

Minutes of a regular meeting of the Otsego County Board of Commissioners, held in the multi-purpose room at the J. Richard Yuill Alpine Center Complex, 800 Livingston Blvd., Gaylord, Michigan on the 24<sup>th</sup> day of November, 2015 beginning at 9:30 a.m.

PRESENT: JULIE POWERS-GEHMAN, PAUL BEACHNAU, PAUL LISS, LEE OLSEN,  
ERMA BACKENSTOSE, KEN GLASSER, DOUG JOHNSON, KEN BORTON.  
ABSENT: BRUCE BROWN.

The following preamble and resolution were offered by Commissioner Beachnau., SECONDED BY OLSEN.

**OCR 15-35**  
**Fiscal Year 2016 Budget Resolution**  
**And General Appropriations Act**

**WHEREAS**, the Uniform Budget and Accounting Act ("UBAA") MCLA 141.421 et seq., requires that the Board enact a general appropriations act designed to meet County-funded expenditures; and

**WHEREAS**, County offices, the courts, county departments, agencies and others have submitted requests for a county appropriation in the 2016 budget; and

**WHEREAS**, the County Administrator has submitted a proposed budget as required by statute; and

**WHEREAS**, the Board of Commissioners has taken into consideration the fact that there are required functions of county government or operations which must be budgeted at a serviceable level in order to provide required services programs; and

**WHEREAS**, the Board of Commissioners has determined the amount of money to be raised by taxation necessary for expenditures and liabilities for the 2016 fiscal year and has ordered that money to be raised by taxation within statutory and constitutional limitations.

**NOW, THEREFORE, BE IT RESOLVED**

1. That the 2016 Otsego County Budget for the General Fund which is incorporated by reference herein, is hereby adopted on a basis consistent with the Otsego County policies, subject to all County policies regarding the expenditure of funds as well as the conditions set forth in this resolution.
2. Tax rates are to be levied for the 2016 fiscal year as summarized in Appendix A of this document.
3. That this budget reflects a reasonable allocation of available resources to the various County departments, boards, and agencies, and allows for all mandated services, programs, and activities, including the courts to be performed at or beyond a serviceable level.

4. That the Board of Commissioners hereby authorizes monthly county-based surcharge of \$1.72 be placed on all communications service provider equipment able to call 9-1-1 for service as allowed under Public Act 164 of 2007 to defray the costs of being ready to process and of actually processing 9-1-1 calls placed within Otsego County for Fiscal Year 2016, and that such funds shall be used in accordance with all applicable state and federal laws and County policies.
5. That all County elected officials and department heads shall abide by all County policies, including the Purchasing policy, personnel policies, and applicable labor agreements, as adopted and amended by this Board and that the budgeted funds are appropriated contingent upon compliance with these policies.
6. That the approved employee positions on the Approved Position Control Number Roster contained in this Budget as Appendix B, shall limit the number of employees who can be employed. No funds are appropriated for any position or employee not on the Approved Position Control Number Roster. Further, there may be a need to increase or decrease various positions within the Budget and/or impose a hiring freeze and/or impose lay-offs due to the unforeseen financial changes; therefore, the Approved Position Control Number Roster List may be changed from time to time by the Board and/or the Board may impose a hiring freeze. County elected officials and department heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the Approved Position Control Number Roster List.
7. That the authorized positions in the Approved Position Control Number Roster List contained in each budget indicates the authorized maximum number of employees in their respective classifications for that budget. Any deviations from said list must be specifically approved by the Board.
8. That certain positions contained in the Approved Position Control Number Roster List which are supported in some part by a grant, cost sharing, child care reimbursement, or other source of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said positions shall be considered unfunded and removed from the Approved Position Control Number Roster List.
9. That the Administrator is authorized upon request of the respective elected official or department head to transfer persons from certain positions contained in the Approved Position Control Number Roster List, which are supported in some part by grant, cost sharing, child care reimbursement or other source of outside funding, to another grant funded position in order to reduce County cost.
10. That the Board of Commissioners elects to set the limit that Otsego County, as employer, will pay for medical benefit plan coverage at 80% for all Otsego County employees to comply with Michigan Public Act 152 of 2011.

