

Kalkaska County Board of Commissioners
Committee meeting Minutes
September 13, 2017
(UNAPPROVED)

Committee Meetings are held in Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI

Judiciary & Public Safety: 9:00 AM

Meeting called to order by Committee Chair Sweet at 9:02 AM. Present Commissioners James Sweet, Dave Comai and County Clerk Deborah Hill. Absent Commissioner Michael Buchanan.

Public Input: None

Appointments:

EMS Manager Mike Thompson: Thompson noted status of County Hazard Mitigation Plan pending with one remaining township (Garfield) has reported they are not interested, in spite of no cost to entities; Thompson noted concern as when plan is submitted, if there is a natural disaster, Garfield Township would not be eligible for FEMA assistance; noted he intends to attend the next Garfield Township meeting in hopes they will choose to be part of the plan prior to submission.

Thompson noted review of Rugg Pond upgrades needed, requesting approval of a grant application. **Consensus to Motion to approve EMS Manager application for grant (HMA) Hazard Mitigation Assistance Grant Program for Rugg Pond and allow Chair to sign.**

Thompson requested approval to request EMPG grant that would assist in covering 35.69% of the EMS Thompson's expense. **Consensus to Motion to approve EMS Manager Thompson to apply for EMPG (Emergency Management Performance Grant) Annual Grant which if received it would cover 35.69% of Thompson's salary to the county and allow Chair to sign.**

(Clerk to take both grants to County Affairs to review.)

Thompson noted Emergency Action Guidelines (EAG); noted if emergency occurs this provides descriptions of duties of all involved and must be on file. **Consensus to Motion to approve EMS Manager EAG and allow Chair to sign.**

Thompson noted status of evacuation plans for all county buildings. Discussion regarding process of emergency notifications and review with Chair of BOC. Thompson noted upcoming lockdown drills for schools.

Public Input: None

Meeting adjourned at 9:37 AM.

Health and Welfare: 10:00 AM

Meeting called to order by Committee Chair Comai at 10:03 AM. Present Commissioners David Comai, Patty Cox, James Sweet and County Clerk Deborah Hill.

Public Input: None

Appointments:

COA Director Jodi Willison: Willison noted status of Gazebo repairs (noted labor by volunteers); Remodel project; noted upcoming events and needs pending completion of

the remodeling. (Copy of Directors August Report and COA Advisory Board August minutes filed with the Clerk.) **Consensus to Motion to approve the use of the new area of the Civic Center and kitchen for Commission on Aging for meal preparation without cost, with COA being responsible for cleaning, approximate months of December and January (Willison will advise of dates at October meetings).**

Willison requested permission to use the County logo for the new sidewalks. **Consensus to Motion to allow COA to use the County logo for the sidewalk brochures.**

Willison requested process for sale of old kitchen equipment; discussion regarding process and/or review for auction expected in March (Willison requesting a sealed bid process), noted it will be difficult to move equipment, consider sale from the COA building. **Consensus to Motion to allow COA to use a sealed bid process to sell the old kitchen equipment directly from the COA building.**

Library Director John Roberts: Roberts addressed Committee regarding upcoming events and programs; noted more involvement with Soil Conservation programs; noted focus of outreach to schools; continuing with technology options and services. Rogers noted an agreement with A1 Sanitation for the demolition of the old building has been accepted.

Public Input: None

Meeting adjourned at 10:38 AM.

DPW: 11:00 AM

Meeting called to order by Commissioner Crambell (in the absence of Chair Buchanan) at 11:00 AM. Present Commissioners Craig Crambell, James Sweet, Stuart McKinnon and County Clerk Deborah Hill. Pledge of Allegiance by all.

Public Input:

Energy Solutions, Mike McClear: McClear addressed Committee regarding audit/assessment of lighting solutions for county buildings including the Kaliseum, for energy efficiency; net conversions would cost approx \$95,000.00, with refund of expense within 2 years, interest free loan. **Consensus to Motion to set another public forum meeting for presentations for Kaliseum quotes of McClear and KEEN.**

Appointments:

Recycle Manager Josh Hoppe: Hoppe addressed Committee noting status of shipments and trailer deliveries; noted parking lot repairs tabled to spring.

Soil Conservation, Mark Randolph: Randolph addressed Committee noting clearing of Rugg Pond brush with assistance of DPW and Work Crew; report Hazard Waste collection held with 11 ½ ton of materials gathered; status of Oak Wilt invasive species, noted upcoming training; requesting continued communication with solution for Parks and Recreation management; Randolph noted 4X ability of Soil Conservation to assist due to added funding; noted annual meeting 10-10-17 at 5:30 PM at Log Lake Pavilion. (Copy of report filed with Clerk.) McKinnon requested timber report of County property and Boardman Township completion of paperwork for conversion of county property at Perch Lake.

