



COUNTY OF OSCODA

Board of Commissioners
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Oscoda County Courthouse Annex 105 S. Court Street, P.O. Box 399, Mio, MI 48647

Oscoda County Board of Commissioners

Work Session

9:00 a.m. Tuesday, April 11, 2017

Members Present: Commissioners Wright, Olsen, Kischnick, Wilson, and Nutt.

Members Excused:

Others Present: 8 members of the public were in attendance.

Chair Wright called the Work Session Meeting to order at 9:00 a.m.

**Agenda Items for the B.O.C "Work Session" included:

- 1.) Mr. Joe Breaugh, Maintenance Department Supervisor, presented the Board with an up-date on the County Grounds & Maintenance Department, Smith Lake and the County Fairgrounds. Mr. Breaugh requested to rehire Mr. Al Frazho, as the Seasonal Maintenance Employee, to assist the Maintenance Department with Smith Lake, the Fairgrounds and the County Grounds when needed, beginning May 1, 2017 through September 1, 2017.
- 2.) Ms. Buff Carr, Emergency Management Coordinator, presented the EOC Quarterly Report; which included EOC recurring meetings, assignments, tasks and reports. Ms. Carr presented primary activities, major projects, upcoming events, and the EOC 2017 goals.
- 3.) The Board discussed the County Website, B.O.C Phones and Boardroom Wireless PA System. Mr. Dan Kauffman, IT Director addressed the County Website. The Board will address the County Website with each of their Boards they sit on to see if they would like to be linked to the County Website and/or fill out a County website template. Further discussion on setting up voice-mail for the Commissioners and a new PA system in the Boardroom is needed.
- 4.) Ms. Brenda Moore, B.O.C Executive Secretary review the March Budget Summary, ending March 31, 2017.

**Chair Wright called for a recess (9:55 a.m.) before the Regular B.O.C Meeting.

Continued...

Official Minutes

April 11, 2017

A Regular Meeting of the Oscoda County Board of Commissioner's was held on Tuesday, April 11, 2017 at 10:00 a.m. in the Commissioner's Room, Courthouse Annex Mio Michigan 48647.

Chair Wright called the meeting to order at 10:00 a.m.

Pledge to the Flag:

Roll Call of Members:

Members Present: Commissioners Wright, Olsen, Kischnick, Wilson, and Nutt.

Members Excused:

Others Present: 13 members of the public were in attendance.

**The B.O.C approved the Agenda for April, 11, 2017, with one removal and three additions.

- Remove: O. CLOSED SESSION
- ADD: K. Unfinished Business/New Business:
Board of Commissioner's Office Discussion
- ADD: J. Correspondence/Reports/Resolutions:
Northern Michigan Children's Assessment Center
- ADD: L. Financial
March 2017 Expenditures

Wilson/Kischnick a motion to accept the Agenda for April 11, 2017, with the noted removal and three additions.

5 ayes: 0 nays: **Motion Carried.**

**The B.O.C approved the following Official Minutes:

Kischnick/Olsen motion to accept the Official Minutes and Closed Session Minutes for "Special B.O.C Meeting" held on March 21, 2017, as presented.

5 ayes: 0 nays: **Motion Carried.**

Wilson/Olsen a motion to accept the Official Minutes and Closed Session Minutes for B.O.C Meeting held on March 22, 2017, as presented.

5 ayes: 0 nays: **Motion Carried.**

Wilson/Olsen a motion to accept the Official Minutes for "Special B.O.C Meeting" held on April 7, 2017, as presented.

5 ayes: 0 nays: **Motion Carried.**

Public Matters & Comments (Regarding today's Agenda- limited to two minutes per person).

**Commissioner Brandy Wright presented her notice of resignation, due to personal reasons, stating it was an honor serving the citizens of Oscoda County. Commissioner Wright asked for a motion to accept the notice of resignation and to advertise.

Wilson/Olsen a motion to accept the resignation letter, dated April 11, 2017, from Commissioner Brandy Wright, District#3, effective April 25, 2017.

