



# COUNTY OF OSCODA

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

Mr. Tom McCauley, Vice Chair  
Mr. Ted Handrich

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

## Official Minutes March 12, 2024

A Regular Meeting of the Oscoda County Board of Commissioner's was held on **Tuesday, March 12, 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:

**Roll Call:** Bondar, yes; McCauley, yes; Varner, yes and Marsh, yes.

Members Excused:	Commissioner Handrich
Public Present:	3
Public by Teleconference:	3
Zoom Participants:	5

### D. Approval of Agenda

The B.O.C approved the Agenda for **March 12, 2024**, as presented.

McCauley/Bondar      a motion to approve the agenda for **March 12, 2024**, B.O.C Regular Meeting, as  
**2024-070**                      presented.

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

### E. Approval of the Consent Calendar Items for March 12, 2024.

The B.O.C. approved the Consent Calendar Items for **March 12, 2024**.

Marsh/McCauley      a motion to approve the Consent Calendar Items for **March 12, 2024**.  
**2024-071**

**Item #1** Unofficial Minutes for **February 27, 2024**, as presented.

**Item #2** Budget Amendments

**Treasurer:** a request to add a new budget line Reimbursement–Elections 101.000.676.11 to the Clerk/Elections budget.

**BOC Exec Sec:** a request to increase the BOC Exec Secretary Equip Non-Capital budget line 101.102.775.00 in the amount of \$500.00 to cover the expense that exceeded what was budgeted for new laptop, docking station and monitors, and so, amend the budget.

**Item #3** General and Special Fund for **February 2024**.

**Item #4** Claims and Audit Docket for **March 12, 2024**, as received from the County Clerk’s Office in the amount of **\$185,154.98**.

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

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

N/A

G. Appointments:

N/A

H. Correspondence/Reports/Resolutions:

- 1) Ms. Ann Galbraith, Clerk – Oscoda County Election Discussion

A letter was provided to the Commissioners for review. She stated that the elections went very well! There was an issue with the hard drive on the computer that occurred while the canvassers were finalizing the election results. However, an unofficial canvas has been submitted to the State of Michigan for review. A technician from Election Source is on-site to repair the computer so that the official election results to the State of Michigan Board of Canvassers. Thanks to Ms. Rhonda Mundt, Clerk at Big Creek Township and Ms. Jenny Cronkright, Payroll Specialist who worked on the grant to receive reimbursement to the County. There were 110 in-person voters that came in during the nine days of early voting. Thanks to the election workers who did a fantastic job! There are a small portion (18) voters that reside in Mentor Township who will be a part of the election held in May 2024 to vote on the Rose City/Ogemaw Schools. Oscoda County will be joining with Ogemaw County to allow the Oscoda County residents to be a part of that election. Ms. Ann Galbraith, Clerk stated that she anticipates an increase during the next round of early voting in August and November 2024 elections.

- 2) Resolution 2024-006; Opposing Any Legislation Preempting Local Control for Solar and Wind Developments

McCauley/Bondar      a motion to adopt Resolution 2024-006 to Oppose Any Legislation Preempting  
**2024-072**                      Local Control for Solar and Wind Developments, as requested.

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

- 3) Commissioner Varner – Materials Management Planning Discussion

Discussion:

Commissioner Varner:

The Board of Commissioners previously adopted a Resolution that designated Northeast Michigan Council of Governments as the Designated Planning Agency (DPA) for Materials Management Planning

for Oscoda County. There is a 180-day period to designate a Designated Planning Agency which expires July 2024. Commissioners Bondar and Varner recently attended a meeting in Alpena County made a presentation. Therefore, his suggestion is to change the Designated Planning Agency (DPA) from Northeast Michigan Council of Governments to Resource Recycling Systems (RRS) in Alpena County. By Oscoda County being part owners of the MOA Landfill with Alpena and Montmorency Counties, it would make sense to make the suggested change. There will be multi-county participation (Alcona, Alpena, Iosco, Montmorency, Oscoda and Presque Isle). The townships will be responsible for their recycling. Once this comes into effect, there will be a recycling route developed from Oscoda County to Alpena, MI.

