

**Board Conference Room  
September 14, 2023  
Board of Commissioners Minutes**

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

Chairperson Walker opened the public hearing regarding the annexation of a parcel of land to be annexed to the Village of Shelby at 11:30 a.m.

Chairperson Walker inquired if there were any public comments at this time. Mr. Richard Raffaelli indicated that he submitted a letter to the Board and asked it to be read at this time. Mr. Morse read the letter from Mr. Raffaelli. The letter encouraged the Board to support the annexation of this property to the Village of Shelby.

Chairperson recognized Mr. Paul Inglis, Shelby Village President, Ms. Linda Peterson and Ms. Gabrielle Peterson who were also present.

Chairperson Walker commented that he was involved in the annexation of property to the Village of Rothbury which has been beneficial to all parties involved.

Mr. Morse commented that this is a perfect example of government working with private individuals/non-profits and appreciated and commended all that are involved.

Mr. Erickson commended all parties involved.

Chairperson Walker closed at the public hearing for the annexation of Shelby Acres to the Village of Shelby at 11:35 a.m.

The regular meeting of the Oceana County Board of Commissioners was called to order by Chairperson Walker, on Thursday, September 14, 2023, at 11:36 p.m.

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

Also Present: Ms. LaPointe, Oceana County HR/Financial Coordinator; Mr. James Kelly, MSUE Director; Mr. John Cavanagh, Oceana's Herald-Journal correspondent; and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Erickson and seconded by Mr. Hardy to approve the minutes from the August 24, 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. Morse requested the addition of a motion to establish that a Planning Commission member be a regular member of the Brownfield Redevelopment Authority.

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

Voice vote. Motion carried.

**Public Comment**

Mr. James Kelly, MSUE Director, noted that the reason he is not as visible lately is due to the fact that he has been temporarily assigned the Counties of Kent and Ottawa in addition to the five counties in

District #5. Mr. Kelly reported that the County Fair was very successful this year with over \$311,000 in youth market projects. He also reported that MSUE is seeking to hire a Water Use Efficiency educator. This person will work with farmers on specialty crop irrigation.

**Agenda Items**

**MOTION #2023-91 – ANNEXATION OF LAND TO THE VILLAGE OF SHELBY**

Moved by Mr. Morse and supported by Mr. Erickson, to adopt Resolution #23-09 including Exhibits A and B annexing lands to the Village of Shelby resulting in lands to be included within the corporate limits of the Village of Shelby.

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

Motion carried.

**MOTION #2023-96 – TRANSFER OF TITLE IV-D POSITION**

Moved by Mr. Erickson and supported by Mr. Morse, to approve the transfer of the Title IV-D Position from the supervision of the Prosecuting Attorney to the Friend of the Court to become effective once approved by the State of Michigan.

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

Motion carried.

**MOTION #2023-97 – PAYMENT OF CLAIMS**

Moved by Mr. Hardy and supported by Mr. Erickson, to adopt Motion #2023-97, approving the payment of accounts payable and release of funds for September 14, 2023.

<b>AMBULANCE</b>	<b>\$1,905.25</b>
<b>GIS</b>	<b>-0-</b>
<b>FOC</b>	<b>-0-</b>
<b>PENTWATER-HART TRAIL</b>	<b>-0-</b>
<b>SHELBY TWP COMM PARK</b>	<b>175,789.48</b>
<b>BROWNFIELD</b>	<b>18,554.77-</b>
<b>AUTOMATION R.O.D.</b>	<b>2,072.40</b>
<b>INDIGENT DEFENSE</b>	<b>36,142.02</b>
<b>LCOT</b>	<b>86.82</b>
<b>K9 UNIT</b>	<b>143.96</b>
<b>CJT</b>	<b>-0-</b>
<b>CDBG</b>	<b>-0-</b>
<b>ARPA</b>	<b>2,350.59</b>
<b>VETERANS AFFAIRS</b>	<b>6,742.00</b>
<b>TECH &amp; INNOVATION</b>	<b>2,888.02</b>
<b>CAPITAL PROG/EQUIP REP</b>	<b>-0-</b>
<b>PUBLIC IMPROVEMENT</b>	<b>-0-</b>
<b>FORECLOSURE</b>	<b>-0-</b>
<b>BUILDING DEPARTMENT</b>	<b>22,661.75</b>
<b>GENERAL FUND</b>	<b>615,922.87</b>
<b>GRAND TOTAL</b>	<b>\$885,259.93</b>

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

Absent: Mr. Beggs.

