



Otsego County Board of Commissioners

225 West Main Street • Gaylord, Michigan 49735

989-731-7520 • Fax 989-731-7529

NOTICE OF MEETING

The Otsego County Board of Commissioners will hold a regular meeting on Tuesday, September 22, 2020 beginning at 9:30 a.m., at the County Building at 225 W. Main Street, Room 100, Gaylord, Michigan 49735.

Due to the novel Coronavirus pandemic, this meeting will be held remotely for the public in compliance with Governor Whitmer's Executive Order 2020-154 and 2020-160.

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/83327357089?pwd=aGNBY1g4MGR5SDdUY1ZlR4NVFtUT09>

Meeting ID: 833 2735 7089

Password: 595474

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.

AGENDA

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Consent Agenda

- A. Regular Minutes of September 8, 2020, with attachments - Motion to Approve
- B. OCR 20-19 Discharge of Mortgage (Hayes)- Motion to Approve
- C. Easement Agreement-Motion to Approve

Special Presentations

Department Head Reports

- A. Otsego County Library- Jackie Skinner, Director

Committee Reports

- A. Budget and Finance Committee
 1. Bid 2020-05 Royal Crest Demolition
 2. Bid 2020-09 County Building Entrance
 3. Budget Amendment: Airport Lights and Flags
 4. Budget Amendment: Friend of the Court Computers
 5. Budget Amendment: Tree Removal from Storm Damage
 6. Budget Amendment: Legal Expenses
 7. L-4029 & Recycling Millage Reduction

Administrator's Report

City Liaison, Township & Village Representatives

Correspondence

New Business

- A. Financials
 1. September 15, 2020 Warrant
 2. September 22, 2020 Warrant
- B. Other Business

Public Comments

Board Remarks, Announcements, and Informal Discussions

Adjournment

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

| | |
|---|---|
| AGENDA ITEM: Regular Minutes of September 8, 2020 | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Consent Agenda, Item A. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Rachel Frisch, County Administrator | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

The County Board places its minutes of the former meeting on the current Consent Agenda. If there is a correction needed, the minutes will be removed from the Consent Agenda for discussion at a later time during the meeting.

RECOMMENDATION:

Staff requests approval of the Regular Minutes of September 8, 2020.

September 8 , 2020

The regular meeting of the Otsego County Board of Commissioners was held at 225 West Main Street, Room 100 Gaylord, Michigan 49735. Due to the novel Coronavirus pandemic, this meeting was held remotely for the public in compliance with Governor Whitmer's Executive order 2020-154 and 2020-160. The meeting was called to order at 9:30 a.m. by Chairman Ken Borton. Invocation by Commissioner Ken Glasser, followed by the Pledge of Allegiance led by Rob Pallarito.

Roll Call:

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

Consent Agenda:

Motion by Commissioner Paul Liss, seconded by Commissioner Rob Pallarito, to approve the Regular Minutes of August 25, 2020 with attachments. Ayes: Unanimous. Motion carried.

Department Head Reports:

Jon Deming reported on EMS, 6 ambulances, 3 trucks for heavy responds; 186 runs over from last year.

Rachel Frisch thanked Jon and staff for all of their hard work.

Duane Switalski thanked Jon and staff for all of their hard work.

Committee Reports: None.

Administrator's Report:

Rachel Frisch reported in the middle of budget season, meeting with the department heads this week; animal shelter inspection passed; local share refund from the Iron Belle project to the County; Groen property cleaned up and opened; bids came in for the Royal Crest demolition; Health Department coming to the fairgrounds September 15, 2020 from 10:00 a.m. to 3:00 p.m. to do COVID testing.

City Liaison, Township & Village Representative: Mary Sanders reported on the Manuka Lake water issue.

Correspondence: Commissioner Ken Glasser received a letter from the DNR.

New Business:

Motion by Commissioner Rob Pallarito, seconded by Commissioner Julie Powers, to approve the September 1, 2020 Warrant in the amount of \$403,500.85. Ayes: Unanimous. Motion carried.

Motion by Commissioner Duane Switalski by Commissioner Doug Johnson, to approve the September 8, 2020 Warrant in the amount of \$228,320.50 and one void check. Ayes: Unanimous. Motion carried.

Chairman Ken Borton opened up the meeting for public comment.

Board Remarks:

Commissioner Duane Switalski reported on the Health Department; fees paid to the Health Department.

Commissioner Julie Powers reported on the Health Department.

Commissioner Henry Mason had no report.

Commissioner Rob Pallarito reported on the Pigeon River council; Elections.

Commissioner Ken Glasser had no report.

Commissioner Bruce Brown reported on EMS.

Commissioner Paul Liss had no report.

Commissioner Dog Johnson had no report.

Commissioner Ken Borton had no report.

Meeting adjourned at 10:29 a.m.

Kenneth C. Borton, Chairman

Susan I. DeFeyter, Otsego County Clerk



September 22, 2020 Agenda

Agenda Questions

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

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

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|--|---|
| AGENDA ITEM: OCR 20-19 Discharge of Mortgage (Hayes) | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Consent Agenda, Item B. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Marlene Hopp, Otsego County Housing Director Rachel Frisch, County Administrator | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

This resolution is for the discharge of mortgage for Lawrence C. Hayes and Connie J. Hayes. As a matter of process, the County issues resolutions to discharge mortgages once payment in full is received from the Mortgagor.

RECOMMENDATION:

The Housing Committee requests Board adoption of the proposed resolution OCR 20-19.

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100 at the County Building, 225 W. Main St., Gaylord, Michigan on the 22nd, day of September, 2020 beginning at 9:30a.m.

PRESENT: _____

ABSENT: _____

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

RESOLUTION NO. OCR 20-19
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 1831 Suisse Lane, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1216, Pages 547-560 and a Loan Modification recorded in Liber 1218, Pages 948-949 in the name Lawrence C. Hayes and Connie J. Hayes, husband and wife, and

WHEREAS, said Mortgage has been paid in full; now, therefore, be it

RESOLVED, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Lawrence C. Hayes and Connie J. Hayes, husband and wife, and be it further

RESOLVED, that the Otsego County Administrator, on behalf of the Otsego County Board of Commissioners, be authorized to sign said document.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

NO: _____

ABSTAIN: _____

THE RESOLUTION WAS DECLARED ADOPTED.

Kenneth Borton, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

The undersigned, being the duly qualified and acting Clerk of the County of Otsego, hereby certifies that the foregoing is a true and complete copy of a resolution duly adopted by the Otsego County Board of Commissioners at its regular meeting held on the 22nd, day of September, 2020, at which meeting a quorum was present and remained throughout and that an original thereof is on file in the records of the County. I further certify that the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2020

MORTGAGE DISCHARGE
(By Entity)

KNOW ALL MEN BY THESE PRESENTS, that (1) The County of Otsego, a (2) Municipal Corporation, whose address is (3) 225 West Main Street, Gaylord, Michigan 49735, does hereby certify that a certain Mortgage dated October 29th, 2009, Made and executed by Lawrence C. Hayes and Connie J. Hayes, husband and wife, as Mortgagor to the County of Otsego, a Municipal Corporation, as Mortgagee, and recorded on November 5th, 2009, in the office of the Register of Deeds for Otsego County Michigan in Liber, 1216 Pages 547-560, and a Loan Modification dated October 29th, 2009 and recorded on December 7th, 2009 in Liber, 1218 Pages 948-949, is fully paid, forgiven, satisfied and discharged.

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

WITNESSES:

* Cynthia Marie Polena

(1) the County of Otsego _____

By _____
* Rachel Frisch
It's County Administrator, Otsego County Board of Commissioners.
(5)

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

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

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

Behalf of the (6) Board of Commissioners.

(7) Prepared by: Cynthia M Polena, Clerk

Otsego County Housing Committee
225 West Main Street
Gaylord, Michigan 49735

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

Please send original recorded document(s) to:

Connie J. Hayes
303 E. Mitchell Street
Gaylord, Michigan 49735

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

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

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|--|---|
| AGENDA ITEM: Easement Agreement | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Consent Agenda, Item C. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Chris Churches, Director of Planning and Zoning, Capital Projects and Grants. Rachel Frisch, County Administrator | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

Sunset Property Rentals, LLC and Corey and Jennifer Harmer are requesting a temporary easement at the address of 203 W. Seventh Street, Gaylord, Michigan 49735 as part of the Royal Crest demolition project. The easement ends when the project is completed.

RECOMMENDATION:

The Planning and Zoning Commission Recommends the approval of this easement.

EASEMENT AGREEMENT

This Easement Agreement (Agreement) is entered into on _____ between Sunset Property Rentals, LLC, a Michigan Limited Liability Company, of 827 Michaywe Drive, Gaylord, Michigan 49735 (Grantor 1), Corey Harmer, of P.O. Box 1364, Gaylord, Michigan 49734 (Grantor 2), and Jennifer Harmer, of 820 S. Court Avenue, Gaylord, Michigan 49734 (Grantor 3), and the County of Otsego, a Michigan Municipality, of 225 W. Main Street, Gaylord, Michigan 49735 (Grantee), and on the terms and conditions set forth below:

1. **Background.** Grantor 1 is the fee title owner of real property known as 203 W. Seventh Street, Gaylord, Michigan 49735, identified as parcel # 101-104-000-485-00 and legally described on the attached Exhibit A (Grantor 1 Parcel). Grantor 2 is the fee title owner of real property known as 814 S. Court Avenue, Gaylord, Michigan 49735, identified as parcel # 101-104-000-475-02 and legally described on the attached Exhibit B (Grantor 2 Parcel). Grantor 3 is the fee title owner of real property known as 820 S. Court Avenue, Gaylord, Michigan 49735, identified as parcel # 101-104-000-475-06 and legally described on the attached Exhibit C (Grantor 3 Parcel). Grantee is the fee title owner of real property identified as parcel # 101-104-000-475-05 and legally described on the attached Exhibit D (Grantee Parcel). Grantee desires to acquire a temporary grading easement over portions of properties described as Grantor 1 Parcel, Grantor 2 Parcel and Grantor 3 Parcel (collectively referred to as "Grantor Parcels"), to complete all work necessary and incident to the demolition of the former Royal Crest Motel located on Grantee Parcel. Grantor 1, Grantor 2 and Grantor 3 (collectively referred to as "Grantors"), have agreed to grant a temporary grading easement over portions of Grantor Parcels for the benefit of the Grantee in accordance with the terms set forth in this Agreement.

2. **Conveyance of the Temporary Grading Easement.** Grantors grant and convey a temporary grading easement for the benefit of Grantee over the Grantor Parcels as shown on attached Exhibit E (Easement) to access and use Grantor Parcels until such time that all work necessary and incident to the demolition of the former Royal Crest Motel located on Grantee Parcel is completed.

3. **Use of the Easement.** The use of the rights granted under this Agreement by the Grantors shall occur only in the area described and shown in Exhibit E and as stated by the Surveyor. The Easement given to the Grantee is temporary and is solely to allow access and use of Grantor Parcels until such time that all work necessary and incident to the demolition of the former Royal Crest Motel located on Grantee Parcel is completed.

4. **Restoration.** Following completion of all work necessary and incident to the demolition of the former Royal Crest Motel located on Grantee Parcel, Grantee shall, at its own expense, repair and restore, to its original condition, any portion of the Easement damaged or disturbed as part of any work necessary and incident to the demolition of the former Royal Crest Motel located on Grantee Parcel.

5. **Insurance.** Grantee shall obtain liability insurance to cover any liabilities that arise as a result of Grantee's right to use of the Easement.

6. **Indemnification.** Grantee agrees to indemnify and hold Grantors harmless from any claims, debts, causes of actions, or judgments for any damage to any property or injury to any person that may arise out of any of Grantee's actions within or use of the Easement, by themselves, their agents, employees, representatives, contractors, guests, and invitees. This provision shall survive the termination of this Agreement.

7. **Termination.** This Easement shall terminate at the conclusion of all work necessary and incident to the demolition of the former Royal Crest Motel located on Grantee Parcel.

8. **Benefit and Assignment.** This conveyance shall be binding on and inure to the benefit of the parties and their respective permitted successors, assigns, heirs, and legal representatives.

9. **Jurisdiction and Venue.** Any disputes under this conveyance shall be subject to the laws of the State of Michigan and venue for any disputes shall be in Otsego County, Michigan.

10. **Severability.** If any term, covenant, or condition of this Agreement or the application of which to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant, or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall be effective, and each term, covenant, or condition of this Agreement shall be valid and enforced to the fullest extent permitted by law.

11. **Notice.** Except as otherwise provided, all notices required under this Agreement shall be effective only if in writing or in a form of electronic or facsimile transmission that provides evidence of receipt and shall be either personally served, electronically transmitted, or sent with postage prepaid to the appropriate party at its address as set forth in the introductory paragraph of this Agreement. Either party may change its address by giving notice of the change, a new facsimile transmission number or a new email address to the other as provided in this Section.

12. **Entire Agreement.** This Agreement and all exhibits form the entire agreement between the parties with respect to the subject matter of this Agreement and all prior negotiations and agreements with respect to the Easement between the parties, whether written or oral, shall be of no further force and effect. This Agreement may not be modified except by a written document signed by all the parties.

13. **Exhibits.** Five exhibits are attached to and are a part of this Agreement. They are:

Exhibit A - legal description of Grantor 1 Parcel;

Exhibit B - legal description of Grantor 2 Parcel;

Exhibit C - legal description of Grantor 3 Parcel;

Exhibit D - legal description of the Grantee Parcel; and

Exhibit E - drawing and legal description of the Easement.

14. **Effective Date.** Grantors and Grantee have signed this Agreement and it shall be as of the above date.

OTSEGO COUNTY

SUNSET PROPERTY RENTALS, LLC

Ken Borton, Chairman
Otsego County Board of Commissioners
Dated: _____

By:
Dated: _____

COREY HARMER

JENNIFER HARMER

Corey Harmer
Dated: _____

Jennifer Harmer
Dated: _____

STATE OF MICHIGAN)
)
COUNTY OF OTSEGO)

Acknowledged before me in Otsego County, Michigan on _____ by Ken Borton.

Notary public, State of Michigan, County of Otsego.
My commission expires _____.

Acknowledged before me in Otsego County, Michigan on _____ by Corey Harmer, Jennifer Harmer and [name of representative of Sunset Property Rentals, LLC].

Notary public, State of Michigan, County of Otsego.
My commission expires _____.

Drafted by:
Haider A. Kazim
CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.
310 W. Front Street, Suite 221
Traverse City, Michigan 49684

EXHIBIT A

LEGAL DESCRIPTION OF GRANTOR 1 PARCEL:

COMMENCING AT A POINT ON SOUTH LINE OF 7TH STREET IN LINE WITH WEST LINE OF COURT STREET THEN SOUTH 220 FEET WEST 100 FEET NORTH 220 FEET EAST 100 FEET ALONG 7TH. STREET TO POINT OF BEGINNING SEC. 4T 30N R3W DESCRIPTION CORRECTED PER ASSESSOR 2002.

EXHIBIT B

LEGAL DESCRIPTION OF GRANTOR 2 PARCEL:

COMMENCING 220 FEET SOUTH OF INTERSECTION OF S/L OF 7TH STREET & WEST LINE OF COURT STREET, THEN CONTINUE SOUTH 110 FEET, SOUTH 89 DEG WEST 110 FEET NORTH 110 FEET, SOUTH 89 DEG EAST 110 FEET TO POINT OF BEGINNING CITY OF GAYLORD.

EXHIBIT C

LEGAL DESCRIPTION OF GRANTOR 3 PARCEL:

PART OF THE SE1/4 OF SEC 4, T30N R3W, CITY OF GAYLORD, COMM AT THE S 1/4 CORNER OF SEC 4, TH NOODEG 42'00"W 929.51 FT, TH ALG THE N 1/4 LINE OF SEC 4, TH N89DEG 16'01"E 322.51FT ALG THE S LINE OF SEVENTH ST, TH S 00 DEG S05'50" W 330.01 FT, TO THE POBTH N 89DEG16'01" E 110.02FT, TH S00DEGO6'O6"W 127.. 3 5 FT, TH N76DEG 36'23"W 113.03 FT, TH N 00 DEG 05'50"E 99.77 FT TO THE POB CONT .29 ACRES SURVEY JOB NUMBER GSU6230-01G BY WADE TRIMMM NOT RECORDED.

