

**Board Conference Room
December 21, 2023
Board of Commissioners Minutes**

The regular meeting of the Oceana County Board of Commissioners was called to order by Chairperson Walker, on Thursday, December 21, 2023, at 11:31 a.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. Madison Lajewski, The Oceana Echo correspondent; and Ms. Anderson, Oceana County Clerk.

Moved by Mr. Beggs and seconded by Mr. Hardy to approve the minutes from the December 7, 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. No additions were mentioned.

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

Voice vote. Motion carried.

Public Comment

There were no public comments at this time.

Chairman Walker presented a Service Award for 20 Years of Service, and Ms. Jennifer Sill for 20 Years of Service.

Agenda Items

MOTION #2023-131 – RESOLUTION #23-15 OCEANA COUNTY BOARD OF ROAD COMMISSIONERS NOTES

Moved by Mr. Beggs and supported by Mr. Morse to adopt the proposed Resolution #23-15 authorizing the Oceana County Road Commission to borrow the principal amount of not to exceed Three Million Five Hundred Thousand Dollars (\$3,500,00) for the purpose described in the preamble of the resolution.

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

Motion carried.

MOTION #2023-132 – RESOLUTION #23-14 BALLOT LANGUAGE FOR THE COUNCIL ON AGING

Moved by Mr. Morse and supported by Mr. Hardy to adopt Resolution #23-14 approving ballot language proposition for the May Special Election for the provision of an operating millage for the Oceana Council on Aging.

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

Motion carried.

MOTION #2023-133 – FY 2024 SPECIALIZED SERVICES OPERATING ASSISTANCE PROGRAM WITH MDOT

Moved by Mr. Erickson and supported by Mr. Beggs to approve the contract with the Michigan Department of Transportation for Specialized Services Operating Assistance Program for Oceana Council on Aging and allow the Chair to sign.

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

Motion carried.

MOTION #2023-134 – APPROVAL OF PURCHASE OF 800 MHZ RADIOS

Moved by Mr. Hardy and supported by Mr. Beggs to approve the purchase of 800 MHZ Radios in the amount of \$23,044.53 and the County Administrator to make the necessary budget adjustments.

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

Motion carried.

MOTION #2023- 135 – APPROVAL OF SHERIFF DEPARTMENT TO HIRE RECRUITS

Moved by Mr. Beggs and supported by Mr. Hardy to allow the Sheriff’s Department to hire two recruits to attend the academy while paying them the starting wage of a deputy and accept grants from the MSP and Michigan Works resulting in a net cost for each recruit to be roughly \$5,181.

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

Motion carried.

MOTION #2023-136 – APPROVAL OF PURCHASE OF KARPEL INTERFACE MODULE

Moved by Mr. Morse and supported by Mr. Beggs to allow the purchase of an interface with the Prosecutors Karpel Program with the initial amount of \$10,000 to come from ARPA Funds and an annual cost of \$2,000 per year after with funds to come from the General Fund and allow the Administrator to make the necessary budget adjustment.

Roll call vote: Mr. Morse – yes; Mr. Beggs – yes; Mr. Hardy – yes; Mr. Erickson – yes; and Mr. Walker – no.

Motion carried.

MOTION #2023- 137 – APPROVAL OF AUDITING SERVICES AGREEMENT

Moved by Mr. Hardy and supported by Mr. Erickson to enter into an agreement with Gabridge and Company for the purpose of auditing services for the FY 2023-2025 audit in the amount of \$43,680 for FY 2023, \$44,500 for FY2024 and \$45,400 for FY 2025.

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

Motion carried.

MOTION #2023-138 – PARKS AND RECREATION REAPPOINTMENTS

Moved by Mr. Erickson and supported by Mr. Beggs to reappoint Mr. John Wyny, Mr. John Wilson and Mr. Joel Mikkelsen to the Parks and Recreation Commission for a three-year term to expire on December 31, 2026.

Voice vote.

Motion carried.

MOTION #2023-139 – PLANNING COMMISSION REAPPOINTMENTS

Moved Mr. Morse and supported by Mr. Hardy to reappoint Mr. Paul Cutter, Mr. Garry McKeen and Mr. Al Blohm to the Planning Commission for a three-year term to expire on December 31, 2026.

Voice vote.

Motion carried.

