



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

Official Minutes

November 24, 2015

A Regular Meeting of the Oscoda County Board of Commissioner's was held on Tuesday, November 24, 2015, at 10:00 a.m., in the Commissioner's Room, Courthouse Annex Mio Michigan 48647.

Members Present: Commissioners Kischnick, Christenbery, Wilson, Boerner, and Grantner.

Members Excused:

Others Present: 7 members of the public were in attendance.

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

Roll Call followed by the Pledge to the Flag.

**The Board of Commissioners approved the Agenda for November 24, 2015, as presented.

Wilson/Grantner a motion to accept the **Agenda** for November 24, 2015, as presented.
2015-201

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

The Board of Commissioners approved the **Consented Agenda for November 24, 2015 with the listed Calendar Items.

Item #1 Official Minutes for November 10, 2015, as presented.

Item #2 Official Minutes for Special Budget Workshop Meetings, November 17th and 19th, 2015; as presented.

Item #3 Resolution 2015-012 "Support for a Public Four Year University in Northeast Michigan".

** The Board approved the request, as received from Mr. Joe Lukasiewicz, Chair of the Four-Ward Northeast Michigan to adopt a supporting the establishment of a baccalaureate-granting university in Northeast Michigan, preferably one in Alpena; Four-ward Northeast Michigan is a group of concerned citizens and public officials who are committed to the establishment of a baccalaureate-granting public university in Northeast Michigan.

Item #4 MI State Housing Development Authority "Support Letter".

**The Board approved to send a support letter to the Michigan State Housing Development Authority from Oscoda County and authorized the Board Chair to sign.

Item #5 Claims and Audit Docket for **November 24, 2015**, as received from the County Clerk's Office.

Total Claims & Audit **\$42, 826.04

Grantner/Wilson a motion to approve the **Consented Agenda**, with listed Calendar Items, for **2015-202** **November 24, 2015**, as presented.

Roll Call Vote: Grantner, yes; Wilson, yes; Kischnick, yes;
Boerner, yes; Christenbery, yes. **Motion Carried.**

Public Comment: (Today's Agenda):

Appointments:

**Mr. Paul Olson, Regional Risk Manager (MUM) Municipal Underwriters of Michigan, Inc., presented and reviewed the County's Liability Insurance renewal information for FY2016-2017 with the Board. After some discussion, no action was taken; the Board will revisit at the December 8, 2015 B.O.C Meeting.

Old Business:

New Business:

Financial: (Motions Needed)

Correspondence, Reports, Resolutions (acknowledge receipt):

Committee Reports:

Commissioner Boerner

- **Participated in an Ambulance EMS Meeting along with Commissioner Kischnick with Susan White, EMS Ambulance Director, regarding staffing and the Ambulance EMS Department itself.
- **Attended both the Special Budget Meetings on November 17th & 19th.
- **Attended the HSCC Board Meeting.
- **Attended the Citizens Youth Council Committee Meeting.

Commissioner Wilson:

- **Participated in a Budget Meeting, for the Prosecutor's Office, along with Commissioner Kischnick and Cassie Bills, Prosecutor.
- **Attended both the Special Budget Meetings on November 17th & 19th.
- **Participated in a Budget Meeting, to review the Sheriff's Department Budgets, along with Commissioner Christenbery and Sheriff Kevin Grace.
- **Participated in a Budget Meeting, regarding the E.O.C Contract Agreement and Emergency Management Budget, along with Commissioner Christenbery and Buffy Carr, EOC.
- **Attended the Landfill Board Meeting.
- **Reviewed the County's Claims & Audit Docket Report.

Commissioner Kischnick:

- **Attended the Greenwood Township Board Meeting
- **Participated in a Budget Meeting, for the Prosecutor's Office, along with Commissioner Wilson and

Cassie Bills, Prosecutor.

