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, February 25, 2020

Members Present: Commissioners Yoder, Varner, Bondar, Marsh and McCauley.
Members Excused:
Others Present: 6 members of the public were in attendance.

Chairman Yoder 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 Annual Michigan Associations of Counties (MAC) 2020 Conference coming up in April, down in Lansing. Commissioner Varner and McCauley will attend representing Oscoda County.

**Commissioner Yoder shared a proposed "Memorandum of Understanding" for the Oscoda Park Manager/Administrator. Commissioner Yoder has been in contact with Attorney Dave Stoker, Cohl, Stoker & Toskey P.C in regards to this position. It has been recommended that this position be split between a salaried Park Manager during the camping season and an hourly Park Administrator during the off season; due to IRS rules. Commissioner Yoder and Bondar met with Ms. Holly Stoner to review her role as the Oscoda County Park Manager/Administrator, as outlined in the "Memorandum of Understanding" and she was in agreement. The B.O.C was asked to review the "Memorandum of Understating, as proposed. It was the consensus of the B.O.C to place on the March 10, 2020 B.O.C Meeting for consideration.

**Commissioner Yoder and Commissioner Bondar, along with Joe Breaugh, Maintenance Supervisor, met with representatives of the AuSable Valley Engine and Tractor Club last week. They are requesting the B.O.C Commissioners commit, in writing, to allow them to book the Fairgrounds the last full weekend of June annually, as they currently do; Commissioner Yoder presented a proposed "Recurring Rental Agreement". Commissioner Yoder also presented a proposed "Non-Profit Volunteer Credit Form", which will recognize those non-profit renters who perform volunteer hours that directly benefit the Fairgrounds, per approval. The B.O.C was asked to review the proposed "Recurring Rental Agreement" and "Non-Profit Volunteer Credit Form". It was the consensus of the B.O.C to place on the March 10, 2020 B.O.C Meeting for consideration.

**Commissioner Yoder was invited to the Greenwood Township Board Meeting, on March 3, 2020 regarding EMS. Commissioner Yoder asked that Commissioner McCauley address, since it is his district

or that Commissioner Bondar or Varner address since they are the EMS Liaison. Commissioner Varner stated that Bob Hunter, EMS Director, should be the one to address Greenwood Township regarding EMS; it was the consensus of the B.O.C to have Mr. Hunter attend.

*Chairman Yoder called to end the Work Session (9:55 a.m.).

Official Minutes

February 25, 2020

A Regular Meeting of the Oscoda County Board of Commissioner's was held on **Tuesday, February 25, 2020 at 10:07 a.m.** in the Commissioner's Room, Courthouse Annex Mio Michigan 48647.

Chairman Yoder called the meeting to order at 10:07 a.m.
Pledge to the Flag
Roll Call of Members:
Members Present: Commissioners Yoder, Varner, Bondar, Marsh, and McCauley.
Members Excused:
Others Present: 6 members of the public were in attendance.

The B.O.C approved the Agenda for **February 25, 2020 with one removal, Mr. Mike Bowers under Appointments and added a Closed Session for consideration of a written legal opinion within the attorney-client privilege, in accordance with the "Open Meetings" (1976 PA267 MCL 15.261 et seq.) (Section 8-H).

McCauley/Varner a motion to accept the Agenda for **February 25, 2020,** with two noted changes. **2020-049**

5 yes: 0 no: **Motion Carried.**

The B.O.C approved the Consent Agenda for **February 25, 2020.

Item #1 Official Minutes for **February 11, 2020**, were approved as presented.

Item #2 Expenditures for **January 2020,** were approved as received from the County Clerk's Office. Total Expenditures **$1,684,780.08.**

		PAYROLL	EXPENSES	TOTAL
101	General Fund	$175,338.33	$765,186.85	$940,525.18
102	Ambulance Equip	$0.00	$8,603.53	$8,603.53
103	Sheriff Equip	$0.00	$4,399.31	$4,399.31
104	911 Emergency	$9,773.84	$2,214.95	$11,988.79
205	Officer Trainings	$0.00	$0.00	$0.00
208	Park Fund	$295.39	$6,470.22	$6,765.61
209	D.A.R.E.	$0.00	$0.00	$0.00
210	Ambulance Fund	$73,064.06	$59,682.95	$132,747.01
215	Friend/Court	$5,677.46	$3,556.43	$9,233.89
216	Public Guardian	$0.00	$99.22	$99.22
217	Fairgrounds	$0.00	$201.63	$201.63

