



# 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 July 25, 2023

A Regular Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, July 25, 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.

### 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:	13
Public by Teleconference:	10
Zoom Participants:	6

### D. Approval of Agenda

The B.O.C approved the Agenda for **July 25, 2023**, as presented.

Marsh/Handrich                      a motion to approve the Agenda for **July 25, 2023**, as presented.  
**2023-208**

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

### E. Approval of the Consent Calendar Items for July 25, 2023.

Bondar/Marsh                      a motion to approve the Consent Calendar Items for **July 25, 2023**.  
**2023-209**

**Item #1** Unofficial Minutes for **July 11, 2023**.

**Item #2** Budget Amendments

- Veterans Affairs: a request to increase budget line Food Vouchers 298.682.800.03 in the amount of \$18,000.00, and to increase budget line Contract Service Pay Out 298.682.806.00 in the amount of \$25,000.00, and so, amend the budget.
- Item #3** Expenditures for **June 2023**.

**JUNE 2023 EXPENDITURES**

	<b>PAYROLL</b>	<b>EXPENSES</b>	<b>TOTAL</b>
<b>101</b> General Fund	\$164,806.05	\$226,119.20	\$390,925.25
<b>102</b> Ambulance Equip	\$0.00	\$31,084.36	\$31,084.36
<b>103</b> Sheriff Equip	\$0.00	\$822.35	\$822.35
<b>104</b> 911 Emergency	\$10,574.07	\$2,018.75	\$12,592.82
<b>205</b> Officer Training	\$0.00	\$0.00	\$0.00
<b>208</b> Park Fund	\$6,171.33	\$5,095.44	\$11,266.77
<b>209</b> D.A.R.E.	\$0.00	\$0.00	\$0.00
<b>210</b> Ambulance Fund	\$74,506.17	\$15,264.22	\$89,770.39
<b>215</b> Friend/Court	\$6,274.19	\$2,320.08	\$8,594.27
<b>216</b> Public Guardian	\$0.00	\$0.00	\$0.00
<b>217</b> Fairgrounds	\$738.48	\$1,768.27	\$2,506.75
<b>218</b> Smith Lake	\$828.90	\$0.00	\$828.90
<b>230</b> Hazmat	\$0.00	\$0.00	\$0.00
<b>232</b> Historical Comm	\$258.36	\$1,201.01	\$1,459.37
<b>239</b> Gypsy Moth	\$0.00	\$137,150.00	\$137,150.00
<b>245</b> Public Improvement	\$0.00	\$0.00	\$0.00
<b>249</b> Building Dept.	\$4,788.86	\$12,187.64	\$16,976.50
<b>256</b> R.O.D. Automation	\$0.00	\$7,803.00	\$7,803.00
<b>258</b> May 4 Courthouse Fire	\$0.00	\$0.00	\$0.00
<b>260</b> MIDC	\$0.00	\$23,927.99	\$23,927.99
<b>263</b> Concealed Pistol Licensing	\$0.00	\$21.00	\$21.00
<b>265</b> Drug Law Enforcement	\$3,775.88	\$1,395.55	\$5,171.43
<b>269</b> Law Library	\$0.00	\$738.54	\$738.54
<b>271</b> Library	\$0.00	\$0.00	\$0.00
<b>274</b> Council/Aging	\$0.00	\$60,000.00	\$60,000.00
<b>281</b> EDC Revolving Loan	\$0.00	\$0.00	\$0.00
<b>285</b> OPIOID Settlement Fund	\$0.00	\$0.00	\$0.00
<b>286</b> ARPA FUNDS	\$0.00	\$1,500.00	\$1,500.00
<b>290</b> LATCF FUND	\$0.00	\$0.00	\$0.00
<b>292</b> Child Care	\$4,151.40	\$5,723.41	\$9,874.81
<b>293</b> Soldiers / Sailors Relief	\$0.00	\$0.00	\$0.00
<b>294</b> Veterans Trust	\$0.00	\$0.00	\$0.00

295	Airport	\$925.36	\$250.36	\$1,175.72
296	Basic Grant	\$0.00	\$0.00	\$0.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$3,519.08	\$9,827.08	\$13,346.16
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
516	DTRF	\$0.00	\$1,142.92	\$1,142.92
518	Foreclosure Fund	\$0.00	\$760.00	\$760.00
535	Housing	\$0.00	\$8,005.29	\$8,005.29
616	Tax Revolving	\$0.00	\$0.00	\$0.00
	<b>SUB TOTALS</b>	\$281,318.13	\$556,126.46	\$837,444.59
201	Road Commission			\$221,849.90
	<b>Grand Total</b>		\$1,059,294.49	

**Item #4** Claims and Audit Docket for **July 25, 2023**, as received from the County Clerk's Office. Total Claims & Audit **\$107,151.58**.

