

Oceana County Board of Commissioners

March 14, 2024

Today's meetings
begin at 10:00 a.m.

Committees and Board Meeting Packet



Board of Commissioners

Robert Walker, Chairperson

Tim Beggs

Craig Hardy

Phil Morse

Paul Erickson

Prepared by:

Tracy Byard

Oceana County Administrator



Oceana County, Michigan

PUBLIC NOTICE

OCEANA COUNTY BOARD OF COMMISSIONERS

100 State Street, Hart, MI 49420 – (231) 873-4835

The Oceana County Board of Commissioners **will hold** the following committee meetings and its regular board meeting on **Thursday, March 14, 2024** beginning at 10:00 a.m. and 11:30 a.m. respectively. The meetings will be held in the Oceana County Board of Commissioners Room located at 100 State Street, Hart, MI 49420.

- Courts and Public Safety Committee
- Personnel and Health and Human Services Committee
- Finance and Administration Committee
- Regular Board of Commissioners Meeting

Detailed meeting agendas are available online at:

<https://oceana.mi.us/government/board-of-commissioners/schedule-of-meetings/>

or, by contacting the County Administrator's Office at the address shown above, by

telephone (231) 873-4835, or by email countyadmin@oceana.mi.us

The Oceana County Board of Commissioners has **cancelled** the following meetings by order of the committee/board chairperson due to a lack of business:

All meetings are open to all members of the public. This notice is given pursuant to, and in accordance with, the provisions of the Open Meetings Act, Public Act 267 of 1976, as amended. Oceana County does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services.



Oceana County Board of Commissioners

County Building
100 State Street, Suite M-4, Hart, MI 49420

AGENDA

Courts and Public Safety Committee

There will be a committee meeting on **Thursday, March 14, 2024, beginning at 10:00 a.m.**, or immediately following any preceding committee meetings, in the Oceana County Board of Commissioners Room, 100 State Street, Hart, MI 49420.

Committee Chair: Tim Beggs

Committee Vice-Chair: Craig Hardy

| Presenter | Description | Item # |
|---------------------|---|---------|
| Chair | Call to Order Roll Call Approval of Minutes from February 8, 2024 Pages36-37 Changes to the Agenda Approval of the Agenda Public Comment (<i>state your name, current address, and agenda item or topic</i>) | |
| Administrator Byard | Consideration to approve the Mason-Oceana 911 Board recommended surcharge at \$2.09. | 2024-30 |
| | DEPARTMENT HEAD REPORT | |
| | Public Comment (<i>state your name, current address, and agenda item or topic</i>) | |
| | Adjournment | |
| | | |
| | | |
| | | |
| | | |



Oceana County Board of Commissioners

County Building
100 State Street, Suite M-4, Hart, MI 49420

AGENDA

Finance and Administration Committee

There will be a committee meeting on **Thursday, March 14, 2024, beginning at 10:00 a.m.**, or immediately following any preceding committee meetings, in the Oceana County Board of Commissioners Room, 100 State Street, Hart, MI 49420.

Committee Chair: Craig Hardy

Committee Vice-Chair: Tim Beggs

| Presenter | Description | Item # |
|---------------------|---|----------|
| Commissioner Hardy | Call to Order Roll Call Approval of Meeting Minutes from February 22, 2024 Pages 27-31 Changes to the Agenda Approval of the Agenda Public Comment (<i>state your name, current address, and agenda item or topic</i>) | |
| Commissioner Walker | Landbank Authority Authority Purchasing Policy Pages 11-16 | 2024-33 |
| Administrator Byard | Elections Budget Adjustment for Nine Day Early Voting Page 17 | 2024-34 |
| Administrator Byard | Drain Commission Budget Adjustment for Stormwater Review Templates Page 18 | 2024-35 |
| Mr. Kory Hansen | Medical Care Facility Millage Renewal Proposal Pages 19-21 | #2024-36 |
| Administrator Byard | Administrator's Review of Selected Claims for Payment Pages 22-24 Administrator's Report | #2024-37 |
| | | |
| | Department Head Reports | |
| | Public Comment (<i>state name, current address, and agenda item or topic</i>) | |
| | Adjournment | |

Finance and Administration Committee

The Finance and Administration Committee Meeting was called to order by Chairperson Hardy on Thursday, February 22, 2024, at 10:00 a.m., in the Board Conference Room.

Present: Mr. Erickson, Mr. Morse, Mr. Beggs, Mr. Walker, and Mr. Hardy.

Also Present: Mr. Paul Postal, Business Agent, FOPL; Ms. JoAnn Erway, Oceana County Council on Aging Board Member; Ms. Stephanie Moore, Oceana County Council on Aging (OCCOA) Executive Director; Ms. Lisa Nagel, OCCOA Transportation Director; Ms. Jaccie Smith, OCCOA Senior Care Services Director; Ms. Kris Collee, Agewell Services; Mr. Troy Maloney, Emergency Management Director; Mr. Garry McKeen, Oceana County Planning Commission and Parks and Recreation Commission; Mr. Craig Mast, Oceana County Sheriff; Mr. Doug Bacon, Oceana County Council on Aging Board Vice-President; Ms. Byard, Oceana County Administrator; Mr. John Cavanagh, Oceana's Herald-Journal correspondent; and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Morse and supported by Mr. Beggs to approve the minutes of the February 08, 2024 Finance and Administration Committee meeting as presented.

Voice vote. Motion carried.

Chairperson Hardy asked if there were any additions to the agenda. Mr. Walker declared a conflict of interest regarding Motion #2024-28 due to direct family interaction. Mr. Beggs noted that he repairs Council on Aging vehicles – Mr. Erickson stated the same and both were concerned that this may be a conflict of interest for them. Mr. Walker stated that he did not believe this would be an issue, as the Council on Aging does not have a contract for this service and may choose to go elsewhere for their services.

Moved by Mr. Beggs and seconded by Mr. Erickson to approve the agenda as presented.

Voice vote. Motion carried.

Public Comment

There were no public comments at this time.

Agenda Items

Mr. Paul Postal, Business Agent, FOPLC brought forth a Letter of Understanding requesting a \$1.00/hour increase for the FOP Unit.

Ms. JoAnn Erway brought forth Council on Aging Millage Ballot Proposal. She stated there is not a fact problem, but a perception problem regarding the COA. She also stated clearly the information is not getting relayed on the ground. Her big message was "ASK US". She stated that they are happy to give any and all information.

Mr. Morse asked the question for clarification regarding in home community living support. Ms. Jaccie Smith, Director of Senior Care Services, indicated they are checked on two to three days per week and can either be increased or decreased based on need. She also indicated that the follow up is once a month for six months. Mr. Morse felt that the Oceana County Council On Aging (OCCOA) does great work!

Mr. Walker indicated he felt that the OCCOA does an excellent job in the Hart, Shelby and Pentwater area. He commented the outer county areas do not feel they are receiving sufficient services. He felt that a millage should not have been allowed without a contract. He indicated that 1 mil for 10 years shuts down the ability for other entities to receive specialized services. Mr. Erickson stated he has been involved in OCCOA all of his life. He believes that the OCCOA should have been invited to attend the Walkerville meeting. It is important to work together to find a way to better provide services for the outlying areas. The citizens are what is important.

Mr. Morse questioned if millage funds were used for the escorted trips. Ms. Stephanie Moore, OCCOA Executive Director, responded that the trips that are offered by OCCOA, are paid for by the individuals that are travelling – not millage funds. She indicated that the escorted trips are a great marketing tool.

Mr. Walker voiced his concern over the ballot language that 10 years seems excessive regarding the millage. He suggested OCCOA partner with other senior resources with a \$50,000/5 year to see how it would work. Mr. Erickson suggested looking further into ARPA money. Mr. Morse recommended six years and possibly up to eight rather than ten years. We should continue to seek cooperative relations to create a bridge. Mr. Hardy felt the six to eight year is a better idea.

Ms. Kris Collee, Agewell Services, stated there is a 650 person wait list for Meals on Wheels. She stated that they can't advertise the program because there is no money, but, appreciates donations as they do help.

Mr. Troy Maloney, Emergency Management Directory presented renewal grants for CodeRed-Emergency Mass Notification System.

Administrator Byard brought forth MGT Master Services Agreement for the Friend of the Court.

Administrator Byard brought forth Approval of Contract for Surveying Services for Remonumentation.

Commissioner Morse presented District Court Magistrate Wage Increase. The bottom line is the magistrate feels singled out. The judge feels the increase is justified. \$1.00 per hour should be made retroactive.

