



# 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**  
**5:00 p.m. Wednesday, March 22, 2017**

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

Members Excused: Commissioner Nutt.

Others Present: 14 members of the public were in attendance.

Chair Wright called the Work Session Meeting to order at 5:00 p.m.

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

1.) Mr. Andrew Thompson, Animal Control Officer, presented the Board with an up-date. Mr. Thompson talked about the result of the dog clinic. Mr. Thompson stated his goal is to work towards setting up a dog census, getting a vet to do a summer clinic, and work towards a spayed and neuter program. Mr. Thompson is also working on a solution for removing death animals off county roads.

2.) Mr. Tim Whiting, Building Inspector, presented the Board with an up-date. The Building Department has approved four new Building Permits since January. Contractors are having a difficult time finding help. Mr. Whiting was asked to notify the Health Department when he receives a Demo Permit as a courtesy. Also, Mr. Whiting will be advertising for the Building Departments Seasonal Secretary to begin May 1, 2017. Mr. Whiting will bring back his recommendation for the departments Seasonal Secretary to the Board for approval next month.

3.) Mr. Casey Guthrie, Equalization Director, provided an overview report on the Equalization Department and its functions. The Equalization Department currently uses the Manatron Assessing Program; the BSA Assessment Program may have to be considered, in the future, due to possible State mandates.

4.) Commissioner Wright and Wilson met with Mr. Casey Guthrie, Equalization Director, regarding his request to go full-time and the responsibilities of an Equalization Director; it is their recommendation he be moved to full-time. The Board is scheduled to act on at tonight’s Regular Board Meeting.

5.) Commissioner Wright removed the discussion of the County Website, B.O.C Phones and Boardroom Wireless PA System.

6.) Commissioner Wright and Olsen discussed the Request for Proposal (RFP). The up-dated RFP invites a Contract Management Firm to Design/Build/Furnish the replacement of a Government Building located between Morenci Ave and Court Street along 11<sup>th</sup> Street, in Mio, MI, a single-story, 8110 square foot

facility, to provide offices for county staff and access for the community. The Contract Management Firm would be working with the Board of Commissioners as well directly with the County Insurance Company to stay within the limits of the insurance policy; as well provide up-grades to the B.O.C for consideration. The RFP provides bidders instructions and outlines, but not limited to, building specifications to meet the required codes, regulation and requirement necessary for the Design, Construction, and Operation of the new Government Building. Mr. Will Olsen, an Oscoda County Resident, who has expertise in RFP's has volunteer several hours with the assistance of Commissioner Wright and Olsen. Ms. Linda Whaley, from Whaley Steel, and Mr. Tim Whiting, Building Inspector, both were asked to review the RFP "draft" and both spoke highly of the detailed work put into the proposed RFP prepared by Mr. Olsen. Ms. Whaley also stated that it covers all the OSHA requirements and covers the County. Commissioner Wright stated that she would like to make a request that the Board appoint Mr. Will Olsen as the RFP "Consultant" to allow him to continue to assist the Board moving forward. The Board is scheduled to act on at tonight's Regular Board Meeting.

\*\*Chair Wright called for a recess (6:05 p.m.); before the Regular B.O.C Meeting.

## **Official Minutes**

**March 22, 2017**

A Regular Meeting of the Oscoda County Board of Commissioner's was held on **Wednesday, March 22, 2017, at 6:00 p.m.** in the Commissioner's Room, Courthouse Annex Mio Michigan 48647.

Chair Wright called the meeting to order at 6:15 p.m.

Pledge to the Flag:

Roll Call of Members:

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

Members Excused: Commissioner Nutt.

Others Present: 10 members of the public were in attendance.

\*\*The B.O.C approved the Agenda for **March 22, 2017**, as presented.

**Wilson/Olsen** a motion to accept the Agenda for **March 22, 2017**, as presented.  
**2017-081**

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

\*\*The B.O.C approved the Official Minutes for **March 14, 2017**, as presented.

**Wilson/Olsen** a motion to accept the Official Minutes for **March 14, 2017**, as presented.  
**2017-082**

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

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

**Appointments:**

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

\*\*Commissioner Kischnick will be attending the annual Rural Elected Officials Meeting, held on Wednesday, March 29, 2017, in East Tawas, presented by the Michigan Department of Transportation (MDOT) to hear about MDOT's projects, on behalf of the Oscoda County B.O.C.

**Unfinished Business/New Business:**

\*\*As discussed during the work session on March 14, 2017 and earlier during tonight's work session, Commissioner Wright and Wilson recommended the Equalization Director's position be moved to a full-time status. Commissioner Kischnick casted the no vote; stated Mr. Guthrie accepted the position and job description as a part-time employee back in July of 2016.

