

Kalkaska County Board of Commissioners
2018 Organizational Meeting Minutes
January 2, 2018
(UNAPPROVED)

Meeting called to order by County Clerk Deborah Hill at 6:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, David Comai, Patty Cox,, Kohn Fisher, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Absent Commissioner Craig Crambell. (Crambell arrived at 6:07 PM) Pledge of Allegiance by all. Invocation by Commissioner Cox.

Approval of Agenda:

Motion by Fisher to approve Agenda as presented. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Clerk called for nominations for Chairperson for Board of Commissioners.

Clerk called for Chair; Stuart McKinnon nominated as Chair by Fisher. Supported by Cox.

Second call for nomination for Chair. None

Third call for nomination for Chair. None.

Motion by Fisher to close nominations for Chair. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Clerk called for roll call vote for Chair nomination of Stuart McKinnon. Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Fisher, yes; McKinnon, yes; Sweet, yes. 6 yeas. 0 nays. 1 absent.

Carried. Stuart McKinnon appointed Chair of Kalkaska County Board of Commissioners for 2018.

Chair McKinnon called for nominations for Vice-Chair for Board of Commissioners.

Chair called for nomination for Vice-Chair; Kohn Fisher nominated for Vice-Chair by Cox. Supported by Sweet.

Second call for nomination for Vice-Chair. None

Third call for nomination for Vice-Chair. None.

Motion by Cox to close nominations for Vice-Chair. Supported by Comai. 6 yeas. 0 nays.

1 absent. **Carried. Motion** by Comai to accept **Kohn Fisher nomination as Vice-Chair of Kalkaska County Board of Commissioners for 2018.** Supported by Sweet. Roll call vote: Comai, yes; Sweet, yes; Buchanan, yes; Cox, yes; Crambell, absent; Fisher, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Public Input:

Charles Garrison: Garrison addressed Board (provided Chair with a letter) noted his interest in involvement in local county and township service.

(Commissioner Crambell arrived at 6:07 PM.)

Adoption of By-Laws:

Chair called for review of proposed 2018 By-Laws. Chair noted recommended changes from 2017, discussion. **Motion** by Cox to adopt the proposed 2018 BOC By-Laws with the following amendments of Policy #145: Page 1, Sec A. to read ..."elected and serving, unless otherwise stated."; Page 6, under Budget and Finance, omit "(meeting of the whole)"; Page 6, last sentence after Committee descriptions to read "...by a majority vote of the BOC." Supported by Comai. Roll call vote: Cox, yes; Comai, yes; Buchanan, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Kalkaska Board of Commissioners Policy Statement

BOC Bylaws		Policy # 145
Date Approved 01-02-2018	Effective 01-02-2018	Replaces 08-16-2017

Purpose: To establish methods of conducting County business by the Board of Commissioners (BOC).

Authority: BOC

Responsibility: BOC

**BYLAWS OF THE BOARD OF COMMISSIONERS
COUNTY OF KALKASKA**

ARTICLE I - RULES

Section A BYLAWS: Bylaws shall be readopted at the first meeting of each new Board. The Bylaws may be amended, suspended, or rescinded by a majority vote of the members elected and serving, unless otherwise stated.

Section B RULES OF ORDER: Robert's Rules of Order, as amended, shall be the parliamentary authority of this Board of Commissioners.

Section C QUORUM: A majority of members shall constitute a quorum for the ordinary business of the county. All questions which arise at its meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the county, in which case a majority of the members elected and serving shall be necessary

Section D ROLL CALL VOTES AND SECRET BALLOTS: The names and votes of members shall be recorded on actions which the board takes on an ordinance, resolution, appointment or election of an officer. Roll call votes may be called at the request of any of the members present. A secret ballot may be used only for the election of the Board Chairperson.

