

Board Conference Room
March 12, 2020
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, March 12, 2020, at 11:44 a.m.

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

Mr. Sobie, Oceana County Administrator; Ms. Amy L. Anderson, Oceana County Clerk; and Mr. John Cavanaugh, Oceana's Herald-Journal correspondent were also present.

Moved by Mr. Gustafson and seconded by Mr. Brown to approve the minutes of the February 27, 2020 minutes as presented.

Voice vote. Motion carried.

RESOLUTION NO. 1 – AMENDING THE FY 2020 BUDGET FOR EMERGENCY MANAGEMENT

Moved by Mr. Walker and seconded by Mr. Byl to approve the following budget amendment for Fiscal Year 2020 for the Emergency Management Department as described. The budget amendment reestablishes Region 6 Homeland Security grant funds from the prior year.

- General Fund (#101)
- Increase Machinery & Equipment Homeland Security (101-426-977.001) by \$26,714 from \$26,021 to \$52,735
- Increase Reimbursement Region 6 Homeland Security (101-253-677.008) by \$26,714 from \$26,021 to \$52,735

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

Motion carried.

RESOLUTION NO. 2 – APPLYING THE FUTURE FORFEITED FUNDS TO DEFINED CONTRIBUTION PENSION PLANS

Moved by Mr. Gustafson and seconded by Mr. Brown to authorize the County Administrator and County Clerk to direct Municipal Employees Retirement System (MERS) to apply forfeiture funds, when they occur in General DC #110018 or Sheriff DC #110056, to the applicable defined contribution pension plan where the forfeiture occurred. Forfeiture funds occur in one or more of the county's defined contribution pension plans when an employee separates employment with the county before the employee become vested with the county.

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

Motion carried.

RESOLUTION NO. 3 – APPROVING A JOB POSITION RECLASSIFICATION

Moved by Mr. Gustafson and seconded by Mr. Walker to approve the County Administrator's recommendation to reclassify the full time Michigan Certified Assessing Officer II position in the County Equalization Office. The proposed reclassification will occur within the position's current wage level as described below and shall take effect retroactive to March 1, 2020:

- Reclassify the position from Level 7, Step 2 (\$21.6616/hr) to Level 7, Step 5 (\$24.7580/hr).

Furthermore, the County Administrator is directed to reassess the job position again in 2021, following the current employee's completion of training that will result in the employee earning a certification as a Michigan Certified Assessing Officer III.

Finally, as work demands warrant, the County Equalization Director is authorized to allow the current employee to work up to 40 hours per week during peak periods of work during the year. The employee's normal work week is 35 hours per week.

Roll vote: Mr. Gustafson – yes; Mr. Walker - yes; Mr. Byl – yes; Mr. Meyette – yes; Mr. Brown - yes; Mr. Sebolt - yes; and Mr. Powers - yes.

Motion carried.

RESOLUTION NO. 4 – ADOPTING A COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS POLICY

Moved by Mr. Brown and seconded by Mr. Sebolt to approve a Copyright and Intellectual Property Rights Policy as presented by the County Administrator. The policy shall take effect immediately and be incorporated into the Oceana County Policy Handbook.

Voice vote.

Motion carried.

RESOLUTION NO. 5 – ADOPTING CODE RED FOR OCEANA COUNTY

Moved by Mr. Sebolt and seconded by Mr. Byl to authorize the Chairperson of the Oceana County Board of Commissioners to enter into an agreement with CodeRed to provide county residents with a mass notification service; and to terminate Oceana County's agreement with Mason County, dated March 28, 2019, for a shared CodeRed mass notification service. Annual funding for Oceana County's CodeRed agreement shall come from Region 6 Homeland Security funds on a reimbursement basis.

Furthermore, the County Administrator is authorized to amend the Fiscal Year 2020 Emergency Management budget by \$9,500 to cover the first-year cost of CodeRed using the General Fund's contingency account.

