

**Board Conference Room
July 13, 2023
Board of Commissioners Minutes**

The regular meeting of the Oceana County Board of Commissioners was called to order by Chairperson Walker, on Thursday, July 13, 2023, at 11:30 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. Beggs, Mr. Hardy, and Mr. Walker. Absent: Mr. Morse.

Also Present: Ms. Byard, Oceana County Administrator; Mr. F. Lee Hyslop, Crystal Township Supervisor; Mr. Curtis Burdette, Oceana County Economic Alliance; Mr. Ryan Schiller, Oceana County Undersheriff; and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Hardy and seconded by Mr. Beggs to approve the minutes from the June 22, 2023 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. Mr. Walker requested that a motion regarding the purchase of a vehicle for the Dept. of Veterans Affairs (#2023-81) & the purchase of a county vehicle (#2023-75) be added to the agenda.

Moved by Mr. Beggs and supported by Mr. Hardy to approve the agenda as amended.

Voice vote. Motion carried.

Public Comment

Mr. Hyslop, Crystal Township Supervisor provided a presentation on the Farm Roads Project.

Mr. Curtis Burdette, Oceana County Economic Alliance provided an update on various projects in the county.

Agenda Items

MOTION #2023-77 – SCHOOL RESOURCE OFFICER CONTRACT

Moved by Mr. Beggs and supported by Mr. Hardy to enter into a contract with Shelby Schools for a School Resource Officer with funds to be covered 80% by a three-year grant and Shelby School and 20% by the county not to exceed \$18,188.00 per year and allow the Chair to sign once the contract has been reviewed by County Counsel.

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

Motion carried.

MOTION #2023-78 – APPROVAL OF FISCAL YEAR 2023-24 OCEANA COUNTY CHILD CARE BUDGET

Moved by Mr. Hardy and supported by Mr. Erickson to approve the Fiscal Year 2023-24 Oceana County Child Care Budget in the amount of \$529,611.67 and to authorize the Chairperson of the Board and County Administrator to sign the budget summary.

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

Motion carried.

MOTION #2023-79 – APPROVAL OF PURCHASE OF SERVICES BY TRACE3

Moved by Mr. Erickson and supported by Mr. Beggs to approve the purchase of services by TRACE3 in the amount of \$6,500 to assist in decommissioning of an outdated Sheriff Active Domain controller and allow the Administrator to make the budget adjustment.

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

Motion carried.

MOTION #2023-81 – PURCHASE OF VETERAN TRANSPORT VEHICLE

Moved by Mr. Beggs and supported by Mr. Hardy to approve the purchase of a vehicle for the purpose of Veterans Transports with the funds to be provided through the MVAA Grant with the county to title and insure the vehicle as needed.

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

Motion carried.

MOTION #2023-75 – PURCHASE OF COUNTY VEHICLE

Moved by Mr. Erickson and supported by Mr. Beggs to approve the purchase of a Chevrolet Malibu LS from Berger Chevrolet in the amount not to exceed \$22,000 with funds to come from ARPA funds.

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

Motion carried.

MOTION #2023-80 – PAYMENT OF CLAIMS

Moved by Mr. Hardy and supported by Mr. Erickson, to adopt Motion #2023-80, approving the payment of accounts payable and release of funds for July 13, 2023.

AMBULANCE	\$5,968.58
GIS	-0-
FOC	-0-
PENTWATER-HART TRAIL	-0-
SHELBY TWP COMM PARK	15,530.00
BROWNFIELD	-0-
AUTOMATION R.O.D.	2,117.70
INDIGENT DEFENSE	13,638.46
LCOT	145.00
K9 UNIT	-0-
CJT	-0-

CDBG	-0-
ARPA	11,350.97
VETERANS AFFAIRS	4,936.00
TECH & INNOVATION	3,064.90
CAPITAL PROG/EQUIP REP	-0-
PUBLIC IMPROVEMENT	-0-
FORECLOSURE	-0-
BUILDING DEPARTMENT	35,461.32
GENERAL FUND	549,429.45

GRAND TOTAL \$641,642.38

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

Motion carried.

Commissioner’s Reports

Mr. Beggs noted that there is an issue with available space for the Department of Veterans’ Affairs and that they are exploring the possibility of purchasing a building to house them.

Mr. Erickson reported that he and Mr. Morse recently toured the various County buildings with Mr. Brian Schlaack, Oceana County Maintenance Supervisor. He noted that the tour provided information that was very useful and will report more on this to the Board in the future.

Mr. Walker encouraged a yearly tour by the Buildings and Grounds Committee. He also reported that Mr. Mark Hill, District #10 Environmental Health Sanitarian is retiring soon and will be greatly missed.