ARTICLE II - THE BOARD OF COMMISSIONERS

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- Section A BOARD MINUTES: The clerk of the Board must record all the proceedings of the board in a book provided for that purpose.
- Section B TERM OF OFFICE: Begins at 12 noon on January first, following the election. Oath of office and signing Constitutional Oath of Office should be done before the January first date.
- Section C VACANCIES ON BOARD OF COMMISSIONERS: Shall be filled by appointment within 30 days by the board. If the vacancy occurred in an odd numbered year the appointment shall serve until the vacancy is filled at a special election which the board shall call. If the vacancy occurred in an election year, the appointee serves the remainder of the term. If the board does not fill the vacancy within 30 days, it shall be filled by a special election regardless of the year. MCL 46.412.
- Section D COMMISSION COMPENSATION AND MILEAGE: Commissioners shall receive the compensation and mileage reimbursement fixed by resolution of the County Board of Commissioners. Change in compensation shall become effective only when commissioners commence their term of office after the general election. Mileage is not compensation. It shall not exceed the amount per mile set for the state officers by the state officers' compensation commission. MCL 46.415.
- Section E COMMISSIONERS HAVING OTHER COUNTY EMPLOYMENT: Any person while a member of the board shall not be eligible to be elected or appointed to any position that is within the jurisdiction of the County Board of Commissioners, unless permitted by law. Further, no member of the Board of Commissioners shall be eligible to fill the office of County Road Commissioner. MCL 46.30a.
- Section F COMMISSIONERS CONFLICTS OF INTEREST AS TO CONTRACTS: Members of the Board of Commissioners shall comply with the Contracts of Public Servants with Public Entities Act, 1968 PA 317, as amended, MCL 15.321 *et seq.*, and the County Commissioner conflict of interest statute, MCL 46.30, as required by law.
- Section G SEALED BIDS: Requests for bids and the opening of sealed bids shall be accomplished as set forth in the County's Purchasing Policy.
- Section H SIGNING OF COUNTY DOCUMENTS: The Chairperson of the Board of Commissioners is authorized to sign all county documents that have been approved by the County Board of Commissioners. In the Chairperson's absence, the Vice-Chairperson is authorized to sign.
- Section I No taxpayer moneys will be used for funeral flowers or memorial contributions.

Section J Regarding procedure for regular monthly meeting County Board of Commissioner Agenda and Packet will be available no later than 5 P.M. the Friday preceding the regular board meeting.

ARTICLE III - BOARD OFFICERS

Section A CHAIRPERSON: ELECTION - At the first meeting of each calendar year, The Board shall be called to order and shall thereupon elect, from among its members, a Chairperson and Vice-Chair-person, who shall take office and assume their respective duties immediately upon their election; provided that at the first meeting of each newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office by the County Clerk to the members –elect if this has not previously been accomplished. The occurrence of a majority of all members of the Board shall be necessary for election. The officer shall hold their respective offices for a term of one year, or until their successors are duly elected and qualified as set forth above.

1. The Chairperson shall preside at all meetings of the Board and shall decide all questions of order subject to the appeal of the Board.
2. The Chairperson shall be the Emergency Manager or shall have oversight of the appointed Emergency Manager of the county in Compliance with PA 390 of 1976, as amended.
3. The Chairperson shall appoint the Chairpersons, Standing and Special Committee members of the Board.
4. The Chairperson shall arbitrate all jurisdictional disputes between committees, subject to the appeal of the Board.
5. The Chairperson shall recommend and appoint members to all Boards and/or Committees of the county under the Board control and oversight, including affirming term date as specified by the appropriate statute.
6. The Chairperson shall refer all requests concerning the county to the appropriate Standing Committee for review in compliance with the BOC By-laws, “Board Acton, referral to committee”.

Section B VICE CHAIRPERSON: The Vice Chairperson shall be elected by and from the Board at the first meeting of each year, and shall serve in that capacity for a term of one year. The Vice Chairperson shall preside at meetings of the Board in the Chairperson’s absence.

Section C CHAIR OF FINANCE: DUTIES

1. Serve on the County Tax Allocation Board
 - a. To review and provide to the Board, compliance with sec. 6, Art IX of 1963 State of Michigan Constitution.
 - b. To verify compliance with PA 62 of 1933 Property Tax Limitation Act.
 - c. To verify compliance with Headlee Roll-back.
 - d. To review Equalization Truth in Taxation, form L-4029.
2. Preside over all Finance Committee meetings.

