COLLEGE	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	714.46
04/07/2020	AP	80965	KIRTLAND COMMUNITY COLLEGE	2020 FEBRUARY MILLAGE/IFT/DNR & CF DISBURSEMENTS	701-000-225.001	416,295.30
04/07/2020	AP	80966	LIVINGSTON TOWNSHIP TREAS	2019 CFR	701-000-274.006	283.99
04/07/2020	AP	80967	LIVINGSTON TOWNSHIP TREAS	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	10,313.18
04/07/2020	AP	80968	MCCARDEL CULLIGAN	APRIL 2020 BOTTLED WATER	647-851-704.112	40.00
04/07/2020	AP	80969	NORTHERN LIGHTS COUNSELING	MARCH 2020 MENTAL HEALTH COUNSELING	101-133-940.010	810.00
04/07/2020	AP	80970	OTSEGO COUNTY BUS SYSTEM	MARCH 2020 DRUG COURT BUS	101-133-930.500	92.00
04/07/2020	AP	80971	OTSEGO COUNTY FRIEND OF COURT	N. KNOCH	701-000-265.000	255.00
04/07/2020	AP	80972	OTSEGO COUNTY JUDICIAL SYSTEM	REIMBURSE CASH REPORT SHORTAGE FROM 3/17/20 - SHORTAGE T	101-136-694.020	30.00
04/07/2020	AP	80973	OTSEGO COUNTY TREASURER	PAYMENT FOR 2019 TAXES, BAGLEY REMOVED INTEREST & PENALT	516-000-026.000-TAX2019000	25.27
04/07/2020	AP	80974	OTSEGO LAKE TWP TREAS	2019 PRE ROLLOVER TO DELQ	516-000-026.000-TAX2019000	13.07
04/07/2020	AP	80975	OTSEGO LAKE TWP TREAS	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	37,694.70
04/07/2020	AP	80976	ROGER FAGERLIE JR	SERVICES 3-25-2020 THRU 4-1-2020	249-371-801.026	580.00
04/07/2020	AP	80977	RONALD FOSTER	RESTITUTION	701-000-271.000	80.00
04/07/2020	AP	80978	SCOTT T BEATTY	MARCH 2020 REFEREE HEARINGS	215-141-940.010	900.00
04/07/2020	AP	80979	STAPLES BUSINESS CREDIT	ORDER#7305639560;7306155398	101-215-726.000	155.96
04/07/2020	AP	80980	STATE OF MICHIGAN	OCTOBER - DECEMBER 2019 OFFSET STATEMENT STATE PLACEMENT	292-662-930.800	37,394.80
04/07/2020	AP	80981	TONYA KLEE-JURCZYK	RESTITUTION	701-000-271.000	30.00
04/07/2020	AP	80982	UPS	SHIPPING COURT FILE	101-215-930.450	6.82
04/07/2020	AP	80983	VANDERBILT SCHOOLS	14-63-DL RESTITUTION PAYMENT BY ANTHONY ANDERSON	701-000-271.148	20.00
04/07/2020	AP	80984	VANDERBILT SCHOOLS	2019 CFR SCHOOL DEBT PORTION	701-000-274.006	172.29
04/07/2020	AP	80985	VANDERBILT SCHOOLS	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	84,504.64
04/07/2020	AP	80986	VERIZON WIRELESS	CELL SERVICE	208-751-930.230	56.81
		80986		CELL SERVICE	208-752-930.230	56.82
		80986		CELL SERVICE	209-751-930.230	26.25

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/07/2020 - 04/07/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		80986		CELL SERVICE	261-427-930.210	312.94
		80986		CELL SERVICE	281-537-930.230	43.69
		80986		9850964322 APRIL	588-697-930.210	7.58
						504.09
04/07/2020	AP	80987	VILLAGE OF VANDERBILT TREASURER	2019 DELINQUENT TAX SETTLEMENT	516-000-026.000-TAX2019000	17,634.12
04/07/2020	AP	80988	WALMART	RESTITUTION	701-000-271.000	50.00
04/07/2020	AP	80989	WMJZ EAGLE 101.5	INV #1710-3, VETERANS RADIO ADVERTISEMENT MONTH END 03/31/20	101-682-930.300	100.00
			TOTAL - ALL FUNDS	TOTAL OF 70 CHECKS		1,890,512.34

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  April 14, 2020 Warrant	<b>AGENDA DATE:</b>  April 28, 2020
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 2	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Mel Maier, Finance Director	<b>ATTORNEY REVIEW:</b>  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 April 14, 2020 warrant is in the amount of \$199,688.56.

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$199,688.56 and three void checks.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/14/2020 - 04/14/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/14/2020	AP	2802(A)	MARVIN CARLSON	MARCH 2020 MEI	101-648-801.020	662.00
		2802(A)		MARCH 2020 MEI	101-648-930.500	15.52
						677.52
04/14/2020	AP	2803(A)	TIMOTHY MCPHERSON	ADMIN FEES-OTHER DIRECT COSTS	101-332-801.020	2,146.41
		2803(A)		ADMIN FEES-OTHER DIRECT COSTS	101-332-940.010-DONAT00000	165.50
						2,311.91
04/14/2020	AP	2804(E)	AMERICAN WASTE	WASTE PICK UP APRIL 2020	637-265-920.410	375.55
04/14/2020	AP	2805(E)	CONSUMERS ENERGY	INV # 100000068690	281-537-930.620	400.79
		2805(E)		APRIL 2020 ENERGY	637-265-930.620-ALPCT00000	388.16
		2805(E)		APRIL 2020 ENERGY	637-265-930.620-CRTHS00000	2,722.23
						3,511.18
04/14/2020	AP	2806(E)	DTE ENERGY	910020860953 MARCH	588-697-930.610	958.00
		2806(E)		MARCH 2020 ENERGY	637-265-930.610-ALPCT00000	3,603.14
		2806(E)		MARCH 2020 ENERGY	637-265-930.610-CRTHS00000	1,808.04
		2806(E)		MARCH 2020 ENERGY	637-265-930.610-SILLI00000	240.23
						6,609.41
04/14/2020	AP	2807(E)	FRONTIER	A/C 989-275-6190-030303-5	261-427-930.210	44.52
04/14/2020	AP	2808(E)	GORDON FOOD SERVICES - EFT	JAIL/WORK CAMP/ INMATE ROOM AND BOARD	101-351-726.025	600.96
		2808(E)		JAIL/KIT/WORK CAMP/INMATE ROOM AND BOARD	101-351-726.030	171.83
		2808(E)		JAIL/WORK CAMP/ INMATE ROOM AND BOARD	101-351-930.700	4,334.79
		2808(E)		JAIL/WORK CAMP/ INMATE ROOM AND BOARD	205-301-726.000	94.83
						5,202.41
04/14/2020	AP	2809(E)	SYSCO - EFT	JAIL/KIT/INMATE R&B	101-351-726.025	341.21
		2809(E)		JAIL/KIT/INMATE R&B	101-351-726.030	120.46
		2809(E)		JAIL/KIT/INMATE R&B	101-351-930.700	2,355.22
						2,816.89
04/14/2020	AP	80990	123NET	PHONE SERVICE	637-265-930.210	1,286.05
04/14/2020	AP	80991	ADAM CHERRY	REFUND	208-440-652.030	26.00
04/14/2020	AP	80992	ADVANCED CORRECTIONAL HEALTHCARE	INMATE MEDICAL SERVICES #95174/CR#926656	101-351-930.470	3,586.99
04/14/2020	AP	80993	ALICIA ROACHE	REFUND		** VOIDED **
04/14/2020	AP	80994	ALPINE ANIMAL HOSPITAL	MARCH 2020		** VOIDED **