Log Lake Caretaker, Kelly Ramsey: Ramsey provided report of Log Lake season finances from new program (Committee requested report to include figures in cost column); discussion noted

need for better signage for patrons and added fees to be approved by the Board; addressed letter received regarding concerns with bathroom use, noted signage would eliminate confusion (request DPW to arrange for added signage); noted Park closes 9-28-2017, Ramsey to notify county when telephone and internet to be disconnected or forwarded to Kaliseum.

Parks and Recreation Chair Jack Tanner: Tanner reported on status of Speak-Up Kalkaska, working on next step, meeting later in September; noted copy of June minutes, no July meeting; further discussion regarding grant options scheduled for County Affairs. McKinnon noted concern with DNR property reverter clause identified when county property exchange was made in Boardman Township in 2013. Tanner noted all aspects are being considered by Parks and Rec to better address the County needs. Discussion regarding pending FAIR contract, to set Special meeting to review.

Kaliseum Director Krzysztof Oliwa: Oliwa noted several changes in staffing; mechanical issues with pool pumps causing closures; noted ice is down; noted telephone and internet issues being addressed; new gym equipment arriving soon; recommendation for a public auction at location due to weight and room needed for old equipment; noted working on finishing the gym floor. Discussion regarding commercial fryer for kitchen; Oliwa noted Health Department approved proposed purchase. **Consensus to Motion to approve Resolution 2017-43 to lift the hiring freeze to allow the Kaliseum Director to fill the Zamboni driver vacancy, to include mechanical duties and at 29 hours per week.** Discussion regarding process to sell old equipment. **Consensus to Motion to authorize Kaliseum Director to advertise auction for sale of old gym equipment on premises after new gym is in operation. (To contact a scrap yard for left over equipment to be disposed of, with limited hours to remove it.)** **Consensus to Motion to approve Budget Amendment 2017-0065 in Finance to allow purchase of electric fryer for Kaliseum concession.**

Discussion regarding balance of IT needs, noted report to follow in County Affairs. Review of letter of concern regarding Pickle Ball members and possible need for private group/location being reviewed separate from open Pickle Ball; Oliwa noted matter has improved.

Housekeeping, Irene Daniels: Daniels addressed Committee noting request for 5 added hours for two weeks to assist with training of new janitorial staff at Kaliseum; noted extensive cleaning still necessary. **Consensus to Motion to authorize continued additional 5 hours per week for two additional weeks for janitorial staff to assist/train with Kaliseum janitorial oversight and cleaning, starting 9-21-2017.**

Crambell noted contractual service, water bills, natural gas RFP's tabled.

DPW Supervisor Major Bole: Bole addressed Committee, provided a quote from KEEN Technical Solutions, LLC for added option for Kaliseum mechanical repairs. Discussion, consensus to schedule a public forum for balance of quotes of KEEN and Mike McClear for lighting, review at 9-20-17 meeting.

(Committee recessed at 12:30 PM. Meeting reconvened at 12:49 PM.)

DPW Supervisor Bole Con't: Bole reported status of sidewalk repairs at Kaliseum with request for expansion, from Temperature Control; Bole to provide a quote for 9-20-2017 meeting. **Consensus to Motion to approve additional concrete work to be performed at Kaliseum for entrance, sidewalk, approach and snowmelt system underground, not to exceed total costs**

(initial quote of \$17,500) of \$33,500.00. (Bole to obtain account from accountant for payment.) Oliwa noted need for safety concerns and plan for alternate entrance at Kaliseum.

Discussion for flooring for gym to be completed from \$30,000.00 initially approved for safety. Bole requested fund for heat element in Admin Building. Consensus to approve DPW Supervisor to advertise for sealed bids for replacement of roof top furnace for Admin Building to be opened at October DPW meeting.

(Meeting recessed at 1:01 PM. Meeting reconvened at 5:16 PM.)

Crambell noted FAIR agreement, county property reverter pending.

DPW Supervisor Bole Con't: Bole noted price for Log Lake paper dispensers. **Consensus to Motion to purchase 2 paper dispensers and 2 panic door locks not to exceed \$2,200.00 from Log Lake fund balance account.** Bole noted need to purchase new plow controls. Bole reported he is attending OSHA seminar.

Crambell noted report of Hazard Mitigation Grant Program for Rugg Pond repair. Discussion regarding county Hazard Mitigation Plan (noted this is separate from Rugg Pond grant request); communication with EMS Manager Thompson by telephone noted request will be made again to Garfield Township at 9-14-17 meeting; reiterated Garfield will be only township not eligible for funding if they do not adopt. (Discussion regarding 3 EMS requests at Judiciary for BOC approval.) **Consensus to Motion to allow EMS Manager Thompson to continue to seek funding for Rugg Pond through HMA Grant. (Also addressed in Judiciary and Public Safety.)** Commission McKinnon noted disclosure of work approved at Kaliseum (KEO) is with potential future son-in-law.