3. Ensure the review by the Finance Committee of all Finance claims against the county, including, but not limited to, Post Approved, General Fund, Kaliseum, payroll and Commissioner per-diems and salary.
4. Ensure compliance with Policy # 254 by the Finance Committee.
5. Schedule a Finance Meeting of the Whole to prepare and present the County Budget for approval.
6. Review with Finance Committee monthly all proposed Budget Amendments.
7. Review Overage Report: The Chair of the Finance Committee will, on the Monday before the Committee meetings, review the Overage Report and Budget Amendments, which were due on the Friday before Committee Meetings. If a Budget Amendment has not been received, the Chair of Finance will then notify the Department Head of the deficiency and request a Budget Amendment. (Budget Amendment approved 8-16-2017)

- Section D CLERK: The duly elected Clerk of Kalkaska County shall be the Clerk of the Board of Commissioners. The County Clerk's duly appointed deputy shall perform all duties ordinarily pertaining to such office, as directed by the Board of Commissioners, in his or her absence, as prescribed by law.
1. The Clerk shall be present and take minutes at all meetings of the Board, and shall record all proceedings of the Board.
 2. The Clerk shall make regular entries of all Board resolutions and decisions upon all questions.
 3. The Clerk shall record the vote of each Commissioner on any ordinance, resolution or appointment or election of an officer, submitted to the Board. Any other question or motion shall be recorded if requested by any member present.
 4. The Clerk shall perform such other and further duties as the Board may by resolution, from time to time, require.
 5. The Clerk shall perform all posting functions required by the Open Meetings Act, 1976 PA 267, as amended.

ARTICLE IV - BOARD COMMITTEES

- Section A STANDING COMMITTEES: The BOC shall have the following Standing Committees:
1. Public Works/DPW
 2. County Affairs
 3. Personnel
 4. Finance
 5. Health and Welfare
 6. Judiciary and Public Safety

- Section B MEMBERSHIP: Each Committee shall consist of 3 BOC members, appointed for a one year term, eligible for re-appointment.

- Section C COMMITTEE RESPONSIBILITIES:

1. All committee meetings shall be open to the public, except that a committee may vote to enter into Closed Session as provided by the Open Meetings Act PA 267, 1976.
2. The date, time and place of a meeting of the Standing Committee once set by the Chairperson of the BOC, shall not be changed unless all three appointed members of that committee agree to the change.
3. All committees shall keep minutes in compliance with the Open Meetings Act PA 267, 1976.
4. All committees shall provide an opportunity for members of the public to be heard per the agenda for up to 3 minute. Members of the public who desire to address the Board shall be required to identify themselves.
5. In order for an appointment to be on the Agenda for a Committee, supporting documentation should be filed with the Clerk by the Friday prior to the Committee meeting, in order for information to be available to the Chairperson of that Committee by the Tuesday prior to the Committee Meeting, for that Chairperson to then determine if the person is to be placed on the Agenda for Committee consideration.
6. In order for a committee to move an issue or matter to the BOC for consideration, a majority of the quorum present (minimum of 2 in the affirmative) shall be required to move the request to the full BOC for consideration.
7. A quorum of the committee shall consist of two of the three committee members.

Section D SPECIAL MEETING OF THE COMMITTEE: A Special Meeting of the Standing Committee may be initiated by the Chairperson of that committee or by a 2/3 signature of committee members to the County Clerk. OMA requirements must be adhered to.

Section E COMMITTEE CHAIRPERSON: The chairperson of each committee shall be required to insure the following are performed at each committee meeting under their control:

1. Assure there is an agenda outlining the meeting.
2. Conduct the meeting in accordance with Roberts Rule of Order and these Board Bylaws.
3. Assure compliance with the Open Meetings Act PA 267, 1976.
4. Provide minutes of the meeting in the event the Clerk is unavailable.
5. Ensure that the committee proofs the minutes provided for accuracy and notes corrections to be made prior to the committee meeting where the minutes should be approved by the committee.
6. Present monthly report to the BOC at the Regular Monthly meeting, verbal or written, containing all action items to be requested as agreed by the committee.

Section F STANDING COMMITTEE OVERSIGHT: The Public Works/DPW, County Affairs, Personnel, Finance, Health and Welfare, and Judiciary and Public Safety committees shall be responsible for the review, research and/or to recommend/advise the BOC with attached findings for all action concerning

the county under the control of the Board of Commissioners. The following boards, committees, departments, organizations, policies, ordinances and rules shall be reviewed by the designated committee unless determined by a majority vote of the BOC to be reviewed by another committee or special committee appointed by the chairperson of the BOC for a specific issue.