**Olsen/Wilson** a motion to move the Equalization Director's position (Casey Guthrie) to a full-time status, **2017-083** at a salary of \$52,000.00, effective March 27, 2017.

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

\*\*As previously discussed during the work session on March 14, 2017, Commissioner Kischnick and Wilson met with Ms. Carr to discuss her request for an annual increase. The following motion was made:

**Kischnick/Wilson** a motion to approve the Contract Agreement with Buffy Carr, Emergency **2017-084** Management Coordinator, and Oscoda County, \$22,000.00 per year for EOC Services, through December 31, 2017.

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

\*\*As previously discussed at the work session held on March 14, 2017, Commissioner Olsen and Wilson had recommended that Mr. Money Memorandum of Understanding Agreement be extended until October 1, 2017. However, Commissioner Olsen stated the new Park & Recreation Commission, who met for the first time on Monday, March 20, 2017, is recommending the MOU Agreement, with Mr. Money, be continued on a month-to-month basis, until further notice; however the MOU Agreement will include a salary increase equivalent to the other non-union salary employees. The following motion was made:

**Kischnick/Wilson** a motion to continue with the Park Manager, Dan Money, "Memorandum of **2017-085** Understanding" as written, with an annual salary of \$38,041.30, until further notice, as requested by the Park & Recreation Commission Board.

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

\*\*As previously discussed over the last month and earlier at tonight's work session the Request for Proposal (RFP) is very important and necessary to move forward. Mr. Will Olsen, has offered his business expertise and volunteered several hours, at no charge to the County, and has completed a RFP for the County to consider to send out for bids for a Contract Management Firm, to Design/Build/Furnish the replacement of a Government Building. Although, Mr. Olsen is not charging the County for the RFP Commissioner Wright and Olsen wanted to advise the Board that there will be expenses affiliated to complete the RFP; such as required AIA Forms and miscellaneous expenses. It is the recommendation of Commissioner Wright and Olsen that the Board appoint Mr. Olsen, as a "Consultant" and hold a "Special Meeting" for Mr. Olsen to attend to review the RFP before approving. The following motions were made:

**Kischnick/Wilson** a motion to appoint, Oscoda County Resident, Mr. Will Olsen as the "Consultant" **2017-086** to assist the Oscoda County Board of Commissioners with the RFP for the Rebuild of the Governmental Building.

3 ayes: 1 abstain: **Motion Carried.**

**Wilson/Kischnick** a motion to hold a "Special Board Meeting" to review the RFP with Mr. Will Olsen, **2017-087** Oscoda County RFP Consultant, on Friday, April 7, 2017 at 10 a.m.

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

**Kischnick/Wilson** authorize Dan Kauffman, IT Director, to create a County E-mail for the Rebuild  
**2017-088** Governmental Building use only.

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

**Financial:** (Motions Needed)

\*\*Commissioner Kischnick and Olsen were asked to review Non-union and Elected Official wages. It was recommend that a .30 cent wage increase for hourly and a \$500 increase for certain salary employees be honored. Chair Ms. Wright allowed a couple employees who were in the audience to address the Board. The employee's wanted the B.O.C to note that they felt wage increases should not be across the board for everyone, it was unfair. An employee's position, responsibilities, performance and dedication should be considered with a wage increase to accommodate. Commissioner Olsen stated that the Board will be reviewing County employee positions and wages in October for the B.O.C to consider during the 2018 Budget Process. The B.O.C discussed, in-depth, to give all Elected Officials a onetime stipend rather than salary increase and went back and forth regarding the monetary amount. After a lot of discussion, the B.O.C did elected to give the County Clerk & Register of Deeds, County Treasurer, County Prosecutor and the Oscoda County Sheriff a \$1,000 salary increase. However, the B.O.C could not agree on a onetime stipend, a salary increase nor a monetary amount for themselves. The following motions were made:

**Olsen/Kischnick** a motion to authorize 2017 wage increases for full-time, regular part-time, and irregular  
**2017-089** (including seasonal and temporary) County employees, not covered by a Union Contract, (with the exception of the Assistant Prosecuting Attorney, Equalization Director, Park Manager, and EMS Contingent Employees) a .30 cent per hour wage increase for hourly employees and \$500.00 salary increase for salary full-time and salary regular part-time Employees and authorized the County Clerk's Office to implement retro back to February 14, 2017 for hourly employees.

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

**Kischnick/Olsen** A motion to give a salary increase, in the amount of \$1,000.00, to the County Clerk  
**2017-090** & Register of Deeds, County Treasurer, County Prosecutor and the Oscoda County Sheriff.

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

**Wilson/Kischnick** a motion to give a salary increase, in the amount of \$1,000.00, to the Board of  
**2017-091** Commissioners.

