

Kalkaska County Board of Commissioners
Committee Meeting Minutes
December 12, 2018
(UNAPPROVED)

The following meetings are held in Commissioner Chambers, Admin Building, 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, David Comai and County Clerk Deborah Hill.

Public Input: None

Appointments:

EMC Mike Thompson: Addressed Committee noting

Public Input: None

Meeting adjourned at 9:26 AM.

Health and Welfare: 10:00 AM

Meeting called to order by Committee Chair Comai at 10:00 AM. Present Commissioners David Comai, James Sweet, Patty Cox and County Clerk Deborah Hill.

Public Input: None

COA Director Jodi Willison: Willison addressed Committee regarding upcoming events and status of resources. (Copy of COA Advisory Board Minutes of 11-26-2018 filed with Clerk)

Library Director John Roberts: Roberts addressed Committee noting upcoming events, programs and noted upcoming grant request for internet access in needed areas.

Veterans Affairs, Melanie Pauch: Pauch addressed Committee requesting the acceptance of the appointment of Hart to Veterans Committee. **Consensus to Motion to re-appoint Russ Hart to the Veterans Affairs Committee, 1-1-2019 through 12-31-2022.**

Committee discussion regarding Point of Sale reconsideration requested by the Board of Commissioners and letter sent to DHD#10 with Commissioner Cox; Cox to request this be on the next DHD Agenda 12-21-2018 for action by DHD.

Public Input: None

Meeting adjourned at 10:36 AM.

DPW: 11:00 AM

Meeting called to order by Committee Chair Bicum at 11:00 AM. Present Commissioners Truman Bicum, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting Recycle center remains busy; vacancy on the Recycle Committee and need for a temporary part-time person. Discussion.

Soil Conservation, Mark Randolph: Randolph addressed Committee, provided December report; noted Site visits for forestry; food plot mix offered for hunters due to deer baiting ban; continued cleaning of grates at Rugg Pond; local trail routes reviewed; noted annual audit and plans for Hazardous Waste collection in July. (Copy filed with Clerk). Discussion regarding status of Strategic Plan with Parks and Rec; noted Village, DDA, DNR and multiple groups were involved thru plan with Networks Northwest; Randolph noted grants can be requested through the DNR; discussion regarding past approval by the Board with the acceptance of the plan.

Housekeeping, Irene Daniels: (appointment was accidentally left on the agenda)

Parks and Recreation: No report

Kalkaska Horse Project, Megan Daniels: Daniels presented the Horse Project End of Year Report and payment (\$678.73) and requested agreement for 2019. Discussion; consensus to attach the agreement as an addendum to the approved agreement form through the Kaliseum. Discussion regarding Parks and Rec presenting agreements for the other user groups; noted one vacancy on the Parks and Rec Committee. **Consensus to Motion to approve the KHP Agreement as added to Addendum and accept the 2018 Year End Report and payment (with approval of Parks and Rec Chair)**

Commissioner McKinnon requested Equalization to print a map regarding County Trails.

Kaliseum Director Krzysztof Oliwa: Oliwa presented November report; comparison of revenue with 2017 and 2018 revenue; upcoming events; fire inspections status (need for repairs); personnel training and request for additional membership refunds. Discussion regarding request for snowmobile event; discussion regarding absence of Winterfest scheduling/deposit; consensus Parks and Rec to assist with scheduling. Oliwa noted Kaliseum employee personnel training used at Kaliseum that could be implemented for other county staff; noted Director is implementing manual for instructions of each area of Kaliseum work. **Consensus to Motion to refund Kaliseum memberships to Rowe, Henderson and McGuire as proposed.** Discussion regarding direction of handling memberships; continued review with Ameresco and pending public meeting.

