

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

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 9:15 AM. Present James Sweet, Stuart Mckinnon and Deputy County Clerk Diane Doyle. Absent Commissioners Michael Buchanan and David Comai.

Public Input: None

Appointments:

Emergency Services Manager Mike Thompson: Thompson addressed Committee regarding review of emergency procedures, Home Land Security Grants and need for generators. Discussion. (Copy of EMS February report filed with Clerk) Commissioner McKinnon addressed the roll of the County and Townships with emergencies.

Sheriff Pat Whiteford: Whiteford addressed Committee noting update on new panic alarm research. Discussion; noted grant of \$26,975.25 set aside for security system from MMRMA reimbursement from security camera grant. Review of swipe cards for main offices rather than keys for quicker access; discussion. Discussion regarding PA system and phone system for optional uses for communication in the buildings as a mass contact; review of emergency signage/mapping; entrances and exits; basic CPR training; emergency supplies. **Consensus to Motion to install wireless critical radio alarm system and interface to the jail radio in the amount of \$10,134.00 and utilize the MMRMA grant reimbursement fund in the amount of \$26,975.25 with remainder of funds used for future building safety improvement projects.**

Public Input: None

Meeting adjourned at 9:54 AM.

Health and Welfare: 10:00 AM

Meeting called to order by Commissioner Cox at 10:00 AM. Present Commissioners Patty Cox, James Sweet, Stuart McKinnon and Deputy County Clerk Diane Doyle. Absent Commissioner David Comai.

Public Input: None

Appointments:

Commissioner Director Jodi Willison: Willison addressed Committee noting fund raiser for COA at Trout Town raised \$1,000.00 (to be used for unmet needs account); pending fund raiser for Ice Bowl Disc golf for funds toward Home Delivered Meal program; bid requests submitted for sale of old kitchen equipment; status of remodel, COA may need to continue using Civic Center past the anticipated date. Discussion regarding waiver of rental fees for COA, building expenses are paid by COA while in use. Discussion regarding use by other entities (Winterfest), fees and deposits must be made at Kaliseum with no return of deposits if building requires

cleaning, etc. after event. Discussion regarding funds from pickleball at Civic Center would go to Civic Center building fund. **(Action to allow COA to continue use of Civic Center? Director advised through March for Conference Room and May for the Civic Center.)**

Library Director John Rogers: Rogers addressed Committee (copy of January report filed with Clerk) noting 2017 statistics; status of staffing, programming, outreach with Conservation District and multiple programs offered; noted a leather working program upcoming.

Discussion regarding new Library project; Rogers noted preliminary planning; review of feasibility study, noting concern with increased millage requests in conjunction with county; anticipate reduction in penal fines as revenue; expectation for request of renewal millage only due to constraints of county revenue. Discussion regarding Library wage increase; comparison to regional wages; review of education and job requirements. Rogers will provide documentation for justification of wage increases.

Public Input: None

Meeting adjourned at 10:36 AM.

Public Works/DPW: 11:00 AM

Meeting called to order by Commissioner McKinnon at 11:00 AM. Present Commissioners Craig Crambell, James Sweet, Stuart McKinnon and Deputy County Clerk Diane Doyle and County Clerk Deborah Hill. Absent Commissioner Michael Buchanan; Chair McKinnon noted resignation of Commissioner Mike Buchanan, Committee Chair, was submitted.

Public Input:

Greg Dodge: Dodge addressed Committee as representative of the Kalkaska Youth Baseball/Softball, regarding the county user fees for county facilities; requested the Board consider in-kind services as payment for use of grounds; noted work and structures performed by group of \$29,129.18; reviewed optional user's proposal of \$3.00 per player; concern with costs to local youth and low income families; noted request for consideration.

Ryan Williams: Williams addressed Committee noting continued request for fees for swim team to be reviewed; noted fees being charged are not consistent with community needs; noted concerns with purchases Board is making before the building repairs are done.

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting status of recycle products. Discussion regarding handling of glass recycle; Hoppe to review costs of handling glass with Recycle Committee.

