



COUNTY OF OSCODA

Mr. Charles E. Varner, Jr, Chair
Ms. Jackie Bondar
Mr. Joe Breough

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 December 9, 2025

A Regular Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, December 9, 2025 at 10:00 a.m.** “Open to the Public” and offered to join by Teleconference and zoom, 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 and zoom.

B. Invocation and/or Pledge

Pledge to the Flag

C. Roll Call of Board Members

Roll Call: Commissioners Varner, Breough, Handrich and McCauley

Members Excused:	Commissioner Bondar (absent)
Public Present:	11
Public by Teleconference:	2
Zoom Participants:	5

D. Approval of Agenda

The B.O.C approved the Agenda for **December 9, 2025**, as presented.

Breough/McCauley a motion to approve the agenda for **December 9, 2025**, B.O.C Regular Meeting,
2025-349 as presented.

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

E. Approval of the Consent Calendar Items for **December 9, 2025**.

McCauley/Handrich a motion to approve the Consent Calendar Items for **December 9, 2025**.
2025-350

Item #1 Unofficial Minutes for **November 25, 2025**, as presented.

Item #2 Budget Amendments

Trial Court: a request to increase funds to budget line 101-130-775.00 and decrease funds from budget line 101-130-709.00, in the amount of \$3,200.00, and so, amend the budget.

Item #3 General & Special Fund Summary Report for **November 2025**.

Item #4 Claims and Audit Docket for **December 9, 2025**, as received from the County Clerk's Office in the amount of **\$107,089.92**.

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

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

N/A

G. Appointments:

- 1) Mr. Kevin Marino, Fire Chief – Tri-Town Fire Department

Mr. Kevin Marino, Fire Chief at Tri-Town Fire Department thanked the Board of Commissioners and the Sheriff Department for their letters of support to apply for secured funding in the amount of \$74,000 to purchase 800MHz mobile radios to be used in the emergency vehicles.

He also thanked the Board of Commissioners for their annual support of \$2,500.00 to the fire department for Jaws of Life support. He explained that the Jaws of Life equipment is nearly 30 years old and that he is currently working on grant opportunities to assist with the funding so that the equipment can be updated. An estimated cost of \$45,500 to \$70,000 is what has been quoted for the new equipment that is comparable to what they currently have so that accessories are interchangeable. Therefore, in the near future they may need to approach the Board of Commissioners and the local townships to request additional financial support for any expense that would exceed what the grant would provide.

H. Correspondence/Reports/Resolutions:

N/A

I. Unfinished Business/New Business:

- 1) Sheriff Kann – Sheriff Department Staffing

Handrich/Breaugh
2025-351 a motion to acknowledge the hiring of Mr. Richard Warznie, as a union employee to fill the full-time Dispatcher position, paid out of budget lines 101-301-704.01 and 104-301-704.01, with a hire date of Friday, November 21, 2025, at a starting wage of \$18.39 per hour, and eligible for County benefits.

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

- 2) Mr. Michael Bowers, Emergency Management – Grant Agreement

Handrich/McCauley
2025-352 a motion to review the Public Assistance Federal Emergency Management Agency 4880 DR-MI Grant Agreement to provide supplemental financial assistance for disaster relief in eligible areas within the state, as written and authorize the Chair to sign.

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

- 3) Prosecutor Office – Request for Additional Hours

McCauley/Breaugh a motion to approve the request to extend the training period for an additional 30

2025-353

days and allow Ms. Kelli Carter, Legal Secretary-Victim Advocate to continue working up to 40 hours per week and re-evaluate after the first of next year.

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

4) Ms. Michelle Knepp, County Administrator/HR Director – Oscoda County Recreation Plan

Breaugh/Handrich
2025-354

a motion to authorize Oscoda County to enter into a partnership contract with Northeast Michigan Council of Governments (NEMCOG) to develop a joint Recreation Plan and allow Ms. Michelle Knepp, County Administrator/HR Director to be the representative for Oscoda County and to assist in the planning process, and authorize the Chair to sign, as requested.

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

J. Financial:

1) Highstreet Insurance - County Liability Insurance Renewal

McCauley/Handrich
2025-355

a motion to approve the renewal with Highstreet Insurance, in the amount of **\$237,606.00** for Oscoda County’s Municipal Liability Coverage, including Crime, Cyber, Public Officials Bond and Worker’s Compensation Coverage, effective January 1, 2026 through January 1, 2027 and authorize the Chair to sign the required documents, on behalf of the County, and amend the associated budgets.

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

2) Mr. William Kendall, Treasurer – Public Improvement Fund

Handrich/Breaugh
2025-356

a motion to move funds in the amount of \$15,171.82 from the Delinquent Tax Revolving Fund to the Public Improvement budget to zero out and balance the 2025 budget.

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

3) Mr. Tom Pratt, Court Administrator – Equipment Purchase

Handrich/McCauley
2025-357

a motion to approve the quote from Miller Office Machines and authorize the purchase of a new Konica-Minolta Bizhub 4751i MFP copier/printer for the Central Filing office, in the amount of \$3,188.87 to be paid out of Equipment Non-Capitol budget line 101-130-775.00, and so amend the budget.

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

4) Mr. Tom Pratt, Court Administrator – Temporary Pay Increase

Mr. Tom Pratt, Court Administrator has requested motions to give temporary wage increases. The request died due to lack / failure of a Commissioner to make a motion for these requests.

5) Mr. William Kendall, Treasurer – Loan Access

Breaugh/Handrich
2025-358 a motion to authorize Mercantile Bank to remove Ms. Ann Galbraith, for County Clerk/Register of Deeds and to grant full access to the individuals who are named below which is Oscoda County Elected Officials and/or appointed employees listed and to honor all request to any/all loan information associated with Account # 4510188818, and authorize the Chair to sign.

- Mr. Charles E. Varner, Jr.; remain on the account
- Mr. William Kendall, Treasurer; addition
- Ms. Michelle Knepp, County Administrator/HR Director; addition
- Ms. Libby Marsh-Shephard, County Clerk/Register of Deeds; addition

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

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

N/A

L. Committee Reports:

By unanimous consent, the reading of the committee reports from all Commissioners was waived.

M. 2026 Proposed General & Special Fund Budgets

1) 2026 Proposed General & Special Fund Budget

McCauley/Breaugh
2025-359 a motion to approve the 2026 “Proposed Budgets” for the General Fund, in the amount of \$7,273,314.08 and the Special Funds, as discussed, and hold a “Public Hearing” to adopt the 2026 Oscoda County General and Special Fund Budgets at the Board of Commissioners meeting scheduled on Tuesday, December 16, 2025.

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

N. Adjournment

Handrich/Breaugh
2025-360 a motion to adjourn today’s meeting at 10:57 a.m.

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

The Board of Commissioners will hold their “Regular B.O.C Meeting” scheduled for **Tuesday, December 16, 2025 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

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

**Libby Marsh-Shephard, Oscoda County
Clerk & Register of Deeds**