



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 **January 12, 2021**

A Regular Meeting & Annual Organizational Meeting of the Oscoda County Board of Commissioner's was held on **Tuesday, January 21, 2021 at 10:00 a.m.** by Teleconference, in compliance with MDHHS requirements and as allowed by Public Act 228 of 2020, from the Commissioner's Boardroom, at the Oscoda County Government Center Building, Mio Michigan 48647.

Oscoda County Clerk & Register of Deeds Ann Galbraith called the meeting to order at 10:00 a.m.

Pledge to the Flag

Roll Call of Members:

Members Present: Commissioners Yoder, Varner, Bondar, McCauley and Marsh.

Members Excused:

Others by Teleconference: 9

Others Present:

Commissioner Yoder called the Teleconference Meeting to order at 10:00 a.m.; in compliance with MDHHS requirements and as allowed by Public Act 228 of 2020.

**The County Clerk & Register of Deeds, Ms. Ann Galbraith, open the meeting, asked to pledge to the flag followed by a roll call of the B.O.C, then asked for a motion to accept today's Agenda and to open the "Annual Organizational Meeting".

Bondar/Varner a motion to approve the Agenda for today's B.O.C Regular Meeting that includes the **2021-001** "Annual Organizational Meeting".

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

McCauley/Marsh a motion to open the B.O.C "Annual Organizational Meeting" (10:02 a.m.).
2021-002

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

**The Oscoda County Clerk & Register of Deeds, Ms. Ann Galbraith, asked for nominations for the 2021/2022 Chair seat. Commissioner Varner nominated Commissioner Yoder and it was seconded by Commissioner Bondar. The County Clerk & Register of Deeds, Ms. Ann Galbraith, after hearing no more nominations, asked for a motion to close nominations and another motion to appoint Commissioner Yoder as the 2021/2022 Chair.

Varner/McCauley a motion to close the nomination for the 2021/2022 Board of Commissioners Chair.
2021-003

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

Varner/Bondar a motion to approve the nomination and appoint **Kyle Yoder** as the 2021/2022
2021-004 Board of Commissioners Chair.

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

**The County Clerk & Register of Deeds, Ms. Ann Galbraith, turned over the meeting to Chairman Yoder to finish the “Annual Organizational Meeting” and the rest of the regularly scheduled B.O.C Meeting. Chairman Yoder asked for nominations for the 2021/2022 Vice-Chair seat. Commissioner Yoder nominated Commissioner Varner and it was seconded by Commissioner Bondar. Commissioner Yoder, after hearing no more nominations, asked for a motion to close nominations and another motion to appoint Commissioner Varner as the 2021/2022 Vice-Chair.

Yoder/Marsh a motion to close the nomination for the 2021/2022 Board of Commissioners Vice-Chair.
2021-005

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

Marsh/McCauley a motion to approve the nomination and appoint **Chuck Varner** as the 2021/2022
2021-006 Board of Commissioners Vice-Chair.

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

**The B.O.C amended their by-laws to reflect the “Work Session” would be scheduled by the Chair, one hour prior to the Regular Board Meeting, as deemed necessary.

Varner/Bondar a motion to amend the Board of Commissioners bylaws, section 2.4, to reflect the Work
2021-007 Session will be scheduled by the Chair.

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

Marsh/McCauley a motion to hold the Regular Board of Commissioner’s Meetings at 10 a.m.
2021-008 on the 2nd and 4th Tuesday of the Month, unless otherwise posted.

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

**The B.O.C approved a full-day holiday pay, for full-time employees, for Good Friday and for those full-time Ambulance & Sheriff Employees who have to work on Easter Sunday.

Marsh/Bondar a motion to accept the 2021 Holiday Schedule for Oscoda County designated by the
2021-009 Michigan Supreme Court and to include a full-days paid holiday on Good Friday and a full-days paid holiday on Easter Sunday for Ambulance & Sheriff Employees who work that day.

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

McCauley/Bondar a motion to designate the Huntington National Bank as the depository for County **2021-010** Funds, designate Blue Water Fuel Management for gas cards for the County, designate the Oscoda County Web Site as the public notification of record with the County Herald as the advertising newspaper of record, and designate the County Clerk’s Office as the location, for the public, to obtain copies of Official Minutes, for the FY2021.