Ms. Byard did not read the claims for payment, but the following was provided:

Oceana County Administrator

REVIEW OF CLAIMS FOR PAYMENT (>= \$1,000 and Other Noteworthy Expenditures)

| Fund # | Dept. # | Dept. Name | Amount | Purpose |
|------------------------------|---------|------------|---------------|--|
| Special Revenue Funds | | | | |
| 210- Ambulance | | | \$ 246,620.56 | to Life EMS for the quarterly service agreement. |
| | | | \$ 2,420.00 | to Hart Fire Department for 4th Quarter 2023 MFR Costs |
| 215 - Friend of the Court | | | \$ 2,194.06 | to Image Soft for professional services and icloud storage |
| 256 - Automation Fund R.O.D. | | | \$ 1,658.84 | to GovOS, Inc for software fees. |

| | | |
|---------------------------------|--------------|---|
| 260 - Indigent Defense | \$ 11,050.50 | to Good Law for court appointed attorney fees. |
| | \$ 8,490.00 | to Hayes Law Office, PLC for court appointed attorney fees. |
| | \$ 5,833.33 | to Indigent Defense Consultants for managed assigned counsel services. |
| | \$ 5,289.00 | to MKG Law Office, PLC for court appointed attorney fees. |
| | \$ 10,533.00 | to Springstead Law Offices for court appointed attorney fees. |
| | | |
| 298 - Technology and Innovation | \$ 5,490.00 | to Alertus Technologies for maintenance and support fees |
| | \$ 1,248.45 | to Pivot Point Partners for software |
| | | |
| 445 - Public Improvement | \$ 1,098.48 | to Johnstone Supply for supplies |
| | | |
| 549 - Building Department Fund | \$ 1,959.65 | to RVN Inspections, LLC for permits, residential plan reviews, and commercial plan reviews |
| | \$ 1,500.00 | to Shoreline Inspection Service LLC for permits, residential plan reviews, and commercial plan reviews. |
| | \$ 1,150.00 | to Thomas Story for permits, residential plan reviews, and commercial plan reviews. |
| General Fund | | |
| | | |
| 101 - Board of Commissioners | \$ 5,920.37 | to H Security & Investigation for Courthouse Security services |
| | | |
| 262 - Elections | \$ 1,445.40 | to Ludington Daily News for ad for election |

| | | |
|----------------------------|--------------|--|
| | \$ 14,729.34 | to Spectrum Printers for early voting postcard mailings. |
| | | |
| 265 - Courthouse & Grounds | \$ 2,004.99 | to City of Hart for utilities |
| | \$ 1,203.00 | to Hallack contracting for plowing and salt |
| | | |
| 283 - Circuit Court | \$ 1,104.00 | to Jurors for Juror fees. |
| | \$ 4,223.92 | to Hayes Law Office for monthly appropriations. |
| | \$ 3,300.00 | to Heacock Reporting for court contracted services. |
| | \$ 1,435.85 | to Heacock Reporting for court contracted services. |
| | \$ 4,223.92 | to Springstead Law Offices for monthly appropriations |
| | | |
| 296 - Prosecuting Attorney | \$ 1,014.00 | to Thomson Reuters for library periodicals |
| | | |
| 301 - Sheriff | \$ 24,748.02 | to Enterprise for fleet vehicle management. |
| | \$ 1,249.80 | to Amazon capital services for machinery and equipment |
| | \$ 11,232.50 | to Chrouch Communications for machinery and equipment |
| | \$ 29,000.00 | to Ingham County for radios |
| | \$ 11,689.92 | to Motorola Solutions for equipment and machinery |
| | | |
| 351 - Jail | \$ 15,536.15 | to Advanced Correctional Healthcare for inmate medical |
| | \$ 3,146.12 | to Gordon Food Service for inmate boarding |
| | | |

| | | |
|----------------|-------------|---|
| 595 - Airport | \$ 3,600.00 | to Hallack Contracting for plowing and salt |
| ~ Total | | |
| | | \$447,343.17 |

Administrator’s Report (as provided by Ms. Byard):

MAC/MACAO MEETING

MAC touched on the items that have been included in the Governors proposed budget. There is an increase to the Juvenile Justice and addressing bed shortages as well as behavioral health Medicaid services. There has been \$30.5 million set for inmate medical who would have been otherwise eligible for Medicaid 90 days before their release. There have been some funds set aside for mental health for Public Safety. They have full funding set for the MIDC. They have proposed a 5% increase in revenue sharing with an additional 3% if we have allocated all ARPA funds. Last, there is a proposal for a 1289% (yes, 1289) increase to tipping fees which would increase it to \$5/ton to deter out of state dumping.

There are two bills as it relates to the Open Meetings Act as it relates to classifying groups, however no changes for us.

They discussed a deficit to road funding, and they are exploring options for this issue.

MAC MEETING REGARDING OPIOID SETTLEMENT FUNDS

MAC provided an educational meeting regarding the Opioid Settlement Fund. Kent County presented information regarding their long-standing collaboration committee regarding opioids and the support and investing resources in mitigation of the epidemic. They have many partners involved in the process with substance abuse disorder services set as the baseline. They are collecting data and evaluating each area to determine where the funds should be spent. Eaton County presented as well with information pertaining to a steering committee. The committee decided to work on a strategic plan to bring the community to the table and create strategic to build new infrastructure and enforce what is working. They reviewed their process and the meetings that have been held along with the information they have gathered for their community needs assessment.

These meetings are held once a month to look over how other counties are making use of the Opioid funds. I am currently in the process of gathering additional information as it relates to use of these funds in county jails and will be providing that information to our group along other avenues for use of the funds.

OCEANA COUNTY ECONOMIC ALLIANCE

I have been invited to join the OCEA Board. They met on February 15th. Curtis Burdette highlighted the work with the EDA Workforce Strategy and Rightplace. He also shared upcoming events. The Committees provided updates for their Executive, Workforce, Development and Outreach Committees. I look forward to being a part of this group.

AUDIT PREPARATION

As previously mentioned, we are in the process of gathering information for the County Auditors prior to their field work.

Department Head Reports

Mr. Garry McKeen, Oceana County Planning Commission and Parks and Recreation Commission, Stated there is one week left of public inspection of the county five-year plan. He stated that on March 7 there will be a public meeting during the planning commission. If change is needed it will be modified. He noted that the Oceana County Parks and Recreation has scheduled the engineering meeting next Wednesday, for the Stony Creek Project and work is set to begin the middle of April.

Sheriff Mast indicated the jail population was up. He stated that there are a couple of new hires going through field training in corrections, and there are new officers on the road as well. He reported that last week there was an incident and a few Federal agencies were in the Walkerville area trying to intercept some of the illegal drug exercise. Sheriff Mast noted that the brown uniform is extremely hard to find and extremely expensive, therefore, the staff will be making the change to black uniforms.

Public Comment

Mr. Doug Bacon, OCCOA Board Vice-President, he stated bussing is not a money-making project. He stated that bussing is a part of the millage, so if millage is taken away, then there will be an impact on bussing services.

Ms. Byard read an email from Mr. Richard Raffaelli, Shelby Township Supervisor regarding the OCCOA. The email is on file in the County Clerk's office.

Chairperson Hardy asked if there was any further business to come before the Board. There being none, the meeting adjourned at 12:01 p.m.

Respectfully submitted,

Amy L. Anderson
Oceana County Clerk

**OCEANA COUNTY LAND BANK AUTHORITY
PURCHASING AND PROCUREMENT POLICY**

Adopted 01/30/2024

Final Adoptions by BOC XX/XX/XXXX

The policy applies to all Land Bank Authority purchases made pursuant to the annual budget as adopted and amended.

I. Purpose

The intent of policy is to establish efficient, transparent, open, and competitive procedures and processes for the acquisition of supplies, services, and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases.

II. Purchasing Authority Designated

The Authority designates the Chair as responsible for ensuring that the duties and responsibilities as set out in this policy are adhered to. The Chair is designated as the purchasing officer for the Authority, and as such has the authority to:

- A. Purchase or contract for supplies, services and equipment
- B. Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment.
- C. Act to procure for the Authority the needed quality in supplies, services and equipment at least expense to the Authority.
- D. Supervise the inspection of all supplies, services and equipment purchased to insure conformance with specifications.

III. Formal Bid Procedures for Purchases

Purchases in an amount exceeding Five Thousand Dollars (\$5,000) shall be accomplished using the bidding procedure described in this section. The Oceana County Land Bank Authority will request at least three bids on each project.