Soil Conservation, Mark Randolph: Absent.

Parks and Recreation, Committee Chair Jack Tanner: Tanner addressed Committee noting recommendations for identity of county grounds by sections, social media manager to promote grounds use and review of upfront fee payment for long term user groups. Discussion regarding decision for fee review to be done immediately and consideration for review due to ability to pay.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee (Copy of January report filed with Clerk); noted status of life guard training and pool; upcoming swim lessons and summer events; desk set-up in gym area; safety rules implemented due to wet floors; review of security

cameras and emergency plan; Roller Derby contract in place; learn to skate to begin in February; temporary liquor license will be requested for special events. Continued discussion regarding food policy, facility rules & regulations, job resolutions; pending baseball/user group grounds fees and request to return janitorial to return to Kaliseum.

Commissioner McKinnon requested review of Director's proposal for baseball fields for Kalkaska Youth Baseball/Softball Program, 501 c 3. Oliwa reported he met with Dodge and proposed a fee based on recommended revised fee schedule and consideration for in-kind services along with payment of \$4.00 per field use; Oliwa was advised that Dodge requested \$0.00 with consideration for in-kind services. Oliwa noted the Board requested some fees for use of county grounds. Consensus to table for continued review before the Regular Meeting 2-21-2018.

Oliwa noted request for vendor during Trout Festival in Kaliseum area; discussion, to identify section with new system and amended fee for smaller lot size (\$50.00 for 20/20 lot); DPW Bole to review with Director. **Consensus to Motion to allow Director to rent a minimum space for 20' X 20' Open Area for \$50.00/day.**

Director noted request for a membership refund by a member was denied as she did not agree with safety rules with street shoes/boots being removed before allowed in gym area; Committee agreed.

Director noted 3 1/2 month extension for Jinny Vance due to pool issues. **Consensus to Motion to approve extension of Kaliseum membership for Virginia Vance for 3 ½ months.** Recess to call of the Chair at 11:59 AM. Meeting reconvened at 12:04 PM. Commissioner McKinnon called for continued agenda.

Housekeeping Irene Daniels: Daniels noted concerns with cleaning at the Kaliseum with need for additional help for cleaning at the Kaliseum; Committee noted to review current schedule and options with cleaning hours in the evening. Committee recommended reviewing schedule and oversight at the Kaliseum with all employees' responsibilities; Daniels to speak with Director to address concerns.

DPW Supervisor Mayor Bole: Bole addressed Committee. McKinnon requested review of pending CMH and DH #10 lease agreements, table for further review; RFQ from counsel for Kaliseum upgrade. Discussion, Bole noted need for Board to determine if energy savings and review of 15 year limit, depending on equipment guarantee. Discussion regarding options of energy savings contract with separate price for capital improvements; discussion regarding all utilities and structural needs for energy audit. Discussion regarding pool needs for swim meets and spectators; consensus to incorporate in energy audit; resurfacing floors, drain issues; bathroom needs with consideration of tiles. Discussion regarding roof repair, noted entire roof needs replacement with consideration of other material with a roof drain change design review.

Bole noted fee for swipe cards at Kaliseum would be \$35,000.00 inclusive. McKinnon noted inquiry for mechanical billings; Board requests detail billings for mechanical including for Hurst Mechanical. Discussion, noted services should be put out for bids. Review of bill for tow strap and lawn mower, Bole noted for the work crew; Committee noted employees

making purchases need to sign their own names. Power washer purchase inquiry, purchased for the Sheriff Department.

Bole requested approval for carpet replacement at the Annex and the DHS building.

Consensus to Motion to approve advertising for sealed bids the carpet replacement at the Annex building and DHHS (FIA) building.

Discussion regarding energy lighting project for entire complex as an energy savings program, not an LED upgrade, a separate project from the Kaliseum; request counsel for an RFQ or review one Bole provided. **Consensus to Motion for the county to move forward to request a guaranteed energy savings RFQ for county facility lighting upgrade.**

Recess to call of the Chair at 12:56 PM, to reconvene at 5:00 PM.

