

Kalkaska County Board of Commissioners
Regular Meeting Minutes
December 20, 2017
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 6:05 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Absent Commissioner David Comai. Pledge of Allegiance by all. Invocation by Commissioner Cox.

Call for Conflict: None

Approval of Agenda:

Chair McKinnon noted added additions to Agenda. **Motion** to by Fisher approve Agenda with addition of time for Closed Session to be 7:30 PM with recess at 7:20 PM; add 2018 Committee and Board vacancy advertising to #17; and added Budget Amendment #'s 143, 144, 145 and 146. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Approval of Minutes:

Motion by Fisher to approve Regular Meeting Minutes of 11-15-2017 with corrections on Page 2, under Bill Approval to read General Fund Bills of \$389,287.08 (from \$390,411.58, due to two bills not paid that were included in the figure) and Page 3, 7th Motion, should read 'Resolution 2017-54' Kaliseum Maintenance (corrected from '2017-52'). Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 11-20-2017. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Reconvene of Annual Meeting, Truth and Taxation Meeting, 2018 General Fund and Special Fund Budget Public Hearing Minutes and De-Annexation of Village Property Public Hearing Minutes of 11-27-2017. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Finance Committee Meeting Minutes of 12-12-2017 as amended with correction under MERS appointment, last sentence in Motion to read 'provider, which shall be capped, or transfer those balances...'. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Committee Meeting Minutes of 12-13-2017. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 12-18-2017. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Public Input:

Charles Garrison: Garrison addressed Board advising he had met at the Personnel Committee 12-13-2017 (no documents provided at that time) regarding his inquiry of labor laws issue at

the Kaliseum. (Committee noted Garrison did attend the Committee meeting 12-13-2017 and was to provide written documentation of his concerns for the Committee to review; noted packet was provided by Garrison on Monday, 12-18-2017, for Commission Crambell's mail box. (Chair noted matter to return to Personnel Committee for review and recommendations.)

Ryan Williams: Williams addressed Board noting his prior request for a swim team at the Kaliseum, requesting review his proposed fees, provided Board with research on other similar facility fees. (Commissioner Buchanan noted he met with Williams to review options.) (Board noted matter to be reviewed with DPW Committee and Kaliseum Director for recommendations.)

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Board noting pending requests for Women's Resource Center Stop Grant approval; Canteen Services agreement approval; ERT vest purchase approval; 2018 equipment purchase with unspent funds in capital outlay 2017; CAD system (fingerprint) to review in 2018. (Copy of monthly Sheriff's Report #11 filed with Clerk)

Prosecutor Michael Perreault: Perrault addressed Board providing a quarterly report regarding case statistics relative to the 2nd Assistant Prosecutor position; noted funding from DHS will meet budget obligations; noted concern with maintaining Sobriety Court due to court changes, discussion. (Copy of report filed with Clerk.)

Committee Appointments:

Chair McKinnon noted his three appointments to the Veterans Affairs Committee. **Motion** by Cox to approve the Chair's appointments to the Veteran's Affairs Administration Board, of Ronald Wilson (new vacant position term 1-1-2018 through 12-31-2021); Russell Hart (partial term of 1-1-2018 through 12-31-2018); and Lona King re-appointment (term 1-1-2018 through 12-31-2021). Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Budget and Bill Approval:

Motion by Cox to approve Budget Amendments 2017-0130, 0131, 0132, 0136, 0138, 0139, 0140, 0141, 0142, 0143, 0144, 0145 and 0146. Supported by Fisher. Accountant Hervey present, noted review of financial status; noted specific shortfalls of retirement and ACO; noted other amendments will be needed. Discussion. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to pay Post Approved bills of \$3,869,277.56; General Fund Bills of \$252,135.15; Payroll #22 of \$177,438.73; Payroll #23 of \$177,509.80; and Commissioners Per-Diem (\$1,600.00) and Salary (\$3,248.00) of \$4,848.00. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Unfinished Business:

Opioid Litigation: Discussion regarding presentation by Smith and Johnson Law Firm at County Affairs Committee meeting 12-20-2017; consensus to return to County Affairs to review with county counsel.

Kalkaska County Recreation Plan: Discussion, Commissioner Buchanan noted review at Special DPW Meeting 12-20-2017; review of corrections to be made and return to January DPW committee; noted Plan due to state by 3-31-2018.

Chair requested to continue with Agenda pending 7:20 PM recess for Closed Session.