EXHIBIT D

LEGAL DESCRIPTION OF THE GRANTEE PARCEL:

COMM AT THE S 1/4 CORNER OF SEC 4 AND PROCEEDNG N 0DEG42'00"W 620.95 FT ALG THE N-S ¼ LINE AND N 89DEG16'20"E 33 FT TO THE POB, TH N 0DEG42'00"W 308.48 FT ALG THE E LINE OF OLD 27 SOUTH, TH N 89DEG16'20"E, ALG THE SOUTH LINE OF SEVENTH ST, TO A PT THAT IS 100 FT WEST OF THE INTERSECTION OF THE S LINE OF SEVENTH ST AND THE WEST LINE OF COURT ST, TH S 0DEG05'40"W 330. FT, TH N 89DEG16'20"E 110.00 FT, TH S 0DEG05'40" W 127.43 FT ALG THE W LINE OF COURT ST, TH N 76 DEG35'55"W 291.81 FT, TH N 0DEG42'00"W 77.68 FT, TH S 89DEG16"20"W 110.00 FT, TO THE POB EXCEPT PART OF THE SE1/4 OF SEC 4, T30N R3W, CITY OF GAYLORD, COMM AT THE S ¼ CORNER OF SEC 4, TH N 00DEG42'00"W 929.51 FT, TH ALG THEN 1/4 LINE OF SEC 4, TH N 89DEG16'01"E 322.51 FT ALG THE S LINE OF SEVENTH ST, TH S 00DEG05'50" W 330.01 FT, TO THE POB TH N 89DEGI6'01" E 110.02FT, TH S 00DEG06'06"W 127.35 FT, TH N 76DEG36'23"W 113.03 FT, TH N 00 DEG05'50"E 99.77 FT TO THE POB CONT .29 ACRES

EXHIBIT E

DRAWING AND LEGAL DESCRIPTION OF THE EASEMENT

AS TO GRANTOR 1 PARCEL AND GRANTOR 2 PARCEL:

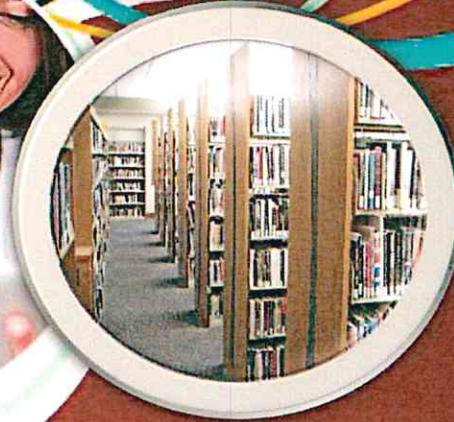
A 10 foot wide temporary grading easement on part of the Southeast 1/4 of Section 4, T30N, R3W, City of Gaylord, Otsego County, Michigan, the West line being described as: Commencing at the South 1/4 corner of said Section 4; thence N00°42'00"W, 929.51' along the North-South 1/4 line of said Section 4; thence N89°16'01"E, 322.51' along the South line of Seventh Street to the Point of Beginning of the West line of said 10 foot wide temporary grading easement; thence S00°05'50"W, along the West line of said 10 foot wide temporary grading easement, 429.78' to the Point of Ending of the West line of said temporary grading easement.

AS TO GRANTOR 3 PARCEL:

PART OF THE SE1/4 OF SEC 4, T30N R3W, CITY OF GAYLORD, COMM AT THE S 1/4 CORNER OF SEC 4, TH NOODEG 42'00"W 929.51 FT, TH ALG THE N 1/4 LINE OF SEC 4, TH N89DEG 16'01"E 322.51FT ALG THE S LINE OF SEVENTH ST, TH S 00 DEG S05'50" W 330.01 FT, TO THE POBTH N 89DEG16'01" E 110.02FT, TH S00DEGO6'O6"W 127.. 3 5 FT, TH N76DEG 36'23"W 113.03 FT, TH N 00 DEG 05'50"E 99.77 FT TO THE POB CONT .29 ACRES SURVEY JOB NUMBER GSU6230-01G BY WADE TRIMMM NOT RECORDED.



Department Presentation
September 22, 2020
Otsego County Library- Jackie Skinner,
Library Director



Otsego County Library

Otsego County Board of Commissioners

September 22, 2020

Jackie Skinner, Library Director

jskinner@otsego.org

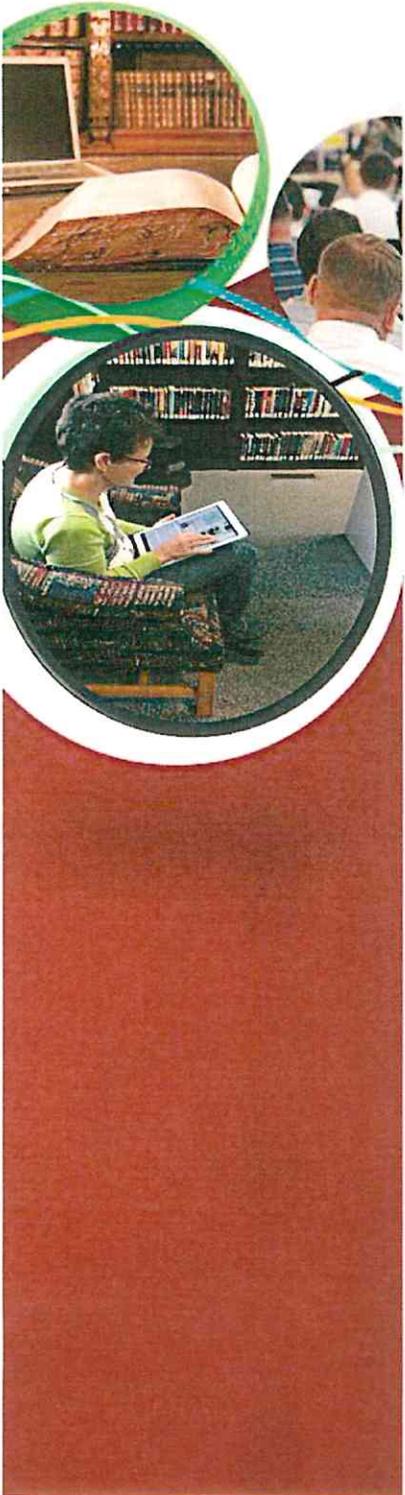
Otsego County's Libraries

- Our newly renovated Main Library with its meeting rooms and study spaces has been well-used. The Johannesburg Branch was re-carpeted early this year, and the Vanderbilt Branch was renovated in 2015.
- With Community Foundation funding, new bike parking was installed at the Main Library
- Multiple funding sources agreed to equip the renovated Library's Makerspace. Thank you, Girl Scout, Rebecca Reynolds!
- Otsego Wildlife Legacy Society has granted \$5,000 towards a Storywalk at the Vanderbilt Trailhead near our branch library! Rotary is installing it!



Library Safety

- Study rooms and small group meeting rooms may also be reserved as long 6 ft of social distance may be maintained.
- All Library facilities are regularly sanitized. Cares Act funds have been approved to purchase an electrostatic sanitizing sprayer.
- All items brought in from outside the Library building are quarantined for three days.
- Computer keyboards and mice are sanitized between each use.
- Plexiglass barriers have been installed at all service desks, and stand-alone hand sanitizer dispensers were purchased with CARES Act funds thru the Library.
- Carol Leser, Friend of the Library, has made hundreds of masks to distribute to staff and patrons, including children.



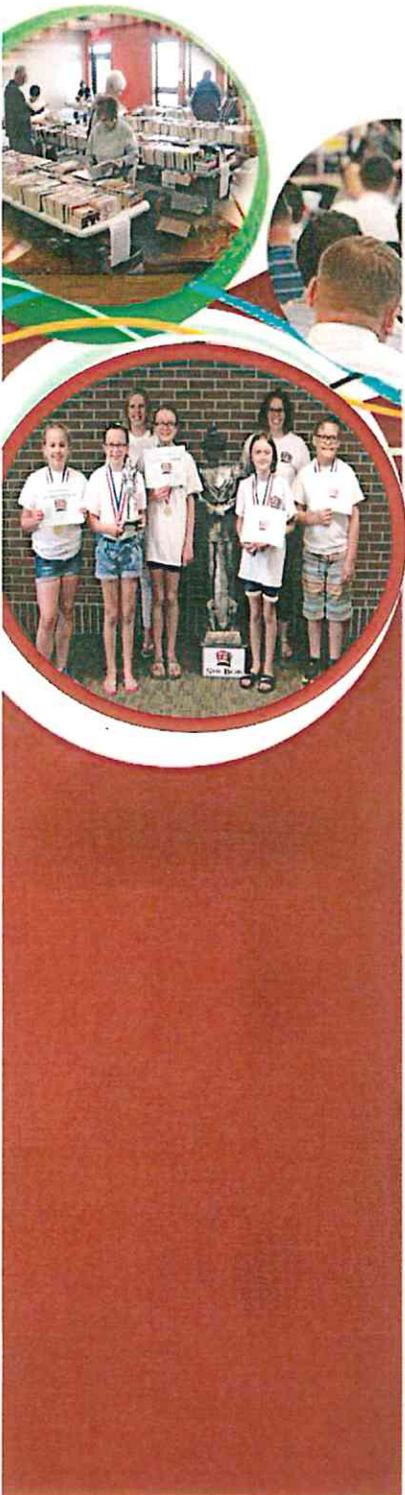


Otsego County Library by the Numbers

- Prior to the pandemic, between October 2019 and March 15, 2020, the Main Library's upstairs meeting room alone was used 109 times.
- The Main Library in Gaylord currently houses 78,591 items. The Johannesburg Branch has 11,809 and the Vanderbilt Branch has 7,141.
- 95,930 items were circulated throughout the county in 2019. 32,272 of which were juvenile items.
- In 2019, public computer workstations were used 15,602 times, and our WIFI Internet Access which is available 24/7 in Gaylord, Johannesburg and Vanderbilt, was logged into 25,964 times.
- 273 Youth programs were offered in 2019 with 6,921 attendees.

New Services

- Online Library card registration
- Auto-renewal of checked out items
- RB Digital streaming video, audiobooks, Great Courses, concerts and much more...
- Sidewalk Library
- Circulating WIFI Hotspots (coming soon)
- Otsego County Library App (coming soon)

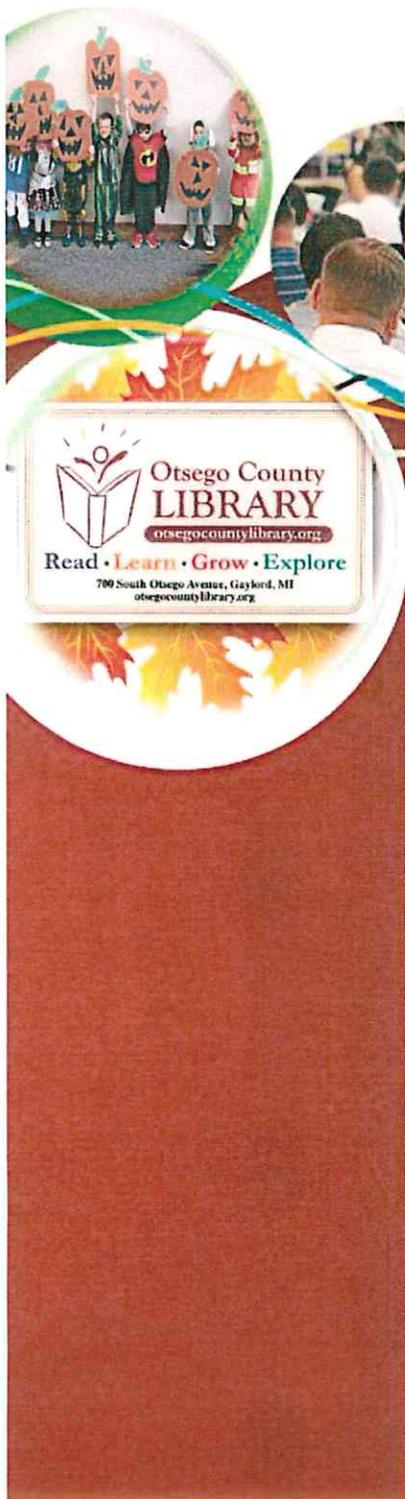


Looking forward

- A new strategic plan needs to be written.
- An important part of this strategic plan is a community survey regarding Library services.
- A new web site should be developed, including an updated newspaper archive platform.
- Continuing the digitization of the Gaylord Herald Times is another top priority.



Thank you to our wonderful Library Staff!



**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

| | |
|--|---|
| AGENDA ITEM: Bid 2020-05 Royal Crest Demolition | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Committee Reports Budget & Finance Committee Recommendations, Item 1. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Rachel Frisch, County Administrator Chris Churches, Planning & Zoning, Capital Projects Director | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

The Budget and Finance Committee has reviewed the bid results for the Royal Crest Demolition bid 2020-05. Twelve bids were received. The Budget and Finance Committee recommends for approval, the award of the bid to the low bidder Bolle Contracting in the amount of \$129,669.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the 2020-05 bid award to Bolle Contracting for the Royal Crest Demolition in the amount of \$129,669.

BID FORM

PROJECT IDENTIFICATION: OTSEGO COUNTY
ROYAL CREST MOTEL DEMOLITION

DELIVER BID TO: Otsego County Administration
225 West Main, Suite 203
Gaylord, MI 49735

1.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

2.01 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for ninety (90) calendar days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.

3.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:

A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No. 1, , , ,

B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and performance of the Work.

D. Bidder has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities).

E. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

F. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.

- G. Bidder is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- I. Bidder has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by ENGINEER is acceptable to Bidder.
- J. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

4.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Division A – Building Base Lump Sum Bid

For the Otsego County Royal Crest Motel Demolition. Complete with all appurtenance, as specified herein and as shown on the plans, the Bidder agrees to perform all of the work of this Contract for the following lump sum bid price.

Total Lump Sum Bid Price: \$ 129,669.00

Total bid amount in words

One Hundred twenty nine thousand six hundred Dollars and 00 cents.
Sixty nine.

6.01 Bidder agrees to have all work completed and ready for final payment in accordance with paragraph 14.07 of the General Conditions on or before Thursday, December 31, 2020.

7.01 The following documents are attached to and made a condition of this Bid:

- A. Required Bid security
- B. Noncollusion Affidavit of Prime Bidder (Attachment A)
- C. Bidder Information (Attachment B)

SUBMITTED on 8/21/20, 2020.

State Contractor License No. 2108215385. (If applicable)

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)

(Individual's signature)

Doing business as: _____

Business address: _____

Phone No. _____ Fax No. _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____

(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Business address: _____

Phone No. _____ Fax No. _____

A Corporation

Corporation Name: Bolle Contracting LLC (SEAL)

State of Incorporation: MD

Type (General Business, Professional, Service, Limited Liability): Limited Liability

By: [Signature]

(Signature -- attach evidence of authority to sign)

Name (typed or printed): Mark Bolle

Title: President (CORPORATE SEAL)

Attest _____

(Signature of Corporate Secretary)

Business address: 408 E. 4th St

Clope, MD 21117

Phone No. 989-386-7311 Fax No. 989-386-8044

Date of Qualification to do business is 1996

**Attachment A
Noncollusion Affidavit of Prime Bidder**

State of: Michigan

County of: Clare

Mark Ballo, being first duly sworn, deposes and says that:

- (1) He/She is the President of Ballo Contracting LLC, the Bidder that has submitted the attached Bid;
- (2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, either directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached bid or that of any other Bidder, or, to fix any overhead, profit, or cost element of the bid price or the bid price or prices in the attached bid or that of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against Bay Mills Township or any person interested in the proposed Contract.
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including this affiant.