- A. **Notice Inviting Bids.** Notices inviting bids shall distinctly describe the purchase, shall state where bid blanks and specifications may be secured, and shall state the time and place for the receiving and opening of sealed bids.
 - 1. Notice inviting bids may be published in a newspaper of general circulation, posted on the County website www.oceana.mi.us, and/or other methods such as direct mail or email or trade publications that achieve competition.
 - 2. Bidders are responsible for becoming familiar with the Authority's needs and expectations. Each bid or proposal request is unique, and depending on what is being bid, a pre-bid meeting may be helpful.
- B. **Bidder's Security.** The Authority may require bids be accompanied by bidder's bond. In all cases bidders shall be entitled to return of bid bond provided that a successful bidder shall forfeit the bid security upon refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the Authority is responsible for the delay. The Authority may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the Authority awards the contract to the next lowest bidder, the amount of the lowest bidder's bond shall be applied by the county to the difference between the

low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

- C. **Bid Opening Procedure.** Sealed bids shall be submitted as stated in the notice and shall be identified as bids on the envelope. Bids shall be opened in public, and bidders shall be informed of the time and place. Prior to the actual bid opening, it shall be announced that bids are closed and that no further bids will be accepted. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than 30 calendar days after the bid opening.
- D. **Rejection of Bids or No Bids Received.** The Chair reserves the right to reject any and all bids, to request additional information from any bidder and to waive any irregularities in the bidding process if it is in the best interest of the Land Bank and re-advertise for bids. If no bids are received, the Authority may award the project or contract through negotiations with a vendor or vendors.
- E. **Award Criteria.** The Authority shall award bids for purchases that exceed Five Thousand Dollars (\$5,000). The Authority reserves the right to reject any bid. Absent other factors, such as past performance, that should be considered in evaluating bids or proposals, the Chair shall recommend, and the Authority shall make, purchases from the lowest responsive bidder. A responsive bidder is one that does not vary from specifications and terms required. Purchases shall be made that obtain, on behalf of the taxpayer, the best overall value at the least cost.

IV. Open Market Procedures for Purchases

- A. Purchases of supplies, services, and equipment shall be by the open market procedures described in this section when the estimated value exceeds Three Thousand Dollars (\$3,000) and is less than Five Thousand Dollars (\$5,000). Open market procedures may be dispensed with only when an emergency requires that an order be placed with the nearest available source of supply or when the commodity can be obtained from only one vendor.
- B. The Chair shall solicit open market quotes by written requests to prospective vendors, by telephone, or by public notice posted on the County website.
 - 1. Land Bank will request at least three quotes should be obtained from vendors for all items between Three Thousand Dollars (\$3,000) and Five Thousand Dollars (\$5,000), and shall be submitted to the Authority.
 - 2. Award Criteria. Purchases shall be made from the lowest responsive quote. A responsive bidder is one that does not vary from specifications and terms required. Purchases shall be made that obtain, on behalf of the taxpayer, the best overall value at the least cost.
 - 3. Absent other factors, such as past performance, that should be considered in evaluating purchases, the purchase shall be made from the low quote.
- C. Small Purchases. The Chair may, in his or her discretion and within approved budgetary limitations, make purchases of less than Three Thousand Dollars (\$3,000) without obtaining bids or quotations, provided the items purchased are of the lowest costs and best overall quality for the County.

V. Purchases of Professional Services

Using the same dollar limits set in this policy, professional service providers will be selected by a request for proposal or request for qualifications process. Whether an RFP or RFQ is used shall be decided by the Chair. Providers of professional services shall be selected by evaluation of the skill or ability of the entity or person performing the services. Proposals or bids for professional services shall be evaluated and recommended for award on the basis of demonstrated competence, unique knowledge, familiarity with the subject matter, and the professional qualifications necessary for the satisfactory performance of the services required. Cost shall not be the determining factor in selecting professional service providers. The Authority will not be obligated by this policy to select the lowest cost service provider.

VI. Budgeted Funds

Except in cases of an emergency, as determined by the Chair, no purchase shall be made nor any purchase order issued for supplies, services, or equipment unless there exists an unencumbered appropriation against which the purchase is to be charged.

VII. Written Contract Required for Purchases

The Chair may require written contracts for purchases of supplies, services, equipment, and personal property.

VIII. Dollar Limits for Approvals

A. Purchases of supplies, services, and equipment shall require approval by:

1. The Chair, if such purchases do not exceed Five Hundred Dollars (\$500) and funds are budgeted for the expenditure;
 2. The Authority, upon recommendation of the Chair, if such purchases exceed Five Hundred Dollars (\$500).
8. All written contracts shall be approved by the Chair. All written contracts exceeding Five Thousand Dollars (\$5,000) shall be also approved by the Authority.
- C. All real property acquisitions, licenses, easements, or other interests in real property or real property lease contracts, regardless of amount, shall be approved by the Authority.

IX. Inspection, Testing and Acceptance Responsibility

The responsibility for the inspection, testing and acceptance of all supplies, equipment and contractual services performed shall rest with the Chair.

X. Ethics and Standards of Conduct

A. Authority Official/Employee Conduct

Unless otherwise allowed by statute, no Authority official or employee shall be financially interested, or have any personal beneficial interest, directly or indirectly, in any contract or purchase order for supplies, materials, equipment, or contractual services used or furnished to the Authority. No official or employee may accept or receive directly or indirectly from a person, firm, or corporation to whom any contract or purchase order may be awarded, gift or otherwise, any money or anything of value, or any promise, obligations, or contract for future reward or compensation.

Inexpensive advertising items bearing the name of the firm such as pens, pencils, paperweights, calendars, food products, etc., are not considered articles of value or gifts in relation to this policy.

The Chair shall not knowingly issue a purchase order when there is evidence or appearance of a conflict of interest. The County Administrator shall refer such matters to the Authority's legal counsel whose opinion shall be final in the absence of any specific instructions from the Authority.

The offer of any such gratuity to an official or employee of the Authority by any vendor or contractor, or prospective vendor or contractor, shall be cause for declaring such individual or firm to be an irresponsible bidder and forbid them from bidding on Authority business.

B. Vendor Selection

In selecting vendors and suppliers, the Authority may give consideration to purchasing only from suppliers who have adequate financial strength, exhibit acceptable ethical standards, and have a reputation of adhering to specifications, maintaining shipping promises and provide a full measure of service. Non-performing suppliers and contractors will be documented and the experience will be considered in future decisions and recommendations.

XI. Exemption of Specific Purchases

The following kinds of services, goods, and materials are hereby specifically exempted from the competitive selection provisions of this policy:

1. Price-regulated items. The Authority may, without competitive bidding, purchase goods or services where the rate or price for the goods or services is established by a Federal, State or local regulatory authority.
2. Copyrighted materials. If the contract is for the purchase of copyrighted materials and there is only one supplier available for such goods, the County may contract for the purchase of the goods without competitive bidding.
3. Insurance. The Authority's choice of insurance providers is based on the insurance provider that is chosen by the County of Oceana.
4. Utilities. The Authority may purchase cable television, electricity, natural gas, water, and wastewater treatment without competitive bids.
5. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting bids may be sent exclusively to such contractor or contractors.
6. For services, goods, and materials not specifically listed, the Chair may request exemption from the Authority.

7. Purchases using federal or state funds shall follow procedures required by the federal or state agency providing the funds. The department director shall be responsible for ensuring that county purchases comply with applicable federal or state procedures or requirements.

8. Leases or purchase of real property.

XII. Prevailing Wage on Construction Contracts

The advertised specifications for every contract in excess of \$25,000 to which the Oceana County Land Bank Authority is a party, for construction, alteration, and/or repair, including painting and decorating of public buildings or public works in or for the Authority, and which requires or involves the employment of mechanics and/or laborers, shall contain a provision stating the minimum wages to be paid the various classes of laborers and mechanics that shall be based upon the wages determined by the Secretary of Labor to be prevailing for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in or in the vicinity of the County of Oceana. Per Federal Act, this requirement does not apply to demolition contracts, unless the demolition activity is part of a future construction contract or a requirement from Grant funds.

Every contract based upon specifications referred to in (a) above shall contain a stipulation that:

1. Contractor or his subcontractor shall pay all mechanics and laborers employed directly upon the site of the work, unconditionally and not less often than once every two weeks, and without subsequent deduction or rebate on any account, the full amount accrued at the time of payment, computed at wage rates not less than those stated in the advertised specifications, regardless of any contractual relationship which may be alleged to exist between the contractor or subcontractor and such laborers and mechanics;

2. The scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work.

3. There may be withheld from the contractor so much of accrued payments as may be considered necessary by the County Administrator to pay laborers and mechanics employed by the contractor or any subcontractor on the work for the difference between the rates of wages required by the contract and the rates of wages received by such laborers and mechanics except those amounts deducted or refunded pursuant to the terms of P.A. 166 of 1965 (MCL 408.551 to 408.558) and interpretations thereof.

4. The overtime pay to which a laborer or mechanic working on the contract is entitled shall be that overtime pay to which he is entitled by any agreement he may have made with the contractor or subcontractor or by any applicable provision of law, but in no event shall such amount be less than the prevailing wage in Marquette County for such overtime.

Adopt Excerpt from the Oceana County Uniform Guidance Policies and Procedures Federal Awards Administration. Additional Policies and Procedures:

1) Purchases made with federal funds will be made using one of the five allowable methods specified by the Uniform Guidance. Where such regulations differ from the County, the more restrictive of the requirements shall apply.

Micro-purchases – Purchases of services and supplies with aggregate cost of \$3,000 or less (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). Bids or quotations are not required, though the County will attempt to make purchase in the most economical fashion possible.

Small purchases – Purchases of services or supplies with an aggregate cost of \$150,000 or less. Quotations must be obtained from an adequate number of qualified sources.

Sealed bids – Vendors are invited to bid based on detailed specifications.

