



# 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, November 28, 2017

Members Present: Commissioners Olsen, Kischnick, Wilson and Kelly.  
Members Unexcused: Commissioner Nutt  
Others Present: 9 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:

\*\*The B.O.C discussed the EDC & Brownfield, Planning Commission, and the Park & Recreation Board's responsibilities to hold an "Organizational Meeting" to select their 2018 Board Officers, Terms, Meeting Dates, and up-dated their by-laws. The B.O.C liaison to these Boards was asked to address and ask that the Boards submit minutes from their "Organizational Meeting" to the B.O.C by the second meeting in January for approval. The Board notified MAC (Michigan Associations of Counties) regarding Board members on Boards waiving their per-diems. It is the general rule that they accept their per-diems; they can always donate those funds back if they choose. Therefore, all Board members must fill out County paperwork and accept per-diems to sit on a Board. The Board also addressed appointing a B.O.C liaison to these Boards that is not an active member on these Boards. After some discussion, it was the consensus to continue to allow the B.O.C liaison to represent the B.O.C and be an active member, if they so choose.

\*\*The B.O.C were asked to review their by-laws. Commissioner Olsen asked that they review the clause regarding per-diems. The B.O.C will act on at a later date.

\*\*The B.O.C reviewed the 2018 changes. The Steelworkers MERS contribution increase by .5% they will now contribute 1.5%. Also, the salary employees PTO/Vacation will now be tracked on the salary employee's payroll timesheets. After some discussion, salary employees will follow the personnel policy and receive vacation accordingly to years on service, on their anniversary date, and roll over accordingly as hourly employees do, per motion 2017-291. Commissioner Olsen and Wilson will schedule a meeting with salary employees to discuss the procedure to fill out timesheets.

\*\*Commissioner Kischnick & Kelly had a conference call with Mr. Richard D McNulty, Attorney with Cohl, Stoker & Toskey P.C. regarding the AIA Forms & Contract Managers “Contract Agreement”. At this time, the recommended revisions from Mr. McNulty have been e-mailed to Mr. Olsen for review. Commissioner Kischnick and Kelly will be contacting Mr. Olsen to address.

\*\*The Board discussed the estimate provided by McDonald Modular Solutions to pick up the two temporary mobile units, as is, when it is time. It was the consensus of the Board to accept the estimate by McDonald Modular Solutions, contingent upon contacting the Insurance Adjuster, Mr. Clare Wasek, to see if the cost is reasonable and if insurance would cover.

\*\*Commissioner Kischnick addressed a concern citizen’s complaint, regarding a garnishment that has been placed from an EMS billing invoice from 2013. Commissioner Kischnick asked if a copy of the invoice could be provided. Commissioner Olsen and Kelly, as the Acting EMS Interim Directors will research and follow-up.

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

## **Official Minutes**

### **November 28, 2017**

A Regular Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, November 28, 2017 at 10:00 a.m.** in the Commissioner’s Room, Courthouse Annex Mio Michigan 48647.

Chair Olsen called the meeting to order at 10:15 a.m.

Pledge to the Flag:

Roll Call of Members:

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

Members Unexcused: Commissioner Nutt

Others Present: 18 members of the public were in attendance.

\*\*The B.O.C approved the Agenda for **November 28, 2017**, with one addition:

\*\*Unfinished Business/New Business: Assistant Interim EMS Director-Signature Authorization.

**Wilson/Kelly** a motion to accept the Agenda for **November 28, 2017**, with one noted addition.  
**2017-380**

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

\*\*The B.O.C approved the Official Minutes held on **November 14, 2017** and the Special Budget Workshop Official Minutes held on **November 21, 2017**, as presented.

**Kischnick/Wilson** a motion to approve the Official Minutes for the B.O.C Meeting held on **2017-381 November 14, 2017.**

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

**Wilson/Kelly** a motion to approve the “Special” B.O.C Budget Meeting held on **November 21, 2017.**  
**2017-382**

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

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

**Appointments:**

\*\*Ms. Jean Cardinal, Trial Court Administrator, introduced Ms. Dolores Yoder, as the new Trial Court Juvenile Officer and Ms. Sherry Fleszar, as the Trial Court Deputy Probate Clerk. Ms. Cardinal also addressed the B.O.C regarding the revisions on the Michigan Indigent Defense Compliance Plan. Ms. Cardinal stated the local share is \$53,167.00. Ms. Barb Klimaszewski, Mid-Michigan Regional Manager, will have 15 days from November 20, 2017 to review and make any further revisions. The County does not have to implement the plan until the State approves funding; the County will have up to six months to implement. After further discussion, the B.O.C made the following motion.