MOTION #2023-140 – APPROVAL OF YEAR END BUDGET ADJUSTMENT

Moved by Mr. Hardy and supported by Mr. Erickson to approve budget adjustment #11-2023 in the amount of Revenues at #8,754,138 and Expenditures at \$5,068,514.

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

Motion carried.

MOTION #2023-141 – APPROVAL OF MEETING SCHEDULE

Moved by Mr. Beggs and supported by Mr. Morse to adopt Resolution #23-16 adopting the 2024 meeting schedule for the Board of Commissioners Committees and Regular Board meeting.

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

Motion carried.

MOTION #2023-142 – APPROVAL OF MEDICAL EXAMINER CONTRACT

Moved by Mr. Morse and supported by Mr. Hardy to approve the contract with the Mid-Michigan Medical Examiners Group for a four-year term to expire on December 31, 2027 and allow the chair to sign.

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

Motion carried.

MOTION #2023-143 – PAYMENT OF CLAIMS

Moved by Mr. Hardy and supported by Mr. Beggs, to adopt Motion #2023-143, approving the payment of accounts payable and release of funds for December 21, 2023.

AMBULANCE	\$2,446.50
GIS	-0-
FOC	2,194.06
PENTWATER-HART TRAIL	-0-
SHELBY TWP COMM PARK	151,750.00
BROWNFIELD	-0-
AUTOMATION R.O.D.	-0-
INDIGENT DEFENSE	27,182.16
LCOT	-0-
K9 UNIT	125.98-
CJT	-0-
CDBG	-0-
ARPA	26,882.17
VETERANS AFFAIRS	7,885.88
TECH & INNOVATION	10,016.40
CAPITAL PROG/EQUIP REP	194.85
PUBLIC IMPROVEMENT	-0-
FORECLOSURE	-0-
BUILDING DEPARTMENT	12,540.42
GENERAL FUND	441,764.42
GRAND TOTAL	\$682,982.84

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 commented that he believes that Oceana County Council on Aging’s transportation program is very versatile and provided an example. He also stated that it is not just for individuals that are aged.

Mr. Erickson expressed to everyone that he hopes everyone has a very Merry Christmas! He also stated that he attended the township meetings at Crystal and Newfield Townships. He mentioned that he was very pleased with the happenings in those townships. He also reported that the Michigan Township Association for Oceana County has been very well attended lately. He communicated that there will be an issue to discuss regarding Crystal Valley Dam coming next month. He announced that Ms. Janet Vyse-Staszak, DHHS Director will be retiring soon. He also stated that the DHHS building located on Polk Road (as well as many other DHHS buildings) is not being utilized to full capacity as the employees have been working remotely. He also disclosed that the Oceana County Medical Care Facility (OCMCF) bed census is at 78. He also reported that there is still a high turnover of employees at the OCMCF.

Mr. Walker stated that he attended the year-end meetings of the District Health Department (DHD) 10 and West Michigan Community Mental Health (WCMCH) Board and stated that after the beginning of next year, he will be attending a monthly regional meeting held in Holland. He also expressed to all to have a Merry Christmas.

Mr. Hardy pointed out that his son Troy was in attendance today. He is home for the holidays from California.

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 12:00 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, December 21, 2023, at 9:01 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. John Cavanagh, Oceana's Herald-Journal correspondent; and Ms. Anderson, Oceana County Clerk, Mr. Mark Timmer, Managing Director Oceana County Road Commission, Ms. JoAnn Erway, Oceana County Council on Aging; Mr. Ryan Schiller, Oceana County Undersheriff, Mr. Joseph Bizon, Oceana County Prosecuting Attorney; and Ms. Heather Rowe, Office Manager, Oceana County Prosecutor's office; and Ms Stephanie Moore, Oceana County Council on Aging Director.

Moved by Mr. Beggs and supported by Mr. Walker to approve the minutes of the December 7, 2023 Finance and Administration Committee meeting as presented.

Voice vote. Motion carried.

Chairperson Hardy asked if there were any additions to the agenda. No additions were mentioned.

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

Voice vote. Motion carried.

Public Comment

There were no public comments at this time.