218	Smith Lake	$0.00	$553.00	$553.00
230	Hazmat	$0.00	$0.00	$0.00
232	Historical Commission	$0.00	$63.15	$63.15
239	Gypsy Moth	$0.00	$0.00	$0.00
245	Public Improvement	$0.00	$0.00	$0.00
249	Building Dept.	$3,981.46	$4,626.68	$8,608.14
256	R.O.D. Automation	$0.00	$5,738.83	$5,738.83
258	May 4 Courthouse Fire	$0.00	$468,186.64	$468,186.64
260	MIDC	$0.00	$0.00	$0.00
263	Concealed Pistol Licensing	$0.00	$65.00	$65.00
265	Drug Law Enforcement	$4,328.78	$483.68	$4,812.46
269	Law Library	$0.00	-$98.20	-$98.20
271	Library	$0.00	$0.00	$0.00
274	Council/Aging	$0.00	$37,000.00	$37,000.00
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	$3,823.26	$13,519.57	$17,342.83
293	Soldiers / Sailors Relief	$0.00	$0.00	$0.00
294	Veterans Trust	$0.00	$0.00	$0.00
295	Airport	$723.40	$2,711.72	$3,435.12
296	Basic Grant	$0.00	$1,875.00	$1,875.00
297	Smile/Counseling	$0.00	$0.00	$0.00
298	Veterans Affairs	$1,963.54	$9,418.88	$11,382.42
470	Courthouse Preservation	$0.00	$0.00	$0.00
535	Housing	$0.00	$396.20	$396.20
616	Tax Revolving	$0.00	$10,855.32	$10,855.32
	SUB TOTALS	$278,969.52	$1,405,810.56	**$1,684,780.08**
201	Road Commission			$226,827.57
	Grand Total		$1,911,607.65	

Item #3 Claims and Audit Docket for **February 25, 2020** as received from the County Clerk's Office. Total Claims & Audit **$21,622.14**.

Marsh/Bondar a motion to approve the Consent Calendar for **February 25, 2020,** as presented.
2020-050

Roll Call Vote: Bondar, yes; McCauley, yes; Varner, yes; Yoder, yes; Marsh, yes. **Motion Carried.**

Public Matters & Comments (Limited to three minutes per person).

Appointments:

Correspondence/Reports/Resolutions:

Unfinished Business/New Business:
**Commissioner Yoder gave an up-date on the new Government Building. Commissioner Yoder stated that Commissioner Bonder and himself, along with Wolgast Corporation, did a walk-through and completed a punch list; which included approximately 93 issues that will need to be fixed. The carpet in the Clerks & Register of Deeds Office and the Boardroom topped the list. Commissioner McCauley reached out to a couple carpet installers for their recommendation, which included a complete replacement in those two areas. Commissioner Yoder has been in contact with Luke Gerhart, Senior Project Manager, regarding the carpet, and Wolgast is looking into a resolution. Commissioner Bondar stated that she has concerns on the unused carpet and other materials that are not being returned to the County. Commissioner Yoder and Bondar will be meeting with Wolgast on March 4, 2020 and will address all concerns. Mr. Joe Breaugh, Maintenance Supervisor, will be reaching out to departments that will be moving to the new Government Building. Commissioner Varner suggested the B.O.C allow those offices to close for business during that time.

McCauley/Varner a motion to close those "Government Offices" moving to the new Government
2020-051 Building, up to two days, if necessary, to POST accordingly and to place on the County Website.

5 yes: 0 no: **Motion Carried.**

Financial:
**The B.O.C approved to appropriate funds to the Rebuild 101/371 for purchases for the new Government Building. The following motions were made:

Varner/McCauley a motion to appropriate $15,000.00 to the 101/371 Rebuild Budget moved from
2020-052 Contingency, for purchases for the new Government Building, for purchase under $1,500.00, with authorization from the Rebuild Committee, and so amend the budget.

Roll Call Vote: Yoder, yes; Bondar, yes; Marsh, yes; McCauley, yes; Varner, yes. **Motion Carried.**

McCauley/Varner a motion to approve the purchases, as quoted, from "The Warehouse", in the amount
2020-053 of $1,871.96 paid out of the General Fund 101/371 Rebuild for the new Government Budget, and so amend the Budget.

Roll Call Vote: McCauley, yes; Varner, yes; Marsh, yes; Yoder, yes; Bondar, yes. **Motion Carried.**

Varner/Marsh a motion to approve the purchases, as quoted, from Impact, in the amount of
2020-054 $1,314.00 paid out of the General Fund 101/371 Rebuild for the new Government Building, and so amend the Budget.