Motion carried.

**MOTION #2023-98 – ESTABLISHMENT OF BROWNFIELD REDEVELOPMENT AUTHORITY MEMBER**

Moved by Mr. Morse and supported by Mr. Hardy to establish that a Planning Commissioner be an automatic member of the Brownfield Redevelopment Authority.

Voice vote. Motion carried.

**Commissioner's Reports**

Mr. Morse reported that the first draft of the Planning Commission Master Plan will be reviewed and approved. He also stated that he has been working on drafting a resolution regarding the number of commissioners currently on the County Board and will be sending it individually to the board members for their input. He also mentioned that he would like to explore the request for planting a tree to bring awareness to suicide prevention among veterans.

Mr. Erickson echoed Mr. Kelly on the success of the County Fair. He noted that there is now a gate near the rail trail. He also commented on the celebration of Pete LundBorg and his efforts at Cedar Point Park. Mr. LundBorg has contributed more than 3,000 hours to this project.

Clerk Anderson mentioned that there will be a lot of changes coming where elections are concerned. She noted that she has proposed to have one County-Wide Early Voting Site located at the County Building. She also reported that the Bureau of Elections is offering a grant to implement the Early Voting Sites, however, the grant is valued at \$30 million which will not be enough to cover the cost for the whole state. She also informed the Board that the Elections Department budget has been submitted, but, there may be a request for additional funds if the amount of the grant received does not cover the expenses.

Chairman Walker congratulated the Peterson family and the developers of Shelby Acres and thanked them for allowing Oceana County to be a part of this project.

**Public Comment**

There were no public comments at this time.

Chairperson Walker asked if there was any further business to come before the Board. There being none, the meeting adjourned at 11:54 a.m.

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Amy L. Anderson, Oceana County Clerk

\_\_\_\_\_  
Date

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Mr. Walker, Chairperson

## Finance and Administration Committee

The Finance and Administration Committee Meeting was called to order by Chairperson Hardy on Thursday, September 14, 2023, at 10:25 a.m., in the Board Conference Room.

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

Also Present: Ms. LaPointe, Oceana County HR/Financial Coordinator; Ms. Kittie Tuinstra Dogwood Center Executive Director; Mr. John Terzano, Dogwood Center Development Coordinator; 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 August 24, 2023 Finance and Administration Committee meeting as presented.

Voice vote. Motion carried.

Chairperson Hardy asked if there were any additions to the agenda. Mr. Morse requested that he would like to discuss the addition of a planning commission member to the Brownfield Redevelopment Authority and also that there is a vacancy on the White River Zoning Board of Review.

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

Voice vote. Motion carried.

### **Public Comment**

There were no public comments at this time.

### **Agenda Items**

Kittie Tuinstra and John Terzano shared on the housing needs assessment. The last assessment took place in 2005. Bowen National Research conducted the assessment of housing and the potential for development. Their assessment gave a projected need for the next 5 years not only in housing, but in other areas of the community as well. Over the next five years Oceana county will need 1384 new housing units. John Terzano, went over some of the statistics and how it relates to Oceana county.

Mr. Morse discussed the value of having a planning commission member on the Brownfield Redevelopment Authority. He asked the board to consider such.

Mr. Morse stated that former Commissioner Martha Meyette is no longer a member of the White River Zoning Board of Review. The position needs to be filled. It does not have to be a commissioner, the meetings are not regular. It was suggested that maybe a member of the township boards where the White River flows thru would be interested.

