

Board Conference Room
July 28, 2016
Board of Commissioners Minutes

The regular meeting of the Oceana County Board of Commissioners was called to order by Chairperson Powers in the Board Conference Room on Thursday, July 28, 2016 at 2:00 p.m.

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

Moved by Ms. Kolbe and seconded by Mr. Gustafson to approve the minutes of the July 14, 2016 meeting as presented. Voice vote. Motion carried.

Chairperson Powers presented Ms. Sue Ann Johnson a Resolution of Appreciation for her many years of service and dedication to Oceana County.

**RESOLUTION NO. 1 – RECOGNITION OF APPRECIATION FOR MS. SUE ANN JOHNSON,
RETIRING OCEANA COUNTY ADMINISTRATOR/FISCAL OFFICER**

Moved by Ms. Kolbe and seconded by All to adopt the following *Resolution of Appreciation for SUE ANN JOHNSON*:

WHEREAS, **SUE ANN JOHNSON** has served the people of Oceana County from August 17, 1977 through July 29, 2016 with great distinction, dignity and integrity; and

WHEREAS, **SUE ANN JOHNSON** exhibited a true sense of self-motivation and initiative by virtue of a number of upwardly promotions and/or reclassifications throughout her career in public service as follows:

- ❖ Hired August 17, 1977 as Executive Secretary
- ❖ Reclassified March 22, 1990 as Administrative Assistant
- ❖ Reclassified January 1, 2000 as Administrative Assistant/Director of Personnel Programs
- ❖ Appointed Oceana County Administrator/Fiscal Officer December 1, 2008; and

WHEREAS, **SUE ANN JOHNSON** assumed the duties and responsibilities of County Administrator/Fiscal Officer with confidence and enthusiasm thereby providing the County of Oceana with a seamless transition from former County Administrator/Fiscal Officer Paul E. Inglis; and

WHEREAS, **SUE ANN JOHNSON** has proven her leadership capability and skill level by accepting the difficult tasks that were assigned and befallen to her and completing them in a professional and timely manner; and

WHEREAS, **SUE ANN JOHNSON** not only has been a guiding force in the administration, coordination, planning and operation of Oceana County government, she also has been conscientious, insightful, thoughtful, deliberate and proactive in her approach to the management of the office of County Administrator/Fiscal Officer; and

WHEREAS, **SUE ANN JOHNSON** has gained the respect and gratitude of the Oceana County Board of Commissioners for her dedication to the management of her office and her impartial treatment of others as well as an abiding commitment toward a more efficient and effective county government.

NOW, THEREFORE, BE IT RESOLVED: That the Oceana County Board of Commissioners expresses its heartfelt appreciation to **SUE ANN JOHNSON** for all that she has given to the citizens of Oceana County for nearly 39 years knowing that she did so with a great deal of personal pride and satisfaction.

BE IT FINALLY RESOLVED: That the Oceana County Board of Commissioners thanks **SUE ANN JOHNSON** for all her hard work and efforts as Oceana County Administrator/Fiscal Officer and wishes her many years of health and happiness in the future.

Voice vote. Motion carried.

Correspondence was received from Mr. Joe Kelpinski, Program Manager, Michigan Agriculture Environmental Assurance Program (MAEAP), Michigan Department of Agriculture (MDA), regarding MAEAP Cropping System and/or Farmstead Improvement Action Plan to Mr. Zack Sponhauer, Sponhauer Farms, Shelby; and Mr. Todd Jensen, First Fruits Farm LLC, New Era.

After reviewing the Cropping System Improvement Action Plan and Farmstead Improvement Action Plan and the required components of the Crop *A* Syst and Farm *A* Syst, MDARD staff verified that Sponhauer Farms; and, First Fruits Farm LLC have met the requirements set forth by the MAEAP Cropping System and MAEAP Farmstead System. The letters are on file in the County Clerk's office.

RESOLUTION NO. 2 – APPROVAL TO ACCEPT KIOSK SERVICES AGREEMENT FROM CANTEEN SERVICES CORRECTIONS

Moved by Ms. Kolbe and seconded by Mr. Sebolt to authorize the Oceana County Sheriff to accept the Kiosk Services Agreement from Canteen Services Corrections, to provide and perform Kiosk Services and Web Service Deposits for Oceana County's arrestees, detainees and prisoners housed in the Oceana County Jail. The term of the contract is ongoing until such time that either party chooses to terminate the agreement with not less than a 90 day written notice.

