



COUNTY OF OSCODA

Mr. Charles E. Varner, Jr, Chairman
Ms. Jackie Bondar
Ms. Libby Marsh

Mr. Tom McCauley, Vice Chairman
Mr. Ted Handrich

Telephone (989) 826-1130

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Oscoda County Government Center, 311 S. Morenci Ave, P.O. Box 399, Mio, MI 48647

Official Minutes January 23, 2024

A Regular Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, January 23, 2024 at 10:00 a.m.** “Open to the Public” and offered to join by Teleconference, from the Commissioner’s Boardroom, located at the Oscoda County Government Center Building, 311 S. Morenci Ave, Mio Michigan 48647.

A. Call to Order

Commissioner Varner called today’s “Public Meeting” to order at 10:00 a.m.; including those joining the meeting by teleconference.

B. Invocation and/or Pledge

Pledge to the Flag

C. Roll Call of Board Members

Roll Call of Members:

Members Present:	Commissioners Varner, Marsh, Handrich, Bondar and McCauley
Members Excused:	N/A
Public Present:	6
Public by Teleconference:	2
Zoom Participants:	3

D. Approval of Agenda

The B.O.C approved the Agenda for **January 23, 2024**, as presented.

McCauley/Handrich a motion to approve the agenda for **January 23, 2024**, B.O.C Regular Meeting,
2024-017 as presented.

5 yes: 0 no: **Motion Carried.**

E. Approval of the Consent Calendar Items for January 23, 2024.

The B.O.C. approved the Consent Calendar Items for **January 23, 2024**.

Bondar/McCauley a motion to approve the Consent Calendar Items for **January 23, 2024**.
2024-018

Item #1 Unofficial Minutes for **January 9, 2024**, as presented.

Item #2 Budget Amendments

Treasurer: a request to add a new budget line Administrator End of Year Unused PTO (101.172.719.01) to the Admin/HR budget.

Treasurer: a request to add a new budget line Interest (469.000.665.00) to the Building Construction Fund budget.

Treasurer: a request to add a new budget line Park Reservation Fees (701.000.267.07) to the Mio Pond budget.

Item #3 Claims and Audit Docket for **January 23, 2024**, as received from the County Clerk's Office in the amount of **\$49,504.13**.

Roll Call Vote: Marsh, yes; Handrich, yes; Bondar, yes; McCauley, yes; Varner, yes. **Motion Carried.**

F. Public Matters & Comments (Limited to three minutes per person)

N/A

G. Appointments:

- 1) Mr. Richard Landry, Veterans Affairs Board – Veterans Affairs Office Building Discussion

Discussion:

Mr. Landry expressed his appreciation and thanked the Board of Commissioners for their support to the Veterans. There was a proposed “concept” drawing that was provided to the Board of Commissioners for review which was for a new Veterans Affairs office to be built on the property next to the Veterans memorial site. There has been an increase in veterans seeking support, there are concerns of handling and/or discussing confidential/privacy issues which justifies the need for office spaces and a designated meeting room. The Veterans memorial site is an ideal location that is already developed with utilities, sewer and water which would save substantially on the cost to build. The Veteran's Affairs is seeking approval from the Board of Commissioners to utilize the property.

Commissioner Varner suggested that this be brought back to the Board of Commissioners along with a Motion being presented for a decision to be made.

H. Correspondence/Reports/Resolutions:

- 1) Ms. Stephanie Ward, Mead & Hunt – Oscoda County Dennis Kauffman Memorial Airport (51M)

Discussion:

- Provided a summary of current funding of \$166,667, which is allocated to the County for the Airport. The FY2020 funds will be expiring May 19, 2024. The Airport Improvement Program (AIP) provides what is labeled as Non -Prior Entitlements (NPE) of \$150,000 annually. For the FY2021 and FY2022 there is \$166,667, as a part of the Covid pandemic, the FAA took on 100% of the funding. Normally the County would get 90% of the federal funding, with a 5% match by the State and 5% matched by local.
- There is a sense of urgency with the proposed project. The Airport Layout Plan is due for revision. The timing is right to move forward with the update for this project. Mead & Hunt can assist with the project, there is new aerial photography that is going to get flown, there is a lot of ground work to be done, boundary survey will need to be performed and an investigation of tree obstruction. Mead & Hunt is concerned that the funds cannot be spent in advance of expiring. The new Airport Layout Plan (ALP) will need to be updated and submitted.
- The County will need to execute the contracts that will allow Commissioner Varner approval to sign the required documents sooner than normal so things can be expedited.