4 ayes: 1 passed: **Motion Carried.**

Kischnick/Wilson a motion to advertise for District#3 Board of Commissioner Appointment, due to a
2017-107 vacancy, in accordance to PA 261 of 1966 (Section 46.412).
5 ayes: 0 nays: **Motion Carried.**

Appointments:

**Mr. Bill Kendall, County Treasurer, presented the 2016 Delinquent Settlement Report and the Garland MI Tax Tribunal Stipulation Impact for the 2015 year; totally \$240,776.71 for all of Oscoda County. Mr. Kendall stated that the Treasurer's Office is working on 2016 and anticipates it will be around the same amount. Mr. Kendall also presented and reviewed the Treasurer's Office County Webpage that provides services and information to the public.

**Mr. Casey Guthrie, Equalization Director, presented the Annual 2017 Equalization Report, as required by PA135 of 1991. The following motions were made:

Wilson/Olsen a motion to go into an Equalization Session, as required by PA 135 of 1991 (10:44 a.m.).
2017-108
5 ayes: 0 nays: **Motion Carried.**

Wilson/Olsen a motion to adjourn the Equalization Session and return to the Regular Board Meeting
2017-109 (10:50 a.m.).
5 ayes: 0 nays: **Motion Carried.**

Wilson/Olsen a motion to adopt Resolution 2017-002 the Tax Certification for Taxes Levied in 2017,
2017-110 and accept the Oscoda County 2017 Equalization Report, with the a total equalized value of \$452,365,120 as prepared & received by the Oscoda County Equalization Director, Casey Guthrie.

Roll Call Vote: Wilson, yes; Nutt, yes; Wright, yes;
Kischnick, yes; Olsen, yes. **Motion Carried.**

**Ms. Cassie-Morse Bills, Prosecuting Attorney, discussed the vacant position in the Prosecutor Office, due to employee Ms. Nina Appel retiring, after 21 years, on April 28, 2017. Ms. Bills stated she has secured a replacement and is asking the Board to hire a full-time Legal Secretary, at a starting rate of \$14.60, effective April 26, 2017. The Board will review and address at the April 25, 2017 B.O.C. Meeting.

Correspondence, Reports, Resolutions (acknowledge receipt):

**Sheriff's Department – New hire notification, Deputy Donald McLean, to fill a vacant position, effective April 20, 2017.

**Northern Michigan Children's Assessment Center will host a "Celebration of Success" on April 21, 2017 in Roscommon, MI from 11 a.m. – 2 p.m.

Unfinished Business/New Business:

**The Board briefly discussed the Request for Proposal (RFP) addressed at the Special B.O.C Meeting on April 7, 2017. The B.O.C will invite prospective bidders, on April 12, 2017 by fax, to obtain the RFP (Request for Proposal). The Design/Builder will be responsible for working directly with County's Insurance to ensure all Design/Construction/Replacement is covered under the OWNERS policy. On Friday, April 21st, the B.O.C has scheduled a Special B.O.C Meeting to hold a Pre-Bid Meeting and walk site down; which is open to the public.

**Commissioner Wright stated the B.O.C Executive Secretary has requested that her position be moved to a 40 hour work week or to allow her to work up to 40 hours, as needed. After some discussion, the following motion was made:

Kischnick/Wilson a motion to allow the B.O.C Executive Secretary, Brenda Moore, to work up to **2017-111** 40 hours per week, as needed, until further action by the B.O.C.

Roll Call Vote: Kischnick, yes; Olsen, yes; Nutt, yes; Wright, yes; Wilson, yes. **Motion Carried.**

Financial: (Motions Needed)

The B.O.C approved the Expenditures for **March 2017, as presented by the County Clerk’s Office.

