



COUNTY OF OSCODA

**Board of Commissioners
Telephone (989) 826-1130
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Oscoda County Government Center, 311 S. Morenci Ave, P.O. Box 399, Mio, MI 48647

**Oscoda County Board of Commissioners
Work Session
9:00 a.m. Tuesday, March 10, 2020**

Members Present: Commissioners Yoder, Varner, Bondar, Marsh and McCauley.

Members Excused:

Others Present: 3 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:**

****Ms. Amy Knepp, Library Director, reviewed the Oscoda County Library Strategic Plan FY2020-2025. The Library Board elected to work with consultants at the Midwest Collaborative for Library Services of Lansing, MI to facilitate a strategic planning process that would help to align library services with the aspirations and needs of the community. The Library is looking at taking steps to move to a District Library, therefore the Library is asking the B.O.C to place a two-year millage for .50 mills, on the August ballot. For more information stop by the Oscoda County Library.**

****Ms. Merianne Tappan, COA Director, addressed the B.O.C regarding placing a four-year millage for 1.0 mills, that includes an additional 0.40 mills, on the August ballot, that is necessary to continue to provide the services and maintain the growth of Council on Aging. For more information stop by the Oscoda County Council on Aging.**

****Commissioner Yoder and Varner, as the Finance Committee, met with Sheriff Kevin Grace regarding the Oscoda County Sheriff Operating Millage and the Oscoda County Drug Enforcement Operating Millage. It is recommended that the Oscoda County Sheriff Operating Millage continue to ask for 1.00 mills and the Oscoda County Drug Enforcement Operating Millage continue to ask for 0.25 mills, for four-years to be places on the August ballot.**

****It was the consensus of the B.O.C to send the millage “Proposed” language to a bond attorney for review and prepare a resolution for the B.O.C to consider at a future meeting.**

****Commissioner Yoder asked for Committee Reports. Commissioner Yoder will give his Committee Report during the Regular Board Meeting, due to time restraints.**

Commissioner Varner

- **Participated in a meeting along with Commissioner Yoder and Sheriff Kevin Grace regarding the Sheriff and Drug Enforcement Operating Millages.
- **Attended the Landfill Board Meeting.
- **Participated in a meeting along with Commissioner Bondar, Joe Breough, Maintenance Supervisor, and Jeff Mellon, from Net Express, regarding the Airport phone lines.
- **Participated in a walk-through, of the new Government Center, with Commissioner Bondar.
- **Attended the Clinton Township Board Meeting.
- **Attended the NEMSCA Board Meeting
- **Reviewed the Claims & Audit Docket for March 10, 2020; as part of the Finance Committee.

Commissioner Bondar

- **Note- County Park received a donation for future event.
- **Attended the Landfill Board Meeting.
- **Participated in a couple walk-throughs, of the new Government Center, with Commissioner McCauley and then again with Commissioner Varner.
- **Met at the new Government Center with the carpet installer.
- **Participated in a meeting along with Commissioner Varner, Joe Breough, Maintenance Supervisor, and Jeff Mellon, from Net Express, regarding the Airport phone lines.
- **Attended the Greenwood Township Board Meeting along with Bob Hunter, EMS Director.
- **Participated in a meeting along with Commissioner Yoder and Wolgast Corporation.
- **Met out at the Fairgrounds regarding the logging project, headed up by Laura Freer.
- **Attended the Council on Aging Board Meeting.