- Michigan Department of Aeronautics commission meeting will be held tomorrow to take action to do the commission transfer. They will move the funding into an account that can be drawn from, followed by approximately a two-week timeline before the grant is issued to the County. Once the grant is issued and signed, it goes back to them for finalization which will take approximately another month or so before the grant is fully executed.
- Kudos to Ms. Rene Welser, BOC Executive Secretary, Mr. Brian Smutek, Airport Asst. Manager and Mr. David Kauffman, Airport Manager for their hard work in getting the Based Aircraft Inventory increased and updated, which allowed the airport to be back in good standing with the license. This resulted in the airport being re-classified as a local airport again, which means that the NPE funding of \$150,000 will also reinstated annually. There is an additional two years of the BIL funding of \$110,000 annually, which will also get reinstated once the reclassification is completed. Once the ALP behind us, we will have approximately \$1 million in funding to work with on a rolling calendar year, which will be sufficient for the T-hanger or Box hanger project that was discussed in the past.
- Commissioner Marsh asked about the contract amount from Mead & Hunt, AVCON and MDOT? Ms. Stephanie Ward responded saying that the Mead & Hunt contract is approximately \$300K, which includes the \$5,000 to AVCON. She is uncertain what the amount will be that gets billed from MDOT, as they normally add administrative cost.
- Commissioner Bondar addressed a question that came up a while back which was, “The plans that MDOT would require us to build a T-Hanger, rather than a Box hanger,” can we move forward with a Box hanger rather than a T-Hanger? Ms. Stephanie Ward explained that the ALP update which includes a re-design which would allow for development of a box hanger in the future. The development of the bid documents would be a county cost, because that cost was covered in previous funding. Commissioner Varner explained his understanding of reducing the T-Hanger size to a four hanger and utilizing the design that we already have, would be acceptable. Ms. Stephanie Ward, the construction is eligible for federal funding; the re-design would be a county cost. Ms. Stephanie Ward stated that Mead & Hunt will make their best effort to repurpose the original plans for the most part depending on the type of hanger that is being designed with the new Airport Layout Plan (ALP). The goal is to have a conversation by this coming fall, regarding the hanger type. Commissioner Varner stated that after getting the cost to build a T-Hanger being nearly \$1 million dollars, caused the County to back off from that project. He also said that he does not want to see the plans go to waste, nor the project. The airport pays for itself with Medivac, as well as providing a location for the Fire/DNR. The airport does not bring in a lot of funding, however it is an essential part of our community.
- The FY2021 funds, which is approximately \$30K will be expiring in May 2025. Be mindful of how we want to utilize those funds.
- Commissioner Varner also mentioned that Commissioner Bondar, Mr. Brian Smutek, Mr. David Kauffman, Ms. Rene Welser and himself attended our first in person MAP Meeting in about the past 3-4 years. He was under the impression that there were quite a few people from MDOT that was in support to the County.
- Ms. Stephanie Ward, Mead & Hunt and Mr. Brian Smutek, Assistant Airport Manager are working to utilize the \$22K of funding which will not expire until 2026. They are currently working with FAA standards for installing a restroom at the airport.

Marsh/Handrich
2024-019

a motion to officially adopt **Resolution 2024-001**; Allow the Chair to Authorize Execution of Grants from MDOT Office of Aeronautics, as written.

Roll Call Vote: Handrich, yes; Bondar, yes; McCauley, yes; Varner, yes; Marsh, yes. **Motion Carried.**

McCauley/Bondar
2024-020 a motion to officially adopt **Resolution 2024-002**; Allow Chair to Execute Specific Grants from MDOT Office of Aeronautics for ALP, as written.

