

June 22, 2021

The regular meeting of the Otsego County Board of Commissioners was held at the Otsego County Library located at 700 S. Otsego Ave, second floor conference room, 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 9:30 a.m. by Chairman Ken Glasser. Invocation by Commissioner Julie Powers, followed by the Pledge of Allegiance led by Dona Wishart.

Roll Call:

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

Excused: Doug Johnson.

Consent Agenda:

Motion to approve the Regular minutes of June 8, 2021 with attachments.

Consent agenda approved unanimously.

Chairman Ken Glasser opened the meeting for public comment for agenda items only.

Special Presentations:

Lynda Rutkowski from Up North Prevention reported there are 300-600 lbs. of unused medications collected annually; Families against narcotics provide additional resources, hold monthly forums the 4th Thursday of the month at 6:30 p.m., the next meeting is 6-24-21 at 6:30 p.m.; medication assisted treatment presentation at next month meeting that will be held at the Methodist Church; Stronger together program helps family and friends with additional support group for substance abuse disorders, meetings are held virtually on the 1st and 3rd Thursday of each month at 6:00 p.m.

Department Head Report:

Tom Pratt reported on the Parks and Recreation, introduced his staff; events at the Park, annual Fly in held was a big success; 4th of July fireworks to be held this year, able to be opened to the public outside of the park; Halloween weekend last 2 weekends in September, already full; fly in for next year is already booked; sites every weekend are booked for the rest of the year; Community Center, some events have opened, playgroup, volleyball league, basketball league; some work to be done at the Community Center, windows need to be replaced, new camera system; Louis Groen Nature preserve, pavilion and restroom construction starting today, museum starting today, the house on the property turning it into a museum; new entrance off of Hetherton Road, working on getting electrical gate openers; 4 new roofs put on out at the Groen Nature Preserve, 4 new garage doors put on; started radio advertisement to attract people out to the Groen Nature Preserve; Dog park, water leak scheduled to be fixed this week;

Ironstone Springs getting a lot of use; Wah Wah Soo vandalism issues, working on a security system; Libke fields, Little League potentially moving practices there.

Melissa FitzGerald reported on the Animal Shelter, trying to spade or neuter animals is an issue with the Vet's closed down during COVID; Staff still responded to complaints during COVID, complaint are up from last year.

Committee Reports:

Motion by Commissioner Paul Liss, seconded by Commissioner Julie Powers, to approve OCR 21-13, Continuing to Support to Centralize (Otsego County Commission on Aging) OCCOA Operations.

Roll Call Vote:

Ayes: Julie Powers, Paul Liss, Brett McVannel, Rob Pallarito, Ken Glasser, Jason Caverson, Bruce Brown.

Nays: Henry Mason.

Excused: Doug Johnson.

Motion carried/Resolution adopted. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Brett McVannel, to approve pulling \$40,000.00 of unspent dollars from the 2020 budget year into the current 2021 budget year for security upgrades at the County Building. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Rob Pallarito, to approve the reallocation of \$4,500 from the full-time wages budget to the part time/temporary wages budget for the Prosecutor's office. Ayes: Unanimous. Motion carried. (see attached)

Motion by Commissioner Paul Liss, seconded by Commissioner Julie Powers, to award bid 2021-12 to MGT Consulting in the amount of \$23,250.00. Ayes: Unanimous. Motion carried.

Motion by Commissioner Paul Liss, seconded by Commissioner Henry Mason, to approve the Budget calendar for the 2022 budget. Ayes: Unanimous. Motion carried. (see attached)

Administrator's Report:

Trisha Adam reported the new County website becomes active 6-24-21; fireworks over Otsego Lake is Saturday, 7-3-21; short survey on the County website regarding the recent millage for the Justice Complex; openings at the County are posted on the County website; waiting for MIOSHHA rules update; royal crest has been grated, next step is seeding.

City Liaison, Township & Village Representative: None.

