



COUNTY OF OSCODA

Board of Commissioners
 Telephone (989) 826-1130
 Fax Line (989) 826-1173

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

Official Minutes February 28, 2023

A Regular Meeting & Annual Organizational Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, February 28, 2023 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.

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

Pledge to the Flag
 Roll Call of Members:

Members Present: Commissioners McCauley, Handrich, and Bondar
 Members Excused: Commissioners Varner and Marsh
 Public Present: 5
 Public by Teleconference: 7
 Zoom Participants: 3

The B.O.C approved the Agenda for **February 28, 2023**, as presented.

Bondar/Handrich a motion to approve the Agenda for **February 28, 2023**, as presented.
2023-057

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

Bondar/Handrich a motion to approve the Consent Calendar Items for **February 28, 2023**.
2023-058

Item #1 Unofficial Minutes for **February 14, 2023**.

Item #2 Expenditures for **January 2023**.

JANUARY 2023 EXPENDITURES

	PAYROLL	EXPENSES	TOTAL
101 General Fund	\$212,011.24	\$219,694.00	\$431,705.24
102 Ambulance Equip	\$0.00	\$3,223.82	\$3,223.82

103	Sheriff Equip	\$0.00	\$13,211.50	\$13,211.50
104	911 Emergency	\$9,318.41	\$2,128.17	\$11,446.58
205	Officer Training	\$0.00	\$0.00	\$19.50
208	Park Fund	\$4,928.38	\$4,772.21	\$9,700.59
209	D.A.R.E.	\$0.00	\$0.00	\$0.00
210	Ambulance Fund	\$80,513.41	\$56,934.32	\$137,447.73
215	Friend/Court	\$6,255.64	\$3,383.98	\$9,639.62
216	Public Guardian	\$0.00	\$0.00	\$0.00
217	Fairgrounds	\$0.00	\$416.57	\$416.57
218	Smith Lake	\$0.00	\$0.00	\$0.00
230	Hazmat	\$0.00	\$0.00	\$0.00
232	Historical Comm	\$0.00	\$71.25	\$71.25
239	Gypsy Moth	\$843.63	\$29.57	\$873.20
245	Public Improvement	\$0.00	\$0.00	\$0.00
249	Building Dept.	\$4,460.54	\$9,375.57	\$13,836.11
256	R.O.D. Automation	\$0.00	\$4,208.80	\$4,208.80
258	May 4 Courthouse Fire	\$0.00	\$0.00	\$0.00
260	MIDC	\$0.00	\$12,610.00	\$12,610.00
263	Concealed Pistol Licensing	\$0.00	\$841.15	\$841.15
265	Drug Law Enforcement	\$7,165.12	\$352.16	\$7,517.28
269	Law Library	\$0.00	\$140.88	\$140.88
271	Library	\$0.00	\$0.00	\$0.00
274	Council/Aging	\$0.00	\$30,000.00	\$30,000.00
281	EDC Revolving Loan	\$0.00	\$20,000.00	\$20,000.00
285	RSRF	\$0.00	\$0.00	\$0.00
286	ARPA FUNDS	\$0.00	\$5,713.35	\$5,713.35
290	Social Services	\$0.00	\$0.00	\$0.00
292	Child Care	\$2,317.09	\$6,206.76	\$8,523.85
293	Soldiers / Sailors Relief	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$0.00	\$0.00
295	Airport	\$925.36	\$676.15	\$1,601.51
296	Basic Grant	\$0.00	\$0.00	\$0.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$3,655.86	\$18,443.76	\$22,099.62
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
516	DTRF	\$0.00	\$9,169.39	\$9,169.39
518	Foreclosure Fund	\$0.00	\$316.37	\$316.37
535	Housing	\$0.00	\$10,043.26	\$10,043.26
616	Tax Revolving	\$0.00	\$0.00	\$0.00

SUB TOTALS

\$332,394.68	\$431,982.49	\$764,377.17
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201 Road Commission

\$424,687.05

Grand Total

\$1,189,064.22

Item #3 Claims and Audit Docket for **February 28, 2023**, as received from the County Clerk’s Office. Total Claims & Audit **\$49,982.76**.

