



COUNTY OF OSCODA

Board of Commissioners
Telephone (989) 826-1130
Fax Line (989) 826-1173

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 14, 2017

Members Present: Commissioners Wright, Olsen, Kischnick, Wilson, and Nutt.
Others Present: 12 members of the public were in attendance.
Chair Wright called the Work Session Meeting to order at 9:00 a.m.

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

- 1) Mr. Tom Sheppard, Chairman of the Roscommon/Oscoda Counties Veterans Trust Fund District, was added to the work session to discuss some recent changes. The Michigan Veterans Trust Fund (MVTF) State Office, in Lansing will receive and process all applications for eligible Veterans. The Local Veteran Affairs Office will not be affected by this change. For more information you may contact the MVTF State Office at (517) 284-5299.
- 2) Mr. Casey Guthrie, Equalization Director, presented a proposal to take his position to full-time. Mr. Guthrie would like to institute a Geographic Information System (GIS) and to assist with the 9-1-1 addressing through the Equalization Department. The Board will review and consider at the March 22, 2017 Board Meeting.
- 3) Ms. Buffy Carr- E.O.C Contract Agreement was extended to March 31, 2017. Commissioner Kischnick and Wilson have met with Ms. Carr and will have a recommendation for the Board at their March 22, 2017 Board Meeting.
- 4) Mr. Dan Money, Park Manager, Contract Agreement was extended to March 31, 2017. Commissioner Olsen and Wilson have recommended that the B.O.C extended it, through October 1, 2017 to allow the new Park & Recreation Commission Board time to work with Mr. Money. The Board will consider at the March 22, 2017 Board Meeting.
- 5) Ms. Brenda Moore, B.O.C Executive Secretary review & explained the General & Special Fund Budget Amendments.
- 6) Ms. Brenda Moore, B.O.C Executive Secretary review & explained the February Budget Summary, ending February 28, 2017.
- 7) Ms. Brenda Moore, B.O.C Executive Secretary explained the Documentation Restoration Services (DFD) “Proof of Loss” Partial Payment request. Additional follow-up on the project is required. The County Prosecutor and Trial Court Administrator both have been contacted.

8) Commissioner Wright and Olsen have been working with Mr. Will Olsen on the procedures for a Request for Proposal (RFP) for the Rebuild Project. Mr. Olsen is a County Resident, who has expertise in RFP's. Mr. Olsen has volunteer several hours to assist Commissioner Wright and Olsen with the RFP. A draft of the RFP will be available for review soon.

**Chair Wright called for a recess (9:52 a.m.); before the Regular B.O.C Meeting.

Official Minutes

March 14, 2017

A Regular Meeting of the Oscoda County Board of Commissioner's was held on **Tuesday, March 14, 2017, at 10:00 a.m.** in the Commissioner's Room, Courthouse Annex Mio Michigan 48647.

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

Pledge to the Flag:

Roll Call of Members:

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

Members Absent:

Others Present: 22 members of the public were in attendance.

The B.O.C approved the Agenda for **March 14, 2017, with two additions:

**Correspondence, Reports, Resolutions (acknowledge receipt):

- Sheriff Departments' New Hire Correspondence
- Clinton Township Support Letter Request

Wilson/Olsen a motion to accept the Agenda for **March 14, 2017**, with two noted additions.
2017-053

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

The B.O.C approved the Official Minutes for **February 22, 2017, as they were presented.

Kischnick/Wilson a motion to accept the Official Minutes for **February, 22, 2017**.
2017-054

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

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

Appointments:

** Mr. Norm Caldwell provided documentation and requested for the Professional Surveyor Contracts & Remonumentation County Representative and Grant Administrator Appointments be approved. The following motions were made:

Olsen/Wilson a motion to appoint Jeremy Card, P.S. from J. Card Surveying, Rose City, MI, a
2017-055 licenses surveyor, as the Oscoda County Representative, as required by the Michigan Remonumentation Statue, effective March 14, 2017.