Roll Call Vote: Bondar, yes; McCauley, yes; Varner, yes; Yoder, yes; Marsh, yes. **Motion Carried.**

**The B.O.C approved the request from Big Creek Township to pay for the Tire Recycling Project for 2018/2019; originally approved by a previous Board of Commissioners in 2017.

Marsh/McCauley a motion to pay $2,585.97 to Big Creek Township for the Tire Recycling Project
2020-055 (motion 2017-295) for 2018 & 2019, paid out of the Civic Projects 101/115 moved from Contingency, and so amend the budget.

Roll Call Vote: Varner, yes; Marsh, yes; Yoder, yes; Bondar, yes; McCauley, yes. **Motion Carried.**

**The B.O.C approved to extend the "Contract Agreement" for 1010 Technology Center, Inc. for IT Assistant and the budget amendments, as requested by Dan Kauffman, IT Director.

Marsh/Bondar a motion to extend the "Contract Agreement" with Mr. Craig Ross, 1010 Technology
2020-056 Center, Inc., for IT Assistant in Oscoda County, as written, until May 1, 2020 to finalize the Windows 10 Project.

Roll Call Vote: Marsh, yes; Yoder, yes; McCauley, yes; Varner, yes; Bondar, yes. **Motion Carried.**

McCauley/Bondar a motion to amend the IT Department Budget 101/258 to include a 2019 Windows
2020-057 10 Project Invoice ($2,822.98) the 2019 unused balance for IT Assistance ($3,571.03) and for a 3-year Antivirus Subscription ($3,463.90) that was not included in the 2020 Budget, in the total amount of $9,857.91 moved from Contingency, and so amend the budget.

Roll Call Vote: Bondar, yes; McCauley, yes; Varner, yes; Yoder, yes; Marsh, yes. **Motion Carried.**

**The B.O.C approved to donate a computer to Steiner Museum.

Varner/Marsh a motion to authorize the IT Department to donate a Hewlett-Packard (p6823W) to the
2020-058 Steiner Museum Board for their use.

Roll Call Vote: Yoder, yes; Bondar, yes; Marsh, yes; McCauley, yes; Varner, yes. **Motion Carried.**

**Commissioner Yoder and Varner, as the Finance Committee, met and reviewed current benefits and wages for Non-Union & Non Union Court Employees and Elected Officials for 2020. Commissioner Yoder and Varner are recommending that the B.O.C allow all eligible hourly & salary Department Heads and Non-Union & Non-Union Court Employee be paid for unused PTO at 100%, on a trial basis, to be consist with Union Employee's. Commissioner Varner asked the B.O.C to amend the Personnel Policy to allow all eligible County Retiree's to use their payment received for their years of service, by the County, towards the purchase of any health insurance.

Varner/McCauley a motion to authorize the Clerk's Office (Payroll) to pay earned 2020 unused PTO
2020-059 time, at the rate of 100% for a one-year trial period, for all eligible Hourly & Salary Department Supervisors and Non-Union & Non-Union Court Employees, with the payment being made in January of 2021 for the 2020 calendar year, the Board will review during the 2021 Budget process.

Roll Call Vote: McCauley, yes; Varner, yes; Marsh, yes; Yoder, yes; Bondar, yes. **Motion Carried.**

McCauley/Varner a motion to amend the Personnel Policy, Article XI Wages & Benefits (E-5) to
2020-060 include the language that a County retiree may utilize the monthly payment provided for years of service to them, as outlined in the County Personnel Policy, to pay towards any health insurance policy, including other than that provided under the County.

Roll Call Vote: Varner, yes; Marsh, yes; Yoder, yes; Bondar, yes; McCauley, yes. **Motion Carried.**

**Commissioner Yoder and Varner recommended that the County increase the Non-Union & Non Union Court Employees and Elected Officials MERS contribution from 1.5% to 2.5%. County Treasurer, Bill Kendall, questioned if the B.O.C could increase the Elected Officials during their term.

Marsh/Bondar a motion to increase by 1% employee's contribution to MERS Retirement Benefits
2020-061 (Municipal Employees Retirement System) for all eligibly Elected Officials and Non-Union & Non-Union Court County Employees, effective March 1, 2020 and so amend the County Budgets.

Roll Call Vote: Marsh, yes; Yoder, yes; McCauley, yes; Varner, yes; Bondar, yes. **Motion Carried.**

Varner/McCauley a motion to amend motion 2020-061 to remove the increase of a 1% employee's
2020-062 contribution to MERS Retirement Benefits (Municipal Employees Retirement System) for Elected Officials, until further notice.