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

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

N/A

Appointments:

- 1) Mr. Nick Theisen, Huron Pines - GIS Parcel Data Request (Data Sharing Agreement)

Discussion:

- o 501(c3) non-profit organization, offices located in Gaylord and Alpena. Serving 12 counties North of M-10 and East of I-75 in Northeast Michigan.
- o Their work is focused around river restoration, land protection and private land owner outreach.
- o Requesting parcel data for Oscoda County, which will help with their land protection efforts and private land owner outreach, and requesting that the fee in the amount of \$3,900.00 to be waived to access the information being requested.
- o A service is being brought to the County by bringing projects and conservation dollars to the land owners. Most of their work is funded by grant, in addition to grant funds there are also endowment funds that they contribute to each year which comes from donations received in their organization.
- o Their goal is to be an outreach to public and private land work. They assist people with ridding invasive species from their property, excluding spraying for Gypsy Moth. Their future goal is to do restoration to land owners.
- o Priority parcel analysis are performed (500 ft. within a lake or stream, surrounded by State land, etc.). once the analysis is completed they reach out to the land owners and offer private inspections. Analysis is reviewed by data sent to Huron Pines. They will not solicit and they do not sell land owner data.

Bondar/Handrich
2023-059 a motion to enter into an agreement with Huron Pines, as written, to implement Data Sharing with the Oscoda County Equalization Department and authorize the Vice Chair to sign.

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

Correspondence/Reports/Resolutions:

- 1) Oscoda County Dennis Kauffman Memorial Airport - MDOT Contract No. 51M-13222; FAA ARPA Grant #3-26-SBGP-132-2022

McCauley/Bondar
2023-060 a motion to adopt Resolution 2023-002; that Oscoda County shall enter an MDOT Agreement #51M-13222 which provides Covid relief funding through the American Rescue Plan Act, to provide funding for cost related to operations,

personnel, cleaning, sanitation, janitorial services, combating the spread of pathogens at the airport, and debt service payments, and authorize the Vice Chairman to sign.

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

Unfinished Business/New Business:

- 1) Mr. Joe Breaugh, Maintenance Supervisor – Seasonal Employee

Bondar/Handrich
2023-061 a motion to allow the Maintenance Supervisor to advertise and hire a Seasonal employee, to work out at Fairgrounds (217) and Smith Lake (218) effective May 1, 2023 through September 1, 2023, to work up to 28 hours per week, at \$14.00 per hour, and so amend the budget.

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

- 2) Mr. Mike Salsbury, Love Inc. of Oscoda County – Good Friday Service

Handrich/Bondar
2023-062 a motion to authorize the request to erect an approximately 9' x 6' plain wooden cross (carried in the procession) on the Oscoda County Government Center lawn in a spot visible to the road from 2:00 PM on Friday, April 7, 2023 until early morning Monday, April 10, 2023, when it will be removed, and to allow a gathering at around 2:00 p.m. on the county lawn for approximately 20-30 minutes and coordinating with Mr. Joe Breaugh, Maintenance Supervisor.

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

- 3) Judge Casandra Morse-Bills – Discussion of Circuit Court File Transfer

Bondar/Handrich
2023-063 a motion to table the discussion regarding the Circuit Court File Transfer until the next BOC Meeting scheduled on Tuesday, March 14, 2023.

Discussion:

- Oscoda County Clerk and the Oscoda County Courts have reached an agreement to transfer the Circuit Court files and the filing duties to the Courthouse (Annex) and court staff working at that location.
- The Clerk's role will not change because of the transfer of the files. The Clerk will still have access and custody of the records but in a second location.
- The Clerk will deputize the new Filing Clerk for this purpose as it is done at the present location. The Filing Clerk will be interviewed and hired by the Court and the County Clerk.
- With the transfer of the files and the ministerial court duties to the court and the retirement of one key employee in the Clerk's office, there is an opportunity to reorganize the duties performed by the Clerk's office, including adding Human Resource and Election responsibilities.
- There are many benefits that will follow this change being implemented which are increased efficiency of the circuit court process, enhanced service to the public by providing circuit court service from one location and with the files readily at hand, reduction of the county's exposure to compliance risk by having a trained employee on staff that is responsible for compliance to Human Resource and Election laws, regulations and procedures, increased service to the county employees including explanation of benefits, an up to date county policy, assistance to

supervisors, increased communication and more uniformity, increased productivity and a streamline process can be added to the Election process that will be maintained in compliance with ever changing Election laws through increased training of all election inspectors and development of written procedures.

