

Kalkaska County Board of Commissioners
Committee Meeting Minutes
August 8, 2018
(UNAPPROVED)

The following Committee Meetings are held in Commissioner Chambers, Admin Bldg., 605 N Birch Street, Kalkaska, MI

Judiciary and Public Safety: 9:00 AM

Meeting called to order by Committee Chair Sweet at 9:00 AM. Present Commissioners James Sweet, Truman Bicum and County Clerk Deborah Hill. Absent Commissioner David Comai.

Public Input: None

Appointments:

DPW Supervisor Mayjor Bole: Discussion regarding status of panic alarms and fire suppression for county buildings.

EMC Manager Mike Thompson: Thompson addressed Committee regarding community emergency notification; pending documentation of costs and necessary information, consensus to move forward with Nixel/RAVE.

Public Input: None

Meeting adjourned at 9:40 AM.

Health and Welfare: 10:00 AM

Meeting called to order by Committee Chair Comai at 10:02 AM. Present Commissioners David Comai, Patty Cox, James Sweet and County Clerk Deborah Hill.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee, noted successful Senior Appreciation Day with 193 attendees; reported receipt of a grant, pending grants, and report of upcoming events; noted possible \$69,000 in a retainer fund from the building project that was previously paid (noted unforeseen projects during the remodel took up excess funds); noted improvement in quality of food services. (Provided 2017 Michigan Aging Info System Report, Nutrition Program, copy filed with Clerk)

Library Director John Roberts: Roberts addressed Committee, provided July report of Library services and use including technical support, Kombucha and Leather classes. (Copies filed with Clerk). Discussion regarding Library grounds work.

Public Input: None

Meeting adjourned at 10:30 AM

DPW: 11:00 AM

Meeting called to order by Committee Chair Bicum at 11:01 AM. Present Commissioners Truman Bicum, Stuart McKinnon, Craig Crambell and County Clerk Deborah Hill.

Public Input: None

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee regarding success of hazard waste and tire cleanup (\$4,000.00 grant funds). Discussion regarding the status of parking lot repairs. Consensus for Ad for sealed bids with 9-7-2018 deadline, to be opened at 9-12-2018 DPW meeting. (To post on the web site and in the newspaper and copies of specs also at Clerk's office))

Soil Conservation, Mark Randolph: Absent

Log Lake Caretaker, Kelly Ramsey: Ramsey addressed Committee, noted repair of driveway at Log Lake; discussion regarding expenses at Log Lake and campground fees; noted recent tree damage. **Consensus to Motion to approve Mike Merriweather to assess tree removal needs at Log Lake.** Discussion regarding need for ground cover to eliminate dust, etc. Bole to research cost of leveling the campground area and obtain ground surface cover. Discussion regarding repair process of Log Lake drive.

Parks and Recreation: Crambell reported, noted continued review of user fees for county grounds; noted review of invoices provided to Ball Group representatives (Greg Dodge and Brent Lucyk), with no payment; Parks and Rec to review calculated fees and request financial statement discussed in previous meetings. Crambell to make recommendations following next Parks and Rec meeting; recommendation from Parks and Rec to DPW for approval.

Crambell noted interest in BMX biking event area and adult ball leagues; need for drawing in other activities to fairgrounds area. Discussion. Clerk to email Parks and Rec members and user groups to attend next meeting; noted schedules and fees to be in place.

Kaliseum Director, Krzysztof Oliwa: Oliwa addressed Committee, provided August report (copy filed with Clerk). Oliwa noted request for winter hours beginning 9-4-2018; fitness classes continue at the Kaliseum; pool needs, ice rink budget; employee vacancies; seeking sponsor advertising; reported status of recent events. Oliwa provided a report of pool revenues and appropriation from 2006 through 2018, noting the need to address the upgrade of the Kaliseum may need to be reviewed, given continued pool expenses and limited revenue over the past 12 years. **Consensus to Motion to approve Kaliseum Winter Hours as proposed (9-4-2018 through 5-26-2018: M-F 5:30 Am -9PM; Sat 8 AM – 8 PM. Sun 11 AM-6 PM), to begin 9-4-2018.** Oliwa noted proposed lease agreement for trainers pending review by counsel.

Discussion regarding Kaliseum upgrade, projected expenses and revenue; noted original projections for revenue when Kaliseum was built included need for both millages; noted pool loses \$150,000.00 per year; continued repairs due to mechanical/structural needs.