Commissioner McKinnon called meeting back into session at 5:08 PM. In attendance Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon, County Clerk Deborah Hill and DPW Supervisor Mayjor Bole.

McKinnon noted review of Motions addressed previously in DPW with recess for continued discussion of the RFQ for the Kaliseum energy upgrade to be followed with the lease agreements for the DHD #10 and CMH building; building maintenance contracts and Log Lake Caretaker vacancy.

Review of RFQ for Kaliseum upgrade proposal from counsel; consensus to move forward with guaranteed energy contract. Discussion, Committee reviewed pages addressing time/date decisions for time schedules for completion; final project scope of work discussed; review of energy work separate from capital outlay. Review of lighting energy upgrade in conjunction with the Kaliseum; noted review of energy savings to make payment of project. Consensus for Bole to send to counsel for completion with recommended dates and corrections as noted; Discussion regarding letter of intent; days considered for return of RFQ for 30 days with 10-20 days follow-up, and provide to Board before the 2-21-2018 meeting, along with a request for energy lighting RFQ to counsel. **Consensus to Motion to approve the RFQ for the Energy Performance Contract, with changes for the Kaliseum upgrade following review and approval by counsel.**

McKinnon requested review of Kaliseum Director position to return to 40 hours per week; consensus from Personnel was to approve Resolution 2018-11 with addition of Social Media Manger position.

McKinnon noted recommendations from Parks and Recreation review of fair grounds by sections for rental or leasing; noted request to allow user groups to have a 60 day window to pay fees; noted Kaliseum Director reported current fee schedule is too high. Discussion, consensus to approve a fee schedule to allow baseball group to schedule their season and pay fees as allowed by Board; to consider in-kind service for portion of financial credit in addition to payment; McKinnon noted that the in-kind service should not cover 100% of the fees. Consensus Bole to calculate the actual costs (electric, lawn care, etc., county labor) to the county for the grounds to allow the Board to determine required fees to be paid and amount to be allowed for in-kind services; discussion regarding proposal #2 in Dodge's letter of \$3.00 per child with remain cost to be calculated from in-kind service. Discussion. **Consensus to Motion to set the fee for 2018 Kalkaska Youth Softball/Baseball group will be \$3.00 per player with**

remaining costs for the season to be calculated from in-kind services considered for the difference in rental fees based on the new fee schedule, to be paid within 60 days. (Clerk to send an email to group.)

Committee noted Indigent Defense Committee meeting 2-15-2018 at 6:00 PM and Special Meeting 2-15-2018 at 6:30 PM; consensus to recess DPW to 2-15-2018 at 7:00 PM to complete review of proposed lease agreement for DHD #10 and NCCMH.

Recess at 6:51 PM, to reconvene at 7:00 PM 2-15-2018.

Meeting reconvened at 7:16 PM, 2-15-2018 by Commissioner McKinnon. Present Commissioners Stuart McKinnon, Craig Crambell, Kohn Fisher, DPW Supervisor Mayjor Bole and County Clerk Deborah Hill.

Public Input:

Ryan Williams: Williams noted his continued request to review the Kaliseum fee schedule for the swim team, noted he is unable to meet/communicate with Director to review fees; noted he provided pool fees from other facilities; noted fee schedule is too expensive. Williams acknowledged improvements the Director has implemented at the Kaliseum; noted he agreed the events at the grounds should not cost the tax payers but fees paid should be to cover cost not generate revenue; noted the fee discussed of \$3.00 per player was reasonable.

