

Kalkaska County Board of Commissioners  
Committee Meeting Minutes  
March 14, 2018  
(UNAPPROVED)

Committee Meetings are held in Commissioner Chambers, Admin Bldg, 605 N Birch Street, Kalkaska, MI  
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**Judiciary and Public Safety: 9:00 AM**

Meeting called to order by Committee Chair Sweet at 9:04 AM. Present Commissioners James Sweet, David Comai, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner District #1 vacancy)

**Public Input:** None

**Appointments:**

Emergency Services Manager Mike Thompson: Thompson absent; March report filed with Clerk for review. Discussion and review of report; **consensus to Motion to accept EMS March report.**

Discussion regarding status of county generator, building emergency supplies; status of entrance doors (ingress and egress) along with swipe card entrance; review of Emergency Procedure meeting 3-8-2018; Sheriff to communicate with the Board regarding upcoming drills from Emergency Procedure Safety meeting.

Sheriff Pat Whiteford: Communication and discussion with Sherriff by telephone regarding upcoming Emergency Procedures manual and drills.

Review of building doors, windows and access; review of MMRMA funding; tabled for continued review.

**Public Input:** None

Meeting adjourned at 10:00 AM.

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**Health and Welfare: 10:00 AM**

Meeting called to order by Commissioner Comai at 10:04 AM. Present Commissioners David Comai, Patty Cox, James Sweet, and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Commission on Aging Director Jodi Willison: Willison addressed Committee, noted February Report (copy filed with Clerk); Distribution statistics; status of kitchen bids for new kitchen; status of Civic Center use; Live Well program; Project Senior Fresh program for garden projects and upcoming events. Copy of COA February Advisory Board Minutes filed with Clerk; noted remodel project going well.

Library Director John Rogers: Rogers addressed Committee (copy of February report filed with Clerk) noting status of circulation, staffing, programming, community outreach and Award for 2017 Outstanding Friends of the Library Merit Award. Discussion regarding recent review of Library wage increase; Roberts provided documentation of wage/pay comparisons with other counties. Discussion.

Committee reviewed COA remodel project in conjunction with budget with DPW Supervisor Bole. **Consensus to Motion for COA Director to provide a report of overages for Phase 1 before Phase 2 before 3-21-2018 Regular Meeting.**

**Public Input:** None

Meeting adjourned at 10:37 AM.

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**Public Works/DPW: 11:00 AM**

Meeting called to order by Commissioner McKinnon at 11:02 AM. Present Commissioners Craig Crambell, David Comai, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioner District #1 (vacancy). Pledge of Allegiance by all.

**Public Input:** None

**Appointments:**

Recycle Manager Josh Hoppe: Hoppe addressed Committee (copy of March report filed with Clerk) noting status of recycle products; parking lot repairs. Discussion regarding bid advertising process for parking lot repair and details of specs; Hoppe to add a drawing, diagram and material list required in bid, with a deadline and bid to go to DPW for opening; table to DPW 4-11-2018 for review. Review of elimination of certain items at Recycle due to cost, to maintain as current with continued review.

Soil Conservation, Mark Randolph: Randolph addressed Committee noting status of Rugg Pond with continued review of sediment issues; currently have \$1200.00 toward expense and study not needed, anticipate major cost for removal of sediment; DNR grants may be available if use of area is evident; need to promote the fishing of pond. Discussion regarding fish stocking of rivers or ponds; review with other county; tabled for continued review.

Randolph presented 3 year Kalkaska Soil Conservation Strategic Plan; noted Public Hearing 4-10-2018 at 6:30 PM; noted efforts to be consistent with County Recreation Plan. Discussion regarding review of Rugg Pond Committee and appointments.