Commissioner Yoder

- **Participated in a meeting along with Commissioner Varner and Sheriff Kevin Grace regarding the Sheriff and Drug Enforcement Operating Millages.
- **Participated in a meeting along with Commissioner Bondar and Wolgast Corporation.
- Note - Wolgast next invoice will include a large portion of the retainage the County is holding.
- Signage has been order; Wolgast will be back in the spring do finish outside work; the B.O.C Executive Secretary Office, B.O.C Boardroom, Housing Office, Equalization Department and the Treasurer's Office have moved to the new Government Center; the Clerk & Register of Deeds are scheduled in late March and/or early April.
- **Talked with Mr. Pat Holberton regarding the donated AuSable River painting that will be hung up in the big lobby of the new Government Center.
- **Participated in "Mock Interviews" held at Fairview High School.
- **Reviewed the Claims & Audit Docket for March 10, 2020; as part of the Finance Committee.
- **Met with the Commissioner McCauley and the Carpet Installer.
- Note – The Carpet Installer will steam again and extended the warrantee to 3 years that covers the labor; the County has the carpet to repair, if necessary.
- **Attended the MTA Board Meeting.

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

Official Minutes March 10, 2020

A Regular Meeting of the Oscoda County Board of Commissioner's was held on **Tuesday, March 10, 2020 at 10:00 a.m.** in the Commissioner's Boardroom, held at the Oscoda County Government Center, Mio Michigan 48647.

Chairman Yoder called the meeting to order at 10:00 a.m.

Pledge to the Flag
 Roll Call of Members:
 Members Present: Commissioners Yoder, Varner, Bondar, Marsh, and McCauley.
 Members Excused:
 Others Present: 13 members of the public were in attendance.

**The B.O.C approved the Agenda for March 10, 2020.

McCauley/Varner a motion to accept the Agenda for March 10, 2020, as presented.
2020-071

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

**The B.O.C approved the Consent Agenda for March 10, 2020.

Item #1 Official Minutes & Closed Session Minutes for **February 25, 2020**.

**The B.O.C did acknowledge one correction, under motion 2020-054, to change the amount of \$4,612.47 to reflect the actual invoice amount of \$1,314.00; that correction has been made in the February 25, 2020 minutes.

Item #2 Expenditures **February 2020**, as received from the County Clerk's Office.
 Total Expenditures **\$997,375.63**.

	PAYROLL	EXPENSES	TOTAL
101 General Fund	\$159,666.03	\$423,394.89	\$583,060.92
102 Ambulance Equip	\$0.00	-\$1,914.20	-\$1,914.20
103 Sheriff Equip	\$0.00	\$1,243.52	\$1,243.52
104 911 Emergency	\$7,857.63	\$6,236.74	\$14,094.37
205 Officer Training	\$0.00	\$0.00	\$0.00
208 Park Fund	\$985.00	\$2,326.02	\$3,311.02
209 D.A.R.E.	\$0.00	\$0.00	\$0.00
210 Ambulance Fund	\$63,077.95	\$36,511.21	\$99,589.16
215 Friend/Court	\$5,690.64	\$4,781.38	\$10,472.02
216 Public Guardian	\$0.00	\$497.10	\$497.10
217 Fairgrounds	\$0.00	\$593.87	\$593.87
218 Smith Lake	\$0.00	\$0.00	\$0.00
230 Hazmat	\$0.00	\$0.00	\$0.00
232 Historical Commission	\$0.00	\$31.20	\$31.20
239 Gypsy Moth	\$0.00	\$0.00	\$0.00
245 Public Improvement	\$0.00	\$0.00	\$0.00
249 Building Dept.	\$4,167.74	\$3,735.32	\$7,903.06
256 R.O.D. Automation	\$0.00	\$332.14	\$332.14
258 May 4 Courthouse Fire	\$0.00	\$222,627.80	\$222,627.80
260 MIDC	\$0.00	\$7,060.00	\$7,060.00
263 Concealed Pistol Licensing	\$0.00	\$126.50	\$126.50