Committee Reports:

Judiciary & Public Safety: Sweet reported; no action items.

Health and Welfare: Cox reported. **Motion** by Cox to allow Veterans Marine Corp Officer to utilize the Drain Commission office at Annex 2 days per month (2nd and 4th Thursdays) at no cost to the county. Supported by Buchanan. Discussion, noted Drain Commissioner agreed to shared use of his office; American Legion Officer uses the same office the 1st and 3rd Thursdays. Roll call vote: Cox, yes; Buchanan, yes; Comai, absent; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

County Affairs: Fisher reported. **Motion** by Fisher to approve the 2018 Michigan State University Extension Agreement Services as approved in the 2018 budget and allow Chair to sign. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, no. 5 yeas. 1 nay. 1 absent. **Carried.**

DPW: Buchanan reported. **Motion** by Buchanan to approve the new business hours for the Kaliseum as proposed document dated 12-18-2017 (increase from 93 to 109 weekly hours, copy filed with Clerk). Supported by Fisher. Discussion, Crambell requested status of revenue prior to further spending; McKinnon noted significant increase in revenue). Roll call vote: Buchanan, yes; Fisher, yes; Comai, absent; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Buchanan to allow the Kaliseum Director to extend the Kaliseum memberships of Hurd, Yocum, Roe, Wight, Cox and Trimble for 2 months as proposed on 11-29-2017 document, due to pool closure. Supported by Cox. Discussion. Roll call vote: Buchanan, yes; Cox, abstain; Comai, absent; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 5 yeas. 0 nays. 1 abstain. 1 absent. **Carried.** Buchanan noted request to move forward with Wellness Program and fees. Discussion, tabled for Kaliseum Director to provide program eligibility before approval; return to DPW Committee. Buchanan noted he also met with Oliwa regarding the swim team options, also returned to DPW Committee. Discussion regarding request for a pay raise for Fitness Class instructor; noted concern with justification of increased wage; new position will need to be addressed accordingly with new job description; probationary period preferable for review. **Motion** by Buchanan to approve the Kaliseum Fitness Classes fee schedule as presented 12-20-2017 of \$10.00 per class; membership will cover the fee; two week free classes for public to try the classes and review in 30 days by BOC. Supported by Cox. Roll call vote: Buchanan, yes; Cox, yes; Comai, absent; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Chair called for a recess at 7:20 PM. (preparation for Closed Session)

Chair reconvened meeting at 7:30 PM.

Unfinished Business Con't:

Closed Session: **Motion** by Fisher to go into Closed Session to discussion POLC and COLC Union Negotiations with County legal counsel. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Comai, absent; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Also present for Closed Session County Accountant Corinna Hervey. Meeting entered into Closed Session at 7:30 PM.

Meeting returned to Open Session at 9:03 PM.

Motion to return to Open Session at 9:03 PM. Supported by Crambell. Buchanan, yes; Crambell, yes; Comai, absent; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Chair called for a recess at 9:03 PM.

Chair reconvened meeting at 9:15 PM.

Motion by Buchanan for the Negotiating Committee to move forward with county legal counsel to negotiate with the union as discussed in Closed Session. Supported by Crambell. 6 yeas. 0 nays. 1 absent. **Carried.**

Committee Reports Con't:

Personnel: Crambell reported. **Motion** by Crambell to extend Department Head Irene Daniels vacation time for 90 days as requested per county policy. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Comai, absent; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Crambell noted receipt of papers from Garrison regarding his termination from the Kaliseum. Consensus to review at the next Personnel Committee and with the Kaliseum Director.

Finance: Cox reported. Cox noted Whiteford was to contact counsel regarding AT&T account issue, tabled as no report back. **Motion** by Cox to approve the Kaliseum membership refund to Zoe Fields as calculated, consistent with Board Motion regarding Aqua Fitness class. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Cox to approve 2018 Budget Resolution 2017-55 with changes as amended. Supported by Fisher. Discussion and review of proposed changes; reviewed by accountant and County Treasurer. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Kalkaska Board of Commissioners Policy Statement

Budget Resolution		Policy # 160
Date Approved 12-20-2017	Effective 01-01-2018	Replaces Resolution 2016-47

A RESOLUTION TO ADOPT THE 2018 GENERAL APPROPRIATIONS RESOLUTION

RESOLUTION NUMBER: 2017-55
KALKASKA COUNTY BOARD OF COMMISSIONERS
DECEMBER 20, 2017 PUBLIC HEARING

At a Public Hearing of the Kalkaska County Board of Commissioners for Kalkaska County, Kalkaska, Michigan, held in the County Governmental Building located at 605 N. Birch Street, Kalkaska, Michigan on the 27TH day of November, 2017: Present: Commissioners Michael Buchanan, David Comai, Patty Cox, Craig Crambell, Stuart McKinnon, James Sweet. Absent Commissioner Kohn Fisher. The 2018 General Fund and Special Fund Budget was approved by Motion of Commissioner Cox and Supported by Commissioner Comai. Roll call vote of 6 yeas. 0 nays. 1 absent. Carried.