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		80994		MARCH 2020		** VOIDED **
04/14/2020	AP	80995	AMANDA JANE SOSA	RESTITUTION PAYMENT BY KENDRA M. HITTLE 18-36602-ST-3	701-000-271.130	25.00
04/14/2020	AP	80996	AMANDA JUHASZ	REFUND	208-440-652.030	27.04
04/14/2020	AP	80997	ASHLEY TROUMBLY	REFUND	208-440-652.030	26.00
04/14/2020	AP	80998	BC PIZZA	WORK CAMP PIZZA	205-301-930.700	20.75
04/14/2020	AP	80999	BILL MARSH FORD GAYLORD	924179	101-301-726.050	186.86
04/14/2020	AP	81000	BLARNEY CASTLE OIL	RESTITUTION PAYMENT BY JENNIFER KOSCIELNIAK 19-37085-FY-3	701-000-271.130	200.00
04/14/2020	AP	81001	BRADLEY J BUTCHER	RESTITUTION PAYMENT BY CONNIE JOSEPH 05-16547-FY-3	701-000-271.130	100.00
04/14/2020	AP	81002	C2AE	17-0019 IBT ENGINEERING	475-901-801.020-TRAIL_IBEL	716.58
		81002		20-0005 GROEN PAVILION	494-901-970.300-PAVIL/REST	5,772.00
		81002		ROYAL CREST DEMO PLANS 19-0040	617-901-970.300	2,080.00
						8,568.58
04/14/2020	AP	81003	CAMERON SCHOLL	RESTITUTION PAYMENT BY THOMAS KUCHARCZYK 19-34-DL	701-000-271.148	150.00
04/14/2020	AP	81004	CHELSEA EVE JOHNSTON	RESTITUTION PAYMENT BY STEVEN RICHARD FLYNN 19-37512-SM-3	701-000-271.130	95.00
04/14/2020	AP	81005	CITY OF GAYLORD	RESTITUTION PAYMENT BY EUGENE E. ZAHRT 19-37457-SD-3	701-000-271.130	15.00
04/14/2020	AP	81006	CMP DISTRIBUTORS	62932	101-351-726.046	157.85
04/14/2020	AP	81007	COMPREENEW	APRIL 2020 DOC SHRED	101-267-920.410	35.00
04/14/2020	AP	81008	CROSSROADS INDUSTRIES	INV # 19832 AIRPORT PRINTING	281-537-930.300	96.90
04/14/2020	AP	81009	DALE BURGER	REFUND	208-440-652.030	104.00
04/14/2020	AP	81010	DANIEL PHILLIPS	MARCH 2020 MEI	101-648-801.020	396.00
04/14/2020	AP	81011	DAVE ZEILINGER	REFUND	208-440-652.030	26.00
04/14/2020	AP	81012	DAWN FISHER	CAMPING REFUND	208-440-652.030	135.20
04/14/2020	AP	81013	DEKETO LLC	MARCH DOCUMENTS	101-215-920.410	662.66
		81013		MARCH DOCUMENTS	256-215-920.410	1,325.34
						1,988.00
04/14/2020	AP	81014	DELL MARKETING LP	MFF 7070 AND VESA MOUNT - QUOTE 3000056871280.1	208-901-970.435	1,549.22
04/14/2020	AP	81015	DERMATEC DIRECT	OFFICER GLOVES #1216660	101-351-726.035	80.49

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04/14/2020	AP	81016	DERON GREEN	REFUND	208-440-652.030	26.00
04/14/2020	AP	81017	DONNA CHURCHES	CAMPING REFUND	208-440-652.030	31.20
04/14/2020	AP	81018	DUNNS	DUN-5253 - MAR 2020 COURT COPY FEES & MAINTENANCE AGREEMI	101-131-920.520	43.08
		81018		MSU EXT SUPPLIES	101-261-726.000	18.22
		81018		MARCH 2020 COPIER MAINTENANCE	101-267-726.000	57.56
		81018		33AR467795	101-301-726.000	24.96
		81018		462802/468773	101-351-726.000	3.15
		81018		MARCH 2020 COPIER MAINTENANCE	101-864-726.000	424.32
		81018		462802/468773	205-301-726.000	126.99
		81018		33AR470209	212-430-726.000	616.54
		81018		DUN-5252 - MARCH 2020 FOC COPIES & MAINTENANCE	215-141-920.520	66.05
		81018		MARCH 2020 COPIER MAINTENANCE	249-371-726.000	179.87
		81018		MULTIPLE INVOICES	281-537-726.000	53.91
		81018		33AR466586 P. TOWELS, TONER (DSISP), RUBBERBANDS	588-697-726.000	89.64
		81018		33AR471117 GLOVES	588-698-726.025	189.30
						1,893.59
04/14/2020	AP	81019	ELECTION SOURCE	MARCH 10, 2020 PRESIDENTIAL PRIMARY	101-262-726.000	11,783.08
04/14/2020	AP	81020	EMPIRIC SOLUTIONS INC	MAY 2020 CONTRACT SERVICES	101-228-801.030	6,246.24
		81020		MAY 2020 CONTRACT SERVICES	205-301-801.030	94.64
		81020		MAY 2020 CONTRACT SERVICES	208-751-801.030	141.96
		81020		MAY 2020 CONTRACT SERVICES	208-752-801.030	141.96
		81020		MAY 2020 CONTRACT SERVICES	212-430-801.030	283.92
		81020		MAY 2020 CONTRACT SERVICES	232-690-801.030	94.64
		81020		MAY 2020 CONTRACT SERVICES	249-371-801.030	757.12
		81020		MAY 2020 CONTRACT SERVICES	261-427-801.030	94.64
		81020		MAY 2020 CONTRACT SERVICES	281-537-801.030	189.28
		81020		MAY 2020 CONTRACT SERVICES	516-253-801.030	189.28
		81020		MAY 2020 CONTRACT SERVICES	588-697-801.030	378.56
		81020		MAY 2020 CONTRACT SERVICES	594-806-940.010	1,837.00
		81020		MAY 2020 CONTRACT SERVICES	617-253-801.030	189.28
		81020		MAY 2020 CONTRACT SERVICES	618-447-801.030	189.28
		81020		MAY 2020 CONTRACT SERVICES	637-265-801.030	94.64
		81020		MAY 2020 CONTRACT SERVICES	645-172-801.030	189.28
		81020		MAY 2020 CONTRACT SERVICES	645-201-801.030	94.64
		81020		MAY 2020 CONTRACT SERVICES	645-270-801.030	94.64
						11,301.00
04/14/2020	AP	81021	FAMILY FARE	RESTITUTION PAYMENT BY ROBIN JAY SPENCER 20-38182-SM-3	701-000-271.130	85.65

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04/14/2020	AP	81022	FIDELITY SECURITY LIFE INSURANCE CO	APRIL 2020 VISION	647-851-704.110	1,584.71
04/14/2020	AP	81023	GALLS INC AN ARAMARK CO	015370538	101-301-726.000	24.82
		81023		4475689	101-301-726.046	195.96
						220.78
04/14/2020	AP	81024	GASLIGHT MEDIA	WEBSITE UPDATES	101-101-930.240	112.50
		81024		WEBSITE UPDATES	249-371-930.240	112.50
						225.00
04/14/2020	AP	81025	GAYLORD CITY TREASURER	D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-221.000	629.14
04/14/2020	AP	81026	GAYLORD DRY CLEANERS	MARCH DRY CLEANING	101-301-920.410	135.00
		81026		MARCH DRY CLEANING	101-302-920.410	40.00
		81026		MARCH DRY CLEANING	101-351-920.410	72.50
		81026		MARCH DRY CLEANING	205-301-920.410	20.00
						267.50
04/14/2020	AP	81027	GILL ROYS HARDWARE	2003659651	101-301-726.000	7.77
		81027		2003-664801	101-302-726.000	32.99
		81027		2003639318	205-301-726.000	71.39
		81027		200363913	205-301-726.006	50.34
		81027		MULTIPLE INVOICES	281-537-920.400	138.00
						300.49
04/14/2020	AP	81028	GINOP SALES INC	GROEN PROPERTY EQUIPMENT	209-901-970.420	17,218.00
04/14/2020	AP	81029	HALL VETERINARY CLINIC	112265	212-430-930.471	20.00
		81029		112265	212-430-930.980	138.00
						158.00
04/14/2020	AP	81030	HOLLY FRANCKOWIAK	REFUND	208-440-652.030	52.00
04/14/2020	AP	81031	HOME DEPOT CREDIT SERVICES	OTSEGO COUNTY ANIMAL 2174	212-430-726.050	59.82
04/14/2020	AP	81032	HOWARD L SHIFMAN PC	LEGAL EXPENSE THROUGH 3/31/2020	280-270-801.020	1,107.00
04/14/2020	AP	81033	IMAGE FACTORY INC	CIRCUIT - COURT ENVELOPES	101-131-940.111	238.43
04/14/2020	AP	81034	INTERSTATE BATTERY SYSTEM OF CM	23419518; ***23418871 BUS #16 & STOCK, & SHOP SWEEPER	588-699-726.050	556.89
04/14/2020	AP	81035	JAMES MINTHORN	RESTITUTION PAYMENT BY CAMERON KLYDER 19-37574-FY-3	701-000-271.130	938.04
04/14/2020	AP	81036	JEFF ANDREWS	03/23/2020 CDL REIMB.	588-699-930.600	47.00