PUBLIC WORKS - (DPW) - AIRPORT AUTHORITY, BUILDING AUTHORITY, COUNTY BUILDINGS (MAINTENANCE AND EQUIPMENT), CONSERVATION AND SOIL EROSION, BUILDING INSPECTOR, PARKS AND RECREATION, COUNTY VEHICLES, ROAD COMMISSION (WORK WITH), SOLID WASTE-LANDFILL, SANITARY SEWERS

COUNTY AFFAIRS/COMPUTER - BYLAWS/RULES, RESOLUTIONS, COUNTY CLERK, REGISTER OF DEEDS, INTER-GOVERNMENTAL AFFAIRS, ABTRACTOR, PLANNING COMMISSIONS, INDUSTRIAL DEVELOPMENT, MAC/NMAC, HOUSING, POLICYS/RULES, IT/COMPUTERS

PERSONNEL/INTERVIEW - POLICY/RULES, LABOR REGULATIONS, RETIREMENT, FRINGE BENEFITS, PERSONNEL, UNIONS

BUDGET AND FINANCE - COUNTY BUDGET: PREPARATION AND MONITORING, WAYS AND MEANS, BANKING, COUNTY TREASURER, CONTY CLERK AND ACCOUNTING, INSURANCE, TAXATION AND EQUALIZATION, REVENUES AND APPROPRIATIONS.

HEALTH AND WELFARE -MSU EXTENSION, AGRICULTURE, PUBLIC HEALTH, LIBRARY, MENTAL HEALTH-STATE, SENIOR CITIZENS, COMMISSION ON AGING, SOCIAL SERVICES, AMBULANCE, MEDICAL CARE FACILITIES, VETERANS AFFAIRS.

JUDICIARY AND PUBLIC SAFETY - ANIMAL SHELTER, PROSECUTOR, DISTRICT COURT, PROBATE COURT, COURT ADMINISTRATOR, COURT REPORTERS, FRIEND OF THE COURT, CIRCUIT COURT, JURY BOARD, PROBATION, SHERIFF: LAW ENFORCEMENT, TRAFFIC SAFETY, RADIO COMMUNICATION, FIRE SERVICE AND CIVIL DEFENSE, MEDICAL EXAMINER.

The above list is inclusive and may be amended by a majority vote of the BOC.

ARTICLE V - BOARD MEETINGS

- Section A ORGANIZATION: The organizational meeting shall be the first meeting of the year.
- Section B ALLOCATION BOARD: The allocation board meeting shall be a regular meeting in June, and held by the second Monday in June.
- Section C APPOINTMENT MEETING: Appointment meeting will be held at the first Regular Meeting in January of each year.

Section D EQUALIZATION MEETING: The statutory equalization meeting will be held on the Tuesday immediately following the second Monday of each April.

Section E ANNUAL MEETING: The statutory annual meeting will be held at a regular meeting between September 15 and October 15 of each year.

Section F SPECIAL MEETINGS: The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall give notice to each of the Commissioners within 48 hours in one of the manners provided as follows:

- via a confirmed facsimile transmission to the commissioner's residence
- via personal delivery of the notice of the special meeting to the commissioner
- leaving the notice of the special meeting at the residence of the commissioner
- email to address previously supplied for such purpose by the commissioner

The Clerk shall post at least 18 hours before the meeting a Public Notice as required by 1976 PA 267.

Section G MINUTES: The Clerk or deputy shall prepare minutes as required by the Open Meetings Act.

Section H ORDER OF BUSINESS. Board meetings shall be conducted according to an agenda, in the following form:

1. Meeting Called to Order
2. Roll Call
3. Pledge of Allegiance
4. Invocation
5. Call for Conflict
6. Approval of Agenda
7. Approval of Minutes
8. Public Input
9. Appointments to Address the Board
10. Committee Appointments
11. Approval of Bills
12. Unfinished Business
13. Committee Reports and/or subcommittee report(s)
14. Correspondence and Resolutions
15. New Business
16. Other Business
17. Public Input
18. Adjournment

Section I MOTIONS. When a motion is seconded and before the Board, no other motion shall be received except the following:

- a. To fix the time to which to adjourn
- b. To adjourn
- c. For the previous question
- d. To lay on the table
- e. To postpone indefinitely
- f. To postpone to a date certain
- g. To refer
- h. To amend

These motions shall have precedence in the order listed above.

A motion to adjourn shall always be in order, except while a vote is being taken on any other motion already before the Board, or when a member has the floor.