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

Olsen/Wilson a motion to allow Mr. Norman C. Caldwell, to continue to serve as the Oscoda County

2017-056 Remonumentation Grant Administrator.
5 ayes: 0 nays: **Motion Carried.**

Nutt/Wilson a motion to approve the 2017 Remonumentation Contracts for Rowe/ Myers, Card
2017-057 Surveying and Herman, Huron Engineering & Surveying, Inc. for Remonumentation
in Oscoda County, as they were presented, and authorize the B.O.C Chair to sign.
5 ayes: 0 nays: **Motion Carried.**

Olsen/Wilson a motion to appoint the following Professional Surveyors, to sit on the Oscoda County
2017-058 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 Lisa Martin, P.S.
(USDA/Forest service, Cadillac, as recommended by Norman Caldwell as the Oscoda
County Remonumentation Grant Administrator.
5 ayes: 0 nays: **Motion Carried.**

**Mr. Norm Caldwell also asked the Board to research if the water is being currently tested, and if reports
and evaluations are being posted available to the public on the PBB (Polybrominated/Biphenyl) site.
Commissioner Kischnick will contact the District Health Department and Commissioner Nutt will
address with the EDC/Brownfield Board.

**Ms. Susan White, EMS Ambulance Director, address the Board. Ms. White reintegrated that the EMS
Department is currently experience a shortfall in staff with many EMS shifts opened with increased EMS
calls on a tight budget. Several options are being reviewed. Commissioner Wright and Olsen will
continue to work with Ms. Susan White, EMS Director. The B.O.C approved for Ms. White to hire two
part-time employees.

Nutt/Kischnick a motion to authorize the EMS Director to hire two part-time EMT's or Paramedics,
2017-059 in accordance to the Steelworkers Union Contract and County Personnel Policy.
Roll Call Vote: Wright, yes; Olsen, yes; Nutt, yes;
Kischnick, yes; Wilson, yes. **Motion Carried.**

Correspondence, Reports, Resolutions (acknowledge receipt):

**The B.O.C approved to continue to support the Proclamation "April 2017 is Social Host Awareness
Month", as discussed at their February 22, 2017 Workshop Session.

Kischnick/Nutt a motion to adopt Resolution 2017-001 – Proclamation "April 2017 is Social Host
2017-060 Responsibility Month".
5 ayes: 0 nays: **Motion Carried.**

**Ms. Jean Cardinal, Trial Court Administrator introduced Ms. Amy Dawson as the Friend of Court Case
Manager/Enforcement Officer. As previously discussed at the February 14, 2017 B.O.C Meeting, the
following follow-up motions were made:

Nutt/Wilson a motion to officially recognize Mr. William Baker, as the four County Friend of the Court
2017-061 Director and as interim Supervisor, for Oscoda County, as outlined in the Administrative
Order signed by the Chief Judge.
Roll Call Vote: Nutt, yes; Olsen, yes; Kischnick, yes;
Wilson, yes; Wright, yes. **Motion Carried.**

Wilson/Olsen a motion to hire Amy Dawson, as Case Manager/Enforcement Officer for the Friend of the Court, effective March 13, 2017, full-time at 35 hours per week, \$15.19 per hour, with full benefits as outline in Circuit Court Employee Association Union Contract.

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

Olsen/Wilson a motion to officially hire Stephanie Westfall, as Juvenile Officer, effective March 27, 2017, full-time at 35 hours per week, salary of \$33,052.02 and full benefits as outline in Circuit Court Employee Association Union Contract.

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

**Commissioner Kischnick acknowledged the receipt from Gerard Ahlers, Juvenile Officer, resignation, effective March 24, 2017.

**Commissioner Wright acknowledged the receipt from Sheriff Kevin Grace. The hiring of Deputy Michael Ralicki, effective February 27, 2017.

**Commissioner Wilson asked the B.O.C to support Clinton Township in their efforts to apply for a Michigan Passport Grant to improve the Township Park located in Comins Michigan.