Meeting adjourned at 5:51 PM.

Personnel: 1:00 PM

Meeting called to order by Committee Chair Crambell at 1:06 PM. Present Commissioners Craig Crambell, Patty Cox, Kohn Fisher and County Clerk Deborah Hill.

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Committee; noted request for compensation for IT Committee liaison services (reminding of compensation in 2015), noted the IT, telephone and networking needs of the county; discussion regarding 2016 and 2017 budgeted funds; noted compensation in 2015 and intent was the funding for the IT Committee; changes with Sheriff Admin and AT&T audit, IT continued with necessary work; consensus to review with accountant. Whiteford requested Committee to review and approve the Sheriff Non-Union Policy Manual and compensation for the two non-union staff consistent with the POAM/COAM lump sum payments, before year end. Discussion regarding implementation of County Non-Union Policy Manual, noting MAPE and POAM/COAM were provided payments along with non-union staff in the court; Whiteford longevity pay with concern 5 years before received, non-union should receive until eligible. Consensus to have a Special County Affairs meeting to address the manual and other pending policies. Whiteford noted request for full-time dispatch in 2018 budget; discussion regarding part-time.

Register of Deeds, Jo Ann DeGraaf: DeGraaf requested approval of pay scale for Chief Deputy non-union employee, noting necessary for Non-Union Personnel manual and Wage Scale; discussion. **Consensus to Motion to approve proposed wage scale through three years of Chief Deputy Register of Deeds. Consensus to Motion to pay ROD Chief Deputy retroactive according to approved pay scale.** (DeGraaf to provide a revised pay scale through 3 years and budget amendment.)

Zoning Administrator Karen VanHorn: VanHorn addressed Committee regarding review of upcoming Zoning Administrator and Assistant positions and hours, noting she would like to change positions rather than retire. Discussion regarding union position, policy obligations for processing vacancies and budget funding; position and duties to be reviewed. **Consensus to Motion to review Zoning Admin request at 9-20-17 meeting if policies and changes with position inquiries are defined/answered. (Resolutions 2017-45 and 2017-46 are assigned.)**

Public Input: None

Meeting adjourned at 2:08 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 Patrick Whiteford: Whiteford addressed Committee; noted purchase for staff food was during an incident where staff was required to remain at a location during protests; noted Budget Amendment for Dispatch expense; review of balance of Budget Amendment inquiries; noted additional items will be addressed with 2018 Budget and 2019 Budgets, noting employee expense with health care, etc. Discussion regarding potential for review of Humane Society in the future.

Court Administrator Mark Holston: Holston addressed Committee requesting approval for Chair to sign Child Care Budget Summary for reimbursement; noted the figures remain the same; noted it does not obligate the County funding amount. **Consensus to Motion to approve the Chair to sign DHS-2091 County Child Care Budget Summary for 50% reimbursement from the State.**

McKinnon noted request for Indigent Peer Group to meet.

Discussion regarding bills questioned at 9-12-17 Finance meeting; inquiry for billing to legal counsel for Housing expense account with no funding; request Budget Amendment, review with accountant. **Consensus to Motion to approve pre and post approved bills as presented.**

Discussion regarding Kaliseum purchases; request to keep an inventory list. (Clerk to initiate.)

Consensus to Motion to approve Budget Amendment 2017-0065 from DPW.

Clerk noted Kaliseum vacancy request increased hours for Zamboni Driver/maintenance; noted review of Janitorial staff (Daniels continued 5 hours as needed every week at Civic Center and assistant 5 only temporary for Kaliseum) to be reviewed with increased staff hours at the Kaliseum.

Public Input: None

Meeting adjourned at 2:40 PM.

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:

Al McCool: McCool appeared regarding upcoming de-annexation request of Shawn McCool. Review of process and preparation for the Annual meeting in October. (Clerk to check with legal as to any changes.) Request filed with Clerk.

IT Report: Sheriff Whiteford addressed Committee regarding status of AT&T accounts and billings (noted billings await credits); Recycle is reviewing necessity of phone line; noted review of phone lines and IT needs/requests (audit by Sheriff, DPW Bole and Empiric with Kaliseum Director on 9-11-2017) at the Kaliseum, rough estimate of \$8,000. Discussion, noted necessity of internet and office needs; funds available in general IT account. **Consensus to Motion to approve IT improvements of 20 drops and 12 access points (2 per office) at the Kaliseum, to be paid from the IT Account.** Sheriff noted request for compensation for IT Liaison for the Clerk and his IT services, as was paid in 2015; noted extenuating time and knowledge required for the telephone audit from 2014, through negotiations of the AT&T agreements and accounts, with continued need for oversight of the county IT and technology services. Discussion, meetings would be separate matter from time spent with communications outside of meetings; to review at October meeting.