5 yes: 0 no: **Motion Carried.**

**Commissioner Yoder and Varner recommended that the B.O.C move the Maintenance Supervisor's position to a salary position. This is a position that is on call and is available 24/7 the definition of a salary person. Commissioner Bondar asked if Mr. Breaugh would lose anything from moving from an hourly to salary employee. Commissioner Yoder stated that it is not the intent for Mr. Breaugh to lose anything and he will follow the County Personnel Policy, which salary employee's receive the same benefits as hourly; with the exception of the short/long term disability, however they receive their salary. The B.O.C will review the Personnel Policy in the future.

Varner/McCauley a motion to official change Mr. Joe Breaugh, Maintenance Supervisor's, employee
2020-063 status from an hourly rate of $20.20 to a salary rate of $42,016.00, effective March 1, 2020; eligible for the 2020 salary increase.

Roll Call Vote: Yoder, yes; Bondar, yes; Marsh, yes; McCauley, yes; Varner, yes. **Motion Carried.**

**Commissioner Yoder and Varner recommended a 2.5% - 3% wage increase for the Non-Union & Non Union Court Employees and Elected Officials. Commissioner Yoder stated that this increase would cost about approximately $32,000.00; in-line with the County's Tax increase. Commissioner Bondar stated she would like to look at 5%, that the raises were not enough for some. Commissioner Marsh would like to see employee raised be based more on their performance and at the discretion of their Department Supervisors rather than across the Board. It was the consensus of the B.O.C that raises were overdue and it is necessary to move forward. Commissioner Yoder opened the floor to Department Heads in the audience and after discussing alternatives to the way raises could be done in the County, it was the consensus of the B.O.C to revisit wage increases for individuals and to meet with Departments Heads in the future. Commissioner Yoder stated it is the B.O.C responsibility to oversee the County Finances that includes the County's Revenue and Expense; both have to be looked at carefully. The B.O.C made the following motions: Commissioner Marsh and Bondar casting no votes on one or two of them.

Bondar/McCauley a motion to approve a .55 cent hourly wage increase for full-time and a .45 cent
2020-064 hourly wage increase for part-time and irregular (Non-Union & Non-Court Employee's) employees, as listed, effective March 1, 2020, and so amend the County Budgets.

Roll Call Vote: Bondar, yes; McCauley, yes; Varner, yes; Yoder, yes; Marsh, no. **Motion Carried.**

Marsh/McCauley a motion to approve a $1,000 salary increase for full-time and $750.00 for part-time
2020-065 (Non-Union & Non-Union Court) employees, as listed, effective March 1, 2020, and so amend the County Budgets.

Roll Call Vote: Varner, yes; Marsh, yes; Yoder, yes; Bondar, no; McCauley, yes. **Motion Carried.**

Varner/McCauley a motion to approve a salary increase of $1,500.00 to the Elected Officials, excluding
2020-066 the Board of Commissioners, for the County Sheriff, County Prosecutor, County Treasurer and County Clerk & Register of Deeds, effective March 1, 2020, and so amend the County Budgets.

Roll Call Vote: Marsh, yes; Yoder, yes; McCauley, yes; Varner, yes; Bondar, yes. **Motion Carried.**

Committee Reports:

Commissioner Bondar
**Participated in a walk-through, of the new Government Building, with Commissioner Yoder and Wolgast Corporation to create a punch-list.
**Participated in a conference call with MDOT, along with Commissioner Varner, Ben Hoover, Mead & Hunt, Inc., Dave Kauffman, Airport Manager and Brenda Moore, B.O.C Executive Secretary, regarding the design of the T-Hangar Project.
**Participated in a meeting along with Commissioner Yoder and Holly Stoner, Park Manager.
**Attended the Landfill Board Meeting.
**Met with the EMS Director, Bob Hunter along with Commissioner Varner.
**Met at the new Government Building several times.
**Participated in a meeting along with Commissioner Yoder, Joe Breaugh, Maintenance Supervisor and Representatives from the AuSable Valley Engine and Tractor Club.
**Attended the Landfill Claims & Audit Committee Meeting.
**Attended the Big Creek Township Board Meeting.
**Participated in a conference call with Attorney Joseph E. Quandt along with Commissioner Yoder and Brenda Moore, Executive Secretary regarding the County's Insurance Claim.

