

February 23, 2021

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 as permitted by the Open Meetings Act. The meeting was called to order at 9:31 a.m. by Chairman Ken Glasser. Invocation by Commissioner Ken Glasser, followed by the Pledge of Allegiance led by Henry.

Roll Call:

Present: Henry Mason, Paul Liss, Brett McVannel, Rob Pallarito, Ken Glasser, Doug Johnson, Jason Caverson, Bruce Brown.

Excused: Julie Powers.

Consent Agenda:

Motion to approve the Regular minutes of February 9, 2021 with attachments.

Motion to approve OCR 21-05 Discharge of mortgage in the name of Melissa Pearson.

Motion to approve OCR 21-06 Discharge of mortgage in the name of Melissa Pearson.

Consent agenda approved unanimously.

Chairman Ken Glasser opened the meeting for public comment.

Committee Reports:

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve OCR 21-07 Resolution of intent for the Otsego County Bus System FY 2022 Act 51.

Roll Call Vote:

Ayes: Henry Mason, Paul Liss, Brett McVannel, Rob Pallarito, Ken Glasser, Doug Johnson, Jason Caverson, Bruce Brown.

Nays: None.

Excused: Julie Powers.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Rob Pallarito, to approve the Capital Asset Disposal Policy. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Brett McVannel, to award the 2021-04 bid to ASAP roofing for 4 roof replacements at the Groen Preserve for \$14,500. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Henry Mason, to award the 2021-05 bid to Bill Marsh for a new Animal Control Vehicle for \$33,302.56 with a trade in of a previous vehicle for \$9,500. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the budget amendment in the amount of \$3,016 for the rangers. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Brett McVannel, to approve the budget amendment in the amount of \$32,513 for the closed MERS Division. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Jason Caverson, to approve the budget amendment in the amount of \$3,945 for ROD staffing. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Rob Pallarito, to approve the budget amendment to carryforward the remaining budget of \$20,000 for the Royal Crest demolition project, from 2020-2021. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve the budget amendment to carryforward the budget of \$6,000 for the OCNet equipment upgrade, from 2020 to 2021. (see attached)

Administrator's Report:

Rachel Frisch reported the Animal Control held an annual vaccine clinic, sold over 100 licenses; Brownfield project-Wolverine parcel in Elmira, applying for a grant; visit health department website to get number's for the County; website upgrade, fully live in June 2021; met with Parks and Rec and C2AE engineers, almost ready to bid out projects at the Groen Nature preserve; actions taken to further opening up the Community Center; Parks and Recreation supervisor position has been filled; the Justice Complex millage will be on the May 4, 2021 ballot.

Department Head Report- None.

Special Presentations- None.

City Liaison, Township & Village Representative- Commissioner Henry Mason reported on the City Council meeting; City purchased a new robot to determine safety; Liaison officer part time in the schools.

Todd Sharrard reported on the City Council meeting, school liaison 75% funded from the School and 25% from DDA.

Correspondence: Chairman Ken Glasser received emails regarding Resolution OCR 21-08, the Pandemic Resolution.

New Business:

Motion by Commissioner Bruce Brown, seconded by Commissioner Brett McVannel, to approve the February 16, 2021 Warrant in the amount of \$632,461.37 and four void checks. Ayes: Unanimous. Motion carried.

Motion by Commissioner Jason Caverson, seconded by Commissioner Doug Johnson, to approve the February 23, 2021 Warrant in the amount of \$432,705.91 Ayes: Unanimous. Motion carried.

Other Business:

Motion by Commissioner Paul Liss, seconded by Commissioner Doug Johnson, to approve OCR 21-08 Pandemic Resolution.

Motion by Commissioner Rob Pallarito, seconded by Commissioner Brett McVannel, to amend the second paragraph to strike the word *is* and replace with the words *restrictions are*. The new paragraph would read: WHEREAS, the Otsego County Board of Commissioners recognizes that COVID-19 ~~is~~ restrictions are having and will continue to have, direct short and long term impacts on all County residents, impacts which include, but are not limited to, physical and mental health care difficulties, educational constraints, and financial strains; and Vote on amendment: Ayes: Unanimous. Motion carried.

