



COUNTY OF OSCODA

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

Official Minutes November 22, 2022

A Regular Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, November 22, 2022 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.

Pledge to the Flag

Roll Call of Members:

Members Present:	Commissioners Yoder, Bondar, Marsh, McCauley and Varner
Members Excused:	0
Public Present:	12
Public by Teleconference:	4
Zoom Participants:	3

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

The B.O.C approved the Agenda for **November 22, 2022** as presented.

Varner/Bondar a motion to approve the Agenda for **November 22, 2022**, as presented.
2022-280

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

The B.O.C approved the Consent Calendar Items for **November 8, 2022** as presented.

Item #1 Unofficial Minutes for **November 1, 2022** and **November 8, 2022.**

Item #2 Budget Amendments

- **Trial Courts:** A request to add a new line (LCC 20% Late Fee 101-000-607.02) to the Trial Courts budget. Money from a 20% late fee charge will be going into this line item. It is requested that the BOC give permission for money that comes into this line be transferred on a regular basis into the 470 Courthouse Preservation Fund budget.
- **Trial Courts:** A request for funds in the amount of \$1,160.00 to reconcile the General Fund Trial Court budget line (TC Telephone/Pager 101.130-850.00) which is currently at (-) \$887.83, to be paid out of (Contingency 101.890-965.00). This is due to an issue that occurred with Judge Morse-Bills phone that needed to be replaced. Our projected future costs come to \$267.06, therefore this budget amendment should sustain the budget for the remainder of the year, and so, amend the budget.
- **Trial Courts:** A request for funds in the amount of \$375.00 to reconcile the General Fund Trail Court budget line (Printing/Publish 101-130-900.00) which is currently at (-) \$170.44, to be paid out of (Contingency 101.890-965.00). This is due to the Indeed cost incurred while posting job positions for both the Collections Clerk and the Juvenile Officer, which we are posting for again. This was an unforeseen cost. We are estimating that future costs for the end of the year may run \$200.00, but not over that, therefore this budget amendment should sustain the budget for the remainder of the year, and so, amend the budget.
- **Trial Courts:** A request for funds in the amount of \$1,000.00 to be transferred from (TC Witness Fees 101.130-804.00 to TC Jury Fees 101.130-803.00). TC Jury Fees is currently at (-) \$1,920.95. We are expecting a reimbursement in the amount of \$3,649.80, which would put us at \$1,728.85, but we also have three more jury trials scheduled before the end of the year, and so, amend the budget.
- **Trial Courts:** A request for funds in the amount of \$2,040.00 to be transferred from (TC Appt Atty Fees 101.130-814.00 into the TC Appellate Assignment 101.130-814.02) budget line which is currently at (-) 2,035.52, and so, amend the budget.

- Treasurer: A request for funds in the amount of \$175.00 to be added to the Treasurer's budget line 101.253-900.00 to be paid out of Contingencies to advertise in the Michigan Association of County Treasurers (MACT) program directory. Last year MACT changed their publication from the summer to the winter, so nothing was paid in 2021 but I need to pay twice in 2022 (2022 winter ad and upcoming 2023 winter ad). It will go back to only \$175.00 after this year, and so, amend the budget.

Item #3 Claims and Audit Docket for **November 22, 2022**, were approved as received from the County Clerk's Office. Total Claims & Audit **\$58,912.77**.