11. That revenues received by the County under Public Act 106 and 107, 1985 (Convention Facility Tax revenues) shall not be used to reduce the County's operating millage levy (2016 Budget Year) as defined by Public Act 2 of 1986.
12. That in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, 50% or approximately \$86,246 of the estimated \$172,492 of the Convention Facility Tax revenues not used to reduce the County's operating tax rate, shall be transmitted to the Northern Michigan Substance Abuse Services with remaining revenues to be deposited into the County's General Fund.
13. That revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's operating millage levy (2016 Budget Year).
14. That in accordance with Public Act 264 of 1987, that 12/17 of the estimated Cigarette Tax revenue, not used to reduce the County's operating tax rate, shall be appropriated to the Northwest Michigan Health Department, for public health prevention programs and services, with remaining revenues to be deposited into the County's general fund. The County's estimated Cigarette Tax revenue for 2016 is \$0.
15. That the Administrator is hereby appointed "Budget Administrator," pursuant to the Uniform Budget and Accounting Act, MCLA 141.421 et seq., with power to administer such duties in connection with said budget, as may be from time to time, delegated to the Office of the County Administrator by this Board.
16. That the Budget Administrator be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds.
17. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County if there is no local match required, or ongoing programming or funding which would require additional appropriations or staffing in current or future fiscal years.
18. That the County Administrator, upon recommendation of the appropriate elected official or department head, be authorized to accept grants on behalf of the County in an amount up to \$50,000 with a local match not to exceed 10% (\$5,000), if required, and if available within the requesting department's current budget, and to record the appropriate budget amendment.
19. That the County Administrator is required and directed to automatically reduce any department each time a reduction is made in federal, state or local funds. The County Administrator, in conjunction with the affected elected official or department head, shall promptly make the necessary lay-offs and advise those affected by the service that those services are being discontinued as a result of said cutbacks.

20. That the County Administrator is authorized to cause the drafting of contracts where necessary and appropriate within established budgetary limitations and that the County Administrator is authorized to sign said contracts after legal counsel approved each contract as to legal form, and the Board of Commissioners has approved each contract. The County Administrator is authorized to sign all contract renewals without prior approval of the Board if funds are previously approved for said contract and there are no changes to the contract as part of the renewal.
21. That the Board of Commissioners has determined that it is fiscally prudent to carry a \$350,000 fund balance in the Health Care fund (Fund 647). Funds in excess of this amount shall be refunded to the contributing funds outside of the general fund as follows: 208 Parks and Recreation, 209 Groen Operating Fund, 588 Bus, 212 Animal Control, 232 Housing, 281 Airport, 249 Land Use Services. All remaining leftover funds will be transferred to the General Fund.
22. The Board of Commissioners has determined that it is fiscally prudent to maintain a Legal Defense Fund, Fund 260.
23. The Board of Commissioners has determined that it is fiscally prudent to carry a fund balance level of 10% of expenditures from year-to-year in the Building and Grounds Fund, Fund 637, in order to avoid cash flow shortfalls.
24. The Board of Commissioners has determined that the Administrative Services Fund, Fund 645, will need to maintain a fund balance level of 5% of expenditures from year-to-year, in order to avoid cash flow shortfalls.
25. The Board of Commissioners has determined that the Tax Foreclosure Fund, Fund 617, will need to maintain a minimum Fund Balance of \$200,000 to offset potential foreclosure sale losses, and to have funds to pay for property clean-up and maintenance for those parcels that have become County-owned property via the foreclosure process, and to have funds to pay for payroll expenses for staff time spent on managing the foreclosure process and accounting for foreclosures.
26. That the amounts indicated in the "Budgetary Detail" are hereby appropriated from the General Funds and other funds of Otsego County according to the Activity Centers (Departments) contained in that detail which is incorporated herein by reference, and that such appropriations shall be restricted to the functioning of those Activity Centers (Departments), all applicable federal and state laws, County policies, and the provisions of this Act. The "Budgetary Detail" chart is included in this document at Appendix C.
27. The Administrator has the authority to approve all amendments made to the 2016 budget except for instances where a) the amendment will increase the department's total net budget or b) the amendment will affect a payroll account (defined as any account in the 700.000-705.000 expenditure section of the general ledger, except education and training 704.400) and exceeds \$500 in total.

