

Board Conference Room  
July 23, 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, July 23, 2020, at 12:22 p.m.

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

Mr. Sobie, Oceana County Administrator, and Ms. Amy L. Anderson, Oceana County Clerk, were also present. Members of COSECHA were present via Zoom.

Moved by Mr. Gustafson and seconded by Mr. Byl to approve the minutes of the July 9, 2020 Board of Commissioners regular minutes as presented.

Voice vote. Motion carried.

Public participation was provided via audio/videoconference using Zoom. The online meeting ID was 894 6263 4232.

No public comment at this time.

A public hearing was held for the use of Community Development Block Grant (CDBG) Funds for Emergency Home Repair Projects. This would allow implementation of a program to authorize the use of restricted income from CDBG. A third-party administrator has been engaged, NCCS, a nonprofit housing assistance organization based in Fremont. Using the CDBG funds for this program would need to be authorized by MEDC. NCCS would be ready to implement the program on August 17<sup>th</sup>.

There were no public comments regarding the Community Development Block Grant (CDBG) Funds for Emergency Home Repair Projects.

## **RESOLUTION NO. 1 – ADOPTING A CODE OF ETHICS AND CONDUCT POLICY**

Moved by Mr. Gustafson and seconded by Mr. Byl to approve a Code of Ethics and Conduct for Oceana County Commissioners policy. The purpose of the policy is to strengthen a culture of ethical conduct that earns the public's full trust and confidence to know that decisions and actions of County Commissioners comply with the law, are impartial and fair, that public good motivates decisions and actions – not personal gain, and public deliberations and processes are conducted openly and in an atmosphere of respect and civility.

Furthermore, the County Administrator is directed to include this new policy in the Oceana County Policy Handbook, and because the policy includes universal ethical principles, the County Administrator may apply the policy in whole or in part to all county employees.

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

Motion carried.

**RESOLUTION NO. 2 – HAZARD PAY FOR ELIGIBLE FISRT RESPONDERS USING FUNDING FROM THE FEDERAL CARES ACT**

Moved by Mr. Walker and seconded by Mr. Gustafson to authorize the County Administrator to pay eligible first responders \$1000.00 in taxable supplemental "hazard" pay that will be paid in a lump sum on July 31, 2020 as part of each eligible employee's regular payroll.

Furthermore, the County Administrator is authorized to apply for reimbursement for 100% of the taxable hazard pay from the Michigan Department of Treasury. The source of reimbursement funding is the Federal Coronavirus Aid, Relief, and Economic Security Act in which Michigan Senate Bill 690 recently appropriated a portion of the federal funds to counties, cities, villages, and townships for addressing the COVID-19 pandemic.

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

Motion carried.

**RESOLUTION NO. 3 – AMENDING THE FY 2020 SHERIFF'S BUDGET FOR HAZARD PAY**

Moved by Mr. Walker and seconded by Mr. Byl to authorize the County Administrator to amend the Fiscal Year 2020 payroll and taxes budget for the Sheriff's Department in order to provide hazard pay in the amount of \$31,000.00 for eligible first responders. The required budget amendment will commit a portion of the General Fund's unrestricted fund balance to the appropriate payroll and tax accounts to cover the total cost of the payments.

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

Motion carried.

**RESOLUTION NO. 4 – APPROVAL OF THE 2019 ANNUAL AUDIT REPORT**

Moved by Mr. Sebolt and seconded by Mr. Byl to accept the annual audit report for the year ending December 31, 2019 prepared by Gabridge & Co. The audit report and the recommendations included therein have been reviewed by the Finance Committee and it is recommended by the committee that the Oceana County Board of Commissioners accept the report.

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

Motion carried.

**RESOLUTION NO. 5 – AMENDMENT OF THE FY 2020 BUDGET FOR THE CAPITAL PROJECTS FUND FOR COST OVERRUNS**

Moved by Mr. Brown and seconded by Mr. Walker to approve the following budget amendment for Fiscal Year 2020 to appropriate additional funding to the Capital Projects Fund (#405) due to project cost overruns, namely the air conditioning project for designated court offices and the door access control project which is not fully covered by a risk management grant. An appropriation is necessary to avoid a deficit in the fund.

General Fund (#101)

- Increase Transfer Out (101-000-999.405) by \$15,000 from \$38,190 to \$53,190
- Decrease Contingency Account (101-972-999.000) by \$15,000 from \$18,344 to \$3,344

Capital Projects Fund (#405)

- Increase Transfer In (405-000-699.998) by \$15,000 from \$38,190 to \$53,190
- Increase Machinery and Equipment (405-000-977.000) by \$15,000 from \$63,190 to \$78,190

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

Motion carried.

**RESOLUTION NO. 6 – AMENDING THE FY 2020 BUDGET FOR THE CAPITAL PROJECT FUND FOR ADDITIONAL EQUIPMENT**

Moved by Mr. Brown and seconded by Sebolt to approve the following budget amendment for Fiscal Year 2020 to appropriate additional funding to replace a failing air conditioning unit in the Sheriff’s Department. The unit is located near a telecommunications room and the unit consistently leaks and cannot be repaired.

