

Board Conference Room
January 28, 2016
Board of Commissioners Minutes

Chairperson Powers opened the Public Hearing on the County of Oceana's Proposal to combine the offices of the Oceana County Clerk and the Oceana County Register of Deeds at 2:00 p.m.

The following individuals were present to express their thoughts on the combination of the Clerk and Register offices: Mr. Joe Merten and Ms. Janice Foster, former Oceana County Register of Deeds officials; Ms. Amy Bissell, Benzie County Register of Deeds; Mr. Stewart Sanders, Newaygo County Register of Deeds; Mr. and Mrs. Dykema, Weare Township; Mr. Robert Carr, Newfield Township; Ms. Lori Green, Weare Township; Mr. Kerry Krantz, Grant Township; Mr. Beckman, Oceana County Drain Commissioner; and, Ms. Griffin, Oceana County Clerk.

Listed below are several comments voiced on the combination of the two offices:

1. The offices are independent of each other with different duties, so leave as is.
2. What happens to the level of service provided to the public, will it suffer?
3. It may be a slow period in the Register's office right now, but what if business increases?
4. Will there be that much of a cost savings to the County, provided an increase to the new "Clerk/Register" and staff is granted?
5. There are a lot of responsibilities and mandated services between the two offices - will the Clerk's office over-shadow the Register's office - will duties and job performance be as efficient?
6. The combination of the two offices seems to work better in larger counties where there are more staff
7. Will cross-training between the two offices really work - or is staff being spread too thin?
8. If this proposal is about saving money, there are others way to save
9. Have other counties that have combined been contacted, and if so, is it working for them?

After all comments were voiced, Chairperson Powers closed the Public Hearing at 2:35 p.m. He stated that the County Board would take into consideration the comments made and make a determination at the next regular Board meeting.

The regular meeting of the Oceana County Board of Commissioners was called to order by Chairperson Powers in the Board Conference Room on Thursday, January 28, 2016 at 2:36 p.m.

Roll was called by the Clerk. Present: Mr. Brown, Ms. Kolbe, Mr. Byl, Mr. Walker, Mr. Sebolt, and Mr. Powers. Absent: Mr. Gustafson.

Moved by Mr. Byl and seconded by Mr. Walker to approve the minutes of the January 14, 2015 meeting as presented. Voice vote. Motion carried.

RESOLUTION NO. 1 – APPROVAL OF OCEANA COUNTY DRAFT MASTER PLAN FOR THE 63-DAY REVIEW PERIOD

Moved by Mr. Byl and seconded by Mr. Walker to approve distribution of the draft Master Plan for the 63-day review period.

The purpose of the Oceana County Master Plan, a land use document that attempts to address issues different from those of an ordinary land use plan to include infrastructure, population, economics, county and other governmental services and the general quality of life, is to provide policy and guide decision-making for future land and infrastructure development decisions within the entire area of Oceana County.

Further, after the appropriate review period and approval of the final document by the Oceana County Planning Commission, the Oceana County Master Plan will be presented to the Oceana County Board of Commissioners for its final approval.

Roll call vote: Mr. Byl-yes; Mr. Walker-yes; Mr. Brown-yes; Ms. Kolbe-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

RESOLUTION NO. 2 – AUTHORIZATION FOR OCEANA COUNTY SHERIFF TO HIRE A TEMPORARY PART-TIME SHERIFF’S DEPUTY

Moved by Ms. Kolbe and seconded by Mr. Byl to authorize the Oceana County Sheriff to hire a temporary part-time Sheriff’s Deputy at no more than 24 hours per week at the rate of pay consistent with the Salary Schedule. This position will terminate no later than midnight on December 31, 2016.

This decision is contingent upon acceptance of the same by the POAM.

Roll call vote: Ms. Kolbe-yes; Mr. Byl-yes; Mr. Sebolt-yes; Mr. Brown-yes; Mr. Walker-yes; and Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

RESOLUTION NO. 3 – AMENDMENT TO THE PERSONNEL POLICY ESTABLISHING RULES AND REGULATIONS FOR THE EMPLOYEES OF OCEANA COUNTY

Moved by Ms. Kolbe and seconded by Mr. Walker to amend the “Personnel Policy Establishing Rules and Regulations for Employees of the County of Oceana” as follows:

Section XXII. Appendix – Employee Harassment Policy

Amend PURPOSE: the last sentence is to read “This policy shall apply to all County Departments”.

Amend STATEMENT/PROCEDURES: in the second paragraph, third sentence, amend the language to read “the Department Head shall, in turn, report immediately to the Oceana County Administrator/Fiscal Officer”.

In the fourth paragraph, amend the language to read “Nothing in this policy shall prevent an employee from directly contacting the Administrator/Fiscal Officer to file a complaint in addition to or in-lieu of contacting the Department Head.”