Competitive proposals – Vendors are invited to submit a proposal with detailed specifications. Unlike the sealed bid method, competitive proposals typically involve technical or professional services where the qualifications, experience, reputation, and other factors are considered in awarding the contract.

Non-competitive proposals – These purchases must be for an emergency, pre-approved by the grantor agency, or because the item is only available from a single source. This type of procurement should occur infrequently and be clearly documented. A Sole Source Vendor Justification Form has been drafted in the appendix of this manual.

RESOLUTION RE MEDICAL CARE FACILITY OPERATOIN MILLAGE

Moved by _____ and seconded by _____
to approve the language of the following ballot proposal for the purpose of funding the operations of the Oceana County Medical Care Facility.

OCEANA COUNTY
MEDICAL CARE FACILITY OPERATING MILLAGE

This proposal reestablishes the 2-mill millage previously approved by the electors that expired after the December 2023 levy. The Headlee Amendment previously reduced this millage to 1.973 mills. This ballot proposal renews the previous 1.973 mills and authorizes a new additional millage of 0.027 mills to restore the mills that were rolled back by the Headlee Amendment.

Shall the limitation upon the total amount of taxes that may be levied against all taxable property within Oceana County be increased by the amount of two dollars (\$2.00) per one thousand dollars (\$1,000.00) (2.00 mills) against all taxable property in Oceana County for a period of 8 years, 2024 through 2031 inclusive, for the purpose of funding the operations of the Oceana County Medical Care Facility? Revenue from this millage will be disbursed to Oceana County. If approved and levied in its entirety, this millage would raise an estimated \$2,962,230.00 in the first calendar year of the levy.

Roll call vote:

**OCEANA COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**

**Resolution 2024-02
Oceana County Medical Care Facility**

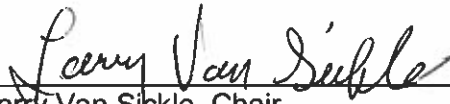
2024 Millage Ballot Language

- WHEREAS,** Oceana County Medical Care Facility (OCMCF) provides skilled nursing and related services to citizens of Oceana County and the broader region; and
- WHERE AS,** as a county owned facility, created under Public Act 280, provides a safety net for low income, Medicaid-eligible frail older adults; and
- WHEREAS,** millage revenue contributes supplemental funding toward operational costs that enhance the quality of services; and
- WHEREAS,** millage funding provides a significant portion, nearly \$3,000,000, or about 15%, of the total operating budget annually.

**THEREFORE
BE IT RESOLVED,** that the proposed 2024 ballot language is approved by the Oceana County DHHS board with the recommendation for approval by the Oceana County Board of Commissioners for the August 6, 2024 primary election.

APPROVED X
DISAPPROVED

at the February 26, 2024 meeting of the Oceana County Department of Health and Human Services Board.



Larry Van Sickle, Chair
Oceana County Department of Health and Human Services Board
 2-26-24
Date

MILLAGE RENEWAL FACT SHEET

- Previous Millages:

2020-2023 4 years 2.0 mills

2012 -2019 8 years 2.5 mills

- Millage \$ Collected

2019 \$3,058,885.12 (last year at 2.5 mills)

2020 \$2,535,050.49 (first year at 2.0 mills)

The half-mill reduction resulted in over \$500,000 in less funding annually.

- Then COVID hit – Relief Funds, ERC funding & reserves helped bridge the funding gap for 2020 - 2022 with experiencing higher cost and lower census/revenue
- For 2023, millage funding of \$2.79m represented 15% of the \$18.6m in total revenue as a major funding source

What the Millage funding means to OCMCF

1. Much higher staffing ratios
2. Better employee benefits (primarily health insurance & retirement)
3. Updated and timely replacement of technology and medical equipment as needed

Equates to higher quality of care and quality of life for our residents

OCMCF has achieved a CMS 5-Star Overall Rating, as well as for the Health Inspections and Staffing categories

- Greatest Current/Future Challenges

1. Finding Staff (primarily CNAs and Nurses)
2. Census Recovery - currently 78-83, goal is to get back to around 100
3. What a new Medicaid reimbursement methodology will look like
4. Federal mandated minimum staffing levels
5. Continuous building infrastructure and equipment upgrades

- Made a \$1 million in voluntary contributions to our MERS pension fund in 2023

Oceana County Administrator

REVIEW OF CLAIMS FOR PAYMENT (>= \$1,000 and Other Noteworthy Expenditures)

| Fund # | Dept. # | Dept. Name | Amount | Purpose |
|---------------------------------|---------|------------|--------------|---|
| Special Revenue Funds | | | | |
| | | | | |
| 215 - Friend of the Court | | | \$ 2,194.06 | to Image Soft for professional services and icloud storage |
| | | | \$ 8,981.00 | to Image Soft for professional services and icloud storage |
| | | | | |
| 238 - Pentwater Hart Trail | | | \$ 1,282.72 | to Fleis & Vandenbrink for survey |
| | | | | |
| 243 - Brownfield Redevelopment | | | \$ 3,447.50 | to Fishbeck for professional services |
| | | | | |
| 260 - Indigent Defense | | | \$ 8,787.00 | to Good Law for court appointed attorney fees. |
| | | | \$ 5,833.33 | to Indigent Defense Consultants for managed assigned counsel services. |
| | | | \$ 1,320.00 | to Annette K. Howe for court appointed attorney fees. |
| | | | \$ 11,922.00 | to Springstead Law Offices for court appointed attorney fees. |
| | | | \$ 1,425.00 | to Envista Forensics for professional services |
| | | | | |
| 298 - Technology and Innovation | | | \$ 1,055.58 | to Wells Fargo Financial for equipment leases |
| | | | \$ 1,833.04 | to Business Information Systems for Contract renewal. |
| | | | | |
| 549 - Building Department Fund | | | \$ 6,426.55 | to RVN Inspections, LLC for permits, residential plan reviews, and commercial plan reviews |
| | | | \$ 1,200.00 | to Shoreline Inspection Service LLC for permits, residential plan reviews, and commercial plan reviews. |
| | | | \$ 8,759.53 | to Randolph D Miller, LLC for permits, residential plan reviews, and commercial plan reviews |
| | | | \$ 2,807.72 | to Sonnie Smith for permits, residential plan reviews, and commercial plan reviews |
| General Fund | | | | |
| | | | | |

| | | |
|----------------------------|--------------|---|
| 257 - Equalization | \$ 24,210.00 | to V&V Assessing for equalization and assessing services. |
| | | |
| 262 - Elections | \$ 8,426.86 | to Election Source for supplies |
| | \$ 1,160.80 | to Oceana Herald for election advertising |
| | | |
| 265 - Courthouse & Grounds | \$ 1,606.74 | to Republic Services for trash removal |
| | \$ 2,471.04 | to City of Hart for utilities |
| | \$ 1,287.46 | to DTE Energy for utilities |
| | | |
| 283 - Circuit Court | \$ 1,618.53 | to Business Information Systems for Contract renewal. |
| | \$ 4,473.92 | to Hayes Law Office for monthly appropriations. |
| | \$ 3,300.00 | to Heacock Reporting for court contracted services. |
| | \$ 4,473.92 | to Springstead Law Offices for monthly appropriations |
| | | |
| 301 - Sheriff | \$ 6,900.00 | to Carahsoft Technology Group for yearly service contracts |
| | \$ 1,263.12 | to AT&T mobility |
| | \$ 7,387.97 | to Wex Bank for fuel purchases |
| | \$ 1,651.71 | to Amazon capital services for machinery and equipment |
| | \$ 3,844.05 | to Kiesler's Police Supply |
| | \$ 1,260.00 | to Lighthouse Car Care Center for vehicle repairs/Maintenance |
| | \$ 1,268.16 | to Mears Service Center for Vehicle repairs.Maintenance |
| | \$ 1,180.00 | to Michigan Sheriff's Association for employee training |
| | \$ 3,643.22 | to NYE uniforms |
| | | |
| 351 - Jail | \$ 1,461.35 | to DTE for utilities |

| | | |
|--|---------------|---|
| | \$ 4,941.44 | to Gordon Food Service for inmate boarding |
| | \$ 15,536.15 | to Advanced Correctional Healthcare for inmate medical |
| | \$ 3,125.52 | to City of Hart for Utilities |
| | | |
| 528 - Transfer Station | \$ 22,179.15 | to American Classic Dumpster |
| | \$ 1,818.50 | to Geocycle for tire disposal |
| | | |
| 568 - Soil Conservation District | \$ 14,000.00 | to Oceana Conservation District for FY 2024 appropriation. |
| | | |
| 601 - Health Department | \$ 42,788.75 | to DHD#10 for 2024 appropriation. |
| | | |
| 649 - Mental Health | \$ 10,833.33 | to West Michigan CMH for Local February 2024 Match |
| | \$ 10,833.33 | to West Michigan CMH for Local March 2024 Match |
| | | |
| 728 - Economic & Community Development | \$ 65,000.00 | to Oceana County Economic Alliance for Fiscal Year 2024 Appropriation of funds. |
| | | |
| ~ Total | \$ 341,220.05 | |



Oceana County Board of Commissioners

County Building
100 State Street, Suite M-4, Hart, MI 49420

AGENDA

Regular Board Meeting

The Oceana County Board of Commissioners will hold its **Regular Meeting on Thursday, March 14, 2024, beginning at 11:30 a.m.** in the Oceana County Board of Commissioners Room, 100 State Street, Hart, MI 49420.