Commissioner Bondar:

Emphasized that Mr. Nico Tucker at Northeast Michigan Council of Governments was the Board of Commissioners first choice, because they have always been so good to us as a board and to Oscoda County for assistance with grants as well as being a great resource to Oscoda County. After having conversation with Mr. Nico Tucker regarding the thought of making a change to the DPA, we feel comfortable with the decision and it makes sense to select Resource Recycling Systems (RRS). This is a time sensitive matter that can implement substantial fines if things are not done timely. There was a change in management at Resource Recycling Systems (RRS) that has made improvements. Commissioner Bondar questioned, "Is there a facility in Alpena, MI that handles recycling?" Commissioner Varner verified that there is a recycling plant located at the airport in Alpena, MI. Alpena is trying to determine what the tipping fee will be, if any. Ms. Diane Rekowski has returned after retirement from NEMCOG to assist Alpena with the Materials Management project.

Commissioner McCauley:

The issue will become the lack bins and who incurs the cost to ship the materials to Alpena, MI.

It was suggested to rescind previous Resolution and return with a new Motion and Resolution to present to the Board of Commissioners at the next meeting.

I. Unfinished Business/New Business:

N/A

J. Financial:

- 1) 2025-2029 Elected Official Salaries

Bondar/McCauley      a motion to approve the 2025-2029 Elected Official Salaries, and advertise in the  
**2024-073**                      Herald and on the County Website for two weeks.

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

- 2) Ms. Michelle Knepp, County Administrator/HR Director – Amend Internet Service Installation at Motor Pool

Marsh/McCauley      a motion to amend a previous Motion#2024-065 dated February 27, 2024 and  
**2024-074**                      authorize the quote from Spectrum Internet to install internet at the Motor Pool  
building located at 206 8<sup>th</sup> Street, Mio, MI which included a \$99.00 installation  
fee and the monthly service cost of \$65.00, and to authorize the appropriated  
funds out of Contingency 101.890.965.00 in the amount of \$685.00 for services  
for the remainder of 2024 to be paid for out of the IT/County Internet budget line  
101.258.850.01, and so, amend the budget.

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

3) Mr. William Kendall, Treasurer - 2024 Tax Revolving Fund

McCauley/Bondar      a motion to create the 2024 Tax Revolving Fund for the purpose of purchasing  
**2024-075**                    the 2023 delinquent taxes, funding it with the uncommitted Reserve of Fund  
                                  (516), and creating a GOF (General Operating Fund) at Huntington Bank.

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

4) Ms. Jenny Cronkright, Payroll Specialist – Harris Payroll Training and Payroll Software Purchase

Discussion:

After reviewing the training, we will need to appoint a back-up person in the department. In the past, training has not been structured, nor has there been a lot of time afforded to training during the transition of an employee's departure or new hires. Ms. Jenny Cronkright, Payroll Specialist stated that she has never had any training through Harris to have knowledge of what the software has to offer. Harris offers virtual training that includes setup, pay codes, payroll processing, etc. at the rate of \$200.00 per hour. In the quote provided by Harris estimates that 6-8 hours would be necessary for training, which could be broken into two sessions.

If the software modules were approved in addition to the training request, it would reduce the training hours because training would be covered with the purchase of the additional modules being added into Harris. Ms. Jenny Cronkright, Payroll Specialist stated that in a recent assessment of time spent to process payroll, is approximately one full day. The additional software would provide efficiency, eliminate timesheets and streamline the processing. Ms. Jenny Cronkright, Payroll Specialist added that she feels that now would be the best time to begin implementation before the next election cycle begins as well as year-end.

Ms. Michelle Knepp:

Agreed that the training would be beneficial and would streamline the payroll process. The employee self-service module is a benefit to our employees; however, the information is only as good as the time devoted towards the development of the system. The concern is that with the ongoing elections this year, the department will have to put forth to dedicate towards elections. The current rate for Harris is \$1,700 per month (which includes AP, GL, Payroll). This proposal for additional software modules would cost an additional \$550.00 per month, totaling \$2,250.00 per month. She explained that there are two separate Motions on the tabled for the board to decide on which are; 1) Request for Training and 2) Purchase of Software modules (ESS & TCP).

Ms. Ann Galbraith, Clerk:

I would prefer spending the time training with the new modules, rather than leave things as they are being done currently. The additional software modules will be beneficial to the County. Conversations with other departments have been held and they also feel that this would be a great option.

Commissioner Bondar:

Would each employee be trained to use the software? The quote for the software modules will provide training to Ms. Jenny Cronkright, Payroll Specialist and an appointed backup person, who has not been appointed at this time.

Commissioner Varner:

Is this a good time between now and the August primary elections to implement the software? Ms. Jenny Cronkright, Payroll Specialist responded by saying that this would be a good time for her to work on the implementation of the software. Would there be an in-house training held for the use of the new software?