AND FURTHER BE IT RESOLVED,

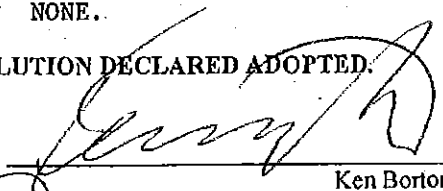
That the Chairman of the Otsego County Board of Commissioners be authorized to sign said document.

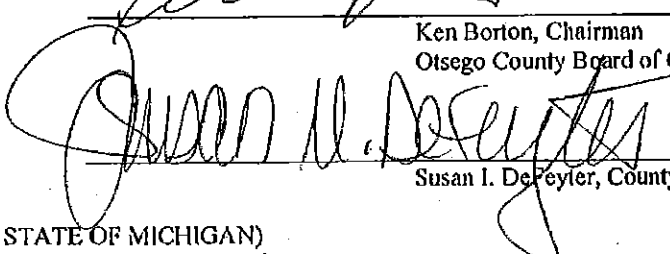
A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: UNANIMOUS.

NAYS: NONE.

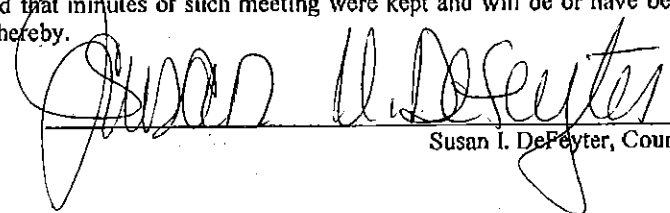
RESOLUTION DECLARED ADOPTED.

  
\_\_\_\_\_  
Ken Borton, Chairman  
Otsego County Board of Commissioners

  
\_\_\_\_\_  
Susan I. DePeyter, 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 a regular meeting held on the 24<sup>th</sup> day of November, 2015, 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 minutes of such meeting were kept and will be or have been made available as required thereby.

  
\_\_\_\_\_  
Susan I. DePeyter, County Clerk

DATED: 11-22-16, 2015

**APPENDIX A**  
**AUTHORIZED TAX RATES 2016 BUDGET YEAR**

<b><u>TAXING ENTITY</u></b>	<b><u>MILLAGE RATE</u></b>
COUNTY OPERATING*	0.0040502
BUS	0.0002500
COMMISSION ON AGING	0.0010000
PARKS AND RECREATION/COMMUNITY CENTER	0.0001875
SPORTSPLEX OPERATING	0.0002500
SPORTSPLEX BUILDING AND MAINTENANCE	0.0001875
LIBRARY	0.0004000
EMERGENCY SERVICES	0.0004000
UNIVERSITY CENTER OF GAYLORD	0.0005569
M TEC	0.0006464
ANIMAL CONTROL	0.0003000
RECYCLING	0.0002500
ROAD COMMISSION	<u>0.0010000</u>
TOTAL	0.0094785

\* In accordance with the state mandated tax shift, the county operating millage will be levied in July, 2016; all other millages listed will be levied in December, 2015 for the 2016 budget year.

