



# 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, March 13, 2018

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

\*\*Ms. Brenda Moore, Executive B.O.C Secretary gave a brief overview of the General and Special Fund Budget Summary for the month ending February 2018.

\*\*Commissioner Olsen gave an overview of the second meeting held with Commissioner Wilson, Department Heads and Mr. Gregory Nelson from Cherry Lan. Cherry LAN’s MI Court Connect Software and Filer Software will improve efficiency, printing and paper cost, customer service, security, and storage. The County Courts and Prosecutor current use Cherry Lan. The cost for the entire County Departments and/or Boards to be added was quoted a one-time fee of \$25,000.00 for 50 users and \$15,000.00 Maintenance Agreement. After some discussion, it was the consensus of the Board to negotiate the cost for unlimited users and the maintenance fees and to clarify what is include in the Maintenance Agreement and that the required software up-dates to District Court are at no cost.

\*\*Chair Olsen called for a recess (9:48 a.m.) before the Regular B.O.C Meeting.

## Official Minutes

March 13, 2018

A Regular Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, March 13, 2018 at 10:00 a.m.** in the Commissioner’s Room, Courthouse Annex Mio Michigan 48647.

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

Pledge to the Flag:

Roll Call of Members:

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

Members Excused: Commissioner Kischnick  
Others Present: 8 members of the public were in attendance.

\*\*The B.O.C approved the Agenda for March 13, 2018.

**Wilson/Nutt** a motion to accept the Agenda for March 13, 2018, as presented.  
**2018-059**

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

\*\*Commissioner Olsen stated the Board is scheduled to go into Closed Session for consideration of a written legal opinion within the attorney-client privilege, however our attorney has not arrived, therefore we will move forward on today's Agenda.

\*\*The Board of Commissioners approved the Consent Agenda, with the listed Calendar Items, after Commissioner Wilson removing Item#8 Claims & Audit, for March 13, 2018.

**Item #1** Official Minutes for **February 27, 2018**, were approved as presented.

**Item #2** Sheriff Department Notification- Temporary extra hours and two 911 dispatchers hired.

\*\*The B.O.C acknowledged, as received from Sheriff Grace, the correspondence regarding Jeffrey Shaw temporary increase in hours for training purposes and the correspondence regarding the hiring of Ms. Debby Shantz, effective March 12, 2018 and Ms. Heather Quick, effective March 19, 2018, to fulfill two full-time open 911 Dispatchers positions, in accordance to the POAM Union Contract.

**Item #3** 23<sup>rd</sup> Trial Court Notification –Probate Trial Court Clerk, 90-day step-increase.

\*\*The B.O.C acknowledged, as received, from Trial Court Administrator, Jean Cardinal, the correspondence to increase Ms. Sherry Fleszar, Probate Trial Court Clerk, wage from \$11.00 per hour to \$12.50 retro back to February 20, 2018.

**Item #4** 2017 DHHS Appropriations Request.

\*\*The B.O.C authorized to move \$8,904.00 from contingency to pay for the 2017 Budgeted DHHS appropriations that were not paid out of the 2017 Budget.

**Item #5** 2017 Tire Recycling Appropriations Request.

\*\*The B.O.C authorized to move \$2,721.01 from contingency to pay for the 2017 Tire Recycling Cost, approved September 12, 2017 (Motion#2017-295), that was not paid out of the 2017 Budget.

**Item #6** Interview Team - Temporary Archive Clerk.

\*\*Commissioner Olsen and Kelly along with Dan Kauffman, IT Director, Jean Cardinal, Trial Court Administrator, and Amy Wyckoff, Sheriffs Administrative Secretary, will sit on the interview team for the Temporary Archive Clerk.

**Item #7** Expenditures for **February 2018**. Total Expenditures **\$784,174.15**.

**PAYROLL                      EXPENSES                      TOTAL**

201	General Fund	\$151,880.30	\$329,622.11	\$481,502.41
202	Ambulance Equip	\$0.00	\$709.96	\$709.96
203	Sheriff Equip	\$0.00	\$9,769.40	\$9,769.40
204	911 Emergency	\$6,821.07	\$7,962.29	\$14,783.36
205	Officer Training	\$0.00	\$0.00	\$0.00
208	Park Fund	\$3,145.53	\$5,742.59	\$8,888.12
209	D.A.R.E.	\$0.00	\$600.00	\$600.00
210	Ambulance Fund	\$51,598.90	\$83,978.34	\$135,577.24
215	Friend/Court	\$5,282.25	\$10,696.74	\$15,978.99
216	Public Guardian	\$2,128.56	\$2,184.56	\$4,313.12
217	Fairgrounds	\$0.00	\$161.65	\$161.65
218	Smith Lake	\$0.00	\$0.00	\$0.00
230	Hazmat	\$0.00	\$15.00	\$15.00
232	Historical Commission	\$0.00	\$38.23	\$38.23
239	Gypsy Moth	\$0.00	\$0.00	\$0.00
245	Public Improvement	\$0.00	\$0.00	\$0.00
249	Building Dept.	\$3,588.00	\$3,686.88	\$7,274.88
256	R.O.D. Automation	\$0.00	\$869.98	\$869.98
258	May 4 Courthouse Fire	\$0.00	\$547.00	\$547.00
263	Concealed Pistol Licensing	\$0.00	\$0.00	\$0.00
265	Drug Law Enforcement	\$3,833.45	\$8,140.63	\$11,974.08
269	Law Library	\$0.00	\$524.03	\$524.03
271	Library	\$0.00	\$0.00	\$0.00
274	Council/Aging	\$0.00	\$42,000.00	\$42,000.00
281	EDC Revolving Loan	\$0.00	\$5,389.13	\$5,389.13
285	RSRF	\$0.00	\$0.00	\$0.00
290	Social Services	\$0.00	\$0.00	\$0.00
292	Child Care	\$2,202.55	\$22,549.22	\$24,751.77
293	Soldiers & Sailors	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$0.00	\$0.00
295	Airport	\$711.35	\$6,471.16	\$7,182.51
296	Basic Grant	\$0.00	\$0.00	\$0.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$1,808.52	\$7,908.78	\$9,717.30
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
616	Tax Revolving	\$0.00	\$1,605.99	\$1,605.99
	<b><i>SUB TOTALS</i></b>	<b>\$233,000.48</b>	<b>\$551,173.67</b>	<b>\$784,174.15</b>
201	Road Commission			\$253,025.10