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

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

**Sheriff Grace:**

- Announced resignation of Deputy Meyer, who has accepted a position elsewhere, effective August 12, 2023. A document will be provided by Ms. Amy Wyckoff, Admin. Assistant.
- There is a possibility of cutting back on services.
- There is a possibility of adding a Sergeant position at the Sheriff's Department.

**G. Appointments:**

- 1) Clark Construction & Sidock Group, Inc. – Oscoda County Sheriff Department Update

**Discussion:**

**Mr. Tim Miller, Sidock Group, Inc.:**

- The building project has been on hold for approximately one month. We are currently at the completion of Schematic Design level. We have completed a program, a preliminary floor plan and concept exteriors to the County for review and consideration. We are at the point now, that the project will either need to decrease in size, which would be a detriment to the Sheriff's Department or we need to get to the funding solution for the project. Funding needs to be determined to move forward with the project. Need to re-engage and work on project timeline. Clark Construction is the Construction Manager for this project. They are offering a guaranteed maximum price that the job will not exceed the cost of which the County has agreed to being able to fund. Therefore, Clark Construction assumes the risk of completing the project for that guaranteed maximum price. If the cost is exceeding, otherwise they are held responsible for the additional cost.

**Commissioner Varner:**

- Requested Clark Construction & Sidock Group, Inc. to provide the Board of Commissioners with an update on the Sheriff Department building project. Communication has not been relayed to

other board members in regards to the status of the project. Expressed his concerns of cost increases with the building project. The County has been informed of the options to utilize a Bond. Meet with the Treasurer to discuss all scenarios, and his response was that he is confident and comfortable to move forward with a Bond. He also stated that we are a low budget County and we have been very conservative with the budget.

Commissioner Marsh:

- The Sheriff's Department has been a priority for a long time. Transparency to the public is very important.

Commissioner Bondar:

- What size are you currently looking at for this project? Response; 8,500 sq ft. Any ideas on how the project can be reduced? Response; There have been amendments made to the original design and project size has decreased to 8,500 sq. ft. Working closely with Clark Construction to get the budget narrowed down as tight as possible and yet meet the requirements of the Sheriff Department to make it an operational building, durable with longevity. Does not like the flat roof option for the design of this project. At the beginning of this project, we were prepared to spend \$2 mil., and now the project has doubled.

Ms. Amy Knepp, District Library Director:

- Mentioned a grant opportunity through Labor and Economic Opportunity, Michigan Community Center grant, submission deadline is August 31, 2023 and awardees are notified October 23, 2023. There was discussion of utilizing a grant writer for the grant; possibly Mr. Nico Tucker at NEMCOG.

Clark Construction Company:

Mr. Fred Gagnier, Project Director:

- We have been working diligently through the budget reiterations, materials, appearance and design of the building project. There are several other projects that are coming in drastically over budget predictions. Oscoda County is not alone by experiencing the cost increases across a wide-range market. Sidock Group, Inc. is at Schematic Design level currently which is the lowest end of detail/design. We are currently working off narratives from a mechanical, electrical, plumbing perspective. Once they get into Design Development, another budget amendment will be done to verify where the numbers are at because the estimator will have more information to work with at that time. The estimates that are currently being presented are based on worst case scenario, until a few more things can be determined to get to a closer exact cost on the project. There will be at least two more budget rounds to go, before the project goes out to bid. Clark Construction is ready to move forward once given the go ahead.

Mr. Bill Cox, Senior Estimator:

- We have been working diligently on decreasing the cost of the project by reviewing structures, roof options, finishes of exterior, etc. We are currently estimating the project at approximately \$4 million, and we are bidding on the high side of estimates. These figures can be decreased depending on incoming bids. Town Hall meetings have been delayed for the time, however there are plans to hold a Town Hall meeting once a decision is made by the Board, to outsource various projects out to local contractors so that there is local involvement in the project. Contingency funds are included in the cost estimate, which is likely to decrease during the design phase.