Olsen/Nutt a motion to “Support Clinton Township” to apply for a Michigan Passport Grant.
2017-064

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

Unfinished Business/New Business:

**As previously discussed at the February 22, 2017 B.O.C Meeting, Commissioner Olsen and Wilson recommended the B.O.C appoint the (5) - five selected applicants to the Park & Recreation Commission Board. Commissioner Olsen announced that a Special Park & Recreation Commission Board Meeting will be held on Monday, March 20, 2017 at the Oscoda County Library at 6 p.m.

Wilson/Nutt a motion to appoint Ryan Wyckoff, Pat Kelley, Ryan Blair, Heather Leaf, and Natika Cowie to the Park & Recreation Commission Board.

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

**As previously discussed at the February 22, 2017 B.O.C Meeting, Commissioner Olsen and Wright recommended the B.O.C increase the number of members to the Planning Commission Board and appoint the (7) - seven selected applicants to the Planning Commission Board. Commissioner Kischnick questioned the increase in the membership. Commissioner Olsen and Wright stated that with the work that needs to be completed to bring the Master Plan up-to-date to apply for future Grants, they feel it is needed. Commissioner Olsen announced that a Special Park & Recreation Commission Board Meeting will be held on Thursday, March 23, 2017 at the Oscoda County Annex, in the Boardroom at 6 p.m.

Olsen/Wilson a motion to amend Ordinance 2010-001 Oscoda County Planning Commission, Section 2-A under Commission Membership, increase to (7) Seven Members.

4 ayes: 1 nay (Kischnick): **Motion Carried.**

Wilson/Olsen a motion to appoint Dave Yoder, Tom Siegler, Bob Hoffman, Richard Monk, Kyle Yoder, Ryan Blair, and Ron Bruner to the Planning Commission Board.

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

Financial: (Motions Needed)

**The B.O.C approved the Claims & Audit for February 24, 2017, previously reviewed & approved by the Finance Committee; per motion 2017-038.

Nutt/Wilson a motion to officially approve the Claims & Audit Docket for February 24, 2017, in the **2017-068** amount of \$43,466.64.

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

**The B.O.C approved the Claims & Audit for March, 14, 2017 as presented by the County Clerk's Office.

Nutt/Wilson a motion to approve Claims & Audit Docket for March 14, 2017, in the amount of **2017-069** \$38,127.02.

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

**The B.O.C approved the Expenditures for February 2017, as presented by the County Clerk's Office.

	PAYROLL	EXPENSES	TOTAL
101 General Fund	\$153,692.46	\$265,944.60	\$419,637.06
102 Ambulance Equip	\$0.00	\$0.00	\$0.00
103 Sheriff Equip	\$0.00	\$3,029.90	\$3,029.90
104 911 Emergency	\$5,827.30	\$7,118.87	\$12,946.17
205 Officer Training	\$0.00	\$0.00	\$0.00
208 Park Fund	\$3,103.37	\$5,394.00	\$8,497.37
209 D.A.R.E.	\$0.00	\$115.00	\$115.00
210 Ambulance Fund	\$58,002.09	\$76,772.28	\$134,774.37
215 Friend/Court	\$5,379.88	\$11,642.98	\$17,022.86
216 Public Guardian	\$929.92	\$1,002.92	\$1,932.84
217 Fairground's	\$0.00	\$170.89	\$170.89
218 Smith Lake	\$0.00	\$0.00	\$0.00
230 Hazmat	\$0.00	\$0.00	\$0.00
232 Historical Commission	\$0.00	\$91.27	\$91.27
239 Gypsy Moth	\$0.00	\$0.00	\$0.00
245 Public Improvement	\$0.00	\$0.00	\$0.00
249 Building Dept.	\$2,805.66	\$26,466.65	\$29,272.31
256 R.O.D. Automation	\$0.00	\$0.00	\$0.00
258 May 4 Courthouse Fire	\$0.00	\$2,323.62	\$2,323.62
263 Concealed Pistol Licensing	\$0.00	\$228.73	\$228.73
265 Drug Law Enforcement	\$499.01	\$1,031.02	\$1,530.03
269 Law Library	\$0.00	\$251.12	\$251.12
271 Library	\$0.00	\$79,732.29	\$79,732.29