McCauley/Varner a motion to approve the Consent Calendar Items for **November 22, 2022**.
2022-281

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

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

N/A

Appointments:

- 1) Mr. Richard Landry, Veterans Affairs
 - Discussion of Use of property (Veterans Memorial Site)
- Mr. Richard Landry asked for clarification on the use of the property for the Veterans Memorial Site. Do we have to ask for approval for anything done on/to the property?
 - The Board of Commissioners stated that a plan is needed to be reviewed and approved in advance of any development to the property.
 - The Board of Commissioners needs to be made aware of anything that is going on with the property at all times.
 - The property is not to be used for a Veterans Affairs building/office.
 - Mr. Richard Landry will provide a schematic of their plans of development via email to Ms. Rene Welser, BOC Executive Secretary.
 - Commissioner Marsh suggested legal counsel to advise the Veterans Affairs as to how funding can be used to develop the Veterans Affairs Memorial Site.
 - Commissioner Bondar suggested that the Board of Commissioners give thought to future plans of the property and how it will be used.
 - Mr. Joe Breugh, Maintenance Supervisor will need to be kept abreast of what is going on at all times.
- 2) Mr. Tim Miller, Project Manager @ Sidock Group, Inc. - Oscoda County Sheriff Department Construction Manager Bid and Procurement
 - The benefit with having a Construction Manager, would guarantee the bid and project delivery.
 - Sidock Group, Inc. would be working closely with the Construction Manager throughout the project.
 - If the cost is exceeded due to rise in cost, the Construction Manager becomes liable for the additional cost.
 - Sidock Group, Inc. will assist Oscoda County with the Bid Procurement Process.
 - Sidock Group, Inc. will put together an RFP package, allow the Board of Commissioners to review the package and then move forward.
 - The estimated time frame for obtaining a Construction Manger normally takes about 1 month.
 - The purpose of a Construction Manager is to look out for the best interest of Oscoda County.
 - AIA Contract will be the next piece of information to come from Sidock Group, Inc.

Correspondence/Reports/Resolutions:

N/A

Unfinished Business/New Business:

- 1) Oscoda County Sheriff Department Update – Discussion included:
 - Proposed New Facility Program/Space Summary
 - Site Concept Floor Plan
 - Site Concept Perspective
 - Handouts were given to attendees

Varner/McCauley
2022-282 a motion to accept the proposal from Sidock Group, Inc. for Additional Professional Services (Construction Manager Bid and Procurement) at the new proposed facility, Oscoda County Sheriff Department in the estimated amount of \$12,000.00, and authorize the expense to be paid out of the ARPA Fund budget and authorize the Board of Commissioner Chairman to accept/sign the Proposal, as requested.

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

- 2) Oscoda County – Dennis Kauffman Memorial Airport - Consideration of Options to Address Provisional State Airport License
- As part of the June 2022 Michigan Department of Transportation (MDOT) Office of Aeronautics (AERO) inspection, there were numerous trees that were identified that penetrate the State Airport Licensing Surface and the Federal Aviation Administration (FAA) Part 77 Surface. These trees must be removed in order to restore the status of the license. Until that is done, MDOT AERO, will not allow Oscoda County to spend any of the accrued Federal Airport Improvement Program (AIP) funds. Consequently, determining a path forward is important.
 - MDOT AERO has provided data from their drone flight, conducted as part of the airport inspection, which provides information on the location of the trees.

ACTION ITEMS:

- Determination of which of the options to pursue so that the CIP can be updated by November 28, 2022.
- Based upon selection of the option for tree removal, confirm desired project(s) for inclusion in the CIP.

Yoder/McCauley
2022-283 a motion to authorize the Airport Committee to make the decision on behalf of the Board of Commissioners to choose between the two options to regain licensing for the Oscoda County Airport and to consider the following options and to choose which one is best suited for the Oscoda County Dennis Kauffman Memorial Airport in order to reinstate the Provisional State Airport License which expired on October 31, 2022:

- Option 1 – Trees are addressed with local funds and local effort; or
- Option 2 – Trees are addressed with a federally funded project with minor local Effort.

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

- 3) Mr. Michael Bowers, Emergency Management – Acknowledge the resignation from Mr. Michael Bowers, Emergency Management

Varner/Marsh
2022-284 a motion to acknowledge the resignation from Mr. Michael Bowers, Emergency Management, effective Monday, February 6, 2023.