Roll call vote: Ms. Kolbe-yes; Mr. Walker-yes; Mr. Brown-yes; Mr. Sebolt-yes; Mr. Byl-yes; and Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

**RESOLUTION NO. 4— EQUITABLE ADJUSTMENT TO THE BOUNDARY LINES FOR
PROPERTY PREVIOUSLY DEEDED TO OCEANA COUNTY BY THE DNR**

Moved by Mr. Brown and seconded by Ms. Kolbe to authorize the Oceana County Undersheriff to work with the Department of Natural Resources to equitably adjust the boundary lines on the Ferry Township property that had previously been deeded to the County of Oceana by the DNR. Said boundary line adjustments will ensure that the State has title to the land that the DNR building is located on.

All costs associated with this are to be borne by the State of Michigan.

Further, the Oceana County Board Chairperson and/or Oceana County Administrator are authorized to sign all necessary documents.

Roll call vote: Mr. Brown-yes; Ms. Kolbe-yes; Mr. Sebolt-yes; Mr. Byl-yes; Mr. Walker-yes; and Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

**RESOLUTION NO. 5 – AMENDMENT TO RESOLUTION REGARDING ELECTION PROGRAMMING
FEE SCHEDULE**

Moved by Mr. Walker and seconded by Mr. Byl to amend the Resolution adopted on January 14, 2016 regarding increased election programming fees from "charged to townships and the City of Hart" to "charged to all entities".

Roll call vote: Mr. Walker-yes; Mr. Byl-yes; Ms. Kolbe-yes; Mr. Brown-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

RESOLUTION NO. 6 – APPROVAL OF OCEANA COUNTY GRANT PROCEDURES

Moved by Mr. Sebolt and seconded by Ms. Kolbe to approve the following grant procedures:

Grants Under \$250,000:

1. Board of Commissioner approval by resolution is required before grant applications can be submitted. If it is a long-term reoccurring grant (i.e. Road Patrol, Marine Law, etc.) this step is not necessary.
2. The Commission or Department completes the application and submits the same with a copy to the Administrator/Fiscal Officer.
3. If the grantor approves the grant application for funding, Board of Commissioners approval by resolution to accept the grant is required. This step is for all grants -- reoccurring and new.
4. If the Board of Commissioners approves acceptance of the grant, the Commission or Department must work in conjunction with the Administrator/Fiscal Officer (or his/her designee) to verify the terms of the grant are being met.

Grants Over \$250,000:

1. Board of Commissioner approval by resolution is required before any preliminary research/work is done for a grant application.
2. Board of Commissioner approval by resolution is required before grant applications can be submitted.
3. The Commission or Department completes the application and submits the same with a copy to the Administrator/Fiscal Officer.
4. If the grantor approves the grant application for funding, Board of Commissioners approval by resolution to accept the grant is required.
5. If the Board of Commissioners approves acceptance of the grant, the Commission or Department must work in conjunction with the Administrator/Fiscal Officer (or his/her designee) to verify the terms of the grant are being met.

Roll call vote: Mr. Sebolt-yes; Ms. Kolbe-yes; Mr. Brown-yes; Mr. Walker-yes; Mr. Walker-yes; and Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

RESOLUTION NO. 7 – AUTHORIZATION FOR THE EMS DIRECTOR TO FILL ONE FULLTIME PARAMEDIC POSITION

Moved by Ms. Kolbe and seconded by Mr. Byl to authorize the Oceana County EMS Director to fill one fulltime Paramedic position that recently became vacant due to a resignation.

Roll call vote: Ms. Kolbe-yes; Mr. Byl-yes; Mr. Sebolt-yes; Mr. Brown-yes; Mr. Walker-yes; and Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

RESOLUTION NO. 8 – AMENDMENT TO THE 2015 GENERAL FUND BUDGETED EXPENDITURES

Moved by Mr. Byl and seconded by Mr. Brown to amend the 2015 General Fund Budgeted Expenditures from \$10,542,567 to \$10,569,994 to reflect the Hazard Mitigation Grant expenses in the amount of \$27,427 due from the Emergency Management Department Budget – Line Item 821.100 – Hazard Mitigation Fund for 2015.

The 2015 General Fund Budgeted Revenue will remain at \$10,584,408.

Roll call vote: Mr. Byl-yes; Mr. Brown-yes; Mr. Walker-yes; Ms. Kolbe-yes; Mr. Sebolt-yes; and Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

RESOLUTION NO. 9 – ACCEPTANCE OF PROPOSAL FOR CARPET IN CIRCUIT COURT ROOM

Moved by Mr. Walker and seconded by Mr. Sebolt to accept the proposal from Magooz Floor Covering, 175 N. Michigan Avenue, Shelby, Michigan 49455 for Scoreboard II carpeting with Stalok Back System (Nylon) in the amount of \$1,950 to be installed in the Circuit Court Room.

Roll call vote: Mr. Walker-yes; Mr. Sebolt-yes; Mr. Byl-yes; Ms. Kolbe-yes; Mr. Brown-yes;
And Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

**RESOLUTION NO. 10 – APPROVAL OF OCEANA COUNCIL ON AGING MILLAGE REQUEST
FOR AUGUST 2016 PRIMARY ELECTION**

Moved by Mr. Brown and seconded by Ms. Kolbe to allow the Oceana County Council on Aging to prepare the necessary ballot language for the August primary election asking the voters of Oceana County to approve a one-year .8 mill levy for its Capital Campaign.