Roll Call Vote: Bondar, yes; McCauley, yes; Varner, yes; Marsh, yes; Handrich, yes. **Motion Carried.**

Marsh/Bondar
2024-021 a motion to officially adopt **Resolution 2024-003**; Authorize the Chair to Approve Mead & Hunt Agreement, as written.

Roll Call Vote: McCauley, yes; Varner, yes; Marsh, yes; Handrich, yes; Bondar, yes. **Motion Carried.**

2) Extend Terms & Election of Officers on the EDC & Brownfield Board

Commissioner Varner stated that the EDC Board is doing a great job with some good people on their board.

Marsh/Bondar
2024-022 a motion to recommend to the Chairman of the board of commissioners, with the advice and consent of the county board of commissioners, shall appoint the members of the board of directors, to extend the terms of Mr. Al Chaney and Mr. Richard Castle to the Oscoda County Economic Development Corporation & Brownfield Board, for the term expiring December 31, 2028, per Section 125.1604, Economic Development Corporations Act 338 of 1974.

Roll Call Vote: Varner, yes; Marsh, yes; Handrich, yes; Bondar, yes; McCauley, yes. **Motion Carried.**

McCauley/Handrich
2024-023 a motion to recommend to the Chairman of the board of commissioners, with the advice and consent of the county board of commissioners, shall appoint the members of the board of directors, to extend the terms of Mr. AJ Welser to the Oscoda County Economic Development Corporation & Brownfield Board, for the term expiring December 31, 2029, per Section 125.1604, Economic Development Corporations Act 338 of 1974.

Roll Call Vote: Marsh, yes; Handrich, yes; Bondar, yes; McCauley, yes; Varner, yes. **Motion Carried.**

Bondar/McCauley
2024-024 a motion to recommend to the Chairman of the board of commissioners, with the advice and consent of the county board of commissioners, shall appoint the members of the board of directors, the appointment of Ms. Deb Coulon, as the Chair to the Oscoda County Economic Development Corporation & Brownfield Board, for the term expiring December 31, 2029, per Section 125.1604, Economic Development Corporations Act 338 of 1974.

Roll Call Vote: Handrich, yes; Bondar, yes; McCauley, yes; Varner, yes; Marsh, yes. **Motion Carried.**

Handrich/Bondar
2024-025 a motion to recommend to the Chairman of the board of commissioners, with the advice and consent of the county board of commissioners, shall appoint the members of the board of directors, the appointment of Mr. Richard Castle, as the Vice Chair to the Oscoda County Economic Development Corporation &

Brownfield Board, for the term expiring December 31, 2029, per Section 125.1604, Economic Development Corporations Act 338 of 1974.

Roll Call Vote: Bondar, yes; McCauley, yes; Varner, yes; Marsh, yes; Handrich, yes. **Motion Carried.**

Marsh/McCauley
2024-026

a motion to recommend to the Chairman of the board of commissioners, with the advice and consent of the county board of commissioners, shall appoint the members of the board of directors, the appointment of Ms. Misty deGuzman, as the Secretary to the Oscoda County Economic Development Corporation & Brownfield Board, for the term expiring December 31, 2029, per Section 125.1604, Economic Development Corporations Act 338 of 1974.

Roll Call Vote: McCauley, yes; Varner, yes; Marsh, yes; Handrich, yes; Bondar, yes. **Motion Carried.**

McCauley/Handrich
2024-027

a motion to accept the letter of interest and to recommend to the Chairman of the board of commissioners, with the advice and consent of the county board of commissioners, shall appoint the members of the board of directors, the appointment of Ms. Ashley Morris, as a board member to the Oscoda County Economic Development Corporation & Brownfield Board, for the term expiring December 31, 2026, per Section 125.1604, Economic Development Corporations Act 338 of 1974.