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

- 4) Ms. Brenna Kirkpatrick, Trial Courts – Acknowledge the resignation from Ms. Amanda Barajas, District Court Clerk and Magistrate

McCauley/Varner
2022-285 a motion to acknowledge the resignation from Ms. Amanda Barajas, District Court Clerk and Magistrate, effective Friday, November 11, 2022.

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

- 5) Ms. Brenna Kirkpatrick, Trial Courts – Acknowledge to re-hire of Ms. Brandy Wright, District Court Clerk and Magistrate

Marsh/Bondar
2022-286 a motion to acknowledge the re-hiring of Ms. Brandy Wright, as a full-time union employee to fill the position of District Court Clerk and Magistrate, with a hire date of November 21, 2022, working 35 hours per week at a starting wage of \$17.92 per hour, and eligible for County benefits. As Magistrate, she will also be entitled to on-call emergency pay at the rate of \$5,000.00 annually.

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

Financial:

- 1) Argonaut Insurance Company - Endorsement/Policy Changes in the Commercial Automobile Liability

Bondar/McCauley
2022-287 a motion to review the Endorsement/Policy Changes in the Commercial Automobile Liability with the addition of the 2021 Ford Ambulance and an additional premium of \$328.00, and authorize the Chairman to sign as the Authorized Representative.

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

- 2) County Clerk & Register of Deeds – Extra Hours

Original Motion dated 05.24.22

McCauley/Varner:
2022-134 a motion to extend the hours of Diane Gusler, Clerk Administrative Assistant and Jenny Cronkright, Payroll Specialist and Diane Hill, Chief Deputy Register of Deeds to work an additional 5 hours per week (up to 40) until August 1, 2022 and so, amend the budget.

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

Amended Motion

Varner/McCauley
2022-288 a motion to amend Motion#2022-134 and extend the hours of Diane Gusler, Clerk Administrative Assistant, Jenny Cronkright, Payroll Specialist and Diane Hill, Chief Deputy Register of Deeds to work an additional 5 hours per week (up to 40) through the 2022 calendar year, and so, amend the budget.

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

- 3) Mr. William Kendall, Treasurer – DTRF (Delinquent Tax Revolving Fund)

McCauley/Bondar
2022-289 a motion to move \$20,000.00 from the restricted account within the DTRF to the General Fund to cover costs involved in administrating the delinquent tax foreclosure process in the Treasurer’s office.

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

Varner/McCauley
2022-290 a motion to move \$184,400 from the DTRF to the General Fund; This represents the interest and admin fees collected in 2020 on delinquent taxes used to balance the 2022 budget.

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

- 4) Ms. Amber Woehlert, Equalization Director – Amended 2022 Apportionment Report

Varner/McCauley
2022-291 a motion to accept the Amended 2022 Apportionment Report, as presented, by the Oscoda County Equalization Director, Amber Woehlert, at the Board of Commissioners Meeting, held on **November 22, 2022** as required, under MCL 46.1.

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

Contract/Agreement Renewals:

- 1) 1010 Technology Center Inc. – January 1, 2023 through December 31, 2024

McCauley/Varner
2022-292 a motion to approve the 1010 Technology Center, Inc, Technical Services Contract, as written, effective January 1, 2023 through December 31, 2024 and authorize the Chairman to sign.

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

- 2) Housing Consulting Services, LLC – Ms. Lee Ann Fischer, EDC Administration Agreement (January 1, 2023 – December 31, 2024)

Varner/McCauley
2022-293 a motion to approve the E.D.C. Third Party Administrative Agreement with Oscoda County and Ms. Lee Ann Fischer, Housing Consulting Services, LLC., as written, effective 1/1/2023 through 12/31/2024, and authorize the Chairman to sign.