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04/14/2020	AP	81037	JENNIFER MARIE CURTIS	RESTITUTION PAYMENT BY BRIAN FERGUSON 19-37004-SM-3	701-000-271.130	12.50
04/14/2020	AP	81038	JESSICA MARIE WHEELIS	RESTITUTION PAYMENT BY DAVID C. PETHERS 07-20254-FY-3	701-000-271.130	9.60
04/14/2020	AP	81039	JIM WERNIG INC	168391	101-301-726.046	60.60
		81039		168397	101-301-726.050	120.55
		81039		RESTITUTION PAYMENT BY MICHAEL MARSH 15-32123-FY-3	701-000-271.130	100.00
						<u>281.15</u>
04/14/2020	AP	81040	JOHNSON OIL COMPANY	4567	101-301-920.400	69.95
		81040		RESTITUTION PAYMENT BY BUD ISZAK JONES 19-38008-SM-3	701-000-271.130	7.19
						<u>77.14</u>
04/14/2020	AP	81041	JULIE CHUDZINSKI	REFUND	208-440-652.030	62.40
04/14/2020	AP	81042	JUNE ELIZABETH GREVE	APRIL 2020 COURT CLEANING FEE	101-131-726.025	150.00
		81042		APRIL 2020 FOC CLEANING FEE	215-141-726.025	150.00
						<u>300.00</u>
04/14/2020	AP	81043	JUSTIN HOLZSCHU	MARCH 2020 MEI	101-648-801.020	760.00
		81043		MARCH 2020 MEI	101-648-930.500	14.38
						<u>774.38</u>
04/14/2020	AP	81044	KOHL'S CORPORATE LOSS PREVENTION	RESTITUTION PAYMENT BY VERONICA WALTER 17-34919-SM-3	701-000-271.130	12.50
04/14/2020	AP	81045	KURT ROACH	CC RENTAL REFUND	208-442-626.030-GYM_RENTAL	135.00
04/14/2020	AP	81046	LINDA WALSH	REFUND	208-440-652.030	68.64
04/14/2020	AP	81047	M BANK	RESTITUTION PAYMENT BY JOY MARIE MILLER 06-18440-FY-3	701-000-271.130	20.00
04/14/2020	AP	81048	MAKE IT MINE DESIGN	6918	101-351-726.015	104.00
		81048		CORRECTIONS EMBROIDERY #6890	101-351-726.046	18.00
						<u>122.00</u>
04/14/2020	AP	81049	MARK J CRAIG	DEFERRAL MEETING ON 3/23/20 & HEARING ON 3/25/20	101-131-801.022	175.00
04/14/2020	AP	81050	MARK LAMBERT	CAMPING REFUND	208-440-652.030	31.20
04/14/2020	AP	81051	MCCARDEL CULLIGAN	1352929 - ANNUAL WATER COOLER RENT - WELLNESS ROOM	648-901-970.300-WELLNESS__	96.00
04/14/2020	AP	81052	MELANIE GEHRINGER	RESTITUTION PAYMENT BY DAVID DARGA 19-37064-SD-3	701-000-271.130	145.00
04/14/2020	AP	81053	MELISSA WHITMAN	CAMPING REFUND	208-440-652.030	62.40

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04/14/2020	AP	81054	MEYER ACE	INVOICE #617332,26547,26550	205-301-726.000	79.00
		81054		INVOICE #617332,26547,26550	205-301-726.050	2.80
		81054		27909 BUILDING REPAIRS	588-698-726.025	227.19
		81054		27910 CLEANERS	588-698-726.025-COVID-19__	137.18
						446.17
04/14/2020	AP	81055	MICHAEL LAMBLE	DEFERRAL MEETING ON 3/4/20	101-131-801.022	75.00
04/14/2020	AP	81056	MICHAEL M MISHIC PC	DEFERRAL MEETING ON 2/24/20	101-131-801.022	60.00
04/14/2020	AP	81057	MICHIGAN STATE POLICE BFS-CASHIERS	FINGERPRINT 551560280	701-000-228.017	1,411.25
		81057		551-559377/557148/553765/552573	701-000-228.018	1,170.00
						2,581.25
04/14/2020	AP	81058	MICHIGAN SUPREME COURT FINANCE	FOC HANDBOOKS - OTSEGO COUNTY FOC	215-141-726.000	61.57
04/14/2020	AP	81059	MID STATES BOLT & SCREW CO	INV # 31720375 GENRAL MAINT	281-537-920.400	27.03
04/14/2020	AP	81060	MIDWEST VETERINARY SUPPLY, INC.	12063301-1 12065853 12063301-15 12036949	212-430-726.035	500.95
04/14/2020	AP	81061	MOTORCYCLE SAFETY FOUNDATION	INSURANCE PLAN AGREEMENT	101-332-930.100	500.00
04/14/2020	AP	81062	MOTOROLA SOLUTIONS INC	TRANS #8280938937	261-901-970.435	6,750.00
04/14/2020	AP	81063	NANCY PATTERSON	RESTITUTION PAYMENT BY GREG R. MORGAN 18-36417-FY-3	701-000-271.130	50.00
04/14/2020	AP	81064	NORTH COUNTRY COMMUNITY MENTAL HEAL	GENERAL FUNDS 4/1/20-6/30/20	101-649-940.010	23,500.75
04/14/2020	AP	81065	NORTH POINTE PLUMBING & HEATING	213355	212-430-726.050	310.00
04/14/2020	AP	81066	NORTHERN MICHIGAN REVIEW	ADVERTISING EXPENSE	101-101-930.300	169.40
		81066		ADVERTISING EXPENSE	208-752-930.300	87.88
		81066		ADVERTISING EXPENSE	209-751-930.300	101.75
		81066		789848-825714 PRIME TIMES, FUNDING. BIG DANCE, SEO BOOST	588-697-930.300	360.38
						719.41
04/14/2020	AP	81067	NORTHERN MICHIGAN REVIEW	AD# 814353 & 816665 - J-19-066-NA AND J-17-105-NA PUBLICATION OF	101-131-930.450	45.40
04/14/2020	AP	81068	NYE UNIFORM COMPANY	733529/528/526	101-301-726.046	1,311.40
04/14/2020	AP	81069	OCNET	APRIL CONNECTIVITY	101-864-930.240	800.00
		81069		CONNECTIVITY ARPIL 2000010387	205-301-930.240	16.00
		81069		2000010418	212-430-920.410	400.00
		81069		APRIL CONNECTIVITY	261-427-930.240	200.00
						1,416.00