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

Motion carried.

RESOLUTION NO. 3 – APPROVAL TO ACCEPT COMMISSARY DELIVERY SERVICES AGREEMENT FROM CANTEEN SERVICES CORRECTIONS

Moved by Ms. Kolbe and seconded by Mr. Byl to authorize the Oceana County Sheriff to accept the Commissary Delivery Services Agreement from Canteen Services Corrections, to provide arrestees, detainees, and prisoners housed in the Oceana County Jail access to purchase consumable products using their monies that are deposited into an inmate trust fund. Furthermore, the agreement includes unlimited use of the inmate accounting software program for tracking arrestee, detainee, and prisoners' funds and purchase activity. The term of the contract is 5 years.

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

Motion carried.

RESOLUTION NO. 4 – RECLASSIFICATION OF EMS EMPLOYEE FROM PART-TIME TO FULLTIME

Moved by Ms. Kolbe and seconded by Mr. Gustafson to reclassify Oceana County EMS employee, Mr. Daniel Bowman, from salary – temporary (part-time) to salary – permanent status, effective August 1, 2016, with the county administrator making the necessary budget amendment to cover the additional costs related to taxes and fringe benefits for the current fiscal year (2016), estimated to be \$8,343.27.

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

Motion carried.

RESOLUTION NO. 5 – ESTABLISHMENT OF MEETING SCHEDULE FOR THE PROPOSED 2017 BUDGET AND SALARY SCHEDULE

Moved by Mr. Byl and seconded by Mr. Gustafson to establish the following meeting schedule in regard to the proposed 2017 Budget and Salary Schedule:

Tuesday, October 4, 2016 at 10:00 A.M. in the Board Conference Room – Special Finance Committee of the Whole Meeting for the 2017 Budget and Salary Schedule Workshop.

Wednesday, October 5, 2016 at 10:00 A.M. in the Board Conference Room – Special Finance Committee of the Whole Meeting for the 2017 Budget and Salary Schedule Workshop (if necessary).

Wednesday, October 12, 2016 at 10:00 A.M. in the Board Conference Room – Special Finance Committee of the Whole Meeting for 2017 Budget Hearings with Department Heads.

Voice vote. Motion carried.

RESOLUTION NO. 6 – APPROVAL OF PUBLIC HEARING ON THE PROPOSED 2017 BUDGET AND SALARY SCHEDULE

Moved by Mr. Byl and seconded by Mr. Sebolt to conduct a Public Hearing on the proposed 2017 Budget and Salary Schedule on **Thursday, October 27, 2016 at 2:00 P.M.** in the Board Conference Room, Hart, Michigan.

The Oceana County Board of Commissioners may not adopt its proposed 2017 Budget until after the public hearing. Copies of the proposed 2017 Budget and Salary Schedule including the authorized County operating property tax millage rate and proposed voted property tax millage rates for the Oceana County Ambulance Service, Oceana County Medical Care Facility and Oceana County Council on Aging will be available for public inspection effective **Monday, October 24, 2016** during normal business hours at the office of the Oceana County Administrator/Fiscal Officer, Oceana County Building, 100 State Street, Hart, Michigan.

The property tax millage rate proposed to be levied to support the proposed 2017 Budget will be a subject of the public hearing.

Further, the Committee Meetings and Regular Board Meeting will be held on **Thursday, October 27, 2016.**

Voice vote. Motion carried.

RESOLUTION NO. 7 – APPOINTMENT OF MERS OFFICER DELEGATE AND ALTERNATE

Moved by Mr. Byl and seconded by Ms. Kolbe to appoint Mr. Robert J. Sobie, Administrator/Fiscal Officer as Oceana County's Officer Delegate and Ms. Amy Contreras, as Oceana County's Officer Alternate to the Municipal Employees' Retirement System (MERS) Annual Meeting scheduled for September 28-29 at the Grand Traverse Resort, Acme, Michigan for the purpose of selecting nominees to the Retirement Board and the transaction of such other business as the Retirement Board deems necessary.

Voice vote. Motion carried.

RESOLUTION NO. 8 – TRANSFER OF FUNDS

Moved by Mr. Byl and seconded by Ms. Kolbe to transfer \$50,000 from the General Fund – 101-970-999.292 Transfers Out to the Child Care Fund #292-000-699.998 Transfers In.

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

Motion carried.