*Grand Total*

**\$1,037,199.25**

**Item #8** Claims and Audit Docket for **March 13, 2018**, as received from the County Clerk's Office.

\*\*Removed

**Wilson/Kelly** a motion to remove Item#8 Claims & Audit Docket and approve the remaining Consent  
**2018-060** Calendar Items, as listed, **March 13, 2018**.

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

\*\*Commissioner Olsen announced the B.O.C will now go into Closed Session for consideration of a written legal opinion within the attorney-client privilege in accordance to the Open Meetings Act 176 PA 267, MCL 15.261 et seq., Commissioner Olsen asked the public guest wait out in the lobby until we return to the regular B.O.C Meeting.

**Kelly/Wilson** motion to go into Closed Session (10:10 a.m.), for consideration of a written legal opinion  
**2018-061** within the attorney-client privilege, in accordance to the Open Meetings Act 176 PA 267,  
MCL 15.261 et seq.

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

**Wilson/Kelly** a motion to return to the B.O.C Meeting (11.14 a.m.).  
**2018-062**

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

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

**Appointments:**

\*\*Ms. Stephanie Cleeves, Services Specialist, Oscoda County Department of Health & Human Services. Ms. Cleeves serves as the Chairperson of the Montmorency Oscoda Child Protection which serves as a voice for children, promotes family health & safety, prevents child abuse & neglect and provides community support as a non-profit citizen-based organization. April is "Child Neglect and Abuse Awareness Month" the B.O.C were asked to allow blue pinwheels and signs to be placed on County grounds, to bring awareness to the community; it was the consensus of the B.O.C to allow and show their support.

**Correspondence/Reports/Resolutions:**

**Unfinished Business/New Business:**

\*\*Commissioner Olsen provided an up-date regarding the Trial Court Wage Adjustments and Amendment Request. A meeting was held with Chief Judge Vollbach and the B.O.C has been asked to not act on until further notice.

**Financial:**

\*\*Commissioner Olsen stated that the first application for payment to Wolgast Corporation was processed and due to time restraints to avoid financial penalties a check was issued. The reimbursement from the Insurance Company for the Code & Historical up-grades included in that payment were also submitted. Commissioner Kelly gave a brief up-date and explained the "Change Order" request received from Mr. Will Olsen, Contract Manager. Commissioner Kelly stated that the County Website,

[www.oscodacountymi.com](http://www.oscodacountymi.com), has a Rebuild Project tab to keep our County residents informed on the progress of the new Government Building, which currently includes the Preliminary Floor Plans, Architectural Site Plan, and the Exterior Elevations Plan. Mr. Olsen, Contract Manager, continues to work closely with Wolgast. The “Change Order” is for the Government Buildings lock down system and camera’s; not covered by insurance. In order to save the County on cost, it is recommended by Mr. Will Olsen, Contract Manager that the County take on the responsibility for a new security system. The following motions were made:

**Wilson/Kelly** a motion to authorize the County Treasurer’s Office to process and the County Clerk’s  
**2018-063** Office to issue a check payable to Wolgast Corporation, within (7) - seven days of receipt of the application for payment, as reviewed and approved by Mr. Will Olsen, Contract Manager and Commissioner Kischnick and Kelly.

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

**Kelly/Wilson** in accordance with Article 6 of the contract, the B.O.C. approves their representative, Mr.  
**2018-064** Will Olsen, Contract Manager, to issue a “Change Order” notifying Wolgast that the design and installation of the remote notification and security system(s) will be by others and is the responsibility of the Owner in accordance with Article 1 of the contract. The Owner will notify Wolgast of the separate contractor(s) who they will be responsible to coordinate efforts within 30 days of this notification. There is no adjustment to the original contract as this is a zero dollar (\$0.00 USD) Change Order and will not result in an adjustment to schedule or compensation.

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

**Wilson/Kelly** a motion to authorize Commissioner Kelly and Commissioner Kischnick to seek out  
**2018-065** quotes for the design and installation of the remote notification and security system(s) to bring back to the March 29, 2018 B.O.C Meeting.

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

\*\*Commissioner Wilson pulled the two Achievement Program claims, in the amount of \$5,000.00 as requested by Chief Judge Vollbach, until further notice. Total Claims & Audit **\$30,654.64.**

**Wilson/Kelly** a motion to remove claim#45-48 Achievement Program, in the amount of \$5,000.00. Total  
**2018-066** Claims and Audit Docket amount for **March 13, 2018** is **\$30,654.64.**

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

#### **Committee Reports:**

\*\*It was the consensus of the B.O.C to waive giving Committee Reports.

#### **Public Comments & Matters:**

\*\*Status on the MSUE- A meeting will be scheduled. County resident reminded the B.O.C that a MSU Extension Millage was voted down.

\*\*Clarification on the Achieves Program.

\*\*Chair Olsen asked for a motion to adjourn.

**Wilson/Kelly** a motion to adjourn today’s meeting (11:55 a.m.).  
**2018-067**

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

\*\*The next Regular B.O.C Meeting is scheduled for **Thursday, March 29, 2018.**  
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.**

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

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