Motion by Commissioner Rob Pallarito, seconded by Commissioner Doug Johnson, to amend the 6th paragraph to strike the words *unfair and imbalanced* to replace with the word *unconstitutional*. The new paragraph would read: WHEREAS, it is our belief that while public health must be prioritized, ~~unfair and imbalanced~~ unconstitutional burdens have been placed on certain sectors of our economy, community groups, and citizenry. We believe Gubernatorial actions have polarized, politicized, and antagonized Michigan leaders in all sectors. These challenging times call for unity, coordination, and balance to protect lives and livelihoods with actions considered by the many hands that hold the responsibility. Vote on amendment: Ayes: Unanimous. Motion carried.

Motion by Commissioner Rob Pallarito, seconded Commissioner Brett McVannel to amend the 7th paragraph to strike the words *express with great concern* and replace with the word *oppose* and add the word *restrictions* at the end of the sentence. The new paragraph would read: NOW THEREFORE BE IT RESOLVED, that the duly elected Commissioners of Otsego County, with the sworn duty to uphold the Constitution of the United States, the Constitution of the State of Michigan, and responsibility to serve the people of Otsego County, do hereby resolve to ~~express with great concern~~, oppose the distress and destruction continuing to impact our community, our state, and our nation due to COVID-19 restrictions. Vote on amendment: Ayes: unanimous. Motion carried.

Motion by Commissioner Rob Pallarito, second by Commissioner Brett McVannel, to amend the 8th paragraph to strike the *words as soon as is feasible* and replace with the word *immediately*. The new paragraph would read: BE IT FURTHER RESOLVED that the Otsego County Board of Commissioners encourages the lifting of restrictions ~~as soon as is feasible~~, immediately. Vote on amendment, Ayes: Brett McVannel, Rob Pallarito, Henry Mason. Nays: Paul Liss, Ken Glasser, Doug Johnson, Jason Caverson, Bruce Brown. **Amendment failed.**

Roll call on amended Resolution:

Ayes: Paul Liss, Brett McVannel, Ken Glasser, Doug Johnson, Jason Caverson, Bruce Brown.

Nays: Henry Mason, Rob Pallarito.

Excused: Julie Powers

Motion carried/Resolution adopted as amended. (see attached)

Chairman Ken Glasser opened up the meeting for public comment.

Board Remarks:

Commissioner Jason Caverson had no report.

Commissioner Doug Johnson had no report.

Commissioner Brett McVannel had no report.

Commissioner Paul Liss reported on the COVID vaccination, went well; appreciated the animal control holding the vaccine clinic, appreciated the public and board.

Commissioner Bruce Brown thanked the public for attending.

Commissioner Henry Mason had no report.

Commissioner Rob Pallarito thanked the Board and public for the resolution 21-08.

Commissioner Ken Glasser thanked the Board for working through the resolution, thanked the public for attending.

Meeting adjourned at 11:25 a.m.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, Otsego County Clerk

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 23rd, day of February, 2021, 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: _____, 2021

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 23rd day of February, 2021 beginning at 9:30a.m.

PRESENT: _____

ABSENT: _____

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

RESOLUTION NO. OCR 21-06
AUTHORIZING RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Otsego County Board of Commissioners is the owner of a property located at 332 East Third Street, Gaylord, Michigan 49735 and has a mortgage recorded in the office of the Register of Deeds for Otsego County Michigan, in Liber 1441, Pages 307-319 and a Lien Priority Agreement recorded in Liber 1441, Pages 305-306 in the name Melissa S. Pearson, and

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

RESOLVED, that Otsego County hereby issues a DISCHARGE OF MORTGAGE to Melissa S. Pearson, 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 R. Glasser, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
§
COUNTY OF OTSEGO)

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PRESENT: _____

ABSENT: _____

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

OCR 21-07
INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2022
UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

Otsego County Board of Commissioners
February 23, 2021

WHEREAS, Pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for **OTSEGO COUNTY BUS SYSTEM (OTSEGO COUNTY)**, (hereby known as THE APPLICANT) established under Act 94, to provide a local transportation program for the state fiscal year of 2022 and, therefore, apply for state financial assistance under provisions of Act 51; and

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

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

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

WHEREAS, THE APPLICANT, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$215,415.00, estimated state funds \$449,199.00, estimated local funds \$1,039,916.00, with total estimated expenses of \$ 1,196,748.00, now, therefore, be it

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

RESOLVED, that the Otsego County Board of Commissioners hereby appoints Timothy M. Cherwinski as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation commission or department for its administration of Act 51 for FY2022.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES:

NO:

ABSTAIN:

THE RESOLUTION WAS DECLARED ADOPTED.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
 §
COUNTY OF OTSEGO)

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Susan I. DeFeyter, County Clerk

DATED: _____, 2021



Capital Asset Disposal Policy

PURPOSE

The purpose of this policy is to provide a guide on how to dispose of County-owned capital assets.

