



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, August 22, 2017

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

Members Excused:

Others Present: 5 members of the public were in attendance.

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

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

1.) The B.O.C received a request to adopt a Resolution for Constitution Week, it was the consensus of the Board to support.

2.) Commissioner Olsen gave a status up-date regarding the Personnel Policy, Hiring Procedures, Counterfeit Policy and the B.O.C By-Laws. The Clerk's Office will distribute the Personnel Policy Manual to all Department Heads. Commissioner Olsen reminded the Board that even thou Elective Officials and several employees are not covered by this policy, it is a guide to the County Benefits and Policy's, therefore each employee who works and is paid by Oscoda County will be asked to sign an acknowledgment form that they have received a copy and will be placed in their personnel file at the Clerk's Office, if an employee will not sign then it will be noted employee refused to sign and put in their personnel file. Commissioner Olsen thanked the Clerk's Office for offering to put the Personnel Policy Manuals together. Commissioner Olsen stated that a non-union full-time salary employee has asked about taking a vacation; which brought up PTO and Vacation time for non-union full-time salary employees. After some discussion, Commissioner Kischnick and Olsen will schedule a meeting with the County Clerk, Jeri Winton. The Hiring Procedures recommended changes were made and a copy has been forward to Gary King, Labor Attorney for review. Commissioner Nutt was asked to address the Counterfeit Policy with our County Treasurer, Bill Kendall. Mr. Kendall addressed the Board and strongly recommends the County adopt. The policy will be considered at a later date. The B.O.C By-laws have been up-dated and sent to MAC for review.

3.) Commissioner Olsen & Kelly spoke about the Washington DC Conference. Commissioner Kelly stated that there were several Counties represented from Michigan. The Agenda covered several topics and Commissioner Olsen and Kelly had the opportunity to meet personally with the Deputy Director Office of External and Intergovernmental Affairs, U.S. Department of Agriculture, specifically regarding Oscoda County. Commissioner Kelly stated and the Forest Service here in Oscoda County has been

contacted and the RAC Committee is being formed and the grant for the Dark Sky Project is being considered. Commissioner Olsen stated that Michigan was the third state to be invited. Commissioner Olsen and Kelly brought a list of contacts back. Commissioner Olsen and Kelly thanked the Board for allowing them to attend the Washington DC County Commissioners Conference, representing Oscoda County.

4.) Mr. Chris Wilson, EMS Assistant Interim Director, gave an up-date on the EMS Billing. Mr. Wilson informed the Board that the EMS has a standard fee that is being charged. The County has 80% Medicaid/Medicare residents, which both of them have a set fee for BLS and ALS. It has been recommended by the billing company that fees be structured accordingly to the service that EMS provides, which will provide additional funds to the EMS Department.

5.) New Government Building Up-date. The Board moved to the Regular Board Meeting.

**Chair Olsen called for a recess (10:10 a.m.) before the Regular B.O.C Meeting.

Official Minutes **August 22, 2017**

A Regular Meeting of the Oscoda County Board of Commissioner's was held on **Tuesday, August 22, 2017 at 10:00 a.m.** in the Commissioner's Room, Courthouse Annex Mio Michigan 48647.

Chair Olsen called the meeting to order at 10:20 a.m.

Pledge to the Flag:

Roll Call of Members:

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

Members Excused:

Others Present: 15 members of the public were in attendance.

The B.O.C approved the Agenda for **August 22, 2017, with the addition of the New Government Building Up-date.

Kischnick/Wilson a motion to accept the Agenda for **August 22, 2017**, with one noted addition.
2017-271

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

The B.O.C approved the Official Minutes for **August 3, 2017, as presented.

Wilson/Kelly a motion to approve the Official Minutes for the B.O.C Meeting held on
2017-272 **August 3, 2017**, as presented.

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

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

Appointments:

**Ms. Ann Bumbalowgh, ASVCHH, and Ms. Stephanie Westfall, Juvenile Officer, representing TRUST (Trauma Resiliency Unified Support Team), which is grant funded, presented the Board with a packet of information regarding trauma initiative. The Board was invited to join them on October 18, 2017 for a screening of Paper Tigers, which demonstrates how one person can intervene and change the outcome of a young person life, held at the Community Center from 6 p.m. to 8 p.m.