**Wilson/Olsen** a motion to amend motion 2017-366 and approve the revised Michigan Indigent **2017-383** Defense Compliance Plan, and appoint Commissioner Pat Kelly as the County Contact.

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

\*\*Ms. Becky Yuncker MA LPC, Executive Director Northern Michigan Children's Assessment Center (NMCAC). Ms. Yuncker provided documentation that outlines the programs offered and the service provided by the center. To support NMCAC visit their website [www.nmcac4kids.org](http://www.nmcac4kids.org).

\*\*Ms. Stephanie A. D. Ward, AICP, and Mr. Ben Hoover, Project Manager, from Mead & Hunt, Inc. provided the (5)-five year for the Oscoda County Dennis Kauffman Memorial Airport and discussed the Tree Clearing Project; estimated to begin after the first of the year. The following two motions were made:

**Kelly/Wilson** a motion to accept the Contract for Professional Engineering Service between Mead **2017-384** & Hunt, Inc. and Oscoda County for the "Design Concrete Apron Expansion" project, as written, and authorize the Chair to sign.

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

**Kelly/Wilson** a motion to accept the Contract with MDOT (Contract No. 2018-0143 Federal Project No. **2017-385** B-26-0156-1414) for funding to clear Runway 10 approach for the Oscoda County Dennis Kauffman Memorial Airport, as written, and authorize the Chair to sign.

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

**Correspondence/Reports/Resolutions:**

\*\*The B.O.C acknowledged the correspondence from the Library Board.

**Kischnick/Wilson** a motion to acknowledge the reappointment of Tammy Emig to the Oscoda County **2017-386** Library Board (Term 1/1/2018-12/31/2022).

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

\*\*The B.O.C approved Resolution 2017-011 "Oscoda County Sheriff Departments Risk Reduction Grant Program Application".

**Kelly/Wilson** a motion to adopt Resolution 2017-011, as presented  
**2017-387**

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

**Unfinished Business/New Business:**

Commissioner Kelly asked the B.O.C to allow the EMS Assistant Interim Director and/or the EMS Shift Leader to sign for invoices and payroll timesheets for the EMS Department. Commissioner Wilson questioned the reasoning. Commissioner Olsen stated to assist the County and EMS financial and with the workload, plus a motion is necessary to authorize. The following motion was made with a 3 ayes and 1 nay vote; Commissioner Wilson with the nay vote.

**Kelly/Kischnick** a motion to authorize the Assistant Interim EMS Director and/or the EMS Shift Leader,  
**2017-388** to sign all EMS Invoices and Payroll Timesheets for EMS Employee's, on behalf of the EMS Department, under the direction and as requested by the Acting Interim Director's Commissioner Olsen and Kelly.

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

**Financial:**

\*\*The B.O.C approved the Claims & Audit Docket for **November 28, 2017**, as presented.

**Kischnick/Kelly** a motion to approve the Claims & Audit Docket for November 28, 2017, in the  
**2017-389** amount of **\$52,235.99.**

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

\*\*The B.O.C approved the renewal for Municipal Underwriters of Michigan, Inc. (MUM) County's Liability Insurance.

**Kelly/Kischnick** a motion to approve Underwriters of Michigan (M.U.M), in the amount of  
**2017-390** **\$73,198.00.** for Oscoda County's Liability Coverage, effective January 1, 2018 through January 1, 2019.

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

\*\*The Board approved to order Aviation Fuel.

**Wilson/Kelly** a motion to purchase 1000 gallons of 100LL Aviation Fuel, from AvFuel, up to the  
**2017-391** amount of \$4,500.00, for the Oscoda County Dennis Kauffman Memorial Airport, and so amend the 2017 budget.