265	Drug Law Enforcement	\$3,917.24	\$3,700.07	\$7,617.31
269	Law Library	\$0.00	\$1,435.15	\$1,435.15
271	Library	\$0.00	\$0.00	\$0.00
274	Council/Aging	\$0.00	\$16,000.00	\$16,000.00
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	\$2,975.04	\$6,739.34	\$9,714.38
293	Soldiers / Sailors Relief	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$0.00	\$0.00
295	Airport	\$723.42	\$580.31	\$1,303.73
296	Basic Grant	\$0.00	\$1,875.00	\$1,875.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$2,101.32	\$6,392.02	\$8,493.34
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
535	Housing	\$0.00	\$37.15	\$37.15
616	Tax Revolving	\$0.00	\$1,871.09	\$1,871.09
	<i>SUB TOTALS</i>	\$251,162.01	\$746,213.62	\$997,375.63
201	Road Commission			\$201,506.18
	<i>Grand Total</i>		\$1,198,881.81	

Item #3 Claims and Audit Docket for **March 10, 2020**, as received from the County Clerk's Office. Total Claims & Audit **\$33,803.58**.

Varner/McCauley a motion to approve the Consent Calendar for **March 10, 2020**, as presented.
2020-072

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

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

Appointments:

**Mr. Mike Bowers, Emergency Management Coordinator, gave an overview of the 2017 & 2018 Homeland Security Grant. The Security Committee met and reviewed the bids for the Access Control System and selected Maximum Security. Primary Electric was selected to replace existing outside security lights and Protective Technologies International was selected for the two Super Scanner Hand-Held Metal Detectors; the Grant has been approved for all three projects. The Sheriff's Department is looking into new mobile radios for the 2019 Homeland Security Grant. The following motion was made:

Varner/Bondar a motion to approve advance payment, not to exceed \$14,000.00, for completion of the current Access Control System in the Annex Courthouse Building, 5-five security dusk to dawn lights, as replacements outside the Annex Courthouse Building, and 2-two Metal Detection Wands for Security Guards at the entrance of the Annex Courthouse Building during open hours. These bids totaled \$11,878.77; extra funds to be used for unexpected cost and/or to add additional key pads into the Access Control System. These expenses

are approved by Homeland Security, payment reimbursed back to the County upon receipt of the cancelled checks, and so amend the reflected revenue and expense budget lines.

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

**Mr. Norm Caldwell and Mr. Jeremy Card, Card Surveying gave an overview of the 2020 Revised County Remonumentation Plan & Remonumentation Contracts. The following motions were made:

McCauley/Bondar a motion to approve the 2020 Revised County Monumenation and
2020-074 Remonumentation Plan for Oscoda County, as prepared for the implementation of 1990 PA345, as amended MCL 54.261-279 and authorize the Chair to sign.

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

Bondar/Varner a motion to continue with the appointment of Jeremy Card, P.S. from J. Card Surveying, Rose City, MI, a licenses surveyor, as the Oscoda County Representative, as required by the Michigan Remonumentation Statue.

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

Varner/McCauley a motion to allow Mr. Norman C. Caldwell, to continue to serve as the Oscoda
2020-076 County Remonumentation Grant Administrator.

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

Marsh/Bondar a motion to approve the 2020 Remonumentation Contracts for Rowe/ Myers, Card
2020-077 Surveying and Herman, Huron Engineering & Surveying, Inc. for Remonumentation in Oscoda County, as they were presented, and authorize the B.O.C Chairman to sign.

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

Varner/Bondar a motion to appoint the following Professional Surveyors, to sit on the Oscoda County
2020-078 Remonumentation Peer Review Group, Marvin Myers, P.S. (Rowe PSC, Grayling), Mark Herman, P.S. (Huron Engineering & Surveying, Alpena), Jeremy Card, P.S. (Card Surveying, Rose City) Larry Beauregard, P.S. (retired, Lewiston), and Dale Graff, P.S. USDA/Forest Service, Cadillac, as recommended by Norman Caldwell as the Oscoda County Remonumentation Grant Administrator.

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

**Ms. Donna Lowe, Trial Court Administrator presented an amended Probate and Family Court Appointed Attorney Contracts. Ms. Lowe stated that there is an Attorney that is interested in taking the place of an Attorney that did not renew their contract in January, however is asking to receive mileage for court appearance above and beyond the contract. The amend contracts also include the increase that was budget for 2020. The following motion was made:

McCauley/Marsh a motion to approve the amended 23rd Circuit Trial Courts -Family Court & Probate
2020-079 Attorney Contract Agreements, January 1, 2019 through December 31, 2020, as written, and recommended by the Trial Courts Administrator, Donna Lowe, upon Attorney signatures.

