



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. Thursday, March 29, 2018

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

Members Excused: Commissioner Nutt

Others Present: 7 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:

**Commissioner Olsen gave an up-date on the CherryLan Software. Mr. Greg Nelson, from CherryLan, Mr. Dan Kauffman, IT Director, and Ms. Peggy Wycoki, 23rd Trail Court Specialist, were in attendance to answer questions. The Filer Document Imaging Software will provide Oscoda County a County-wide document imaging solution by adding an additional 50 users to the current system for a total of 75 users and will allow all County Departments & Boards to use the imaging software. CherryLan will install the Michigan Court Connect software within the District Court and train the District Court staff. CherryLan will write a series of programs that Judge Root is requesting; programs that do not currently exist. The cost to Oscoda County for this County-wide solution and adding the additional 50 users, for a total of 75 users, and addition County offices is a one-time license fee of \$21,000.00 and an annual maintenance fee of \$9,000.00. The B.O.C will consider at their Regular Board Meeting.

**Commissioner Kelly stated he reached out to three to five security companies, regarding the design and installation of the remote notification and security system(s) including Ascon North, Net Express, Up-North Text System, and Oscoda County Warehouse (Precision Satellite). The security companies have been asked to contact Wolgast Corporation for details. Commissioner Kelly has been working closely with Mr. Will Olsen, Contract Manager. The new Government Building will be 147’ .6 ft. long 81ft. wide. Wolgast Corporation will be placing a sign with a picture of the new Government Building at the site in the next couple of weeks; everything is on target. Residents are encouraged to visit the County Website, www.oscodacountymi.com, “Rebuild Project” tab.

**Chair Olsen called for a recess (9:40 a.m.) before the Regular B.O.C Meeting.

Official Minutes

March 29, 2018

A Regular Meeting of the Oscoda County Board of Commissioner's was held on **Thursday, March 29, 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, Kischnick, and Wilson.

Members Excused: Commissioner Nutt.

Others Present: 8 members of the public were in attendance.

The B.O.C approved the Agenda for **March 29, 2018.

Kischnick/Wilson a motion to accept the Agenda for **March 29, 2018,** as presented.
2018-068

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

**The Board of Commissioners approved the Consent Agenda, with the listed Calendar Items, after Commissioner Wilson removed Item#3 Oscoda County Dennis Kauffman Memorial Airport-J. Card Surveying, LLC; information was not received. Commissioner Olsen removed part of Item#5; a new Shift Leader was not selected.

Item #1 Official Minutes & Closed Session Minutes for **March 13, 2018,** were approved as presented.

Item #2 EDC & Brownfield Official Members & Terms Assigned.

**The B.O.C officially accepted the 11 listed members and their terms, as approved at the EDC & Brownfield Board Meeting March 14, 2018, superseding motions 2017-301 & 341.

6 Year: AJ Welser, Patrick Kelly, Jennifer Cronkright, Anthony Kachiros

5 Year: Duane Roddy

4 Year: Kyle Yoder

3 Year: Dawn Harwood

2 Year: Nancy (Misty) DeGuzman

1 Year: Ashton Evans, Jon Satkowiak, Al Chaney

Item #3 Oscoda County Dennis Kauffman Memorial Airport-J. Card Surveying, LLC. **Removed.**

Item #4 Temporary Archive Clerk -Motion 2018-050 Amended.

**The B.O.C amended motion 2018-050 to reflect a change in the dates, starting May 8, 2018 through December 31, 2018.

Item #5 EMS Department - Shift Leader Status & Contingent Status.

**The B.O.C acknowledged the e-mail from Mr. Chris Wilson, stepping down from the Shift Leader position and the "Letter of Understanding" for the Assistant Interim EMS Director ending, effective March 31, 2018.

**The B.O.C acknowledged the two-week notice, as received by e-mail, from Chelsea Goodwin, to step down from a full-time status to a contingency status, effective April 9, 2018.

**The B.O.C acknowledged the hiring of Travis Clark as an EMT Contingent, effective March 26, 2018.

Item #6 Claims and Audit Docket for **March 29, 2018**, as received from the County Clerk's Office.

Total Claims & Audit **\$59,015.50.

Wilson/Kelly a motion to remove Item #3 Airport-J. Card Surveying, LLC and one part of Item#5 (Shift **2018-069** Leader selected). The B.O.C approved the remaining Consent Calendar Items, as listed, for **March 29, 2018**.

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

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

**None.

Appointments:

**None.

Correspondence/Reports/Resolutions:

****Resolution 2018-003** "Abolishing the Oscoda County Parks and Recreation Commission under Public Act 261 of 1965 and establishing the Oscoda County Public Recreation System under Public Act 156 of 1917". Commissioner Olsen stated after some research and discussion of options presented by our Attorney, Mr. David Stoker, Cohl, Stoker & Toskey, it is the consensus of the B.O.C that the Oscoda County Parks and Recreation responsibilities will be handled more efficiently under the direction of the elected Board of Commissioners. The next step will be for the B.O.C to determine whether a Recreation and/or Advisory Board is necessary and to outline the responsibilities for the Oscoda County Public Recreation System. Commissioner Nutt will be working with Mr. Dan Money, Park Manager, to develop a new "Memorandum of Understanding" and job description for the Park Manager, for the entire B.O.C to consider. The new "Lease Agreement" with Consumer Powers will need to be reviewed and approved.

Kelly/Kischnick a motion to adopt **Resolution 2018-003**, as written.
2018-070

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

Unfinished Business/New Business:

**The B.O.C approved sending the "Proposed Millage Language" for the Sheriff's Department Equipment and the EMS Departments Operating & Equipment Millage Language to the Bond Attorney and the Veteran Affairs Millage Language, once they hold their meeting next week; the VA is looking at the same renewal and/or a reduction.