Board Chair: Robert Walker

Board Vice-Chair: Tim Beggs

| Presenter | Description | Item # |
|--------------|---|----------|
| Chair | Pledge of Allegiance Call to Order Roll Call Approval of minutes from Regular BOC Mtg of February 22, 2024 Special Finance Meeting of September 26, 2023 Special Finance Meeting of October 19, 2023 Conflict of Interest Disclosure Regarding Agenda Items Changes to the Agenda Approval of the Agenda Public Comment (<i>state your name, current address, and agenda item or topic</i>) | |
| Mr. Hardy | Mason-Oceana 911 Surcharge Motion #2024-30 to approve the recommendation of the Mason-Oceana 911 Board to continue the assessment of a local telephone surcharge in the amount of \$2.09, with no change. Roll Call | #2024-30 |
| Mr. Beggs | Veterans Affairs Commission Appointment Motion #2024-31 to appoint Samuel J. Stitt IV to the Veterans Affairs Committee for an unexpired term to expire on December 31, 2026. Roll Call | #2024-31 |
| Mr. Morse | West Michigan Community Mental Health Appointment Motion #2024-32 to appoint Kay Seng to the West Michigan Community Mental Health to expire on March 31, 2027 Roll Call | #2024-32 |
| Mr. Erickson | Landbank Authority Purchasing and Procurement Policy Motion #2024-33 to approve the Purchasing and Procurement Policy as submitted by the Landbank Authority. Roll Call | #2024-33 |

| Presenter | Description | Item # |
|--|--|----------|
| Mr. Beggs | Elections Budget Adjustment Motion #2024-34 to adopt budget amendment #02-2024 totaling \$37,700 to adjust lines for payouts relating to the nine-day early voting. <div style="text-align: right;">Roll Call</div> | #2024-34 |
| Mr. Morse | Drain Commissioner Budget Adjustment Motion #2024-35 to adopt budget adjustment 03-2024 to transfer \$1,000 from contingency to provide stormwater review templates to the townships as recommended by the County Planning Commission. <div style="text-align: right;">Roll Call</div> | #2024-35 |
| Mr. Hardy | Payment of Claims | #2024-36 |
| REPORTS FROM COMMISSIONERS AND DEPARTMENT HEADS | | |
| | Public Comment (<i>state your name, current address, and agenda item or topic</i>) | |
| | Adjournment | |

**Board Conference Room
February 22, 2024
Board of Commissioners Minutes**

The regular meeting of the Oceana County Board of Commissioners was called to order by Chairperson Walker, on Thursday, February 22, 2024, at 12:11 p.m.

Chairperson Walker led the Board in the Pledge of Allegiance to the Flag of the United States of America.

Roll was called by Clerk Anderson. Present: Mr. Erickson, Mr. Morse, Mr. Beggs, Mr. Hardy, and Mr. Walker.

Also Present: Ms. Byard, Oceana County Administrator; Mr. John Cavanagh, Oceana’s Herald-Journal correspondent; Ms. Anna Rapa, Oceana County Friend of the Court Referee; Ms. Lynette Cavazos and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Hardy and seconded by Mr. Beggs to approve the minutes from the February 8, 2024 Regular Board Meeting as amended.

Voice vote. Motion carried.

Chairperson Walker asked if any commissioners wished to declare any conflicts of interest on the agenda items. No conflicts were declared.

Chairperson Walker asked if there were any additions to the agenda. As earlier mentioned Walker - #2024-28 District Court Magistrate.

Moved by Mr. Erickson and supported by Mr. Beggs to approve the agenda as presented.

Voice vote. Motion carried.

Public Comment

Ms Anna Rapa, Oceana County Friend Of the Court Referee, was present to introduce herself as a Probate Judge candidate.

Agenda Items

MOTION #2024-22 – COUNCIL ON AGING – BALLOT LANGUAGE

Moved by Mr. Morse and supported by Mr. Beggs, to rescind Resolution #23-14 and adopt Resolution #24-04, approving the ballot language proposition for the August 6, 2024 Primary Election for the provision of an operating millage for the Oceana County Council on Aging.

This proposal reestablishes the 1 mill millage previously approved by the electors that expired after the December, 2023 levy. The Headlee Amendment previously reduced this millage to 0.9838 mills. This ballot proposal renews the existing 0.9838 mills and restores the 0.0162 mills previously rolled back by the Headlee Amendment.

Shall the limitation upon the total amount of taxes which may be levied against all taxable property within Oceana County be increased by the amount of up to One Dollar (\$1.00) per one thousand dollars (\$1,000) (1.00 mill) against all taxable property in the County of Oceana for a period of 8 years, 2024 through 2031 inclusive, for the purpose of funding operations and to providing services to senior citizens of the county through the Oceana County Council on Aging, a Michigan non-profit corporation? If approved and levied in its entirety, this millage would raise an estimated \$1,481,115.00 in the first calendar year of the levy.

YES 27

NO

Roll call vote: Mr. Morse – yes; Mr. Beggs – yes; Mr. Hardy – yes; Mr. Erickson – yes; and Mr. Walker – yes.

Motion carried.

MOTION #2024-24 – LETTER OF UNDERSTANDING – FRATERNAL ORDER OF POLICE

Moved by Mr. Beggs and supported by Mr. Hardy, to approve the Letter of Understanding between the Fraternal Order of Police, the Oceana County Sheriff’s Department and Oceana County for the proposed wage scale increase to aid in retaining and attracting employees to the Oceana County Sheriff’s Department.

Roll call vote: Mr. Beggs – yes; Mr. Hardy – yes; Mr. Morse – yes; Mr. Erickson – yes; and Mr. Walker – yes.

Motion carried.

MOTION #2024-25 – RENEWAL GRANTS FOR THE CODERED – EMERGENCY MASS NOTIFICATION SYSTEM

Moved by Mr. Hardy and supported by Mr. Beggs, to approve two alignment and allowability forms for Emergency Management for the renewal of CodeRed, the County’s emergency mass notification system, with funds to be paid from the State Homeland Security Grant Program.

Roll call vote: Mr. Hardy – yes; Mr. Beggs – yes; Mr. Morse – yes; Mr. Erickson – yes; and Mr. Walker – yes.

Motion carried.

MOTION #2024-26 – MGT MASTER SERVICES AGREEMENT FOR THE FRIEND OF THE COURT

Moved by Mr. Erickson and supported by Mr. Morse, to approve the MGT Master Services Agreement for the Oceana County Friend of the Court for the purpose of Title IV-D Claiming services and automated time log processing and allow the Chair to sign.

Roll call vote: Mr. Erickson – yes; Mr. Morse – yes; Mr. Beggs – yes; Mr. Hardy – yes; and Mr. Walker – yes.

Motion carried.

MOTION #2024-27 – CONTRACT FOR SURVEYOR SERVICES

Moved by Mr. Beggs and supported by Mr. Hardy, pending determination of whether a bid is required to approve the Monumentation Surveyor Agreement with Alex Altmaier, PS, A & A Land Surveying, for the purpose of all surveying projects in Oceana County as required by the Monumentation and Remonumentation Plan for Oceana County and allow the Chair to sign.

Roll call vote: Mr. Beggs – yes; Mr. Hardy – yes; Mr. Erickson – yes; Mr. Morse – yes; and Mr. Walker – yes.

Motion carried.

It was requested that the County Administrator to determine if a bid is needed.

MOTION #2024-28 – DISTRICT COURT MAGISTRATE WAGE INCREASE

Moved by Mr. Morse and supported by Mr. Erickson, to align the District Court Magistrate’s wages with the pay scale set by the adoption of the FY-2024 budget

Roll call vote: Mr. Morse – yes; Mr. Erickson – yes; Mr. Beggs – yes; Mr. Hardy – yes; and Mr. Walker – Abstain.

Motion carried.

MOTION #2024-29 – PAYMENT OF CLAIMS

Moved by Mr. Hardy and supported by Mr. Beggs, to adopt Motion #2024-29, approving the payment of accounts payable and release of funds for February 22, 2024.

| | |
|-------------------------------|---------------------|
| AMBULANCE | \$251,517.73 |
| GIS | -0- |
| FOC | 2,194.06 |
| PENTWATER-HART TRAIL | -0- |
| SHELBY TWP COMM PARK | -0- |
| BROWNFIELD | -0- |
| AUTOMATION R.O.D. | 1,658.84 |
| INDIGENT DEFENSE | 47,138.82 |
| LCOT | 84.00 |
| K9 UNIT | 239.97 |
| CJT | -0- |
| CDBG | -0- |
| ARPA | 167.78 |
| VETERANS AFFAIRS | 6,703.02 |
| TECH & INNOVATION | 9,017.76 |
| CAPITAL PROG/EQUIP REP | -0- |
| PUBLIC IMPROVEMENT | 1,098.48 |
| FORECLOSURE | -0- |
| BUILDING DEPARTMENT | 11,061.55 |
| GENERAL FUND | 542,566.93 |
| GRAND TOTAL | \$873,448.94 |

Roll call vote: Mr. Hardy – yes; Mr. Beggs – yes; Mr. Erickson – yes; Mr. Morse – yes; and Mr. Walker – yes.