Correspondence:

Chairman Ken Glasser received a letter from Thunder Bay Tree Service; received a letter from the Department of Treasury.

New Business:

Motion by Commissioner Julie Powers, seconded by Commissioner Rob Pallarito, to approve the June 15, 2021 Warrant in the amount of \$163,630.24. Ayes: Unanimous. Motion carried.

Motion by Commissioner Jason Caverson, seconded by Commissioner Henry Mason, to approve the June 22, 2021 Warrant in the amount of \$93,283.28. Ayes: Unanimous. Motion carried.

Chairman Ken Glasser formed a Committee to review the Board Bylaws. Rob Pallarito, Julie Powers, Brett McVannel and Ken Glasser have been appointed to the Committee.

Chairman Ken Glasser opened up the meeting for public comment.

Board Remarks:

Commissioner Paul Liss had no report.

Commissioner Julie Powers had no report.

Commissioner Bruce Brown had no report.

Commissioner Henry Mason had no report.

Commissioner Rob Pallarito attended the Otsego Lake Township meeting, Otsego Lake Township fire department will be assisting with the fireworks at the County Park; GFL purchased American Waste.

Commissioner Jason Caverson attended the Library meeting; Planning Commission meeting was cancelled.

Commissioner Brett McVannel attended the Charlton Township meeting; fireworks on the 4th; Johannesburg Christian Church taking over the 4th of July parade.

Chairman Ken Glasser had no report.

Meeting adjourned at 10:40 a.m.

Kenneth R. Glasser, Chairman

Susan I. DeFeyter, Otsego County Clerk

Minutes of a regular meeting of the Otsego County Board of Commissioners, held at the Otsego County Library 700 S. Otsego Ave. Second Floor Conference Room, Gaylord, Michigan on the 22nd day of June, 2021 at 9:00am.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by Commissioner _____:

RESOLUTION NO. OCR 21-13

**A RESOLUTION OF CONTINUING
SUPPORT FOR
A PROPOSED FACILITY TO CENTRALIZE
THE OTSEGO COUNTY COMMISSION ON AGING (OCCOA)
OPERATIONS**

June 22, 2021

Recitals

WHEREAS, Otsego County currently supports and maintains the Otsego County Commission on Aging (“OCCOA”), a component unit of Otsego County, which employs individuals to carry out the functions for the benefit of elderly residents of the county; and

WHEREAS, the Otsego County Board of Commissioners, by Resolution No. OCR 20-28, passed on December 15, 2020 (the “Support Resolution”), offered its support to the Project described below, recognizing that OCCOA has weathered the challenge of operating across multiple functionally obsolete facilities for many years and that consolidating OCCOA services to one centralized location to better support the growth of its programs for the health, safety, welfare and benefit of the community would streamline costs, improve efficiency, and enhance the capacity to provide high level services; and

WHEREAS, pursuant to the previous Support Resolution, the Otsego County Board of Commissioners acknowledged that the OCCOA has identified a vacant facility to centralize its operations in order to better serve the older adult (elderly) residents of Otsego County and their caregivers and that OCCOA desired to enter into an Exclusive Development Agreement (“Agreement”) with Signet Capital, LLC (with its affiliates, “Signet”) for the acquisition, construction, development, financing and lease of the proposed facility (“Project”); and

WHEREAS, Otsego County understands that OCCOA has already reached its statutory limit of 1.0 mills and is not proposing, nor can it propose, a tax increase to fund the proposed Project. OCCOA has managed its finances in such a manner that OCCOA is able to meet the lease obligations and certain initial project costs that will be incurred by Signet or OCCOA within its operating budget; and

WHEREAS, the Otsego County Board of Commissioners and OCCOA have reviewed the relevant materials in connection with the Project to date including, without limitation, the initial

programming and design documents, draft budgets, a not-to-exceed budget, and a draft master lease agreement, and the Otsego County Board of Commissioners desire to reiterate its full support of the Project and further agree to proceed as set forth in the Resolutions below.