- 2) Mr. Dan Kauffman, Northern Michigan Relief Sale Fairgrounds Coordinator – Equipment Upgrade

Requesting funds to service and upgrade the refrigeration equipment in both kitchens at the Oscoda County Fairgrounds. A quote has been provided for review from Grindstone Heating & Cooling, a local business located in Fairview, in the amount of \$6,425.00. This company has helped in the past with refrigeration problems and issues.

Marsh/Varner  
**2023-210** a motion to approve the contribution of \$3,200.00, payable to Northern Michigan Relief Sale to be paid towards the improvements and replacement of refrigeration and maintenance of equipment, paid out of Contingency, and so, amend the budget.

**Roll Call Vote:** Varner, yes; Marsh, yes; Handrich, abstain;  
Bondar, no; McCauley, yes. **Motion Carried.**

H. Correspondence/Reports/Resolutions:

- 1) Ms. Brenna Kirkpatrick, Court Administrator – Oscoda County Magistrate

Marsh/Bondar  
**2023-211** a motion to authorize Ms. Brenna Kirkpatrick, Court Administrator to begin her training to become Magistrate, and once she is sworn in then she will be permitted to receive on-call pay, alternating between other Magistrates and continuing until adequate training is complete and the new hire can perform these duties moving forward.

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

I. Unfinished Business/New Business:

- 1) Ms. Michelle Knepp, County Administrator/Human Resources Director - EMS Director  
Performance & Salary Review

Marsh/Bondar  
**2023-212** a motion to transition Mr. John Mattson, EMS Director from an hourly wage of \$20.53 per hour, to a salaried position earning \$49,500.00 annually, effective July 31, 2023 and eligible for accruing any wage increases that the County provides during the 2023 calendar year, and so, amend the budget.

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

- 2) Mr. Jimmy Vance, Park Manager – Oscoda County Park Seasonal Employee

Bondar/McCauley  
**2023-213** a motion to authorize the Park Manager to hire Mr. Robert Lowery, as a Seasonal employee, to work at the Oscoda County Park (208) effective July 21, 2023 through September 15, 2023, to work up to 6 hours per week, at \$12.00 per hour, and so, amend the budget.

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

J. Financial:

- 1) Ms. Brenna Kirkpatrick, Court Administrator – Competency Evaluation Fund

Marsh/Bondar  
**2023-214**

a motion to add a budget line to the 101.130 Trial Courts budget and appropriate funding in the amount of \$2,500.00, to cover the expense of competency evaluations for juveniles that would have these types of needs, and so, amend the budget.

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

2) Remainder of 2023 Title III Funds

McCauley/Handrich  
**2023-215**

a motion to award the remainder of **\$393.86** from 2023 Title III Funds, awarding Mentor Township/McKinley Fire Dept#1, in the amount of \$196.93, Luzerne Fire Dept., in the amount of \$196.93, and authorize the County Treasurer to issue checks, in the awarded amounts, at the end of the advertised 45-days which will be no later than Friday, August 25, 2023.

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

3) Non-Union Employees, Department Heads & Elected Officials - 2023 Wage Discussion

McCauley/Marsh  
**2023-216**

a motion to authorize a 3% percent wage increases for all full-time and part-time employees who are Non-Union, Department Heads and Elected Officials (as listed below), and excluding the Board of Commissioners, the Judge, Seasonal and Contingent employees, effective July 31, 2023, and so, amend the reflected county budgets.

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

4) Request for FAA Approval of Agreement for Transfer of Entitlements

- o Discussion of the \$28,263.00 being returned to FAA

Commissioner Varner spoke in regards to the tree obstructions in the approaches to runway 28 and runway 10 that have been addressed by MDOT at the Oscoda County Dennis Kauffman Memorial Airport. MDOT provided drone data that showed the canopy; however, it was not evident of which trees specifically that were considered obstructions. It has been determined that everything was either located on easements or on County property for runway 28. Commissioner Varner requested that MDOT come out and assist with identifying the obstructions and the request was refused.