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

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Oceana County Administrator

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

Fund #	Dept. #	Dept. Name	Amount	Purpose
<b>Special Revenue Funds</b>				
239 - Shelby Twp Community Park			\$ 19,450.12	to Consumers Concrete for contractual services

	\$ 65,260.25	to Great Lakes Landscape Supply for contractual services
	\$ 91,079.11	to Great Lake Pet Fencing for contractual services
243 - Brownfield Redevelopment	\$ 18,363.97	to Fishbeck for services rendered
256 - Automation Fund R.O.D	\$ 2,072.40	to GovOS for software fees.
260 - Indigent Defense	\$ 5,625.00	to Indigent Defense Consultants for managed assigned counsel services.
	\$ 1,867.50	to Hayes Law Office, PLC for court appointed attorney fees.
	\$ 15,063.12	to Springstead Law Offices for court appointed attorney fees.
	\$ 8,305.00	to Good Law for court appointed attorney fees.
286 - ARPA	\$ 2,350.59	to Oceana County Firefighters for reimbursement.
549 - Building Department Fund	\$ 9,025.20	to Randy Miller for permits, residential plan reviews, and commercial plan reviews.
	\$ 3,469.40	to Randy Neuman for permits, residential plan reviews, and commercial plan reviews.
	\$ 1,616.83	to Sonnie Smith for permits, residential plan reviews, and commercial plan reviews.
	\$ 1,700.00	to Shoreline Inspection Service LLC for permits, residential plan reviews, and commercial plan reviews.
	\$ 1,500.00	to Thomas Story for permits, residential plan reviews, and commercial plan reviews.
<b>General Fund</b>		

223 - County Auditing	\$ 4,500.00	to Watkins Ross for preparation of net periodic expense report for fiscal year ending 2022.
248 - Courthouse & Grounds	\$ 1,200.00	to Crandell Funeral Home for veteran's burial expense.
265 - Courthouse & Grounds	\$ 1,242.50	to Republic Service for trash removal
	\$ 4,124.64	to City of Hart for utilities
283 - Circuit Court	\$ 2,038.00	to Business Information Systems for Contract renewal.
	\$ 2,422.92	to the Mason County Treasurer for fringe benefits
286 - District Court	\$ 2,777.73	to the Mason County Treasurer for fringe benefits
289 - Friend of the Court	\$ 2,405.00	to Mgt of America Consulting
296 - Prosecuting Attorney	\$ 1,500.00	to Mgt of America Consulting
301 - Sheriff	\$ 21,796.06	to Enterprise for fleet vehicle management.
	\$ 1,192.25	to AT&T mobility
	\$ 9,643.20	to Wex Bank for fuel.
	\$ 1,868.22	to Cardmember Services for employee travel and contractual services.
	\$ 1,780.47	to Mears Service Center for services rendered.
	\$ 1,843.26	to NYE Uniform for Uniforms.
351 - Jail	\$ 5,277.24	to Gordon Food Service.

	\$ 4,744.39	to City of Hart for utilities
	\$ 14,796.33	to Advanced Correctional Healthcare for on-site medical services per contract.
528 - Transfer Station	\$ 34,954.85	to American Classic Dumpster for removal of trash and recycling material.
595 - Airport	\$ 13,606.84	to AvFuel Corporation for fuel.
601 - Health Department	\$ 1,314.92	to Consumers Energy for utilities.
	\$ 5,300.00	to DHD#10 for monthly lease payment.
648 - Medical Examiner	\$ 3,467.06	to WMU Homer Stryker M.D. for autopsies
649 - Mental Health	\$ 10,833.33	to West Michigan Community Mental Health.
~ <b>Total</b>	<b>\$ 401,377.70</b>	

Mr. Walker suggested that when reviewing the budget, the policy on conferences and out of the area travel should be discussed.

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

**HEALTH DEPARTMENT BUILDING INFORMATION**

Information has been gathered as it relates to the Health Department Building. We are working to get an end date to the current mortgage. The initial mortgage was taken out in 2002 and from what I have found was scheduled to end in 2018. However, there was a resolution extending it due to errors in the financial documents for 60 months. I have forwarded this information on the Kevin Hughes and am waiting a reply from the mortgage company.