Kelly/Kischnick a motion to accept & send the "Proposed Millage Language" for the Sheriff Equipment, **2018-071** EMS Operating and Equipment, as received, and the Department of Veteran Affairs, upon receipt, to Bond Attorney, Paul Wyzgoski, from Dickinson Wright PLLC in Bloomfield Hills, for language review and approval.

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

Financial:

**The CherryLan Agreement was approved, as previously discussed at the Work Session, with Commissioner Kischnick casting a no vote.

Kelly/Kischnick a motion to accept the proposed agreement with CherryLan LLC Software/Services, as
2018-072 written, for a one-time License Fee, in the amount of \$21,000.00 (paid from Contingency) and an Annual Maintenance Fee of \$9,000.00, for County-Wide (75 users) Filer Document Imaging System, as of April 1, 2018, and so amend the 2018 Budget.

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

**Commissioner Olsen stated that the B.O.C pulled the Achieves Program invoices and the Child Care Gas Card invoices from Claims & Audit, for further explanation; Chief Judge Vollbach, Jr. has approved and authorized. The B.O.C has clarified the documentation necessary for reimbursement, when using a personal credit card, for training as requested by Jean Cardinal, and the reimbursement for travel for Judge Vollbach, Jr. did not make it to Claims & Audit. The B.O.C approved the 23rd Trial Courts financial request, as received.

Kelly/Wilson a motion to authorize the Treasurer's Office to create a new expense line 296-662-806.00,
2018-073 in the Basic Grant (296) Special Fund, and authorize the payment for the Achieves Program invoices, in the amount of \$6,250.00 paid out of the Basic Grant (296) Special Fund, approved & authorized by Chief Judge Vollbach, Jr., and so amend the budget to reflect the \$15,000.00 amount of the Basic Grant.

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

Kischnick/Wilson a motion to authorize the Clerk's Office to issue a check to Sunrise, in the amount of
2018-074 \$200.00, for the purchase of gas cards for the "In Home Care Program" as requested, paid out of the Child Care (292) Special Fund.

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

Wilson/Kischnick a motion to authorize the reimbursement to Delores Yoder, as requested, for a Child
2018-075 Care Gas Card (in-home care program), in the amount of \$50.00, paid out of the Child Care (292) Special Fund.

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

Wilson/Kelly a motion to authorize the reimbursement to Jean Cardinal, 23rd Trial Court Administrator
2018-076 as requested, in the amount of \$262.49 for Training, paid out of the Trial Court Budget (101-130) General Fund.

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

Kischnick/Kelly a motion to authorize the reimbursement to Judge Richard Vollbach, Jr., in the amount
2018-077 of \$66.24, for Travel expenses, Trial Court Budget (101-130) General Fund.

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

Committee Reports:

Commissioner Kelly:

- **Attended the CORE - Pipeline Emergency Event in Graying, MI.
- ** Met with a representative from Net Express.
- **Participated in the Pre-Bid Meeting at the Oscoda County Dennis Kauffman Memorial Airport along with Commissioner Wilson.
- **Attended the Road Commission Board Meeting for Commissioner Olsen.
- **Attended the Vision Quest Meeting.
- **Attended the HSCC Meeting.
- **Participated in a meeting along with Commissioner Olsen, IT Director, Dan Kauffman, Sheriff Administrator, Amy Wyckoff, and 23rd Trial Court Administrator, Jean Cardinal, the interview team for the Temporary Achieves Clerk position.
- **Acting Interim EMS Director duties.

Commissioner Kischnick:

- **Attended the Landfill Claims & Audit Meeting.
- **Attended the District Health Department#2 Claims & Audit Meeting.
- **Attended the Landfill Board Meeting.
- **Attended the District Health Department#2 Board Meeting.

Commissioner Wilson:

- **Attended the CORE - Pipeline Emergency Event in Graying, MI.
- **Participated in the Pre-Bid Meeting out at the Oscoda County Dennis Kauffman Memorial Airport along with Commissioner Kelly.
- **Met with J. Card Surveying out at the Oscoda County Dennis Kauffman Memorial Airport.
- **Attended the Elmer Township Board Meeting.
- **Attended the Department of Health & Human Service Board Meeting.
- **Attended the Medical Examiner System Roundtable, in Bay City MI, along with Commissioner Olsen.
- **Reviewed the Claims & Audit Docket for March 29, 2018; as part of the Finance Committee.
- **Attended the Annual MAC Conference.

Commissioner Olsen:

- **Attended the CORE - Pipeline Emergency Event in Graying, MI.
- **Attended the NEMCOG Board Meeting.
- **Acting Interim EMS Director duties (Fredric Township called to assist with coverage and standby).
- **Attended the Medical Examiner System Roundtable, in Bay City MI, along with Commissioner Wilson.
- **Reviewed the Claims & Audit Docket for March 29, 2018; as part of the Finance Committee.
- **Attended the District Health Department#2 Board Meeting.
- **Attended the Vision Quest Meeting.
- **Participated in a meeting along with Commissioner Kelly, IT Director, Dan Kauffman, Sheriff's Department Administrator, Amy Wyckoff, and 23rd Trial Court Administrator, Jean Cardinal, the interview team for the Temporary Achieves Clerk position.

Commissioner Nutt:

- **Excused.

Public Comments & Matters:

- **None.

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

Kelly/Wilson a motion to adjourn today's meeting (11:00 a.m.).
2018-078

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

The next Regular B.O.C Meeting is scheduled for **Tuesday, April 10, 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.**

LaNita Olsen, Oscoda County
Board of Commissioners Chair

Jeri Winton, Oscoda County
Clerk & Register of Deeds