**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

Marsh/McCauley  
**2024-076**

a motion to review the request and authorize the expense for Ms. Jenny Cronkright, Payroll Specialist and a backup person to attend the payroll training being offered virtually through Harris software at the cost of \$200.00 per hour, up to a maximum of 8 hours, and so, amend the budget.

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

Marsh/Bondar  
**2024-077**

a motion to authorize the purchase of two payroll software programs (Time Clock Portal and Employee Self Service), with a one-time up-front cost of \$11,850.00, followed by an annual cost of \$6,571.00, to be paid out budget line, and so, amend the budget.

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

5) Ms. Brenna Kirkpatrick, Trial Courts – Probate Register

Bondar/McCauley  
**2024-078**

a motion to acknowledge the hiring of Ms. Chelsee Heacock, as a full-time employee to fill the position of Probate Register, with a hire date of March 25, 2024, working a standard 35 hours per week at a starting wage of \$17.23 per hour, and eligible for County benefits.

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

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

Sheriff Grace:

- Attended an online seminar with DHS regarding cyber and elections security.

L. Committee Reports:

Commissioner McCauley:

- Attended District Library Meeting
  - MACC Grant for \$2,150
    - The grant provides funding for artist fees, summer reading program, activities and outdoor events. This year's theme will be Adventure.
- Received an email from Ms. Ashley Colburn, DNR River Review Board
  - Resident is applying for a landing off their deck, and the request is supported by Mr. Tim Whiting, Building Department.
- Attended MTA Meeting
  - Discussion on Greenwood Township dust control millage;
  - Mr. David Yoder reported that the state has not prevented any use of dust control; possibly in the future the State will be coming up with an alternative product to what is currently being used.
  - Planning to attend Greenwood Township Meeting tonight.
    - Will let them know how pleased Ms. Ann Galbraith was with the election process.

Commissioner Varner:

- Attended Clinton Township Board Meeting
  - The 4<sup>th</sup> of July Celebration will be held at the Skyline Event Center, Comins, MI on July 3, 2024.
- Attended Northern Michigan Regional Entity Meeting in Gaylord, MI
- Attended Meetings with the Trial Courts, Commissioner Marsh and Ms. Michelle Knepp, County Administrator regarding labor issue discussion and union negotiations;
- Attended ASVCMH Substance Use Disorder Meeting
- Unable to attend the OCS D Construction Meeting due to other commitments. The committee meetings are going back to bi-weekly Teams meetings and monthly in-person meetings. He stated that he enjoys working with Clark Construction and Sidock.
- Attended a couple of meetings with Ms. Michelle Knepp, County Administrator and Commissioner Marsh.
- Attended Northeast Michigan Community Service Agency Meeting

Commissioner Marsh:

- Attended Finance Committee Meeting
- Attended Steiner Museum Meeting
  - Woodhaven donated materials to be used in the gift shop area;
  - Planning to meet this Thursday at the Chamber of Commerce at 6pm

Commissioner Bondar:

- Gave an update of the Passport Grant
  - Letters of Support from EDC & Big Creek will be provided following their upcoming meetings.

- There will be no meeting for Northeast Michigan Counties in April 2024 due to an upcoming 3-day convention in Lansing, MI
- Attended Council on Aging Meeting
  - Classes begin May 2, 2024; this was a huge success last year.
  - NEMSCA will be hosting an event at the Mio Baptist Church on Thursday, March 14, 2024. Possible for someone to attend from the Council on Aging Senior Center, need representation.
- Ms. Theresa Huff, NEMCOG sent out a flyer about “Bicycle Facility Training”
  - Classes are scheduled on April 10<sup>th</sup> and April 30, 2024, Zoom Sessions are from 1:00 p.m. – 4:00 p.m.
    - Mr. Randy Booth at Big Creek Township is interested,
    - Suggested having representation from the County.
- Planning to attend an online seminar scheduled today for a high-speed internet grant
- Attended MOA Landfill Meeting
  - Injection well is operating well; it has pumped over 1 million gallons thus far which equates to a substantial savings to the Counties (Montmorency, Oscoda and Alpena);
  - The trash packer broke down recently, and is being repaired but should be covered under warranty.

M. Adjournment:

Bondar/McCauley      a motion to adjourn today’s meeting at 11:06 a.m.  
**2024-079**

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

The Board of Commissioners will hold their “Regular B.O.C Meeting” scheduled for **Tuesday, March 26, 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

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

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