A motion for reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made. There shall only be one motion for reconsideration.

Section J OPEN MEETINGS AND NOTICE THEREOF: Board meetings shall be open to the public as required by the Open Meetings Act, 1976 PA 267, as amended. The County Clerk shall be responsible for implementing the notice provisions of the Open Meetings Act. Closed sessions of Board and committee meetings may be held in compliance with the requirements of the Open Meetings Act.

Section K PUBLIC ATTENDANCE AT BOARD MEETINGS: All board meetings shall be open to the public, except for closed sessions authorized under the Open Meetings Act, including but not limited to the following:

Upon a two thirds roll call vote of the members of a public body elected or appointed and serving, a public body may meet in closed session for any of the following reasons:

1. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. [not the sale of real estate owned by the public body].
2. To consult with its attorneys regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body. The attorney must be present in person or by telephone.

3. To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. All interviews of a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this Act except as otherwise provided in this subdivision.
4. To consider material exempt from discussion or disclosure by State or Federal statute. This has been interpreted to permit a public body to hold a closed session for consideration of a written legal opinion within the attorney-client privilege, but a closed session may not be held for consideration of an oral opinion. The attorney is not required to be present.

Closed sessions may also be held by public bodies for the following reasons without a two thirds roll call vote:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against or to consider a periodic personnel evaluation of, a public officer, employee, staff member or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered thereafter only in open sessions.
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

Section L

PUBLIC PARTICIPATION AND DISTURBANCES AT BOARD MEETINGS:

A County board may not require a person to register or otherwise provide his or her name or other information, or otherwise fulfill a condition in order to attend a public meeting. The general rule is that anyone, whether a resident of the county or not, may attend the meeting of the county board. Persons wishing to speak during Public Input shall be required to identify themselves. A person shall not be excluded from a public meeting except for a breach of the peace actually committed at the meeting.

Persons engaged in indecent or obscene conduct, those who make a disturbance at a public meeting where citizens are peaceably and lawfully assembled, or those who jostle or roughly crowd people unnecessarily in a public place may be guilty of a breach of the peace.

Any person disrupting a meeting may be asked to be seated and remain quiet. Failing this, the Chairperson may ask the person to leave; if he or she refuses, the Chairperson will call a brief recess. Final step to order would be asking the sheriff or a deputy to remove the person.

During meetings of the Board, including Committee meetings, all cell phones or other electronic devices shall be turned off or set to "mute" or "vibrate" in order to avoid disruption.

Section M

BOARD ACTION, REFERRAL TO COMMITTEE: Any requests, communications, resolutions, motions, or other business that come before the Board and require the Board to take action shall first be reviewed by the appropriate sub-committee for possible recommendation to the Board of Commissioners. This requirement may be waived at any regular meeting if there is a motion approved by a two-thirds vote of all members.

ARTICLE VI – PUBLIC INPUT

1. Public input at any regular or special meeting of the Kaskaska County Board of Commissioners shall not exceed five (5) minutes per person, except as noted below.
2. Prior to commencement of Public Input, the Chairperson may ask for a show of hands of those members of the public who wish to be recognized.
3. The Clerk shall note the names of those who wish to be recognized.
4. If it appears a large number of people wish to speak at a meeting on the same subject, the Chairperson may ask those wishing to speak to identify themselves and, if there are more than 10, may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson.
5. Allocated time to persons recognized by the Chairperson may not be traded away to other members of the public whether recognized or not.
6. A person may speak anytime during the meeting if recognized by the Chairperson.

Adopted: January 3, 1996
 AMENDED: January 2nd, 2009
 AMENDED: January 4th, 2010
 AMENDED: February 9th, 2011
 AMENDED: August 15th, 2012
 ADOPTED: January 2nd, 2013
 AMENDED: February 13th, 2013
 ADOPTED December 19th, 2013
 ADOPTED JANUARY 2, 2015
 ADOPTED JANUARY 4, 2016
 AMENDED MARCH 9, 2016
 AMENDED DECEMBER 14, 2016
 ADOPTED JANUARY 2, 2017
 AMENDED 8-16-2017
 ADOPTED 1-2-2018

2018 BOC MINUTES, BOC COMM LISTS, BYLAWS ETC 1-2-2018

Appointments for Board of Commissioners Standing Committees:

Chair reported his appointment of the Standing Committees to remain as 2017 unless any Commissioner requested otherwise. **Motion** by Comai to accept the Chair's appointments for the Standing Committees to remain the same as 2017. Supported by Fisher. Roll call vote: Comai, yes; Fisher, yes; Buchanan, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** Discussion regarding the verbiage on the heading of Standing Committees, to read "meets each Tuesday", should read "the" instead of each.