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

\*\*The Board held three Budget Workshops and reviewed both the General and Special Funds plus the Contract Agreements up for renewal in 2018. The following motions were made; Commissioner Kischnick casting a no vote on the 2018 "Proposed" General & Special Fund Budgets motion. It is the Board of Commissioners responsible to adopt a balanced budget before the end of the year; however the Board can amend the 2018 Budget, after the first of the year, should it become necessary. A copy of the 2018 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](http://www.oscodacountymi.com). A "Public Hearing" will be held at the December 12,

2017 B.O.C Meeting, where the B.O.C intends to adopt the 2018 General and Special Fund County Budgets.

**\*\*2018 Contracts/Agreements Approved**

**First-Step Screening Agreement (2-year agreement)**

Supervised Drug Screening

\$25.00 per month

Rental Agreement for use of County Building.

January 1, 2018 - December 31, 2019

**Elk Country Animal Shelter (2-year agreement)**

\$9,600.00 Annually

Paid \$800.00 monthly & \$10.00 a day for legal disposition; see contract.

January 1, 2018 - December 31, 2019

**Northern Michigan Children Assessment Center (NMCAC) (2-year agreement)**

\$3,000.00 per year

January 1, 2018 - December 31, 2019

**Park Manager -Dan Money**

\*\*This agreement shall continue, as written, until further notice, by a motion, by the Park & Recreation Commission Board.

Salary \$38,041.30 Annually & County Benefits.

Paid with County Payroll (26 pay periods)

**Emergency Management Coordinator (2-year agreement)**

\$24,800.00 Annually

Paid the 15<sup>th</sup> and the 30<sup>th</sup> of each month

January 1, 2018 - December 31, 2019

**Northern Integrity Consulting Enterprises (NICE) (2-year agreement)**

Third-Party Housing Administrator

\$7,657.00 annually, plus Administrative Cost as outlined in the contract

January 1, 2018 - December 31, 2019

**Northern Integrity Consulting Enterprises (NICE) (2-year agreement)**

Third-Party EDC Director

\$21,441.00 annually.

Paid quarterly; on the first business day of each quarter, plus any administration cost as outlined in the contract.

January 1, 2018 - December 31, 2019

**Plumbing Inspector - Gerald Abbe (2-year)**

Compensation - 80% of collected Inspection Fees.

January 1, 2018 - December 31, 2019

**Mechanical Inspector - Gerald Abbe (2-year)**

Compensation - 80% of collected Inspection Fees.

January 1, 2018 - December 31, 2019

**Electrical Inspector** - William Uhouse (2-year)  
 Compensation - 80% of collected Inspection Fees.  
 January 1, 2018 - December 31, 2019

**Chief County Medical Examiner**- Amy Marker  
 \*\*Continued AS IS until a new Contract is accepted  
 \$3,000 Annual (Quarterly Payments)

**Medical Examiner Investigator** – Brenda Oaks  
 \*\*Continued AS IS until a new Contract is accepted  
 \$1,000.00 Annual (\$75.00 per call +)

**Kelly/Wilson** a motion to accept the 2018 Contracts, as listed, and authorize the Chair to sign, on behalf  
**2017-392** of the County.

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

**GENERAL FUND**

	<b>SUMMARY</b>	<b>PROPOSED</b>
		<b>2018 BUDGET</b>
101	COMMISSIONERS	\$86,336.25
102	EXEC. SECRETARY	\$31,634.56
115	GOVT. ADMIN.	\$183,349.99
130	TRIAL COURT	\$673,333.52
164	JURY COMMISSION	\$6,700.00
191	ELECTIONS	\$23,450.00
215	CLERK	\$121,721.08
225	EQUALIZATION	\$134,830.89
229	PROSECUTOR	\$212,143.42
236	DEEDS	\$106,802.95
253	TREASURER	\$94,458.89
258	IT/GOVT.ADMIN	\$61,371.05
265	MAINTENANCE	\$211,914.87
270	MOTORPOOL	\$53,439.78
301	SHERIFF	\$751,907.28
331	MARINE	\$9,175.00
333	TRAFFIC SAFETY	\$51,455.56
335	SNOWMOBILE	\$8,435.42
351	JAIL	\$294,800.00
371	REBUILD	\$0.00