Parks and Recreation, Committee Chair Jack Tanner: Tanner addressed Committee noting minutes of Parks and Rec back to November 2017; review of Strategic Plan draft #4; McKinnon reviewed prior changes discussed; discussion regarding school property and county property with potential of shared use/expense; noted BOC did not participate in survey; review of Kaliseum and fair grounds comparison in chart; review of relationship of facilities/programs and funding; review of responses/users relative to population; review of circulation of surveys; review of relationship of Parks and Recreation with Plan and current users groups; noted concern with report of facilities as dysfunctional; review of grants, funding and expenses with request for clarification; noted trail requests may be inconsistent with local ordinances; discussion regarding identifying proposed users of properties; review of description of Kaliseum Director, review of duties in conjunction with Recreation Plan. Commissioner Crambell noted cost of properties needs to be reviewed; noted difference between KART Trail and other user group expense, noted intent to assist with expenses. Review of Parks and Rec motions; discussion; review of qualification for non-profit, community sponsored and how to determine fees. Discussion regarding fees recommended by Director are less than fees recommended

from Parks and Rec motion, dependant on approved fee schedule. Discussion, to continue discussion of fees at reconvene at 6:00 PM.

Kaliseum Director Krzysztof Oliwa: Director addressed Committee noting February Monthly report (copy filed with Clerk) with status of security, status of staffing; cross-training gym, new classes, upcoming Gun Show, last day for ice of 3-16-2018, numerous proposed new programs; Kaliseum and County recreational property promotions; noted no communication from Soccer. Noted request for approval of several items. **Consensus to Motion to approve Resolution 20180-13 Kaliseum Temporary Liquor License. Consensus to Motion to approve Kaliseum Food Policy with review by counsel. Consensus to Motion to approve Kaliseum Rules and Regulations with review by counsel. Consensus to Motion to approve Kaliseum Membership Referral Program with review by counsel. Consensus to Motion to approve Kids Korner program and fee schedule with review by counsel. Consensus to Motion to approve Kaliseum Personal Trainer Agreement with review by counsel.** Discussion regarding request for retroactive pay of current pay for employee Nicky Torrey back to 1-15-2018 per prior requests in DPW; tabled to review in Personnel. **Consensus to Motion to approve Kaliseum Trigger Boxing Agreement with review by counsel.** Discussion regarding proposed Trout Festival agreement.

Housekeeping Irene Daniels: Daniels addressed Committee noting upcoming Kaliseum events may lead to additional cleaning needs of which she spoke to Director and the current staff will assist.

Kari Saxton, 4-H Representative: Saxton addressed Board need for approval of Civic Center for upcoming clinics; noted efforts to review at Parks and Recreation Committee Meeting was not successful and events are soon with need for scheduling; noted request in January to be on February Parks and Rec meeting; discussion, noted request for 2017 in-kind service for consideration for 2018. Saxton was advised to provide documentation for Board review. Saxton noted information was already provided. Saxton advised to reserve dates at Kaliseum. Discussion regarding consistency with fee reviews for all users; continued discussion. Review of requested dates for 4-H Clinics; noted 4-H is independent of the Fair but are participants. Commissioner McKinnon called for recess at 1:09 PM, to reconvene at 6:00 PM.

Chair McKinnon reconvened meeting at 6:02 PM.

Present Commissioners Craig Crambell, James Sweet and Stuart McKinnon.

Chair McKinnon called for review of balance of DPW Agenda.

DPW Supervisor Mayjor Bole: Bole addressed Committee noting status of energy lighting RFP advertising; review in April. Review of Kaliseum upgrade; Bole noted responding companies have been provided information, etc. with deadline of 3-23-2018. Bole calculating figures for the DHD#10 and CMH lease agreements for submission; noted ADS for Carpet submitted for publishing. Water bills to be taken off agenda; review of reverter clause pending, concern grants are not available for county recreation properties until this process is completed; status of gas RFP's tabled. Bole noted he continues to research prices for generators. Discussion regarding Trout Festival lease and unpaid bill for 2017 damages. Bole reviewing with Trout Festival; noted initial bill was approx \$5,000.00; when Bole reviewed actual bill \$2,600.00 and Needham agreed to payment.