DPW Supervisor, Mayor Bole: Bole addressed Committee; noted need for repair of well at Administration building, discussion; Bole to request quotes for a new well to be filed with the Clerk. **Consensus to Motion for DPW to advertise for sealed bids for a new well with specs of 5" PVC constant pressure pump for irrigation well, 50 gal per minute, to install May 2019 permits included. Consensus to Motion to install a constant pressure pump system upgrade in the Civic Center building.** (To review advertising sealed bid policy with Clerk.)

Bole noted concerns with trees/tree roots on county grounds interfering with KART trail behind the Health Department. **Consensus of Committee Bole to research cost and options and return to Parks and Recreation Committee and DPW to make recommendations to the Board for KART Trail asphalt repairs where trees are causing damage (action item).**

Discussion; Bole noted request to move flower beds along KART Trail; **Consensus of Committee to refer Quality Garden Tyme club to Parks and Recreation for review and approval (action item).** Discussion regarding adding meters (readers) to county grounds for electric and water; Bole to move forward with placement of meter readers at locations as discussed) **Consensus to Motion to authorize \$7500.00 for a new well for Admin irrigation in the 2018 budget and \$150,000.00 for the lighting energy upgrades for complex.**

Bole noted repairs at DHD and FIA buildings; carpet replacement pending. Discussion regarding Civic Center repair needs including, doors, bathrooms, kitchen, etc; lighting audit tabled pending Kaliseum upgrade; funds need to be budgeted. **Consensus to Motion to authorize advertising for sealed bids for Health Department replacement sidewalks with in-floor heat tubing when installed. Consensus to Motion to advertise for sealed bids for Administration front wall repairs with aluminum panels and brick stucco on concrete walls between the Sheriff Department, Court and Admin buildings.**

Discussion regarding review of signage for parking and access; building repair needs; sidewalk repair needs; natural gas contracts; review of contracts with counsel. **Consensus to Motion to approve DPW to advertise for sealed bids for implementation of specified signage for all parking, door signage and addresses (6) for each building at the county campus.** Discussion. **Consensus to Motion to approve natural gas 3 year contract at a non-fixed rate, upon review and approval by counsel.** (Bole will provide documents for Regular meeting 8-15 for approval)

Commissioner McKinnon noted he spoke with Road Commissioner Mike Cox regarding a recent grant request from the Road Commission needed by 8-13-2018; **consensus to Motion to approve the Chair's signature from 8-8-2018 on the Kalkaska County Road Commission grant request letter at the Regular Meeting 8-15-2018.**

Discussion regarding communication with Ameresco.

Meeting adjourned at 1:01 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:03 PM. Present Commissioners Craig Crambell, Kohn Fisher, Patty Cox and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee regarding dispatch vacancy, noted an exception to request a former employee back needing minimal training and start at one year pay scale due to experience; discussion, noted review of prior employee consideration.

Consensus to Motion to approve Resolution 2018-37 to lift the hiring freeze to allow the Sheriff to fill a full-time Dispatch vacancy. (possible Motion to review wage consideration of past employee, lowering review with counsel, to start pay of 1 year.)

Whiteford requested consideration for wage increase for Sheriff non-union staff consistent with union employee wages; discussion regarding stipend consideration for grant processing; noted review of work/current responsibilities; review of MERS contributions/union employee increases per contracts; noted retroactive consideration and 2019 budgeted expenses/noted medical deficit for Sheriff budget. Consensus to review documents from Sheriff and set a meeting to review all non-union wage scales and review with accountant for costs. Discussion.

COA Director Jody Willison: Willison addressed Committee noting communication with the Accountant and Treasurer, reported \$69,000 amount remains in retainer account; noted this amount was paid out to contractor out of Cap Outlay account; Willison reported COA budget remains sufficient for requested wage increases and funds available for insurance overages noted by Accountant. Consensus Director to continue to review COA budget with Accountant and Treasurer; noted July expenses are not yet reported.

Discussion regarding review of grant revenue and reconciliation with the county including payroll reports. Discussion regarding building completion; request for the \$69,000 to return to COA Capital Outlay.

Public Input: None

Meeting adjourned at 2:02 PM.

Finance Committee: 2:00 PM

Meeting called to order by Committee Chair Cox at 2:16 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Budget Amendments 2018-0038, 0048 through 0057 reviewed; noted #48, 50, 52 & 57 as amended following discussion with Accountant Hervey; discussion regarding \$69,000 in retention fund account for COA. **Consensus to Motion to approve Budget Amendments 2018-0038 and #0048 through 0057 with # 48, 50, 52 & 57 as amended.**

Bill Packets reviewed: Cox reported utility bill question was reviewed, discussion. **Consensus to Motion to approve bills as presented.**

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee noting medical care deficit of \$71,000.00 reviewed; noted Emergency Manager food expenses for staff for fire suppression for Oliver Township fire. Discussion. Consensus fire departments have expense accounts; review with Emergency Manager. Whiteford noted continued request for non-union wage increase following union contract settlements, also discussed in Personnel.

