

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

The following meetings are held in Commissioner Chambers, Admin Building, 605 N Birch Street, Kalkaska, MI

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**Judiciary & 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 (arrived at 9:03 AM) and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Committee regarding status of panic alarms, review of emergency/biological exposure procedures; noted Sheriff/County Auction scheduled for 9-26-2018. Discussion.

**Public Input:** None

Meeting adjourned at 9:20 AM.

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**Health & 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

**Appointments:**

COA Director Jodi Willison: Willison addressed Committee noting recent events, recent Area Agency on Aging Audit and partnering resources with the Library and upcoming events. (Copy of August report filed with Clerk)

Library Director John Roberts: Roberts addressed Committee regarding Library use statistics, staff changes, landscape work and technology upgrade. (Copy of August report filed with Clerk) Review of Library expense comparison report.

**Public Input:** None

Meeting adjourned at 10:35 AM.

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**DPW: 11:00 AM**

Meeting called to order by Committee Chair Bicum at 11:05 AM. Present Commissioners Truman Bicum, Stuart McKinnon, Craig Crambell and County Clerk Deborah Hill.

**Public Input:** None

**Appointments:**

Recycle Manager Josh Hoppe: Hoppe noted center very busy. Bids received by Clerk for Recycle Parking Lot were opened. Two bids received from KEO (\$35,900.00) and Enhanced (\$59,872.94). Discussion and review of limited budget. Consensus Recycle Manager to discuss with the two bidders, options to reduce costs and return sealed bids to Clerk for review at October meeting.

Soil Conservation, Mark Randolph: Randolph reported status of upcoming meeting (October 9 at 6:00 PM) and projects; noted Solid Waste disposal participation exceeded preparation for event causing people to be turned away (over budget of \$12,000) with plan for added preparation for increased participation in 2019.

McKinnon noted receipt of a sealed bid for Admin Building repair work; return to Clerk to follow advertising.

Log Lake Caretaker, Kelly Ramsey: Ramsey addressed Committee noting upcoming community Halloween party; Ramsey noted need for her to have access to Log Lake Facebook/Website. Discussion, Board noted need to determine admin access to county IT/Social Media prior to any access authority; discussion regarding Log Lake scheduling out of season; Ramsey requested timely employment confirmation; no evaluation of tree issues at park.

Parks and Recreation, Dave Comai: Comai reported. Discussion regarding the Live Well Coalition (regarding those battling substance abuse. **Consensus to Motion to approve the Live Well Coalition be allowed to install the plaque on the KART Trail and place ornaments on it annually. Consensus to Motion to extend the current Civic Center /property use fees until 1-1-2019.** Comai reported intent to recognize original Fair agreement with the county and review of fees, but would like to review counsel's opinion received some months ago. (Deb Ball-Odeh noted prior communication issues and review of prior Board/Parks and Rec actions) Discussion, Comai noted intent to request retroactive consideration to January; Comai noted confusion with P/R minutes; discussion regarding misuse of facilities that led to BOC action with county properties; to table proposal with review of counsel rec's; Crambell noted FAIR is agreeable to original lease with a request for storage space.

Kaliseum Director Krzysztof Oliwa: Oliwa addressed Committee (copy of September report filed with Clerk) noting status of upcoming events and contracts, staff, advertising. Discussion regarding ice arena and user requests; Oliwa noted Kaliseum hours are issue; noted use was reviewed with both user groups and options; Committee noted need to discuss options with all users. Discussion regarding letter from a member regarding membership charges; table to review documentation; discussion of pool closure and inability of members to use; consensus Board will review pro-rated refunds or extensions. Discussion regarding visit to the Kaliseum at the 5:00 Special meeting.

Commissioner McKinnon noted Soil Conservation Randolph was to have M. Merriweather evaluate the tree issues at Log Lake per DPW Bole; discussion, McKinnon will contact Merriweather; Ads for other bids to be published; Log Lake Park Closure is 9-28-2018; status of asphalt repair on the KART Trail; Flower beds, Clerk noted DPW Bole reported they did not move the beds as planned; review of Log Lake software program and cost to consider connection to county/Treasurer to find out cost to add program.

**Public Input:**

Deb Ball-Odeh: Odeh addressed Committee noting review of FAIR lease agreement and intent to present for approval.

Meeting adjourned at 12:27 AM.

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**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:**

Sheriff Patrick Whiteford: Whiteford addressed Committee regarding non-union wage review; requesting 2% for 2018 as with union; information will be provided with consideration for part-time employees to be considered with 2019 budget. Discussion regarding union employee raises of 3%, 2% and change in pension contribution; noted requesting the same for the non-union and retroactive to when the unions settled. Whiteford noted concerns with 6 county comparisons with significant differences; variances with health care/pension costs.

Discussion regarding area wages for comparable positions; possible reductions in staff or other services to accommodate wage increases; audit of comparable services and staffing levels may effect funding availability; status of school and township contracts. Discussion regarding pending review of Indigent Defense Counsel requirements and costs.