	PAYROLL	EXPENSES	TOTAL
101 General Fund	\$157,263.13	\$596,557.07	\$753,820.20
102 Ambulance Equip	\$0.00	\$0.00	\$0.00
103 Sheriff Equip	\$0.00	\$3,055.24	\$3,055.24
104 911 Emergency	\$6,525.54	\$9,985.24	\$16,510.78
205 Officer Training	\$0.00	\$0.00	\$0.00
208 Park Fund	\$3,103.35	\$5,339.94	\$8,443.29
209 D.A.R.E.	\$0.00	\$0.00	\$0.00
210 Ambulance Fund	\$56,006.56	\$86,658.09	\$142,664.65
215 Friend/Court	\$5,837.72	\$9,902.89	\$15,740.61
216 Public Guardian	\$980.29	\$1,099.21	\$2,079.50
217 Fairgrounds’	\$0.00	\$46.27	\$46.27
218 Smith Lake	\$0.00	\$0.00	\$0.00
230 Hazmat	\$0.00	\$0.00	\$0.00
232 Historical Commission	\$0.00	\$23.70	\$23.70
239 Gypsy Moth	\$0.00	\$0.00	\$0.00
245 Public Improvement	\$0.00	\$0.00	\$0.00
249 Building Dept.	\$2,805.66	\$5,650.09	\$8,455.75
256 R.O.D. Automation	\$0.00	\$0.00	\$0.00
258 May 4 Courthouse Fire	\$0.00	\$182,213.51	\$182,213.51
263 Concealed Pistol Licensing	\$0.00	\$402.92	\$402.92
265 Drug Law Enforcement	\$1,512.52	\$4,098.40	\$5,610.92
269 Law Library	\$0.00	\$839.15	\$839.15
271 Library	\$0.00	\$2,620.48	\$2,620.48
274 Council/Aging	\$0.00	\$26,882.90	\$26,882.90
281 EDC Revolving Loan	\$0.00	\$0.00	\$0.00
285 RSRF	\$0.00	\$0.00	\$0.00
290 Social Services	\$0.00	\$0.00	\$0.00
292 Child Care	\$0.00	\$8,351.46	\$8,351.46

293	Soldiers & Sailors	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$0.00	\$0.00
295	Airport	\$693.25	\$1,195.64	\$1,888.89
296	Basic Grant	\$0.00	\$0.00	\$0.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$1,636.28	\$4,556.27	\$6,192.55
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
616	Tax Revolving	\$0.00	\$2,220.38	\$2,220.38
	<i>SUB TOTALS</i>	\$236,364.30	\$951,698.85	\$1,188,063.15
201	Road Commission			\$166,385.53
	<i>Grand Total</i>		\$1,354,448.68	

Kischnick/Wilson a motion to accept the **March 2017** Expenditures in the amount of **2017-112** **\$1,188,063.15**, as presented by the Clerk's Office.

Roll Call Vote: Wright, yes; Wilson, yes; Nutt, yes; Olsen, yes; Kischnick, yes. **Motion Carried.**

The B.O.C approved the Claims & Audit for **March 24, 2017, previously reviewed & approved by the Finance Committee; per motion 2017-038.

Wilson/Nutt a motion to officially approve the Claims & Audit Docket for **March 24, 2017**, in the **2017-113** amount of **\$23,050.01**.

Roll Call Vote: Nutt, yes; Olsen, yes; Kischnick, yes; Wilson, yes; Wright, yes. **Motion Carried**

The B.O.C removed the invoice for the EMR Instructor, in the amount of \$1,100.00, to allow the Finance Committee to research, the rest of the Claims & Audit for **April 11, 2017, were approved.

Wilson/Olsen a motion to remove Claim#5, in the amount of \$1,100.00, and approve Claims & Audit **2017-114** Docket for **April 11, 2017**, in the amount of **\$38,951.04**.

Roll Call Vote: Nutt, yes; Olsen, yes; Kischnick, yes; Wilson, yes; Wright, yes. **Motion Carried.**

Committee Reports:

Commissioner Kischnick:

- **Attended the Big Creek Township Board Meeting.
- **Attended the Landfill Board Meeting.
- **Attended the DHD#2 Board Meeting.
- **Attended the Rural Elected Officials Meeting; Michigan Department of Transportation (MDOT).
- **Participated in a meeting along with Commissioner Olsen and Jean Cardinal, Trail Court Administrator.
- **Attended the Council on Aging Board Meeting.
- **Attended the "Special" B.O.C Meeting regarding the RFP presented by Mr., Will Olsen.

Commissioner Wilson:

- **Attended the Landfill Board Meeting.

- **Reviewed the Claims & Audit Docket for March 24, 2017 and April 11, 2017.
- **Attended the Annual Michigan Association of Counties (MAC) Conference.
- **Attended the Emergency Public Officials Conference.
- **Met with Animal Control Officer, Andrew Thompson, regarding a case.
- **Attended the “Special” B.O.C Meeting regarding the RFP presented by Mr., Will Olsen.
- **Attended the MTA Board Meeting.