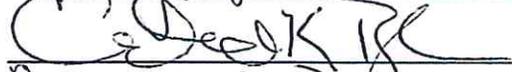
Signed By:



pres (Title)

Subscribed and sworn to before me this 19 day

of August, 2020



Amanda K Beyerle

My Commission Expires: 3-18-25

Amanda K Beyerle
Notary Public, State of Michigan, County of Clare
My commission expires Mar. 18, 2025
Acting in the County of Clare

Bid Bond

 **AIA[®] Document A310[™] – 2010**

CONTRACTOR:

(Name, legal status and address)

BOLLE CONTRACTING, LLC
408 E. 4th Street
Clare, MI 48617

Bid Bond No. GR20663

SURETY:

(Name, legal status and principal place of business)

Granite Re, Inc.
14001 Quailbrook Dr
Oklahoma City, OK 73134

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:

(Name, legal status and address)

Otsego County
225 W. Main St
Gaylord, MI 49735

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Ten Percent of the Bid Amount (10.00% of Bid Amount)

PROJECT:

(Name, location or address, and Project number, if any)

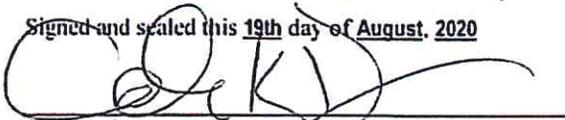
Otsego County Royal Crest Motel Demolition, 803 S. Otsego Ave., Gaylord, MI 49735;
Project No. 2020-05

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

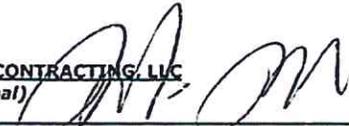
Signed and sealed this 19th day of August, 2020

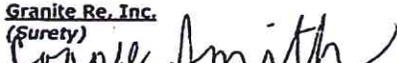


(Witness)



(Witness) Karla K. Haffron

BOLLE CONTRACTING, LLC
(Principal)  (Seal)

(Title)
Granite Re, Inc.
(Surety)  (Seal)
(Title) Connie Smith, Attorney-In-Fact

**Attachment B
Bidder Information**

GENERAL

The Bidder must complete the following:

A. Active Projects - See Attached

| | Year Began | Owner | Contract Price | Project Description |
|----|------------|-------|----------------|---------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |

B. Completed Similar Projects - See Attached

| | Year Began | Owner | Contract Price | Project Description |
|----|------------|-------|----------------|---------------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |

C. Bidder's approximate bonding capacity as of August 21, 2020. letter Attached

D. Name of Bidder's superintendent who will be responsible for the project -

1. Mark Bolle (Two alternate names are acceptable)

1. General Experience

See Attached

Work On Hand
as of 8/26/2020

| <u>Customer</u> | <u>Contract Amount</u> | <u>% Complete</u> |
|-----------------------------|------------------------|-------------------|
| City of Lansing | \$ 18,500.00 | 100.00% |
| City of Bay City | \$ 26,700.00 | 100.00% |
| City of Jackson | \$ 204,900.00 | 100.00% |
| Ingham Co Land Bank | \$ 201,000.00 | 95.00% |
| Vinning Industrial | \$ 245,000.00 | 95.00% |
| Bay Aggregate Clean up | \$ 177,200.00 | 100.00% |
| Flint Library | \$ 910,000.00 | 55.00% |
| Caro Center | \$ 580,000.00 | 35.00% |
| Kalamazoo Co Land Bank | \$ 11,500.00 | 100.00% |
| City of Three Rivers | \$ 15,500.00 | 100.00% |
| Midland Co Road Comm | \$ 35,700.00 | 100.00% |
| Millett School | \$ 58,000.00 | 100.00% |
| Misc Demo Jobs | \$ 140,000.00 | 40.00% |
| Kinross Twp Hotel | \$ 136,000.00 | 0.00% |
| City of Port Huron | \$ 87,000.00 | 0.00% |
| City of Marshall | \$ 39,000.00 | 0.00% |
| Calhoun Co Land Bank | \$ 64,000.00 | 100.00% |
| Grand Rapids Public Schools | \$ 47,000.00 | 40.00% |
| Cherry Capital Airport | \$ 117,000.00 | 0.00% |
| Kent County | \$ 18,000.00 | 0.00% |
| Isabella County Road Comm | \$ 112,000.00 | 0.00% |
| Clare County Drain | \$ 550,000.00 | 0.00% |
| Newberry Correctional Fac | \$ 2,181,000.00 | 0.00% |
| City of Kalamazoo | \$ 11,250.00 | 0.00% |
| Mid Michigan College | \$ 405,000.00 | 100.00% |



408 E 4th St., Clare, MI
989-386-7311

Bolle Contracting recent work completed

Calhoun County Land Bank
Amy Rose Robinson 269-781-0744
\$1,300,000.00
100% completed by Bolle Contracting
Completed thru 12/2019-ongoing

Central Michigan University / Clark Construction
Toni Berry 231-373-6960
\$370,000.00
100% completed by Bolle Contracting
Completed 8/2019

City of Kalamazoo
Bob McNutt 269-337-8566
\$450,000.00
100% completed by Bolle Contracting
Completed thru 12/2019-ongoing

Mid Michigan College / Three Rivers Corporation
Adam Jankowiak 989-631-6960
\$321,000.00
100% completed by Bolle Contracting
Completed 10/2019

Kalamazoo County Land Bank
Kenn Hartmann 269-216-9669
\$900,000.00
100% completed by Bolle Contracting
Completed thru 12/2019-ongoing

Clare Public Schools Football Field
989-386-6055
\$125,000.00 (in kind work)
100% completed by Bolle Contracting
Completed 11/2016

Ingham County Land Bank
Roxanne Case 517-267-5221
\$1,901,000.00
100% completed by Bolle Contracting
Completed thru 12/2019-ongoing

City of Lansing
Stephanie Robinson 517-702-6197
\$500,000.00
100% completed by Bolle Contracting
Completed thru 12/19 - ongoing

City of Alma
Aeric Ripley 989-463-8356
\$121,000.00
100% completed by Bolle Contracting
Completed 10/2017

City of Bay City
Deb Kiesel 989-894-8158
\$525,000.00
100% completed by Bolle Contracting
Completed thru 11/2019-ongoing

City of Battle Creek
Richard Bolek 269-966-3382
\$249,000.00
100% completed by Bolle Contracting
Completed thru 11/2019-ongoing



408 E. 4th St. Clare, MI
989-386-7311

Although every demolition job is unique, here is a list of a few that we have completed recently that have included environmental contamination and/or Haz-Mat.

City of Alma – 2017

29,000 SF Lumberyard w/underground gas tanks.
Aeric Ripley
989-463-8356

Village of Kalkaska – 2015

40,000 SF Erb Lumber and Chamber of Commerce buildings
was used prior as a gas station with oil tanks
Scott Yost
231-258-9191

City of Kalamazoo – 2018

25,000 SF Bowling Alley
Bob McNutt
269-337-8566

Central Michigan University Kelly/Shorts Stadium – 2019

16,000 SF Football Stadium Locker Room
Jeff Suty
989-774-2770

Main Farm LLC. Greenville MI – 2019

60,000 SF Farm Equipment Storage Building
Fire damaged with equipment and oils/gases
616-754-7760 \$10,000

Farm Bureau Insurance – 2016

50,000 SF Hog Farm
Remus, MI
Randy Knoll
rknoll@fbinsmi.com

Michigan Land Bank Fast Track Authority

4000 SF Laundry Mat / Dry Cleaners
West Branch, MI \$35,800
Linda Horak
517-335-8212

State of Michigan/DTMB - 2019

Rose Lake Wildlife Area East Lansing-DNR
Select structure demolition & Abatement
Kristi Zakrzewski \$130,350
517-243-5669

Vande Bunte Egg Farm - 2020

50,000 SF Barn Fire Clean up Demolition
300,000 poultry remains
Otsego, MI \$55,000
Adam Dickerson
269-615-2111

Rib Shack Restaurant-2020

2000 SF Fire Clean Up Demolition
Saginaw, MI \$18,500
Dave Sova
989-752-8644

Keystone Automotive Warehouse-2020

500,000 sf Fire Clean Up Demolition
Greenville, MI \$188,000
Tom Owen
616-262-7396

Bay Aggregates Warehouse - 2020

Demolition & Abatement
Bay City, MI \$97,500
Kevin Cotter
989-667-5990

All work performed 100% by Bolle Contracting employees

J. RYAN BONDING, INC.

P.O. Box 465 • Hudson, WI 54016-0465
800/535-0006 • Fax 800/501-0989

March 10, 2020

Re: BOLLE CONTRACTING LLC bonding capacity

To Whom It May Concern:

Please be advised that J. Ryan Bonding is authorized by Granite Re, Inc. to issue fidelity and surety bonds for Bolle Contracting LLC. In our opinion, this company continues to be properly financed, well-equipped, and capably managed. This continues to be a highly regarded and valued client relationship.

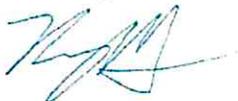
We are willing to favorably consider executing surety bonds for single contracts up to \$2,000,000 within a \$4,000,000 bonded aggregate work program. Larger contracts will also be considered on a case-by-case basis.

Please understand that any arrangement for surety credit is a matter between the contractor and the surety and we assume no liability to any third parties. We reserve the right to perform normal underwriting at the time of any specific bond request, including without limitation, prior review and approval of relevant contract documents, and required bond forms. As such, this letter is not to be construed as an agreement to provide surety bonds for any particular project; but rather, it is offered as an indication of our confidence in this particular client. Any specific requests for bonds will be underwritten by Granite Re, Inc. on their own respective merits.

Granite Re, Inc. (NAIC #26310) is a wholly owned subsidiary of Federated Mutual Insurance Company. Granite Re, Inc. is a corporate surety with an A.M. Best Financial Strength Rating of "A+ Superior" and is categorized by A.M Best Company as belonging to the "XV - \$2 Billion or greater" Financial Size Category. Granite Re, Inc. appears in the Federal Treasury Register (Dept. Circular 570; 2019 Revision), and is licensed to do business in (48) U.S. States, including the State of Michigan.

If you have any questions, please contact me at 616-425-2232.

Sincerely,



Kory Mortel
J. Ryan Bonding, Inc.



Bolle Contracting, LLC.

Superintendent Information:

- I. Contact Name: Mark Bolle
- II. Phone: 989-386-7311
- III. Email: mark@bollecontracting.com

Summary of the qualifications of the respondent and team

- I. Years of Experience: 21 years with over 2000 demos
- II. State of Michigan Asbestos Supervisor and Inspector

Experience with Federal/State grants with specific grants

- I. 10 years of experience with CDBG, NSP2, and HHF

Work to be performed:

100% of the work will be completed by Bolle Contracting employees, no sub-contractors are used on our projects.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

| | |
|---|--|
| <p>AGENDA ITEM:</p> <p>Bid 2020-09 County Building Entrance</p> | <p>AGENDA DATE:</p> <p>September 22, 2020</p> |
| <p>AGENDA PLACEMENT:</p> <p>Committee Reports Budget & Finance Committee Recommendations, Item 2.</p> | <p>ACTION REQUESTED:</p> <p>Motion to Approve</p> |
| <p>STAFF CONTACT(S):</p> <p>Rachel Frisch, County Administrator</p> <p>Chris Churches, Planning & Zoning, Capital Projects Director</p> | <p>ATTORNEY REVIEW:</p> <p>No</p> |

BACKGROUND/DISCUSSION:

With available grant funding, the County is addressing COVID-19 by providing enhanced social distancing at the Courthouse front entrance. The project will include moving the interior front entrance doors, improving the front entrance walkway, and adding a transaction window for the Treasurer’s office. The Budget and Finance Committee reviewed the bid results for bid 2020-09 and recommends for approval, the bid award to Griffith Builders Inc. in the amount of \$97,500, using CDBG funding from the Federal CARES Act to fund the project.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the 2020-09 bid award to Griffith Builders Inc. for the Front Entrance project in the amount of \$97,500.



**OTSEGO COUNTY ADMINISTRATION BID
REGISTER LOG/PRELIMINARY TABULATION SHEET**

BID NUMBER: 2020-09

DATE/TIME BIDS DUE: 3PM on 9/15/20

TITLE: Front Entrance Alterations

DATE/TIME OF BID OPENING: 3:05PM on 9/15/20

ADVERTISED: Yes

BID DEPOSIT REQUIRED: No (price dependent)

ADDENDUM/DATES: 1 on 9/8/20, 2 on 9/10/20, and 3 on 9/10/20

BIDS/PROPOSAL RECEIVED

| | COMPANY NAME | LOCATION | Complete Bid Form? | PRELIMINARY TOTAL BID | PRELIMINARY LOCAL 5% REDUCED BID | PRELIMINARY RANK |
|----|------------------------|-----------------|--------------------|-----------------------|----------------------------------|------------------|
| 1 | GICAHAM CONSTRUCTION | SAGINAW, MI | X | \$129,500.00 | — | 2 |
| 2 | SOUTH ARLM CONS. | EAST JORDAN, MI | X | \$129,500.00 | — | 3 |
| 3 | GRAFFITH BUILDERS, INC | LAKEVIEW, MI | X | \$97,500.00 | — | 1 |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |

OTSEGO COUNTY PUBLIC BID OPENING

Bid Due Date: 9/15/2020 @ 3PM

Bid Opening Date: 9/15/2020 @ 3:05PM

1. Thank you all for coming to the public bid opening for BID 2020-09
2. Introductions: County / Professional Personnel in Attendance
3. Bid Opening Preamble

For the purposes of this public bid opening, the County will assign a preliminary rank that is based on price alone. However, although bid price is used for the preliminary ranking, as stated in the RFP document and the County's purchasing policy, Otsego County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software.

Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

The County will analyze the bid documents in more detail after the public bid opening. If necessary, the County will exercise its right to clarify any and all information it deems necessary to obtain an accurate understanding the bid documents.

BID FORM

PROJECT IDENTIFICATION: OTSEGO COUNTY BUILDING IMPROVEMENTS
225 W. MAIN STREET
GAYLORD, MICHIGAN
BID 2020-09

THIS BID IS SUBMITTED TO: Otsego County Administrator, Room 203
225 W. Main Street
Gaylord, MI 49735

- ↗ Otsego County Building Improvements
- 1.01** Sealed Bids for ~~Window and Roof Replacement for Otsego County Court House~~ will be received by the County Administrator located in Room 203 of the County Building until 3:00 pm local time, on Tuesday, September 15, 2020. Bids shall be sealed and clearly marked as **Bid 2020- 09** on the exterior. Bids may be hand delivered or mailed. No oral bids shall be accepted. The bids will be read publicly in Room 212 at 3:10 p.m.
- 1.02** No questions will be taken after 3:00 pm local time, on Friday, September 11, 2020.
- 2.01** The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
- 3.01** Bidder accepts all of the terms and conditions of the Invitation to Bid. The Bid will remain subject to acceptance for sixty (60) calendar days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.
- 4.01** In submitting this Bid, Bidder represents, as set forth in the Agreement, that:
- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda and Bid Clarifications, receipt of all which is hereby acknowledged.
Addendum No. 1 , 2 , 3 , , Bid Clarification No. , ,
 - B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Bidder is familiar with and is satisfied as to all Federal, State and Local laws and regulations that may affect cost, progress and performance of the Work.
 - D. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

- E. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- H. Bidder has given ARCHITECT written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by ARCHITECT is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

5.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

6.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Base Lump Sum Bid:

For the renovations, complete with all appurtenance, as specified herein and as shown on the plans, the Bidder agrees to perform all of the work of this Contract for the following lump sum bid price.

Lump Sum Bid Price:

\$ 128,500.00

7.01 Bidder shall provide date of commencement and date of completion in the bid.

Date of Commencement: 9/23/20

Date of Completion: 10/23/20

7.02 Contract Agreement will be AIA A101 (2007) Standard Form of Agreement between Owner and Contractor and A201 (2007) General Conditions of the Contract for Construction.

If bidder chooses to use contract other than AIA A101, a sample of that contract shall be included in the bid.

8.01 The following documents are attached to and made a condition of this Bid:

- A. Bid Form

- B. Subcontractor Information (Attachment A) to be submitted with the bid.
- C. Proof of liability insurance coverage.
- D. Construction Documents
- E. Otsego County Purchasing Policy
 - a. In addition to to these documents, contractors must follow procedures provided in the purchasing policy

BID SUBMITTED on September 15, _____, 2020.

State Contractor License No. 2101085234 (REQUIRED)
If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)

(Individual's signature)

Doing business as: _____

Business address: _____

Phone No. _____ Fax No. _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____

(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Business address: _____

Phone No. _____ Fax No. _____

A Corporation

Corporation Name: Graham Construction Corporation (SEAL)

State of Incorporation: Michigan

Type (General Business, Professional, Service, Limited Liability): General Business

By: Grady P. Graham

(Signature -- attach evidence of authority to sign)

Name (typed or printed): Grady Graham

Title: President (CORPORATE SEAL)

Attest Wendy Graham

(Signature of Corporate Secretary)

Business address: 3399 Fashion Square Blvd, Saginaw, MI 48603

Phone No. 989.921.3030 Fax No. 989.921.3031

Date of Qualification to do business is 9/17/1991

**Attachment A
Subcontractor Information**

- A. Attachment A is to be submitted with the bid.
- B. Names and addresses of all subcontractors to be employed on this project and which work or item(s) they will perform. (Submit additional sheets if necessary)

If any work items indicated below will be completed by the bidder, without the use of a subcontractor, enter the bidder's name in the appropriate space.

| SUBCONTRACTOR | WORK ITEMS |
|------------------------------------|------------|
| Will Provide if awarded | |
| Chuck's Electric | |
| | |
| | |
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| | |

 **AIA** Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Graham Construction, Inc.
3399 Fashion Square Boulevard
Saginaw, MI 48603

SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Ostego County

BOND AMOUNT: Ten Percent of Bid (10% of Bid)

PROJECT: Building Improvements

(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of September, 2020

(Witness)



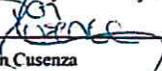
(Witness) Amie Barker

Graham Construction, Inc.

(Principal)  *(Seal)*

(Title)

Travelers Casualty and Surety Company of America

(Surety)  *(Seal)*

(Title) Dan Cusenza, Attorney-In-Fact



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

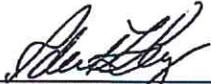
KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Dan Cusenza** of **LANSING Michigan**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 17th day of January, 2019.



State of Connecticut

City of Hartford ss.