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04/14/2020	AP	81070	OMS COMPLIANCE SERVICES INC	PRE EMPLOYMENT DRUG SCREEN #97697	101-351-726.000	83.00
04/14/2020	AP	81071	ORKIN PEST CONTROL	ANNUAL JAIL INVOICE FOR PEST CONTROL F/2020	101-351-920.400	938.88
04/14/2020	AP	81072	OTSEGO COUNTY BUS SYSTEM	MARCH 2020 ALTERNATIVE EDUCATION BUS	292-662-930.500	63.00
		81072		REIMBURSEMENT FOR ADMIN SUPPLIES	645-172-726.000	45.71
		81072		RESTITUTION PAYMENT BY LELAND D. HUEY 19-37917-SD-3	701-000-271.130	75.00
						183.71
04/14/2020	AP	81073	OTSEGO COUNTY ROAD COMMISSION	RESTITUTION PAYMENT BY KANDRA L. BROZOWSKI 19-37614-SD-3	701-000-271.130	289.00
04/14/2020	AP	81074	OTSEGO COUNTY TREASURER	10435 WORK CAMP	208-751-940.010-WK RL00000	1,475.00
04/14/2020	AP	81075	PAUL GUNDERSON	CAMPING REFUND	208-440-652.030	52.00
04/14/2020	AP	81076	QUILL CORPORATION	383768 - COPY PAPER, GLUE STICKS	101-131-726.000	117.92
04/14/2020	AP	81077	R.C. BYCE & ASSOCIATES, INC.	JAIL FEASIBILITY STUDY	498-351-940.010	2,140.00
04/14/2020	AP	81078	REDWOOD TOXICOLOGY LABORATORY INC	TEST CUPS- 713260	205-301-726.000	2,075.00
04/14/2020	AP	81079	REV'D UPI INC. ITINIO	ANNUAL RESERVATION SITE FEE	208-901-970.450	5,220.00
04/14/2020	AP	81080	RONS WRECKER	142214	212-430-726.050	25.00
04/14/2020	AP	81081	RYAN CZYKOSKI	RESTITUTION PAYMENT BY VERONICA WALTER 16-32971-SD-3	701-000-271.130	8.50
04/14/2020	AP	81082	SAGASSER & ASSOCIATES INC	PHASE 2 ENVIRONMENTAL STUDY ROYAL CREST	617-901-970.300	11,305.39
04/14/2020	AP	81083	SECURUS TECHNOLOGIES T-NETIX	INMATE PHONE SERVICES #IDA/74053/75582	101-351-930.210-INMT000000	3,673.00
04/14/2020	AP	81084	SMART START MICHIGAN	MARCH 2020 JUVENILE TETHER	292-662-940.010	314.50
04/14/2020	AP	81085	STATE OF MICHIGAN	JAN-MARCH 2020	701-000-228.040	5,791.80
04/14/2020	AP	81086	STATE OF MICHIGAN	NEW&RENEWAL CPLS MARCH 2020	701-000-228.016	923.00
04/14/2020	AP	81087	STATE OF MICHIGAN	D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-228.020	10.00
		81087		D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-228.030	210.00
		81087		D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-228.037	2,895.30
		81087		D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-228.042	200.00
		81087		D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-228.057	210.00
		81087		D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-228.058	2,310.00
		81087		D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-228.059	7,695.00
		81087		D211 MARCH 2020 DISTRICT COURT MONTH-END TRANSMITTAL	701-000-228.560	625.00
						14,155.30

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04/14/2020	AP	81088	STATE OF MICHIGAN	CIRCUIT COURT MARCH 2020 MONTH END	701-000-228.037	1,484.78
		81088		CIRCUIT COURT MARCH 2020 MONTH END	701-000-228.042	180.00
		81088		CIRCUIT COURT MARCH 2020 MONTH END	701-000-228.057	50.00
		81088		CIRCUIT COURT MARCH 2020 MONTH END	701-000-228.058	2,167.00
		81088		CIRCUIT COURT MARCH 2020 MONTH END	701-000-228.059	754.90
		81088		CIRCUIT COURT MARCH 2020 MONTH END	701-000-228.560	450.00
						5,086.68
04/14/2020	AP	81089	STATE OF MICHIGAN	MARCH 2020 MONTH END	701-000-228.006	76.12
		81089		MARCH 2020 MONTH END	701-000-228.037	7.20
		81089		MARCH 2020 MONTH END	701-000-228.058	719.00
		81089		MARCH 2020 MONTH END	701-000-228.560	125.00
						927.32
04/14/2020	AP	81090	STATE OF MICHIGAN	JANUARY 2020 - MONTHLY OFFSET STATEMENT DATED 4/3/20 (\$48,3' 292-662-930.800		10,984.43
04/14/2020	AP	81091	STEPHNIE MARIE JOHNSON	GUARDIANSHIP REVIEW ON 3/11/20	101-131-930.500	54.50
		81091		GUARDIANSHIP REVIEW ON 3/11/20	101-131-930.830	120.00
						174.50
04/14/2020	AP	81092	TELE-RAD	INVOICE #897224	261-901-970.435	2,092.18
04/14/2020	AP	81093	TENANT PI LLC	INVOICE #328991, CREDIT REPORTS 2 HOUSING CLIENTS	233-690-930.150	10.20
04/14/2020	AP	81094	TERESA KAPPELLER	RESTITUTION PAYMENT BY VERONICA WALTER 16-32971-SD-3	701-000-271.130	16.50
04/14/2020	AP	81095	THOMAS OWEN MAMMOSER	GUARDIANSHIP REVIEW ON 3/9/20	101-131-930.500	53.50
		81095		GUARDIANSHIP REVIEW ON 3/9/20	101-131-930.830	180.00
						233.50
04/14/2020	AP	81096	TIM MOORE	CAMPING REFUND	208-440-652.030	31.20
04/14/2020	AP	81097	TONI RICH	REFUND	208-440-652.030	60.32
04/14/2020	AP	81098	TRUCK COLLISION SERVICES OF GAYLORD	4427 ALIGNMENT FOR BUS #22 (ACCIDENT)	588-699-920.400	105.00
04/14/2020	AP	81099	VERIZON WIRELESS	283104123-00001 - MARCH 2020	101-131-930.210	40.41
04/14/2020	AP	81100	WAL-MART STORES ASSET PROTECTION	RESTITUTION PAYMENT BY JUSTIN LEE PAXTON 18-36395-SM-3	701-000-271.130	195.00
04/14/2020	AP	81101	WINN TELECOM	989-705-1786 APRIL	588-697-930.210	222.48
04/14/2020	AP	81102	ZOETIS	9010071347	212-430-726.035	318.25
04/14/2020	AP	81103	ALICIA ROACHE	REFUND	208-440-652.030	62.40

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/14/2020	AP	81104	ALPINE ANIMAL HOSPITAL	MARCH 2020	212-430-930.471	282.71
		81104		MARCH 2020	212-430-930.980	180.00
						<hr/> 462.71
			TOTAL - ALL FUNDS	TOTAL OF 123 CHECKS (2 voided)		199,688.56

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78661

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/08/2019	AP	78661	MEYER ACE	INVOICE #617332,26547,26550	** VOIDED **	
		78661		INVOICE #617332,26547,26550	** VOIDED **	
		78661		INVOICE #617332,26547,26550	** VOIDED **	
		78661		#6521	** VOIDED **	
		78661		#6521	** VOIDED **	
		78661		#6521	** VOIDED **	
		78661		#6521	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

**OTSEGO COUNTY  
Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  April 21, 2020 Warrant	<b>AGENDA DATE:</b>  April 28, 2020
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 1	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Mel Maier, Finance Director	<b>ATTORNEY REVIEW:</b>  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 April 21, 2020 warrant is in the amount of \$200,280.70. Major expenditures in the warrant include:

- \$70,110.30 Blue Care Network – May 2020 HMO premium
- \$61,270.75 Health Dept. of Northwest MI - appropriation