McKinnon noted review of DDA notice of hearing with recommendation to take the Kaliseum out of the boundaries making a request for review so that millage monies intended for the Kaliseum go to Kaliseum rather than going to the DDA. **Consensus to Motion to communicate and request DDA to move boundary line to allow the Kaliseum millage to go entirely to the Kaliseum.**

Chair McKinnon called for continued review of county grounds/facilities and user groups rental fees; noted review of 4-H request and review of Parks and Recreation recommendations. Lengthy discussion regarding options including new rental fees recommended by Director, options of reductions by percentage and in-kind service; review of resident and non-resident considerations; review of non-profit and profit groups with verifications of non-profit. **Consensus to Motion to reduce the field fees 50% and authorize resident stakeholders with investments of \$1,000.00 or more, a 15% fee reduction; to authorize up to 95% of fee reductions to the compensated by in-kind services, fee reductions may not exceed 95% of the stakeholders investments, effective immediately.** Discussion review of other facilities is not being addressed, baseball fields only at this time. **Consensus to Motion to authorize the 4-H to use the Civic Center room as requested on April 19, May 5 and May 29, 2018 using the new calculation of costs less 15% for stakeholder and 95% in-kind service effective immediately.** Discussion, non-stakeholders pay actual approved fee. **Consensus to Motion that non-resident use of approved field fees is 25% reduction.**

Chair noted any reductions will be presented to Parks and Recreation for review. Director Oliwa noted reviewed request for Trigger Boxing, noted projected revenue with memberships and alcohol sales; Boxing business is bringing own equipment; discussion. (Noted request to be approved with review by counsel.) Continued review of Kaliseum Director requests to be reviewed by counsel for approval.

Discussion regarding future considerations; consideration for in-kind services going forward; discussion regarding the value of the stakeholder investment needs to be part of the above Motions; discussion regarding added expenses over time with addition of structures; noted sunset dates need to be reviewed with changes of all agreements. Consensus to review pending requests of other user groups also considered stakeholders; use of facilities with excessive expense by the county needs to be calculated accordingly. McKinnon noted the communication with all committees working together should resolve use and scheduling of county grounds and facilities.

Director Oliwa noted appreciation for resolve to fee and rental needs; noted need to continue to move forward and looks forward to promoting county facilities.

McKinnon noted 4-H representative to go to Kaliseum to schedule the 3 dates requested; Oliwa noted they can create a profile with a window to pay for 4-H pending the Board actions.

**Public Input:**

Kalkaska County Fair President, Dawn Moses: Moses addressed Committee noting appreciation for Committees moving forward.

Meeting adjourned at 8:50 PM.

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**Personnel: 1:00 PM**

Meeting called to order by Committee Chair Crambell at 1:17 PM. Present Commissioner Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Committee noting request to fill vacancy for Booking Officer. **Consensus to Motion to approve Resolution 2018-14 to lift the hiring freeze to allow the Sheriff to fill the Part Time Booking Officer vacancy.** Whiteford reminded of his continued request for longevity pay for Undersheriff; discussion, Personnel to revise with Non-Union Policy review. **Consensus to Motion to approve longevity pay for Undersheriff Harry Shipp pending approval of revision of language in the Non-Union Personnel Policy.**

COA Director Jodi Willison: Willison addressed Committee. Discussion regarding the COA Director wage pending review by counsel. Review of comparable counties used for wage consideration for union negotiations. Willison noted COA used comparisons of 10 counties in the Area Agency on Aging; noted Willison to obtain the other two counties provided before the 3-21-2018 Regular Meeting.

Willison requested review of LPN position description and wage scale and add 2 LPN positions. Discussion, **consensus to Motion to approve COA Licensed Practical Nurse (LPN) Job Description and wage scale as presented by Director.**

Willison noted need for temporary assistance with In-Home service. **Consensus to Motion to allow up to two part-time In-Home Service Workers to work temporarily up to 40 hours a week until 4-30-2018, retroactive to 3-14-2018.** (Clerk to review with counsel for proper verbiage)

Commissioner Cox noted she will prepare the proposed changes of the Kaliseum Director job description; noted review of cleaning needs at Kaliseum were addressed; **review of proposed changes regarding longevity verbiage; to present at 3-21-2018 meeting with review from counsel.** Review of requests for retroactive increases, independent budgets and ability to separate memberships due to a particular event; noted previous discussions in DPW; discussion regarding Kaliseum revenue and expenditures comparisons; retro pay request for Gym Supervisor from Kaliseum to be tabled to review in April.

**Public Input:** None

Meeting adjourned at 2:02 PM.

