



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 April 27, 2021

A Regular Meeting of the Oscoda County Board of Commissioner's was held on Tuesday, April 27, 2021 at 10:00 a.m. "Open to the Public" and 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, 311 S. Morenci Ave, Mio Michigan 48647.

Pledge to the Flag

Roll Call of Members:

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

Members by Teleconference:

Audience Present: 2

Audience by Teleconference: 8

Commissioner Yoder called today's "Public Meeting" to order at 10:00 a.m.; including those joining us by teleconference (In compliance with MDHHS requirements and as allowed by Public Act 228 of 2020).

**The B.O.C approved the Agenda for April 27, 2021, as presented.

McCauley/Varner a motion to accept the Agenda for April 27, 2021, as presented.
2021-126

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

**The B.O.C approved the Consent Calendar Items for April 27, 2021, as presented.

Item #1 Official Minutes for April 13, 2021 were approved as presented.

Item#2 Fairgrounds, Smith Lake and Park overtime wage expense lines.

**The B.O.C authorized the Treasurer's Office to create overtime wage lines, per motion 2021-118, if necessary for the Maintenance Department employees.

Item#3 Historical Commission – Association Dues expense line

**The B.O.C authorized the Treasurer's Office to create an Association Dues Expense line and authorized the amendment of \$200.00 for dues to the Historical Commission Budget (232).

Item #4 Claims and Audit Docket for **April 27, 2021**, were approved as received from the County Clerk's Office. Total Claims & Audit **\$24,307.34**.

Varner/McCauley a motion to approve the Consent Calendar Items for **April 27, 2021**, as **2021-127** presented.

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

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

Appointments:

**Mr. Mike Bowers, Emergency Management Coordinator gave an overview of the table top exercise held at the Mio Community Center on April 20, 2021 hosted by ENBRIDGE regarding Mio Pond Deployment; a live exercise is scheduled on May 11, 2021. Mr. Bowers addressed the need for a Board member along with himself and Sheriff Grace to be an Administrator for RAVE and take the emergency training; Commissioner Yoder stated he was unable to take the training but would be an Administrator, on behalf of the Board. Mr. Bowers informed the Board that the Department of Home Land Security is going to require that all critical infrastructures for the County be documented and scored and that he will be looking to hire an Emergency Management Planner for that project, which is reimbursable through the Home Land Security Grant. Mr. Bowers reviewed the Oscoda County's COVID-19 Preparedness & Response Plan with Mr. Cory Upper, Emergency Preparedness Coordinator, from District Health Department #2 and Oscoda County is in compliance; there were minor changes on page 3 and Appendix B.

McCauley/Bondar a motion to up-date and amend the Oscoda County COVID-19 Preparedness & **2021-128** Response Plan, approved on June 9, 2020 (motion 2020-173) and provide a copy to County employees.

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

Correspondence/Reports/Resolutions:

**The B.O.C approved the follow correspondence as received and requested.

Varner/Bondar a motion to amend motion 2021-113 to reflect the resignation of Ms. Brandy Wright, PA **2021-129** Legal Secretary, effective date as of **April 26, 2021** and not April 23, 2021.

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

Bondar/McCauley a motion to allow Lisa Moscato, Prosecuting Attorney Legal Secretary, to work an **2021-130** additional 5-five hours per week until the open position for a Legal Secretary is filled and trained.

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

McCauley/Bondar a motion to accept the written resignation from Jesseca Pfaff, Trial Courts Juvenile **2021-131** Register, as of **May 4, 2021**.

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

Varner/Marsh a motion to authorize Trial Courts to advertise, interview and hire a full-time a Juvenile Register Clerk, in accordance to 23rd Circuit Court USW Contract and the Trial Courts & County Personnel Policy's, eligible for County benefits, 35 hours per week at \$14.57 per hour; and so amend the budget.

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

Marsh/Varner a motion to acknowledge the change in the 23rd Circuit Court USW Union for the salary Probation Officer/Caseworker position & duties to an hourly Assignment & Collections Clerk position, following the Clerk's union wage scale, and authorize Trial Courts to advertise, interview and hire a full-time Assignment & Collections Clerk, in accordance to 23rd Circuit Court USW Contract and the Trial Courts & County Personnel Policy's, eligible for County benefits, 35 hours per week at \$14.57 per hour; and so amend the budget.

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

McCauley/Marsh a motion to send a "Certificate of Recognition" to Dr. Amy Marker, Brenda Oaks, Susan Avery and Peggy Niediedt for providing Medical Examiner Investigator Service to Oscoda County over the years and authorize the Chair to sign.

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

Unfinished Business/New Business:

**Commissioner McCauley gave a brief up-date on COVID-19. The District Health Department #2 continues to hold vaccination clinics; for those who choose to get vaccinated. For more information visit www.dhd2.org.