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$200,280.70 and ten void checks.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/21/2020 - 04/21/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/21/2020	AP	2810(E)	AMERICAN WASTE	3648512 CENTER GARBAGE BILL	208-752-920.200	82.40
		2810(E)		3645388	212-430-920.410	72.10
		2810(E)		MARCH 2020 RECYCLING	226-528-940.010-PROG000000	16,446.60
		2810(E)		3645852 APRIL	588-698-940.010	103.00
						16,704.10
04/21/2020	AP	2811(E)	BLUE CARE NETWORK-EFT	BCN HMO FOR MAY 2020	647-851-704.110	70,110.30
04/21/2020	AP	2812(E)	BLUE CROSS BLUE SHIELD OF MICHIGAN	MAY 2020 PPO	647-851-704.110	1,968.80
04/21/2020	AP	2813(E)	CENTURY LINK	TELEPHONE SERVICE 300451601	261-427-930.210	65.05
04/21/2020	AP	2814(E)	CHARTER COMMUNICATIONS	0069887040920 CABLE AND PHONE	208-752-726.000	96.63
		2814(E)		0069887040920 CABLE AND PHONE	208-752-930.210	39.99
		2814(E)		#0005147040620 A#5147 04/06/20-05/05/20	588-697-930.240	64.97
		2814(E)		INMATE TV-APRIL	595-351-726.000	233.00
						434.59
04/21/2020	AP	2815(E)	CONSUMERS ENERGY	ANIMAL CONTROL MARCH 2020	212-430-930.620	1,025.86
04/21/2020	AP	2816(E)	DE LAGE LANDEN PUBLIC FINANCE	573464 - APRIL 2020 FOC COPY MACHINE LEASE PAYMENT	215-141-920.520	118.58
04/21/2020	AP	2817(E)	DE LAGE LANDEN PUBLIC FINANCE	573464 - APRIL 2020 COURT COPY MACHINE LEASE PAYMENT	101-131-920.520	130.99
04/21/2020	AP	2818(E)	DTE ENERGY	GAS BILL	208-752-930.610	357.58
		2818(E)		ANIMAL CONTROL FEB 25 - MAR 24 2020	212-430-930.610	599.12
		2818(E)		MULTIPLE INVOICES	281-537-930.610	789.46
						1,746.16
04/21/2020	AP	2819(E)	FIRST BANKCARD	TREAS ACTIVITY 3/11/2020-4/9/2020	101-131-940.111	49.00
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	101-131-970.450	16.95
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	101-133-704.400	(305.00)
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	101-228-726.000	147.11
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	101-267-930.983	101.16
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	101-351-726.000	2,819.98
		2819(E)		03/10/2020-04/09/2020 SHERIFF	101-351-920.400	422.94
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	208-901-970.435	561.73
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	266-901-970.435	189.99
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	281-537-920.400	149.00
		2819(E)		TREAS ACTIVITY 3/11/2020-4/9/2020	588-697-726.000	599.97
						4,752.83
04/21/2020	AP	2820(E)	FRONTIER	PHONE SERVICE	261-427-930.210	465.41

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/21/2020 - 04/21/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/21/2020	AP	2821(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	MARCH 2020 COURT MERS	704-000-231.700	13,913.52
04/21/2020	AP	2822(E)	MUNICIPAL EMPLOYEES RETIREMENT SYST	MARCH 2020 COURT MERS HYBRID DEFINED	704-000-231.700	730.72
04/21/2020	AP	2823(E)	USPS PAYMENT	MAY 2020 JURY SUMMONS MAILING	101-145-930.450	228.00
04/21/2020	AP	2824(E)	WEST PAYMENT CENTER	1000562306 - MARCH 2020 COURT SKIP TRACING FEE	101-131-940.010	127.59
04/21/2020	AP	2825(E)	WEST PAYMENT CENTER	1003657961 - MARCH 2020 FOC SKIP TRACING FEE	215-141-940.010	138.23
04/21/2020	AP	2826(A)	GARY GELOW	MARCH 2020 MIDC - CAA COURT EXPENSE	260-131-801.021	5,429.70
04/21/2020	AP	81105	BEAR RIVER HEALTH	MARCH 2020 MENTAL HEALTH COUNSELING	101-133-940.010	790.00
04/21/2020	AP	81106	BRODY THOMAS MARKOVICH	9-10-19 JURY SERVICE	101-145-930.930	19.00
04/21/2020	AP	81107	BUILDERS FIRST SOURCE	45028310 TRIM FOR DESK	209-751-726.000	12.20
04/21/2020	AP	81108	CATHOLIC HUMAN SERVICES INC	MARCH 2020 MENTAL HEALTH COUNSELING	101-133-940.010	25.00
04/21/2020	AP	81109	CENTURYLINK	PHONE SERVICE	261-427-930.210	143.11
04/21/2020	AP	81110	ELECTION SOURCE	MAY 5, 2020 ELECTION COSTS	101-262-726.000-COVID-19__	8,799.17
04/21/2020	AP	81111	GAYLORD COMMUNITY FUNERAL HOME	COUNTY BURIAL ALLOWANCE, SURVIVING SPOUSE OF VETERAN	101-681-930.960	300.00
04/21/2020	AP	81112	HEALTH DEPT OF NORTHWEST MI	APPROPRIATIONS OTSEGO COUNTY	101-601-940.010	61,270.75
04/21/2020	AP	81113	JOHNSON OIL COMPANY	CL41931 FUEL	588-699-930.660	3,420.36
04/21/2020	AP	81114	LESLIE WING	CAMPING REFUND CHECK RE ISSUED	208-440-652.030	16.00
04/21/2020	AP	81115	MCGOWEN, JULIE	REFUND FOR OVERPMT ON 2019 TX YEAR FOR PARCEL # 072-270-00 516-030-694.000		24.10
04/21/2020	AP	81116	MICHAEL LIVERMORE	CAMPING REFUND	208-440-652.030	54.08
04/21/2020	AP	81117	OTSEGO COUNTY JUDICIAL SYSTEM	4/15/2020 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	38.60
		81117		4/15/2020 HRA REIMBURSEMENT CHECK REGISTER	101-148-704.110	16.15
		81117		4/15/2020 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	148.90
		81117		4/15/2020 HRA REIMBURSEMENT CHECK REGISTER	292-662-704.110	3,530.00
						3,733.65
04/21/2020	AP	81118	OTSEGO COUNTY SHERIFF DEPT	MARCH 2020 DRUG COURT DRUG TESTING	101-133-940.010	2,720.00
04/21/2020	AP	81119	OTSEGO COUNTY TREASURER	REFUND FOR OVERPMT ON 2018 TX YR FOR PARCEL #103-440-000-0 516-030-694.000		10.64
04/21/2020	AP	81120	OTSEGO COUNTY TREASURER	REFUND FOR OVERPMT ON 2018 TX YR FOR PARCEL #042-021-100-0 516-030-694.000		193.46
04/21/2020	AP	81121	PROTECTION ONE	4/28/20 TO 5/27/20 COURT ADMIN & PA WING MONITORING	101-131-940.010	91.90
		81121		4/28/20 TO 5/27/20 COURT ADMIN & PA WING MONITORING	101-267-920.410	26.81

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/21/2020 - 04/21/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		81121		4/28/20 TO 5/27/20 COURT ADMIN & PA WING MONITORING	101-267-930.983	3.83
		81121		4/28/20 TO 5/27/20 FOC WING MONITORING	215-141-940.010	49.01
						171.55
04/21/2020	AP	81122	RIORDAN, PATRICIA	REFUND FOR OVERPMT ON 2019 TX YR FOR PARCEL#042-021-100-00516-030-694.000		9.41
04/21/2020	AP	81123	TIFFANY RUSSELL	CAMPING REFUND	208-440-652.030	81.12
04/21/2020	AP	81124	TITLE RESOURCE AGENCY	REFUND FOR OVERPMT ON 2019 TX YR FOR PARCEL #070-018-200-0:516-030-694.000		7.51
04/21/2020	AP	81125	TOTAL COMMUNICATION SERVICES LLC	MARCH 2020 LOCATING	594-806-801.030	174.00
04/21/2020	AP	81126	TRYGSTAD, ANNE	REFUND FOR OVERPMT ON 2019 TX YR FOR PARCEL# 043-300-000-0:516-030-694.000		25.62
04/21/2020	AP	81127	UPS	SHIPPING COURT FILE TO COA	101-215-930.450	4.03
04/21/2020	AP	81128	VERIZON CONNECT NWF INC	OSV000002071355 ANIMAL CONTROL	212-430-920.410	37.90
04/21/2020	AP	81129	WILBER AUTOMOTIVE SUPPLY INC	181799 OIL, TRANSMISSION FLUID	209-751-726.000	85.35
04/21/2020	AP	81130	WINN TELECOM	CENTRAL DISPATCH	261-427-930.210	62.26
			TOTAL - ALL FUNDS	TOTAL OF 43 CHECKS		200,280.70

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 76927

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/25/2019	AP	76927	CORY DAVID SIKORA	RANGE AIDE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78175