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

Varner/McCauley a motion to refer to the Robert’s Rules of Order for procedural guidelines, to adopt **2021-011** the B.O.C Bylaws & Rules of Procedures, including Appendix -A (Ethics Policy), with the option to review and up-date as needed including the current County’s Personnel Policy Manual.

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

McCauley/Bondar a motion to adjourn the “Annual Organizational Meeting” (10:18 a.m.) and return to **2021-012** the Regular Board Meeting.

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

**The B.O.C approved the Consent Calendar Items for January 12, 2021, as presented.

Item #1 Official Minutes for December 22, 2020, were approved as received from the County Clerk’s Office.

Item #2 2021 Budget Amendments (IT and Prosecuting Attorney) were approved for the IT Department and the Prosecutor’s Office, as requested.

IT Dept. 101/258

Hourly Wage	101-258-703.01	decrease	\$42,350.50
FICA	101-258-715.00	decrease	\$3,239.81
BCN/VSP/DELTA	101-258-716.00	decrease	\$13,825.00
Retirement	101-258-718.00	decrease	\$4,391.92
Life Ins.	101-258-722.00	decrease	\$147.60
Contracted SVC IT	101-258-806.00	increase	\$63,954.83
Equip. Non-Capital	101-258-775.00	decrease	\$3,000.00
Subscriptions	101-258-745.00	increase	\$4,000.00
Internet	101-258-850.51	decrease	\$1,000.00

Prosecutor's Office 101/229

B. Wright Wage Line	101-229-704.00	decrease	\$3,734.64
L. Moscato Wage Line	101-229-705.01	increase	\$3,734.64

Item #3 Expenditures for December 2020 were approved as received from the County Clerk’s Office. Total Expenditures \$758,100.29.

	PAYROLL	EXPENSES	TOTAL
101 General Fund	\$179,213.90	\$278,901.02	\$458,114.92

102	Ambulance Equip	\$0.00	\$4,585.44	\$4,585.44
103	Sheriff Equip	\$0.00	\$23,476.91	\$23,476.91
104	911 Emergency	\$8,228.32	\$5,859.21	\$14,087.53
205	Officer Training	\$0.00	\$0.00	\$0.00
208	Park Fund	\$1,253.60	\$3,508.54	\$4,762.14
209	D.A.R.E.	\$0.00	\$0.00	\$0.00
210	Ambulance Fund	\$69,454.47	\$37,572.47	\$107,026.94
215	Friend/Court	\$5,806.65	\$7,390.46	\$13,197.11
216	Public Guardian	\$0.00	\$0.00	\$0.00
217	Fairgrounds	\$0.00	\$284.56	\$284.56
218	Smith Lake	\$0.00	\$0.00	\$0.00
230	Hazmat	\$0.00	\$0.00	\$0.00
232	Historical Comm	\$0.00	\$65.56	\$65.56
239	Gypsy Moth	\$0.00	\$33.16	\$33.16
245	Public Improvement	\$0.00	\$0.00	\$0.00
249	Building Dept.	\$4,054.25	\$10,478.92	\$14,533.17
256	R.O.D. Automation	\$0.00	\$239.00	\$239.00
258	May 4 Courthouse Fire	\$0.00	\$0.00	\$0.00
260	MIDC	\$0.00	\$12,359.00	\$12,359.00
263	Concealed Pistol Licensing	\$0.00	\$542.71	\$542.71
265	Drug Law Enforcement	\$4,786.07	\$2,915.30	\$7,701.37
269	Law Library	\$0.00	\$0.00	\$0.00
271	Library	\$0.00	\$321.64	\$321.64
274	Council/Aging	\$0.00	\$40,066.33	\$40,066.33
281	EDC Revolving Loan	\$0.00	\$0.00	\$0.00
285	RSRF	\$0.00	\$0.00	\$0.00
290	Social Services	\$0.00	\$0.00	\$0.00
292	Child Care	\$3,309.25	\$14,366.32	\$17,675.57
293	Soldiers / Sailors Relief	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$0.00	\$0.00
295	Airport	\$750.54	\$4,632.65	\$5,383.19
296	Basic Grant	\$0.00	\$0.00	\$0.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$1,947.93	\$6,677.16	\$8,625.09
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
535	Housing	\$0.00	\$6,139.35	\$6,139.35
616	Tax Revolving	\$0.00	\$18,879.60	\$18,879.60
	<i>SUB TOTALS</i>	\$278,804.98	\$479,295.31	\$758,100.29

201 Road Commission

\$157,106.16

Grand Total

\$915,206.45

Item #4 Claims and Audit Docket for **December 30, 2020 & January 12, 2021**, were approved as received from the County Clerk's Office. Total Claims & Audit **\$22,257.35** for December 30, 2020. Total Claims & Audit **\$56,618.43** for January 12, 2021.