**Commissioner Bondar and Commissioner Marsh, whom the B.O.C appointed to act as the Interim Oscoda County Park Administrator/Manager's to oversee the County Park until a new Oscoda County Park Administrator/Manager is hired gave an up-date. Commissioner Marsh provide a written up-date on the Park highlighting two major areas of concern the bathhouse roof and the electric service needed. Mr. Jerry Chumack, from Gaylord Electric, was present and gave an overview of the new underground service to replace existing leaning service, rewiring of the pavilion, to repair and make existing wiring workable at the Park and safe for now. Mr. Chumack assured the Board that the electric work proposed will be set-up for future expansion. It was the consensus of the Board to move forward with the electric project but to have Commissioner Bondar and Commissioner Marsh look into the cost of the repairs of the pavilion and compare it to purchasing a prebuilt pavilion, as a cost saving measure, and to add water lines as an option.

Varner/Bondar a motion to move forward (waving the County Bidding/Purchasing policy) with the County Park Electric Project and accept the quote from Gaylord Electric, in the amount of \$45,450. 00 moved from Contingency to the General Fund Appropriations (101-965-999.11 Transfer Out County Park) and authorize the Treasurer's Office to move funds to the Park Budget (208-000-699.00 Transfer In) 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 received three sealed bids to replace the roof of the bathhouse, as advertise, after review of the spec-sheet and the quotes, the B.O.C selected Ryan Wyckoff Builders, Inc. steel roof bid.

1.) A.J. Concrete & Construction

- 2.) Rondo & Sons
- 3.) Ryan Wyckoff Builders Ins.

McCauley/Bondar: a motion to approve the sealed bid to re-roof the Oscoda County Park Bathhouse, **2021-136** from Ryan Wyckoff Builders, Inc., in the amount of \$6,150.00, moved from Contingency to the General Fund Appropriations (101-965-999.11 Transfer Out County Park) and authorize the Treasurer’s Office to move funds to the Park Budget (208-000-699.00 Transfer In) and so amend the reflected budgets.

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

**Community business & residents continue to donate material and volunteer hours to make the County Park a success. Commissioner Bondar and Commissioner Marsh will continue to prioritize the needs of the Park and asked the B.O.C for the following motions, to recognizing the AuSable Valley Engine & Tractor Club, to acknowledge new hires, enter into a contract agreement with a grant writer to research future park grants and to hold off on hiring a Park Administrator/Manager until they have time to evaluate what is needed, in the best interest of the County Park and the community.

Bondar/McCauley a motion to waive the fee at the Oscoda County Fairgrounds for the AuSable Valley **2021-137** Engine & Tractor Club for 2021/2022 for their assistance at the Oscoda County Park & Fairgrounds.

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

McCauley/Bodnar a motion to acknowledge the hire of Krysta Marble as an Oscoda County Park **2021-138** Temporary Seasonal Employee, from April 19, 2021 to December 1, 2021 at \$12.00 per hour to work up to 28 hours per week, and so amend the Oscoda County Park Budget (208).

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

Varner/McCauley a motion to acknowledge the hire of Hilary Perez as an Oscoda County Park **2021-139** Temporary Seasonal Employee, from April 16, 2021 to December 1, 2021 at \$12.00 per hour to work up to 28 hours per week, and so amend the Oscoda County Park Budget (208).

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

Bondar/Varner a motion to acknowledge the hire of Grant Shephard as an Oscoda County Park **2021-140** Temporary Seasonal Employee, from April 6, 2021 to December 1, 2021 at \$15.00 per hour to work up to 28 hours per week, and so amend the Oscoda County Park Budget (208).

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

Varner/McCauley a motion to enter into an “Contract Agreement” with Ms. Beth Barron to research **2021-141** potential Oscoda County Park & Recreation Grants at \$30.00 per hour for the Grant Writing and Final Reporting; contingent upon all parties’ acceptance & signature of the “Contract Agreement”.

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

McCauley/Bondar a motion to send an official letter to the applicants interested in the Park
2021-142 Administrator/Manager position, to notify them that the County is holding off on hiring a
Park Administrator/Manager at this time.

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

**Ms. Lee Ann Fischer, EDC Administrator, gave a brief description of a “USDA Rural Business
Cooperative Service & Rural Business Development Grant” that she would like to apply for on behalf of
the Oscoda County Economic Development Corporation.

Varner/McCauley a motion to adopt **Resolution 2021-004** “USDA Rural Business Cooperative Service
2021-143 & Rural Business Development Grant” authorizing Ms. Lee Ann Fischer, Housing
Consulting Services LLC. to apply for \$150,000.00 for the USDA Rural Business
Cooperative Service on behalf of the Oscoda County Economic Development Corporation.

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

**Commissioner Marsh gave a brief up-dated on the MIDC Grant.

McCauley/Bondar a motion to acknowledge the submittal of the FY21/22 Michigan Indigent Defense
2021-144 Compliance Plan Grant Contract Package, that was due by April 27, 2021, for Oscoda County
to the State of Michigan, through EGRAMS, and authorize Commissioner Libby Marsh to
sign the MIDC Contract, as the authorized official for MIDC, upon official approval.