# APPENDIX B

## 2016 Otsego County Roster

Position Title	No. Emp in position
<b>Board of Commissioners</b>	
Commissioner, Board Chair	1
Commissioner	8
<b>Non-Union</b>	
PT Trail Rangers - Groen Property	1.2
Kennel Attendant	0.5
Housing/Veteran's Clerk	1
Part-time Clerk - County Clerk's Office	0.53
Airport Operations Specialist	1
Community Center Monitor	1
MSU Extension Clerk	0.53
Part-time Clerk - Treasurer's Office	0.67
Part-time Prosecutor's Clerk	0.53
Jail Cook	1
Work Camp Corrections Officer	1
Asst Animal Control Officer	2
Parks and Recreation Coordinator	1
Asst to County Administrator	1
Office Manager - Transportation	1
Sheriff's Administrative Assistant	1
Zoning Enforcement Officer	0.8
Office Manager - Prosecuting Attorney	1
Work Camp Supervisor	1
Animal Control Director (Officer)	1
Administrator of Special Grants and Programs	1
Deputy Equalization Director	1
Parks and Recreation Director	1
Jail Administrator	1
Asst Prosecuting Attorney	1
Airport Manager	1
County Clerk/Register of Deeds	1
County Treasurer	1
Undersheriff	1
Transportation Manager	1
Director of Land Use Services	1
Chief Asst Prosecuting Attorney	1
Sheriff	1
Human Resources Director/Assistant County Administrator	1
Finance Director/Assistant County Administrator	1
Prosecuting Attorney	1
County Administrator	1
<b>Seasonal/Irregular PT Positions</b>	
Irregular PT Bus Aids	1.5
Irregular PT Bus Driver	1
Meals on Wheels	1

# APPENDIX B

Park Rangers	2.15
PT Irregular Community Center Monitor	0.5
PT Seasonal Play Group Aide	0.15
PT Process Servers	1
PT Irregular Veteran's Advocate	0.23
Seasonal Marine/Snowmobile Deputy	0.5
<b>Clerical Teamsters Union</b>	
Animal Control Clerk Level II	1
Prosecutor Clerk 3	1
Prosecutor Clerk 2	2
Appraiser II	1
Statistical Clerk - Equalization/Planning Zoning/Building	0.53
Chief Deputy Cler - Treasurer's Office	1
Deputy Treasurer II (Level 3)	1
Chief Deputy Clerk - County Clerk's Office	1
Deputy Clerk (Level 2) ROD	1
Deputy Clerk (Level 3) ROD	1
Accounting Clerk	0.8
<b>POLC</b>	
Deputy Sheriff	7
Sergeant	2
<b>POAM</b>	
Clerk II	1
Correction Officers	10
<b>Teamsters Bus</b>	
Bus Driver	11
Bus Driver - Part-Time	1.625
Dispatcher	2
Sec/Bookkeeper/Dispatcher	1
Mechanic	1
Chief Dispatcher	1
Lead Mechanic	1
Driver/Dispatcher	1
General Maintenance	1

Total FTE approved positions for 2016

104.75



Minutes of a regular meeting of the Otsego County Board of Commissioners, held in Room 100, 225 West Main, Gaylord, MI 49735, on the 22<sup>nd</sup> day of November, 2016, at 9:30 a.m.

PRESENT: JULIE POWERS-GEHMAN, PAUL LISS, ERMA BACKENSTOSE, KEN GLASSER, KEN BORTON, BRUCE BROWN.

ABSENT: PAUL BEACHNAU, ROBERT HARKNESS, DOUG JOHNSON.

The following preamble and resolution were offered by Commissioner JULIE POWERS-GEHMAN, SECONDED BY COMMISSIONER PAUL LISS.

**OCR 16-29**  
**Fiscal Year 2017 Budget Resolution**  
**And General Appropriations Act**

**WHEREAS**, the Uniform Budget and Accounting Act ("UBAA") MCLA 141.421 et seq., requires that the Board enact a general appropriations act designed to meet County-funded expenditures; and