- To facilitate a successful transfer of these duties and the of the physical files, the court moves the Board of Commissioners to approve the Courts to hire one additional trial court clerk, primarily responsible for maintenance and operation of the central filing office. This will be a fulltime, non-union position starting at \$15.37 per hour, with full county benefits. We will be getting 40% of this position’s wages and benefits covered under the Child Care Fund, since a portion of this position will require juvenile division duties. The spreadsheet below shows a breakdown of the wage and benefit costs. The portion the county would need to provide is **\$27,363.00**.

Estimated Cost and Wages for Central Filing Clerk

	Monthly	Est. Yearly	CCF 40%	Court Funding	County Funding
Hourly Pay - \$15.37	\$ 2,109.80	\$ 27,427.40	\$ 10,970.96		
Benefits w Family:		\$ -	\$ -		
FICA	\$ 125.85	\$ 1,636.05	\$ 654.42		
Medicare	\$ 29.43	\$ 382.59	\$ 153.04		
Health Ins	\$ 942.35	\$ 12,250.55	\$ 4,900.22		
HRA	\$ 25.10	\$ 326.30	\$ 130.52		
Dental	\$ 61.79	\$ 803.27	\$ 321.31		
Life	\$ 12.30	\$ 159.90	\$ 63.96		
Disability	\$ 39.83	\$ 517.79	\$ 207.12		
Vision	\$ 17.48	\$ 227.24	\$ 90.90		
Retire	\$ 144.10	\$ 1,873.30	\$ 749.32		
	\$ 3,508.03	\$ 45,604.39	\$ 18,241.76		
Yearly minus CCF 40% =		\$ 45,604.39	\$ 18,241.76	\$ 18,241.76	\$ 27,362.63

- The only additional cost that is foreseen is the cost of a new computer, two monitors, scanner, and printer. The Clerk’s Office is providing all filing cabinets that the files are currently in, to the Trial Court. Moving the files and creating a filing window can all be done in-house at no additional cost.
- The Court is attempting to complete both the physical transfer of files, hiring of staff, and begin training with adequate time to utilize Ms. Gusler for training purposes prior to her retirement date of May 12, 2023. The goal of the Court and the Clerk’s Office would be to hire a trial clerk and complete the physical transfer of files by the end of March 2023 and begin training in April of 2023.

The County Clerk is requesting of the Board of Commissioner's approval of the following staff changes for the transfer of the circuit court files to be realized.

Current Staff

1) POAM Union FT Hourly \$17.33

2) Non-union FT Hourly \$18.63

Employee benefits would not change. New job descriptions are attached

Proposed Staff

POAM Union FT Hourly \$15.98-\$17.33

Non-union FT Salary \$19.23 (40,000)

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

Financial:

1) Oscoda County Dennis Kauffman Memorial Airport – Airport Equipment

Previous Official Minutes 02.22.22

**The B.O.C approved the purchase of equipment at the Oscoda County Dennis Kauffman Memorial Airport. A large part of the purchase will be paid by MDOT (motion 2022-063) and the rest by the County (motion 2022-064).

**Marsh/Bondar
2022-063**

a motion to accept the quote from Matt Lohone, Hutson, Inc., for a John Deere 5125M Utility Tractor and Loader, in the estimated amount of \$113,076.63 and a RHFA Sweepster Broom 96”, estimated amount of \$11,892.00, funding approved by MDOT and authorize the Vice-Chairman Varner to sign the necessary documents; superseding motion 2021-319.

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

**Varner/Bondar
2022-064**

a motion to accept the quote from Matt Lohone, Hutson, Inc. for SDX-102 Snow Blower, estimated amount of \$15,540.00 and a John Deere Flex Wing Rotary Cutter, estimated amount of \$18,320.31, attachments for the John Deere 5125R Utility Tractor, and authorize the Vice-Chairman Varner to sign the necessary documents, paid out of the Airport Special Budget (295); subject to reimbursement through a CRRSAA Grant, and so, amend the budget

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

We have \$9,000.00 of unused funds that was deposited into the Airport budget in 2022 from the CRRSAA (Cares Act Grant) that will be used pay towards the amount billed bringing the Oscoda County portion to \$15,133.84. The original County portion was \$33,860.31.