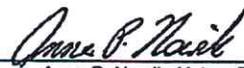
By: 
Robert L. Raney, Senior Vice President

On this the 17th day of January, 2019, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

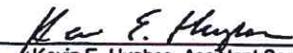
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 15th day of September, 2020.




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.



COUNTY OF OTSEGO Administrative Policy Manual

Policy Number

500.01

| | | |
|----------------------------|------------------------------|-------------------------------|
| Policy No 500.01 | Subject Purchasing | Date Issued 4/13/04 |
|----------------------------|------------------------------|-------------------------------|

| | | | |
|---|---|--|---|
| <p>Application</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</p> <p><input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Social Welfare (Family Independence Agency)</p> <p><input type="checkbox"/> Commission on Aging</p> <p><input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving</p> <p><input checked="" type="checkbox"/> Commissary</p> <p><input checked="" type="checkbox"/> Bus System</p> <p><input checked="" type="checkbox"/> Administrative Services</p> <p><input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center</p> <p><input type="checkbox"/> Road Commission</p> <p><input type="checkbox"/> Ambulance</p> <p><input type="checkbox"/> Sportsplex</p> <p><input type="checkbox"/> Other:</p> </td> </tr> </table> | <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</p> <p><input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Social Welfare (Family Independence Agency)</p> <p><input type="checkbox"/> Commission on Aging</p> <p><input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p> | <p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving</p> <p><input checked="" type="checkbox"/> Commissary</p> <p><input checked="" type="checkbox"/> Bus System</p> <p><input checked="" type="checkbox"/> Administrative Services</p> <p><input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center</p> <p><input type="checkbox"/> Road Commission</p> <p><input type="checkbox"/> Ambulance</p> <p><input type="checkbox"/> Sportsplex</p> <p><input type="checkbox"/> Other:</p> | <p>Revised 08/25/09</p> <hr/> <p>Applicable Forms</p> |
| <p><u>General Fund Functions</u></p> <p><input checked="" type="checkbox"/> General Fund Departments</p> <p><input type="checkbox"/> 46th Trial Court</p> <p><input type="checkbox"/> Joint Building Authority</p> <p><input checked="" type="checkbox"/> Other Jointly Governed Organizations</p> <p><u>Special Revenue Functions</u></p> <p><input checked="" type="checkbox"/> Parks and Recreation</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Social Welfare (Family Independence Agency)</p> <p><input type="checkbox"/> Commission on Aging</p> <p><input type="checkbox"/> Other Special Revenue Funds</p> <p><input checked="" type="checkbox"/> Building Authority</p> | <p><u>Business-Type Functions</u></p> <p><input checked="" type="checkbox"/> Delinquent Tax Revolving</p> <p><input checked="" type="checkbox"/> Commissary</p> <p><input checked="" type="checkbox"/> Bus System</p> <p><input checked="" type="checkbox"/> Administrative Services</p> <p><input checked="" type="checkbox"/> Building and Grounds</p> <p><u>Component Units</u></p> <p><input type="checkbox"/> University Center</p> <p><input type="checkbox"/> Road Commission</p> <p><input type="checkbox"/> Ambulance</p> <p><input type="checkbox"/> Sportsplex</p> <p><input type="checkbox"/> Other:</p> | | |

| | | | |
|---|---|---|---|
| Contact Department Administration | Contact Phone Number 989-731-7520 | Contact Fax Number 989-731-7529 | Contact E-Mail jburt@otsegocountymi.gov |
|---|---|---|---|

Summary

The purpose of this policy is to establish procedures for the purchase of all supplies, equipment, vehicles, and all construction or altering of County facilities for any department of the County of Otsego in a manner that maximizes the purchasing value of public funds in procurement. This policy includes capital leases on any such item as listed above. This policy shall apply to every expenditure of public funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations. Nothing in this policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

Procedures

1. Definitions

1.1 **Capital Outlay Items:** Non-expendable items itemized in the County's capital improvement budget/plan.

1.2 **Competitive Bids:** Prices received from vendors on items or services \$10,001 or more. Competitive bids are received as sealed bids only and are opened at advertised public bid openings. The requirement for sealed competitive bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs, or for the reauthorization of contracts, which have been previously approved by the Otsego County Board of Commissioners.

1.3 **Expendable/Recurrent Supplies:** Routine supplies needed to carry on the County's daily business (i.e. food, medical supplies, office supplies). Expendable supplies are generally acquired using preferred vendors.



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1.4 **Final Approver:** Person(s) designated to utilize the electronic purchasing system with the authority to convert requisitions to purchase orders.

1.5 **Formal Bidding:** Formal bidding procedure should be used for purchases from \$5,001 to \$10,000. It includes solicitation of written bids through the mail, e-mail, and facsimile.

1.6 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Informal bids (quotes) includes solicitation of written bids and may be solicited by telephone, personal contact, or in writing.

1.7 **Public Bid Opening:** A place, date and time established to open competitive bids received on items and/or services being procured. Adequate public notice of the invitation for bids shall be given not less than 10 calendar days prior to the date set forth therein for the opening of bids. Such notice may include publication in a newspaper of general circulation within the County for a reasonable time prior to the bid opening.

1.8 **Request for Proposal (RFP):** A document issued by the County Administrator, which contains specifications and County bidding procedures for procurement of items and/or services. An RFP is sent out to vendors as a mechanism to solicit for competitive bids.

1.9 **Request for Quotation (RFQ):** A document (less formal than an RFP) issued by the County Administrator/Management Team Member, which contains specifications for the procurement of items and/or services. An RFQ is sent out to vendors as a mechanism to solicit for competitive quotes.

2. POLICY: The County utilizes an electronic accounting system with a purchasing module that includes a requisition and purchase order system. Every purchase on behalf of the County (unless specifically exempted) shall require a requisition and purchase order. Except as otherwise specified herein, purchases / contracts will be awarded to a contractor or bidder based on price, record of performance, availability, dependability and experience. All purchases by contract, or otherwise, as herein authorized, will be in accordance with such appropriations as have been made by the Board of Commissioners for the support of the respective departments.

It shall be unethical for any County employee to participate directly or indirectly in a procurement contract when (the County employee knows that) the County employee or any member of the County employee's immediate family has a financial interest pertaining to the procurement contract.

2.1 **Basic Purchases:** Items valued at \$500 or less are considered basic purchases. There are not any bidding requirements for these purchases; however, the requisition and purchase order system must be utilized. Management Team Members or their designee(s) are authorized to draft requisitions and act as the final approver. The responsible party shall exercise reasonable scrutiny when expending funds under the \$500 threshold.



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- 2.2 **Informal Bidding:** Purchases of \$501 to \$5000 are subject to informal bidding. Individual employees, with approval of their Management Team Member, may solicit informal bids as outlined below. Bids must be written. The Management Team Member (their designee when absent) must act as final approver.
- A. **Bid Information:** To insure fairness in, each vendor solicited should be given the same information. This information should include:
- Description of items to be purchased
 - Special terms and/or specifications
 - Desired delivery date
- B. **Record of Bids:** All bids solicited shall be in writing and will be electronically recorded in the requisition "Post It" note window. Each record should contain:
- Bid Information
 - Record of all bids
 - Manager's explanation if lowest priced vendor not selected.
- 2.3 **Formal Bidding:** Purchases from \$5,001 to \$10,000 are subject to the formal bidding procedure. The respective department shall follow the formal bidding process. The Management Team Member must approve with the County Administrator or designee acting as the final approver. It includes solicitation of written quotations/bids through direct contact, public advertisement or any combination of the same.
- A. The solicitation/advertisement must include the following:
- Identification of item(s) to be bid upon
 - Location bids are to be submitted
 - Date and time of bid deadline for submission
 - Contact for further information
 - Statement of County's rights to reject bids
 - Contract compliance terms
 - Product specifications
- B. **Record of Bids:** All bids solicited shall be electronically recorded in the requisition "Post It" note window. Each record should contain:
- Bid Information
 - Record of all bids
 - Department Head explanation if lowest priced vendor not selected.
- 2.4 **Competitive Bidding:** Purchases with an anticipated obligation of \$10,001 or more are required to have sealed, competitive bidding and comply with Public Act 167 and 168 of 1993. Two (2) competitive bids are required for purchases of \$10,001 or more.



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Professional services and intergovernmental contracts and emergency repairs, or reauthorization of contracts that have been previously approved are exempted from this policy. **A copy of all bid document material must be provided to the Administration Department.**

- A. If a bid document must be prepared (\$10,001 or more), it shall include:
- **Bid Reference Number as assigned by the Administration Department**
 - Bid advertisement
 - Bid preparation instructions
 - Proposal
 - Contract
 - General conditions
 - Special conditions
 - General specifications
 - Detailed specifications
 - State or Federal guidelines (if necessary)

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

A "local vendor" is defined as a vendor that operates a business within the legally defined boundaries of Otsego County. To be considered a local vendor, the vendor must provide a verifiable business address (not a PO Box) at which business is being conducted.

- B. All bids shall be opened at the time, date and place specified, and the opening and inspection of all bids shall be made by the County Administrator. A complete summary of the bids, including the bidding firm's name, cost, qualifying data, and any other relevant information, shall be kept on file. Final approval, acceptance and selection of bids that are low bid and meet specifications shall be recommended by the County Administrator to the Board of Commissioners.
- 2.5 ***Expendable Supplies:*** For each expendable category of purchases, the County Administrator, with the assistance of the respective department staff (i.e. maintenance/jail food staff), will compile and maintain a list of preferred suppliers. Such lists will be reviewed and updated periodically. Typically one – three vendors will be listed to provide comparison pricing and selection options.
- 2.6 ***Open Purchase Orders:*** Open Purchase Orders shall be utilized for vendors that provide



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routine repetitive services. Open Purchase Orders may be opened and closed within any calendar month. Examples of authorized open purchase orders include: oil changes, car wash and other similar services.

2.7 *Emergency Purchase Orders:* In case of emergency needs, appropriate departments (maintenance, sheriff) are authorized to make emergency procurements of supplies, services or construction items when there exists a threat to public health, welfare or safety. Electronic access shall be provided to authorize the issuance of emergency purchase orders. Emergency procurements shall be made with such competition as is practicable under the circumstances and the cost shall not exceed \$5,000. An emergency purchase of up to \$10,000 may be made by the County Administrator without prior approval by the chair or vice-chair of the Board of Commissioners. The very nature of emergency expenditures may necessitate a significant financial decision without prior approval. All emergency expenditures in excess of \$10,000 shall be reported to the Board of Commissioners, in writing, within three business days.

In the case of emergency repairs where delays may cause further damage to county property, the County Administrator is authorized to spend up to \$10,000 without prior approval by the chair or Vice-Chair. Emergency repairs in excess of \$10,000 may be made by the County Administrator with advanced authorization from the chair or vice-chair.

- 2.8 *Cooperative Government Contracts:*** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by joining with other local governments, or participating with the State of Michigan or the Federal Government in purchasing. The County Administrator is authorized to enter into the necessary agreements or contracts on behalf of the County.
- 2.9 *Exempted Purchases:*** Exempted purchases include maintenance agreement billings, utility billings, contracted service invoices, insurance payments, and other like services as noted in the Otsego County Payables Policy. The appropriate account number and signature of a Management Team member is required for exempted purchases, and shall appear across the invoice.
- 2.10 *Payment Procedure:*** The respective Management Team member will be responsible for inspection of all orders, upon receipt of the order and prior to the acceptance of the delivery. Upon acceptance of items, verification that the packing slip matches the purchase order must accompany the invoice in order to obtain payment. Whenever a department rejects any orders, the County Administrator shall be notified immediately and given the reason for the rejection.
- 2.11 *Capital Leases:*** The process for bidding capital leases shall be similar to other purchases. Should the price of the purchase not be reasonably known prior to engaging the bidding process, the Formal Bidding Process shall be used.



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- 2.12 ***Bid Specification Changes:*** All changes in bid specifications shall be reported to all known potential bidders. Such notification shall provide appropriate time for all such potential bidders to have adequate time to make adjustments to their bids.
- 2.13 ***Demo Models:*** Bidding requirements shall be waived if the County is able to secure favorable prices on purchases by purchasing a demonstration model.
- 2.14 **Rebidding:** Should it become necessary to rebid a project/purchase, the County Administrator may waive the newspaper posting requirement for Competitive Bids, with notification being given to the Budget & Finance Committee members.
- 2.15 **Amending contracts on projects requiring bids:** The County Administrator may approve minor amendments to capital project contracts up to an amount of \$5,000, not to exceed more than 10% of the original contract amount. The County Administrator may approve minor amendments to capital project contracts up to an amount of \$10,000, not to exceed 10% of the original contract amount, with pre-notification to the Budget & Finance Committee. Any contract amendment beyond the limits specified above requires approval by the Board of Commissioners.
- 2.16 ***Bond Requirements:*** Bid bonds are required for construction or repair projects in the amount of \$100,000 or more. Bid bonds and performance bonds are required for construction or repair projects in the amount of \$250,000 or more. Bid bonds shall be in the amount of 10% of the total contract price. Performance bonds will be in the amount of 100% of the total contract price. Bond requirements cannot be waived.
- 2.17 ***Lien Waivers:*** For construction or repair projects in the amount of \$50,000 or more, the contractor is required to provide partial lien waivers, verifying all subcontractors and suppliers have been paid for their work to date, for payment requests beyond 25% of the total contract price. The final 10% of the contract price can be paid prior to receipt of lien waivers. The contractor will provide final lien waivers within 30 days of contract completion. In the event that a contractor does not provide the required lien waivers, the contract will not be eligible for future County projects without the consent of the County Infrastructure Committee.
- 2.18 ***Insurance Requirements:*** All contractors and/or vendors are required to have the following Insurance:
- A. Workers Compensation and Employers' Liability, Michigan Statutory Limits of Liability.
 - B. Commercial General Liability Insurance
 - C. Motor Vehicle Liability Coverage, and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles.
 - D. Otsego County will be named as Additional Insured on all insurance coverage, with



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the exception of Workers Compensation and Employers' Liability insurance.

Limits of Liability for General Liability, and Vehicle Liability shall be within the following guidelines based on contract amount:

- Projects up to \$750,000: Minimum of \$1,000,000 per occurrence and aggregate.
- Projects \$750,001 to \$1,750,000: Minimum of \$2,000,000 per occurrence and aggregate.
- Projects \$1,750,001 to \$2,750,000: Minimum of \$3,000,000 per occurrence and aggregate.
- The required amounts continue to escalate by adding \$1,000,000 to the beginning and ending project range and to the minimum insurance requirement.
- A Waiver of Subrogation is required on the certificate of liability insurance.
- The certificate of liability insurance is required to have a 30-day notice of cancellation.

- 2.19 ***Professional Services Contracts Requirements:*** Professional Liability Coverage (Errors and Omissions) is required for all contracts for professional services such as architect, engineer, design firm or similar professions, and the medical professions, etc.

Limits of Liability for Professional Liability Coverage shall be within the following guidelines based on contract amount:

- Projects up to \$750,000: Minimum of \$1,000,000 per occurrence and aggregate.
- Projects \$750,001 to \$1,750,000: Minimum of \$2,000,000 per occurrence and aggregate.
- Projects \$1,750,001 to \$2,750,000: Minimum of \$3,000,000 per occurrence and aggregate.
- The required amounts continue to escalate by adding \$1,000,000 to the beginning and ending project range and to the minimum insurance requirement.
- A Waiver of Subrogation is required on the certificate of liability insurance.
- The certificate of liability insurance is required to have a 30-day notice of



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cancellation.

2.20 Other Contractor Insurance Requirements:

For projects of over \$250,000, all vendor insurance must be obtained through an insurance company that has a financial strength rating of A or better by a reputable insurance rating company such as A.M. Best.

The County of Otsego will accept delivery of and authorize payment of only those services, supplies, merchandise or articles authorized for purchase, and acceptable under terms of the purchase agreement, in accordance with the procedures stated herein.

Payment for any services, supplies, merchandise or articles not authorized for purchase by the County Administrator and/or the Otsego County Board of Commissioners in accordance with the policies and procedures stated herein becomes the responsibility of the person or persons requesting such service, supplies, merchandise or article and the County may deny payment of the claim.

Any service being performed for the County that has not been authorized in accordance with the policies and procedures stated herein, shall be immediately discontinued and the original conditions restored at the expense of the person or persons requesting such service.

Payment in full for any service, supplies, merchandise or articles not acceptable for delivery or the use required, as put forth in the bid specifications or purchase agreement for such service, supplies, merchandise or articles, will be held in abeyance until such time as a replacement or replacements meeting the specifications put forth in the purchase agreement and acceptable for the use required are received.