**Mr. Terry MacKillop, Roscommon County Animal Control Director, spoke to the Board regarding the options the County could take to address the cat problems. The County Dog Ordinance does not cover cats therefore some options would be to sponsor a Spayed and Neuter Program, Trap and Release Program, limit the number of animals a resident can have through a Townships Ordinance. He also suggested that the Dog Ordinance be up-dated, a census be conducted, and not to rule out a millage for Animal Control. Mr. MacKillop stated community support is crucial in making any changes and offered his assistance to the Board.

**Mr. Tony Radjenovich, MERS Regional Manager, reviewed with the Board the Counties Municipal Employees' Retirement Systems of Michigan, which is an independent, professional retirement services company that administers the retirement plans for municipalities, 2016 Annual Actuarial Valuations and discussed some options the Board should consider.

Correspondence, Reports, Resolutions (acknowledge receipt):

**The County Prosecuting Attorney, Cassie Morse-Bills submitted a request for Circuit/District Court Counsel Chairs. Commissioner Olsen asked that Ms. Morse-Bills contact the Trial Court Administrator, Jean Cardinal, regarding the purchase of Counsel Chairs in the Courtroom and get some quotes.

Unfinished Business/New Business:

**Commissioner Olsen and Kelly, as Acting Interim Directors, continue to work with Mr. Chris Wilson, Assistant Interim Director. Commissioner Olsen gave an up-date. The "Letter of Understanding" to allow part-time EMS employees to work extra hours as needed, on a temporary basis, is no longer needed. An EMT-P has put in their notice. Mr. Gary King, Labor Attorney, has recommended a second EMS Investigation be conducted. The B.O.C was notified that there was an error in the pay scale for the Ambulance Department for 2019 and the B.O.C received a request from the Steelworkers Union President requesting a report from the Oscoda County Clerk's Office-Payroll, which shows details of all changes effecting USW Employee's for the past five years. After some discussion, Commissioner Olsen and Kelly will scheduled a meeting with the County Clerk, Jeri Winton to discuss the payroll report requested. The following motions were made regarding the EMS Department,

**Nutt/Kelly
2017-273** a motion to end the "Letter of Understanding" between the Oscoda County Board of Commissioners and Steelworkers Union, superseding motions 2017- 221 & 224, effective August 22, 2017.

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

**Kelly/Nutt
2017-274** a motion to accept the resignation of Dan Craig, full-time EMT-P, through an e-mail dated 8/11/17, effective 8/25/17 and authorize the County Clerk's Office- Payroll to adjust PTO hours due to the County out of his last paycheck.

Roll Call Vote: Kischnick, yes. Olsen, yes; Nutt, yes;
Kelly, yes; Wilson, no; **Motion Carried.**

**Kelly/Nutt
2017-275** a motion to approve the Agreement between County of Oscoda and Brent Wickham, for a second EMS Investigation, as written and agreed upon, by all parties and authorize the Chair to sign.

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

**Kelly/Nutt
2017-276** a motion to acknowledge the correction to the Steelworkers Union Contract for the 2019 EMT Basic (5-year) wage of \$14.70 and reflect the corrected wage amount of \$14.90.

Roll Call Vote: Kischnick, yes; Olsen, yes; Nutt, yes;

Kelly, yes; Wilson, yes. **Motion Carried.**

** Mr. Will Olsen, RFP Consultant, provided an up-date on the Government Building. An up-dated Cost Analyst, provide by Wolgast Corporation, in the amount of \$1,890,000.00 has been provide to the Insurance Adjuster who has sent to the Insurance Underwriter for approval. A “Partial Sworn Statement” and associated documents is expected to be received from the Insurance Carrier next week. Wolgast Corporation will prepare a simple explanation of the difference in cost for the different building style options based on the Insurance Carrier's estimate. Examples will be depicted as XX sq. feet building at XX per sq. foot. The information provided to the Board is based on a single story on an above grade slab building anything other will result in either a decrease in the square footage or a decrease in the quality of materials or operating efficiency of the building. The single story took into account the occupancy requirements, structural components if a new facility was to be added beside it, in the future, and a style that is consistent with the community.