Agenda Items

Mr. Mark Timmer brought forth consideration to adopt Resolution #23-15 authorizing the Oceana County Board of Road Commissioners to Issue Notes. Mr. Timmer provided two maps that showed the proposed road improvements and the previous improvements that will now be connected. He also explained that there will be no commitment from the County, rather will be paid from the Michigan Transportation Fund which is funded through gasoline tax, license and registration fees.

Ms. JoAnn Erway brought forth consideration to approve Resolution #23-14 for Council on Aging ballot language for the May election.

Mr. Walker commented that he appreciates the services that are available to residents in the Hart and Pentwater area, however, he felt that the outer areas of the county could be better served. Ms. Erway responded that she would welcome a conversation with Mr. Walker to discuss this. She went on to inform the Board of the various services that may not be as visible to the general public, but are available to all residents of the county.

Ms. Byard brought forth consideration to approve FY 2024 Specialized Services Operating Assistance Program with the Michigan Department of Transportation.

Undersheriff Schiller brought for consideration of:

- A. 800 MHZ Radios
- B. Employed Recruits
- C. Karpel Interface Module

Undersheriff Schiller explained that the current radio is not capable of accepting updates any longer. A new radio would be able to operate with the current system as well as the new encryption when available. Mr. Walker inquired where the funding for the local officers would come from for the purchase of encrypted radios. He also stated that this would have been better to have presented this

at the time when the Board was working on the budget. Undersheriff Schiller stated that the timeline for the encryption availability is unknown at this time.

Undersheriff brought up the possibility of implementing employed recruits and stated that the funding for employed recruits changed approximately a year ago to allow for payment of either the academy or wages and/or a combination of both. He stated that he contacted Michigan Works and they indicated that the cost of the academy would be funded which makes this a more palatable package for a community of our size. He indicated that there are two individuals that could benefit from this program and very interested in participating. Mr. Hardy asked if there is any type of contractual arrangement regarding retention of these employees. Undersheriff Schiller indicated that he gathered information that will be sent to the county’s legal counsel for review. Mr. Walker commended Undersheriff and the department for the work that has gone into this and thanked him for bringing this before the board.

Undersheriff spoke to a new records system that the Prosecutor’s office has migrated to that is widely used by Prosecutor’s offices. He also indicated that there is a link between the Sheriff’s office and the Prosecutor’s office that would allow the reduction of reports generated and hand delivered to the Prosecutor’s office. This link would allow the exporting of the reports directly to the Prosecutor’s office. The link is complete in the Sheriff’s office, however, not complete in the Prosecutor’s office. There is an initial cost of \$10,000 and \$2,000/year to maintain. The hope is that it will also lessen the work load for the Prosecutor’s office as well. Prosecutor Bizon continued the discussion regarding the benefits of using this module. Ms. Heather Rowe, Office Manager/Prosecutor’s office explained that the use of this module will reduce the work load, however, there will be certain items that will need to be entered by the staff in the Prosecutor’s office.

Ms. Byard brought forth consideration to enter into an agreement for auditing services. Her recommendation was to continue with Gabridge & Co. for auditing services.

Ms. Byard brought forth consideration for the reappointment of John Wyns, John Wilson and Joel Mikkelsen to the Parks and Recreation Commission. Mr. Garry McKeen, Oceana County Parks & Recreation Commission Chairperson, stated that these three individuals have been on the board for a number of years and strongly recommended these individuals to be reappointed.

Ms. Byard also brought forth consideration for the reappointment of Paul Cutter, Allen Blohm and Garry McKeen to the Oceana County Planning Commission. Mr. McKeen, Oceana County Planning Commission, also recommended the reappointment of these individuals. Mr. Morse also supported the reappointment of these individuals.

Ms. Byard brought forth consideration for Budget Adjustment #11-2023 for year end.

Ms. Byard brought forth consideration for Resolution #23-16 adopting the meeting schedule for 2024.

Ms. Byard brought forth consideration of Medical Examiner Contract for four-year term.

