



COUNTY OF OSCODA

Board of Commissioners
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Oscoda County Courthouse Annex 105 S. Court Street, P.O. Box 399, Mio, MI 48647

**Oscoda County Board of Commissioners
Work Session
9:00 a.m. Tuesday, September 11, 2018**

Members Present: Commissioners Olsen, Kelly, Kischnick, Wilson and Nutt.

Members Excused:

Others Present: 12 members of the public were in attendance.

Chair Olsen called the Work Session Meeting to order at 9:00 a.m.

**Agenda Items for the B.O.C “Work Session” included:

**Mr. Steve Rennell, from BS & A Software & Services reviewed information and the “Contract Agreement” regarding the tax and equalization software that BS & A offers. The Oscoda County Treasurer & Equalization offices were informed that Manatron, the current tax and equalization software provider, would be ending their support for both offices, effective May, 2019. The BS & A “Contract Agreement” will be placed on the September 25, 2018 B.O.C Agenda for consideration; if approved BS & A would be budgeted and implemented in 2019.

**Ms. Brenda Moore, Executive B.O.C Secretary, reviewed the August 2018 General and Special Funds Budgets.

**The B.O.C discussed dates to hold the 2019 Budget Workshop; it was the consensus of the Board to hold the following dates and to place a “Spending Freeze” in November to stop last minute spending and to allow purchases made in 2018 to be paid before years end. It is the B.O.C responsibility to adopt a balanced budget before the end of the year; however the Board can amend the 2019 Budget, after the first of the year if necessary.

- Tuesday, October 23, 2018 Regular B.O.C Meeting (Lunch Break) 1:00 p.m.
- Thursday, November 1, 2018 Special B.O.C Meeting 6 p.m.
- Thursday, November 8, 2018 Special B.O.C Meeting 6 p.m.
- Tuesday, November 13, 2018 Regular B.O.C Meeting (Lunch Break) 1:00 p.m.
- Tuesday November 20, 2018 Special B.O.C Meeting 6 p.m.
- Tuesday, November 27, 2018 Regular B.O.C Meeting (Lunch Break) 1:00 p.m.
Scheduled to “Adopt a Proposed Budget”
- Tuesday, December 11, 2018 scheduled to “Adopt the 2019 County Budget”.

**Commissioner Olsen proposed the B.O.C consider having an Audit completed for the Housing/EDC Office, EMS Department and the County Park by someone other than our County Auditor by end of this year. The B.O.C will have to decide what the County would like to do regarding replacing NICE (Cy & Jessica Wakeley) for Housing and EDC. Commissioner Wilson will meet with Mr. Wakeley along with the Executive B.O.C Secretary, Brenda Moore, to discuss options. Commissioner Kelly and Commissioner Olsen are working on an EMS Manager and/or Director Job Description; looking at options to restructure the EMS Department.

**Chair Olsen called for a recess (9:50 a.m.) before the Regular B.O.C Meeting.

**Official Minutes
September 11, 2018**

A Regular Meeting of the Oscoda County Board of Commissioner’s was held on **Tuesday, September 11, 2018 at 10:00 a.m.** in the Commissioner’s Room, Courthouse Annex Mio Michigan 48647.

Chair Olsen called the meeting to order at 10:00 a.m.

Pledge to the Flag/911 Moment of Silence.

Roll Call of Members:

Members Present: Commissioners Olsen, Kelly, Kischnick, Wilson and Nutt.

Members Excused:

Others Present: 15 members of the public were in attendance.

The B.O.C approved the Agenda for **September 11, 2018, with (3)-three additions.

Unfinished Business/New Business: Perry Lake Petition

Unfinished Business/New Business: Dennis Kauffman Memorial Airport

Financial: Biological Research Solutions

The Consent Agenda was approved, for **September 11, 2018, with listed calendar items.

Item #1 Official Minutes for **August 28 2018**, was approved as presented.

Item #2 Additional CherryLan Software.

**The B.O.C approved, an additional CherryLan Software Program, in the amount of \$550.00 paid out of Gov’t Admin. (101-115), that has been requested by SCAO and necessary to store and access the digital records to an external hard drive so that all records are backed up.

Item #3 ASVCMH Lease Agreement Renewal.

**The B.O.C approved and authorized the Chair to sign the AuSable Valley Community Mental Health Lease Agreement, effective October 1, 2018 through September 30, 2019.

Item #4 Expenditures for August 2018, approved as received.