**EQUALIZATION L4029 FORM**

I have attached a copy of 2023 L4029 and was asked by Mr. Ed VanderVries if there will be any changes to the millage rates listed on that form. This will be coming to the Board of Commissioners at their Annual meeting scheduled for September 28<sup>th</sup>. We also received a letter from Mason-Oceana 911 requesting that the full amount be levied for them.

**MDOT AERONAUTICS MEETING**

A mandatory meeting was held in Lansing relating to the Oceana County Airport with the MDOT Aeronautics. Airport Manager Curt Lohman, John Stroo, Prein and Newhof and I attended for Oceana County for the purpose of reviewing upcoming projects and submissions for covering available grant funds.

**BUDGET**

Budget have been received. We are in the process of reviewing submissions for the administrator recommendations. Once those are complete, Departments will be made aware that they are ready for their review and I will begin meeting with departments as needed. We will then complete preparation for the Board of Commissioners for presentation to the board pm Tuesday, September 26<sup>th</sup>.

**Additional Administrator’s Report Items**

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

**Department Head Reports**

There were no department head reports at this time.

**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 11:12 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 Vice-Chairperson Hardy, on Thursday, September 14, 2023, at 10:00 a.m. in the Board Conference Room.

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

Also Present: Ms. LaPointe, Oceana County HR/Financial Coordinator; Oceana County Prosecutor Joseph Bizon; William Cummins FOC Director; Troy Maloney, Oceana County Emergency Manager; Mr. Craig Mast, Oceana County Sheriff; Mr. Garry McKeen, Oceana County Parks & Recreation Commission; Mr. John Cavanagh, Oceana's Herald-Journal correspondent; and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Walker and seconded by Mr. Erickson to approve the minutes of the August 10, 2023, Courts and Public Safety Committee Meeting.

Voice vote. Motion carried.

Vice-Chairperson Hardy asked if there were any changes to the agenda. No changes were mentioned.

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

Voice vote. Motion carried.

### **Public Comment**

Michelle Hilderbrandt with the Hart VFW Auxiliary indicated that September is Suicide Awareness & Prevention Month. She said they would like to plant a tree and have a plaque in honor of the veterans. She wants to place it at the County Building on Griswold Street. Mr. Hardy stated we will take it under advisement.

### **Agenda Items**

Oceana County Prosecutor Joseph Bizon and William Cummins, FOC Director, requested to transfer the position of Title IV-D Support Specialist from the Prosecutor's office to the Friend of Court's office. In 2010 – 2011, the law changed for position to be outside of the prosecutor's office and is more suitable for the FOC.

### **Department Head Report**

There were no department head reports at this time.

### **Public Comment**

Troy Maloney stated he has completed all classes for the Professional Emergency Managers program. We now have a hazardous response team for the county.

Sheriff Mast stated Tim Priese has indicated that he will be retiring effective 9/30/2023. A new applicant, Owen McGuigan will go through a two-day recertification and be on the road. He reported that the population in the jail is down right now. He also indicated that Circuit Court and the Sheriff Department have been preparing for next week's trial. Sheriff Mast stated that if extra security is needed for the trial, he would be willing to offer some deputies to assist. Sheriff Mast informed the Board that the Secondary Road Patrol grant for Oceana County has increased for the coming year.

Mr. Garry McKeen reported that he negotiated a deal with Mr. Curt Lohman, Airport Manager, to use half of an empty hanger for storage space. A meeting room has been offered as well. He reported

that there is a brass plaque at Cedar Point Park in honor of Mr. Pete LundBorg and renamed the walkway "Pete's Walkway". Pete LundBorg has spent approximately 3,000 hours on the project. He mentioned that there have been three bids for the work at Stony Creek. One of the grants has been on hold due to a requirement for the federal wage standard must be in the bid. Once this has been assured, it will be resubmitted.

Vice-Chairperson Hardy asked if there was any further business to come before the Board. There being none, the meeting adjourned at 10:24 a.m.

Respectfully submitted,

Amy L. Anderson  
Oceana County Clerk