



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, December 12, 2017

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

Members Excused:

Others Present: 10 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:

**The B.O.C discussed the by-laws. It was recommended the B.O.C consider per-diems for meetings be paid by the meeting rather than by the day. Commissioner Olsen stated that there is a lot of times the Board may have two or three meetings in a day that take up a lot of a Commissioner's time. Discussion included what the salary of the Board actually covered; more discussion is needed. It was the consensus of the B.O.C to go back to a "Consented Agenda" in 2018 and to continue with the Work Session held at 9 a.m. prior to a Regular B.O.C Meeting.

**The B.O.C Executive Secretary, Brenda Moore, reviewed the General and Special Fund Budgets, Summary Report, for November 2017.

**Commissioner Kischnick & Kelly had a conference call with Mr. Will Olsen, RFP Consultant to review the AIA Forms & Contract Managers "Contract Agreement". A contract with Wolgast has been submitted for the B.O.C to approve at today's meeting.

Chair Olsen called for a recess (10:00 a.m.) before the Regular B.O.C Meeting.

Official Minutes

December 12, 2017

A Regular Meeting of the Oscoda County Board of Commissioner's was held on **Tuesday, December 12, 2017 at 10:00 a.m.** in the Commissioner's Room, Courthouse Annex Mio Michigan 48647.

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

Pledge to the Flag:

Roll Call of Members:

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

Members Excused:

Others Present: 12 members of the public were in attendance.

The B.O.C approved the Agenda for **December 12, 2017, with one addition:

Correspondence/Reports/Resolutions: Sheriff’s Department- New Hire

Kischnick/Wilson a motion to accept the Agenda for **December 12, 2017**, with one noted addition.
2017-396

The B.O.C approved the Official Minutes held on **November 28, 2017, as presented.

Wilson/Kischnick a motion to approve the Official Minutes for the B.O.C Meeting held on
2017-397 November 28, 2017.

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

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

Appointments:

Commissioner Olsen called for a “Public Hearing” as advertised and required, prior to the Board adopting the 2018 Budget.

Wilson/Kelly a motion to hold a Public Hearing (10:15 a.m.) for the 2018 County Proposed
2017-398 Budgets, as advertised.

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

Kelly/Wilson a motion to adjourn the Public Hearing (10:17 a.m.) and return to the Regular Board
2017-399 Meeting.

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

The 2018 General Fund Budgets, in the amount of **\$5,235,496.70, including the 2018 Appropriations and the 2018 Special Fund Budgets, were approved as presented.

GENERAL FUND

SUMMARY

		2018 BUDGET
101	COMMISSIONERS	\$86,336.25
102	EXEC. SECRETARY	\$31,634.56
115	GOVT. ADMIN.	\$183,349.99
130	TRIAL COURT	\$673,333.52
164	JURY COMMISSION	\$6,700.00
191	ELECTIONS	\$23,450.00
215	CLERK	\$121,721.08

225	EQUALIZATION	\$134,830.89
229	PROSECUTOR	\$212,143.42
236	DEEDS	\$106,802.95
253	TREASURER	\$94,458.89
258	IT/GOVT.ADMIN	\$61,371.05
265	MAINTENANCE	\$211,914.87
270	MOTORPOOL	\$53,439.78
301	SHERIFF	\$751,907.28
331	MARINE	\$9,175.00
333	TRAFFIC SAFETY	\$51,455.56
335	SNOWMOBILE	\$8,435.42
351	JAIL	\$294,800.00
371	REBUILD	\$0.00
400	PLANNING	\$4,937.04
426	EMERGENCY MGMT.	\$130,600.00
430	ANIMAL CONTROL	\$41,645.18
600	HEALTH/WELFARE	\$139,127.97
728	EDC	\$25,321.00
851	INS/BONDS/FRINGES	\$1,275,000.00
890	CONTINGENCY	\$300,000.00
965	APPROPRIATIONS	\$201,605.00
	Total Expense	\$5,235,496.70

2018 APPROPRIATIONS

218	PARK FUND (Smith Lake)	\$3,500.00	As Requested
215	FRIEND OF THE COURT	\$16,000.00	As Requested
216	PUBLIC GUARDIAN	\$985.00	January
217	FAIRGROUNDS	\$5,000.00	As Requested
230	HAZMAT	\$0.00	As Requested
232	HISTORICAL	\$5,000.00	January
245	PUBLIC IMPROVEMENT	\$0.00	As Requested
256	ROD AUTOMATION	\$16,000.00	As Requested
269	LAW LIBRARY	\$6,000.00	Quarterly