Balance of DPW Agenda items:

McKinnon called for review of NCCMH and DHD #10 Lease Agreements and proposed CMH Agreement from counsel. Discussion regarding square footage, actual cost, building space and cost calculations; noted costs of insurance, long term capital improvements. Review of floor plan and calculation of actual costs of buildings to be provided by Bole, consideration of 5 year agreement. **Consensus to Motion to approve the proposed NCCMH agreement with calculated dollar amounts to be filled in. Clerk to send DHD #10 proposed agreement to counsel for review for consideration at Regular meeting.**

Discussion regarding use of Civic Center and expenses; noted COA reported concerns about expenses at Civic Center; noted COA is also using the Conference room and services in this building at no charge; McKinnon noted COA was advised to consider other options if too costly.

Review of DHHS (FIA) agreement from 2010 with through 2030. Review of insurance costs for each building; Bole to provide figures for lease agreements.

McKinnon called for status for the request for release of the reverter clause from Perch Lake property; Clerk to request a copy of what the DNR was requesting of Boardman Township.

Review of Commissioner Buchanan resignation (DPW Chair); consensus to advertise with deadline of 3-6-2018 and **set interviews for 3-12 & 13, 2018 with Special Meeting to appoint on 3-14-2018.**

Discussion regarding Log Lake Caretaker position; Clerk to advertise for position; **deadline of 3-16-2018 and appointment 3-19-2018.**

McKinnon noted receipt of Parks and Recreation Strategic Plan; to be reviewed and provide Chair Tanner with any concerns. Review of Parks and Rec Minutes. **Consensus to Motion to approve recommendations from Parks and Recreation Committee including: geographic naming of grounds for rental; have a Recreational Social Media Manager; and allow Kaliseum**

Director to schedule Kalkaska Youth Baseball/soccer including signing contracts and allow 60 day period for fees to be paid.

Discussion regarding workshop recommendation for by-laws review to allow for alternate Commissioners to attend Committee when missing members. Discussion. Clerk to provide language discussed at workshop and review Fisher's concern with counsel. **Consensus to Motion to review allowance of alternate Committee members to sit in on Standing Committees in the absence of appointed members.**

(Clerk provided email sent to baseball group regarding \$3.00 fee for grounds use and need for financial statements for request for fee reductions.)

Discussion regarding the Building and Grounds account #450 and #253 accounts, through 10 year plans.

Public Input: None

Meeting adjourned at 8:53 PM.

Personnel: 1:00 PM

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

Public Input: None

Appointments:

COA Director Jodi Willison: Willison addressed Committee regarding In-Home Service vacancy. **Consensus to Motion to approve Resolution 2018-06 to lift the hiring freeze to allow the COA Director to fill the In-Home Health Care Service vacancy.** Willison noted upcoming request for LPN, reviewing a job description and wage for Board review in March.

COA Advisory Board Chair Mike Cox: Cox addressed the Committee noting a request for an increase in salary for the COA Director Willison; job evaluation provided, noted review with surrounding COA facilities; noted amount is within the budget request from \$43,000 to \$51,000 and retroactive; Committee to review request.

Sheriff Pat Whiteford: Whiteford addressed Committee noting recent vacancy of Zero Tolerance Clerk. **Consensus to Motion to approve Resolution 2018-12 to lift the hiring freeze to allow the Sheriff to fill the Zero Tolerance Clerk PT vacancy.** Whiteford noted his continued request for review of the Non-Union policy regarding longevity. Whiteford noted a workman's comp pending claim review (review with counsel); discussion regarding non-union wages.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee noting request for vacancy/position of approvals of Pool Supervisor position, Gym/Fitness Supervisor, Front Desk full-time, Front desk part-time and Kaliseum Director FT. Discussion, Oliwa noted review of Kaliseum needs, future activities and volume of users. Discussion regarding recommendations from counsel; Fisher noted review with Oliwa and discussion regarding other obligations not performed in the past. Discussion, noted discussion with accountant advised proposed changes are within Kaliseum budget. **Consensus to Motion to agree to accept the termination of the Oliwa Hockey Academy, Inc contract and Kalkaska County. Consensus, upon mutual agreement with Lessee, to Motion to waive the 30 day written notice set forth in the September 13, 2017 Lease Agreement and terminate the same between Oliwa Hockey**

Academy, Inc. and Kalkaska County. Consensus to approve Resolution 2018-11 to amend Krzysztof Oliwa's contract for employment services as Kalkaska County Kaliseum Director.