McCauley/Varner a motion to approve the Consent Calendar Items for **January 12, 2021**, as **2021-013** presented.

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

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

**Luminary lights were displayed on Christmas Eve along and in front of the Government Center Building, Mr. Cody Rossen thanked the Board.

Appointments:

**Mr. Ben Hoover, Mead & Hunt, Inc., reviewed the T-Hangar Design & Construction for the Oscoda County Dennis Kauffman Memorial Airport. Mr. Hoover stated that a conference call was held last week to review the construction project to build an additional six-unit t-hangar. The B.O.C reviewed the feasible study conducted by H2A Architects and the options presented to either add to the existing hangar or to build six standalone units. The cost of the construction for both options was significantly higher than expected for many reasons; the increase cost would be the County's responsibility. Commissioner Yoder asked if the project could be reduced to fit within the budget and/or if the allotted federal funds could be extended beyond their expiration date and the project extended out. Mr. Hoover stated the federal funds guidelines are set and are rarely extended; therefore, the project does need to move forward. The number of t-hangar constructed could be looked at and/or the County could look at other funding avenues to cover the additional cost. Commissioner Bondar would like to see the drawings from a couple of years ago that were discussed and shows standalone units; Mr. Hoover will provide. It was the consensus of the Board that further discussion was needed before the T-Hangar Project could move forward.

Correspondence/Reports/Resolutions:

**The B.O.C officially adopted the Resolution "Honoring Ms. Jeri Winton".

McCauley/Varner a motion to officially adopt **Resolution 2021-001** "Honoring Ms. Jeri Winton", as **2021-014** written.

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

**The B.O.C acknowledged and accepted the e-mail received from Ms. Brenda Oaks, resigning as the Oscoda County Medical Examiner.

Marsh/Bondar a motion to accept the resignation of Ms. Brenda Oaks, as of **March 29, 2021**, as the **2021-015** Medical Examiner for Oscoda County

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

** The B.O.C acknowledge the correspondence, received from Sheriff Grace, hiring of a new dispatcher.

Varner/Marsh a motion to acknowledge the hiring of Courtney Lindstrom, as a full-time Dispatcher, effective **January 4, 2021**, in accordance to the Sheriff's Department Personnel Policy and the P.O.A. M Union Contract.

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

Unfinished Business/New Business:

**Commissioner Varner stated that all District Health Departments are overwhelm and the phone system and the internet got overloaded as the COVID-19 Vaccinations came available and people are scheduling. The District Health Department#2 is doing their best to schedule appointments and set up COVID-19 Clinics to get the vaccinations out to people, they ask for everyone's patience. For more information visit www.dhd2.org. It was the consensus of the B.O.C to continue to up-hold and follow the current Michigan Department of Health & Human Service Orders under the Public Health Code for COVID-19. The B.O.C will revisit re-opening the County Buildings to the public at the next B.O.C Meeting.

Varner/McCauley a motion to continue to **CLOSE** the Oscoda County Government facilities, excluding the Annex Courthouse Building, to the public, in response to MDHHS Extended Order through **January, 29, 2021**; for immediate entrance requires a phone call to the department and/or to schedule an appointment.

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

**The B.O.C will advertise for Board Membership looking for interested County residents that may want to sit on a County Board, such as the EDC & Brownfield, Planning Commission, Historical Commission, Veteran Affairs and/or the AuSable River Zoning Review Board.

McCauley/Bondar a motion to advertise in the Oscoda County Herald and on the County Website for Oscoda County Board Memberships.

