



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 September 14, 2021

A Regular Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, September 14, 2021 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, Varner, Bondar, Marsh and McCauley.

Members by Teleconference:

Public Present: 10

Public by Teleconference: 3

**Commissioner Yoder 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 **September 14, 2021, as presented.

Varner/McCauley a motion to accept the Agenda for **September 14, 2021**, as presented.
2021-264

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

The B.O.C approved the Consent Calendar Items for **September 14, 2021, as presented.

Item #1 Official Minutes for **August 24, 2021** were approved as presented.

Item #2 General and Special Funds Budget Reports for **August 2021** were reviewed.

Item #3 Expenditures for the month of **August 2021** were approved as received from the County Clerk’s Office. Total Expenditures **\$559,204.79.**

	PAYROLL	EXPENSES	TOTAL
101 General Fund	\$169,839.13	\$140,888.45	\$310,727.58
102 Ambulance Equip	\$0.00	\$2,753.33	\$2,753.33
103 Sheriff Equip	\$0.00	\$1,012.62	\$1,012.62

104	911 Emergency	\$6,938.41	\$3,119.43	\$10,057.84
205	Officer Training	\$0.00	\$0.00	\$0.00
208	Park Fund	\$6,236.17	\$22,795.55	\$29,031.72
209	D.A.R.E.	\$0.00	\$0.00	\$0.00
210	Ambulance Fund	\$62,209.02	\$21,749.88	\$83,958.90
215	Friend/Court	\$5,985.50	\$2,813.64	\$8,799.14
216	Public Guardian	\$0.00	\$0.00	\$0.00
217	Fairgrounds	\$1,507.10	\$581.10	\$2,088.20
218	Smith Lake	\$0.00	\$1,632.10	\$1,632.10
230	Hazmat	\$0.00	\$0.00	\$0.00
232	Historical Comm	\$0.00	\$211.36	\$211.36
239	Gypsy Moth	\$0.00	\$37.50	\$37.50
245	Public Improvement	\$0.00	\$0.00	\$0.00
249	Building Dept.	\$4,293.39	\$5,841.24	\$10,134.63
256	R.O.D. Automation	\$0.00	\$340.75	\$340.75
258	May 4 Courthouse Fire	\$0.00	\$0.00	\$0.00
260	MIDC	\$0.00	\$14,163.85	\$14,163.85
263	Concealed Pistol Licensing	\$0.00	\$14.79	\$14.79
265	Drug Law Enforcement	\$187.09	\$1,703.86	\$1,890.95
269	Law Library	\$0.00	\$265.58	\$265.58
271	Library	\$0.00	\$0.00	\$0.00
274	Council/Aging	\$0.00	\$40,076.13	\$40,076.13
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	\$3,443.58	\$8,194.87	\$11,638.45
293	Soldiers / Sailors Relief	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$0.00	\$0.00
295	Airport	\$904.26	\$2,163.38	\$3,067.64
296	Basic Grant	\$0.00	\$0.00	\$0.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$2,500.92	\$6,761.38	\$9,262.30
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
535	Housing	\$0.00	\$8,168.01	\$8,168.01
616	Tax Revolving	\$0.00	\$9,871.42	\$9,871.42
	<i>SUB TOTALS</i>	\$264,044.57	\$295,160.22	\$559,204.79
201	Road Commission			\$521,669.81
	<i>Grand Total</i>		\$1,080,874.60	

Item #4 Claims and Audit Docket for **September 14, 2021**, were approved as received from the County Clerk's Office. Total Claims & Audit **\$51,394.03**.

Marsh/McCauley a motion to approve the Consent Calendar Items for **September 14, 2021**, as **2021-265** 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).

**Mr. Benefiel, a Library Board member gave a brief up-date on the progress of the County Library's future regarding becoming a District Library and the 2022 Library Budget. Mr. Benefiel would like the B.O.C to consider teaming up along with the townships supporting a District Library; Mr. Benefiel will attend a future B.O.C meeting to address.

**Mr. Benefiel, M-33 Network Support/Sales, spoke on broadband.

**Ms. Fischer, Oscoda County Housing Administrator, announced the County was approved for the HPG'2021 Grant, in the amount of \$50,00.00.

**Ms. Fischer, Oscoda County Housing Administrator, introduced Ms. Tina Garvin, Administrative Assistant, who works in the Oscoda County Housing/EDC Office.

Appointments:

**Ms. Diane Pelts, CEO of AuSable Valley CMHA, presented the annual AuSable Valley Community Mental Health Authority Report. For more information visit www.avchm.org. The B.O.C renewed the AVCMHA Lease Agreement.

Varner/Bondar a motion to approve and renew the AuSable Valley Community Mental Health Lease **2021-266** Agreement and authorized the Chair to sign, effective October 1, 2021 through September 30, 2022.

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

**Mr. Jim Vance, Oscoda County Park Manager, introduced himself. The B.O.C welcomed Mr. Vance and let him know that the B.O.C are here to assist him. Commissioner Marsh and Commissioner Bondar have been training Mr. Vance and will continue if need be. Commissioner Yoder stated that the 2021 park budget will be reviewed later and suggested that Mr. Vance focus on learning the administrative side of the position and concentrate on the necessary maintenance at the park for the balance of the camping season and other park projects can be prioritized and looked at in the future.