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			\$ 1,065.00	to Republic Services for trash removal

215 - Friend of the Court	\$ 2,194.06	to Image Soft for professional services and icloud storage
239 - Shelby Twp. Community Park	\$ 151,750.00	to Southern Bleacher for Shelby Township Community Park expenditures
243 - Brownfield Redevelopment	\$ 31,830.96	to Fishbeck for professional services
260 - Indigent Defense	\$ 4,708.50	to Hayes Law Office, PLC for various managed counsel services
	\$ 7,289.31	to Springstead Law Offices for various managed counsel services
	\$ 5,833.33	to Indigent Defense Consultants for managed assigned counsel services.
	\$ 4,683.50	to MKG Law Office, PLC for court appointed attorney fees.
286 - ARPA	\$ 12,553.97	To Oceana County Medical Care Facility for various ARPA grant requests
	\$ 14,323.00	to Shelby Township for reimbursement
293 - Veteran Affairs	\$ 1,011.56	to Huntington Bank for various indigent veteran/dependent expenses
	\$ 1,257.52	to Suburban Propane for Indigent veteran/dependent expense
298 - Technology and Innovation	\$ 7,776.84	to Ninjaone, LLC for software
549 - Building Department Fund	\$ 3,431.25	to Randolph D Miller, LLC for permits, residential plan reviews, and commercial plan reviews
	\$ 1,863.00	to RVN Inspections, LLC for permits, residential plan reviews, and commercial plan reviews

	\$ 1,833.08	to Sonnie Smith for permits, residential plan reviews, and commercial plan reviews
General Fund		
101 - Board of Commissioners	\$ 5,600.33	to H Security & Investigation for Courthouse Security services
215 -County Clerk	\$ 1,900.00	to Pixel Grafix for document envelopes
253 - County Treasurer	\$ 3,224.00	to Greenstone Insurance for insurance & bonds
265 - Courthouse & Grounds	\$ 2,328.74	to City of Hart for utilities
	\$ 1,914.48	to EPS Security for security system
	\$ 1,242.50	to Republic Services for trash removal
283 - Circuit Court	\$ 4,473.92	to Hayes Law Office for monthly appropriations
	\$ 4,473.92	to Springstead Law Offices for monthly appropriations
	\$ 3,300.00	to Heacock Reporting for court contracted services.
286 - District Court	\$ 1,628.81	to BIS for yearly renewal of contract
294 - Probate Court	\$ 2,539.51	to BIS for yearly renewal of contract
301 - Sheriff	\$ 6,663.82	to Wex Bank for fuel.
351 - Jail	\$ 14,813.95	to Advanced Correctional Healthcare for inmate medical

	\$ 2,440.10	to Gordon Food Service for inmate boarding
	\$ 1,578.15	to EPS Security for security system
	\$ 1,268.47	to Correctional Recovery for medical billing services.
528 - Transfer Station	\$ 1,870.00	to Huntington Bank for CAT repairs
	\$ 37,889.10	to American Classic Dumpster
648 - Medical Examiner	\$ 1,065.00	to NMS for labs
	\$ 6,708.50	to WMU Homer Stryker for autopsies
649 - Mental Health	\$ 10,833.00	to West Michigan CMH for Local Match
~ Total	\$ 370,096.18	

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

Ms. Byard did not provide an Administrator’s Report in the packets, however, noted that she had a meeting with MMRMA (liability insurance carrier) for the annual review. The renewals for many other counties have been increased 6.7 – 7% where Oceana’s increased 1.5%. She also indicated that the asset distribution for 2023 was \$52,841 and Oceana County will be receiving \$124,741 for 2024.

Mr. Walker asked Ms. Byard to provide a report on a scale for the Transfer Station. She reported that she received an estimate this morning for the scale in the amount of approximately \$65,000 which is 35% less than the previous. She also stated that this price may increase slightly as the pricing for 2024 has not been released yet. She also noted that this scale is larger than the previous.

She also relayed that former Commissioner Martha Meyette stopped into her office and asked her to wish the Board a Merry Christmas.

Department Head Reports

Mr. Garry McKeen, Oceana Parks and Recreation Commission provided a progress report on the Marshville Dam project. He also reported that tonight at Gales Pond there will be a Winter Solstice celebration with approximately 70 participants that will attend.

Public Comment

Ms. Stephanie Moore, Oceana County Council on Aging Director, provided a brief overview of the services that are provided.

Chairperson Walker presented a service award to Alan Wittkamp for 20 years of service. Chairperson Walker also presented a service award to Sheriff Craig Mast for 30 years of service.

Chairperson Hardy asked if there was any further business to come before the Board. There being none, the meeting adjourned at 10:31 a.m.

Respectfully submitted,

Amy L. Anderson
Oceana County Clerk