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

**Ms. Kelly Sinnaeve, District Forester, for both Oscoda and Ogemaw Counties, has been collecting information on the Gypsy Moth Program and working with Commissioner Yoder. Ms. Sinnaeve has announced she will be leaving the Conservation District and a replacement has not be hired. Commissioner Yoder presented an outline of a Gypsy Moth Program and asked for Board input. It was the consensus of the Board to look for a Gypsy Moth Coordinator and/or Administrator to run the program. Commissioner Yoder will reach out to a couple possible prospects.

Financial:

**The B.O.C approved to move the final settlement check for the Fairgrounds Insurance Claim to the Fairgrounds Budget to cover expenses.

Marsh/Bondar a motion to authorize the County Treasurer's Office to move funds, in the amount of **\$2,413.10**, final payment made by U.S Specialty Insurance Co. for the Fairgrounds Claim #196818 from "Appropriations Transfer out General Fund line 101-965-999.29 to the Fairgrounds (217) Fund transfers in 217-000-699.00" and so amend the reflected budgets.

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

**The B.O.C made the following motions to allow 1010 Technology Center, Inc. to pay IT Subscriptions.

Varner/Marsh a motion to accept the Isonas quote, in the amount of \$700.00 annually, for Cloud
2021-020 Software for the Security System for the Government Center and authorized the Chair to sign.

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

McCauley/Varner a motion to authorize the Treasurer's Office to create an IT Subscription expense line
2021-021 (101-258-745.00) and authorize 1010 Technology Center, Inc. to pay annual subscriptions, as they come due and budgeted, and so amend the IT (258) Budget.

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

**The B.O.C increased the Oscoda County's Liability Exposure limits for the County.

Marsh/McCauley a motion to increase the Oscoda County's exposure limit from \$5 million to \$10
2021-022 for an additional \$2,575.00, as recommended by Peterson/McGregor Associates, and so amend the budget.

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

Committee Reports:

Commissioner Bondar

**Participated in a conference call, regarding the Airport, along with Commissioner Varner, Ben Hoover, Mead & Hunt, Inc, Laura Wise, MDOT, Jackie Hoist, H2A Architects, Dave Kauffman, Airport Manager and Brenda Moore, B.O.C Executive Secretary.

**Met with Mr. Bob Hunter, EMS Director, along with Commissioner Varner; regarding EMS issues.

**N. MI Associated Board.

**Landfill - received correspondence.

Commissioner McCauley

**Road Commission Board.

**Library Board.

Note - No January Greenwood Township Board Meeting.

Commissioner Marsh

**No Reports.

Commissioner Varner

**District Health Department #2 Board Meeting.

**Participated in a conference call, regarding the Airport, along with Commissioner Bondar, Ben Hoover, Mead & Hunt, Inc, Laura Wise, MDOT, Jackie Hoist, H2A Architects, Dave Kauffman, Airport Manager and Brenda Moore, B.O.C Executive Secretary.

**Met with Mr. Bob Hunter, EMS Director, along with Commissioner Bondar; regarding EMS issues.

**Medical Examiner – Several calls & Follow-up.

**N. MI Substance Abuse Board.

**Landfill - received correspondence.

**Participated in a Zoom training session along with Craig Ross, 1010 Technology, Brenda Moore, B.O.C Executive Secretary, and Joe Breaugh, Maintenance Supervisor.

**District Health Department#2 – Several calls & Follow-up.

**Reviewed the Claims & Audit Docket for December 30, 2020 and January 12, 2021; as part of the Finance Committee.

Commissioner Yoder

**Reviewed the Claims & Audit Docket for December 30, 2020 and January 12, 2021; as part of the Finance Committee.

**Gypsy Moth – Several Calls & Follow-up.

Public Comment: (Limited to three minutes per person).

**Sheriff Grace announced he has a deputy resigning however, has a part-time deputy that he will move to full-time. Also, he stated the District Health Department has been working well with the Sheriff's Department.

**Commissioner Yoder thanked everyone for participating in today's teleconference and called for a motion to adjourn.

McCauley/Varner a motion to adjourn today's meeting (12:55 p.m.).

2021-023

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

The B.O.C will hold their next Regular B.O.C Meeting scheduled for **Tuesday, January 26, 2021 at 10:00 a.m. held by **Teleconference** in compliance with MDHHS requirements and as allowed by Public Act 228 of 2020. ****Public Welcomed by dialing 989-826-1163 (Pin#353) ****

**Kyle Yoder, Oscoda County
Board of Commissioners Chairman**

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