DPW Supervisor, Mayjor Bole: Bole requested Committee to secure the funds from 2018 grounds expenditures budget to carry to the 2019 budget. Discussion, if it has not already been done, **consensus to Motion to secure the 2018 Building maintenance fund projects from 2018 to transfer to the 2019 budget expenditures. (Bole to provide amount and line item info to Committee)**

Discussion, Committee noted concern with content being stored in the storage cages and in the empty offices at the Annex; noted MSUE to remove items they are storing at the Annex in other office space; the Housing department to set up. Consensus departments need to be notified; concern storage spaces are being miss-used with continued storage shortage; refer to County Affairs. Discussion regarding pending bills from Finance review; Rugg Pond grate cleaning; review of staffing/contractual DPW labor; look at seasonal summer help; noted Rugg Pond Dam inspection pending in 2019; fire inspections; .

Public Input:

David Lewicki: Lewicki addressed Committee noting Rugg Pond and the area watershed; possible studies and inspection funding; need all entities involved. Discussion regarding Dam failure study and future needs.

Discussion regarding agenda items.

McKinnon noted proposed changes to county trails and minnow planting to take place at Manistee Lake for feeding the fish.

Meeting adjourned at 1:33 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:00 PM. Present Commissioners Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill.

Public Input: None

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting need for a temporary part-time employee; discussion, to review with counsel. (Resolution pending review)

Clerk Hill requested review of proposed wage scale for the Administrative Assistant in conjunction with the 2019 approve budget and for the Non-Union wage scale. Discussion, **consensus to Motion to approve proposed wage scale for the Administrative Assistant/Deputy County Clerk, effective 12-19-2018.**

DPW Supervisor Mayor Bole: Bole addressed Committee requesting his return to an hourly wage rather than salaried and consideration for stipends when added duties. Discussion; prior Bole was paid hourly with overtime and to track hours with each department; noted time audit with other departments needed to continue. Bole to provide analysis of hours for COA project, Kaliseum project, etc. and return to Personnel for review.

Public Input: None

Meeting adjourned at 1:33 PM.

Finance: 2:00 PM

Meeting called to order by Committee Chair Cox at 2:00 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input:

Juanita Persons: Persons addressed Committee requesting copies of budget being reviewed; copy of 2017, 2018 and 2019 budgets (Clerk to forward).

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee noting budget issues continue with some wage line item adjustments needed, including Animal Control and Community Corrections. Whiteford requested the reimbursement of the \$26,975.25 from MMRMA for security cameras remain in a restricted account as addressed in the BOC 2-21-2018 minutes, for court house security; review with Accountant to determine what line item should be identified. Whiteford noted quotes and options from shredding companies received; discussion, will review with Departments and refer to County Affairs.

County Treasurer Valerie Thornburg: Thornburg provided the 3rd Quarter bank reconciliations to Committee; noted she has grant funds received are available in her office and noted Retiree Health Care Trust Fund is a negative balance of \$32,000.00; noted Watkins Ross actuarial. Commissioner Fisher noted Watkins Ross provided the recommended figures; Treasurer reported it was negative in January of 2018; Fisher inquired why this was not discovered before now with the actuarial as recent as 2017; Treasurer advised she had brought it to Accountant's attention prior. Committee noted Accountant Hervey had advised the Finance Committee of this, was not concerned at this time due to the funds are pooled monies, and the Accountant will provide direction to the Board. Committee inquired of various bills regarding Treasurer mileage; Treasurer noted she drives to the bank daily and often multiple times per day; discussion. Committee requested monthly travel vouchers with documentation, suggest current travel voucher be used. Committee inquired of need for purchase of new safe, noted employee payroll information necessary to be stored in a vault.

Committee reviewed various bills regarding several inquiries from Finance meeting; Cox reported bills in question were researched. **Consensus to Motion to approve Pre and Post approved bills as reviewed and approved by the Finance Committee.**

Public Input:

Juanita Persons: Persons advised Committee of information regarding witness fees that she located on the website.

Meeting adjourned at 2:42 PM.