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4. That the Board of Commissioners hereby authorizes monthly county-based surcharge of \$1.72 be placed on all communications service provider equipment able to call 9-1-1 for service as allowed under Public Act 164 of 2007 to defray the costs of being ready to process and of actually processing 9-1-1 calls placed within Otsego County for Fiscal Year 2017, and that such funds shall be used in accordance with all applicable state and federal laws and County policies.
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12. That in accordance with Public Act 106 of 1985 and Public Act 2 of 1986, 50% or approximately \$78,421 of the estimated \$156,841 of the Convention Facility Tax revenues not used to reduce the County's operating tax rate, shall be transmitted to the Northern Michigan Substance Abuse Services with remaining revenues to be deposited into the County's General Fund.
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19. That the County Administrator is required and directed to automatically reduce any department each time a reduction is made in federal, state or local funds. The County Administrator, in conjunction with the affected elected official or department head, shall promptly make the necessary lay-offs and advise those affected by the service that those services are being discontinued as a result of said cutbacks.

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21. That the Board of Commissioners has determined that it is fiscally prudent to carry a \$350,000 fund balance in the Health Care fund (Fund 647). Funds in excess of this amount shall be refunded to the contributing funds outside of the general fund as follows: 208 Parks and Recreation, 209 Groen Operating Fund, 588 Bus, 212 Animal Control, 232 Housing, 281 Airport, 249 Land Use Services. All remaining leftover funds will be transferred to the General Fund.
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23. The Board of Commissioners has determined that it is fiscally prudent to carry a fund balance level of 10% of expenditures from year-to-year in the Building and Grounds Fund, Fund 637, in order to avoid cash flow shortfalls.
24. The Board of Commissioners has determined that the Administrative Services Fund, Fund 645, will need to maintain a fund balance level of 5% of expenditures from year-to-year, in order to avoid cash flow shortfalls.
25. The Board of Commissioners has determined that the Tax Foreclosure Fund, Fund 617, will need to maintain a minimum Fund Balance of \$200,000 to offset potential foreclosure sale losses, and to have funds to pay for property clean-up and maintenance for those parcels that have become County-owned property via the foreclosure process, and to have funds to pay for payroll expenses for staff time spent on managing the foreclosure process and accounting for foreclosures.
26. That the amounts indicated in the "Budgetary Detail" are hereby appropriated from the General Funds and other funds of Otsego County according to the Activity Centers (Departments) contained in that detail which is incorporated herein by reference, and that such appropriations shall be restricted to the functioning of those Activity Centers (Departments), all applicable federal and state laws, County policies, and the provisions of this Act. The "Budgetary Detail" chart is included in this document at Appendix C.
27. The Administrator has the authority to approve all amendments made to the 2017 budget except for instances where a) the amendment will increase the department's total net budget or b) the amendment will affect a payroll account (defined as any account in the 700.000-705.000 expenditure section of the general ledger, except education and training 704.400) and exceeds \$500 in total.



**APPENDIX A**  
**AUTHORIZED TAX RATES 2017 BUDGET YEAR**

<b><u>TAXING ENTITY</u></b>	<b><u>MILLAGE RATE</u></b>
COUNTY OPERATING*	0.0040502
ANIMAL CONTROL	0.0003000
BUS	0.0002500
COMMISSION ON AGING	0.0010000
COUNTY PARKS AND RECREATION/COMMUNITY CENTER	0.0001875
EMERGENCY SERVICES	0.0004000
LIBRARY	0.0004000
LIBRARY EXPANSION PROJECT	0.0003750
M TEC	0.0006464
RECYCLING	0.0002500
ROAD COMMISSION	0.0010000
SPORTSPLEX OPERATING	0.0002500
SPORTSPLEX BUILDING AND MAINTENANCE	0.0001875
UNIVERSITY CENTER OF GAYLORD	0.0005569
 TOTAL	 0.0098535

\* In accordance with the state mandated tax shift, the county operating millage will be levied in July, 2017 for the 2017 budget year; all other millages listed will be levied in December, 2016 for the 2017 budget year.