Discussion regarding pending position vacancies, potential for added programs. **Consensus to motion to approve Resolution 2018-07 to lift the hiring freeze to allow the Kaliseum Director to fill the Kaliseum Pool Supervisor/Admin Assistant vacancy. Consensus to Motion to approve Resolution 2018-08 to lift the hiring freeze to allow the Kaliseum Director to fill the Kaliseum Gym/Fitness Supervisor vacancy. Consensus to Motion to approve Resolution 2018-09 to lift the hiring freeze to allow the Kaliseum Director to fill the Kaliseum Front Desk Part-Time vacancy. Consensus to Motion to approve Resolution 2018-10 to lift the hiring freeze to allow the Kaliseum Director to fill the Front Desk Full-Time vacancy.**

Chair Crambell noted request from Veterans' Counselor Melanie Pauch for extension of vacation hours. **Consensus to Motion to approve employee Melanie Pauch's request to extend her vacation times for 90 days.**

Clerk Hill noted request for approval of amended non-union pay scale to be updated with the new Library wages. Discussion, table to include approval of wages from Resolutions at the 2-21-2018 meeting.

Commissioner Crambell noted concern that revenue has decreased at the Kaliseum and cautions further spending.

Meeting adjourned at 2:06 PM.

Finance: 2:00 PM

Meeting called to order by Committee Chair Cox at 2:11 PM. Present Commissioners Patty Cox, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Committee regarding upcoming excessive medical expenses with an inmate; discussion. Sheriff noted inmate will be furloughed during hospital stays following court review; Sheriff will keep Board apprised if new information.

Whiteford noted MMRMA reimbursement grant funds of \$26,975.25 camera securities with request to be used toward security with new panic alarms of \$11,000.00; balance to be used for PA system and Kaliseum needs for security. (Motion out of Judiciary) Discussion regarding Accountant Hervey to set up a safety fund account for this purpose.

County Treasurer Valerie Thornburg: Thornburg addressed Committee noting RFP's were requested for banking services; banking proposal fees reviewed, Treasurer advised she would be going to Huntington Bank for Kalkaska County; noted Sheriff Department accounts will remain at Chemical until the check stock is used and will then be transferred; advised Clerk staff has been involved in bank change process. Commissioner Fisher noted high fees of Huntington; Thornburg advised interest will offset costs.

Thornburg requested approval of office fee schedule, adding Certified Mailing and increase in NSF fee; increase in tax certification and tax search fee. **Consensus to Motion to approve the proposed Treasurer Office Fee Schedule as proposed and dated 2-21-2018.**

Thornburg addressed Committee noting a review of Budget Resolution and inquired of retiree health care fund, requested if funds were allocated and when is it to be paid? Discussion, review of amended Resolution 2017-32 (from 2012-32) in minutes of 6-21-2017, noted it directs Treasurer to deposit annually; consensus to review payment upon receipt of the actuarial and review fund line item to pay Raymond James for retiree health care; discussion regarding GASB adoptions; whatever is funded the Treasurer will transfer; Treasurer advised Committee a current negative figure for retirees; Committee to review with actuarial and budgeted funds. Treasurer Thornburg provided copies of the 4th quarter bank reconciliation for 2017; noted recommendations by auditors were followed. Fisher inquired as to when the fund Raymond James is paid and who it covers. Thornburg noted grant revenue continues to be monitored, documents are available for Board review. Committee Chair Cox called for review of bills and amendments questioned from 2-13-2018 Finance meeting. Bills included Construction codes, American Waste, purchase of tow straps, Hurst Mechanical (Clerk to send memo requesting itemized invoices), Log Lake software (new line item to be implemented by accountant), push mower purchase, credit card statements, reviewed with Clerk's office, power washer. Discussion, noted bills were reviewed with DPW and Sheriff, with consensus to approve. **Consensus to Motion to pay all pre and post approved bills as presented including push mower invoice.**

Committee Chair Cox called for review of request for amendment to Policy #390; noted review with auditor and accountant. **Consensus to Motion to approve Policy #390 Post Approved check list as amended effective 2-21-2018.**

Discussion, actuarial for retiree health care pending, to review further with information provided by Treasurer.