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

Correspondence/Reports/Resolutions:

Unfinished Business/New Business:

**Commissioner Yoder asked the B.O.C to approve the AuSable Valley Engine and Tractor Club Rental Agreement that will allow them to have the first opportunity to rent the Oscoda County Fairgrounds for their Annual Tractor Show on the last full weekend of June annually for the next five years. Also, Commissioner Yoder asked the B.O.C to approve the Oscoda County Fairgrounds Non-profit Volunteer Credit Form that will legally recognized non-profit renters of the Oscoda County Fairgrounds who perform man-hours of volunteer service for the direct benefit of the Fairgrounds; requirements and restricts do apply and credit is subject to approval. Commissioner Bondar wanted to be sure the Oscoda County Fairgrounds Non-profit Volunteer Credit Form was open to other venues and reiterate that the Tractor Club is happy with the way things currently are. Members of the Tractor Club where in the audience and stated they do not want to change anything, the Fairgrounds are beautiful they are family oriented group and want to share it with others. The Tractor Club will host a spring cleanup in mid-April, weather permitted. Also, the Tractor Club has received a donation to fix the bleachers and will coordinate this project with Mr. Joe Breaugh, Maintenance Supervisor. The B.O.C thanked the Tractor Club for all the work they do and they appreciated all the volunteers.

Varner/McCauley a motion to approve the AuSable Valley Engine and Tractor Club Rental Agreement, **2020-080** as written and authorize the Chair to sign.

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

Marsh/Varner a motion to approve the Fairground's Volunteer Non-Profit Credit Form, as written. **2020/081**

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

**Commissioner Marsh excused.

**Commissioner Yoder gave an up-date on the new Government Center. Commissioner Yoder reiterated that the next Wolgast invoice will include a large portion of the retainage the County is holding but asked Wolgast to hold off on the carpet and painting; Commissioner Bondar stated she did not think the County could hold off paying part of the retainage, due to the Contract. Commissioner Bondar & McCauley both shared their concerns with the carpet and the panting. Commissioner Yoder stated that the carpet installer will present a 3-year warranty for the B.O.C to consider. Commissioner Bondar stated she is concern with the parking for employees and customers and suggested that the overflow be directed to where the temporary Mobil-Units set; future renovation will be needed. Commissioner Bondar would like the B.O.C to look into an automatic punch button to open the main entrance doors for the handicap. Commissioner Bondar would like the B.O.C to allow the Clerk & Register of Deeds offices to make the necessary alterations, especially cutting the Register of Deeds countertop. County Clerk & Register of Deeds, Jeri Winton, stated the change to the countertop is necessary for functionality of her office and asked the B.O.C to allow the maintenance department to make the alteration to the countertop and stated to avoid a delay in the Clerk's & Register of Deeds offices moving the carpet installer she would asked the carpet installer not steam the carpet again but rather than just place a piece of carpet in that area. After discussion, Commissioner Bondar made a motion to allow maintenance to make necessary alterations to the Clerk/Register's area as needed for functionality; with Commissioner Yoder casting a no vote concerned with the countertop chipping. Commissioner Yoder will contact the carpet installer and Wolgast to inform them of the B.O.C decision. The B.O.C discussed the signage for the Government Center and TV screens; it was the consensus of the B.O.C to get quotes and bring back for consideration. The B.O.C selected May 4, 2020 to hold an "Open House" 4-years too date of the fire on May 4, 2016.