290	SOCIAL SERVICES (DHS)	\$9,120.00	As Requested
292	CHILD CARE	\$125,000.00	As Requested
293	SOLDIERS & SAILORS	\$0.00	As Requested
295	AIRPORT	\$15,000.00	As Requested
		\$201,605.00	

SPECIAL FUNDS

SUMMARY

102	AMBULANCE EQUIP	2018 BUDGET	
	REV	\$0.00	
	EXP	\$0.00	
103	SHERIFF EQUIP		
	REV	\$102,802.50	
	EXP	\$156,500.00	
104	911-EMERGENCY		
	REV	\$166,025.00	
	EXP	\$180,882.00	
205	OFFICER TRAINING		
	REV	\$2,500.00	
	EXP	\$2,800.00	
208	COUNTY PARK		
	REV	\$115,000.00	
	EXP	\$114,264.79	
209	D.A.R.E.		
	REV	\$1,000.00	
	EXP	\$1,000.00	
210	AMBULANCE		
	REV	\$978,175.00	
	EXP	\$1,044,061.00	
215	FRIEND/COURT		
	REV	\$134,861.66	
	EXP	\$134,861.66	

216	PUBLIC GUARDIAN	
	REV	\$15,885.00
	EXP	\$16,053.96
217	FAIRGROUNDS	
	REV	\$13,000.00
	EXP	\$12,840.00
218	SMITH LAKE	
	REV	\$3,500.00
	EXP	\$4,470.00
230	HAZMAT	
	REV	\$1,000.00
	EXP	\$600.00
232	HISTORICAL COMM	
	REV	\$6,100.00
	EXP	\$5,850.00
249	BUILDING DEPARTMENT	
	REV	\$104,618.71
	EXP	\$104,618.71
256	ROD AUTOMATION FUND	
	REV	\$22,012.00
	EXP	\$22,000.00
258	FIRE (MAY 4,2016)	
	REV	\$0.00
	EXP	\$0.00
263	CONCEALED PISTOL LICENSING	
	REV	\$5,510.00
	EXP	\$5,510.00
265	DRUG ENFORCEMENT	
	REV	\$97,692.50
	EXP	\$97,660.58

269	LAW LIBRARY	
	REV	\$8,000.00
	EXP	\$8,000.00
271	LIBRARY	
	REV	\$243,240.00
	EXP	\$243,240.00
274	COUNCIL ON AGING	
	REV	\$231,048.00
	EXP	\$231,048.00
280	HUD	
	REV	\$43,850.00
	EXP	\$43,850.00
281	EDC REVOLVING LOAN	
	REV	\$30,000.00
	EXP	\$25,000.00
290	SOCIAL SERVICES	
	REV	\$9,120.00
	EXP	\$9,120.00
292	CHILD CARE	
	REV	\$300,472.51
	EXP	\$300,472.51
293	SOLDIERS/SAIORS	
	REV	\$0.00
	EXP	\$0.00
294	VETERANS TRUST	
	REV	\$0.00
	EXP	\$0.00
295	AIRPORT	
	REV	\$34,000.00
	EXP	\$35,688.60

296	BASIC GRANT	
	REV	\$15,000.00
	EXP	\$15,000.00
297	SMILE/COUNSELING	
	REV	\$1,000.00
	EXP	\$1,000.00
298	VETERANS AFFAIRS	
	REV	\$128,347.16
	EXP	\$112,219.67
470	COURTHOUSE PRESERVATION FUND	
	REV	\$7,000.00
	EXP	\$7,000.00

Wilson/Kelly a motion to adopt the 2018 General Fund Budgets, in the amount of \$5,235,496.70 along with the approved 2018 Appropriations and the 2018 Special Fund Budgets, as presented.

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

Wilson/Kelly a motion to authorize the Finance Committee and the County Treasurer to balance the 2017 Budget with the necessary funds from the Tax Revolving Fund.