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/10/2019	AP	78175	MICHAEL DEAN FORSTER MARSH	RESTITUTION PAYMENT BY NICHOLAS LEE GRAHAM 19-36979-SM-3	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78223

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	78223	BEBBLE, REGAN M	REFUND FOR OVERPMT MADE ON 2018 TAX YR FOR PARCEL#103-44	** VOIDED **	
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78236

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	78236	BRODY THOMAS MARKOVICH	9-10-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78283

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	78283	JACOB LEROY KELLY	8-22-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78310

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	78310	KARI ANN BERNARD	9-10-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78320

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	78320	KYLE RONALD KUCHARAK	8/26,8/28 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78373

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/17/2019	AP	78373	RACHEL MARIE COTTRELL	8-22-19 JURY SERVICE		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 80093

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/28/2020	AP	80093	LESLIE WING	CAMPING REFUND CHECK RE ISSUED		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
CHECK NUMBER 78501

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/24/2019	AP	78501	RIORDAN, PATRICIA	REFUND FOR OVERPMT MADE ON 2018 TAX YR FOR PARCEL #042-02		** VOIDED **
			TOTAL - ALL FUNDS	TOTAL OF 1 CHECKS (1 voided)		0.00

**OTSEGO COUNTY**  
**Board of Commissioners**



**EXECUTIVE SUMMARY**

<b>AGENDA ITEM:</b>  April 28, 2020 Warrant	<b>AGENDA DATE:</b>  April 28, 2020
<b>AGENDA PLACEMENT:</b>  New Business, A. Financials, Item 2	<b>ACTION REQUESTED:</b>  Motion to Approve
<b>STAFF CONTACT(S):</b>  Mel Maier, Finance Director	<b>ATTORNEY REVIEW:</b>  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 April 28, 2020 warrant is in the amount of \$188,508.53. Major expenditures in the warrant include:

- \$52,869.30 – Motorola – radios

**RECOMMENDATION:**

Staff requests approval of the warrant detailed above with a total amount of \$188,508.53.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/28/2020 - 04/28/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/28/2020	AP	2827(E)	CONSUMERS ENERGY	ELECTRIC BILLS	208-751-930.620	225.79
		2827(E)		APRIL 2020 ENERGY	226-528-930.620-PROG000000	27.38
		2827(E)		APRIL 2020 ENERGY	637-265-930.620-ALPCT00000	4,370.23
						4,623.40
04/28/2020	AP	2828(E)	DE LAGE LANDEN PUBLIC FINANCE	CONTRACT NUMBER 25425302	101-257-920.410	178.12
04/28/2020	AP	2829(E)	FIRST BANKCARD	STATEMENT ENDING 4/9/2020	101-131-726.000	28.98
		2829(E)		STATEMENT ENDING 4/9/2020	101-131-930.500	(139.23)
		2829(E)		STATEMENT ENDING 4/9/2020	101-133-704.400	(610.00)
		2829(E)		STATEMENT ENDING 4/9/2020	101-149-726.000-COVID-19__	113.00
		2829(E)		STATEMENT ENDING 4/9/2020	101-267-801.020	10.00
		2829(E)		STATEMENT ENDING 4/9/2020	101-301-726.000	470.30
		2829(E)		STATEMENT ENDING 4/9/2020	212-430-726.000	357.22
		2829(E)		STATEMENT ENDING 4/9/2020	261-901-970.435	2,007.00
		2829(E)		STATEMENT ENDING 4/9/2020	281-537-920.400	139.92
		2829(E)		STATEMENT ENDING 4/9/2020	497-901-970.300	599.98
		2829(E)		STATEMENT ENDING 4/9/2020	588-698-726.025	844.80
						3,821.97
04/28/2020	AP	2830(E)	FRONTIER	PHONE AND INTERNET	209-751-726.000	64.30
		2830(E)		PHONE AND INTERNET	209-751-930.210	64.30
		2830(E)		A/C 989-732-2373-030804-5	261-427-930.210	53.66
						182.26
04/28/2020	AP	2831(E)	PITNEY BOWES	0017176805 - RED INK CARTRIDGE	101-131-726.000	56.52
		2831(E)		0017176805 - RED INK CARTRIDGE	215-141-726.000	56.52
						113.04
04/28/2020	AP	2832(A)	GARY GELOW	MAY 2020 PROBATE COURT CAA CONTRACT PAYMENT	101-131-801.021	2,164.03
		2832(A)		MAY 2020 CAA CONTRACT PAYMENT	260-131-801.021	11,361.14
						13,525.17
04/28/2020	AP	2833(A)	GAYLORD ARFF INC	MAY 2020 CONTRACT GAYLORD ARFF	281-537-940.010	11,722.13
04/28/2020	AP	2834(E)	CONSUMERS ENERGY	205188844842 PARK ELECTRIC BILL	208-751-930.620	25.36
		2834(E)		APRIL 2020 ENERGY	637-265-930.620-LNDUS00000	318.94
						344.30
04/28/2020	AP	2835(E)	GORDON FOOD SERVICES - EFT	KITCHEN/INMATE ROOM AND BOARD	101-351-726.030	49.80
		2835(E)		KITCHEN/INMATE ROOM AND BOARD	101-351-930.700	848.90
						898.70

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO  
 CHECK DATE FROM 04/28/2020 - 04/28/2020

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/28/2020	AP	2836(E)	LINCOLN FINANCIAL-EFT	MAY 2020 LIFE/DISABILITY	704-000-231.870	2,424.35
04/28/2020	AP	2837(E)	SYSCO - EFT	KITCHEN/INMATE ROOM AND BOARD	101-351-726.030	341.79
		2837(E)		KITCHEN/INMATE ROOM AND BOARD	101-351-930.700	1,736.68
						2,078.47
04/28/2020	AP	2838(A)	TIMOTHY MCPHERSON	ADMIN COST	101-332-801.020	281.60
04/28/2020	AP	2839(A)	CDW GOVERNMENT INC	CANON IMAGEFORMULA CR-120 - QUOTE LKBM520	516-253-726.000	742.93
04/28/2020	AP	2840(E)	FRONTIER	PHONE	209-751-726.000	64.40
		2840(E)		PHONE	209-751-930.210	151.90
						216.30
04/28/2020	AP	81131	44NORTH	APRIL 2020 COURT COBRA, TELADOC & HRA FEES	101-131-704.110	181.02
		81131		APRIL 2020 COURT COBRA, TELADOC & HRA FEES	101-148-704.110	24.90
		81131		APRIL 2020 COURT COBRA, TELADOC & HRA FEES	215-141-704.110	149.40
		81131		APRIL 2020 COURT COBRA, TELADOC & HRA FEES	292-662-704.110	43.08
						398.40
04/28/2020	AP	81132	AIRGAS USA LLC	INV # 9099715016 CUTTING TIPS	281-537-920.410	32.69
04/28/2020	AP	81133	AMERICAN FIDELITY ASSURANCE CO	88809 - APRIL 2020 FLEX SPENDING ACCOUNT	704-000-231.285	1,154.09
04/28/2020	AP	81134	AUTOMATED BUSINESS EQUIPMENT	SERVICE CONTRACT ON A FPI 600 FOLDER/INSERTER/SEALER 6/1/20	516-253-920.410	500.00
04/28/2020	AP	81135	BILL MARSH FORD GAYLORD	924246	101-301-726.050	159.12
04/28/2020	AP	81136	BLUE CARE NETWORK	00182055-0001 - MAY 2020 COURT MEDICAL	101-131-704.110	2,544.22
		81136		00182055-0001 - MAY 2020 COURT MEDICAL	101-148-704.110	1,287.23
		81136		00182055-0001 - MAY 2020 COURT MEDICAL	215-141-704.110	5,811.15
		81136		00182055-0001 - MAY 2020 COURT MEDICAL	292-662-704.110	2,005.84
		81136		00182055-0001 - MAY 2020 COURT MEDICAL	704-000-231.261	2,912.11
						14,560.55
04/28/2020	AP	81137	BOB BARKER COMPANY INC	SUICIDE SMOCK #NC1001540758	101-351-726.015	145.33
04/28/2020	AP	81138	BRADY'S BUSINESS SYSTEMS	COPIER MAINTENANCE	101-149-726.000	19.15
04/28/2020	AP	81139	C.F. FICK AND SONS, INC.	208203 GASOLINE	209-751-930.660	370.24
04/28/2020	AP	81140	C2AE	PROJECT 20-0005 OTSEGO COUNTY GROEN PAVILION	494-901-970.300-PAVIL/REST	1,924.00
04/28/2020	AP	81141	CITY OF GAYLORD	MARCH 2020 WATER	637-265-920.200-ALPCT00000	401.27
		81141		MARCH 2020 WATER	637-265-920.200-CRTHS00000	603.49