TABLE 1

| Dollar Amount | Bidding Requirement | Final Approval |
|--------------------|-----------------------------|------------------------------------|
| \$0 - \$500 | None | Management Team Member or Designee |
| \$501 - \$5,000 | Informal Bid | County Administrator |
| \$5,001 - \$10,000 | Formal or Competitive Quote | County Administrator |
| \$10,001 or more | Competitive Bids (2) | Board of Commissioners |



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Approvals (name and department)

Board of Commissioners

April 13, 2004

Page Number

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BID FORM

PROJECT IDENTIFICATION: OTSEGO COUNTY BUILDING IMPROVEMENTS
225 W. MAIN STREET
GAYLORD, MICHIGAN
BID 2020-09

THIS BID IS SUBMITTED TO: Otsego County Administrator, Room 203
225 W. Main Street
Gaylord, MI 49735

- 1.01** Sealed Bids for Window and Roof Replacement for Otsego County Court House will be received by the County Administrator located in Room 203 of the County Building until 3:00 pm local time, on Tuesday, September 15, 2020. Bids shall be sealed and clearly marked as Bid 2020-09 on the exterior. Bids may be hand delivered or mailed. No oral bids shall be accepted. The bids will be read publicly in Room 212 at 3:10 p.m.
- 1.02** No questions will be taken after 3:00 pm local time, on Friday, September 11, 2020.
- 2.01** The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
- 3.01** Bidder accepts all of the terms and conditions of the Invitation to Bid. The Bid will remain subject to acceptance for sixty (60) calendar days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.
- 4.01** In submitting this Bid, Bidder represents, as set forth in the Agreement, that:
- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda and Bid Clarifications, receipt of all which is hereby acknowledged.
Addendum No. 1, 2, 3, ____, Bid Clarification No. ____, ____, ____
 - B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Bidder is familiar with and is satisfied as to all Federal, State and Local laws and regulations that may affect cost, progress and performance of the Work.
 - D. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

- E. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- H. Bidder has given ARCHITECT written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by ARCHITECT is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

5.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

6.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Base Lump Sum Bid:

For the renovations, complete with all appurtenance, as specified herein and as shown on the plans, the Bidder agrees to perform all of the work of this Contract for the following lump sum bid price.

Lump Sum Bid Price:

\$ 97,500.⁰⁰

7.01 Bidder shall provide date of commencement and date of completion in the bid.

Date of Commencement: 10/1/2020

Date of Completion: 11/30/2020

7.02 Contract Agreement will be AIA A101 (2007) Standard Form of Agreement between Owner and Contractor and A201 (2007) General Conditions of the Contract for Construction.

If bidder chooses to use contract other than AIA A101, a sample of that contract shall be included in the bid.

8.01 The following documents are attached to and made a condition of this Bid:

- A. Bid Form

- B. Subcontractor Information (Attachment A) to be submitted with the bid.
- C. Proof of liability insurance coverage.
- D. Construction Documents
- E. Otsego County Purchasing Policy
 - a. In addition to to these documents, contractors must follow procedures provided in the purchasing policy

BID SUBMITTED on 9/15/-----, 2020.

State Contractor License No. 2102640276----- (REQUIRED)

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)
(Individual's signature)

Doing business as: _____

Business address: _____

Phone No. _____ Fax No. _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Business address: _____

Phone No. _____ Fax No. _____

A Corporation

Corporation Name: GRIFFITH BUILDERS INC. (SEAL)

State of Incorporation: MICHIGAN

Type (General Business Professional, Service, Limited Liability): _____

By: Gretchen Cole
(Signature -- attach evidence of authority to sign)

Name (typed or printed): GRETCHEN COLE

Title: TREASURER (CORPORATE SEAL)

Attest: [Signature]
(Signature of Corporate Secretary)

Business address: PO BOX 260
LAKEVIEW, MI 48050

Phone No. 909-352-7965 Fax No. 909-352-6193

Date of Qualification to do business is 1/1/1954

**Attachment A
Subcontractor Information**

- A. Attachment A is to be submitted with the bid.
- B. Names and addresses of all subcontractors to be employed on this project and which work or item(s) they will perform. (Submit additional sheets if necessary)

If any work items indicated below will be completed by the bidder, without the use of a subcontractor, enter the bidder's name in the appropriate space.

SUBCONTRACTOR

WORK ITEMS

CHUCKS ELECTRIC

ELECTRICAL

FORWARD CONCRETE

CONCRETE

BETTER YARDS LANDSCAPING

LANDSCAPE

STRAUS MASONRY

MASONRY

THE CINCINNATI INSURANCE COMPANY

Bid Bond

CONTRACTOR (Name, legal status and address):

Griffith Builders Inc.
P.O. Box 260
Lakeview, Michigan 48850

SURETY (Name, legal status and principal place of business):

THE CINCINNATI INSURANCE COMPANY
6200 S. GILMORE ROAD
FAIRFIELD, OHIO 45014-5141

OWNER (Name, legal status and address):

Otsego County
225 W. Main Street
Gaylord, Michigan 49735

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

BOND AMOUNT:

Ten Percent (10%) of the amount of the accompanying bid

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

PROJECT (Name, location or address, and Project number, if any):

Otsego County Building Improvements

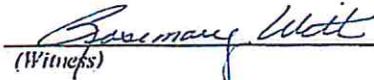
Project Number, if any:

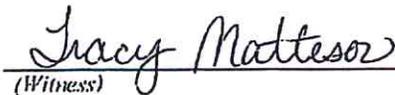
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond the sixty (60) days.

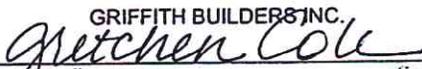
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

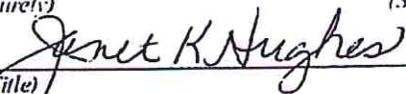
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirements shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of September 2020


(Witness)


(Witness)

GRIFFITH BUILDERS INC.

(Principal) (Seal)
GRETCHEN COLE, TRS.
(Title)

THE CINCINNATI INSURANCE COMPANY
(Surety) (Seal)

(Title)
Janet K. Hughes, Attorney-in-fact

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

Charles G. Richmond, Sr.; Michael S. Richmond; Loretta J. Ravert and/or Janet K. Hughes

of Jackson, Michigan

its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, up to Twenty Million and No/100 Dollars (\$20,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.



STATE OF OHIO) ss:
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY

Signature of Vice President

Vice President

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Signature of Mark J. Huller

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 15th day of September 2020



Signature of Scott R. Bobb

Assistant Secretary

**CONSENT RESOLUTION
OF THE SHAREHOLDERS
AND DIRECTORS OF
GRIFFITH BUILDERS, INC.**

A Michigan Corporation
(the "Corporation")

(In Lieu of 2018 Annual Meeting)

WHEREAS, Section 407 of the Michigan Business Corporation Act provides that an action required or permitted to be taken at a meeting of the shareholders may be taken without a meeting if a consent in writing is signed by all of the shareholders entitled to vote on the proposed action; and

WHEREAS, Section 525 of the Michigan Business Corporation Act provides that an action required or permitted to be taken at a meeting of the board of directors may be taken without a meeting if a consent in writing is signed by all of the directors entitled to vote on the proposed action; and

WHEREAS, the undersigned constitute all of the shareholders and directors of the Corporation; and

WHEREAS, the undersigned desire that the Corporation take the actions expressed in these resolutions in lieu of an annual meeting of the shareholders and directors.

NOW THEREFORE, BE IT RESOLVED, the undersigned declare that the resolutions expressed in the following paragraphs shall be, and hereby are, taken by the shareholders and directors of the Corporation as of the date of this Consent Resolution; and

FURTHER RESOLVED, that Kevin D. Griffith shall continue in his capacity as the sole member of the board of directors of the Corporation; and

FURTHER RESOLVED, that the following persons shall continue to serve as the sole officers of the Corporation until their respective successors are chosen and qualified: Kevin D. Griffith as President, Scott T. Stephens as Vice President, Kevin D. Griffith as Secretary, and Gretchen M. Cole as Treasurer; and

FURTHER RESOLVED, that all past actions of the directors and officers on behalf of the Corporation are ratified, adopted, and approved.

BID FORM

PROJECT IDENTIFICATION: OTSEGO COUNTY BUILDING IMPROVEMENTS
225 W. MAIN STREET
GAYLORD, MICHIGAN
BID 2020-09

THIS BID IS SUBMITTED TO: Otsego County Administrator, Room 203
225 W. Main Street
Gaylord, MI 49735

- 1.01 Sealed Bids for Window and Roof Replacement for Otsego County Court House will be received by the County Administrator located in Room 203 of the County Building until 3:00 pm local time, on Tuesday, September 15, 2020. Bids shall be sealed and clearly marked as Bid 2020- 09 on the exterior. Bids may be hand delivered or mailed. No oral bids shall be accepted. The bids will be read publicly in Room 212 at 3:10 p.m.
- 1.02 No questions will be taken after 3:00 pm local time, on Friday, September 11, 2020.
- 2.01 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.
- 3.01 Bidder accepts all of the terms and conditions of the Invitation to Bid. The Bid will remain subject to acceptance for sixty (60) calendar days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of OWNER.
- 4.01 In submitting this Bid, Bidder represents, as set forth in the Agreement, that:
- A. Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda and Bid Clarifications, receipt of all which is hereby acknowledged.
Addendum No. 1, 2, 3, 4, Bid Clarification No. , ,
 - B. Bidder has visited the Site and become familiar with and is satisfied as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Bidder is familiar with and is satisfied as to all Federal, State and Local laws and regulations that may affect cost, progress and performance of the Work.
 - D. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents to be employed by Bidder, and safety precautions and programs incident thereto.

- E. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Bidding Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents.
- H. Bidder has given ARCHITECT written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by ARCHITECT is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

5.01 Bidder further represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

6.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Base Lump Sum Bid:

For the renovations, complete with all appurtenance, as specified herein and as shown on the plans, the Bidder agrees to perform all of the work of this Contract for the following lump sum bid price.

Lump Sum Bid Price:

\$ 129,500

7.01 Bidder shall provide date of commencement and date of completion in the bid.

Date of Commencement: APPROX. 10/20/2020

Date of Completion: APPROX. 1/1/2020

7.02 Contract Agreement will be AIA A101 (2007) Standard Form of Agreement between Owner and Contractor and A201 (2007) General Conditions of the Contract for Construction.

If bidder chooses to use contract other than AIA A101, a sample of that contract shall be included in the bid.

8.01 The following documents are attached to and made a condition of this Bid:

- A. Bid Form

- B. Subcontractor Information (Attachment A) to be submitted with the bid.
- C. Proof of liability insurance coverage.
- D. Construction Documents
- E. Otsego County Purchasing Policy
 - a. In addition to to these documents, contractors must follow procedures provided in the purchasing policy

- * ELECTRICAL - INCLUDES NEW FEED FOR CONC. HEAT OF 100 LF
- * VESTIBULE DOOR - INCLUDES ENCLASING STAINED GLASS IN TEMPERED GLASS TO BE CODE COMPLIANT, NOT COVERED TO REPLACE ~~SPM~~ GLASS IF DAMAGED DURING REMOVAL
- * NORMAL BUSINESS HOURS FOR WORK
- * NO WINTER CONDITIONS
- * EXISTING GRADES TO REMAIN
- * PRICING MAY CHANGE WITH UPDATED DRAWINGS

BID SUBMITTED on SEPTEMBER 15, 2020.

~~FEDERAL TAX ID#~~

State Contractor License No. BL-1290068 (REQUIRED)

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____ (SEAL)

(Individual's signature)

Doing business as: _____

Business address: _____

Phone No. _____ Fax No. _____

A Partnership

Partnership Name: _____ (SEAL)

By: _____

(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

Business address: _____

Phone No. _____ Fax No. _____

A Corporation

Corporation Name: SOUTH ARM CONSTRUCTION LLC (SEAL)

State of Incorporation: MICHIGAN

Type (General Business, Professional, Service, Limited Liability): _____

By: ELLIS RAATZ

(Signature -- attach evidence of authority to sign)

Name (typed or printed): ELLIS RAATZ

Title: ESTIMATOR (CORPORATE SEAL)

Attest Juday Binn

(Signature of Corporate Secretary)

Business address: 117 S. LAKE STREET

EAST JORDAN, MI 49727

Phone No. 231-536-5001 Fax No. 231-536-5003

Date of Qualification to do business is _____

**Attachment A
Subcontractor Information**

- A. Attachment A is to be submitted with the bid.
- B. Names and addresses of all subcontractors to be employed on this project and which work or item(s) they will perform. (Submit additional sheets if necessary)

If any work items indicated below will be completed by the bidder, without the use of a subcontractor, enter the bidder's name in the appropriate space.

| SUBCONTRACTOR | WORK ITEMS |
|--|------------|
| <u>N. CENTRAL EXCAVATING</u> <u>SHEPHERD'S CONCRETE</u> <u>M/S MASONRY</u> | _____ |
| <u>MISTER T'S</u> <u>WIMMOT ELECTRICAL</u> <u>JOHNSTON'S LANDSCAPING</u> | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |



SOUAR-1

OP ID: DL

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 04/28/2020

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

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

| PRODUCER Bingham Insurance Services P.O. Box 318 Charlevoix, MI 49720 Samuel Bingham 231-547-4062 | CONTACT NAME: Samuel Bingham PHONE (A/C, No, Ext): 231-547-4062 FAX (A/C, No): 231-547-0655 E-MAIL ADDRESS: | | | | | | | | | | | | | | |
|--|--|-------------------------------|--------|--|--|---------------------|--|------------|--|------------|--|------------|--|------------|--|
| INSURED South Arm Construction, LLC PO Box 1069 East Jordan, MI 49727 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Benchmark Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B: CAM-COMP</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Benchmark Insurance Company | | INSURER B: CAM-COMP | | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A: Benchmark Insurance Company | | | | | | | | | | | | | | | |
| INSURER B: CAM-COMP | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | |

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

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | CP5002577 | 02/09/2020 | 02/09/2021 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | CA5001377 | 02/09/2020 | 02/09/2021 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0 | | | UM5000956 | 02/09/2020 | 02/09/2021 | EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | EWC005394 | 12/31/2019 | 12/31/2020 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| A | <input checked="" type="checkbox"/> Leased or Rented Equipment | | | CP5002577 | 02/09/2020 | 02/09/2021 | <input checked="" type="checkbox"/> Equipment \$ 150,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Carpentry

| | |
|---|--|
| CERTIFICATE HOLDER For Informational Purposes | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

**OTSEGO COUNTY
Board of Commissioners**



EXECUTIVE SUMMARY

| | |
|---|---|
| AGENDA ITEM: Budget Amendment: Airport Lights and Flags | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Committee Reports Budget & Finance Committee Recommendations, Item 3. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Rachel Frisch, County Administrator Matt Barresi, Airport Director | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

The Transportation Committee has recommended a budget amendment from the Airport's Special Events Fund Balance in the amount of \$2,500 to provide dedicated lights and flags at the airplane display. The Budget and Finance Committee has reviewed this matter and recommends for approval the budget amendment to use \$2,500 from the Airport's Special Events Fund Balance.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the Airport Special Event budget amendment.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

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|---|---|
| AGENDA ITEM: Budget Amendment: Friend of the Court Computers | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Committee Reports Budget & Finance Committee Recommendations, Item 4. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Rachel Frisch, County Administrator Mel Maier, Finance Director | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

The Friend of the Court (FOC) has budgeted to replace 8 computers in fiscal year 2020. Due to COVID-19, there is a need for remote work capabilities. The FOC has requested laptop replacements in lieu of desktops, which will require a budget amendment in the amount of \$6,000 from FOC fund balance. The Budget and Finance Committee has reviewed this matter and recommends for approval the FOC budget amendment in the amount of \$6,000. This purchase is funded using Federal CARES Act monies.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the FOC budget amendment.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

| | |
|---|---|
| AGENDA ITEM: Budget Amendment: Tree Removal from Storm Damage | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Committee Reports Budget & Finance Committee Recommendations, Item 5. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Rachel Frisch, County Administrator Tom Pratt, Parks Director | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

Due to storm damage, a budget amendment is necessary to cover the costs of the emergency cleanup. The Groen Preserve had approximately 400 trees fall as a result of the storm. The Parks and Recreation Commission and the Budget and Finance Committee have reviewed this matter and recommend for approval a budget amendment to pull \$25,000 from the Groen Preserve fund balance to cover the cost of the tree removal.

RECOMMENDATION:

The Parks and Recreation Commission and the Budget and Finance Committee request approval of the Groen Preserve budget amendment in the amount of \$25,000.