Commissioner McCauley
**Participated in a walk-through of the new Government Building with Commissioner Marsh.
**Attended the Greenwood Township Board Meeting & Special Meeting.
**Met at the new Government Building a few times regarding the carpet.
**Attended the Road Commission Board Meeting.
**Attended the Greenwood Township Planning Commission Meeting.
**Attended the Big Creek Township Board Meeting.
**Attended the District Health Department #2 Board Meeting.

Commissioner Marsh
**No meetings to report on.
**Participated in Narcan Training.

Commissioner Varner
**Participated in a conference call with MDOT, along with Commissioner Bondar, Ben Hoover, Mead & Hunt, Inc., Dave Kauffman, Airport Manager and Brenda Moore, B.O.C Executive Secretary, regarding the design of the T-Hangar Project.
**Attended the Landfill Board Meeting.
**Met with the EMS Director, Bob Hunter along with Commissioner Bondar.
**Attended Elmer Township Board Meeting.
**Met with Commissioner Yoder, as the Finance Committee, regarding 2020 Benefits & Wages for Non-Union & Court Non-Union and Elected Officials.
**Met with Commissioner Yoder, as the Finance Committee, and the County Clerk & Register of Deeds, Jeri Winton regarding MERS.
**Attended the ASVCMH Finance Committee Board Meeting.
**Reviewed the Claims & Audit Docket for February 25, 2020; as part of the Finance Committee.
**Attended a forum on Mental Health.
**Attended the District Health Department #2 Board Meeting.
**Attended the ASVCMH Board Meeting.

Commissioner Yoder
**Participated in a walk-through, of the new Government Building, with Commissioner Bondar and Wolgast Corporation to create a punch-list.
**Attended the VA Board Meeting.
Note: The VA Board has opted NOT to participate in the Veteran Service Fund Grant Awarded.
**Participated in a meeting along with Commissioner Bondar and Holly Stoner, Park Manager.
**Met with Commissioner Varner, as the Finance Committee, regarding 2020 Benefits & Wages for Non-Union & Court Non-Union and Elected Officials.
**Met with Commissioner Varner, as the Finance Committee, and the County Clerk & Register of Deeds, Jeri Winton regarding MERS.
**Attended the EDC & Brownfield Board Meeting.
**Participated in a meeting along with Commissioner Bondar, Joe Breaugh, Maintenance Supervisor and Representatives from the AuSable Valley Engine and Tractor Club.
**Attended the MI Works Consortium Board Meeting.
**Attended the NEMCOG Board Meeting.
**Reviewed the Claims & Audit Docket for February 25, 2020; as part of the Finance Committee.
**Participated in a conference call with Attorney Joseph E. Quandt along with Commissioner Bondar and Brenda Moore, Executive Secretary regarding the County's Insurance Claim.

Public Comments & Matters:
**Sheriff Grace asked for clarification on the Elected Official Benefit & Wages.

**Commissioner Yoder called for a Closed Session for consideration of a written legal opinion within the attorney-client privilege, in accordance with the "Open Meetings" (1976 PA267 MCL 15.261 et seq.) (Section 8-H).

Varner/McCauley a motion to go into **Closed Session** (1:27p.m.) for written legal opinion within the
2020-067 Attorney-client privilege.

Roll Call Vote: McCauley, yes; Varner, yes; Marsh, yes; Yoder, yes; Bondar, yes. **Motion Carried.**

McCauley/Varner a motion to return to the B.O.C Meeting (1:50 p.m.)
2020-068

5 yes: 0 no: **Motion Carried.**

**Commissioner Yoder called for the following motions upon returning from Closed Session.

Varner/McCauley a motion authorize Joseph E. Quandt, Attorney, representing the County, to send a
2020-069 response letter, as discussed in Closed Session, to Mr. Kandel, Attorney, representing Tokio Marine HCC, regarding the County's Insurance Claim#180364.

Roll Call Vote: Marsh, yes; Yoder, yes; McCauley, yes; Varner, yes; Bondar, yes. **Motion Carried.**

**Chairman Yoder called for a motion to adjourn.

McCauley/Marsh a motion to adjourn today's meeting (1:53 p.m.).
2020-070

5 yes: 0 no: **Motion Carried.**

The next Regular B.O.C Meeting is scheduled for **Tuesday, March 10, 2020. A B.O.C Work Session will be held at **9:00 a.m.** and the Regular B.O.C Meeting at **10:00 p.m.**

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Kyle Yoder, Oscoda County
Board of Commissioners Chairman

Jeri Winton, Oscoda County
Clerk & Register of Deeds