# APPENDIX B

APPENDIX B	
2017	
Otsego County Roster	
Position Title	No. Emp in position
<b>Board of Commissioners</b>	
Commissioner, Board Chair	1
Commissioner	8
<b>Non-Union</b>	
Part-time Trail Rangers - Groen Property	2
Kennel Attendant	1
Housing/Veteran's Clerk	1
Part-time Clerk - County Clerk's Office	1
Part-time Clerk - Equalization	1
Part-time Clerk - Land Use Services	1
Airport Operations Specialist	1
Assistant Community Center Monitor	1
Community Center Monitor	1
MSU Extension Clerk	1
Part-time Clerk - Treasurer's Office	1
Part-time Prosecutor's Clerk	1
Jail Cook	1
Work Camp Corrections Officer	1
Asst Animal Control Officer	2
Parks and Recreation Coordinator	1
Zoning Enforcement Officer	1
Asst to County Administrator	1
Office Manager - Transportation	1
Sheriff's Administrative Assistant	1
Office Manager - Prosecuting Attorney	1
Work Camp Supervisor	1
Inspector	1
Animal Control Director (Officer)	1
Administrator of Special Grants and Programs	1
Deputy Equalization Director	1
Parks and Recreation Director	1
Jail Administrator	1
Asst Prosecuting Attorney	1
Airport Manager	1
County Clerk/Register of Deeds	1
County Treasurer	1
Undersheriff	1
Transportation Manager	1
Director of Land Use Services	1
Chief Asst Prosecuting Attorney	1
Sheriff	1
Human Resources Director/Assistant County Administrator	1
Finance Director/Assistant County Administrator	1
Prosecuting Attorney	1
County Administrator	1

# APPENDIX B

<b>Seasonal/Irregular PT Positions</b>	
Irregular PT Bus Aids	5
Irregular PT Bus Driver	3
Homebound Meals Driver	4
Park Rangers	5
PT Seasonal Play Group Aide	1
PT Process Servers	3
PT Irregular Veteran's Advocate	1
Seasonal Marine/Snowmobile Deputy	1
<b>Clerical Teamsters Union</b>	
Animal Control Clerk Level II	1
Prosecutor Clerk 3	1
Prosecutor Clerk 2	2
Appraiser II	1
Chief Deputy Cler - Treasurer's Office	1
Deputy Treasurer II (Level 3)	1
Chief Deputy Clerk - County Clerk's Office	1
Deputy Clerk (Level 2) ROD	1
Deputy Clerk (Level 3) ROD	1
Accounting Clerk	1
<b>POLC</b>	
Deputy Sheriff	7
Sergeant	2
<b>POAM</b>	
Clerk II	1
Correction Officers	10
<b>Teamsters Bus</b>	
Bus Driver	11
Bus Driver - Part-Time	2
Dispatcher	2
Mechanic	1
Chief Dispatcher	1
Lead Mechanic	1
Driver/Dispatcher	1
General Maintenance	1





# EMPLOYMENT REQUISITION

(Request to Fill Authorized Position)

Title of Open Position: Seasonal Veteran's Asst	Shift:	Fund:	Dept Number:	Department Name: Veteran's Affairs	Date: 5-16-2016
Hiring Manager: Marlene Hopp			Manager Ext.: 571	Location: Housing	Req. # <b>275</b> <small>HR Only</small>
HIRE TYPE (Check all that apply)					
<input type="checkbox"/> Regular Full Time		<input type="checkbox"/> Replacement		Prior Incumbent: _____	
<input type="checkbox"/> Regular Part Time		<input checked="" type="checkbox"/> New Job Opening		Date Position Vacated: _____	
POSITION TYPE:					
<input type="checkbox"/> Non-Union		<input type="checkbox"/> Union _____ Name of Union		<input type="checkbox"/> Part-Irregular	
				<input checked="" type="checkbox"/> Seasonal	
RESPONSIBILITIES, EDUCATION AND EXPERIENCE INFORMATION					
RESPONSIBILITIES & JOB DUTIES:					
<b>Attach Otsego County Position Description</b>					
Minimum Education and Experience Requirements:			Minimum Physical Requirements: (i.e., standing 8 hours/day, lift 40+ pounds)		
Position Justification (explain why this position must be filled):					
Seasonal need for Veteran's activities – up to 450 hours for the season (avg – 22.5 hours per week)					
APPROVALS					
Budget Information: <input checked="" type="checkbox"/> Funds available in current budget year (County Administrator/Chairman, BOC Approval Needed)					
<input type="checkbox"/> Budget Amendment Required (Finance Committee/Full BOC Approval Needed)					
<u>Marlene K. Hopp</u> Hiring Manager		<u>5-17-16</u> Date		_____ County Administrator Date	
				_____ Chairman, Board of Commissioners Date	