Total Expenditures: **\$571,094.37

	PAYROLL	EXPENSES	TOTAL
101 General Fund	\$164,671.07	\$188,696.39	\$353,367.46
102 Ambulance Equip	\$0.00	\$0.00	\$0.00

103	Sheriff Equip	\$0.00	\$1,640.14	\$1,640.14
104	911 Emergency	\$5,850.59	\$40,791.85	\$46,642.44
205	Officer Training	\$0.00	\$0.00	\$0.00
208	Park Fund	\$5,033.93	\$7,855.67	\$12,889.60
209	D.A.R.E.	\$0.00	\$0.00	\$0.00
210	Ambulance Fund	\$47,373.86	\$17,976.71	\$65,350.57
215	Friend/Court	\$5,505.26	\$1,613.17	\$7,118.43
216	Public Guardian	\$0.00	\$111.40	\$111.40
217	Fairgrounds	\$0.00	\$0.00	\$0.00
218	Smith Lake	\$1,362.43	\$910.14	\$2,272.57
230	Hazmat	\$0.00	\$0.00	\$0.00
232	Historical Commission	\$448.09	\$249.29	\$697.38
239	Gypsy Moth	\$0.00	\$0.00	\$0.00
245	Public Improvement	\$0.00	\$0.00	\$0.00
249	Building Dept.	\$4,318.14	\$5,804.76	\$10,122.90
256	R.O.D. Automation	\$0.00	\$512.35	\$512.35
258	May 4 Courthouse Fire	\$0.00	\$434.88	\$434.88
263	Concealed Pistol Licensing	\$0.00	\$402.72	\$402.72
265	Drug Law Enforcement	\$4,182.52	\$1,493.90	\$5,676.42
269	Law Library	\$0.00	\$270.22	\$270.22
271	Library	\$0.00	\$0.00	\$0.00
274	Council/Aging	\$0.00	\$20,000.00	\$20,000.00
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	\$2,323.11	\$28,783.62	\$31,106.73
293	Soldiers & Sailors	\$0.00	\$0.00	\$0.00
294	Veterans Trust	\$0.00	\$0.00	\$0.00
295	Airport	\$723.40	\$303.00	\$1,026.40
296	Basic Grant	\$0.00	\$2,500.00	\$2,500.00
297	Smile/Counseling	\$0.00	\$0.00	\$0.00
298	Veterans Affairs	\$1,980.76	\$5,273.73	\$7,254.49
470	Courthouse Preservation	\$0.00	\$0.00	\$0.00
616	Tax Revolving	\$0.00	\$1,697.27	\$1,697.27
	<i>SUB TOTALS</i>	\$243,773.16	\$327,321.21	\$571,094.37
201	Road Commission			\$183,152.55
	<i>Grand Total</i>		\$754,246.92	

Item #5 Claims and Audit Docket for **September 11, 2018, approved** as received from the County Clerk's Office.

Total Claims & Audit **\$10, 866.24

Kelly/Wilson a motion to approve the Consent Calendar Items, as listed, for **September 11, 2018, 2018-185**

Roll Call Vote: Kischnick, yes; Olsen, yes; Nutt, yes; Kelly, yes; Wilson, yes. **Motion Carried.**

Public Matters & Comments (Regarding today's Agenda- limited to two minutes per person).

**A request was made to table reinstating the "Citizens Advisory Board"; stating the Board was not productive.

Appointments:

**Ms. Diane Pelts, CEO of AuSable Valley presented the ASCMH Annual Report. AuSable Valley Community Mental Health Authority continues to provide high quality services here in Oscoda County, as part of Region 2. For more information visit www.avcmh.org.

Correspondence/Reports/Resolutions:

**Up North Prevention" is offering a two day Training Event, held in Grayling, September 25th and 26th regarding Drug Influence and Butane Hash Oil, Fentanyl & Heroin.

Unfinished Business/New Business:

**Commissioner Olsen & Kelly, as the EMS Interim Directors, addressed the "Citizens Advisory Board"; the B.O.C decided to table, at this time. The EMS Equipment Millage budget will need new expense lines created, for equipment expenses that were paid out of the EMS Operation Millage. Also, addressed was the "Preventive Maintenance Agreement" which covers the Bio-Medical Equipment Maintenance and Management Plan for EMS equipment and the "Provident Policy" which is an additional policy just for the EMS Department, that has been in place since 2002; it was the consensus of the B.O.C that it the "Provident Policy" is no longer necessary. The following motions were made:

Wilson/Nutt a motion to **table** a decision to reinstate an (5)-Five Member Citizen's EMS Advisory **2018-186** Board, until further notice.

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

Kelly/Kischnick a motion to authorize the Treasurer's Office to create the necessary new equipment **2018-187** expense line to the Ambulance Equipment Budget (102); for the 2019 Budget.

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

Wilson/Nutt a motion to allow the Oscoda County EMS Department to enter into a (3)-three year **2018-188** (9-1-2018 through 8-31-2021) "Preventive Maintenance Agreement" with Bio-Medical Solutions, Inc., in the amount \$2,750.00 per year, and authorize the Chair to sign.

Roll Call Vote: Wilson, yes; Olsen, yes; Nutt, yes; Kischnick, yes; Kelly, yes. **Motion Carried.**

Kischnick/Nutt a motion to **discontinue** the "Provident Policy" under Municipal Underwriters of West **2018-189** MI (since 2002) with the Oscoda County EMS Department, effective immediately.