Motion carried.

Commissioner’s Reports

Mr. Morse reported that Jana in the County Administrator’s office is working on a County Newsletter. He stated that the idea of sending the newsletter with the tax bills is not an option as the tax bills are sent by the townships. His vision of this is that each of the Department Heads would highlight items for their offices and possibly even the Commissioners would add items as well.

Mr. Erickson noted that Ms. Christine Jensen, former Oceana County Medical Care Facility Board member passed away earlier this week. He also noted that there are tire recycle companies that will come to you to pick up old tires that are not in use. He also expressed his thanks for the efforts of Mr. Lee Hyslop, Crystal Township Supervisor, Mr. Garry McKeen, Oceana County Parks and Recreation Commission, and Mr. Richard Raffaelli, Shelby Township Supervisor. He also mentioned that Early Voting has been available since Saturday and will continue through Sunday.

Mr. Walker mentioned that the Land Bank Authority meeting this week was very productive. He stated that the Land Bank Authority has adopted a bid policy that Marquette County has used and he will bring it before this board to consider using the same format.

Public Comment

Ms. Byard read the following email from Mr. Richard Raffaelli:

Respectfully Submitted

I want to go on the record that the council of aging in our community is the best-in-class organization and as our population becomes older the need will be greater

As Chair of the MTA Oceana County, I raised the concern of the cost to taxpayers associated with one special election in Oceana County (Roughly 50K) In less that 16 hours the Council of aging agreed and removed their millage renewal from the special election. As they move forward the County Commissioners are now stating they would like to change the language. The points I have heard are extremely valid but why did the County approve the original ballet language from the very beginning? I have investigated the financials and data surrounding their cost structure etc and this is a sound fiscally conservative group that is not over funded and only have 30 to 45 days operating dollars should the revenue stream cease. As you know a prudent group should bank on 18 months. I have a proposal that I believe would be a solid compromise, but it requires buy in from both groups.

The average Millage term in MI for similar councils is 7 to 9 years. As COO of the largest employer in the County I can tell you having a secured revenue stream for 6 years does not allow for strategic planning. I suggest the ballot have 8 Years. I realize there were several comments regarding funding other senior centric organizations with some of the millage. We must be very careful with this approach. If suddenly 20% of Petersons revenue declined, the negative impact to our business would be significant so there needs to be a balanced process that doesn't hurt the council of aging but also supports the entire county.

My suggestion Year 1 to 8 County have a hold back of 50K from the Millage to be administered by the County Commission and 8 years on the millage request. The 50K a year is controlled by the County and can approve additional senior funding requests up and including the Council of aging, but this must go to local governments with senior programs or 5013c organizations that focus on senior programing. I suggest a committee is formed to determine the process (Happy to volunteer as a member lead by Tracy)

I believe we all need to better understand what the Council of Aging does and maybe the group can support a renewed communication approach, but I fully support open dialogues with both groups and I have challenged myself to visit the facility to learn more. Is there an opportunity for the county to Partner with other transportation needs etc.....I know firsthand that non-factual commentary in an open meeting can have significant negative effects. Our mission should be to take care of our seniors and we have an organization that does that

Thankyou for your time and I hope a win win solution is developed.

Richard Raffaelli Shelby Township Supervisor, Chair Michigan township Association Oceana County Chapter, COO Peterson Farms

Ms. Lynnette Cavazos, Pentwater Township Supervisor, expressed her thanks to the County Clerk for providing the Early Voting Site for the registered voters in Oceana County. She also expressed her thanks to the Board for their support of the Oceana County Council on Aging millage proposal.

Chairperson Walker asked if there was any further business to come before the Board. There being none, the meeting adjourned at 12:34 p.m. He also stated that the commissioners will reconvene at the District Health Department #10 building for a tour of the building and all are welcome to join them.

Amy L. Anderson, Oceana County Clerk

Date

Mr. Walker, Chairperson

SPECIAL FINANCE AND ADMINISTRATION COMMITTEE MEETING

Administrator Byard began discussion by informing the Board that the departments have done very well by staying within their budgets for the most part, however, there is a deficit of \$77,109 to begin with. Mr. Walker stated that this is the lowest he can remember as a starting point. Administrator Byard indicated that if the rent payments for the Health Department are removed, the deficit would then be reduced to \$11,000.

Mr. Walker asked what the net increase of property taxes would be. Administrator Byard indicated that last year it was at \$7.3 million and this year it will be \$8 million, therefore the net increase is \$700,000.

Mr. Walker then asked what – if any payments will be paid off and when. The airport terminal will be paid off in the upcoming budget year. It was decided that they would review each department in particular where there was an increase requested as well as the line items that have been under budget this year.

Administrator Byard informed the Board that there were a number of personnel and technology requests which are not included in the presented budget.

Mr. Erickson arrived at 9:20 a.m. Mr. Erickson was given a brief overview of what has been discussed this far.

The Special Finance and Administration Committee Meeting was called to order by Chairperson Hardy on Tuesday, September 26, 2023 at 9:26 a.m.

Roll was called. Present: Mr. Morse, Mr. Beggs, Mr. Walker and Mr. Hardy. Absent: Mr. Erickson.

Also present: Ms. Jessica LaPointe, Oceana County HR/Finance Coordinator; Ms. Tracy Byard, Oceana County Administrator and Ms. Amy Anderson, Oceana County Clerk.

There was no public comment at this time.

Administrator Byard noted that \$3,000 for the Housing Commission will be removed. She also noted the appropriations for Parks & Recreation Fund, Indigent Defense Fund, Child Care Fund, Technology Innovation and public Improvement Fund.

Administrator Byard went through the General Fund departments with any pertinent explanations as to why the request may be higher or lower.

Administrator Byard pointed out that she reached out to the auditors at Gabridge & Co. regarding the increase of fees for auditing the County. She informed the Board that she has requested RFP's from other firms. She asked the Board if they would like to continue with the request for RFP's. The consensus of the Board was that they agreed with the request for RFP's.

Administrator Byard noted that the Treasurer's revenue was increased approximately \$500,000 due to property taxes. She also mentioned that the Treasurer has requested that the employees remain at 40 hours a week and also an additional employee to shadow the Chief Deputy who plans to retire at the end of 2024.

Administrator Byard reported that the Circuit Court budget increased by \$100,000 due to the insurance premiums, step increases and payroll taxes.

Administrator Byard noted that District Court's budget decreased by approximately \$20,000 due to staffing issues. She also stated that a part-time employee also has been requested as well as \$15,000 to replace the cubicles.

Administrator Byard began discussion regarding the position that moved from the Prosecuting Attorney's office to Friend of the Court. She noted that this is a 35 hour/week position, but Mr. Cummins has requested the position to become 40 hours/week to match the other employees in the department. She also noted that Mr. Cummins requested the position be reclassified from a Level 3 to a Level 4 due to the cross-training that he plans to implement.

Discussion continued regarding the budgets for the Sheriff's Department and Jail.

Mr. Walker inquired why the overtime line item was higher. Administrator Byard indicated that she will speak with Undersheriff Schiller about that.

Administrator Byard stated that the Emergency Management director has requested \$13,000 for a leased vehicle. Mr. Walker stated that there is a county owned vehicle that could be used.

Administrator Byard reported that she had an email from Ms. Martin, Oceana County Drain Commissioner that stated John Warner will be retiring in the next year and there may be a sizable payout for unused sick/vacation when he does retire.

Administrator Byard mentioned that Oceana County Soil Conservation District requested an increase of \$11,000 from last year.

Administrator Byard pointed out that there is \$63,600 in the budget for the building rental at the Health Department that may be able to be removed. She discovered that according to the documents she found, the County should be done paying the building rental. She also stated that the Health Department may owe the County some money. She is waiting to hear back from the bank.

Administrator Byard pointed out there were footnotes on various line items that were input by the department heads when submitting their budgets.

There were various requests for technology items that were submitted and discussed.

There also were many requests for additional staffing in various departments that were discussed.

Mr. Walker requested that a coversheet comparing the budgets for 2023 and 2024 to provide a solid standing of the current budget and present to the Board members at the next budget workshop. He also requested that an email be sent to Mr. Tim Lewis POAM representative and Mr. Mark Hiddema, stating that a discussion took place during the budget workshop, regarding the items that were recently brought up to the board. Mr. Walker suggested that a one-time realistic proposal be submitted regarding specific items that would help retain employees.