Recently, in a meeting with Mead & Hunt, MDOT and Oscoda County personnel (Commissioner Varner, and Ms. Rene Welser, BOC Executive Secretary), the County was requesting to have Lidar performed to assist with identifying the tree obstructions. MDOT argued the request and stated that their drone data was acceptable. Federal funding is allowable to be used for Lidar data, and MDOT refused to allow the transfer in July 2023. MDOT is now requesting that due to funding that will be expiring in September 2023, be transferred to MDOT to be used at another airport. Commissioner Varner has decided to deny their request to transfer funds, but would prefer to return the funds to FAA, rather than the funds being transferred to another airport.

5) Ms. Brenna Kirkpatrick, Court Administrator – Computer Service Fund

McCauley/Marsh  
2023-217

a motion to appropriate additional funding in the amount of \$500.00 to be added to the Trial Court Computer Service budget line 101.130.819.00, to cover funds from Michigan State Police Criminal Justice Information Network (MiCJIN) and Set Asides that become needed, and so, amend the budget.

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

- 6) Ms. Michelle Knepp, County Administrator/Human Resources Director – Madison National Life Insurance Company, Inc.; Renewal of Short-Term and Long-Term Disability Policies

Marsh/Bondar  
2023-218

a motion to renew the Oscoda County Short-Term Disability Policy, with Madison National Life Insurance Company, Inc., with a premium increase of approximately \$1,600.00, rate guaranteed effective August 1, 2023 through August 1, 2024 and authorized the Chair to sign.

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

Bondar/Marsh  
2023-219

a motion to renew the Oscoda County Long-Term Disability Policy, with Madison National Life Insurance Company, Inc., with the premium rate remaining the same, rate guaranteed effective August 1, 2023 through August 1, 2024 and authorized the Chair to sign.

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

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

Commissioner Varner:

Attended the MSHDA Award Presentation in West Branch, MI. Ms. LeeAnn Fischer was commended for a great job and her efforts by achieving the award. The awarded amount to Oscoda County was in the amount of \$262,500.00 which came from MI-Hope Phase 2. The MSHDA program was designed to assist qualified homeowners make repairs and improvements to their primary residences. The improvements must substantially protect or improve the basic livability or utility of the home. Major systems repairs/replacement and energy efficiency updates are allowable (i.e., windows, doors, insulation, furnaces, hot water heaters, upgrade appliances, and some electrical). The grant goes up to \$25,000.00 per project, and we are going to make every effort to make these funds go as far as possible within Oscoda County. The funds will expire April 2026 and there are standards to qualify for the grant funds including income based with a higher threshold as well as number of people in household.

Ms. LeeAnn Fischer, Housing Consulting Services LLC is in the process of interviewing to fill the position for the Housing Commission office so that there will be an office presence for three days per week.

L. Closed Session:  
McCauley/Marsh  
2023-220

a motion to enter Closed Session at 12:22 p.m.

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

Handrich/Marsh  
2023-221

a motion to return to the regular BOC Meeting at 1:01 p.m.

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

M. Committee Reports:

Commissioner Bondar:

- Attended Council on Aging Meeting
- Oscoda County Airport tree obstruction issues were addressed by Commissioner Varner
- Oscoda County Park
  - Inspection was performed and the Manager was commended on a job well done!
  - Permission was given to add dog park
  - Permission to install meter on the west end of the park
- Consumers Energy is offering EV charging stations
- Attended Emergency Management Meeting
- Legislative
  - Open meeting act; they are getting pushback.
  - The State wants to take over residential, business and aggregate counties.
  - Septic Tanks

Commissioner McCauley:

- Attended District Health Department
  - Septic Tanks; Recommendation for Resolution to Oppose

Commissioner Handrich:

- Attended EDC Meeting
  - Received a letter from Michigan Works yesterday, proceeding forward and details to follow.

Commissioner Marsh:

- The ramp material has been replaced at the Courthouse Annex and the windows have been installed, except for the Judges office.
- A couple of trees to remove in the park area next to the EMS building.
- Marker for the memorial tree has been removed until the tree can be removed and replaced.

Commissioner Varner:

- Plans to set-up a Special Meeting for the Sheriff Department building project. Materials will be sent to BOC members for review.
- Seeking for a forester to remove trees at the airport.

Commissioner Bondar left at 1:08 p.m.

N. Adjournment:



Varner/Marsh  
2023-222

a motion to adjourn today's meeting at 1:09 p.m.

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

The B.O.C will hold their "Regular B.O.C Meeting" scheduled for **Tuesday, August 8, 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).

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

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