**COUNTY OF KALKASKA
BOARD OF COUNTY COMMISSIONERS
STANDING COMMITTEE APPOINTMENTS
2018**

**ALL COMMITTEE MEETINGS LISTED ARE HELD ON THE 2nd WEDNESDAY OF EACH MONTH;
FINANCE COMMITTEE ALSO MEETS THE TUESDAY AT 5 PM BEFORE STANDING COMMITTEE MTGS
COMMISSIONER CHAMBERS, ADMIN BUILDING, 605 N BIRCH STREET, KALKASKA, MI**

JUDICIARY AND PUBLIC SAFETY – Meets @ BOC CHAMBERS @ 9:00 AM

ANIMAL SHELTER, PROSECUTOR, DISTRICT COURT, PROBATE COURT, COURT ADMINISTRATOR, REPORTERS, FRIEND OF THE COURT, CIRCUIT COURT, JURY BOARD, PROBATION, SHERIFF: LAW ENFORCEMENT, TRAFFIC SAFETY, RADIO COMMUNICATION, FIRE SERVICE AND CIVIL DEFENSE, MEDICAL EXAMINER.

CHAIRPERSON: JAMES SWEET

DAVE COMAI
MICHAEL BUCHANAN

HEALTH AND WELFARE – Meets @ BOC CHAMBERS @ 10:00 AM

MSU EXTENSION, AGRICULTURE, PUBLIC HEALTH, LIBRARY, MENTAL HEALTH-STATE, SENIOR CITIZENS, COMMISSION ON AGING, SOCIAL SERVICES, AMBULANCE, MEDICAL CARE FACILITIES, VETERANS AFFAIRS.

CHAIRPERSON: DAVE COMAI
PATTY COX
JAMES SWEET

PUBLIC WORKS - (DPW) – Meets @ BOC CHAMBERS @ 11:00 AM

AIRPORT AUTHORITY, BUILDING AUTHORITY, COUNTY BUILDINGS (MAINTENANCE AND EQUIPMENT), CONSERVATION/SOIL EROSION, BUILDING INSPECTOR, PARKS AND RECREATION, COUNTY VEHICLES, ROAD COMMISSION, SOLID WASTE-LANDFILL, SANITARY SEWERS (CLEARWATER TOWNSHIP), KALISEUM.

CHAIRPERSON: MICHAEL BUCHANAN

CRAIG CRAMBELL
STUART MCKINNON

PERSONNEL/INTERVIEW – Meets @ BOC CHAMBERS @ 1:00 PM

POLICY/RULES, LABOR REGULATIONS, RETIREMENT, FRINGE BENEFITS, PERSONNEL, UNIONS

CHAIRPERSON: CRAIG CRAMBELL
PATTY COX
KOHN FISHER

BUDGET AND FINANCE – Meets @ BOC CHAMBERS @ 2:00 PM (ALSO TUESDAY BEFORE WED MTG @ 5:00 PM)

COUNTY BUDGET: PREPARATION AND MONITORING, WAYS AND MEANS, BANKING, COUNTY TREASURER, COUNTY CLERK AND ACCOUNTING, INSURANCE, TAXATION AND EQUALIZATION, REVENUES AND APPROPRIATIONS.

CHAIRPERSON: PATTY COX
KOHN FISHER
STUART MCKINNON

COUNTY AFFAIRS/ IT & COMPUTER – Meets @ BOC CHAMBERS @ 3:00 PM

BYLAWS/RULES, RESOLUTIONS, COUNTY CLERK, REGISTER OF DEEDS, INTER-GOVERNMENTAL AFFAIRS, ABTRACTOR, PLANNING COMMISSIONS, INDUSTRIAL DEVELOPMENT, MAC/NMAC, HOUSING

CHAIRPERSON: KOHN FISHER
CRAIG CRAMBELL
STUART MCKINNON

Please note: The BOC Committees do not necessarily always meet if no one has requested time with the Committee. Therefore, please check with the County Clerk prior to any committee meeting on the day of the meeting if you have not signed up to address the committee.