OTSEGO COUNTY
Board of Commissioners



Otsego
COUNTY
M I C H I G A N

EXECUTIVE SUMMARY

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|---|---|
| AGENDA ITEM: Budget Amendment: Legal Expenses | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Committee Reports Budget & Finance Committee Recommendations, Item 6. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Rachel Frisch, County Administrator Mel Maier, Finance Director | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

Due to an increase in legal expense activities, the legal expense fund needs an appropriation from the General Fund in the amount of \$20,000. The Budget and Finance Committee has reviewed this matter and recommends for approval the General Fund appropriation and budget amendment in the amount of \$20,000 from contingency.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the General Fund appropriation and budget amendment for legal expenses.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: General Fund/Legal Defense

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 Legal Expenses for fiscal year 2020

REVENUE

| Account Number | Decrease | Increase |
|--|----------|-----------|
| 280-050-699.030 Other Source - Transfers | \$ | \$ 20,000 |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total | \$ | \$ 20,000 |

EXPENDITURE

| Account Number | Increase | Decrease |
|---|-----------|-----------|
| 101-941-999.010 Contingency | \$ | \$ 20,000 |
| 101-962-999.000 Transfer Out - Lgl Dfs Fund | \$ 20,000 | \$ |
| 280-270-801.020 Professional | \$ 20,000 | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total | \$ 40,000 | \$ 20,000 |

Department Head Signature Date

Administrator's Signature Date

| |
|---------------------------|
| Finance Department |
| Entered: |
| By: |

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

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

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|--|---|
| AGENDA ITEM: L-4029 & Recycling Millage Reduction | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: Committee Reports Budget & Finance Committee Recommendations, Item 7. | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Rachel Frisch, County Administrator Mark Reetz, Equalization Director | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

The 2020 tax rate request form (form L-4029) has been reviewed by the Budget and Finance Committee. The Budget and Finance Committee recommends approval of the 2020 L-4029, which includes a one-year reduction of the Recycling millage levy by .1 mills. The Recycling millage for 2020, with the reduction, will be levied at .25 mills instead of the voter-approved .35 mills. This reduction is possible due to cost reductions for recycling operations.

RECOMMENDATION:

The Budget and Finance Committee requests approval of the 2020 L-4029 and a one-year reduction of the Recycling millage as presented.

**2020 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

| | |
|---|--|
| County OTSEGO | 2020 Taxable Value as of 5-26-20 1,328,134,092 |
| Local Government Unit OTSEGO COUNTY | |

**PLEASE READ THE
INSTRUCTIONS
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119.
The following tax rates have been authorized for levy on the 2020 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Millage Authorized by Election, Charter, etc. | (5)** 2019 Millage Rate Permanently Reduced by MCL 211.34d | (6) 2020 Current Year Millage Reduction Fraction | (7) 2020 Millage Rate Permanently Reduced by MCL 211.34d | (8) Sec. 211.34 Millage Rollback Fraction | (9) Maximum Allowable Millage Levy* | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|---|---|---|--|--|---|---|---|
| Allocated | Operational | 8/7/1978 | 4.3000 | 4.0502 | 1.0000 | 4.0502 | 1.0000 | 4.0502 | 4.0502 | | NA |
| Am Control | Voted | 8/7/2018 | 0.3000 | 0.3000 | 1.0000 | 0.3000 | 1.0000 | 0.3000 | | 0.3000 | Dec-23 |
| Comm. Aging | Voted | 8/6/2019 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | | 1.0000 | Dec-24 |
| CO AMB | Voted | 11/7/2017 | 0.7800 | 0.7800 | 1.0000 | 0.7800 | 1.0000 | 0.7800 | | 0.7800 | Dec-21 |
| Co. Bus | Voted | 8/6/2019 | 0.6000 | 0.6000 | 1.0000 | 0.6000 | 1.0000 | 0.6000 | | 0.6000 | Dec-23 |
| Co. Park/Rec | Voted | 8/3/2017 | 0.2500 | 0.2500 | 1.0000 | 0.2500 | 1.0000 | 0.2500 | | 0.2500 | Dec-21 |
| Co Roads | Voted | 11/4/2014 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | 1.0000 | | 1.0000 | Dec-23 |
| Library | Voted | 8/5/2009 | 0.4000 | 0.4000 | 1.0000 | 0.4000 | 1.0000 | 0.4000 | | 0.4000 | Dec-20 |
| Library | Voted | 11/8/2016 | 0.3750 | 0.3750 | 1.0000 | 0.3750 | 1.0000 | 0.3750 | | 0.3750 | Dec-21 |
| Recycling | Voted | 8/7/2018 | 0.3500 | 0.3500 | 1.0000 | 0.3500 | 1.0000 | 0.3500 | | 0.2500 | Dec-22 |
| Sportsplex | Voted | 11/7/2010 | 0.2500 | 0.2500 | 1.0000 | 0.2500 | 1.0000 | 0.2500 | | 0.2500 | Dec-30 |
| UC/M-TEC | Voted | 11/7/2019 | 0.9800 | 0.9800 | 1.0000 | 0.9800 | 1.0000 | 0.9800 | | 0.9800 | Dec-29 |

| | | |
|----------------------------------|---------------------------------------|-----------------------------------|
| Prepared by MARK REETZ | Title EQUALIZATION DIRECTOR | Date SEPTEMBER 22, 2020 |
|----------------------------------|---------------------------------------|-----------------------------------|

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Section 211.24e and 211.34.

| | | | |
|---|-----------|-----------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Clerk | Signature | Type Name SUZY DEFEYTER | Date SEPTEMBER 22, 2020 |
| <input type="checkbox"/> Secretary | | | |
| <input checked="" type="checkbox"/> Chairperson | Signature | Type Name KEN BORTON | Date SEPTEMBER 22, 2020 |
| <input type="checkbox"/> President | | | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

| | |
|--|---|
| AGENDA ITEM: September 15, 2020 Warrant | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: New Business, A. Financials, Item 1 | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Mel Maier, Finance Director | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The September 15, 2020 warrant is in the amount of \$157,655.54. Major expenditures include the following:

- \$59,426.20 – Gaylord ARFF Inc. – 4th qtr. payment

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$157,655.54.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/15/2020 - 09/15/2020

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|-------------------------------|---|----------------------------|------------------|
| 09/15/2020 | AP | 3051(A) | GARY GELOW | AUG 24 - SEPT 4, 2020 MIDC SUPPORT STAFF | 260-131-801.021 | 900.00 |
| 09/15/2020 | AP | 3052(A) | GAYLORD ARFF INC | 4TH QTR BILLING PER CONTRACT | 637-265-940.010 | 59,426.20 |
| 09/15/2020 | AP | 3053(A) | MARVIN CARLSON | AUG 2020 MEI INVOICE | 101-648-801.020 | 376.00 |
| | | 3053(A) | | AUG 2020 MEI INVOICE | 101-648-930.500 | 23.00 |
| | | 3053(A) | | AUG 2020 MEI INVOICE | 101-648-930.920 | 115.00 |
| | | | | | | <u>514.00</u> |
| 09/15/2020 | AP | 3054(E) | AMERICAN WASTE | AUG 2020 RECYCLING SERVICES | 226-528-940.010-PROG000000 | 18,313.36 |
| | | 3054(E) | | 3850228 SEPTEMBER | 588-698-940.010 | 103.00 |
| | | | | | | <u>18,416.36</u> |
| 09/15/2020 | AP | 3055(E) | CHARTER COMMUNICATIONS | IN#0005147090620 #5147 09/06/20-10/05/20 | 588-697-930.240 | 68.09 |
| 09/15/2020 | AP | 3056(E) | CONSUMERS ENERGY | 201540393326 NORTH CAMP ELECTRIC BILL | 208-751-930.620 | 1,164.11 |
| | | 3056(E) | | AUG 2020 ENERGY | 637-265-930.620-ALPCT00000 | 385.59 |
| | | 3056(E) | | SEPTEMBER 2020 ENERGY | 637-265-930.620-CRTHS00000 | 4,109.52 |
| | | | | | | <u>5,659.22</u> |
| 09/15/2020 | AP | 3057(E) | DE LAGE LANDEN PUBLIC FINANCE | A/C 69491625 | 101-257-726.000 | 185.07 |
| 09/15/2020 | AP | 3058(E) | DE LAGE LANDEN PUBLIC FINANCE | 573464-SE[T 2020 COURT COPY MACHINE LEASE PAYMENT | 101-131-920.520 | 192.50 |
| 09/15/2020 | AP | 3059(E) | DTE ENERGY | GAS BILL | 208-752-930.610 | 39.96 |
| 09/15/2020 | AP | 3060(E) | FRONTIER | A/C 989-275-6190-030303-5 | 261-427-930.210 | 44.37 |
| 09/15/2020 | AP | 3061(E) | PITNEY BOWES | MAIL EQUIPMENT - 3RD QUATER (JUL - SEPT 2020) | 101-131-920.520 | 227.58 |
| | | 3061(E) | | LEASE INVOICE #3311915352 | 101-864-920.410 | 455.16 |
| | | 3061(E) | | MAIL EQUIPMENT - 3RD QUATER (JUL - SEPT 2020) | 215-141-920.520 | 227.58 |
| | | 3061(E) | | LEASE 3311756189 POSTAGE | 249-371-920.410 | 93.57 |
| | | | | | | <u>1,003.89</u> |
| 09/15/2020 | AP | 3062(E) | WEX BANK | AUG 2020 FUEL CHARGE | 101-257-930.660 | 23.08 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 101-301-930.660 | 2,837.23 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 101-331-930.660 | 80.32 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 101-336-930.660 | 77.74 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 101-721-930.660 | 125.19 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 205-301-930.660 | 242.49 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 208-751-930.660 | 200.02 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 208-752-930.660 | 200.02 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 210-651-930.660 | 3,205.86 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 212-430-930.660 | 323.29 |

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/15/2020 - 09/15/2020

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|-------------------------|--|-----------------|----------|
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 249-371-930.660 | 53.65 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 266-901-930.660 | 131.68 |
| | | 3062(E) | | AUG 2020 FUEL CHARGE | 281-537-930.660 | 52.86 |
| | | | | | | 7,553.43 |
| 09/15/2020 | AP | 82593 | 123NET | A/C 110735 | 637-265-930.210 | 1,422.66 |
| 09/15/2020 | AP | 82594 | ADT COMMERCIAL LLC | 9/28/20 TO 10/27/20 DC & FAMILY WING MONITORING | 101-131-940.010 | 91.90 |
| | | 82594 | | 9/28/20 TO 10/27/20 COURT ADMIN & PA WING MONITORING | 101-267-920.410 | 26.81 |
| | | 82594 | | 9/28/20 TO 10/27/20 COURT ADMIN & PA WING MONITORING | 101-267-930.983 | 3.83 |
| | | 82594 | | 9/28/20 TO 10/27/20 FOC WING MONITORING | 215-141-940.010 | 49.01 |
| | | | | | | 171.55 |
| 09/15/2020 | AP | 82595 | BEAR RIVER HEALTH | AUGUST 2020 MENTAL HEALTH COUNSELING | 101-133-940.010 | 670.00 |
| 09/15/2020 | AP | 82596 | BLACK, THOMAS | OVERPMT ON 2019 DELQ TAXES | 516-030-694.000 | 16.10 |
| 09/15/2020 | AP | 82597 | BRUCE TILLINGER | SERVICES 8-20-2020 THROUGH 9-3-2020 | 249-371-801.027 | 1,280.00 |
| | | 82597 | | SERVICES 8-20-2020 THROUGH 9-3-2020 | 249-371-801.028 | 920.00 |
| | | | | | | 2,200.00 |
| 09/15/2020 | AP | 82598 | CYNTHIA GRAHAM SCHRADER | IN HOME CARE SPECIALIST - AUGUST 2020 | 292-662-940.010 | 1,283.02 |
| 09/15/2020 | AP | 82599 | DANA SWANDER | MEI INVOICE | 101-648-801.020 | 12.00 |
| | | 82599 | | MEI INVOICE | 101-648-930.500 | 66.70 |
| | | 82599 | | MEI INVOICE | 101-648-930.920 | 270.00 |
| | | | | | | 348.70 |
| 09/15/2020 | AP | 82600 | DANIEL PHILLIPS | AUG 2020 MEI INVOICE | 101-648-801.020 | 448.00 |
| 09/15/2020 | AP | 82601 | DEKETO LLC | AUGUST 2020 DOCUMENTS | 101-215-920.410 | 565.33 |
| | | 82601 | | THERMAL RIBBONS | 256-215-726.000 | 224.50 |
| | | 82601 | | AUGUST 2020 DOCUMENTS | 256-215-920.410 | 1,130.67 |
| | | | | | | 1,920.50 |
| 09/15/2020 | AP | 82602 | DUNNS | DUN-5253 - AUGUST 2020 COURT COPY FEES & MAINTENANCE AGREEMENT | 101-131-920.520 | 54.22 |
| | | 82602 | | 2020 0909 DUNNS AUGUST COPY CONTRACT | 101-257-726.000 | 19.97 |
| | | 82602 | | COPIER MAINTENANCE | 101-864-726.000 | 305.26 |
| | | 82602 | | DUN-5252 - AUGUST 2020 FOC COPY FEES & MAINTENANCE AGREEMENT | 215-141-920.520 | 72.29 |
| | | 82602 | | 33AR498327;501300;501946;503837 | 256-215-726.000 | 244.92 |
| | | | | | | 696.66 |
| 09/15/2020 | AP | 82603 | ELECTION SOURCE | AUGUST 4, ELECTION BALLOTS | 101-262-726.000 | 7,176.21 |

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/15/2020 - 09/15/2020

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|---------------------------------|--|-----------------|-----------|
| 09/15/2020 | AP | 82604 | ELI ELECTRIC LLC | SERVICES 8-28-20 THROUGH 9-3-2020 | 249-371-801.026 | 2,520.00 |
| 09/15/2020 | AP | 82605 | EMPIRIC SOLUTIONS INC | OCT 2020 CONTRACT SERVICE | 101-131-801.020 | 904.15 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 101-228-801.030 | 5,342.09 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 205-301-801.030 | 94.64 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 208-751-801.030 | 141.96 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 208-752-801.030 | 141.96 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 212-430-801.030 | 283.92 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 232-690-801.030 | 94.64 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 249-371-801.030 | 757.12 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 261-427-801.030 | 94.64 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 281-537-801.030 | 189.28 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 516-253-801.030 | 189.28 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 588-697-801.030 | 378.56 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 594-806-940.010 | 1,837.00 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 617-253-801.030 | 189.28 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 618-447-801.030 | 189.28 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 637-265-801.030 | 94.64 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 645-172-801.030 | 189.28 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 645-201-801.030 | 94.64 |
| | | 82605 | | OCT 2020 CONTRACT SERVICE | 645-270-801.030 | 94.64 |
| | | | | | | 11,301.00 |
| 09/15/2020 | AP | 82606 | ERNEST RUEMENAPP | CAMPING REFUND | 208-440-652.030 | 94.00 |
| 09/15/2020 | AP | 82607 | GINOP SALES INC | AP72349 PARS FOR BLOWER AND GRASS CATHCHER SHAFT | 209-751-726.050 | 137.02 |
| 09/15/2020 | AP | 82608 | JODY REEME | REFUND FOR OVERPMT MADE ON 2019 DELQ TAX YR | 516-030-694.000 | 24.60 |
| 09/15/2020 | AP | 82609 | JOHNSON OIL COMPANY | CL42713 FUEL | 588-699-930.660 | 2,330.91 |
| 09/15/2020 | AP | 82610 | JUSTIN HOLZSCHU | AUG 2020 MEI INVOICE | 101-648-801.020 | 436.00 |
| | | 82610 | | AUG 2020 MEI INVOICE | 101-648-930.500 | 16.68 |
| | | 82610 | | AUG 2020 MEI INVOICE | 101-648-930.920 | 270.00 |
| | | | | | | 722.68 |
| 09/15/2020 | AP | 82611 | LARRY KENT | SERVICES 9-2-2020 THROUGH 9-8-2020 | 249-371-801.024 | 2,100.00 |
| 09/15/2020 | AP | 82612 | LINCOLN FINANCIAL | OCT 2020 LIFE INSURANCE COVERAGE | 704-000-231.870 | 2,389.86 |
| 09/15/2020 | AP | 82613 | LIVINGSTON TOWNSHIP TREASURER | REFUND FOR OVERPMT ON IFT SET | 516-030-694.000 | 1,411.72 |
| 09/15/2020 | AP | 82614 | LUCAS MIDDLETON ATTORNEY AT LAW | SERVICE CONTRACTS INVOICE #27 | 516-253-920.410 | 452.00 |