Correspondence/Reports/Resolutions:

**The B.O.C acknowledged the hiring of a Seasonal Receptionist at the Steiner Museum.

Varner/McCauley a motion to acknowledge the hiring of Heather Thomas, as the Steiner Museum **2021-267** Seasonal receptionist, effective August 14, 2021; per motion 2021-212.

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

**The B.O.C received a written request from the County Clerk & Register of Deeds and the County Treasurer, regarding some employee transfers. Ms. Galbraith, County Clerk & Register of Deeds, will be transferring the Deputy Register of Deeds to the Chief Deputy Register of Deeds position, to fill the vacant position due to retirement, early for training purposes and will advertise for the Deputy Register of Deeds position. Ms. Galbraith, County Clerk & Register of Deeds and Mr. Bill Kendall, County Treasurer asked the B.O.C to approve and sign a "Letter of Understanding" to allow the Payroll Specialist, union employee, transfer from the Clerk's Office (Level III position) to the Treasurer's Office

(Level II position), the “Letter of Understanding” will allow that employee to keep her current seniority & wage (Level III); this is contingent upon the union’s approval. If the “Letter of Understanding” is approved & signed by all parties, the Deputy Treasurer employee will be transferred to the Payroll Specialist position. It was the consensus of the B.O.C to approve their request contingent upon the unions’ approval.

Marsh/Varner a motion to transfer Jenny Cronkright from the Deputy Clerk Register of Deeds (Level II) **2021-268** position to the Chief Deputy Clerk Register of Deeds (Level III) position, both position in the (TPOAM) Technical, Professional and Office Workers Association of Michigan Union, as of as of September 20, 2021, to fill a vacated position (per motion 2021-249).

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

Varner/Bondar a motion to authorize Ann Galbraith, Oscoda County Clerk & Register of Deeds to **2021-269** advertise, interview and hire Deputy Clerk Register of Deeds (Level II), in accordance (TPOAM) Technical, Professional and Office Workers Association of Michigan Union and the Oscoda County Personnel Policy.

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

Varner/McCauley a motion to transfer Maelynn Watrous, Deputy Treasurer (Level II) position to the **2021-270** Clerk/Payroll Specialist (Level III) position, both position in the (TPOAM) Technical, Professional and Office Workers Association of Michigan Union, as of September 20, 2021; contingent upon all parties in agreement and signatures.

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

McCauley/Varner a motion to transfer Shayna Money, Clerk/Payroll Specialist (Level III) position to **2021-271** the Deputy Treasurer (Level II), in accordance to the “Letter of Understanding” both position in the (TPOAM) Technical, Professional and Office Workers Association of Michigan Union, as of, as agreed by all parties, as of September 20, 2021; contingent upon all parties in agreement and signatures.

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

**The B.O.C approved the POAM “Letter of Understanding” that will allow Sheriff Grace to hire new Deputies for the Sheriff, at an adjusted wage based on law enforcement experience; continent upon on all parties’ approval and signatures. The B.O.C also acknowledged the request from Sheriff Grace to hire a new Deputy with experience based on the approval & signatures of the “Letter of Understanding”.

Varner/Marsh a motion to accept the “Letter of Understanding”, as written, between the Sheriff, County **2021-272** B.O.C and the POAM Oscoda County Deputies Association (POAM) regarding adjustments to pay scale for Deputy Sheriff’s; contingent upon all parties in agreement and signatures, effective September 14, 2021.

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

Marsh/McCauley a motion to acknowledge the hiring of Taylor D. Kann, as Deputy Sheriff, effective **2021-273** September 22, 2021.

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

**The B.O.C acknowledged the employee status changes of two EMS employees and allowed the EMS Director, Mr. Bob Hunter, to hire a temporary Office Clerk.

Varner/McCauley a motion to acknowledge the employee status change for Memory Watson, from a **2021-274** full-time EMT to a contingent employee, as of September 4, 2021, and so amend the budget.
5 yes: 0 no: **Motion Carried.**

McCauley/Bondar a motion to acknowledge the employee status change for Kim Fullerton, from **2021-275** contingent employee to full-time paramedic, as of September 4, 2021 and authorize the Treasurer's Office to create a new payroll expense line 210-651-704.03, and so amend the budget.

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

Bondar/McCauley a motion to authorize the EMS Director to hire a temporary EMS Assistant Office **2021-276** Clerk, Jessica Murphy, to work up to 21 hours per week, for 60 working days, at \$14.31 (Level II) beginning September 20, 2021, to assist & catch up with the administrative duties in the EMS Department, due to the medical leave of the EMS Administrative Assistant, and authorize the Treasurer's Office to create a new payroll expense line 210-651-705.01 Temp., and so amend the budget.