Public Comment

Undersheriff Schiller reported that a statewide training was hosted by the Oceana County Sheriff’s office recently at the County Services Building. The training was for the use a new Datamaster Breath tester that the state is implementing. The surrounding counties were invited to attend. Undersheriff Schiller indicated that the training went very well and was happy that this space was available to use for the training.

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

Amy L. Anderson, Oceana County Clerk

Date

Mr. Walker, Chairperson

Finance and Administration Committee

The Finance and Administration Committee Meeting was called to order by Chairperson Hardy on Thursday, July 13, 2023, at 10:22 a.m., in the Board Conference Room.

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

Also Present: Ms. Byard, Oceana County Administrator; Mr. Garry McKeen, Oceana County Parks & Recreation Commission; and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Beggs and supported by Mr. Erickson to approve the minutes of the June 22, 2023 Finance and Administration Committee meeting as presented.

Voice vote. Motion carried.

Chairperson Hardy asked if there were any additions to the agenda. Mr. Walker requested that two discussions be added to the agenda one regarding a Veteran’s Affairs vehicle as well as a discussion regarding a county vehicle.

Moved by Mr. Beggs and seconded by Mr. Walker to approve the agenda as amended.

Voice vote. Motion carried.

Public Comment

There were no public comments at this time.

Agenda Items

Ms. Byard brought forth discussion regarding the Child Card Budget (FY10/1/2023 – 9/30/2023). Ms. Byard stated that Ms. Betty Carter prepared the budget and has requested approval by the Board so that it can be submitted to the State.

Ms. Byard began discussion regarding IT updates to Active Directory Domain Controllers. She stated that Ms. Contreras, IT Director for Oceana County has indicated that this Domain Controller is running under Windows 8 which is outdated and leaves the County vulnerable to viruses, malware and cyber-attacks.

Mr. Walker began discussion regarding the purchase of a Veteran’s Affairs vehicle. Mr. Walker questioned who would be responsible for obtaining the title and insurance for this vehicle. Ms. Byard indicated that this vehicle was purchased with MVAA grant funds using the County EIN #, therefore, the County would be responsible for the title and insurance.

Mr. Walker also initiated discussion regarding the purchase of a county vehicle. Mr. Walker noted that he requested the administrator to obtain pricing on a Chevrolet Malibu LT and LS through the State Purchasing Program for comparison. The quotes were received. The consensus of the Board was to purchase a Chevrolet Malibu LS.

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

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

Fund #	Dept. #	Dept. Name	Amount	Purpose
Special Revenue Funds				
210 - Ambulance			\$ 4,356.10	to MMRMA for quarter liability insurance.

239- Shelby Twp Community Park	\$ 15,530.00	to FAST Fiberglass for equipment. Fully Reimbursed by private donations.
256 - Automation Fund R.O.D	\$ 2,117.70	to GovOS, Inc for software fees.
260 - Indigent Defense Fund	\$ 4,959.00	to Springstead Law Offices for court appointed attorney fees.
	\$ 4,319.00	to MKG Law Office, PLLC for court appointed attorney fees.
286 - ARPA	\$ 2,000.00	to Capital Alliance Leasing for Oceana County Firefighter training.
	\$ 5,344.54	to Country Dair for initial concrete pour and labor.
298 - Tech and Innovation	\$ 2,106.54	to SHI for Machinery and Equipment.
549 - Building Department Fund	\$ 15,431.65	to Randy Miller for permits, residential plan reviews, and commercial plan reviews.
	\$ 7,828.35	to Randy Neuman for permits, residential plan reviews, and commercial plan reviews.
	\$ 1,550.00	to Shoreline Inspection Service LLC for permits, residential plan reviews, and commercial plan reviews.
	\$ 1,181.17	to Sonnie Smith for permits, residential plan reviews, and commercial plan reviews.
	\$ 2,700.00	to Thomas Story for permits, residential plan reviews, and commercial plan reviews.
General Fund		
101- BOC	\$ 2,500.00	to MI Township Assoc for 2023-2024 dues