Discussion regarding increased budgets for 2019 with employee costs, Accountant will provide.

Commissioner Cox requested recommendations previously requested for COA Director.

County Clerk Deborah Hill: Hill addressed Committee regarding an employee Megan Daniels benefit issue; noted that the employee was not afforded vacation from the date of hire; the employee had made inquiries; the matter rested and then the employee asked again due to another employee who maintained the anniversary date in spite of a separation from employment. Hill noted that her Accounting Clerk forwarded all info and example of both employees to counsel for review; the options were to allow the vacation time or pay for the unused time. Accounting did an audit based on the hourly rate and contract she was working under at the time. Discussion regarding the department has limited staff and EQ Director requested payout rather than time off. **Consensus to Motion to pay Megan Daniels \$4,445.00 reimbursement for eligible vacation that was denied to the employee, from anniversary date of 2005, with a settlement and release letter prepared by counsel, from account #101-225-821.000.** Discussion, consensus Accounting Clerk to ask employee if she would prefer to take the balance of vacation time for the 17-18 year.

Hill noted that there will be a payroll correction upcoming regarding MERS deductions, discussion; no Board action needed, corrections must be made for 2016-2017; minimal number of employees affected.

Consensus to set Special Personnel Meeting for 9-17-2018 at 5:00 PM to address COA Director wage.

Public Input: None

Meeting adjourned at 2:04 PM.

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**Finance: 2:00 PM**

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

**Public Input:** None

**Appointments:**

Sheriff Patrick Whiteford: Whiteford addressed Committee noting Budget Amendment requests; noted increased 2019 budget request including wage increases; will review all at 9-24-2018 meeting with Accountant.

Committee reviewed Budget Amendments as discussed at Finance 9-11-2018 Meeting. Cox requested brochures purchased for Treasurers office; Thornburg noted for Tax Foreclosures.

Committee reviewed balance of bills; **Consensus to Motion to approve pre and post-approved bills as presented.**

Committee discussed continued stipend review; Fisher noted review of minutes where Board addressed Administrative duties; review of temporary assistance versus continued duties; consensus to address stipends during budgetary process and necessity for future.

**Public Input:** None

Meeting adjourned at 2:23 PM.

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**County Affairs/IT: 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

IT Report: Sheriff Whiteford reported a credit finally noted on AT&T bills, with remaining credits due; new contracts requested, will present if a contract for Animal Control for 2 years to be consistent with other agreements; to continue to review services with AT&T or other companies. **Consensus to Motion to approve AT&T contract for Animal Control for two years if provided or to deny payment for Animal Control bill if not provided.**

Discussion regarding website and Facebook oversight; necessity for review of polices pending legal counsels recommendations; Sheriff noted Administrative oversight to Clerk may encompass website as well; continue to review in County Affairs; Sheriff to follow up with counsel. Discussion regarding necessary oversight and Board approval for administration.

Discussion regarding connection and backup for Kaliseum and Log Lake information; Clerk provided information provided by Kaliseum Director and Log Lake Caretaker. County Treasurer addressed Committee regarding set up of Log Lake program; noted a request for refund of a deposit from Kaliseum was an issue. Discussion, Treasurer noted a deposit could not be located; noted need to track credit card payments with deposits; concern with communications with the Director. Treasurer noted her concern with process; noted Director was set up as the owner and Treasurer advised Director; old machine was turned back in. McKinnon noted deposit was being looked up under the wrong name according to the emails and was located by Kaliseum staff. Consensus Treasurer to address with Director.

Sheriff Whiteford noted review of external programs will be reviewed for integration. Sheriff noted Sheriff Sale/County Auction set for 9-26-2018 at 5:30 PM in the pole barn behind the Sheriff Department; Departments to be notified. Discussion regarding Policy #400 (with

approval of Controller); may need to consider with disposal of certain county property including vehicles depending on value.

Sheriff requested review of gas Credit Cards for Sheriff Department. **Consensus to Motion to cancel Shell Fleet credit cards for Sheriff and approve the State of Michigan Fleet Fuel Cards offered through WEXBANK per Policy #167.** (Noted Treasurer to complete application.)

Discussion regarding review of IT contracts with budgeting.

Court Administrator Teresa Hill: Hill addressed Committee regarding recent communications from the State for the Indigent Defense Counsel Plan. Discussion, concerns noted with the change of the initial agreement from the State; noted an October date deadline; **consensus to Motion to create a new fund/line item within the local chart of accounts for the Indigent Defense Counsel Peer Group (may include a Resolution after review by counsel;** forward proposed Resolution to counsel for review and consider requesting the Clerk to set an Indigent Defense Peer Group Committee Meeting; matter to be addressed with Accountant in budget.

Chair Fisher noted other agenda items: Teamsters Mediation meeting 9-19-2018; Resolutions regarding added Soo Lock and Marihuana, tabled; other agenda items tabled.

**Public Input:** None

Meeting adjourned at 5:04 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.