POLICY

For purposes of this policy, capital assets are tangible and intangible assets that are used in operations and that have initial useful lives that extend beyond one year. They include land, structures and improvements, infrastructure, and equipment.

All County assets retaining substantial value are generally to be disposed of either through the Auction or via bid solicitation. Substantial value is defined as an estimated value, on the date of disposal, that is equal to or greater than 10% of the original purchase price.

Assets can be traded for usable assets which have an equal or greater value. Such trades must be made via agreement signed by the County Board Chairman, the County Board Vice-Chairman, or the County Administrator.

Capital Assets that have negligible value may be disposed of without going through the bidding or Auction process. For the purpose of this policy, negligible value is defined as anything less than 10% of the asset's original purchase price.

The County Board of Commissioners must approve the disposal of all County Capital Assets.

All items are to be sold "as-is" with no warranty(ies), express, implied or otherwise.

The Board of Commissioners has the discretion to determine the deposit location for any profits obtained from the sale of capital assets, unless such profits are required to be restricted due to grant or millage parameters.

The following attached *County Bill Of Sale* will be signed by the buyer prior to transfer of any County assets.

Procedures for the Disposal of County-Owned Vehicles

- A. Upon removal of service, vehicle shall be turned in to the Otsego County Bus System (OCBS), along with a completed *Vehicle Turn-In Form*, attached.

- B. All concerns and known issues for the vehicle must be described on the Vehicle Turn-In Form.
- C. The OCBS Manager and Lead Mechanic will evaluate each vehicle on a case-by-case basis to determine its value, and whether it is in the county's best interest to sell, trade in, scrap, or internally transfer the vehicle, adhering to any requirements specific to that vehicle. The evaluation will include input from the Department Director if applicable (i.e. – if the Director wants to use the vehicle for a trade-in on a new vehicle, OCBS Manager will research the situation to see if trade-in is the best course of action, or if the vehicle could be sold for more money, to be put toward the new vehicle).
- D. The OCBS Manager will then make a recommendation to the County Administrator for review and approval. If the recommendation is to dispose of the vehicle by selling, trading in, or scrapping (rather than transferring it internally), then the County Administrator, upon his or her approval, will forward the proposed disposal plan to the County Board of Commissioners for final approval, as required by this policy. Internal transfers of vehicles can be approved by the County Administrator with no further approvals required.



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Groen Preserve

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)

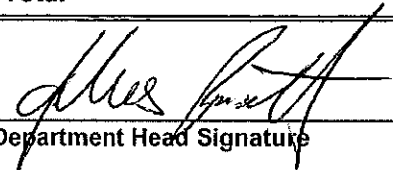
DESCRIPTION Additional funds for bid 2021-02

REVENUE

Account Number	Decrease	Increase
209-050-400.001 Budgeted Use of Fund Balance	\$	\$ 3,016
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 3,016

EXPENDITURE

Account Number	Increase	Decrease
209- 90 1-970.420 Property-Vehicles	\$ 3,016	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 3,016	\$


 Department Head Signature 2/8/21
 Date


 Administrator's Signature Date

Finance Department
Entered:
By:

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



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: FOC & District Court

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 Expense for closed courts division

REVENUE

Account Number	Decrease	Increase
215-030-400.001 Budgeted Use of Fund Balance	\$	\$ 5,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 5,000

EXPENDITURE

Account Number	Increase	Decrease
101-136-704.300 Retirement	\$ 9,613	\$
101-267-703.020 Regular - Salary	\$	\$ 5,500
101-267-704.110 Hospitalization	\$	\$ 4,113
215-141-704.300 Retirement	\$ 22,900	\$
215-141-703.030 Regular Hourly	\$	\$ 7,900
215-141-704.110 Hospitalization	\$	\$ 10,000
Total	\$ 32,513	\$ 27,513