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/15/2020 - 09/15/2020

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|-------------------------------------|---|-----------------|----------|
| 09/15/2020 | AP | 82615 | MANON AROUIN | CAMPING REFUND | 208-440-652.030 | 42.00 |
| 09/15/2020 | AP | 82616 | MAXIMUM SECURITY | MONITOR MAIN HOUSE, MONITOR VISITOR CENTER AND RESTROOM | 209-751-726.000 | 299.91 |
| 09/15/2020 | AP | 82617 | MCCARDEL CULLIGAN | COOLER RENTAL-SEPTEMBER | 647-851-704.112 | 8.00 |
| 09/15/2020 | AP | 82618 | MIKE HART | CAMPING REFUND | 208-440-652.030 | 58.00 |
| 09/15/2020 | AP | 82619 | OMS COMPLIANCE SERVICES INC | DOT RANDOM ALCOHOL TEST | 588-699-940.010 | 52.00 |
| 09/15/2020 | AP | 82620 | OTSEGO COUNTY BUS SYSTEM | AUGUST 2020 DRUG COURT BUS | 101-133-930.500 | 84.00 |
| 09/15/2020 | AP | 82621 | OTSEGO COUNTY JUDICIAL SYSTEM | 9/10/20 HRA REIMBURSEMENT CHECK REGISTER | 101-131-704.110 | 12.26 |
| | | 82621 | | 9/2/20 HRA REIMBURSEMENT CHECK REGISTER | 215-141-704.110 | 54.88 |
| | | 82621 | | 9/10/20 HRA REIMBURSEMENT CHECK REGISTER | 292-662-704.110 | 36.59 |
| | | | | | | 103.73 |
| 09/15/2020 | AP | 82622 | OTSEGO COUNTY SHERIFF DEPT | AUGUST 2020 DRUG COURT DRUG TESTING | 101-133-940.010 | 1,420.00 |
| 09/15/2020 | AP | 82623 | PAY THE BILLS, LLC | 134519 FIRE WOOD | 208-751-726.000 | 360.00 |
| 09/15/2020 | AP | 82624 | PRESQUE ISLE ELECTRIC AND GAS CO-OP | GAS BILL | 209-751-930.610 | 49.54 |
| 09/15/2020 | AP | 82625 | ROGER FAGERLIE JR | SERVICES 9-1-20 THROUGH 9-7-20 | 249-371-801.026 | 760.00 |
| 09/15/2020 | AP | 82626 | ROY SMITH | CAMPING REFUND | 208-440-652.030 | 68.00 |
| 09/15/2020 | AP | 82627 | SHERI MITCHELL | CAMPING REFUND | 208-440-652.030 | 145.00 |
| 09/15/2020 | AP | 82628 | STATE OF MICHIGAN | AUGUST 2020 MONTH END | 701-000-228.037 | 1,453.04 |
| | | 82628 | | AUGUST 2020 MONTH END | 701-000-228.042 | 270.00 |
| | | 82628 | | AUGUST 2020 MONTH END | 701-000-228.057 | 50.00 |
| | | 82628 | | AUGUST 2020 MONTH END | 701-000-228.058 | 1,496.00 |
| | | 82628 | | AUGUST 2020 MONTH END | 701-000-228.059 | 1,146.94 |
| | | 82628 | | AUGUST 2020 MONTH END | 701-000-228.560 | 300.00 |
| | | | | | | 4,715.98 |
| 09/15/2020 | AP | 82629 | STATE OF MICHIGAN | AUGUST 2020 MONTH END | 701-000-228.006 | 1,787.06 |
| | | 82629 | | AUGUST 2020 MONTH END | 701-000-228.037 | 45.00 |
| | | 82629 | | AUGUST 2020 MONTH END | 701-000-228.042 | 255.00 |
| | | 82629 | | AUGUST 2020 MONTH END | 701-000-228.058 | 1,738.00 |
| | | 82629 | | AUGUST 2020 MONTH END | 701-000-228.059 | 50.00 |
| | | 82629 | | AUGUST 2020 MONTH END | 701-000-228.560 | 300.00 |
| | | | | | | 4,175.06 |

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/15/2020 - 09/15/2020

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|--------------------------|--|-----------------|---------------|
| 09/15/2020 | AP | 82630 | STATE OF MICHIGAN | AUGUST MONTH END | 701-000-228.005 | 8.00 |
| 09/15/2020 | AP | 82631 | TENANT PI LLC | INVOICE #337774, (3) CREDIT REPORTS | 233-690-930.150 | 5.10 |
| | | 82631 | | INVOICE #337774, (3) CREDIT REPORTS | 233-691-930.150 | 10.20 |
| | | | | | | <u>15.30</u> |
| 09/15/2020 | AP | 82632 | TYLER TECHNOLOGIES, INC. | ANNUAL SITE SUBSCRIPTION - YEAR 4 | 101-145-940.010 | 10,662.40 |
| 09/15/2020 | AP | 82633 | WILLIAMS, GARY | OVERPMT ON 2019 DELQ TAXES | 516-030-694.000 | 5.56 |
| 09/15/2020 | AP | 82634 | WINN TELECOM | 911 CENTRAL DISPATCH | 261-427-930.210 | 63.02 |
| | | 82634 | | 989-705-1786 SEPTEMBER | 588-697-930.210 | 224.76 |
| | | | | | | <u>287.78</u> |
| 09/15/2020 | AP | 82635 | WMJZ EAGLE 101.5 | INV #1710-8 VETERANS RADIO ADVERTISEMENT MARKETING 08/01-0 | 101-682-930.300 | 100.00 |
| | | 82635 | | 1986-2 RADIO ADS | 209-751-930.300 | 395.00 |
| | | | | | | <u>495.00</u> |
| | | | TOTAL - ALL FUNDS | TOTAL OF 55 CHECKS | | 157,655.54 |

OTSEGO COUNTY
Board of Commissioners



EXECUTIVE SUMMARY

| | |
|--|---|
| AGENDA ITEM: September 22, 2020 Warrant | AGENDA DATE: September 22, 2020 |
| AGENDA PLACEMENT: New Business, A. Financials, Item 2 | ACTION REQUESTED: Motion to Approve |
| STAFF CONTACT(S): Mel Maier, Finance Director | ATTORNEY REVIEW: No |

BACKGROUND/DISCUSSION:

The County issues a check disbursement report (Warrant) every week for County payables as well as occasional unavoidable supplemental warrants. The following warrant will be on the agenda.

The September 22, 2020 warrant is in the amount of \$166,938.99.

RECOMMENDATION:

Staff requests approval of the warrant detailed above with a total amount of \$166,938.99.

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/22/2020 - 09/22/2020

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|-------------------------------|--|----------------------------|-----------|
| 09/22/2020 | AP | 3063(E) | AMERICAN WASTE | 3849769 | 212-430-920.410 | 72.10 |
| | | 3063(E) | | TRASH REMOVAL AERO DRIVE | 281-537-920.410 | 130.00 |
| | | | | | | 202.10 |
| 09/22/2020 | AP | 3064(E) | BLUE CARE NETWORK-EFT | 00182055-0001 - OCTOBER 2020 COURT MEDICAL | 101-131-704.110 | 5,377.91 |
| | | 3064(E) | | 00182055-0001 - OCTOBER 2020 COURT MEDICAL | 101-148-704.110 | 1,581.66 |
| | | 3064(E) | | 00182055-0001 - OCTOBER 2020 COURT MEDICAL | 215-141-704.110 | 3,326.22 |
| | | 3064(E) | | 00182055-0001 - OCTOBER 2020 COURT MEDICAL | 292-662-704.110 | 1,654.50 |
| | | 3064(E) | | 00182055-0001 - OCTOBER 2020 COURT MEDICAL | 704-000-231.261 | 2,985.07 |
| | | | | | | 14,925.36 |
| 09/22/2020 | AP | 3065(E) | CENTURY LINK | AUG 2020 CHARGES | 261-427-930.210 | 218.02 |
| 09/22/2020 | AP | 3066(E) | CHARTER COMMUNICATIONS | INMATE TV | 595-351-726.000 | 236.12 |
| 09/22/2020 | AP | 3067(E) | CONSUMERS ENERGY | 205278029016 CENTER | 208-752-930.620 | 232.72 |
| | | 3067(E) | | MULTIPLE INVOICES | 281-537-930.620 | 5,382.21 |
| | | 3067(E) | | SEPT 2020 ENERGY | 637-265-930.620-ALPCT00000 | 4,834.69 |
| | | 3067(E) | | SEPT 2020 ENERGY | 637-265-930.620-LNDUS00000 | 389.59 |
| | | | | | | 10,839.21 |
| 09/22/2020 | AP | 3068(E) | DE LAGE LANDEN PUBLIC FINANCE | INVOICE 69524906 | 101-257-920.410 | 52.92 |
| 09/22/2020 | AP | 3069(E) | DE LAGE LANDEN PUBLIC FINANCE | 573464 - SEPTEMBER 2020 PROPERTY TAX | 101-131-920.520 | 33.66 |
| 09/22/2020 | AP | 3070(E) | DTE ENERGY | FAIRVIEW 07/25 -08/24 20 | 212-430-930.610 | 55.12 |
| | | 3070(E) | | MULTIPLE INVOICES | 281-537-930.610 | 83.99 |
| | | | | | | 139.11 |
| 09/22/2020 | AP | 3071(E) | FIRST BANKCARD | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-000-106.000 | 439.61 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 101-000-123.000 | (39.00) |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-101-726.000 | 13.02 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-101-726.000-COVID-19__ | 106.00 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-131-726.000 | 601.44 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-131-801.030 | 1,099.00 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-131-970.450 | 16.95 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-228-726.000 | 3,998.09 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-253-930.600 | 66.34 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-267-726.000-CVR0000000 | 34.98 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 101-267-801.020 | 10.00 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 101-267-930.300 | 35.00 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 101-267-930.983 | 702.93 |
| | | 3071(E) | | 8/10/2020-9/10/2020 | 101-301-726.000 | 1.00 |

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| | | 3071(E) | | 8/10/2020-9/10/2020 | 101-333-726.000 | 30.44 |
| | | 3071(E) | | 8/10/2020-9/10/2020 | 101-351-726.000 | 85.69 |
| | | 3071(E) | | 8/10/2020-9/10/2020 | 101-351-726.030 | 53.88 |
| | | 3071(E) | | 8/10/2020-9/10/2020 | 101-351-726.035 | 10.33 |
| | | 3071(E) | | 8/10/2020-9/10/2020 | 101-351-726.046 | 28.98 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-721-726.000 | 49.99 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 101-864-726.000 | 119.55 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 208-751-726.000 | 529.02 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 209-751-726.000 | 76.09 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 251-523-920.400 | 125.10 |
| | | 3071(E) | | 8/10/2020-9/10/2020 | 264-362-704.400 | 711.00 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 282-537-726.000 | 2,125.00 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 292-662-726.000 | 1,462.38 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 516-253-930.600 | 66.33 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 588-697-801.020 | 413.70 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 617-253-726.000 | 763.94 |
| | | 3071(E) | | TREAS ACTIVITY 08/12/2020-09/10/2020 | 617-253-930.600 | 66.33 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 637-265-726.000 | 2,865.40 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 645-201-704.400 | 100.00 |
| | | 3071(E) | | STATEMENT ENDING 9/10/2020 | 645-270-726.000 | 207.38 |
| | | | | | | 16,975.89 |
| 09/22/2020 | AP | 3072(E) | FRONTIER | AUG 2020 | 212-430-930.210 | 99.97 |
| | | 3072(E) | | A/C 989-732-9752-032210-5 | 261-427-930.210 | 107.40 |
| | | | | | | 207.37 |
| 09/22/2020 | AP | 3073(E) | GORDON FOOD SERVICES - EFT | KITCH SUP/ INMATE RM&BOARD | 101-351-726.030 | 202.52 |
| | | 3073(E) | | KITCH SUP/ INMATE RM&BOARD | 101-351-930.700 | 1,941.03 |
| | | | | | | 2,143.55 |
| 09/22/2020 | AP | 3074(E) | MUNICIPAL EMPLOYEES RETIREMENT SYST | AUGUST 2020 COURT MERS | 704-000-231.700 | 13,913.52 |
| 09/22/2020 | AP | 3075(E) | MUNICIPAL EMPLOYEES RETIREMENT SYST | AUGUST 2020 COURT MERS HYBRID DEFINED CONTRIBUTION | 704-000-231.700 | 1,274.43 |
| 09/22/2020 | AP | 3076(E) | PITNEY BOWES | RED INK | 101-131-726.000 | 56.52 |
| | | 3076(E) | | RED INK | 215-141-726.000 | 56.52 |
| | | | | | | 113.04 |
| 09/22/2020 | AP | 3077(E) | SYSCO - EFT | KITCHEN SUPPLIES/ INMATE RM & BOARD | 101-351-726.030 | 126.48 |
| | | 3077(E) | | KITCHEN SUPPLIES/ INMATE RM & BOARD | 101-351-930.700 | 807.10 |
| | | | | | | 933.58 |

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|------------|------|---------|-----------------------------------|---|----------------------------|----------------|
| 09/22/2020 | AP | 3078(A) | CDW GOVERNMENT INC | 4 MICROSOFT OFFICE LICENSE | 101-131-726.000-COVID-19__ | 1,158.04 |
| 09/22/2020 | AP | 3079(A) | GAYLORD ARFF INC | OCTOBER 2020 AIRPORT CONTRACT | 281-537-940.010 | 11,722.13 |
| 09/22/2020 | AP | 82636 | ABEL M CRUZ | PER DIEM, TRAVEL SEPT MEETING | 208-752-703.040 | 50.00 |
| | | 82636 | | PER DIEM, TRAVEL SEPT MEETING | 208-752-930.500 | 3.00 |
| | | | | | | <hr/> 53.00 |
| 09/22/2020 | AP | 82637 | ADVANCE ELECTRIC INC | 51632-01 GARAGE LIGHTS | 588-698-726.025 | 82.32 |
| 09/22/2020 | AP | 82638 | ADVANCED CORRECTIONAL HEALTHCARE | INMATE MEDICAL SERVICE #99631 | 101-351-930.470 | 6,342.45 |
| 09/22/2020 | AP | 82639 | ALPINE ANIMAL HOSPITAL | AUG 2020 | 212-430-930.471 | 111.96 |
| | | 82639 | | AUG 2020 | 212-430-930.980 | 60.00 |
| | | | | | | <hr/> 171.96 |
| 09/22/2020 | AP | 82640 | ALPINE CLEANERS & LAUNDERERS, INC | DC836 09/02/2020 | 101-301-940.010 | 4.90 |
| 09/22/2020 | AP | 82641 | AMY CROFF | SHOP WITH A COP | 701-000-230.000 | 290.18 |
| 09/22/2020 | AP | 82642 | BC PIZZA | WORK CAMP PIZZA | 205-301-930.700 | 20.75 |
| 09/22/2020 | AP | 82643 | BONNY MILLER | PER DIEM, TRAVEL SEPT MEETING | 208-752-703.040 | 50.00 |
| | | 82643 | | PER DIEM, TRAVEL SEPT MEETING | 208-752-930.500 | 20.60 |
| | | | | | | <hr/> 70.60 |
| 09/22/2020 | AP | 82644 | BRADY'S BUSINESS SYSTEMS | COPIER MAINTENANCE | 101-149-726.000 | 10.67 |
| 09/22/2020 | AP | 82645 | C2AE | PROJECT 20-0005 GROEN PAVILION | 494-901-970.300-ENTRNC_GRO | 4,180.00 |
| | | 82645 | | PROJECT 19-0040 ROYAL CREST DEMOLITION | 617-901-970.300 | 130.00 |
| | | | | | | <hr/> 4,310.00 |
| 09/22/2020 | AP | 82646 | CHEBOYGAN AIRPORT AUTHORITY | MOTOCYCLE STORAGE SEPT1 2020-AUG 31,2021 | 101-332-920.510 | 500.00 |
| 09/22/2020 | AP | 82647 | CHUCKS ELECTRIC OF GAYLORD | 3475 REPLACE BREAKER ON CAMP SITE | 208-751-726.050 | 155.00 |
| 09/22/2020 | AP | 82648 | COMPREENEW | SEPT 2020 DOCUMENT SHRED | 101-101-920.410 | 35.00 |
| | | 82648 | | SEPT 2020 DOCUMENT SHRED | 101-215-920.410 | 25.00 |
| | | 82648 | | SEPT 2020 DOCUMENT SHRED | 101-267-920.410 | 35.00 |
| | | 82648 | | SEPT 2020 DOCUMENT SHRED | 101-301-920.410 | 35.00 |
| | | | | | | <hr/> 130.00 |
| 09/22/2020 | AP | 82649 | CORECOMM | 115039078 - SEPTEMBER 2020 COURT INTERNET | 101-131-930.210 | 21.95 |
| 09/22/2020 | AP | 82650 | DARL SCHMIDT | PUMPKINS FOR HALLOWEEN WEEKENDS | 208-751-726.000 | 625.00 |