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		81141		MARCH 2020 WATER	637-265-920.200-SILLI00000	35.90
						<u>1,040.66</u>
04/28/2020	AP	81142	CORNACCHIA, ANN	OVERPAYMENT 091-190-000-273-00	516-030-694.000	11.42
04/28/2020	AP	81143	DAN JACKSON	CABIN REFUND	208-440-652.045	936.00
04/28/2020	AP	81144	DELTA DENTAL OF MICHIGAN	0001160001 - MAY 2020 COURT DENTAL	101-131-704.110	560.94
		81144		0001160001 - MAY 2020 COURT DENTAL	101-148-704.110	116.06
		81144		0001160001 - MAY 2020 COURT DENTAL	215-141-704.110	482.10
		81144		0001160001 - MAY 2020 COURT DENTAL	292-662-704.110	174.33
		81144		0001160001 - MAY 2020 COURT DENTAL	704-000-231.261	337.59
						<u>1,671.02</u>
04/28/2020	AP	81145	DENNIS WALUS	REFUND FOR OVERPMT ON 2018 TX YR FOR PARCEL#011-130-009-00	516-030-694.000	94.99
04/28/2020	AP	81146	DOUG KASSUBA	INSTALLATION OF EQUIPMENT	266-901-970.435	200.00
04/28/2020	AP	81147	DOWNEY, LAURA	OVERPAYMENT 2019 4 PARCELS	516-030-694.000	202.42
04/28/2020	AP	81148	DUNNS	INV # 33AS443394 ROLL POS TAPE	281-537-726.000	14.40
		81148		33AR472042 FOLD TOWELS	588-698-726.025	30.59
						<u>44.99</u>
04/28/2020	AP	81149	FOURNIER, SHERRY L.	OVERPAYMENT 2019 TAXES 103-380-003-001-01	516-030-694.000	24.41
04/28/2020	AP	81150	GASLIGHT MEDIA	WEBSITE HOSTING/INTERNET CONNECTIVITY MAY 2020	101-228-930.240	110.00
		81150		WEBSITE HOSTING/INTERNET CONNECTIVITY MAY 2020	594-228-930.240	2,900.00
						<u>3,010.00</u>
04/28/2020	AP	81151	GILL ROYS HARDWARE	753052/751705	101-301-726.000	16.99
		81151		753052/751705	205-301-726.006	35.17
		81151		INV # 2004715821 ACRYLIC	281-537-726.000-COVID-19__	129.99
						<u>182.15</u>
04/28/2020	AP	81152	GIVE 'EM A BRAKE SAFETY	ROYAL CREST EXPENSE	617-901-970.300	500.00
04/28/2020	AP	81153	GSTALDER, KAREN	OVERPAYMENT 091-430-000-061-00	516-030-694.000	8.72
04/28/2020	AP	81154	HADDAS, FRANK J.	OVERPAYMENT 091-110-000-058-00	516-030-694.000	6.13
04/28/2020	AP	81155	HENRY FORSTNER	CAMPING REFUND	208-440-652.030	225.68
04/28/2020	AP	81156	IMPREST CASH, OTSEGO COUNTY BUS SYS	1163; 1166; 1167 TOKEN BAGS, PAPER CLIPS; SOFT SOAP; PAPER P	588-697-726.000	9.49
		81156		1164; 1165 PAINT & SUPPLIES / BUILDING	588-698-726.025	142.63

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		81156		1163; 1166; 1167 TOKEN BAGS, PAPER CLIPS; SOFT SOAP; PAPER P	588-698-726.025-COVID-19__	11.91
						<hr/> 164.03
04/28/2020	AP	81157	JAN TRAYLOR	CAMPSITE, PAVILION REFUND	208-440-651.060	67.60
		81157		CAMPSITE, PAVILION REFUND	208-440-652.030	260.00
						<hr/> 327.60
04/28/2020	AP	81158	JIM SKINNER	CAMPING REFUND	208-440-652.030	386.88
04/28/2020	AP	81159	JIM'S ALPINE AUTOMOTIVE	INV # 1788725 OIL FILTER FUEL TRUCKS	281-537-920.400	39.48
04/28/2020	AP	81160	JOHN W. UJLAKY	MACC COUNSEL APPOINTMENT PEOPLE V JACOB H DUTTON	101-131-801.023	1,267.13
04/28/2020	AP	81161	JOHNSON OIL COMPANY	409561 OIL CHANGE	208-751-726.050	37.95
04/28/2020	AP	81162	JOY VALLEY COUNSELING	PRE EMPLOYMENT PSYCH #3/11/2020	101-351-801.020	450.00
04/28/2020	AP	81163	LAPPANS OF GAYLORD INC	01-306337 WALK BEHIND LEAF BLOWER	208-751-726.050	1,579.99
04/28/2020	AP	81164	LISTVAN PLUMBING & HEATING	INV # 117337 COMMERCIAL TESTING REQ	281-537-920.400	195.00
04/28/2020	AP	81165	LUCAS MIDDLETON ATTORNEY AT LAW	CONSULTATIONS FOR TRS OFFICE	516-253-920.410	550.00
04/28/2020	AP	81166	MACNLOW ASSOCIATES	LE SUPERVISION TRAINING BRUNIQUET #1208	264-362-704.400	375.00
04/28/2020	AP	81167	MARVAC	MARO92094326 ONLINE AD	208-751-930.300	60.00
04/28/2020	AP	81168	MCCARDEL CULLIGAN	1351024- BAL COOLER RENT \$27, WATER DELIVER 2/13/20 \$18.50 & 3/	101-131-726.000	84.50
04/28/2020	AP	81169	MEYER ACE	27932 FRONT DOOR LOCKS	588-697-726.000	103.98
		81169		27912; *** CM27913 PAINT; RETURNED BRUSHES	588-698-726.025	271.30
						<hr/> 375.28
04/28/2020	AP	81170	MICHIGAN DEPARTMENT OF TREASURY	2020 ESCHEATS	701-000-268.000	4,388.13
04/28/2020	AP	81171	MITCHELL 1	24144971 ON-LINE SERVICE MANUAL	588-699-726.050	2,369.69
04/28/2020	AP	81172	MOTOROLA SOLUTIONS INC	TRUCK RADIOS	261-901-970.435	52,869.30
04/28/2020	AP	81173	NORTH POINTE PLUMBING & HEATING	213401	212-430-726.050	535.00
04/28/2020	AP	81174	OTSEGO COUNTY COMMISSION ON AGING	TRAVEL AND ADS FOR WALKING GROUP	208-752-930.300	10.00
		81174		TRAVEL AND ADS FOR WALKING GROUP	208-752-930.500	68.80
						<hr/> 78.80
04/28/2020	AP	81175	OTSEGO COUNTY JUDICIAL SYSTEM	4/22/2020 HRA REIMBURSEMENT CHECK REGISTER	101-131-704.110	162.43
		81175		4/22/2020 HRA REIMBURSEMENT CHECK REGISTER	215-141-704.110	1,068.66