Roll Call Vote: Kelly, yes; Wilson, yes; Kischnick, yes; Olsen, yes; Nutt, yes. **Motion Carried.**

**The B.O.C approved the 2019 Budget Workshop Schedule as discussed in the Work Session and to place a “Spending Freeze” on in November; to stop last minute spending and to allow purchases made in 2018 to be paid before years end.

Nutt/Kelly a motion to approve the 2019 Budget Workshop Schedule, as listed.
2018-190

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

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- Tuesday, November 27, 2018 Regular B.O.C Meeting (Lunch Break) 1:00 p.m.
Scheduled to “Adopt a Proposed Budget”
- Tuesday, December 11, 2018 scheduled to “Adopt the 2019 County Budget”.

Nutt/Wilson a motion to place a “Spending Freeze” on all County 2018 Budgets for all purchases,
2018-191 effective **November 16, 2018**; exceptions approved by the Finance Committee.

Roll Call Vote: Olsen, yes; Nutt, yes; Kelly, yes;
Wilson, yes Kischnick, yes. **Motion Carried.**

**The B.O.C approved the request made by Commissioner Kischnick to authorize the Chair to sign a Perry Lake petition and to remove a broken wooden dock at Perry Lake, as property owners.

Kischnick/Wilson a motion to authorize the Chair to sign the petition for establishment of Special
2018-192 Assessment District for the eradication or control of invasive and nuisance aquatic plants in Perry Lake, on behalf of Oscoda County, as the property owner of parcel 003-009-005-30 exempt from the “Special Assessment”.

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

Kischnick/Kelly a motion to authorize the Oscoda County Maintenance Supervisor to work with
2018-193 the Oscoda County Road Commission Manager to remove a broken wooden dock, to avoid County liability, on behalf of Oscoda County, as the property owner of parcel 003-009-005-30.

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

**Commissioner Nutt was excused (11:05 a.m.)

**As part of the Airport Improvement Plan (AIP), the B.O.C will send out an official letter to property owners that have tree obstructions to the Dennis Kauffman Memorial Airport identified, as requested by Commissioner Wilson and Kelly.

Wilson/Kelly a motion to authorize the Chair, on behalf of Oscoda County B.O.C & Dennis Kauffman
2018-194 Memorial Airport, to send a certified official letter, to property owners that have tree obstruction to the Runway 10 Approach, as part of the revised AIP update; tree obstruction removal will be a local cost.

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

Financial:

**The B.O.C approved Commissioner Kischnick to take water samples from the two Modular Units, the Annex Building and the Community Center. Commission Kischnick is still working with the District Department #2 regarding air testing. This is follow-up from discussion held at the August 28, 2018 B.O.C Meeting.

Kischnick/Kelly a motion to approve up to \$350.00 for water samples, payable to Biological Research Solutions, to take water samples, at the two Temporary Modular Units, Annex Building, Community Center, paid out of Health/Welfare 101-600-834.00, funds moved from contingency and so amend the 2018 budget.

Roll Call Vote: Nutt, absent; Olsen, yes; Kischnick, yes; Wilson, yes; Kelly, yes. **Motion Carried.**

Committee Reports:

Commissioner Nutt:

**Excused

Commissioner Kischnick

**Participated in a meeting along with Commissioner Kelly regarding Michigan Indigent Defense Commission (MIDC).

**Attended a Landfill Committee Meeting.

**Researched Perry Lake.

**Attended the MTA Meeting (Annual Picnic).

Commissioner Wilson:

**Met with the DNR; regarding the Airport entrance project.

**Reviewed the Claims & Audit Docket for September 11, 2018; as part of the Finance Committee.

**Attended the N. MI Substance Entity Board Meeting.

**Attended the CHOICE Committee Meeting.

**Attended the MTA Meeting (Annual Picnic).

Commissioner Kelly

**Participated in a meeting along with Commissioner Kischnick regarding Michigan Indigent Defense Commission (MIDC).

**Acting Interim EMS Director duties.

**Attended the NEMSCA Board Meeting.

Commissioner Olsen

**Acting Interim EMS Director duties.

**Reviewed the Claims & Audit Docket for September 11, 2018; as part of the Finance Committee.

Public Comments & Matters:

**Equalization Director announced that Ms. Lynette Kann-Sposato has finished and passed her Equalization Level II Course.

**Perry Lake resident thank the Board for their assistance.

**Sheriff Grace thanked everyone for taking a moment to recognizing 911 first responders.

**Chair Olsen asked for a motion to adjourn.

Kelly/Wilson a motion to adjourn today's meeting (11:26 a.m.).
2018-196

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

The next Regular B.O.C Meeting is scheduled for **Tuesday, September 25, 2018.
A B.O.C Work Session will be held at **9:00 a.m.** and the Regular B.O.C Meeting at **10:00 a.m.**

LaNita Olsen, Oscoda County
Board of Commissioners Chair

Jeri Winton, Oscoda County
Clerk & Register of Deeds