There being no further business to discuss, Chairperson Hardy adjourned the meeting at 3:07 p.m.

Respectfully,

Amy L. Anderson
Oceana County Clerk

SPECIAL FINANCE AND ADMINISTRATION COMMITTEE MEETING

The Special Finance and Administration Committee Meeting was called to order by Chairperson Hardy on Thursday, October 19, 2023 at 9:05 a.m.

Roll was called. Present: Mr. Morse, Mr. Erickson, Mr. Beggs, Mr. Walker and Mr. Hardy.

Also present: Ms. Tracy Byard, Oceana County Administrator and Ms. Amy Anderson, Oceana County Clerk.

There was no public comment at this time.

Ms. Byard began discussion stating that there will be a significant increase regarding health insurance premiums due to participant usage.

There was discussion regarding large purchases and what budgets would be affected. It was decided that some of these purchases could utilize funds from the Public Improvement Fund rather than the General Fund.

It was also discussed that there is space at the District #10 Health Department for offices and an option was to relocate some offices to that building.

The County Treasurer had requested an additional staff member next year to learn the duties of the Chief Deputy Treasurer position. After much discussion, it was decided this position would be allowed, with the condition that it would be preferred that the Treasurer provide the training for this position in less than twelve months.

Chairperson Hardy began discussion regarding wages. Many options were discussed. The conclusion was that the non-union/non-election positions would receive \$1.00 per hour increase with the exception of the Circuit Court Administrator, Friend of the Court, Magistrate and the Undersheriff. Any eligible step increases would be granted. The salary for elected officials was also discussed. The Board's consensus was to allow an increase of \$5,000 to each elected official's salary.

At 11:02 a.m. Chairperson Hardy called for a short recess.

At 11:09 a.m. Chairperson Hardy reconvened the Special Finance and Administration Committee meeting.

Discussion began regarding the salary for the Administrator. After much consideration, it was the consensus of the Board to increase the Administrator's salary by \$2,080 for FY 2024.

Mr. Morse began discussion regarding an increase to the budget for Parks & Recreation Commission. He stated that he would support a \$10,000 increase. Discussion continued and after much consideration, the Board agreed to grant the increase to the Parks & Recreation Commission.

Several of the committee members requested an updated budget report to be provided to all prior to the official approval and adoption of the 2024 Budget.

Ms. Byard agreed to provide the report to the Board.

Mr. Walker expressed his gratitude to the members of this committee for the discussion that has taken place.

There being no further business to discuss, Chairperson Hardy adjourned the meeting at 11:28 a.m.

Respectfully,

Amy L. Anderson
Oceana County Clerk

Courts and Public Safety Committee

The Courts and Public Safety Committee Meeting was called to order by Chairperson Beggs, on Thursday, February 8, 2024 at 10:03 a.m. in the Board Conference Room.

Present: Mr. Erickson, Mr. Morse, Mr. Hardy, Mr. Walker, and Mr. Beggs.

Also Present: Mr. Jeff Stockhill, Director of North Operations, Life EMS; Gary McKeen, Planning Commission; Troy Maloney, Oceana County Emergency Manager; Ms. Byard, Oceana County Administrator; Mr. John Cavanagh, Oceana's Herald-Journal correspondent; and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Morse and supported by Mr. Walker to approve the minutes of the January 11, 2024, Courts and Public Safety Committee Meeting as amended.

Voice vote. Motion carried.

Chairperson Beggs asked if there were any changes to the agenda. No changes were mentioned.

Moved by Mr. Erickson and supported by Mr. Hardy to approve the agenda as presented.

Voice vote. Motion carried.

Public Comment

There were no public comments at this time.

Agenda Items

Mr. Jeff Stockhill, Director of North Operations, Life EMS discussed the LIFE EMS Quarterly Report. There was discussion regarding EMS timing to locations, as well as inner hospital transfers.

Ms. Byard, brought forth the Village of Hesperia Law Enforcement Services Agreement. Additional wording was requested at the last meeting and was given. She indicated that the contract will be made retroactive to January 1, 2024. Undersheriff has been in contact with the attorney regarding the timeframe of when this would be brought forth (prior to the end of the year) for renewal in the coming year.

Mr. Troy Maloney, Oceana County Emergency Manager, explained plans to build trust in government as well as the status with Haz-Mit Code Red renewal. He reported that there was recently a fire in Greenwood at Cushman Creek Supply Seed where there was a total loss of buildings. He also reported that there was a housefire in the Village of Shelby, where there was one fatality. In addition, he discussed helping EGLE with water soluble fertilizer.

Department Head Report

Gary McKeen, Oceana Planning Commission, discussed five-year plan and building trust between the county and townships.

Public Comment

There were no public comments at this time.

Chairperson Beggs asked if there was any further business to come before the Board. There being none, the meeting adjourned at 10:30 a.m.

Respectfully submitted,

Amy L. Anderson
Oceana County Clerk

Board Approval of Accounts Payable & Release of Funds

| FUND | DEPT # | DEPARTMENT | PR# | PAID | UNPAID | TOTAL |
|------|--------|--|-----|--------------------|---------------------|---------------------|
| 210 | | AMBULANCE | | \$ 1,881.09 | \$ 115.00 | \$ 1,996.09 |
| | | AMBULANCE FUND TOTAL | | \$ 1,881.09 | \$ 115.00 | \$ 1,996.09 |
| 211 | | GIS | | \$ - | \$ - | \$ - |
| | | GIS FUND TOTAL | | \$ - | \$ - | \$ - |
| 215 | | FOC | | \$ - | \$ 11,175.06 | \$ 11,175.06 |
| | | FOC PAYROLL | 5 | \$ - | \$ - | \$ - |
| | | FOC FICA | 5 | \$ - | \$ - | \$ - |
| | | FOC RETIREMENT | 5 | \$ - | \$ - | \$ - |
| | | FOC FRINGE | 5 | \$ - | \$ - | \$ - |
| | | WORKERS COMP | 5 | \$ - | \$ - | \$ - |
| | | FOC FUND TOTAL | | \$ - | \$ 11,175.06 | \$ 11,175.06 |
| 238 | | PENTWATER-HART TRAIL | | \$ 1,282.72 | \$ - | \$ 1,282.72 |
| | | PENTWATER-HART TRAIL FUND TOTAL | | \$ 1,282.72 | \$ - | \$ 1,282.72 |
| 239 | | SHELBY TWP COMMUNITY PARK | | \$ - | \$ - | \$ - |
| | | SHELBY TWP COMMUNITY PARK FUND TOTAL | | \$ - | \$ - | \$ - |
| 243 | | BROWNFIELD REDEVELOPMENT AUTHORITY | | \$ 3,447.50 | \$ - | \$ 3,447.50 |
| | | BROWNFIELD REDEVELOP. AUTHORITY TOTAL | | \$ 3,447.50 | \$ - | \$ 3,447.50 |
| 256 | | AUTOMATION R.O.D. | | \$ - | \$ - | \$ - |
| | | AUTOMATION R.O.D. FUND TOTAL | | \$ - | \$ - | \$ - |
| 260 | | INDIGENT DEFENSE | | \$ - | \$ 29,483.33 | \$ 29,483.33 |
| | | INDIGENT DEFENSE PAYROLL | | \$ 2,350.54 | \$ - | \$ 2,350.54 |
| | | INDIGENT DEFENSE FICA | 5 | \$ 205.23 | \$ - | \$ 205.23 |
| | | INDIGENT DEFENSE RETIREMENT | 5 | \$ - | \$ - | \$ - |
| | | INDIGENT DEFENSE FRINGE | 5 | \$ - | \$ - | \$ - |
| | | WORKERS COMP | 5 | \$ - | \$ - | \$ - |
| | | INDIGENT DEFENSE FUND TOTAL | | \$ 2,555.77 | \$ 29,483.33 | \$ 32,039.10 |
| 264 | | LCOT | | \$ - | \$ - | \$ - |
| | | LCOT PAYROLL | 5 | \$ - | \$ - | \$ - |
| | | LCOT FICA | 5 | \$ - | \$ - | \$ - |
| | | LCOT RETIREMENT | 5 | \$ - | \$ - | \$ - |
| | | WORKERS COMP | 5 | \$ - | \$ - | \$ - |
| | | RETIREMENT | 5 | \$ - | \$ - | \$ - |
| | | LOCT FUND TOTAL | | \$ - | \$ - | \$ - |
| 267 | | K9 UNIT | | \$ - | \$ - | \$ - |
| | | K9 UNIT FUND | | \$ - | \$ - | \$ - |
| 272 | | CRIMINAL JUSTICE TRAINING | | \$ - | \$ 200.00 | \$ 200.00 |
| | | CRIMINAL JUSTICE TRAINING FUND TOTAL | | \$ - | \$ 200.00 | \$ 200.00 |
| 277 | | CDBG | | \$ - | \$ - | \$ - |
| | | CDBG FUND TOTAL | | \$ - | \$ - | \$ - |
| 286 | | ARPA | | \$ 10.51 | \$ - | \$ 10.51 |
| | | APRA FUND TOTAL | | \$ 10.51 | \$ - | \$ 10.51 |
| 293 | | DEPT OF VET AFFAIRS | | \$ 2,066.31 | \$ 348.80 | \$ 2,415.11 |
| | | DEPT OF VET AFFAIRS PAYROLL | 5 | \$ 3,789.06 | \$ - | \$ 3,789.06 |
| | | DEPT OF VET AFFAIRS FICA | 5 | \$ 286.56 | \$ - | \$ 286.56 |
| | | DEPT OF VET AFFAIRS RETIREMENT | 5 | \$ - | \$ - | \$ - |