McKinnon noted all non-union and Department Heads wages need to be reviewed. Discussion, to review cost for 2018 and 2019 (review following length of union contracts).

Whiteford noted need for Animal Control vehicle repairs.

Chair Cox noted Budget Amendments and Bills approved with changes. Discussion regarding need for coverage of \$70,000 overage of inmate medical expenses.

Public Input: None

Meeting Adjourned at 2:49 PM.

County Affairs: 3:00 PM

Meeting called to order by Committee Chair Fisher at 3:03 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

IT Report: Sheriff Whiteford reported AT&T billing remains unpaid pending their correction of the excessive bills inconsistent with the new agreements; noted recent AT&T service/repair issues with the Centrex lines; pending web site policy from counsel and retention policy; noted the 2 new servers have been delivered, pending installation; 3 computer replacements (2 Prosecutor and 1 Treasurer offices; continued computer replacement audit). Discussion regarding IT services, concern with intermittent email issues and slow IT communications. Whiteford noted links between the COA, Annex and Sheriff Department; may need to consider 2 new links and connect to the Kaliseum, expenses attributable to each department. Discussion.

Sheriff Patrick Whiteford: Whiteford noted requested update to the previously approved 911 Agreement (PSAP) document. **Consensus to Motion to rescind the NG-911 Agreement dated 5-16-2018.** Discussion. **Consensus to Motion to approve the NG-911 Agreement to add “Kalkaska County Central Dispatch Authority to an Interlocal Agreement for NG-911 Call Handling System Project as a Remote Site” and spell out PSAP to read Public Safety Answering Point in the agreement, as presented 8-8-2018 and authorize Chair to sign.**

Request for SRP (Secondary Road Patrol) grant. **Consensus to Motion to approve Secondary Road Patrol Grant acceptance for Sheriff Department for 2018-2019 of \$32,000 (Traffic Accident Prevention) and authorize Chair and Clerk to sign.**

Whiteford noted request for Animal Control vehicle replacement; discussion regarding quotes received for truck and box; review of Animal Control budget, noted funds are not available in the Sheriff vehicle expenses; noted two shelter quotes (no new quotes received); Whiteford noted AC donation fund can be used for vehicle replacement. Discussion, noted if decided not to outsource animal shelter, repairs/relocation of shelter to be reviewed including part-time staff if funds are limited..

Consensus to Motion to allow Sheriff to purchase the 2019 Chevy pickup at \$33,175 plus fees and delivery for Animal Control to be paid by the Animal Control general donation fund. (Sheriff to provide final figures and account information.) **Consensus to Motion to allow Sheriff to trade in the old Animal Control truck if he receives a minimum of \$500.00 for the truck and the box, with minimum of \$1,000.00 for both.**

Sheriff noted status of feasibility study recommendations for jail, Steering Committee tabled pending RFP’s. **Consensus to Motion to approve feasibility study for vendor BKB Group for the Jail and County Complex of \$38,000.00 from line item (to be provided by Sheriff) and authorize the Chair to sign following review and approval by counsel.**

Discussion regarding IT matters, health care, payroll and 457 accounts; consider setting a Special County Affairs meeting to review pending 2019 budget preparation.

Discussion regarding work expenses when outside of the jail.

Chair Fisher noted balance of agenda items.

Consensus of County Affairs Committee to not enter into a retainer agreement with Smith and Johnson following review by County counsel, with the current contract language.

Consensus to Motion to send Commissioner Craig Crambell to represent Kalkaska County at mediation in Grand Rapids 9-6-2018 regarding Case #1800732.

Housing Summit Conference memo, to be held in October, to forward to Housing Admin Scheel.
MSUE memo-to add MSUE to September Agenda 9-19-2018.

Road Commission road trip memo regarding road improvements 8-21-2018.

Marquette memo regarding ballot initiation.

Glow Run event request for KART Trail event. Clerk to prepare a draft memo for contact from Board.

Health Care review, Clerk to contact vendors for Finance Committee meeting for presentations.

ACH Policy, Clerk to contact counsel and request a Resolution.

Contractual pre-approved Services-tabled

Fair Board and use group agreements. Discussion. Clerk to send memo to user groups to request representative to attend next Parks and Recreation Committee meeting.

457 Accounts; table for continued review.

Land reverter clause, discussed in DPW.

Public Input: None

Meeting adjourned at 5:50 PM.

Respectfully submitted:

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

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.