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

Kelly/Wilson a motion to accept the Chief Medical Examiner and the Medical Investigator Contracts, and authorize the Chair to sign, on behalf of the County.

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

H. Correspondence/Reports/Resolutions:

**The B.O.C acknowledged the correspondence from the Trial Court Administrator and the Sheriff's Department.

Kischnick/Nutt a motion to acknowledge receipt of the letter dated 11/20/17 from the Court Administrator to the Clerk of the Court indicating that Sherry Fleszar has been hired by the Court as Trial Court Clerk as a part-time (28 hours per week) employee paying \$11.00 per hour.

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

Kischnick/Wilson a motion to acknowledge the receipt of the letter dated 12/8/2017 from Sheriff Kevin Grace, indicating the hiring of Mr. Jeffery Shaw, a part-time Dispatcher, at rate of \$12.31, effective 12/15/17.

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

Unfinished Business/New Business:

**The B.O.C made the following motions, as recommended by Commissioner Kelly and Olsen, as the Acting EMS Interim Directors.

Nutt/Kelly a motion to acknowledge receipt of the e-mail, dated 11/29/17, from Bradley Arnett
2017-405 announcing his resignation as an EMS Paramedic, as of 11/29/17.

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

Nutt/Wilson a motion to acknowledge the hire of Ethan Passalacqua (per motion 2017-288) to a full-time
2017-406 EMS Paramedic's open position, effective December 5, 2017 in accordance to the Steelworkers Union Contract and County Personnel Policy Manual.

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

Kelly/Wilson a motion to authorize the EMS Interim Director's to hire two full-time Paramedics, with
2017-407 benefits, and authorize the County Clerk's Office to implement, in accordance to the Steelworkers Union Contract, upon completion of new hire employee packet.

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

Nutt/Wilson a motion to extend the "Letter of Understanding" between the County of Oscoda Board of
2017-408 Commissioners and Mr. Chris Wilson, Oscoda County Assistant Interim Director, and the United Steelworkers AFL-CIO-CLC, on behalf of the Local Union 14540-01, through January 31, 2018.

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

**The B.O.C approved the following motions regarding the Oscoda County Dennis Kauffman Memorial Airport.

Kelly/Wilson a motion to accept the "Oscoda County Dennis Kauffman Memorial Airport",
2017-409 5-Year Capital Improvement Plan for FY2018-2022, prepared by Mead & Hunt.

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

Kelly/Wilson a motion to comply with the "Consultant Procurement Process" as required by the
2017-410 Michigan Department of Transportation-Office of Aeronautics (AERO) for Professional Airport Consulting Services; which includes advertising and appointing a selection committee that consist of Commissioner Larry Wilson, Commissioner Patrick Kelly and David Kauffman, Airport Manager.

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

Wilson/Kelly a motion to approve the payment of \$1,800.00 out of the Airport (295) Budget, payable to
2017-411 Mead & Hunt, Inc., for the geotechnical investigation for the design of the concrete apron expansion.

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

**The B.O.C voted unanimously to approve the completed contract with Wolgast Corporation. A Wolgast sign has been placed on the County grounds.

Nutt/Wilson a motion to approve the completed Contract (AIA Documents) Agreement between Oscoda **2017-412** County Board of Commissioners and Wolgast Corporation, as presented, for the Design/Build of the new Governmental Building.

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

**The B.O.C will hold their Organizational Meeting, on January 9, 2018.

Kischnick/Kelly a motion to hold the “**2018 Organizational Board Meeting**” at the Regular Board **2017-413** Meeting on **Tuesday, January 9, 2018** at 10:00 a.m.; and to continue with the same 2017 B.O.C Officer’s until the Organizational Meeting.

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

Financial:

The B.O.C approved the Claims & Audit Docket for **December 12, 2017, as presented.

Wilson/Kischnick a motion to approve the Claims & Audit Docket for **December 12, 2017**, in the **2017-414** amount of **\$23,759.54**

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

The B.O.C approved the **Expenditures of November 2017, as presented.