County Affairs: 3:00 PM

Meeting called to order by Committee Chair Fisher at 3:00 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart Mckinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

IT Report: Sheriff Whiteford reported continued concerns with the credit by AT&T toward the phone bills; noted communication with counsel and other counties experiencing similar ongoing inaccurate billings. Discussion, noted AT&T continued to bill out of contract prices this 2nd time around even after new contracts were in place. Whiteford noted drafts for website policy review are ready for County Affairs; noted review of Empiric IT contract for the County and RFP's being reviewed by counsel, consensus that we will request to continue with 2018 contract index, noted concern with report of added hours ,upgrade of servers and as 'special projects' will diminish, expectations of reduced hours. Discussion regarding email viruses, all employee responsibilities with checking spam and review of email; Whiteford and Hill to communicate with Empiric. Whiteford reported he has obtained quotes and options for upcoming shredding needs; will communicate with departments regarding shredding and storage; value for Recycle Center; need for bonded vendor and concern for use of employee wage/time; concern for continued limited storage space; need for departments to review retention policies. Whiteford noted request from County Treasurer to place a camera over the counter at that office for concern with monetary transactions; discussion regarding the purpose of the cameras; concern if Elected Officials refuse security measures; who should determine

location of security implementation. Whiteford noted concern with added IT storage with added cameras; noted requests for IT matters are to go thru the IT Committee. (Treasurer Thornburg presented and advised of her need to have her camera at the counter for monetary transactions.) **Consensus to Motion to authorize IT to relocate the security camera in the Treasurer's office to the counter area of the Treasurer Office, as requested by the County Treasurer Thornburg.**

Whiteford noted the Jail RFP Feasibility Study pending review including County budget and upcoming millage considerations.

Whiteford requested approval of LEMS agreement. **Consensus to Motion to approve and allow the Chair to sign the LEMS (Law Enforcement Management Agreement) for 2019.**

Whiteford requested approval of Township Law enforcement agreements, noted he currently has 6 but will have a couple more for the 12-19-2018 meeting; noted no changes from the prior year. **Consensus to Motion to allow the Chair to sign 2019 Township Law Enforcements Agreements as presented by the Sheriff.**

MSUE, Jen Berkey: Berkey addressed Committee noting request for 2019 Agreement for MSU Extension Services, per the 2019 approved budget; noted other counties are also experiencing the email/virus issues with IT; noted MSUE is totally content with current services. Discussion regarding limited storage issues and office space; need for departments to access what is being used in the storage areas. **Consensus to Motion to approve the 2019 Michigan State University Extension Agreement for Extension Services as presented and allow the Chair to sign.**

Court Administrator Teresa Hill: Hill addressed the Committee requesting of the approval of the traditional Court Appointed counsel agreement, separate from the MIDC Indigent Defense contract. Discussion. **Consensus to Motion to approve the Court Appointed Attorney Defendant Contract dated 8-1-16 through 7-31-2019 as Amended and allow Chair to sign, effective 10-1-2018, and date of submission by the 5th of each month.** Hill noted the Court agreed with the Empiric contract as presented to the Court (separate from the County proposal) and noted Empiric should have kept the Court in the communication and she will be reviewing the added costs in the Court agreement, may need to request a budget amendment; Fisher noted the County does not agree with the increased contractual services as proposed by Empiric. Discussion; noted the County is preparing RFP's.

Discussion regarding agenda items; noted remaining items (457 options, user agreements, review of policies, reverter clause) pending review.

Review of changes of medical marihuana law and impact on county/employee matters; Fisher and Clerk/Admin Hill to review with counsel.

Clerk noted a response from DNR representative and Boardman Township to schedule a meeting date to review reverter clause.

Public Input:

Juanita Persons: Persons inquired as to the County IT services and security measures at the county. (Board noted security review is ongoing)

Treasurer Valerie Thornburg: Inquired as to how the departments/IT are being backed up and protected. (Thornburg referred to IT Committee)

Meeting adjourned at 4:41 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.