

Kalkaska County Board of Commissioners
Finance Committee Meeting Minutes
August 8, 2017
(UNAPPROVED)

Meeting called to order by Committee Chair Cox at 5:00 PM, Board of Commissioners Room, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Kohn Fisher, Patty Cox and Deputy County Clerk Dawn Balhorn. Absent Commissioner Stuart McKinnon.

Public Input: None

Appointments:

Kaliseum Director Oliwa: Oliwa presented Board with information of individual requests regarding for refund of Kaliseum memberships. Review of memberships, attendance end dates and those that have continued to use facility. Review of continued use with memberships versus day fee; calculations based on membership term date, continued use by some members who requested refunds; review daily pass fee versus membership use fee and calculate accordingly. Consensus to calculate last day Kaliseum was used by member for refund review for Kirtley, Bristol and Hooper; consensus to calculate Pebbles, Bristol and Soper to be calculated from 6-26-2017 date; with verification from Bristol of payment to Kaliseum.

Oliwa presented proposed 2 year lease agreement for Rhinos, noted correction of year and fee. Review and discussion; noted working conditions of facility and equipment; Oliwa to present agreement with corrections to DPW and County Affairs 8-9 before the Regular meeting. Discussion regarding the responsibilities of the user and the Kaliseum for events. Consensus to have counsel review the addendum to the agreement; review request to pay monthly (\$1166.67 per month); with options to prepay; noted ice will be on beginning 9-1-2017; pool time and gym time to be reviewed with agreement.

Oliwa noted request for purchase of concession fryer equipment; discussion; Oliwa to meet with accountant Hervey to review for budget line item and amendment and review with DPW on 8-9 meeting.

Oliwa addressed Committee requesting full time position, combining part-time positions; discussion. Consensus Oliwa to take to Personnel 8-9 for review with financial information/budget amendment and provide Resolution for Front Desk Manager position approval. (Oliwa to provide job description for new position at \$8.90/hour.)

Oliwa noted research for price for mirrors for gym with recommendations for purchase for \$4,570.00 after reviewed with other quotes; from line item 585-000-911.000 (with two other line item options noted), noted needs to be done before gym equipment. Consensus for Oliwa to review with Hervey and present at Finance 8-9.

Meeting recessed at 7:27 PM. Meeting reconvened at 7:39 PM.

Review of bills and Budget Amendments:

Fisher called for review of MMRMA check, to authorize payment to ServPro for work at Health Department Building for water damage; noted reviewed and approved by DPW Supervisor. Consensus for Finance Chair to sign check to pay to ServPro.

Review of Budget Amendments, noting two added #43 and 44 tabled from July; noted review by Hervey and approved; Amendments 2017-0051 through 0061 reviewed; changes with #59; discussion. **Consensus to Motion to approve Budget Amendments 2017-0043, 0044, 0051 through 0061 with changes as noted on #43, 44 & 59.** (reviewed added #0062,0063 & 0064.)

Review of bills with inquiry by Committee of Umbaugh bill, hand written receipt for food reimbursement for FOC employee and meal reimbursement for DHS meeting; review of overage report, noted accounts that need to be reviewed with Department Heads and Hervey; **consensus to Motion approve bills as presented with acceptable explanation of billing inquiries.**

Public Input: None

Meeting adjourned at 9:01 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.