**Roll Call Vote:** Wright, no; Olsen, no; Nutt, absent;  
Kischnick, yes; Wilson, yes. **Motion Deadlock.**

**Wright/Kischnick** a motion to give a one-time stipend, in the amount of \$1,000.00 to the County Board  
**2017-092** of Commissioners.

**Roll Call Vote:** Olsen, no; Wilson, no; Kischnick, yes;  
Wright, no; Nutt, absent. **Motion Failed.**

**Committee Reports:**

**Commissioner Wilson:**

\*\*Participated in a POAM Union Negotiations Meeting with Commissioner Kischnick, Gary King, Attorney, Miles Cameron, Mediator, Sheriff Kevin Grace, and POAM Representatives.

\*\*Attended the Annual Pipeline Dinner.  
\*\*Participated in a meeting along with Commissioner Wright and Casey Guthrie, Equalization Director.  
\*\*Attended the Elmer Township Board Meeting.  
\*\*Attended the “Special” B.O.C Meeting regarding the Oscoda County Dennis Kauffman Memorial Airport.

**Commissioner Kischnick:**

\*\*Participated in a “Grievance Meeting” along with Jean Cardinal, Trail Court Administrator, Gary King, Attorney, Miles Cameron, Mediator and the new 23<sup>rd</sup> Circuit Court Steelworkers Union (Employee Association Union).  
\*\*Participated in a POAM Union Negotiations Meeting with Commissioner Wilson, Gary King, Attorney, Miles Cameron, Mediator, Sheriff Kevin Grace, and POAM Representatives.  
\*\*Attended the Annual Pipeline Dinner.  
\*\*Attended the Landfill Claims & Audit Committee Meeting.  
\*\*Attended the (4) –four County Commissioner/IT Meeting along with Commissioner Wright.  
\*\*Attended the “Special” B.O.C Meeting regarding the Oscoda County Dennis Kauffman Memorial Airport.  
\*\*Attended the DHD#2 Financial Committee Meeting.

**Commissioner Olsen:**

\*\*Attended the NEMCOG Board Meeting.  
\*\*Attended the Park & Recreation Board Meeting.  
\*\*Attended the Road Commission Board Meeting.  
\*\*Attended the “Special” B.O.C Meeting regarding the Oscoda County Dennis Kauffman Memorial Airport.

**Commissioner Wright:**

\*\*Attended the (4) –four County Commissioner/IT Meeting along with Commissioner Kischnick.  
\*\*Attended the “Special” B.O.C Meeting regarding the Oscoda County Dennis Kauffman Memorial Airport.

**Commissioner Nutt:**

\*\*Excused.

**Public Comments & Matters:**

\*\*Comments received:

- 1) Elected Official Salary’s - Set prior to taking office.
- 2) Kirtland College Tax for County – Increase concern.
- 3) PBB Report – Last testing done in 2013.
4. County Budget Status – Regarding current spending, hires, etc.

\*\*County Treasurer working on the 2016 Delinquent Tax’s and the Garland Tax Tribunal.  
\*\*Sheriff’s Department will host an ORV Safety Course, 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.  
\*\*Sheriff’s Department “Take Back Day”, on Saturday, April 29, 2017; collecting unwanted non-prescription and prescription medication in pill form.

\*\*Commissioner Wright called for a (5)- five minute recess before calling for a “Closed Session” in accordance with the “Open Meetings” (1976 PA267 MCL 15.261 et seq.) (Section 8-C); Strategy with the negotiations of a Collective Bargaining Agreement.

**Olsen/Kischnick** a motion to go into **Closed Session** (8:25 p.m.), for Union Negotiations).  
**2017-093**

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

**Olsen/Wilson** a motion to return to the B.O.C Meeting (9:23 p.m.).  
**2017-094**

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

\*\*Upon returning Commissioner Wright asked if there was any other business, Commissioner Wilson stated that he would like to make a motion to go back to day meetings. The following motion was made:

**Wilson/Kischnick** a motion to change the Regular Board of Commissioners Meetings scheduled for the  
**2017-095** 4<sup>th</sup> Wednesday at 6 p.m. back to the 4<sup>th</sup> Tuesday's at 10 a.m.  
4 ayes: 0 nays: **Motion Carried.**

\*\*Commissioner Wright called for a motion to adjourn.

**Olsen/Wilson** a motion to adjourn tonight's meeting, **March 22, 2017** (9:25 p.m.).  
**2017-096**

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

\*\*A Special Board of Commissioners Meeting has been scheduled for **Friday, April 7<sup>th</sup>, 2017 at 10:00 a.m.** to review the Request for Proposal (RFP) for the Rebuild of the Governmental Building.

\*\*The next Regular B.O.C Meeting is scheduled for **Tuesday, April 11, 2017.**  
A B.O.C Workshop will be held at **9:00 a.m.** and the Regular B.O.C Meeting at **10:00 a.m.**

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

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