274	Council/Aging	\$0.00	\$24,000.00	\$24,000.00
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	\$0.00	\$18,677.76	\$18,677.76
293	Soldiers & Sailors	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$0.00	\$0.00
295	Airport	\$693.27	\$1,389.69	\$2,082.96
296	Basic Grant	\$0.00	\$0.00	\$0.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$1,679.34	\$4,871.10	\$6,550.44
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
616	Tax Revolving	\$0.00	\$4,054.53	\$4,054.53
	<i>SUB TOTALS</i>	\$232,612.30	\$534,309.22	\$766,921.52
201	Road Commission			\$196,671.57
	<i>Grand Total</i>		\$963,593.09	

Wilson/Olsen a motion to accept the Expenditures for February 2017, in the amount of \$766,921.52.
2017-070

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

**The B.O.C approved the General and Special Fund Budget Amendments, as requested.

101/225	Equalization Unused PTO	101-225-719.01	Increase	\$102.90
101/130	Trial Court System Unused PTO	101-130-719.01	Increase	\$53.86
101/236	Register of Deeds Unused PTO	101-236-719.01	Increase	\$95.79
101/301	Sheriff's Department Unused PTO	101-301-719.01	Increase	\$3,028.02
101/890	Contingency -2016 Un-Used PTO	101-890-965.00	Decrease	\$3,280.57
215	Friend of Court Unused PTO	215-141-719.01	Increase	\$104.23
210	EMS Department Unused PTO	210-651-719-01	Increase	\$2,496.91
298	VA Veterans Relief	298-682-800.00	Decrease	\$5,000.00
	VA Food Voucher	298-682-800.00	Increase	\$5,000.00
280	Housing - Admin Revenue	280-000-447.00	Decrease	\$50.00
	Housing - Postage	280-000-730.00	Increase	\$50.00
263	CPL New Line Duplicated License Fees	263-000-622.01		
	CPL New Line Travel	263-215-861.00	Increase	\$500.00
	CPL New Line Training	263-215-960.00	Increase	\$1,000.00
101/258	IT - County Internet	101-258-850.01	Increase	\$490.00
	Contingency Merit increased Invoice	101-890-965.00	Decrease	\$490.00
101/101	B.O.C District #2	101-101-702.02	Decrease	\$500.00
	B.O.C District #3	101-101-702.03	Increase	\$500.00

101/115	Govt. Admin. Chamber Dues	101-115-807.10	Increase	\$125.00
	Govt. Admin. Plat Books	101-115-830.00	Increase	\$5,275.00
	Contingency Chambers & Plat Books	101-890-965.00	Decrease	\$5,400.00
101/229	Prosecuting Atty. Office Supplies	101-229-729.00	Increase	\$524.00
	Crime Victim Service Grant	101-000-549.00	Increase	\$524.00

Nutt/Wilson a motion to approve the General and Special Fund Budget Amendments, as listed.
2017-071

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

**The B.O.C approved the Documentation Restoration Services (DFD) "Proof of Loss" Partial Payment, as requested.

Olsen/Wilson a motion to approve for payment the DFD Invoice 30001685, paid out of the May 4, 2016 FIRE Budget, Insurance Claim #180364, in the amount of \$79,423.12, for Documentation Restoration Services.
2017-072

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

**The B.O.C approved purchase of furniture for the Boardroom, as previous discussed at their February 22, 2017 Workshop Session.