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**Finance: 2:00 PM**

Committee Chair Cox called meeting to order at 2:05 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Committee noting review of medical expenses at jail; noted review of bill processing in preparation for Board review. Discussion regarding review of Post Approved bill policy to accommodate auditor review. Discussion and review of current Post Approved Check Policy; Sheriff to review his bill processing/review further with auditors.

Whiteford noted request for TNT invoice payment from January for \$2,000.00 to be paid from wage line item of Medical Marihuana funds. **Consensus to Motion to pay the invoice for \$2,000.00 to TNT upon copy of Intergovernmental Agreement and 2017 yearend report and from TNT.**

Discussion regarding review of school security options and potential expenses; consensus Sheriff to review with schools.

Chair Cox called for review of bills following review from the 3-13-2018 Finance meeting. Cox noted she reviewed all bills with questions and recommend payment. **Consensus to Motion to approve monthly bills as presented.**

**Public Input:** None

Meeting adjourned at 3:00 PM.

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### **County Affairs: 3:00 PM**

Meeting called to order by Committee Chair Fisher at 3:07 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

**Public Input:** None

#### **Appointments:**

Zoning Administrator Karen VanHorn: VanHorn addressed Committee noting request for approval of amendment in Planning Commission by-laws page 3. **Consensus to Motion to approve proposed Kalkaska County Planning Commissioner Bylaws as amended.**

Sheriff Patrick Whiteford: Whiteford addressed Committee noting request for Township Law enforcement Agreements; noted costs are current with expenses; discussion. **Consensus to Motion to approve 2018 Township Law Enforcement Service Contracts for Clearwater, Bear Lake, Blue Lake, Boardman, Coldsprings, Excelsior and Kalkaska Townships as proposed.**

Whiteford noted communications with Kalkaska School regarding security in conjunction with community group SOS (Secure Our Schools) and proposed expenses; no action requested at this time. Discussion.

Whiteford requested waiver of fees for pavilions and Civic Center. Discussion. Whiteford request review of rental fees for Kaliseum Conference room. **Consensus to waive the rental fee for the Sheriff for the Kaliseum Conference Room to host a meeting with the ALPACT organization for 3-16-2018 from 10:00 AM to Noon.** Discussion, consensus to table request for Rotary Barbeque at Pavilion to review with Parks and Rec Committee. Discussion regarding consistent consideration for user group; fees need to be as approved with review for consideration using the calculations by Parks and Rec and recommendations to DPW.

Whiteford requested approval for Medical Marihuana Grant. Discussion. **Consensus to Motion to allow the Sheriff to apply for the 2018 State of Michigan Grant # 2018 MMOOG (Michigan Medical Marihuana and Oversight Grant) between LARA and Kalkaska County Sheriff Department.** (Funds to assist payment of TNT) **Consensus to Motion to accept the MMOOG Grant (LARA) in Kalkaska County Sheriff Department up to \$8,495.00 for fiscal year 2018.**

Whiteford noted return of Jail Study and request for approval, Discussion; review of date timeline; review of 'Rooms Needed'; consensus to review with counsel and propose 3-21-2018.

**Consensus to Motion to approve The Kalkaska County RFP for Professional Consulting Services for a Kalkaska County Facility Feasibility and Renovation Study dated 3-22-2018 as presented and authorize it's publication, as reviewed by counsel.**

Whiteford presented two options for outsourcing Animal Shelter. Lengthy discussion and review of options and proposals submitted; review of Charlevoix County program. Whiteford noted review of statistics, funding and expenses. **Consensus to Motion to move forward with concept of outsourcing Animal Shelter to a third party. Consensus to Motion to authorize the Sheriff to contact counsel for a contract to be drafted for the outsourcing of the Kalkaska County Animal Control Shelter with the provided documents as discussed from KAH and Charlevoix County.**

Whiteford addressed Committee noting needs for law enforcement management software with evidence tracking; recommending PMI proposal of \$5,715.00!; review of funding. Discussion. Consensus to table to April for review.

**Public Input:** None

Meeting adjourned at 5:00 PM.

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Respectfully submitted:

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Deborah Hill, Kalkaska County Clerk and  
Clerk of Board of Commissioners

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Stuart McKinnon, Chair of  
Kalkaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.