400	PLANNING	\$4,937.04
426	EMERGENCY MGMT.	\$130,600.00
430	ANIMAL CONTROL	\$41,645.18
600	HEALTH/WELFARE	\$139,127.97
728	EDC	\$25,321.00
851	INS/BONDS/FRINGES	\$1,275,000.00
890	CONTINGENCY	\$300,000.00
965	APPROPRIATIONS	\$201,605.00
	<b>Total Expense</b>	<b>\$5,235,496.70</b>

**2018 PROPOSED APPROPRIATIONS**

218	PARK FUND (Smith Lake)	\$3,500.00	As Requested
215	FRIEND OF THE COURT	\$16,000.00	As Requested
216	PUBLIC GUARDIAN	\$985.00	January
217	FAIRGROUNDS	\$5,000.00	As Requested
230	HAZMAT	\$0.00	As Requested
232	HISTORICAL	\$5,000.00	January
245	PUBLIC IMPROVEMENT	\$0.00	As Requested
256	ROD AUTOMATION	\$16,000.00	As Requested
269	LAW LIBRARY	\$6,000.00	Quarterly
290	SOCIAL SERVICES (DHS)	\$9,120.00	As Requested
292	CHILD CARE	\$125,000.00	As Requested
293	SOLDIERS & SAILORS	\$0.00	As Requested
295	AIRPORT	\$15,000.00	As Requested
		<b>\$201,605.00</b>	

**SPECIAL FUNDS**

	<b>SUMMARY</b>	<b>PROPOSED</b>
102	<b>AMBULANCE EQUIP</b>	<b>2018 BUDGET</b>
	REV	\$0.00
	EXP	\$0.00

103	<b>SHERIFF EQUIP</b>	
	REV	\$102,802.50
	EXP	\$156,500.00
104	<b>911-EMERGENCY</b>	
	REV	\$166,025.00
	EXP	\$180,882.00
205	<b>OFFICER TRAINING</b>	
	REV	\$2,500.00
	EXP	\$2,800.00
208	<b>COUNTY PARK</b>	
	REV	\$115,000.00
	EXP	\$114,264.79
209	<b>D.A.R.E.</b>	
	REV	\$1,000.00
	EXP	\$1,000.00
210	<b>AMBULANCE</b>	
	REV	\$978,175.00
	EXP	\$1,044,061.00
215	<b>FRIEND/COURT</b>	
	REV	\$134,861.66
	EXP	\$134,861.66
216	<b>PUBLIC GUARDIAN</b>	
	REV	\$15,885.00
	EXP	\$16,053.96
217	<b>FAIRGROUNDS</b>	
	REV	\$13,000.00
	EXP	\$12,840.00
218	<b>SMITH LAKE</b>	
	REV	\$3,500.00
	EXP	\$4,470.00



230	<b>HAZMAT</b>	
	REV	\$1,000.00
	EXP	\$600.00
232	<b>HISTORICAL COMM</b>	
	REV	\$6,100.00
	EXP	\$5,850.00
249	<b>BUILDING DEPARTMENT</b>	
	REV	\$104,618.71
	EXP	\$104,618.71
256	<b>ROD AUTOMATION FUND</b>	
	REV	\$22,012.00
	EXP	\$22,000.00
258	<b>FIRE (MAY 4,2016)</b>	
	REV	\$0.00
	EXP	\$0.00
263	<b>CONCEALED PISTOL LICENSING</b>	
	REV	\$5,510.00
	EXP	\$5,510.00
265	<b>DRUG ENFORCEMENT</b>	
	REV	\$97,692.50
	EXP	\$97,660.58
269	<b>LAW LIBRARY</b>	
	REV	\$8,000.00
	EXP	\$8,000.00
271	<b>LIBRARY</b>	
	REV	\$243,240.00
	EXP	\$243,240.00
274	<b>COUNCIL ON AGING</b>	
	REV	\$231,048.00
	EXP	\$231,048.00