**Please attach an Otsego County Position Description along with an explanation of why this position needs to be filled and return to Human Resources. Remember to keep a copy of this form for your records.**

# OTSEGO COUNTY

## SEASONAL VETERANS' ASSISTANT

### General Summary

Under the supervision of the Veterans Service Officer, meets with Otsego County Veterans to assist them with VA benefit claims process.

### Essential Functions

1. Assist accredited Veterans Service Officer with Veterans Affairs claims for Otsego County Veterans/dependents.
2. Performs various administrative/office tasks including filing, copying, scanning and data base entry in VetraSpec.
3. Review and meet with Otsego County Veterans/dependents for VA benefits.

### Other Functions

4. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

### Employment Qualifications

**Education:** High school graduation or equivalent.

**Experience:** Experience in dealing with veterans and computer applications. Knowledge of VA benefit claims process.

**Other Requirements:** None listed.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## OTSEGO COUNTY

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access files.

Ability to enter and retrieve information from a computer.

### **Working Conditions:**

Works in office conditions.



*Otsego*  
**COUNTY**  
M I C H I G A N

*Otsego County Housing and Veteran's Affairs*  
225 W. Main St., #213 • Gaylord, Michigan 49735  
989-731-7570

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May 16, 2016

Arthur Bates  
1923 Nottingham Road North  
Gaylord MI 49735

Dear Arthur,

We are pleased to confirm your acceptance of the Seasonal Veteran's Assistant position at an hourly rate of \$13.60 reporting to me. This position is classified as seasonal employment and is not eligible for any county fringe benefits.

This offer of employment is contingent on the successful completion of a criminal background check, professional reference checks, post-offer physical and pre-employment drug screen. These tests will be scheduled by our Human Resources Department.

In accordance with the Immigration Reform and Control Act of 1986, you must be a United States citizen, or have authorization to work in the United States. In either case, verification is required before you can be placed on the Otsego County Payroll.

While we hope and expect that this will be the beginning of a long and rewarding employment relationship, you are not promised any particular term of employment and you should be aware that either you or Otsego County may terminate the employment relationship at any time for any reason. No one at Otsego County is empowered, unless specifically authorized in writing by the Board of Commissioners, to make any promise, expressed or implied, that employment is for any minimum or fixed term or that cause is required for the termination of the employment relationship.

Arthur, I am confident that you will once again become a strong contributor as part of the Otsego County Veteran's Affairs Department for the 2016 season.

Please note: All new employees meet with Otsego County Human Resources on their first day of employment to complete all new hire paperwork.

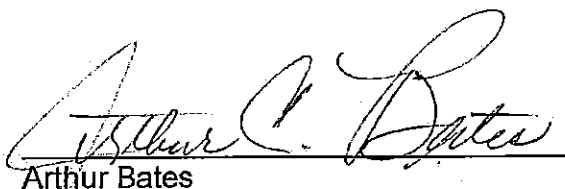
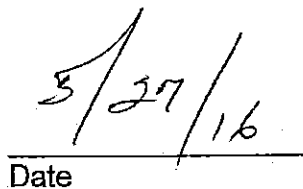
Please return a signed copy of this offer letter in the enclosed envelope and retain the original offer letter for your files. If you have any questions, please do not hesitate to call me.

Sincerely,



Marlene Hopp  
Otsego County Housing Committee Director, Veterans  
Service Officer, Grant Administrator

This is to verify my acceptance of the above stated offer:

  
Arthur Bates  
Date

5-16-2016

Starting Date