Roll Call Vote: Varner, yes; Marsh, yes; Handrich, yes; Bondar, yes; McCauley, yes. **Motion Carried.**

I. Unfinished Business/New Business:

- 1) Sheriff Grace – Acknowledge the hiring of Part-Time Dispatcher, Part-Time Deputy, Full-Time Deputies and Promotion to Deputy

Sheriff Grace stated that he is excited for the direction that we are heading! There has been a renewed interest in working for Oscoda County, with a couple of cadets in the academy. He also stated that he appreciates the assistance from the Board of Commissioners and Ms. Michelle Knepp, County Administrator/HR Director who has helped to ensure adequate staffing and funding.

Bondar/McCauley
2024-028

a motion to acknowledge the hiring of Mr. William Clark, as a non-union employee to fill the Part-Time Dispatcher position, paid out of budget line 104.301.704.00, with a hire date of Saturday, January 6, 2024, at a starting wage of \$16.00 per hour, and will not be eligible for County benefits.

5 yes: 0 no: **Motion Carried.**

McCauley/Bondar
2024-029

a motion to acknowledge the hiring of Mr. Tieler Schick, as a union employee to fill the Full-Time Deputy position, paid out of budget line 101.301.711.01, with a hire date of Monday, January 29, 2024, at a starting wage of \$24.21 per hour, and eligible for County benefits.

5 yes: 0 no: **Motion Carried.**

Marsh/Handrich
2024-030 a motion to acknowledge the hiring of Mr. Todd Easterday, as a union employee to fill the Full-Time Deputy position, paid out of budget line 101.304.703.00, with a hire date of Monday, January 8, 2024, at a starting wage of \$20.40 per hour, and eligible for County benefits.

5 yes: 0 no: **Motion Carried.**

McCauley/Handrich
2024-031 a motion to acknowledge the hiring of Mr. Logan O'Brien, as a non-union employee to fill the Part-Time Deputy position, paid out of budget line 101.304.703.00, with a hire date of Monday, January 8, 2024, at a starting wage of \$20.40 per hour, and will not be eligible for County benefits.

5 yes: 0 no: **Motion Carried.**

Handrich/Bondar
2024-032 a motion to acknowledge the hiring of Mr. Robert Huckestein, as a union employee to fill the Full-Time Deputy position, paid out of budget line 101.301.714.01, with a hire date of Monday, November 6, 2023, at a starting wage of \$23.50 per hour, and eligible for County benefits.

5 yes: 0 no: **Motion Carried.**

Marsh/McCauley
2024-033 a motion to acknowledge the promotion of Mr. Ryan Blair to the Deputy position, paid out of budget line 101.301.711.01 and to have a wage increase from \$19.34 per hour to the 1st year Deputy wage of \$23.00 per hour, effective Saturday, December 9, 2023.

5 yes: 0 no: **Motion Carried.**

J. Financial:

- 1) Ms. Jenny Cronkright, Payroll Specialist – Payroll Software Discussion

Discussion:

Ms. Jenny Cronkright, explained that Harris, which is the software company that we currently utilize for payroll and accounting, are now offering two modules that will work with the current program. The benefits of the software are as follows:

TIME CLOCK PORTAL - TCP

Web-based time clock that is accessed by computer (no time clocks). Eliminates time sheets and manual entry of employee time into Harris payroll system. Increases efficiency and accuracy of payroll processing. Employees and supervisors can also review and manage leave time – PTO & Vacation Time.

EMPLOYEE SELF SERVICE - ESS

Web-based employee payroll service software. Access and print pay-stubs, W-2s, and change W-4, demographic info, and direct deposit. Eliminates printing and distribution of pay stubs and W-2s. Employees gains self-access to payroll info. Increases efficiency of payroll processing and employee service.

UP FRONT (ONE-TIME) COST

\$10,600.00 - TCP Software: interface, installation, implementation, training.

\$1,250.00 - ESS Software: Installation, Implementation & Training

\$11,850.00 TOTAL UP FRONT (ONE-TIME) COST

ANNUAL RECURRING COST

\$4,381.00 - TCP Software: Employee licensing, maintenance, and support

\$2,190.00 – ESS Software: Hosting and support

\$6,571.00 TOTAL ANNUAL COST

After having open discussion regarding the implementation of the modules being added to the existing platform, it was a consensus of the Board of Commissioners and by recommendation from Ms. Michelle Knepp, County Administrator/HR Director that this be tabled until the timing is better for everyone who will be involved.