208- Insurance	\$ 44,588.90	to MMRMA for quarter liability insurance.
265 - Courthouse & Grounds	\$ 2,485.00	to Republic Service for trash removal
	\$ 3,030.28	to City of Hart for utilities
283 - Circuit Court	\$ 4,223.92	to Hayes Law Office for appropriations for August 2023.
	\$ 3,300.00	to Heacock Reporting for court contracted services.
	\$ 4,223.92	to Springstead Law Offices for appropriations for August 2023.
289 - Fried of the Court	\$ 2,377.00	to Mgt of America Consulting
296 - Prosecuting Attorney	\$ 1,500.00	to Mgt of America Consulting
301 - Sheriff	\$ 1,157.89	to AT&T mobility
	\$ 9,620.08	to Wex Bank for fuel.
	\$ 6,579.00	to Kiesler's Police Supply
	\$ 1,059.42	to Magnum Electronics for equipment
	\$ 2,310.96	to NYE Uniform for Uniforms.
331 - Marine Law	\$ 2,411.40	to U-Win Motorsports for repairs and maintenance.
351 - Jail	\$ 4,701.86	to Gordon Food Service.
	\$ 15,527.81	to Advanced Correctional Healthcare for on-site medical services per contract.
528 - Transfer Station	\$ 19,104.20	to American Classic Dumpster for removal of trash and recycling material.
595 - Airport	\$ 2,018.52	to Optical Scientific for annual service contract for weather system.

	\$ 1,478.00	to Van't Hof Door for gate repairs and maintenance.
648 - Medical Examiner	\$ 6,888.78	to Mid Michigan Medical Examiner Group for administrative services.
710 - MSU Extension	\$ 35,532.25	to MSUE Business Office for the 3rd quarter assessment fee per agreement.
~ Total	\$ 210,510.99	

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

County Audit

The last couple of weeks have been filled with providing last minute information to the Auditors. The County Audit was submitted on June 30th. Bound copies of the audit will be provided to the Board members for review at the meeting of July 27th.

Health Insurance Update

Brown and Brown will be giving a presentation based on a six-month review of the self-funded county health insurance at the Board of Commissioners meeting on July 27th.

Administrator's Office

Jana Boundy started as the Payroll Specialist in the Administrator's office on Monday, June 26th. The office is running smoothly and we will eventually be working towards cross training.

Employee & Volunteer Appreciation Picnic

The employee and volunteer appreciation picnic was held on Wednesday, June 28th. Thank you to the Administration staff for planning the event, the Board of Commissioners for sponsoring the event and to those that attended.

Electric Forest Tour

On Friday, June 23rd, I had the opportunity to meet with Dan Yost, Grant Township Fire Chief and Troy Maloney, Emergency Management for a tour of the Electric Forest. A big thanks to both of them for taking the time to show me around.

Materials Management Planning

A Materials Management meeting was held with County Administrators from the surrounding counties. We met on Friday, June 23, 2023 to discuss a possible collaboration for the Materials Management program. Additional funding is available for counties that work together on their plans and it would reduce the amount of people from each jurisdiction required to be on the board. In addition, there are meetings held each month with the State of Michigan to discuss the Materials Management Planning. The funds allow for the ability to work with a company to write the materials management plan. WMSDRC has expressed interest in writing the plan for all of us. A meeting is being scheduled to discuss.

Additional Administrator's Report Items

There were no additional Administrator's report items at this time.

Department Head Reports

Mr. McKeen, Oceana County Parks & Recreation Commission was present to provide an update on projects at the various County Parks.

Public Comment

There were no public comments at this time.

Chairperson Hardy asked if there was any further business to come before the Board. There being none, the meeting adjourned at 10:48 p.m.

Respectfully submitted,

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, July 13, 2023, at 10:01 a.m. in the Board Conference Room.

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

Also Present: Mr. Craig Mast, Oceana County Sheriff; Ms. Beth Pranger, Shelby Public School representative, Ms. Byard, Oceana County Administrator; Mr. Troy Maloney, Oceana County Emergency Manager; and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Hardy and seconded by Mr. Erickson to approve the minutes of the June 8, 2023, Courts and Public Safety Committee Meeting.

Voice vote. Motion carried.

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

Moved by Mr. Walker and seconded 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

Sheriff Mast began discussion regarding the School Resource Officer (SRO) at Shelby Schools. Originally, the plan was to share the position with the officer assigned to Golden Township. However, the Sheriff's Department has been assisting with coverage in the Village of Shelby due to staffing shortages. Therefore, it would be logistically advantageous for the position to be shared with the Village of Shelby. Sheriff Mast introduced Ms. Pranger, a representative of Shelby Public School, (who also wrote the grant for this position) to answer any questions the Board may have.

Department Head Reports

Troy Maloney, Oceana County Emergency Manager, provided a report on the Electric Forest Festival. He stated that everything went very well with no major issues. The Police Chief, Emergency manager and command staff from Grand Valley State University as well as the Kent County Emergency Manager and Assistant Manager and the Oceana County Administrator were offered a tour of the unified command station at the festival. He stated that it is very rare for public agency partners with a private individual that works for a private company. Those that toured the command station were very impressed with how Oceana County has managed this partnership.

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 10:21 a.m.

Respectfully submitted,

Amy L. Anderson
Oceana County Clerk