- **Participated in an Ambulance EMS Meeting along with Commissioner Boerner with Susan White, EMS Ambulance Director, regarding staffing and the Ambulance EMS Department itself.
- **Attended the Montmorency Board of Commissioners Meeting.
- **Attended the Landfill Board Meeting.
- **Met with Judge Root regarding the new structure for the Oscoda County Trial Court.
- **Met with Tim Whiting, Building Inspector, regarding the Building Department Budget.
- **Attended the Road Commission Board Meeting.
- **Attended both Budget Meetings on November 17th & 19th.
- **Participated in a meeting with Judge Root and Carla Grezez, from Iosco County, regarding the Child Care Budget and MAXIMUS the “Cost Allocation for the Courts”.
- **Attended the Big Creek Township Board Meeting.
- **Attended the Landfill Finance Committee Meeting.
- **Attended the NEMCOG “Special” Board Meeting.

Commissioner Christenbery:

- **Participated in a Budget Meeting, to review the Sheriff’s Department Budgets, along with Commissioner Wilson and Sheriff Kevin Grace.
- **Participated in a Budget Meeting, regarding the E.O.C Contract Agreement and Emergency Management Budget, along with Commissioner Wilson and Buffy Carr, EOC.
- **Attended both the Special Budget Meetings on November 17th & 19th.
- **Reviewed the County’s Claims & Audit Docket Report.
- **Attended the District Health Department #2 Board Meeting.

Commissioner Grantner:

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

Public Comments & Matters:

- **Dave Barve, from Family Division, announced today, November 24, 2015, is recognized as “Michigan Adoption Day”.
- **Sheriff Kevin Grace just wished everyone a “Safe and Happy Thanksgiving”.

**Commissioner Kischnick called for a 5 minute recess (10:55 a.m.) before going into another Budget Workshop.

2016 Budget Workshop:

**Oscoda County Clerk & Register of Deeds, Jeri Winton, Treasurer, William Kendall and Sheriff Kevin Grace plus 1 member of the public were in attendance for the Budget Workshop.

**The Board has held three Budget Workshops, November 10, 2015, November 17, 2015 and November 19, 2015, all the changes to both the General & Special Funds have been made. The request, as received from Ms. Morse-Bills, Prosecutor’s for a part-time employee for the Prosecutor’s Office, the County Clerk & Register of Deeds, Jeri Winton’s, request for a title & wage change by promoting an employee to a higher level position, currently held through the Steelworkers Union, and William Kendall, County Treasurers request for a title & wage change within the Treasurer’s Office, a position currently held under the Steelworker Union, will not be included in the Proposed 2016 Budget. The Board of Commissioners is responsible to adopt a balanced budget before the end of the year; however the Board can amend the 2016 Budget, after the first of the year, should it become necessary.

**The 2016 Budget includes several Projects totaling \$105,433.00

Three (3) Elections \$30,000.00
JAVS & Assisted Listening System Project \$24,002.00
Trial Court – Office Construction & Courtroom Computer up-dates. \$8,431.00
File Server Replacement \$17,000.00
Software Up-date- Adobe Acrobat Pro DC. \$6,000.00
Elevator Maintenance. \$5,000.00
County Phone Up-grades. \$15,000.00

**At the November 19th Budget Workshop the Board discussed several options regarding 2016 wage increases for non-union, non-union court, both hourly and salary employees, Department Heads, and Elective Officials. The following has been proposed and is included in the 2016 PROPOSED Budget.

**1 1/2% wage increase to Non-Union and Non-Union Court Employees for B. Moore (B.O.C .23 cents), M. Bennett (Trial Court .23 cents), S. West (Trial Court .17 cents), J. Lauterwasser (Trial Court .19 cents), D. Gusler (Clerk Office .23 cents), N. Appel (Prosecutor Office .24 cents), L. Moscato (Prosecutor Office .24 cents), S. Holtslander (Treasurers Office .19 cents), A. Wycoff (Sheriff Dept. 23 cents) and J. Handrich (Public Guardian .18 cents).