2) Mr. William Kendall, Treasurer – GOLT Bond Loan Amortization

Marsh/Handrich
2024-034 a motion to amend the 2024 budget to appropriate \$254,888.89 into budget line Appropriations transfer out Building Fund 101-965-999.37 and for the same amount to be transferred into budget line 369-000-699.00 Transfers into Building Authority Debt Fund.

Roll Call Vote: Bondar, yes; McCauley, yes; Varner, yes; Marsh, yes; Handrich, yes. **Motion Carried.**

Handrich/McCauley
2024-035 a motion to move the \$254,888.89 from appropriations to the building authority debt fund to pay the bond and interest.

Roll Call Vote: McCauley, yes; Varner, yes; Marsh, yes; Handrich, yes; Bondar, yes. **Motion Carried.**

3) Mr. Michael Bowers, Emergency Management – Cyber Security Assessment

This assessment will be a penetration test of both, the county IT system, and a physical cyber penetration attempt. We are looking for vulnerabilities in county information technology capabilities. A full report of county strengths and weaknesses will be created. Once completed we can apply for a second grant to educate the county staff on good practices and operations. This assessment grant will also reveal the county hardware, software and other IT needs to harden the cyber security. Payment will be reimbursed back to the County upon receipt of the cancelled checks.

Marsh/Bondar
2024-036 a motion to authorize the purchase of a Cyber Security Assessment in the amount of \$12,705.00. This purchase will be a HSGP 100% reimbursed grant which is expected within 90 – 120 days after completion of the project, and so, amend the reflected revenue and expense budget lines.

Roll Call Vote: Varner, yes; Marsh, yes; Handrich, yes; Bondar, yes; McCauley, yes. **Motion Carried.**

4) Ms. Deb Coulon, EDC Board Chair – EDC Revolving Loans

McCauley/Handrich
2024-037 a motion to authorize the Economic Development Corporation to close out the uncollectable loan #03222006 in the amount to be provided by Bethany C Warner & Associates, the Economic Development Corporation Attorney, and for the loan holder to be issued a Form 1099-C for the uncollectable debt according to the advice from the CPA.

Roll Call Vote: Marsh, yes; Handrich, yes; Bondar, yes; McCauley, yes; Varner, yes. **Motion Carried.**

Handrich/McCauley
2024-038 a motion to authorize the Economic Development Corporation to close out the uncollectable loan #11212014 in the amount to be provided by Bethany C Warner & Associates, the Economic Development Corporation Attorney.

Roll Call Vote: Handrich, yes; Bondar, yes; McCauley, yes; Varner, yes; Marsh, yes. **Motion Carried.**

5) Mr. William Kendall, Treasurer – County Revenue Sharing

McCauley/Bondar
2024-039 a motion to authorize Mr. William Kendall, Treasurer to complete the Form 6056 County Revenue Sharing (CRS) application to receive the 1% funding from the Department of Treasury and allow the Chairman to sign, as requested.

Roll Call Vote: Marsh, yes; Handrich, yes; Bondar, yes; McCauley, yes; Varner, yes. **Motion Carried.**

6) Mr. Chris Fuhr, Motor Pool Supervisor – Air Compressor

Bondar/McCauley
2024-040 a motion to review the estimate from Ingersoll Rand and authorize the expense of **\$1,876.00** to rebuild an Air Compressor at the Motor Pool building, and for the funds to be transferred out of Contingency budget line 101.890.965.00, and so amend the budget.

Roll Call Vote: McCauley, yes; Varner, yes; Marsh, yes; Handrich, yes; Bondar, yes. **Motion Carried.**

K. Public Comments (Limited to three minutes per person):

N/A

L. Committee Reports:

Commissioner Marsh:

- Attended Steiner Museum Meeting
 - During the last board meeting the annual meeting was held, with no change in board members and a change in Secretary.
 - There will be a planning meeting for 2024 held during their next meeting.
 - They have discussed having the Treasurer mail out letters from the various townships in regards to their amounts due from each township for their ownership portion.