**Handrich/Bondar
2023-064**

a motion to appropriate funds from Contingency (101.890.965.00) in the amount of \$24,133.84 into the Airport Budget (295) to cover the County’s portion of the airport equipment that was purchased from Hutson, Inc. and not covered by the MDOT grant, and so, amend the budget.

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

2) Mr. John Mattson, EMS Director – Contracted Services with Mobile Medical Response, Inc.

**Bondar/McCauley
2023-065**

a motion to appropriate funds in the amount of \$1,000.00 into budget line Contracted Services (210.651.806.04) to cover expenses to Mobile Medical Response, Inc., and so amend the budget.

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

3) Mr. Jimmy Vance, Park Manager – Seasonal Help

Handrich/Bondar
2023-066 a motion to re-hire Ms. Sarah A. Nowak, as an Oscoda County Park Temporary Employee to begin work effective March 1, 2023 through November 15, 2023 at \$14.00 per hour to work up to 28 hours per week, and so amend the Oscoda County Park budget (208).

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

Public Comments (Limited to three minutes per person):

Mr. Jimmy Vance, Park Manager:

- Checked in on the Secure Rural grant requirements and October 2027 is the deadline to complete the stairway project at the Oscoda County Park.

Ms. Jenny Cronkright:

- Requested permission to have all boards (EDC, Veterans, Steiner Museum) informing her of active/in-active members.

Committee Reports:

Commissioner McCauley:

- Greenwood Township Board Meeting
 - Discussion regarding positions being filled.
 - Ambulance committee meeting.
 - They are requesting financial support from the County to the township.
 - Working to improve a better response time.
 - Mr. John Mattson, EMS Director is planning to attend their next meeting
- District Health Department Meeting
 - Commissioner McCauley mentioned checking into insurance coverage for the loss of vaccines?
- Claims & Audit

Commissioner Handrich:

- District Health Department Meeting
 - Their generator failed during the recent storm, resulting in vaccines to parish. They are working to purchase a replacement.
- EDC Board Meeting
 - Questions were mentioned at the meeting that were legitimate.
 - There seems to be some mis-communication.
 - RD Grant approval and where are the funds? The funds have not come through the Treasurer's Office yet, as this is a reimbursable grant.
 - The tracking of the EDC Loans, inaccuracy of the reports.
 - Commissioner Handrich will be meeting with LeeAnn Fischer to provide accurate reporting.
 - Ms. Tina Garvin has possession of documents that are needed.
 - Is Tina Garvin being replaced? LeeAnn has not notified us of a replacement.
 - The phones are being transferred to West Branch on days that are not covered in house.

Commissioner Bondar:

- NEMCOG Meeting
 - Elected officers, re-elected Mr. Rob Pellerito, Budget amendments, regional projects were submitted, discussed a child care grant, North Trails website, CWP Grant (Mr. Mike Bowers, Emergency Management), MDOT grants (not keeping up with the cost adjustments).
- MOA Landfill Meeting
 - Injection well scheduled for June 2023
 - Claims & Audit
 - Budget & Bond review
- Township Meeting
 - Incorporating medical, recreational and care giver ordinance into one ordinance.
- Michigan Works
 - New funding available through grants
 - 5 new members
 - Services offered through Michigan works at no cost
 - Budget summary, new dashboard is online
 - Ms. Alayna Hansen is our local representative, she is also an Ambassador for the Oscoda County Chamber of Commerce.
 - Industrial Arts Event will be held on May 5th @ 8:00 a.m. at the Ellison Center in Gaylord, MI.
- Claims & Audits (Clerk's Office)

Adjournment:

Bondar/Handrich a motion to adjourn today's meeting at 11:45 a.m.
2023-067

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

The B.O.C will hold their "Regular Meeting" at their Regular B.O.C Meeting scheduled for **Tuesday, March 14, 2023 at 10:00 a.m.** held in the **B.O.C Boardroom or join the meeting by Teleconference** by dialing 989-826-1163 (Pin#353).

**Chuck Varner, Oscoda County
Board of Commissioners Chairman**

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