**1% wage increase to Non-Union Department Heads for J. Breaugh (Maintenance (\$374.40), R. Marsh (Motor Pool \$359.63), E. Pokrzynicki (Sheriff \$457.60)), A. Thompson (Animal Control .13 cents), D. Money (Park \$371.70), S. White (Ambulance \$350.00), and T. Whiting (Building Dept. \$335.46).

**12 cent wage increase to all EMS Contingency Ambulance Employees.

**An annual salary increase of \$900.00 to the Oscoda County Elective Officials: J. Winton, W. Kendall, K. Grace and C. Bills.

**An annual salary increase of \$750.00 to the Board of Commissioners, J. Kischinick, L. Christenbery, L. Wilson, R. Boerner and M. Grantner, effective January 1, 2016.

**IT Director, D. Kauffman, status change from an hourly position to a salary position of \$40,000.00, based on 35 hours per week.

Wilson/Boerner 2015-203 a motion to authorize the County Clerk’s Office, Payroll, to implement the wage increases, as listed above, **effective January 1, 2016**, as discussed and agreed upon during the 2016 Budget process.

Roll Call Vote: Wilson, yes; Kischinick, yes; Boerner, yes; Christenbery, yes; Grantner, yes. **Motion Carried.**

**The Board discussed the County PTO Policy; as of January 1, 2016, all non-union, non-union court, and department heads hourly and/or salary employees paid through Oscoda County payroll, will no longer be reimbursed for unused PTO days.

Christenbery/Grantner 2015-204 a motion to amend the Oscoda County Personnel Policy Manual regarding PTO (Paid Time Off). As of January 1, 2016 all non-union, non-union court, hourly and/or salary employees paid through Oscoda County payroll will not be reimbursed for unused PTO days at the end of the calendar year; the employee will continue to receive the twelve (12) PTO days; as stated in the Personnel Policy.

Roll Call Vote: Kischinick, yes; Boerner, yes; Christenbery, yes; Grantner, yes; Wilson, yes. **Motion Carried.**

**The Board approved the following “Contract Agreements” as written.

Assistant Prosecuting Attorney-Pending Attorney

January 1, 2016-December 31, 2016

\$1,500.00 per month.

Paid the 15th and the 30th of each month

Airport Manager – David Kauffman (1-year agreement)

January 1, 2016- December 31, 2016

\$3,750.00 Paid December Annually

Emergency Management Coordinator (1-year agreement)

January 1, 2016-December 31, 2016

\$21,500.00 annually

Paid the 15th and the 30th of each month

EDC/EDA (1-year agreement)

January 1, 2016-December 31, 2016

\$12,000.00 annually

Paid quarterly; on the first business day of each quarter, plus any administration fees collected from the RLF shall be payable to the EDA on the last business day of each quarter.

Park Manager -Dan Money

January 1, 2016 -January 1, 2017 (1-year agreement)

Salary \$37,541.30 Annually & County Benefits

Paid with County Payroll (26 pay periods)

Grantner/Boerner a motion to accept, as listed above, the Contract Agreements, as written and authorize **2015-205** the Chairman to sign.

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

**The Board is scheduled to approve the “2016 Proposed General and Special Fund Budgets” at their December 8th, 2015 B.O.C Meeting. A copy of the 2016 General and Special Fund Budgets will be available for “Public” review at the Treasurer’s Office at the B.O.C Office and/or on the County Website www.oscodacountymi.com. A “Public Hearing” will be held at the December 22, 2015 B.O.C Meeting; where the B.O.C intends to adopt the 2016 General and Special Fund County Budgets.

Wilson/Boerner a motion to hold a “Public Hearing” at the Regular scheduled Board of **2015-206** Commissioners Meeting on **December 22, 2015**, to adopt the 2016 Oscoda County General and Special Fund Budgets and to advertise in the County Herald and on the County Website.

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

Wilson/Boerner a motion to adjourn today’s meeting, **November 24, 2015** (11:23 a.m.) **2015-207**

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

The next Regular Board of Commissioners Meeting is scheduled for **Tuesday, December 8, 2015 at 10:00 a.m.

**John A. Kischnick, Oscoda County
Board of Commissioners, Chairman**

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