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

Unfinished Business/New Business:

**The B.O.C appointed Ms. Ann Galbraith, County Clerk & Register of Deeds, to be the MERS Officer Delegate for Oscoda County and to attend the Annual MERS Conference; no one was appointed as an alternate and/or an employee delegate this year. An e-mail offering to attend the MERS Conference was sent to Elected Official, the Union Stewards and non-union employees to send one representative from each division, there was no one who showed an interest this year.

Varner/Bondar a motion to appoint Ann Galbraith, County Clerk & Register of Deeds, as a MERS **2021-277** Officer Delegate, to represent Oscoda County.
5 yes: 0 no: **Motion Carried.**

Varner/Bondar a motion to authorize Ann Galbraith, County Clerk & Reg. of Deeds to attend the **2021-278** "Annual MERS Conference" October 7 & 8, 2021 at the Amway Grand Plaza Hotel, Grand Rapids, MI representing Oscoda County; paid by the County.

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

**Commissioner Yoder and Commissioner Varner, as the finance committee, and Mr. Bill Kendall, County Treasurer, participated in a conference call with Mr. Phillip Straely, from Straley Lamp & Kraenzlein P.C. regarding their firm assisting the County with the AR PA (American Rescue Plan Act) funds and reporting; Mr. Bill Kendall, County Treasurer, did submit the first report. After discussion, it was the consensus of the B.O.C to enter into an agreement.

McCauley/Varner a motion to enter into an agreement with Straley Lamp & Kraenzlein P.C., as written, **2021-279** to assist Oscoda County in the decision-making process regarding implementation, uses, accounting, and compliance for American Rescue Plan Act (AR PA) Funds and authorize the Chair to sign.

Roll Call Vote: Varner, yes; Marsh, yes; Yoder, yes;

Bondar, yes; McCauley, yes. **Motion Carried.**

Financial:

**The B.O.C authorized an ICHAT Account.

McCauley/Bondar a motion to authorize the County Clerk & Register of Deeds, Ann Galbraith and **2021-280** Vice-Chairman Chuck Varner to sign up a ICHAT account to do background checks on future Oscoda county employees and authorize the Treasurer’s Office to create a new expense line in Gov’t Admin. Pre-Employment Screening (101-115-804.00), and so amend the budget.

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

**The B.O.C approved to increase the number of hours for Shine Cleaning Service from 10 hours to 20 hours for \$659.00, superseding a previous motion; expense subject to possible COVID-19 reimbursement.

Varner/Bondar a motion to supersede motion 2021-260 and accept the contract agreement with Shine **2021-281** Cleaning Service, Inc. for a flexible work schedule with additional hours (20 hours per week), beginning September 20, 2021 until further notice, in the amount of \$659.00 per week, and so amend the budget; in accordance to the TPOAM Union Contract and notification to the finance committee.

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

**The B.O.C postpone the Net Express Renewal Agreement, for County Phone Service, for research further information, until the next B.O.C Meeting.

**The B.O.C approved the amendments for the Fairgrounds & Smith Lake Budget and authorized the Treasurer’s Office to move funds to Smith Lake to avoid an end of the year deficient and to cover expenses.

Fairground Wages	217-751-703.00	increase	\$1,000.00
FICA	217-751.715.00	increase	\$76.50
Smith Lake Wages	218-752-705.00	increase	\$1,000.00
FICA	218-752-715.00	increase	\$76.50
Insurance	218-752-912.00	increase	\$609.58
Transfer In	218-000-699.00	increase	\$3,000.00
Appropriations	101-965-999.12	increase	\$3,000.00
Contingency	101-890-965.00	decrease	\$3,000.00

Varner/McCauley a motion to approve the Fairgrounds (217) and Smith Lake (218) Budget **2021-282** Amendments, as listed, and authorize the Treasurer’s Office to move \$3,000.00 from appropriations, moved from contingency, to Smith Lake (218), and so amend the budget.

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

Committee Reports:

**It was the consensus of the Board to waive presenting committee reports. However, Commissioner Yoder stated that the B.O.C will be addressing the FY2022 Gypsy Moth Program at the next B.O.C Meeting.

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

**Commissioner McCauley reminded the B.O.C of the “Residential E-Waste Collection” held on Saturday, September 18, 2021 at 10 a.m. - 2 p.m. at the Tri-Township Fire Department Parking Lot.

**MTA held their annual picnic.

**The new Property Record Search for Equalization is up. The full GIS update will be done by end of year; 2022 mapping will be updated yearly. The new Oscoda County MI Beacon site is now live.

**Sheriff Grace is working with Equalization & 911 on GIS.

**County Treasurer, Bill Kendall, thanked the B.O.C for allowing the employee transfers take place and announced that the Tax Auction went well; no property left.

**EMS Director, Bob Hunter announced the new Ambulance should be available to be picked up soon, delays in productions. Also, the EMS Audit received 100%.

**Commissioner Varner will be attending the Annual MAC Conference, at Mackinaw City, September 26th-28th, 2021 and will be calling into and/or attended by zoom to the B.O.C Meeting on the 28th, if possible.

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

Marsh/McCauley a motion to adjourn today’s meeting (12:24 p.m.).
2021-283

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

The B.O.C will hold their next Regular B.O.C Meeting scheduled for **Tuesday, September 28, 2021 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