Sheriff Whiteford: Whiteford noted status of Jail Steering Committee; at last meeting it was recommended that they use the Isabella County feasibility study; however, Whiteford reported since then he was advised by legal for Steering Committee to hold off on RFP's for legal to review; consensus to follow legal recommendation.

Whiteford requested approval of Resolution supporting HB 400. **Consensus to Motion to approve Resolution 2017-41 Supporting House Bill 400.**

Register of Deeds Jo Ann DeGraaf: DeGraaf requested approval of the annual grant application for Remonumentation, noted no changes from the 2016 with exception of one member Mr. Way and Mr. Heglin changed positions. **Consensus to Motion to allow Grant Administrator, JoAnn DeGraaf, to apply for the 2018 Survey and Remonumentation Grant in the amount of \$44,378 as offered by the State of Michigan. Consensus to Motion to approve the slate of surveyors provided to chair, whom have served in the past. The Kalkaska County Remonumentation Peer Review Group consisting of 3 licensed surveyors, 3 alternate licensed surveyors and the County Equalization Director as an ad hoc member, with term expiration of 12-31 each year. The county will compensate the members who serve at the review meeting, a sum not to exceed \$200.00 per member, as included in the 2018 State grant. The 2018 Peer Group to consist of: Neil Way, Scott Papineau and Marv Meyers. Alternate peer group members: Edward Heglin, Ron Brand, Dave Gillette. Ad Hoc member the Equalization Director.**

Ameritrade Rep Dan Emmendorfer: Emmendorfer addressed Committee of his interest in representing the 457 accounts handled through the county, reported he would be able to handle the fiduciary responsibility (following Board action to eliminate the County role as co-fiduciary and limit to one vendor). Emmendorfer noted his experience and history with the County; majority of employees present and provided input to keep status quo. Consensus Emmendorfer to meet with staff to review the same as Morgan Stanley and MERS; Board will continue to review following presentations with vendors and staff.

Parks and Recreation Chair Jack Tanner: Tanner addressed Committee with status of Rotary Charities audit regarding recreational facilities by John Iacoangeli of Becket & Raeder. Iacoangeli reported he met with all users and presented needs, including need for formation of Parks and Recreation Commission. Discussion; request for list of pros and cons of Committee vs. Commission. Discussion regarding oversight of Parks and Recreation, Committee and Kaliseum current oversight.

County Treasurer Deputy, Arlette Papcun: Papcun addressed Committee requesting support of Resolution Opposing SB 386 and approval of a policy for ACH and Wire Transfer. Discussion; noted foreclosure process could be disputed. Committee noted inquiries regarding current process and policies, to be reviewed; consensus to table to October County Affairs, review with counsel; send request to Booher and Rendon regarding SB 386 for their opinion.

Review of proposed ACH Policy; Committee requested review of current policies, table to October meeting. (Papcun requested clarification of legal counsel presentation from Bonnie Toskey regarding process by the County assisting with legal descriptions.)

McKinnon requested Papcun to provide the documents with legal approval info being presented to the Board; to forward to Clerk for review in October.

Fisher noted request for Area Agency 2018 Plan, noted annual report was already presented to Board at a prior meeting. **Consensus to Motion to approve Resolution 2017-40 Area Agency on Aging 2018 Annual Implementation Plan.**

Fisher noted letter received from County Treasurer at August meeting regarding Department of Treasury letter dated 7-21-2017, regarding Kalkaska County not being in "material compliance" following a submission of a Qualifying Statement. Discussion, Fisher noted inquiry as to why the Qualifying Statement was submitted by the County, tabled for inquiry of the County Treasurer and accountant.

Fisher noted letter of support from Honeywell from City of Trenton.

Fisher noted request for Safety Committee, tabled to October meeting or Special Committee Meeting; noted DPW, EMS, Clerk etc. should be involved.

McKinnon noted meeting with DNR regarding the application for the release of the reverter clause on the County property was tabled; incomplete exchange of property in Boardman Township in 2013.

Fisher noted Resolutions from Mecosta (MAC Conference) and Genesee (Great Lakes concerns) Counties for review. **Consensus to adopt Mecosta County Resolution 2017-44 regarding MAC Conference after Clerk prepares for Kalkaska County.** Chair McKinnon to follow-up with obtaining more information regarding Great Lakes concerns.

Fisher noted letters received regarding concerns of FAIR and Kaliseum, Crambell noted he communicated with individuals.

Public Input: None

Meeting adjourned at 5:15 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.