Meeting adjourned at 3:06 PM.

County Affairs/IT: 3:00 PM

Meeting called to order by Committee Chair Fisher at 3:10 PM. Present Commissioners Kohn Fisher, Craig Crambell, Stuart McKinnon and County Clerk Deborah Hill.

Public Input:

Attorney Tim Smith, Smith and Johnson PC: Smith addressed Committee noting status of Oipoid litigation; noted MAC recommended all member counties should interview and join in the litigation; Discussion, Committee noted concern with the undefined cost to the county in the agreement; consensus Smith will provide revised contract to clarify any financial obligation

to the county. Discussion regarding review with counsel and schedule a Special Meeting to address with return of information if necessary.

Appointments:

Zoning Administrator Karen VanHorn: VanHorn addressed Committee regarding Zoning Ordinance Amendment ReZone Request. Discussion. **Consensus to Motion to approve Resolution 2081-05 to Adopt Ordinance 152, Amendment #173 (2018-149) Rezone Request.**

IT Report: Sheriff Whiteford addressed Committee noting status of MIDEAL contract; advised a change order was recognized but not mentioned by AT&T when contracts were approved; noted will be provided for March meeting and March bill should be showing corrections.

Sheriff Pat Whiteford: Whiteford addressed Committee regarding Animal Control millage/budget options; advised request to renew or request new millage with an increase. Discussion, noted Board continues consideration to outsource animal shelter needs and current millage would be sufficient; consensus to outsource with veterinary services; evaluate need of Animal Control Officer full time vs. part-time; comparisons to other counties, consider a 10 year contract for outsourcing; tabled for review. Whiteford noted status of parking signs for county properties during events.

Whiteford noted workman's comp claim was denied by Insurance Company; recommended review by Board; consideration for past claims and consensus to send to counsel for review. Sheriff will send an email to counsel and copy Clerk.

Committee Chair called for review of Agenda items not addressed:

Tri-County Budget meeting pending.

Request from Michigan Heritage Foundation to change display of Moving Wall to May.

Consensus to Motion to approve the request from the Michigan Heritage Foundation to change the approved use of the grounds west of the Kaliseum from August to May 17-21, 2018, for display of the Vietnam Moving Wall.

Discussion regarding Opioid litigation; review of county counsel recommendations; consensus to communicate with other counties and review.

ACH Policy-tabled pending resolutions.

Contractual Services Ad- tabled.

MERS/457 Options-tabled pending review by counsel

Fair Board/User group policies-tabled to DPW meeting. Discussion; noted Board has requested fee agreements several months ago; noted Kaliseum Director proposed agreement at \$4.00 a field plus in-kind service toward balance of fees and was reviewed with baseball group representative; discussion regarding Director's Oliwa's proposed reduced fee schedule; consider credit of percentage of in-kind services toward fees. Discussion regarding added county expenses with addition of structures; county cost of care of property to be evaluated, not for profit but cover county costs; review of Parks and Rec meeting recommendations;

Consensus to determine recommendation at the reconvene of the DPW meeting to make a decision at the 2-21-2018 meeting.

NCCMH and DH Dept #10 Lease Agreements-tabled to DPW meeting

Blue Star Memorial-pending

Date for review of purchasing policy/MISC policies-tabled

Safety Committee-tabled

Jail Steering Committee-no report

Land Reverter Clause-pending; Clerk to contact Boardman Township to verify DNR requests

Networks Northwest copy of Village Master Plan in packet for review

Equalization Contract inquiry in packet for review

Resolutions regarding HB 5096, 5097 and 5098 from various counties for review

Public Input: None

Meeting adjourned at 5:01 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.