General Fund (#101)

- Increase Transfer Out (101-000-999.405) by \$5,564 from \$53,190 to \$58,754
- Increase Previous Year End (101-253-401.000) by \$5,564 from \$327,198 to \$332,762

Capital Projects Fund (#405)

- Increase Transfer In (405-000-699.998) by \$5,564 from \$53,190 to \$58,754
- Increase Machinery and Equipment (405-000-977.000) by \$5,564 from \$78,190 to \$83,754

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

Motion carried.

**RESOLUTION NO. 7 – AMENDING THE FY 2020 BUDGET FOR CAPITAL PROJECT FUNDS FOR ADDITIONAL VEHICLE COSTS**

Moved by Ms. Meyette and seconded by Mr. Gustafson to approve the following budget

amendment for Fiscal Year 2020 to appropriate additional funding in the amount of \$7,500 to the Capital Projects Fund (#405) to be applied to the purchase of two police vehicles previously approved by the Board of Commissioners.

General Fund (#101)

- Increase Transfer Out (101-000-999.405) by \$7,500 from \$58,754 to \$66,254
- Increase Previous Year End (101-253-401.000) by \$7,500 from \$332,762 to \$340,262

Capital Projects Fund (#405)

- Increase Transfer In (405-000-699.998) by \$7,500 from \$58,754 to \$66,254
- Increase Vehicles (405-000-981.000) by \$7,500 from \$94,400 to \$101,900

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

Motion carried.

**RESOLUTION NO. 8 – APPROVAL OF A THREE-YEAR AGREEMENT TO PROVIDE EQUALIZATION PERSONNEL AND SERVICES**

Moved by Mr. Sebolt and seconded by Mr. Walker to approve a three-year agreement between Oceana County and Mr. Ed VanderVries to provide the county with a complete Equalization Department including personnel and services consistent with a director, office staff, field staff, and GIS maintenance staff. The agreement will take effect August 1, 2020 and continue through July 31, 2023 at an annual cost of \$198,000. The Chairperson of the Board of Commissioners and County Clerk are authorized to sign the agreement.

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

Motion carried.

**RESOLUTION NO. 9 – ACCEPTANCE OF BID PROPOSAL FOR PREVENTIVE MAINTENANCE SERVICE**

Moved by Mr. Brown and seconded by Mr. Sebolt to accept the bid proposal from Martech in the amount of \$18,923.00 to provide preventive maintenance services in accordance with their proposal dated July 10, 2020. The contract for said services is effective September 1, 2020 to August 31, 2023.

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

Motion carried.

**RESOLUTION NO. 10 – PAYMENT OF CLAIMS**

Moved by Mr. Byl and seconded by Mr. Walker to approve the payment of claims for July 23, 2020 in the tentative amounts as follows:

|                                      |                     |
|--------------------------------------|---------------------|
| <b>AMBULANCE FUND</b>                | <b>\$254,316.68</b> |
| <b>FRIEND OF THE COURT FUND</b>      | <b>2,703.06</b>     |
| <b>GIS FUND</b>                      | <b>-0-</b>          |
| <b>PUBLIC IMPROVEMENT</b>            | <b>-0-</b>          |
| <b>BUILDING DEPARTMENT</b>           | <b>2,667.13</b>     |
| <b>CDBG</b>                          | <b>-0-</b>          |
| <b>TECHNOLOGY</b>                    | <b>3,094.66</b>     |
| <b>FORECLOSURE</b>                   | <b>2,475.00</b>     |
| <b>K-9 UNIT</b>                      | <b>-0-</b>          |
| <b>VETERANS AFFAIRS</b>              | <b>3,739.59</b>     |
| <b>MEDICAL RESERVE</b>               | <b>-0-</b>          |
| <b>AUTOMATION FUND – R.O.D.</b>      | <b>1,757.75</b>     |
| <b>INDIGENT DEFENSE FUND</b>         | <b>14,339.15</b>    |
| <b>LOCAL CORR OFFICERS TRNG FUND</b> | <b>-0-</b>          |
| <b>CRIMINAL JUSTICE TRNG</b>         | <b>-0-</b>          |
| <b>VICTIMS SERVICES</b>              | <b>-0-</b>          |
| <b>CAP PROJ-EQUIP REPLACEMENT</b>    | <b>27,841.00</b>    |
| <b>GENERAL FUND</b>                  | <b>451,850.38</b>   |
| <b>TOTAL</b>                         | <b>\$764,154.40</b> |

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

Motion carried.

**COMMISSIONER’S REPORTS**

Mr. Walker reached out to Ms. Suzie Rodriguez, from Senator Bumstead’s office, regarding the issuance of Driver’s Licenses to immigrants. Due to Federal mandates, and compliance with Federal Guidelines, there is no action that can be taken at this time.

Ms. Meyette informed the board that Daniel’s restaurant would be opening today; it had been closed throughout the pandemic.

Mr. Gustafson expressed concern with the lack of leadership and with those who are supposed to be spearheading the effort to get the Ambulance Millage passed. He has not seen very many signs or literature relating to it.

**Public Comment**

Members of COSECHA mentioned that there is now a coalition, Drive Michigan Forward, that is helping persuade local governments and respective cities in passing resolutions in support of immigrants who would like to obtain a Michigan Driver’s License. They are requesting that Oceana County also show their support for this movement.

Chairperson Powers asked if there was any further business to come before the Board. There being none, the meeting adjourned at 1:00 p.m.

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Amy L. Anderson, Oceana County Clerk

\_\_\_\_\_  
Date

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Mr. Powers, Chairperson