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

- 3) ASVCMH Fiber Sharing, Ms. Diane Pelts, CEO (January 1, 2023 – December 31, 2023)

Varner/McCauley
2022-294 a motion to renew the ASVCMH Fiber Sharing Sublease Agreement with Oscoda County and AuSable Valley Community Mental Health Services, as written, effective 1/1/2023 through 12/31/2023, and authorize the Chairman to sign.

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

Public Comments (Limited to three minutes per person):

Ms. Brenna Kirkpatrick:

- Judge Morse-Bills is aware that the Board of Commissioners is working on hiring a Human Resources person in the near future. What is the status on hiring to fill this position?
- Judge Morse-Bills would like to sit with Ms. Ann Galbraith, County Clerk to find an alternate solution to help the County Clerk's Office with the Circuit Court responsibilities and files that are currently being handled through the County Clerk's Office. The suggestion is to have everything relocated over to the Annex Building for the Trial Courts to handle, which would hopefully alleviate the stress and workload on the County Clerk's Office employees.

Sheriff Kevin Grace:

- Announced praise to the LEIN Tact Officer, Mr. Ryan Blair and staff for the work that was put into the recent lein audit performed at the Oscoda County Sheriff's Department. The acceptable error rate for an audit of this type is slightly under 4.5%, and the Oscoda County Sheriff's Department passed at 0.03% error rate, which is remarkable.
- Recognition of Mr. Herbert Rolfe, who was an Oscoda County Officer who suffered a fatal heart attack following a high-speed pursuit on April 7, 1966. The Oscoda County Sheriff's Department will be presenting a plaque to the family will be done on Tuesday, December 13, 2022 following the Board of Commissioners meeting along with Mr. Robert Hunter, EMS Director's retirement celebration at the Community Center.

Committee Reports:

Commissioner Varner:

- Attended Executive Finance for Mental Health
- Attended Landfill Meeting
 - Discussion about the injection well project which is currently in progress.
- Mediation Board in Gaylord; plans to be attending the next meeting on Wednesday instead of Friday.

Commissioner Bonder:

- No meeting for NEMCOG
- Met with Mr. Frank Beek, Veterans Affairs board member regarding the Oscoda County property.
- Attended Veterans Affairs Meeting
 - Obtaining permits for flagpoles, foundations, etc.
- Attended Landfill Meeting
 - The ingestion well is coming along very well.
- Attended Council on Aging Meeting
 - They are requesting the be added to the Oscoda County website.
- Attended MOA Claims Meeting
- EMS Director Position was posted on the Michigan Works website at no charge.
- Big Creek Township is looking for new Blight Ordinance officer.

Ms. Amber Woehlert, Equalization Director/Gypsy Moth Coordinator:

- Will be advertising in December 2022 for the Gypsy Moth spray during the spring time of 2023.

Commissioner McCauley:

- Attended MTA Meeting
 - New clinic in Fairview is adding a pharmacy
 - Marijuana funds discussion, licensing, how the funds can be used, etc. There are concerns for a grow operation (i.e., noise, smell, etc.)

- 4) Mr. Craig Ross, 1010 Technology Center, Inc. - Add a link for Council of Aging to the Oscoda County Website under County Services

Varner/McCauley a motion to authorize Mr. Craig Ross, IT to add Council of Aging to the Oscoda
2022-295 County Website under County Services.

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

2023 Budget Workshop:

- 1) 2023 Proposed General & Special Fund Budgets

Varner/McCauley a motion to approve the 2023 “Proposed Budgets” for the General Fund, in the
2022-296 amount of **\$4,919,281.00** and the Special Funds, as discussed, and hold a “Public
Hearing” to adopt the 2023 Oscoda County General and Special Fund Budgets at
the December 13, 2022 Board of Commissioners Meeting.

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

Adjournment:

McCauley/Varner a motion to adjourn today’s meeting at 12:10 p.m.
2022-297

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

The B.O.C will hold their next Regular B.O.C Meeting scheduled for **Tuesday, December 13, 2022 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).

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

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