	PAYROLL	EXPENSES	TOTAL
101 General Fund	\$169,290.78	\$343,250.60	\$512,541.38
102 Ambulance Equip	\$0.00	\$499.98	\$499.98
103 Sheriff Equip	\$0.00	\$9,915.49	\$9,915.49
104 911 Emergency	\$6,244.94	\$10,256.97	\$16,501.91
205 Officer Training	\$0.00	\$0.00	\$0.00
208 Park Fund	\$3,358.25	\$7,429.16	\$10,787.41
209 D.A.R.E.	\$0.00	\$0.00	\$0.00
210 Ambulance Fund	\$55,434.24	\$83,522.29	\$138,956.53
215 Friend/Court	\$5,282.22	\$8,174.43	\$13,456.65
216 Public Guardian	\$1,257.90	\$1,599.90	\$2,857.80
217 Fairgrounds	\$0.00	\$207.09	\$207.09
218 Smith Lake	\$0.00	\$0.00	\$0.00
230 Hazmat	\$0.00	\$0.00	\$0.00
232 Historical Commission	\$0.00	\$397.42	\$397.42
239 Gypsy Moth	\$0.00	\$0.00	\$0.00
245 Public Improvement	\$0.00	\$0.00	\$0.00
249 Building Dept.	\$4,019.13	\$8,409.54	\$12,428.67

256	R.O.D. Automation	\$0.00	\$3,822.72	\$3,822.72
258	May 4 Courthouse Fire	\$0.00	\$2,342.18	\$2,342.18
263	Concealed Pistol Licensing	\$0.00	\$0.00	\$0.00
265	Drug Law Enforcement	\$3,753.60	\$5,742.92	\$9,496.52
269	Law Library	\$0.00	\$259.85	\$259.85
271	Library	\$0.00	\$30.60	\$30.60
274	Council/Aging	\$0.00	\$10,036.82	\$10,036.82
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	\$11,769.48	\$11,769.48
293	Soldiers & Sailors	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$2,059.05	\$2,059.05
295	Airport	\$711.34	\$8,105.97	\$8,817.31
296	Basic Grant	\$0.00	\$0.00	\$0.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$2,153.00	\$14,452.49	\$16,605.49
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
616	Tax Revolving	\$0.00	\$201,268.08	\$201,268.08
	<i>SUB TOTALS</i>	\$251,505.40	\$733,553.03	\$985,058.43
201	Road Commission			\$278,574.20
	<i>Grand Total</i>		\$1,263,632.63	

Kischnick/Wilson A motion to approve the Expenditures for **November 2017** in the amount of **2017-415** **\$985,058.43.**

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

**The B.O.C approved the Building Inspector's request to move 2017 Funds.

Kelly/Wilson a motion to authorize the Treasurer's Office to transfer \$1,600.00 from the bond escrow **2017-416** account to the County General Fund, as requested by the Building Inspector, Tim Whiting.

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

**The B.O.C approved the 2017 Budget Amendments, as recommended.

101/102	101-102-703.02	increase	\$3,000.00
101/115	101-115-964.00	increase	\$60,000.00
101/225	101-225-900.01	increase	\$3,000.00
101/965	101-965-999.11	increase	\$5,000.00
101/965	101-965-999.15	increase	\$250,000.00

101/965	101-965-999.32	increase	\$66,072.06
101/890	101-890-965.00	increase	\$311,830.86
101/890	101-890-965.00	decrease	\$387,072.06
208	208-000-699.00	increase	\$5,000.00
210	210-000-699-00	increase	\$250,000.00
258	258-000-699-00	increase	\$66,072.06
295	000-645-00	Increase	\$3,000.00
295	000-676-00	Increase	\$81,000.00
295	442-806.00	Increase	\$1,600.00
295	442-977.00	Increase	\$6,424.17
295	442-977.01	Increase	\$42,000.00
258	000-699.00	Increase	\$919,978.55
258	115-955.00	Increase	\$4,500.00
258	115-977.00	Increase	\$6,359.37

Wilson/Kelly a motion to approve the 2017 Budget Amendments, as listed and recommend by the **2017-417** County Treasurer and the Finance Committee, and authorize the Treasurer’s Office to appropriate the funds, to the County Park (208) and EMS Department (210) to avoid an end of year deficient, and to the FIRE (258) Budget to reimburse for expenses not covered by insurance, and so amend the 2017 Budget.