RESOLUTION NO. 9 – APPOINTMENT TO PLANNING COMMISSION

Moved by Mr. Gustafson and seconded by Mr. Byl to appoint Mr. Garry McKeen, 821 S. Glen Road, Shelby, Michigan 49455 to the Oceana County Planning Commission to fill a vacancy created by the resignation of Mr. Jake Whelpley for the three year term ending December 31, 2017.

Voice vote. Motion carried.

RESOLUTION NO. 10 – APPROVAL TO RETAIN SERVICES OF HARBOR DESIGN AND CONSTRUCTION FOR SPECIFICATIONS AND BID DOCUMENTS FOR PHASE II OF THE ANIMAL CONTROL PROJECT

Moved by Mr. Sebolt and seconded by Ms. Kolbe to authorize the Oceana County Administrator to retain the services of Harbor Design and Construction, Pentwater, Michigan to prepare the specifications and bid documents necessary for the construction of Phase II of the Animal Control project. The documents are to reflect all engineering and design requirements. Cost for these services shall not exceed 5% of the building cost.

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

Motion carried.

RESOLUTION NO. 11 – REVIEW OF OCEANA COUNTY PLANNING COMMISSION ORDINANCE

Moved by Mr. Gustafson and seconded by Mr. Byl to request the Oceana County Planning Commission to review the Oceana County Planning Ordinance in its entirety for updates and present those changes to the Oceana County Board of Commissioners for consideration.

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

Motion carried.

Bid proposals for the provision of propane fuel were opened and the following bids were received:

	NAME OF BIDDER	ADDRESS OF BIDDER	AMOUNT OF BID
#1	Blarney Castle Oil	578 W. US 10 Scottville, MI 49454	.975
#2	Wesco	1460 Whitehall Road Muskegon, MI 49455	1.059
#3	Crystal Flash	1754 Alpine Ave, NW Grand Rapids, MI 49504	.995

RESOLUTION NO. 12 – ACCEPTANCE OF BID PROPOSALS FOR PROPANE FUEL

Moved by Ms. Kolbe and seconded by Mr. Byl to accept the following bid proposal for the provision of propane fuel during the period September 1, 2016 – August 31, 2017 for the District Health Department #10 Building, Oceana County EMS Facility, Oceana County Airport Terminal Building, Oceana County Animal Shelter and Mason/Oceana 911 Center as follows:

NAME OF BIDDER	ADDRESS OF BIDDER	AMOUNT OF BID
Blarney Castle Oil	578 W. US 10, Scottville, MI 49454	.975

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

Motion carried.

RESOLUTION NO. 13 – 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	167,540.13
PUBLIC IMPROVEMENT FUND	-0-
BUILDING DEPARTMENT FUND	14,624.77
CRIMINAL JUSTICE TRAINING FUND	-0-
CAPITOL PROJECTS – SHERIFF	-0-
TOTAL FORECLOSURE FUND	3,721.53
VETERAN AFFAIRS	9,030.59
AUTOMATION FUND R.O.D.	99.98
LOCAL CORR. OFFICERS TRAINING FUND	85.00
GENERAL FUND	<u>588,360.69</u>
TOTAL	\$783,462.69

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. Sebolt-yes; Mr. Gustafson-yes; and Mr. Powers-yes. Absent: Mr. Brown and Mr. Walker.

Motion carried.

COMMISSIONERS REPORTS

Commissioner Sebolt briefly touched on the West Michigan County Alliance Meeting held in Baldwin recently. He also reminded all present of the Ghost Town Days to be held in Ferry this coming Saturday (July 30).

Commissioner Gustafson recently attended the West Michigan Shoreline Regional Development Commission (WMSRDC) meeting on behalf of Ms. Kolbe and Mr. Brown. There was renewed emphasis on the importance of economic development in the region. He is going to contact Ms. Anne Hardy, Oceana EDC Director, for further discussion on pursuing this.

Commissioner Kolbe recently attended the NACo Conference. She will provide a report at the next meeting. She also attended the Road Commission meeting yesterday (July 28) and they may make a decision on a new manager at the next regular meeting.

Commissioner Byl reminded everyone of the retirement open house to be held at the Courthouse tomorrow (July 29) in honor of Ms. Sue Ann Johnson, Oceana County Administrator/Fiscal Officer.

Chairperson Powers asked if there was any further business to come before the Board. There being none, the meeting adjourned at 2:30 p.m.


 Rebecca J. Griffin, County Clerk

8-11-16
 Date


 Mr. Powers, Chairperson