280	<b>HUD</b>	
	REV	\$43,850.00
	EXP	\$43,850.00
281	<b>EDC REVOLVING LOAN</b>	
	REV	\$30,000.00
	EXP	\$25,000.00
290	<b>SOCIAL SERVICES</b>	
	REV	\$9,120.00
	EXP	\$9,120.00
292	<b>CHILD CARE</b>	
	REV	\$300,472.51
	EXP	\$300,472.51
293	<b>SOLDIERS/SAILORS</b>	
	REV	\$0.00
	EXP	\$0.00
294	<b>VETERANS TRUST</b>	
	REV	\$0.00
	EXP	\$0.00
295	<b>AIRPORT</b>	
	REV	\$34,000.00
	EXP	\$35,688.60
296	<b>BASIC GRANT</b>	
	REV	\$15,000.00
	EXP	\$15,000.00
297	<b>SMILE/COUNSELING</b>	
	REV	\$1,000.00
	EXP	\$1,000.00
298	<b>VETERANS AFFAIRS</b>	
	REV	\$128,347.16
	EXP	\$112,219.67

<b>470</b>	<b>COURTHOUSE PRESERVATION FUND</b>	
	REV	\$7,000.00
	EXP	\$7,000.00

**Wilson/Kelly** a motion to approve the “Proposed” 2018 General Fund Budget, in the amount of **2017-393** **\$5,235,496.70** including the 2018 Appropriations and 2018 Special Fund Budgets, as presented.

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

**Wilson/Kelly** a motion to hold a “Public Hearing” at the Regular scheduled Board of Commissioners **2017-394** Meeting on **December 12, 2017**, to adopt the 2018 Oscoda County General and Special Fund Budgets and to advertise in the County Herald and on the County Website.  
4 ayes: 0 nays: **Motion Carried.**

**Committee Reports:**

**\*\*Commissioner Nutt:**

\*\*Unexcused.

**\*\*Commissioner Kischnick:**

- \*\*Attended the Greenwood Township Board Meeting.
- \*\*Attended the Landfill Claims & Audit Committee Meeting.
- \*\*Participated in a meeting with Mr. Paul Olsen, M.U.M and Mr. Joe Breaugh, Maintenance Supervisor.
- \*\*Attended the Landfill Board Meeting.
- \*\*Participated in a meeting along with Commissioner Kelly regarding the 23rd Circuit Court Steelworkers Union Negotiations.
- \*\*Attended the District Health Department Board Meeting.

**\*\*Commissioner Wilson:**

- \*\*Attended the Department of Human Services Board Meeting.
- \*\*Attended the MI Works & Consortium Board Meeting.
- \*\*Attended the AuSable River Committee Board Meeting
- \*\*Reviewed the Claims & Audit Docket for November 28, 2017; as part of the Finance Committee.
- \*\*Attended the Landfill Board Meeting.

**\*\*Commissioner Kelly:**

- \*\*Participated in a meeting along with Commissioner Kischnick regarding the 23rd Circuit Court Steelworkers Union Negotiations.
- \*\*Participated in several meetings, as acting EMS Ambulance Director, along with Commissioner Olsen.

**\*\*Commissioner Olsen:**

- \*\*Participated in several meetings, as acting EMS Ambulance Director, along with Commissioner Kelly.
- \*\*Reviewed the Claims & Audit Docket for November 28, 2017; as part of the Finance Committee.
- \*\*Attended the District Health Department Board Meeting.
- \*\*Attended the Road Commission Board Meeting.

**Public Comments & Matters:**

\*\*New fiber cables are being installed for Security Cameras on the County Grounds, through an Emergency Management Grant.

\*\*Sheriff Grace thank Cy & Jessica Wakeley for their assistance with an equipment grant.

\*\*Sheriff Grace shared his support for NMCAC.

\*\*A “Step Forward Michigan Program” will be held at the Library, on December 6, 2017 at 5:30-8:00 p.m. sponsored by NEMSCA and the Oscoda County Treasurer’s Office. A program to help individuals that may be late on their mortgage payments, property tax payments or association fees.

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

**Wilson/Kelly** a motion to adjourn today’s meeting (11:58 a.m.).

**2017-395**

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

\*\*The next Regular B.O.C Meeting is scheduled for **Tuesday, December 12, 2017.**

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**