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|------------|------|---------|-----------------------------|---|-----------------|-----------------|
| 09/22/2020 | AP | 82651 | DATA CONSULTANTS, INC. | JAIL CAMERA REPAIR #20-92638 | 101-351-920.400 | 912.48 |
| 09/22/2020 | AP | 82652 | DAVE BARAGREY | PER DIEM, TRAVEL SEPT MEETING | 208-752-703.040 | 50.00 |
| | | 82652 | | PER DIEM, TRAVEL SEPT MEETING | 208-752-930.500 | 3.10 |
| | | | | | | <u>53.10</u> |
| 09/22/2020 | AP | 82653 | DAVID ZEILINGER | WASHER DELIVERY #154 8/19/2020 WORK CAMP | 205-301-726.000 | 50.00 |
| 09/22/2020 | AP | 82654 | DUNNS | DUN-2615 - LEIN PAPER & STAPLER | 101-131-726.000 | 27.58 |
| | | 82654 | | MSU EXT SUPPLIES | 101-261-726.000 | 12.70 |
| | | 82654 | | INV 33AR13837 | 101-301-726.000 | 24.56 |
| | | 82654 | | COPIER MAINTENANCE | 101-864-726.000 | 305.26 |
| | | 82654 | | 33AR513268 K. TOWELS, BATH TISSUE, TRASH BAGS | 588-698-726.025 | 116.79 |
| | | | | | | <u>486.89</u> |
| 09/22/2020 | AP | 82655 | EDWARD W. SPARROW HOSPITAL | MEI EXPENSE | 101-648-930.920 | 5,000.00 |
| 09/22/2020 | AP | 82656 | ELI ELECTRIC LLC | SERVICES 9-4-20 THROUGH 9-10-2020 | 249-371-801.026 | 1,380.00 |
| 09/22/2020 | AP | 82657 | EXTREME POWER SPORTS | 94873962 BELT | 209-751-726.000 | 94.98 |
| 09/22/2020 | AP | 82658 | FAMILY FARM AND HOME | SPARYER, HERBICIDE | 209-751-726.000 | 251.94 |
| | | 82658 | | SPARYER, HERBICIDE | 209-751-726.050 | 97.94 |
| | | | | | | <u>349.88</u> |
| 09/22/2020 | AP | 82659 | GALLS INC AN ARAMARK CO | 016297777 | 101-301-726.046 | 180.14 |
| 09/22/2020 | AP | 82660 | GASLIGHT MEDIA | OCT 2020 SERVICES | 101-228-930.240 | 110.00 |
| | | 82660 | | OCT 2020 SERVICES | 594-228-930.240 | 2,900.00 |
| | | | | | | <u>3,010.00</u> |
| 09/22/2020 | AP | 82661 | GAYLORD VETERINARY SERVICES | AUG 2020 | 212-430-930.471 | 159.02 |
| | | 82661 | | AUG 2020 | 212-430-930.980 | 570.00 |
| | | | | | | <u>729.02</u> |
| 09/22/2020 | AP | 82662 | GILL ROYS HARDWARE | ACCT OTS015 | 208-751-726.000 | 40.95 |
| | | 82662 | | ACCT OTS015 | 208-751-726.050 | 213.40 |
| | | 82662 | | #MULTIPLE INVOICES | 281-537-920.400 | 85.67 |
| | | | | | | <u>340.02</u> |
| 09/22/2020 | AP | 82663 | GREAT LAKES ENERGY | ELECTRIC BILL 26471001 | 209-751-930.620 | 45.55 |
| 09/22/2020 | AP | 82664 | HALL VETERINARY CLINIC | 115874 115523 115504 115732 | 212-430-930.471 | 451.71 |
| | | 82664 | | 115874 115523 115504 115732 | 212-430-930.980 | 138.00 |

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|------------|------|---------|-------------------------------------|---|----------------------------|----------|
| | | | | | | 589.71 |
| 09/22/2020 | AP | 82665 | HOME DEPOT CREDIT SERVICES | 2174 OC ANIMAL SHELTER | 212-430-726.000 | 536.07 |
| 09/22/2020 | AP | 82666 | IMAGE FACTORY INC | PLEA PACKETS | 101-131-726.000 | 221.59 |
| | | 82666 | | 1000 TAX CERT LABELS INV#46028 | 516-253-726.000 | 125.00 |
| | | | | | | 346.59 |
| 09/22/2020 | AP | 82667 | IMPREST CASH, OTSEGO COUNTY BUS SYS | 1183 NOTEBOOKS FOR YEAR-END FILING | 588-697-726.000 | 28.24 |
| | | 82667 | | 1182 CLEANING SUPPLIES (DISINFECTANT) | 588-698-726.025-COVID-19__ | 37.49 |
| | | | | | | 65.73 |
| 09/22/2020 | AP | 82668 | JENNIFER BOYER | TRANSCRIPTS 19-5633-FC PEOPLE V SHAWN M WINKELMAN | 260-131-801.030 | 232.08 |
| 09/22/2020 | AP | 82669 | JIM WERNIG INC | 173854 | 101-301-726.050 | 60.60 |
| 09/22/2020 | AP | 82670 | JIM'S ALPINE AUTOMOTIVE | INV 796157/796896/797145 | 101-331-726.000 | 135.23 |
| | | 82670 | | INV 1-798844 | 101-351-920.400 | 8.38 |
| | | | | | | 143.61 |
| 09/22/2020 | AP | 82671 | JOANN VANDENBERG | COUNTY BURIAL ALLOWANCE, VETERAN | 101-681-930.960 | 300.00 |
| 09/22/2020 | AP | 82672 | JOHNSON OIL COMPANY | 6907 | 101-351-920.400 | 20.00 |
| 09/22/2020 | AP | 82673 | JUDITH JARECKI | PER DIEM, TRAVEL SEPT MEETING | 208-752-703.040 | 50.00 |
| | | 82673 | | PER DIEM, TRAVEL SEPT MEETING | 208-752-930.500 | 14.00 |
| | | | | | | 64.00 |
| 09/22/2020 | AP | 82674 | JUSTIN WING | PER DIEM, TRAVEL SEPT MEETING | 208-752-703.040 | 50.00 |
| | | 82674 | | PER DIEM, TRAVEL SEPT MEETING | 208-752-930.500 | 20.70 |
| | | | | | | 70.70 |
| 09/22/2020 | AP | 82675 | KIMBALL MIDWEST | 8212416 SHOP SUPPLIES | 588-699-726.050 | 136.21 |
| 09/22/2020 | AP | 82676 | LANGUAGE LINE SERVICES | 2020 MEMBERSHIP RENEWAL - 9020508040 | 101-131-930.600 | 36.75 |
| 09/22/2020 | AP | 82677 | LARRY KENT | SERVICES 9-9-2015 THROUGH 9-15-2020 | 249-371-801.024 | 1,460.00 |
| 09/22/2020 | AP | 82678 | MACT | MACT ADVERTISING | 516-253-930.300 | 175.00 |
| 09/22/2020 | AP | 82679 | MAKE IT MINE DESIGN | 7039 EMBROIDERED POLOS/ DRIVERS | 588-699-726.046 | 1,136.00 |
| 09/22/2020 | AP | 82680 | MARK J CRAIG | MEETING ON 9/1/20 & HEARING ON 9/2/20 | 101-131-801.022 | 300.00 |
| 09/22/2020 | AP | 82681 | MARK L DOBIAS PC | DEFERRAL HEARING ON 8/3/20 | 101-131-801.022 | 75.00 |

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| 09/22/2020 | AP | 82682 | MCCARDEL CULLIGAN | 1351024 - WATER DELIVERY ON 8/6/20 | 101-131-726.000 | 25.25 |
| 09/22/2020 | AP | 82683 | MEGA POWER SPORTS LLC | 30660 | 101-351-920.400 | 19.99 |
| 09/22/2020 | AP | 82684 | MELISSA HOWARD | CAMPING REFUND | 208-440-652.030 | 80.00 |
| 09/22/2020 | AP | 82685 | MICHIGAN STATE POLICE BFS-CASHIERS | SOR-551-566696 | 701-000-228.018 | 120.00 |
| 09/22/2020 | AP | 82686 | MICHIGAN STATE POLICE BFS-CASHIERS | LEIN AVPN 3 WAY LINE 7/1/20 TO 9/30/20 | 101-132-930.240 | 1,765.00 |
| 09/22/2020 | AP | 82687 | MID NORTH PRINTING INC | 87956 DEPARTMENT RECEIPTS | 588-697-726.000 | 714.50 |
| 09/22/2020 | AP | 82688 | MIDWEST VETERINARY SUPPLY, INC. | 12872554 12925956 | 212-430-726.035 | 129.67 |
| 09/22/2020 | AP | 82689 | MUNSON HEALTHCARE OMH MEDICAL | 09/02/2020 DOT PHYSICAL | 588-699-940.010 | 123.00 |
| 09/22/2020 | AP | 82690 | MYRON CORP | 116989757 PENS FOR TABLETS | 588-697-930.300 | 97.36 |
| 09/22/2020 | AP | 82691 | NATIONAL MEDICAL SERVICES, INC | MEI EXPENSE INV#1119888 | 101-648-930.920 | 846.00 |
| 09/22/2020 | AP | 82692 | NEW CENTURY SIGNS | 60226 | 101-301-726.000 | 85.68 |
| | | 82692 | | 60201 REMOVE GRAPHICS AND ADD LOGO FOR SIGN AT IRONTONE | 208-751-726.000 | 35.00 |
| | | | | | | 120.68 |
| 09/22/2020 | AP | 82693 | NORTH CENTRAL EXCAVATING INC. | INVOICE 98985 | 637-265-726.050 | 1,937.88 |
| 09/22/2020 | AP | 82694 | NORTHERN MICHIGAN REVIEW | REQUEST FOR BID ADS | 101-101-930.300 | 69.38 |
| | | 82694 | | ADS 185818-83120 | 208-751-930.300 | 348.00 |
| | | 82694 | | ADS 185818-83120 | 208-752-930.300 | 523.76 |
| | | 82694 | | 789855-880041 PRIME TIMES, IMPRESSIONS, NM LOCAL | 588-697-930.300 | 154.00 |
| | | 82694 | | REQUEST FOR BID ADS | 617-253-930.300 | 101.75 |
| | | | | | | 1,196.89 |
| 09/22/2020 | AP | 82695 | NORTHERN VETERINARY SERVICES | 2743 2736 2019-961 | 212-430-930.471 | 385.00 |
| 09/22/2020 | AP | 82696 | NORTHWEST MICHIGAN COMMUNITY HEALTH | INMATE DENTAL SERVICE 8/26 9/2/2020 | 101-351-930.470 | 481.00 |
| 09/22/2020 | AP | 82697 | OCNET | 10932 CONNECTIVITY SEPT | 208-752-726.000 | 59.95 |
| | | 82697 | | 2000010959 | 212-430-920.410 | 400.00 |
| | | | | | | 459.95 |
| 09/22/2020 | AP | 82698 | OTSEGO COUNTY CLERKS OFFICE | DUCK TAPE TO MARK FLOORS FOR COVID | 101-215-726.000 | 8.23 |
| 09/22/2020 | AP | 82699 | OTSEGO COUNTY CLERKS OFFICE | M. JENSEN BOND RETURN, 90% APPLIED, 20% RETAINED | 701-000-265.000 | 200.00 |
| 09/22/2020 | AP | 82700 | OTSEGO COUNTY CLERKS OFFICE | FRANCINE ZYSK NOTARY PUBLIC APPLICATION FEE | 215-141-930.600 | 10.00 |
| 09/22/2020 | AP | 82701 | OTSEGO COUNTY EMS | 3RD QTR EMERGENCY MGMT CONTRACT | 101-427-940.010 | 7,500.00 |

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/22/2020 - 09/22/2020

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|------------------------------------|---|----------------------------|-----------------|
| | | 82701 | | 3RD QTR EMERGENCY MGMT CONTRACT | 101-648-930.240 | 300.00 |
| | | | | | | <u>7,800.00</u> |
| 09/22/2020 | AP | 82702 | OTSEGO COUNTY FRIEND OF COURT | T. URMAN | 701-000-265.000 | 2,900.00 |
| 09/22/2020 | AP | 82703 | OTSEGO COUNTY JUDICIAL SYSTEM | 9/16/20 HRA REIMBURSEMENT CHECK REGISTER | 101-131-704.110 | 26.06 |
| | | 82703 | | 9/16/20 HRA REIMBURSEMENT CHECK REGISTER | 215-141-704.110 | 100.00 |
| | | 82703 | | 9/16/20 HRA REIMBURSEMENT CHECK REGISTER | 292-662-704.110 | 0.44 |
| | | | | | | <u>126.50</u> |
| 09/22/2020 | AP | 82704 | OTSEGO COUNTY SHERIFF DEPT | AUG 2020 IBT MOWING/WEED WHIPPING | 251-523-920.400 | 500.00 |
| 09/22/2020 | AP | 82705 | OTSEGO COUNTY TREASURER | 10985 WORK CAMP IRONTONE | 208-751-940.010-WK RL00000 | 125.00 |
| 09/22/2020 | AP | 82706 | OTSEGO MEMORIAL HOSPITAL | INMATE MEDICAL SERVICE SEE ATTACHED | 101-351-930.470 | 16,397.88 |
| 09/22/2020 | AP | 82707 | PAK MAIL CENTERS OF AMERICA | 2020-592 BAT | 212-430-930.450 | 59.19 |
| 09/22/2020 | AP | 82708 | RANDY STULTS | PER DIEM, TRAVEL SEPT MEETING | 208-752-703.040 | 50.00 |
| | | 82708 | | PER DIEM, TRAVEL SEPT MEETING | 208-752-930.500 | 11.90 |
| | | | | | | <u>61.90</u> |
| 09/22/2020 | AP | 82709 | RITE AID PHARMACY #1663 | VICKS/COTTON SWABS | 101-351-726.000 | 8.78 |
| 09/22/2020 | AP | 82710 | ROGER FAGERLIE JR | SERVICES 9-8-2020 THROUGH 9-15-2020 | 249-371-801.026 | 660.00 |
| 09/22/2020 | AP | 82711 | ROSE SEPTIC SERVICES | PORTA JON RENTAL | 101-332-920.510 | 525.00 |
| 09/22/2020 | AP | 82712 | SAGASSER & ASSOCIATES INC | ACM-LBP-MOLD SURVEYS 3 HOMES | 617-901-970.300 | 1,153.51 |
| 09/22/2020 | AP | 82713 | SIDOCK GROUP INC | PROFESSIONAL SERVICE FOR AUG 2020 | 499-901-970.300-CTY_SECURI | 2,439.00 |
| 09/22/2020 | AP | 82714 | SMITH EQUIPMENT RENTAL AND TRAILER | C-001734 RENT A WOOD CHIPPER | 209-751-726.050 | 1,050.00 |
| 09/22/2020 | AP | 82715 | STANDARD ELECTRIC COMPANY | INV # 5018415-00 36 ITEMS | 281-537-920.400 | 94.57 |
| 09/22/2020 | AP | 82716 | STAPLES BUSINESS CREDIT | 403654 - TONER | 101-131-726.000 | 106.06 |
| | | 82716 | | 403654 - CDR'S | 101-131-940.111 | 167.53 |
| | | 82716 | | 403654 - COPY PAPER, TONER | 292-662-726.000 | 210.96 |
| | | | | | | <u>484.55</u> |
| 09/22/2020 | AP | 82717 | STATE OF MICHIGAN | FRANCINE ZYSK NOTARY PUBLIC APPLICATION FEE | 215-141-930.600 | 10.00 |
| 09/22/2020 | AP | 82718 | STATE OF MICHIGAN | JULY 2020 OFFSET MONTH DATED 9/14/2020 | 292-662-930.800 | 16,798.84 |
| 09/22/2020 | AP | 82719 | STATE OF MICHIGAN | JUNE 2020 OFFSET MONTH DATED 9/4/2020 | 292-662-930.800 | 384.48 |

CHECK DISBURSEMENT REPORT FOR COUNTY OF OTSEGO
 CHECK DATE FROM 09/22/2020 - 09/22/2020

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|--------------------------|--|-----------------|------------|
| 09/22/2020 | AP | 82720 | TENURGY, LLC | 5/20-7/20 GAS SAVINGS | 212-430-930.610 | 5.62 |
| | | 82720 | | 5/20-7/20 GAS SAVINGS | 281-537-930.610 | 1.10 |
| | | | | | | 6.72 |
| 09/22/2020 | AP | 82721 | VETTRAINO, MICHAEL J | REFUND FOR OVERPMT ON 2019 TAX YR ON PARCEL #023-140-000-0.516-030-694.000 | | 151.73 |
| 09/22/2020 | AP | 82722 | WASH N GO MANAGEMENT INC | 12001 | 212-430-920.410 | 18.00 |
| 09/22/2020 | AP | 82723 | WILLIAM HOLEWINSKI | PER DIEM, TRAVEL SEPT MEETING | 208-752-703.040 | 50.00 |
| | | 82723 | | PER DIEM, TRAVEL SEPT MEETING | 208-752-930.500 | 6.00 |
| | | | | | | 56.00 |
| 09/22/2020 | AP | 82724 | WN LAW PLLC | HEARING ON 4/2/20 | 101-131-801.022 | 150.00 |
| | | | TOTAL - ALL FUNDS | TOTAL OF 106 CHECKS | | 166,938.99 |