Department Head Signature

Date

Administrator's Signature

Date

Finance Department	
Entered:	
By:	

Board Approval Date (if necessary)

Budget Adjustment #

Posting Number



OTSEGO COUNTY BUDGET AMENDMENT

FUND/DEPARTMENT: General Fund/Register of Deeds

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 Part-time wages in ROD

REVENUE

Account Number	Decrease	Increase
101-215-607.200 Transfer Tax	\$	\$ 3,945
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 3,945

EXPENDITURE

Account Number	Increase	Decrease
101-215-703.060 Part-Time/Temporary	\$ 3,600	\$
101-215-704.200 Social Security Contributions	\$ 275	\$
101-215-704.500 Unemployment Compensation	\$ 55	\$
101-215-704.600 Workers Comp	\$ 15	\$
	\$	\$
	\$	\$
Total	\$ 3,945	\$

Department Head Signature Date

Administrator's Signature Date

Finance Department
Entered:
By:

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



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Tax Foreclosure Fund

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 Royal Crest Demo Completion

REVENUE

Account Number	Decrease	Increase
617-050-400.001 Budgeted Use of Fund Balance	\$	\$ 20,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 20,000

EXPENDITURE

Account Number	Increase	Decrease
617-901-970.300 Property Improvements	\$ 20,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 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
BUDGET AMENDMENT**

FUND/DEPARTMENT: OCNet

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 OCNet Network Point System

REVENUE

Account Number	Decrease	Increase
594-050-400.001 Budgeted Use of Fund Balance	\$	\$ 6,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 6,000

EXPENDITURE

Account Number	Increase	Decrease
594-228-726.000 Supplies	\$ 6,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 6,000	\$

Department Head Signature _____ Date _____

Administrator's Signature _____ Date _____

Finance Department
Entered:
By:

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

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 23rd, day of February, 2021 beginning at 9:30a.m.

PRESENT:

ABSENT:

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

RESOLUTION NO. OCR 21-08
PANDEMIC RESOLUTION
OTSEGO COUNTY BOARD OF COMMISSIONERS

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death with resulting widespread disruptions to everyday life and;

WHEREAS, the Otsego County Board of Commissioners recognizes that COVID-19 restrictions are having and will continue to have, direct short and long term impacts on all County residents, impacts which include, but are not limited to, physical and mental health care difficulties, educational constraints, and financial strains; and

WHEREAS, the Otsego County Board of Commissioners understands that many local private businesses and industries have suffered and continue to suffer economic harm due to COVID-19 thru no fault of their own; and

WHEREAS, the COVID-19 shutdown, pause, and mandates have created a desperate situation for our county's constituents, businesses, schools, and organizations.

WHEREAS, the Otsego County Board of Commissioners asserts that the vitality of our local restaurants, hotels, recreation venues, industries, service providers, etc., contributes substantially to the overall physical and mental well-being of residents of the County, and further asserts that the seasonal nature of our area places a heavy dependence for employment on the food and recreation industries and the loss of these businesses will have long term effects on employment for our citizens; and

WHEREAS, it is our belief that while public health must be prioritized, unconstitutional burdens have been placed on certain sectors of our economy, community groups, and citizenry. We believe Gubernatorial actions have polarized, politicized, and antagonized Michigan leaders in all sectors. These challenging times call for unity, coordination, and balance to protect lives and livelihoods with actions considered by the many hands that hold the responsibility.

NOW THEREFORE BE IT RESOLVED, that the duly elected Commissioners of Otsego County, with the sworn duty to uphold the Constitution of the United States, the Constitution of the State of Michigan, and responsibility to serve the people of Otsego County, do hereby resolve to oppose the distress and destruction continuing to impact our community, our state, and our nation due to COVID-19 restrictions.

BE IT FURTHER RESOLVED that the Otsego County Board of Commissioners encourages the lifting of restrictions as soon as is feasible.

BE IT FURTHER RESOLVED, that we call for actions that restore our faith in a Michigan leadership that is unified, not unilateral, and driven by decisions that serve the needs of the many without polarization. It is with the utmost serious reflection and responsibility, that we stand resolved in our sworn duty to serve our community and demand our freedom of choice be reinstated.

RESOLUTION DECLARED ADOPTED.

Kenneth R. Glasser, 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 23rd day of February, 2021, 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 AcRts 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: _____, 2021