(BOC Committee Appointments) POSTED 1-2-2018

Appointments for the Sub-Committees and Boards:

Chair requested these appointments to be tabled to allow him an opportunity to review applications and hold interviews if necessary; consensus to table.

Affirm Dates and Times for Regular Board Meetings and Standing Committees:

Chair called for review of 2018 meeting dates and times; discussion. **Motion** by Crambell to approve the 2018 Board of Commissioner meeting dates and times along with Standing Committee meeting dates and times as discussed. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays.

Carried.

**2018
KALKASKA COUNTY BOARD OF COMMISSIONERS
BOARD MEETING AND STANDING COMMITTEE MEETING DATES**

COMMISSIONER MEETINGS

*The meetings are the 3rd Wednesday of each month unless otherwise noted ***

Meetings begin @ 6:00 pm and are held in the Board of Commissioner Chambers located in the Administration Building @ 605 N Birch Street, Kalkaska, Michigan. Anyone wishing to be placed on the agenda for board meetings should notify the County Clerk at 258-3349, the Thursday prior to the board meeting. The Chairperson of the Board of Commissioners approves appointments for the BOC Agenda.

- JANUARY 17
- FEBRUARY 21
- MARCH 21
- APRIL 10 ** to meet Equalization report requirement
- APRIL 18

MAY 16
JUNE 20
JULY 18
AUGUST 15
SEPTEMBER 19 **annual meeting**
OCTOBER 17
NOVEMBER 12 **
DECEMBER 19

The Kalkaska County Board of Commissioners may consider rescheduling regular meetings at other locations and/or times to best serve public interest. Such changes will be posted in accordance with the Open Meetings Act.

BOARD OF COMMISSIONER STANDING COMMITTEES

ALL COMMITTEE MEETINGS HELD IN COMMISSIONER CHAMBERS UNLESS OTHERWISE POSTED

*These meetings are the 2nd Wednesday of each month unless otherwise noted***

JUDICIARY/PUBLIC SAFETY

MEETING BEGINS @ 9:00 AM

HEALTH & WELFARE

MEETING BEGINS @ 10:00 AM

PUBLIC WORKS/DPW

MEETING BEGINS @ 11:00 AM

PERSONNEL

MEETING BEGINS @ 1:00 PM

BUDGET & FINANCE

MEETING BEGINS @ 2:00 PM

COUNTY AFFAIRS/IT

MEETING BEGINS @ 3:00 PM

FINANCE COMMITTEE WILL ALSO MEET ON THE TUESDAY PRIOR TO STANDING COMMITTEE MEETINGS AT 5:00 PM

(DATES AS LISTED BELOW AND UNLESS OTHERWISE POSTED)**

FINANCE COMMITTEE

JANUARY 9
FEBRUARY 13
MARCH 13
APRIL 10
MAY 8
JUNE 12
JULY 10
AUGUST 7
SEPTEMBER 11
OCTOBER 9
NOVEMBER 6
DECEMBER 11

STANDING COMMITTEE DATES

JANUARY 10
FEBRUARY 14
MARCH 14
APRIL 11
MAY 9
JUNE 13
JULY 11
AUGUST 8
SEPTEMBER 12
OCTOBER 10
NOVEMBER 7
DECEMBER 12

IF YOU WISH TO BE PLACED ON A COMMITTEE AGENDA, PLEASE CALL 258-3349, BY THE FRIDAY PRIOR TO THE COMMITTEE MEETING.

PLEASE NOTE:

The Board of Commissioner Standing Committees do not necessarily always meet if no one has requested time with the Committee. Therefore, please check with the County Clerk prior to any committee meeting on the day of the meeting if you plan to attend to assure the meeting is still being held.

POSTED 1-2-2018

Other Business:

Motion by Fisher to authorize the Chair to schedule interviews for the Sub-Committee Board and Committee vacancies. Supported by Cox. 7 yeas. 0 nays. **Carried**. Chair noted he will review Standing Committee appointments if any of the Board were to request a change.

Public Input:

Charles Garrison: Garrison addressed Board noting appreciation for attending the meeting.

Motion by Buchanan to adjourn at 6:33 PM. Supported by Comai. 7 yeas. 0 nays. **Carried**.

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.