Mr. Will Olsen, RFP Consultant, asked that if there were questions regarding the rebuild of the new Government Building to contact him through the e-mail that was set up from the beginning for him rebuild.committee@oscodacountymi.com. At this time, only the Chair LaNita Olsen and Executive B.O.C, Brenda Moore, has contacted Mr. Olsen thru email or telephone about the status of the building; with the exception of those Department Heads that provided the information on how many citizens they serve on an average daily basis. Commissioner Olsen stated that it has been recommend that once the “Partial Sworn Statement” is received that it be review by an Attorney. Commissioner Olsen stated if necessary a “Special B.O.C Meeting” can be called to approve the “Partial Sworn Statement”. The next step is to develop a Contract with Wolgast Corporation, which brought up the topic for discussion if Mr. Olsen would be writing that Contract and if the County needed a Project and/or Contract Manager. The Board will consider at a later date.

Financial:

**The B.O.C approved the annual request for the “Chief Financial Officer Support Letter” for the MOA Landfill.

Kischnick/Wilson a motion to approve and authorize the Chair to sign the Annual Chief Financial Officer Letter for the Montmorency- Oscoda - Alpena Solid Waste Management Authority, as presented.

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

**The B.O.C approved the Claims & Audit Docket for August 4, 2017, which was previously reviewed and approved the Finance Committee (per motion 2017-251) and the Claims & Audit Docket for August 22, 2017, as presented.

Wilson/Kischnick a motion to officially approve the Claims & Audit Docket for August 4, 2017, in the amount of \$40,445.27.

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

Wilson/Nutt a motion to approve the Claims & Audit Docket for August 22, 2017, in the amount of \$77,973.04.

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

**The B.O.C approve the request from Mr. Ryan Blair for mileage reimbursement for the MERS Conference.

Kischnick/Wilson a motion to allow Ryan Blair, to use his own personal vehicle to attend the Annual **2017-280** 71st MERS Conference, September 21st and 22nd, 2017 at the Detroit Marriott Renaissance Center, and authorize his mileage to be reimbursed at .50 cents per mile.

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

**The Board approved the request to purchase Aviation Fuel and Fuel Re-Claimer Tank.

Wilson/Kelly a motion to purchase 1000 gallons of 100LL Aviation Fuel, from AvFuel, up to the amount **2017-281** of \$4,000.00, for the Oscoda County Dennis Kauffman Memorial Airport, and so amend the 2017 budget.

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

Wilson/Kelly a motion to purchase a stainless steel 30 gallon reclaim tank, for the Aviation Fuel Pump **2017-282** System at the Oscoda County Dennis Kauffman Memorial Airport, exempt from the purchasing policy, and purchase from Sparling Corporation, in the amount of \$6,424.17, and so amend the 2017 budget.

Roll Call Vote: Kelly, yes; Wilson, yes; Olsen, yes; Nutt, no; Kischnick, no. **Motion Carried.**

Committee Reports:

**It was the consensus of the B.O.C to waive Committee Reports for today's meeting.

Public Comments & Matters:

**Resident Mike Howland was thanked by the B.O.C for all his volunteered hours he has given to the County at the Fairgrounds, Smith Lake and the Airport.

** The Annual "Badges for a Cause" 5K Walk/Run, was a big success; with approximately \$3,600.00 collected for the cause.

**Sheriff's Department is the process of hiring a new Deputy for an open position.

**County Treasurer stated that a Dog Census could be a costly endeavor for a small County.

**OC River Fest this weekend, August 25th & 26th.

**Chair Olsen called for a motion to adjourn.

Nutt/Kelly a motion to adjourn today's meeting, **August 22, 2017** (12:48 p.m.). **2017-283**

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

The next Regular B.O.C Meeting is scheduled for **Tuesday, September 12, 2017.

A B.O.C Work Session will be held at **9:00 a.m.** and the Regular B.O.C Meeting at **10:00 a.m.**

**LaNita Olsen, Oscoda County
Board of Commissioners Chair**

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