Roll call vote: Mr. Brown-yes; Ms. Kolbe-yes; Mr. Sebolt-yes; Mr. Byl-no; Mr. Walker-no; and
Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

Mr. Byl related that the Council on Aging is a wonderful facility; however, he felt that a more comprehensive plan and collaborative effort should have been made to open up possibilities in other areas of the County.

Mr. Walker agreed with Mr. Byl.

**RESOLUTION NO. 11 – APPROVAL TO GRANT A 50' EASEMENT OF MARSHVILLE DAM
PROPERTY TO MYRMEL TRUST**

Moved by Mr. Sebolt and seconded by Mr. Byl to accept the recommendation of the Oceana County Parks and Recreation Commission to grant a 50' easement of Marshville Dam property to the Myrmel Trust for the purpose of constructing a driveway to their landlocked 40 acre parcel providing that the property in question is owned by the County of Oceana.

Said easement is described as follows:

That part of the Northwest ¼ of the Southeast ¼ of Section 26, Town 14 North, Range 18 West described as follows: all that portion of the West 66 feet of the Northwest ¼ of the Southeast ¼ of said Section 26 which lies South of the South right of way line of an existing county road. This Easement contains 0.018 acres.

The benefitting party (the Myrmel Trust) shall be responsible for all costs associated with preparing the easement to include recording fees.

Further, the Oceana County Board Chairperson and/or Oceana County Administrator are authorized to sign all necessary documents.

Roll call vote: Mr. Sebolt-no; Mr. Byl-yes; Ms. Kolbe-yes; Mr. Brown-yes; Mr. Walker-yes; and
Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

RESOLUTION NO. 12 – PAYMENT OF CLAIMS

Moved by Mr. Byl and seconded by Ms. Kolbe to approve the payment of claims in the tentative amounts as follows:

AMBULANCE FUND	78,922.69
GIS	6,096.32
PUBLIC IMPROVEMENT FUND	2,435.00
BUILDING DEPARTMENT FUND	8,420.88
FORECLOSURE FUND	-0-
CRIMINAL JUSTICE TRAINING FUND	-0-
CAPITOL PROJECTS – EQUIP. REPLACEMENT	-0-
CAPITOL PROJECTS – SHERIFF	-0-
TOTAL FORECLOSURE FUND	-0-
AUTOMATION FUND R.O.D.	3,033.39
VICTIM SERVICES	-0-
LOCAL CORR. OFFICERS TRAINING FUND	185.05
GENERAL FUND	<u>347,482.68</u>
TOTAL	\$446,576.01

and to authorize the County Clerk to draw warrants and the County Treasurer to pay the same.

Roll call vote: Mr. Byl-yes; Ms. Kolbe-yes; Mr. Walker-yes; Mr. Brown-yes; Mr. Sebolt-yes; and, Mr. Powers-yes. Absent: Mr. Gustafson.

Motion carried.

COMMISSIONERS REPORTS

Commissioner Byl stated that at the January 14, 2016 regular Board meeting, the County Board discussed the possible purchase of the MOCAAP building in the southern part of Shelby Village for an ambulance facility and garage. He was recently informed by the Shelby Village Administrator that the Village may wish to purchase the property. Thus, more information will be forthcoming.

Commissioner Brown stated that Ms. Kolbe and he recently attended the West Michigan Shoreline Regional Development Commission (WMSRDC) meeting. At the meeting it was noted that WMSRDC received a clean audit, which was positive.

Commissioner Kolbe added that WMSRDC is also trying to obtain a picture from each County for a display, so any pictures the Commissioners might think of would be welcome.

Commissioner Kolbe stated that she also attended the County Road Commission meeting yesterday (January 27) and a committee has been established to create a job description for a manager. Once that is complete, the position will be advertised.

Commissioner Walker related that Community Mental Health has paid for the first round of NARCAN (also known as Naloxone) which is a medical drug used in a patient overdose situations to be placed in police cars and other law enforcement vehicles.

Commissioner Sebolt attended the Department of Veteran's yesterday (January 27) and was pleased to hear that the Department was able to help two – three veterans get into some type of housing unit.

Ms. Lori Green, Weare Township resident, commented on Ms. Kolbe's statement regarding WMSRDC's photo request. Possibly this could be open to the public as a contest. She also asked when the 63 day review period started for the Planning Commissioner's Master Plan. Ms. Johnson replied that it actually started today (January 28).

Ms. Tamara Deblock, Ferry Township resident, expressed frustration with trying to obtain necessary zoning permits for her home. Evidently the problem originated with the previous owners and was never resolved. She contacted the Ferry Township Board and they were not able to help her with the issues. She asked the County Board if they could help or point her in the right direction.

Chairperson Powers responded that surely the County Board could contact the Ferry Township Supervisor for some answers.

Mr. Mark Ferris, Grant Township resident, expressed concerns with the noise ordinance in Grant Township.

Chairperson Powers asked if there was any further business to come before the Board. There being none, the meeting adjourned at 3:15 p.m.


Rebecca J. Griffin, County Clerk

2-11-16
Date


Mr. Powers, Chairperson