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

Committee Reports:

Commissioner Kischnick

- **Attended the N MI Counties Board Meeting.
- **Participated in a conference call along with Commissioner Kelly with Mr. Will Olsen, RFP Consultant.
- **Attended the Big Creek Township Board Meeting.
- **Attended the Landfill Board Meeting.
- **Participated in a meeting along with Commissioner Kelly regarding the 23rd Circuit Court Steelworkers Union Negotiations.
- **Attended the Veteran’s Affairs Board Meeting

Commissioner Kelly

- **Participated in a couple of Airport Meetings along with Commissioner Wilson, and Mead & Hunt, Inc.
- **Participated in a conference call along with Commissioner Kischnick with Mr. Will Olsen, RFP Consultant.
- **Worked with Ms. Amy Marker, regarding the Chief Medical Examiner Contract.
- **Attended the NEMSCA Board Meeting.
- **Participated in a meeting with the County Prosecutor along with NICE, EDC Chair, AJ Welser and Commissioner Olsen, regarding the EDC & Brownfield Board.
- **Participated in a meeting along with Commissioner Kischnick regarding the 23rd Circuit Court Steelworkers Union Negotiations.
- **Participated in several meetings, as acting EMS Ambulance Director, along with Commissioner Olsen.

Commissioner Wilson

- **Participated in a couple of Airport Meetings along with Commissioner Kelly, and Mead & Hunt, Inc.

- **Participated in a meeting along with Commissioner Olsen, Brenda Oaks, Medical Investigator, regarding contract; plus Dave Lashley.
- **Attended the MI Works & Consortium Board Meeting.
- **Participated in a 2017 Budget Finance Meeting along with Commissioner Olsen, County Treasurer, Bill Kendall, and B.O.C Executive Secretary, Brenda Moore.
- **Attended the Landfill Board Meeting.
- **Reviewed the Claims & Audit Docket for December 12, 2017; as part of the Finance Committee.
- **Attended the MTA Board Meeting.
- **Attended the Steiner's Museum Christmas Party.
- **Attended the Comins Township Board Meeting.

Commissioner Nutt

- **Attended the Library Board Meeting.
- **Attended the Comins Township Board Meeting.
- **Attended the ASVCMH Board Meeting.

Commissioner Olsen

- **Participated in several meetings, as acting EMS Ambulance Director, along with Commissioner Kelly.
- **Participated in a meeting with the County Prosecutor along with NICE, EDC Chair, AJ Welser and Commissioner Kelly, regarding the EDC & Brownfield Board.
- **Participated in a 2017 Budget Finance Meeting along with Commissioner Wilson, County Treasurer, Bill Kendall, and B.O.C Executive Secretary, Brenda Moore.
- **Participated in a meeting along with Commissioner Wilson, Brenda Oaks, Medical Investigator, regarding contract; plus Dave Lashley.
- **Met with a MSU Extension representative.
- **Reviewed the Claims & Audit Docket for December 12, 2017; as part of the Finance Committee.
- **Attended the Road Commission Board Meeting.

Public Comments & Matters:

- **Residents commented on the Park & Recreation Board Meeting that could not take place due to lack of members, no quorum. The minutes from the Park & Recreation Board Meetings were questioned and the Contract Manager's Agreement. The County Park is important to the community and the County needs to promote the Park. Commissioner Olsen stated that concerns regarding the County Park have to start with the Park Board; there next meeting is scheduled for December 14, 2017.
- **Sheriff Grace participated in a "Mock Job Fair" at the Mio AuSable High School for seniors.
- **Sheriff's Department continues to participate in "Internal Fund Raising Programs" to set up and fund some scholarships for future Law Enforcements positions.
- **The Wolgast sign is up on the County grounds. Residents are starting to question what the County is building. Commissioner Olsen stated that will be the next phase that will be shared and should be soon.
- **County Treasurer asked the B.O.C to consider the salary positions as a whole, and not the employee as an individual, when it comes to vacation time.
- **County Treasurer stated funds for the "Step Forward Michigan Program" are still available; a program to help individuals that may be late on their mortgage payments, property tax payments or association fees.
- **Chair Olsen asked for a motion to adjourn.

Wilson/Kelly a motion to adjourn today's meeting (11:47 a.m.).

2017-418

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

**The next Regular B.O.C Meeting is scheduled for Tuesday, December 26, 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.

The “2018 Organizational Board Meeting**” will be on Tuesday, January 9, 2018 at 10:00 a.m.

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

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