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

RESOLUTION NO. 6 – PAYMENT OF CLAIMS

Moved by Mr. Byl and seconded by Mr. Brown to approve the payment of claims for March 5, 2020 in the tentative amounts as follows:

AMBULANCE FUND	\$2,857.60
FRIEND OF THE COURT FUND	2,056.34
GIS FUND	-0-
PUBLIC IMPROVEMENT	-0-
BUILDING DEPARTMENT	7,455.56
TECHNOLOGY	12,318.07
FORECLOSURE	4,136.74
K-9 UNIT	-0-
VETERANS AFFAIRS	4,351.75
MEDICAL RESERVE	-0-
AUTOMATION FUND – R.O.D.	-0-
INDIGENT DEFENSE FUND	13,441.33
LOCAL CORR OFFICERS TRNG FUND	-0-
CRIMINAL JUSTICE TRNG	-0-
VICTIMS SERVICES	-0-
CAP PROJ-EQUIP REPLACEMENT	-0-
GENERAL FUND	354,386.54
TOTAL	\$401,003.93

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

Motion carried.

Administrator’s Report:

Administration

Following a meeting with our auditors in January, I’ve updated the Uniform Guidance Policies and Procedures for Federal Awards Administration handbook and I’ll review the changes during a future Finance Committee meeting.

I volunteered to be one of ten county administrators to pilot the salary survey tool developed for the Michigan Association of Counties in partnership with Munetrix.

A memo regarding COVID-19 was distributed to departments on March 11 describing some steps we’re taking to maintain a healthy work environment.

Airport

Mr. Curt Lohman reviewed consulting options and chose a consultant to perform the independent fee assessment regarding Prein & Newhof’s professional service fees. Jacobsen Daniels, Inc. (Ypsilanti, MI) is a company with experience in this area, specifically related to airports. Results are pending.

Mr. Lohman reports that the ground flight school is going well and it has six students meeting twice per a week. Also, he met with a person who has a glider and tow plane who is interested in using the airport this summer.

Conservation District

The conservation district, WMSRDC, U.S. Forestry Service, and Delta Institute have partnered on a tree planting project called the Oceana County Stormwater Trees project. The project involves planting 700 trees throughout the county to help improve stormwater management. Twenty trees will be planted along the bike trail (county property) in the village of Shelby where our EMS station is located.

The Delta Institute is based in Chicago and works with communities to solve environmental and economic challenges.

Board/Committees

I'm recommending that the board/committee meeting schedule for April be amended to hold the equalization session of the Finance Committee on April 14, not April 7 as listed on the current schedule. I am also recommending that the April 23 board and committee meetings be moved to April 30.

Commissioner's Reports

Mr. Walker mentioned that he attended a meeting in Lake County at the courthouse to discuss the redistricting of the courts. He was impressed with Lake County's courthouse security measures.

Mr. Byl will be attending the Oceana County Alliance Leader's Breakfast on May 15th at the Council on Aging's new building. He was also just notified that the Big 10 had cancelled their tournament.

Mr. Sebolt disclosed that he has been moved up to Vice Chair of the Lakeshore Regional Entity Policy Board.

Ms. Meyette reported that no one that she knows has succumbed to panic due to the Coronavirus.

Mr. Gustafson attended a MDOT meeting in Pentwater regarding high water issues. There are three areas on Monroe Road where sandbags will be placed on both sides of the road and MDOT will start doing crosscuts to facilitate a drainage area. By Charlie's Marina, they will not attempt any drainage work, but will continue with the one block detour. This work should start within two weeks and be done before the middle of April. Due to the sandbags, there may be a minor inconvenience with the bike paths being open. This will not be a permanent fix and under advice of the Corps of Engineers, should be able to be removed within two years.

Mr. Powers expanded on the June 15th meeting with Guy Meadows, at the Hart Middle School, which will be addressing high water levels. Local contractors will be available at the cafeteria after the presentation to answer any questions the audience may have about seawalls and other water issues.

Public Comment:

No public comment at this time.

Chairperson Powers asked if there was any further business to come before the Board. There being none, the meeting adjourned at 12:07 p.m.

Amy L. Anderson, Oceana County Clerk

Date

Mr. Powers, Chairperson