Nutt/Wilson a motion to approve the purchase of B.O.C Boardroom Furniture, from Office Impact, in the amount of \$2,533.25, moved from Contingency, paid out of the General Fund (B.O.C 101/101) and so amend the Budget.
2017-073

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

Committee Reports:

Commissioner Olsen:

**Participated in a meeting along with Commissioner Wright and Dan Kauffman, IT Director, regarding the County Website.

**Held interviews along with Commissioner Wilson and Cy Wakeley for Park & Recreation Board Members.

**Attended the District Health Department #2 Board Meeting.

**Met with Commissioner Wright to discuss the RFP for the Rebuild Project.

**Attended the Road Commission Board Meeting.

**Participated in a meeting along with Commissioner Wright and Susan White, EMS Ambulance Director.

**Participated in a meeting along with Commissioner Wright and Brenda Moore, B.O.C Executive Secretary.

**Reviewed Claims & Audit Docket for the March 14, 2017.

Commissioner Wilson:

**Participated in a meeting along with Commissioner Kischnick and representatives from Enbridge Energy.

**Attended two Landfill Board Meetings.

**Held interviews along with Commissioner Olsen and Cy Wakeley for Park & Recreation Board Members

- **Attended the AuSable River Natural River Zoning Board Meeting.
- **Attended the N. MI Substance Entity Board Meeting.
- **Attended the Clinton Township Board Meeting.
- **Participated in a meeting along with Commissioner Nutt and Andrew Thompson, Animal Control Officer.
- **Reviewed the Claims & Audit Docket for February 24, 2017 and March 14, 2017.
- **Attended the MI Works Consortium Board Meeting.
- **Attended the MTA Board Meeting.

Commissioner Nutt:

- **Participated in a meeting along with Commissioner Wilson and Andrew Thompson, Animal Control Officer.
- **Attended the EDC & Brownfield Board Meeting.

Commissioner Kischnick:

- **Participated in a meeting along with Commissioner Wilson and representatives from Enbridge Energy.
- **Attended two Landfill Board Meetings.
- **Attended the District Health Department #2 Board Meeting.
- **Attended the District Health Department #2 Financial Committee Meeting.
- **Attended the Council on Aging Board Meeting.

Commissioner Wright:

- **Participated in a meeting along with Commissioner Olsen and Dan Kauffman, IT Director, regarding the County Website.
- **Reviewed Claims & Audit Docket for the February 24, 2017.
- **Researching MERS regarding the County Library.
- **Attended the NEMSCA Board Meeting.
- **Met with Commissioner Olsen to discuss the RFP for the Rebuild Project.
- **Participated in a meeting along with Commissioner Olsen and Susan White, EMS Ambulance Director.
- **Participated in a meeting along with Commissioner Olsen and Brenda Moore, B.O.C Executive Secretary.
- **Attended the Library Board Meeting.
- **Attended the MTA Board Meeting.

Public Comments & Matters:

- **The American Legion in Luzerne, will host their annual “Ruben Sandwiches”, Saturday, March 18, 2017 starting at noon.
- **The Oscoda County Director of Veterans Affairs handed out flyers regarding the Veterans Benefits Fair held on April 7, 2017 at the American Legion in Prudenville MI. The VA Director also stated that all the extra hours that are being worked at the local Veterans Affairs Office are to assist our local Veterans.
- **The Sheriff’s Department will host an ORV Class at the Community Center on Saturday April 15, 2017 from 8:30 a.m. - 4 p.m. for more information call the Sheriff’s Department.
- **County Resident commented on the PBB addressed earlier.

**Commissioner Wright called for a motion to adjourn.

Olsen/Wilson a motion to adjourn today’s meeting, March 14, 2017 (11:35 a.m.).
2017-074

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

A Special B.O.C Meeting” is scheduled for **Tuesday, March 21, 2017 at 10:00 a.m. regarding the Oscoda County Dennis Kauffman Memorial Airport.

The next Regular B.O.C Meeting is scheduled for **Wednesday, March 22, 2017.
A B.O.C Workshop will be held at **5:00 p.m.** and the Regular B.O.C Meeting at **6:00 p.m.**

**Brandy Wright, Oscoda County
Board of Commissioners Chair**

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