THEREFORE, BE IT RESOLVED, that the Otsego County Board of Commissioners hereby reiterate its support for the Project and approve the Project as presented to the Otsego County budget and finance committee; and

BE IT FURTHER RESOLVED, that the Otsego County Board of Commissioners agree to move forward with the full execution of a proposed master lease by, between and among Signet, as landlord, and Otsego County and OCCOA, as tenant, in accordance with the draft master lease previously circulated amongst the members of the Otsego County Board of Commissioners provided the final master lease (1) has been modified pursuant to the Otsego County's attorney's comments to the satisfaction of the Otsego County Board of Commissioners, and (2) does not exceed the not-to-exceed budget presented to the budget and finance committee on June 16, 2021.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

YES: _____

NO: _____

ABSTAIN: _____

THE RESOLUTIONS WERE DECLARED ADOPTED.

Ken Glasser, Chairman

Susan I. DeFeyter, County Clerk

STATE OF MICHIGAN)
) ss.
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 June, 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 that the minutes of such meeting were kept and will be or have been made available as required thereby.

Susan I. DeFeyter, County Clerk

DATED: _____, 2021



**OTSEGO COUNTY
BUDGET AMENDMENT**

FUND/DEPARTMENT: Capital Projects

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 Security Upgrades at County Building - 2020 Project Continued into 2021

REVENUE

Account Number	Decrease	Increase
499-050-400.001 Budgeted Use of Fund Balance	\$	\$ 40,000
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$ 40,000

EXPENDITURE

Account Number	Increase	Decrease
499-901-970.300-Cty Securi	\$ 40,000	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 40,000	\$

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: GF-Prosecutor

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 Reclass Hourly Wages to Part Time/Temporary Wages

REVENUE

Account Number	Decrease	Increase
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

EXPENDITURE

Account Number	Increase	Decrease
101-267-703.060 Part-Time/Temporary	\$ 4,500	\$
101-267-703.030 Regular - Hourly	\$	\$ 4,500
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total	\$ 4,500	\$ 4,500

Department Head Signature Date

Administrator's Signature Date

Finance Department
Entered:
By:

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



Otsego
COUNTY
M I C H I G A N

FISCAL YEAR 2022 BUDGET CALENDAR

2021

- June 22 Board approve calendar
- July 12 Finance Director prepares budget packets for distribution to departments. Management Team members asked to complete line item descriptions, equipment request lists, and their requested 2022 budget figures using designated format.
- August 2 Departments submit completed budget requests, line item descriptions, and equipment lists to the Finance Director.
- August 31 Component Units Budgets Due to Finance Director
(Library, EMS, Road Cmsn, Cmsn on Aging, Bus, Sportsplex)
- Week of September 6 Administration staff conducts initial review of department budgets with department heads and elected officials as necessary.
- September 28 Board Adopts budgets for September 30 year-end funds, Bus and Cmsn on Aging
- September 29 General Fund Budget submitted to Budget and Finance Committee Members (all other funds submitted during the Budget Workshops).

BUDGET WORKSHOPS:

- | | |
|------------|---|
| October 5 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 12 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 19 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| October 26 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| November 2 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |
| November 9 | Budget & Finance Cmt Meeting, Budget Workshop – 1:30 p.m., Room 212 |

- November 12&16 Public Hearing notices published in Gaylord Herald Times
- November 12 Budget to Otsego County Clerk's Office and Online, Available for Public Review
- November 23 Board holds Truth-in-Taxation hearing and Public Hearing on the Budget. Adopts General Appropriations Act resolution.

All Budget Work Sessions will be conducted in Room 212 of the downtown County Building, 225 West Main, Gaylord, MI 49735. In compliance with the Americans with Disabilities Act, persons requiring assistance to fully participate in the meeting should contact the County Administrator's office 12 hours prior to the meeting.