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

Financial:

**The B.O.C approved the request from Trial Courts Administrator, Donna Lowe.

Varner/McCauley a motion to move \$2,000.00 from Contingency to Gov’t Admin. (101-115-964.00
2021-145 refunds) and authorize the reimbursement of bond money, as ordered by Judge Morse-Bills,
that was forfeited in 2019 and is due to the bonding agency, and so amend the budget.

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

**Commissioner Yoder and Commissioner Varner, Finance Committee, reviewed non-union & Elected
Official wages and presented a recommendation for the 2021 wage adjustments & wage increases for
employees not covered by the Union with the exception of the County Treasurers request. After review
and discussion, the following motions were made for Non-Union Salary & Hourly Employee’s and
Elected Officials for 2021.

Varner/Bondar a motion to move Maelynn Watrous, Deputy Treasurer’s position, from part-time to full-
2021-146 time, 35 hours a week, eligible for County benefits, TPOAM wage scale, effective May 2,
2021, and so amend the budget.

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

Bondar/McCauley a motion to amend the 2021/2022 Independent Contract Agreement with Michael
2021-147 Bowers, Emergency Management Coordinator, and increase the agreement payment from
\$20,000.00 to \$25,000.00, effective May 2, 2021 and so amend the budget.

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

Marsh/Bondar a motion to implement a wage adjustment for the Oscoda County Under Sheriff position, **2021-148** employee Edward, Pokrzywnicki, from \$23.37 to \$25.17 effective May 2, 2021; in lieu of a 2021 non-union wage increase.

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

Marsh/McCauley a motion to implement a wage adjustment for the Oscoda County Baliff, employee **2021-149** John Gibson, from \$12.45 to \$15.00, effective May 2, 2021; in lieu of a 2021 non-union wage increase.

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

Varner/McCauley a motion to implement a wage adjustment for the Oscoda County Airport Manager, **2021-150** employee David Kauffman, from \$12.45 to \$15.00, effective May 2, 2021; in lieu of a 2021 non-union wage increase.

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

McCauley/Marsh a motion to implement a wage adjustment for District Court Clerk, employee **2021-151** Stephania West, from \$13.79 to \$15.29, effective May 2, 2021; in lieu of a 2021 non-union wage increase.

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

Varner/McCauley motion to approve a .50 cent hourly wage increase for full-time and a .35 cent hourly **2021-152** wage increase for part-time and Non-Union & Non-Court Employee's, for those listed, effective May 2, 2021, and so amend the reflected County Budgets.

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

Full-time

B. Moore, B.O.C Executive Secretary
D. Gusler, Administrative Assistant Clerk
A. Wyckoff, Administrative Secretary
L. Moscato, Legal Secretary
S. Wickham, Trial Court Magistrate/Administrative Assistant
P. Wysocki, Trial Court Presiding Judge & Administrator's Administrative Assistant
M. Bennett, Trial Court District/Assistant Magistrate
S. Fleszar, Trial Court Probate Clerk

Part-time

S. Lunning, Dispatcher
R. Schanck, Animal Control
A. Welsler, Veteran Affairs Director.

McCauley/Varner a motion to approve a \$1,500.00 salary increase for full-time and \$1,000.00 for **2021-153** part-time (Non-Union & Non-Union Court) employees, for those listed, effective May 2, 2021, and so amend the reflected County Budgets.

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

Full-time

J. Breaugh, Maintenance Supervisor
D. Lowe, Trail Court Administrator
B. Hunter, EMS Director
B. Curren, Assistant Prosecutor

Part-time

T. Whiting, Building Inspector
A. Woehlert, Equalization Director
R. Marsh, Motor Pool Supervisor

Varner/McCauley a motion to approve a salary increase of \$1,500.00 to the Elected Officials, excluding **2021-154** the Board of Commissioners, for the County Sheriff, County Prosecutor, County Treasurer and County Clerk & Register of Deeds, effective May 2, 2021, and so amend the reflected County Budgets.

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

Committee Reports:

**It was the consensus of the Board to waive presenting committee reports.

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

**Sheriff Grace stated “Take Back Drugs Day” took in approximately 35lbs.

**Sheriff Grace asked for clarification for employee’s who have to be off due to COVID-19; Employees can use PTO, sick or vacation time; a copy of the Preparedness & Response Plan is will be sent to employees.

**Sheriff Grace thanked the Board for the 2021 wage increases but would like to have a future meeting to discuss further.

**Many questions regarding the Gypsy Moth Suppression Program; Commissioner Yoder will reach out to Mr. Kevin Kirby, Gypsy Moth Coordinator.

**Commissioner Yoder thanked the audience for attending and those participating in today’s meeting by teleconference and called for a motion to adjourn.

McCauley/Varner a motion to adjourn today’s meeting (1:07 p.m.).
2021-155

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, May 11, 2021 at 10:00 a.m. held in the **B.O.C Boardroom or by Teleconference** (In compliance with MDHHS requirements and as allowed by Public Act 228 of 2020) by dialing **989-826-1163 (Pin#353)**.

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

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