Commissioner Nutt:

- **Attended the Park & Recreation Board Meeting and participated in a Park walk-through.
- **Participated in a phone conference with the ASVCMH Board.
- **Attended the “Special” B.O.C Meeting regarding the RFP presented by Mr., Will Olsen.

Commissioner Olsen:

- **Attended the Planning Commission Board Meeting.
- **Attended the DHD#2 Board Meeting.
- **Attended the Annual Michigan Association of Counties (MAC) Conference.
- **Participated in a meeting along with Commissioner Kischnick and Jean Cardinal, Trail Court Administrator.
- **Attended the Park & Recreation Board Meeting and participated in a Park walk-through.
- **Attended the “Special” B.O.C Meeting regarding the RFP presented by Mr., Will Olsen.

Commissioner Wright:

- **Reviewed the Claims & Audit Docket for March 24, 2017 and April 11, 2017.
- **Attended the Annual Michigan Association of Counties (MAC) Conference.
- **Attended the “Special” B.O.C Meeting regarding the RFP presented by Mr., Will Olsen.
- **Met with the Library Director regarding MERS.

Public Comments & Matters:

**Comments received:

- 1) Judge Riffle welcomed.
- 2) Greenwood Township Resident- commented on the Website, especially the Soil Erosion, under the Building Department. Also stated that his previous concerns for the safety at the pool and deck area, located at Moon Lake, has not been addressed and asked that the Board follow-up with the Building Inspector and to response to his request.
- 3) Prosecutor Assistance announced that the Child Protection Counsel (CPC) is celebrating Child Neglect and Abuse Awareness Month. Pinwheels will be place on the Courthouse Annex Lawn on Wednesday, April 19th through May 1st to bring awareness to the community if no objections; consensus of the Board to allow.

**Chair Wright called for a motion to take a lunch recess and return at 1 p.m. where Mr. Clare Wasek, Insurance Adjuster is scheduled to review the SERVPRO Invoices from the May 4, 2016 FIRE and the Vaults and Historical Items.

Wilson/Olsen a motion to take a lunch recess until 1 p.m. (11:54 a.m.).

2017-115

5 ayes: 0 nays: **Motion Carried.**

**Chair Wright called for a motion to return to the B.O.C Meeting. Commissioner Kischnick and Commissioner Nutt were excused from the 1 pm presentation.

Olsen/Wilson a motion to return to the B.O.C Meeting (1:09 p.m.).

2017-116

3 ayes: 0 nays: **Motion Carried.**

**Mr. Clare Wasek, Insurance Adjuster, with vrs Veri Claim, Inc. and Mr. Randy Miller, from SERVPRO addressed the Board regarding the SERVPRO Invoices as a result of the May 4, 2016 FIRE. The total invoice due, at this time, is \$337,125.00 which includes the temporary Office Building, Site Preparation, 18 months' of rent for the Temporary Office Mobile Units, Contents, Emergency Services, and Historical; with accountable invoices. A partial "Proof of Loss" will be requested and will be presented at the next B.O.C meeting to authorize an insurance payment to SERVPRO. The Board was asked to review and let Mr. Wasek and Mr. Miller know if there were any further questions; Mr. Wasek and Mr. Miller will follow-up with any unanswered questions before April 25th. Also, the vaults and historical items being stored by SERVPRO were discussed. Mr. Wasek and Mr. Miller both stated the Board will have to provide written direction in order for them to move forward. It was the consensus of the three Board members present that one of the vaults be returned, to be place at the Steiner Museum, and the other two vaults be salvaged. The historical items being stored will depend on what the County plans to use those items for and is scheduled to discussed further at their April 25th B.O.C Meeting.

**Commissioner Wright called for a motion to adjourn.

Olsen/Wilson a motion to adjourn today's meeting, April 11, 2017 (2:43 p.m.).

2017-117

3 ayes: 0 nays: **Motion Carried.**

**A Special B.O.C Meeting" is scheduled for Friday, April 21, 2017 at 10:00 a.m., RFB pre-bid meeting and site walk down, for the Oscoda County Governmental Building.

**The next Regular B.O.C Meeting is scheduled for Tuesday, April 25, 2017.
A B.O.C Workshop will be held at 9:00 a.m. and the Regular B.O.C Meeting at 10:00 a.m.

**Brandy Wright, Oscoda County
Board of Commissioners Chair**

**Jeri Winton, Oscoda County
Clerk & Register of Deeds**