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						1,231.09
04/28/2020	AP	81176	OTSEGO COUNTY TREASURER	REFUND FOR OVERPMT ON 2018 TX YR FOR PARCEL#011-130-009-00516-030-694.000		12.07
04/28/2020	AP	81177	PAK MAIL CENTERS OF AMERICA	IT DEPT - SHIP AXIS CAMERA	101-228-930.450	48.52
		81177		PACKAGE TO AUDITORS	101-253-930.450	8.70
		81177		INV # 100823	281-537-930.300	14.98
		81177		PACKAGE TO AUDITORS	516-253-930.450	8.70
		81177		PACKAGE TO AUDITORS	617-253-930.450	8.70
						89.60
04/28/2020	AP	81178	PAT AND ERIC GRASS	CAMPING REFUND	208-440-652.030	189.28
04/28/2020	AP	81179	PRESQUE ISLE ELECTRIC AND GAS CO-OP	GAS BILL	209-751-930.610	331.48
04/28/2020	AP	81180	PRINTING SYSTEMS INC	A/P LASER CHECKS	645-201-726.000	708.93
04/28/2020	AP	81181	STAPLES BUSINESS CREDIT	SUPPLIES	101-864-726.000	29.99
04/28/2020	AP	81182	SUSAN M WILDS	19-5629-FH TRANSCRIPTS PEOPLE V TREVOR WILLIAM HUNT	260-131-801.021	1,207.90
04/28/2020	AP	81183	SYN-TECH SYSTEMS INC	INV # 164880 FROM INVOICE 193322	281-537-920.400	50.00
04/28/2020	AP	81184	TELEPHONE SUPPORT SYSTEMS INC	MAINTENANCE AGREEMENT 6/2020 THRU 5/2021	637-265-920.410	5,400.05
04/28/2020	AP	81185	THE NUNLEY LAW GROUP, PLLC	MACC COUNSEL APPOINTMENT PEOPLE V GREGORY LYND	101-131-801.023	1,386.62
04/28/2020	AP	81186	TIAA COMMERCIAL FINANCE INC	CONTRACT #20365488	101-864-726.000	209.43
04/28/2020	AP	81187	TITLE CHECK LLC	APRIL INSTALLMENT, 2017 TAX FORFEITURE CYCLE INV #204-05	516-253-920.410	2,310.84
04/28/2020	AP	81188	ULLIANCE INC	EAP SERVICES FOR 2020 Q2	101-131-704.110	71.75
		81188		EAP SERVICES FOR 2020 Q2	101-133-704.110	5.49
		81188		EAP SERVICES FOR 2020 Q2	101-148-704.110	5.49
		81188		EAP SERVICES FOR 2020 Q2	215-141-704.110	38.43
		81188		EAP SERVICES FOR 2020 Q2	292-662-704.110	16.09
		81188		EAP SERVICES FOR 2020 Q2	647-851-704.110	587.43
		81188		EAP SERVICES FOR 2020 Q2	647-851-704.112	186.66
						911.34
04/28/2020	AP	81189	VERIZON WIRELESS	MARCH 2020 CELL PHONE	261-427-930.210	306.44
04/28/2020	AP	81190	WARREN, MARLENE	REFUND FOR OVERPMT ON 2019 TX YR FOR PARCEL#101-033-000-16516-030-694.000		58.97
04/28/2020	AP	81191	WASH N GO MANAGEMENT INC	CAR WASH INVOICE #11907	101-301-920.400	6.00
		81191		CAR WASH INVOICE #11907	101-302-920.400	18.00

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		81191		11906	212-430-920.410	12.00
						<u>36.00</u>
04/28/2020	AP	81192	44NORTH	APRIL 2020 HRA/COBRA	647-851-704.110	1,450.80
04/28/2020	AP	81193	ALPINE CLEANERS & LAUNDERERS, INC	DC836	205-301-920.410	18.40
04/28/2020	AP	81194	ANDERSON, TACKMAN & CO. PLC	AUDIT SERVICE	101-223-801.020	2,643.00
04/28/2020	AP	81195	BENISTAR HARTFORD - 6795	MAY RETIREE HEALTHCARE INVOICE 05012020	647-851-704.110	7,585.94
04/28/2020	AP	81196	CHOICE PUBLICATIONS	ADS	209-751-930.300	192.00
04/28/2020	AP	81197	CRUISERS	41456	101-301-726.050	511.00
04/28/2020	AP	81198	CURTISS REPORTING CORP	INV 19049 & 19051 TRANSCRIPT	101-267-726.000	23.40
04/28/2020	AP	81199	DELTA DENTAL OF MICHIGAN	MAY 2020 INVOICE RIS0002747737	647-851-704.110	6,527.82
04/28/2020	AP	81200	DERMATEC DIRECT	1518162	101-351-726.025	158.99
04/28/2020	AP	81201	DUNNS	ORDER #04034; ACCT DUN-406; 3-6-2020	101-267-726.000	66.42
		81201		ORDER #04034; ACCT DUN-406; 3-6-2020	101-268-726.000	15.99
						<u>82.41</u>
04/28/2020	AP	81202	HALL VETERINARY CLINIC	112469 112525	212-430-930.471	76.57
		81202		112469 112525	212-430-930.980	248.00
						<u>324.57</u>
04/28/2020	AP	81203	HARRISON MARKER CO	100 SERIES #202 20" SLIMLINE CAST IRON SURVEY MARKERS & SHIP	101-450-726.000	5,295.00
04/28/2020	AP	81204	ID NETWORKS	SERVICE FOR 5/18/20-5/17/21 LIVESCAN	101-351-920.410	1,695.00
04/28/2020	AP	81205	MEYER ACE	#6521	208-752-726.000	503.39
		81205		#6521	208-752-726.025	16.17
		81205		#6521	208-752-726.050	304.15
		81205		#6521	209-751-726.050	82.78
						<u>906.49</u>
04/28/2020	AP	81206	MOTORCYCLE SAFETY FOUNDATION	355104	101-332-726.000	11.97
04/28/2020	AP	81207	MUNSON HEALTHCARE OMH MEDICAL	60162 STATEMENT DATE 3/31/2020	101-351-940.010	65.00
		81207		60162 STATEMENT DATE 3/31/2020	588-699-940.010	123.00
						<u>188.00</u>
04/28/2020	AP	81208	PAK MAIL CENTERS OF AMERICA	POSTAGE FOR JUSTICE COMPLEX FLYER	101-101-930.450	199.93

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04/28/2020	AP	81209	PTS OF AMERICA LLC	INV 200191; EXTRADITION, PAYNE	101-267-930.940	5,285.00
04/28/2020	AP	81210	REDWOOD TOXICOLOGY LABORATORY INC	30146920203	205-301-726.000	21.37
04/28/2020	AP	81211	SARA SCHMIDT	WIPES, MAIL TO WEST LAW	101-267-726.000	6.29
		81211		WIPES, MAIL TO WEST LAW	101-267-930.450	9.76
						16.05
04/28/2020	AP	81212	THOMSON WEST	INV 842081300; ACCT 1000715367; MAR INFO CHGS	101-267-726.200	892.89
		81212		INV 842069613; ACCT 1000242483; CLEAR CHGS.	101-268-726.200	204.99
						1,097.88
04/28/2020	AP	81213	VERIZON WIRELESS	INV 985039778; ACCT 842184815-00001; FEB 13 - MAR 12	101-267-930.230	51.54
04/28/2020	AP	81214	VISION SERVICE PLAN (VSP)	MAY 2020 RETIREE INVOICE 809179414	647-851-704.110	121.72
04/28/2020	AP	81215	GILL ROYS HARDWARE	SUPPLIES	208-752-726.000	3.98
		81215		SUPPLIES	208-752-726.025	16.37
		81215		SUPPLIES	209-751-726.000	130.72
						151.07
04/28/2020	AP	81216	GREAT LAKES ENERGY	ELECTRIC BILLS	209-751-930.620	1,052.63
04/28/2020	AP	81217	LOWES	SUPPLIES	209-751-726.000	179.09
		81217		SUPPLIES	209-751-726.050	2,005.87
						2,184.96
04/28/2020	AP	81218	NEW CENTURY SIGNS	50566 TRAIL MARKER SIGNS	209-751-726.000	681.95
04/28/2020	AP	81219	NORTHERN MICHIGAN REVIEW	181577-32920 ADS	208-751-930.300	696.00
04/28/2020	AP	81220	OCNET	10389 CONNECTIVITY APRIL	208-752-726.000	59.95
04/28/2020	AP	81221	SPARTAN SEWER & SEPTIC TANK SERVICE	13508 PORTABLE TOILET RENTAL	209-751-726.000	95.00
				TOTAL - ALL FUNDS	TOTAL OF 105 CHECKS	188,508.53