Bondar/McCauley a motion to allow maintenance to make necessary alterations to the clerk/register's area as needed for functionality.
2020/082

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

Varner/Bondar a motion hold a "Grand Opening" for the "Oscoda County Government Center" on Monday, May 4, 2020 from 4:30 p.m - 6:00 p.m.; refreshments served.
2020/083

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

Financial:

**The B.O.C approved the "Memorandum of Understanding" for the Park Manager/Administrator. The following motions were made:

McCauley/Bondar a motion to approve the "Memorandum of Understanding" for the Park Manager/Administrator, as written.
2020/084

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

Varner/McCauley a motion to move the Park Manager to a salary position, in the amount of \$680.00 per week, from the second pay period in March until the last pay period in November, with benefits as outlined in the "Memorandum of Understanding" as agreed by all parties.
2020/085

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

Bondar/Varner a motion to change the Park Manager salary position to a Park Administrator hourly position at \$15.00 per hour, maximum of 15 hours per week, from the first pay period of December until the first pay period in March, with benefits as outlined in the "Memorandum of Understanding" as agreed by all parties.
2020/086

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

**The B.O.C approved the MIDC Grant.

McCauley/Bondar a motion to approve the Michigan Indigent Defense Compliance Plan Grant Contract Package for Oscoda County, as written and approved by the State of Michigan, and authorize Commissioner Libby Marsh to sign, as the appointed County contact for MIDC.
2020/087

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

**After official clarification, the B.O.C made the following motions regarding MERS contributions for Elected Officials and Non-Union & Non-Union Court County Employees,

Varner/Bondar a motion to resend motion 2020-061 & 062 regarding the MERS Retirement Benefits (Municipal Employees Retirement System), made at the February 25, 2020 B.O.C Meeting.
2020/088

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

McCauley/Varner a motion to increase by 1% employee's contribution to MERS Retirement Benefits (Municipal Employees Retirement System) for all eligible Elected Officials and Non-Union & Non-Union Court County Employees, effective the first pay period in April 2020 and so amend the County Budgets.
2020/089

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

Bondar/McCauley a motion to authorize MERS to keep the same phase-in rate for Division 10 at **2020/090** \$12,942.00, Division 11 at 10.37% and Division 12 at 11.31%.

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

**The B.O.C approve the 2021-2024 Elected Official Salaries. For information visit www.oscodacountymi.com

Varner/McCauley a motion to approve the 2021-2024 Elected Official Salaries, and advertise in the **2020/091** Herald and on the County Website for two weeks.

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

**The B.O.C approved to give a full-day off for “Good Friday” to County employees.

Varner/Bondar a motion to make an exception to the 2020 Holiday schedule and give the full day off on **2020/092** “Good Friday”, April 10, 2020, to Oscoda County employee’s, and authorize the County Clerk’s Office – Payroll to pay holiday pay for a full-day and pay time ½ for emergency personnel (EMS & Sheriff Department) who have to work on that day.

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

Committee Reports:

Commissioner Marsh

**Excused

Commissioner McCauley

- **Participated in a walk-through of the new Government Center with Commissioner Bondar.
- **Met at the new Government Center with the carpet installer.
- **Attended the Road Commission Board Meeting.
- **Attended the Greenwood Township Board Meeting.
- **Attended the Library Board Meeting.
- **Attended the MTA Board Meeting.
- **Met with the Commissioner Yoder and the Carpet Installer.

Public Comments & Matters:

**Sheriff Grace working with Mike Bowers, EOC for Radios.

**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** (12:46 p.m.) for written legal opinion within the **2020-093** Attorney-client privilege.

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

Varner/McCauley a motion to return to the B.O.C Meeting (12:58 p.m.)
2020-094 4 yes: 0 no: **Motion Carried.**

McCauley/Varner a motion to adjourn today's meeting (12:59 p.m.).
2020-095 4 yes: 0 no: **Motion Carried.**

The next Regular B.O.C Meeting is scheduled for **Tuesday, March 24, 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.**

**Chairman Yoder called for a motion to adjourn.

Kyle Yoder, Oscoda County
Board of Commissioners Chairman

Jeri Winton, Oscoda County
Clerk & Register of Deeds