Commissioner Handrich:

- Attended Steiner Museum Meeting
- Attended EDC Meeting
 - The recent event was not well attended; however, they did have a great speaker.
 - Feels positive about the EDC moving forward in the right direction.
 - Making a strong social media presence.
- Attended DHD Meeting
 - The Septic Code issue is not resolved, in fact, the State is making matters more complicated by authorizing the Inspector to come into the home to make an

assessment to ensure that all the pipes are going to the septic system, to check the size of a home to ensure that the septic tank is adequate for the home, assessing fines, etc.

- The State has allotted \$35 million dollars in funding for low-income families to get a loan to make this affordable.
- For Oscoda County, we only have one septic company which is not sufficient for the number of residents within the County.
- Announced that he will be leaving for vacation on January 25, 2024 and returning by February 4, 2024.

Commissioner Bondar:

- Attended NEMCOG Meeting
 - Announced that the MEDC grant is delayed, no funding being released.
 - EGLE Material Management, notification has been released. Ms. Rene Welser, BOC Executive Secretary and Mr. Nico Tucker are working together on the grant. Mr. Nico Tucker will be giving a presentation at our next Board of Commissioners meeting on February 13, 2024.
 - Spoke with Ms. Linda Damer, NEMCOG Regional Economic and Communications Specialist regarding a grant that is being offered for rural County Fairgrounds. This will need to be reviewed in advance of being presented to the Board. Wants to get with Mr. Joe Breugh, Maintenance Supervisor to ensure that we meet the criteria for the grant. Commissioner Marsh stated that she will assist with the research on the grant and requirements.
 - Consumers Energy is also offering a grant called “Put Your Town on the Map,” which may be an interest for the County. They are encouraging small and rural towns to submit ideas that can help their communities grow and thrive.
 - A presentation was given by the NE MI Council Government by the Michigan State Treasury Department. A packet of information will be left to review if anyone is interested.
 - Amazon is building distribution center and Menard’s is also building in Gaylord, MI.
 - The DNR Spark Grant was ready to be distributed, however the State has decided to hire a third party to review the submissions for the grant.

Commissioner McCauley:

- Attended DHD Meeting
 - Covid cases are approximately 963 per day
 - Septic Code discussion
- Attended Road Commission Meeting
 - Needs a roof on their building, and they do not want to invest that kind of money into the building. They are considering relocation.
 - Discussed the leak in the roof at Motor Pool building, which has been temporarily fixed.
- Attended Greenwood Township Meeting
 - Requested phone numbers for the Road Commissioners and is requesting participation in attending their meetings.

Commissioner Varner:

- Attended AuSable Valley Community Mental Health Meeting
 - Speaker who discussed State Mandates, Open Meetings Act; with no interest in allowing remote meeting voting.
- Attended Mediation Board Meeting

- Planning to attend the MOA Landfill Meeting on Friday, January 26, 2024.
 - The injection well testing was successful. This will begin the three County's (Montmorency, Oscoda and Alpena) a savings of approximately \$1 million dollars annually.
 - The State will not allow the facility to be operational, if unmanned.
 - There will be a ribbon cutting ceremony held, the date will be determined.

M. Adjournment:

Handrich/McCauley a motion to adjourn today's meeting at 11:56 a.m.

2024-041

5 yes: 0 no: **Motion Carried.**

The Board of Commissioners will hold their "Regular B.O.C Meeting" scheduled for **Tuesday, February 13, 2024 at 10:00 a.m.** held in the Board of Commissioners Boardroom.

- Join the meeting by Teleconference by dialing 989-826-1163 (Pin#353)
- Join the meeting by Zoom by using the link below along with the Meeting ID and passcode
<https://zoom.us/j/95321452263?pwd=enN2MTFFMnYxeFRnOFUzQWVqSUIrZz09>
Meeting ID: 953 2145 2263
Passcode: 676747

**Charles E Varner, Jr., Oscoda County
Board of Commissioners Chairman**

**Ann Galbraith, Oscoda County
Clerk & Register of Deeds**