| | | | | | | | | |
|-----|---|------------|-------------|---------------|--------------|-----------|----|------------------|
| | DEPT OF VET AFFAIRS FRINGE | 5 | \$ | - | \$ | - | \$ | - |
| | WORKERS COMP | 5 | \$ | - | \$ | - | \$ | - |
| | DEPT OF VET AFFAIRS FUND TOTAL | | \$ | 6,141.93 | \$ | 348.80 | \$ | 6,490.73 |
| 298 | TECHNOLOGY & INNOVATION | | \$ | 2,023.28 | \$ | 2,115.22 | \$ | 4,138.50 |
| | TECHNOLOGY & INNOVATION FUND TOTAL | | \$ | 2,023.28 | \$ | 2,115.22 | \$ | 4,138.50 |
| 405 | CAPITAL PROJ-EQUIP REPLACE | | \$ | - | \$ | - | \$ | - |
| | CAPITAL PROJ-EQUIP REPLACE FUND TOTAL | | \$ | - | \$ | - | \$ | - |
| 445 | PUBLIC IMPROVEMENT | | \$ | - | \$ | - | \$ | - |
| | PUBLIC IMPROVEMENT FUND TOTAL | | \$ | - | \$ | - | \$ | - |
| 549 | BUILDING DEPARTMENT | | \$ | 21,799.60 | \$ | - | \$ | 21,799.60 |
| | BUILDING DEPARTMENT PAYROLL | 5 | \$ | 2,450.33 | \$ | - | \$ | 2,450.33 |
| | BUILDING DEPARTMENT FICA | 5 | \$ | 182.84 | \$ | - | \$ | 182.84 |
| | BUILDING DEPARTMENT RETIREMENT | 5 | \$ | - | \$ | - | \$ | - |
| | BUILDING DEPARTMENT FRINGE | 5 | \$ | - | \$ | - | \$ | - |
| | WORKERS COMP | 5 | \$ | - | \$ | - | \$ | - |
| | BUILDING DEPARTMENT FUND TOTAL | | \$ | 24,432.77 | \$ | - | \$ | 24,432.77 |
| 101 | GENERAL FUND | PR# | PAID | UNPAID | TOTAL | | | |
| 101 | BOARD OF COMMISSIONERS | | \$ | 3,758.50 | \$ | 25.95 | \$ | 3,784.45 |
| 172 | ADMINISTRATOR/FISCAL OFFICER | | \$ | 69.65 | \$ | 19.26 | \$ | 88.91 |
| 208 | INSURANCE | | \$ | 240.11 | \$ | - | \$ | 240.11 |
| 209 | UNEMPLOYMENT COMPENSATION | | \$ | - | \$ | - | \$ | - |
| 215 | COUNTY CLERK | | \$ | 524.74 | \$ | 149.37 | \$ | 674.11 |
| 216 | JURY BOARD | | \$ | - | \$ | 130.13 | \$ | 130.13 |
| 217 | APPORTIONMENT | | \$ | - | \$ | - | \$ | - |
| 223 | COUNTY AUDITING | | \$ | - | \$ | - | \$ | - |
| 228 | DATA PROCESSING | | \$ | - | \$ | 950.00 | \$ | 950.00 |
| 229 | TECHNOLOGY | | \$ | 9.77 | \$ | - | \$ | 9.77 |
| 244 | TAX ALLOCATION | | \$ | - | \$ | - | \$ | - |
| 245 | REMONUMENTATION | | \$ | - | \$ | - | \$ | - |
| 248 | GENERAL SERVICES | | \$ | 516.91 | \$ | 2,221.63 | \$ | 2,738.54 |
| 249 | PLAT BOARD | | \$ | - | \$ | - | \$ | - |
| 250 | MICROFILM | | \$ | - | \$ | - | \$ | - |
| 253 | COUNTY TREASURER | | \$ | 109.73 | \$ | 116.11 | \$ | 225.84 |
| 257 | EQUALIZATION | | \$ | 40.01 | \$ | 24,235.00 | \$ | 24,275.01 |
| 262 | ELECTIONS | | \$ | - | \$ | 9,717.79 | \$ | 9,717.79 |
| 265 | COURTHOUSE/GROUNDS | | \$ | 1,613.26 | \$ | 1,378.15 | \$ | 2,991.41 |
| 283 | CIRCUIT COURT | | \$ | 219.21 | \$ | 14,567.82 | \$ | 14,787.03 |
| 286 | DISTRICT COURT | | \$ | 41.55 | \$ | 1,866.83 | \$ | 1,908.38 |
| 289 | FRIEND OF THE COURT | | \$ | 89.73 | \$ | 859.10 | \$ | 948.83 |
| 294 | PROBATE COURT | | \$ | 7.41 | \$ | 612.19 | \$ | 619.60 |
| 295 | PROBATION/PAROLE | | \$ | 328.38 | \$ | 28.84 | \$ | 357.22 |
| 296 | PROSECUTING ATTORNEY | | \$ | 123.01 | \$ | 14.00 | \$ | 137.01 |
| 298 | FAMILY COUNSELING | | \$ | - | \$ | - | \$ | - |
| 301 | SHERIFF | | \$ | 18,806.59 | \$ | 15,077.94 | \$ | 33,884.53 |
| 331 | MARINE LAW | | \$ | - | \$ | - | \$ | - |
| 332 | SNOWMOBILE ENFORCEMENT | | \$ | - | \$ | 219.98 | \$ | 219.98 |
| 333 | ROAD PATROL | | \$ | - | \$ | - | \$ | - |
| 351 | JAIL | | \$ | 24,096.30 | \$ | 2,307.13 | \$ | 26,403.43 |

| | | | | | | | | |
|-------------------------------------|-----------------------------------|---|-----------|-------------------|-----------|-------------------|-----------|-------------------|
| 426 | EMERGENCY MANAGEMENT | | \$ | 171.21 | \$ | 276.04 | \$ | 447.25 |
| 430 | ANIMAL CONTROL | | \$ | 189.23 | \$ | 1,246.96 | \$ | 1,436.19 |
| 442 | DRAIN COMMISSIONER | | \$ | 31.04 | \$ | 940.07 | \$ | 971.11 |
| 445 | DRAINS - PUBLIC BENEFIT | | \$ | - | \$ | - | \$ | - |
| 528 | TRANSFER STATION/RECYCLING CENTER | | \$ | 127.63 | \$ | 24,391.70 | \$ | 24,519.33 |
| 568 | SOIL CONSERVATION | | \$ | - | \$ | 14,000.00 | \$ | 14,000.00 |
| 595 | AIRPORT | | \$ | 760.68 | \$ | 360.00 | \$ | 1,120.68 |
| 601 | HEALTH DEPARTMENT | | \$ | 44,144.83 | \$ | 71.00 | \$ | 44,215.83 |
| 605 | CONTAGIOUS DISEASES | | \$ | - | \$ | - | \$ | - |
| 648 | MEDICAL EXAMINER | | \$ | - | \$ | - | \$ | - |
| 649 | COMMUNITY MENTAL HEALTH | | \$ | 21,666.66 | \$ | - | \$ | 21,666.66 |
| 701 | PLANNING COMMISSION | | \$ | - | \$ | 85.77 | \$ | 85.77 |
| 710 | MSU EXTENSION | | \$ | - | \$ | - | \$ | - |
| 711 | REGISTER OF DEEDS | | \$ | - | \$ | - | \$ | - |
| 728 | EDC | | \$ | 6.53 | \$ | 65,000.00 | \$ | 65,006.53 |
| | GENERAL PAYROLL | 5 | \$ | 226,758.52 | \$ | - | \$ | 226,758.52 |
| | GENERAL FICA | 5 | \$ | 16,953.17 | \$ | - | \$ | 16,953.17 |
| | GENERAL RETIREMENT | 5 | \$ | - | \$ | - | \$ | - |
| | GENERAL FRINGE | 5 | \$ | - | \$ | - | \$ | - |
| | WORKERS COMP | 5 | \$ | - | \$ | - | \$ | - |
| GENERAL FUND TOTAL | | | \$ | 361,404.36 | \$ | 180,868.76 | \$ | 542,273.12 |
| GRAND TOTAL | | | \$ | 403,179.93 | \$ | 224,306.17 | \$ | 627,486.10 |
| GENERAL FUND WITHOUT PAYROLL | | | \$ | 117,692.67 | | | | |