At a Regular Meeting December 20, 2017, the following was offered by Commissioner Cox and supported by Commissioner Fisher.

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 621 of 1978, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, county offices, the courts, county department, and others have submitted requests for a county appropriation in the 2018 budget; and

WHEREAS, the Finance Committee has considered these requests and has submitted a recommended budget as required by statute; and

WHEREAS, the Board of Commissioners annually adopts a balanced budget and authorizes appropriations subject to the conditions set forth in this annual General Appropriations Resolution; and

WHEREAS, on the 22nd day of May, 2017, the County of Kalkaska was allocated 6.0 mills by the County Tax Allocation Board and the Kalkaska County Board of Commissioners approved the Headlee rolled back millage rate of 5.45620 on October 11, 2017 to support the 2018 General Fund Budget; and

WHEREAS, it is recommended that the 2018 General Fund Budget be approved for the total of \$7,029,620.00 and Special Revenue Fund Budgets approved as shown in the Adopted 2018 Line Item Budget.

WHEREAS, the recommended 2018 Budget was filed with the Kalkaska County Clerk on the 27th day of November, 2017; pursuant to state statute; and

NOW, THEREFORE BE IT RESOLVED, that the 2018 Kalkaska County General Fund Budget and Special Revenue Fund Budgets, as set forth in the Finance Committee Recommended Budgets, dated November 27, 2017, and incorporated by reference herein, is hereby adopted, subject to all County Policies and subject to all county policies regarding the expenditure of funds and the conditions set forth in this resolution.

BE IT FURTHER RESOLVED, that the Kalkaska County Board of Commissioners readopts all Kalkaska County Policies and Procedures in effect on the date of this resolution.

[DUE TO THE LENGTH OF THE 2018 GENERAL FUND AND SPECIAL REVENUE FUND AND KALISEUM BUDGET REPORTS, ALL ARE ATTACHED AT THE END OF THIS RESOLUTION]

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Acts 106 and 107, 1985 (Convention Facility Tax revenue) shall not be used to reduce the County's 2017-2018 operating millage as defined by Public Act 2, 1986.

BE IT FURTHER RESOLVED, that in accordance with Public Act 2 of 1986, that 50% of the actual Convention Facility Tax revenue not used to reduce the County's operating tax rate shall be transmitted to the Northern Michigan Regional Entity, with the remaining revenues to be deposited into the County's General Fund.

BE IT FURTHER RESOLVED, that the revenues received by the County under Public Act 264 of 1987 (Health and Safety Fund Act) shall not be used to reduce the County's 2017-2018 operating millage levy, and that 12/17 of the actual health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be appropriated to the Kalkaska County Health Department budget for those public health prevention programs and services whose costs are in excess of 1989 appropriation levels.

BE IT FURTHER RESOLVED, that in accordance with Public Act 264 of 1987, that 5/17 of the actual Health and Safety Fund Act revenue not used to reduce the County's operating tax rate shall be used for personnel and operating costs with are in excess of 1988 appropriation levels at the Circuit Court, Family Court, District Court, and Sheriff Department Law Enforcement with the remaining revenues generated by P.A. 264 of 1987 to be used for other General Fund expenditures.

BE IT FURTHER RESOLVED, that the Kalkaska County Board of Commissioners adopted Resolution 2015-03 Kalkaska County Fair Housing Policy and all of its premises.

BE IT FURTHER RESOLVED, that the adopted budgets are based on current estimates of revenues and expenditures, and that the Board of Commissioners may find it necessary to adjust budgeted revenues and expenditures from time to time during the year.

BE IT FURTHER RESOLVED, that all departments will be deemed to have agreed to this Budget and it's obligations by accepting funds.

BE IT FURTHER RESOLVED, that all purchases made with funds appropriated in these budgets shall be made in conformance with the County's Purchasing Policy, as adopted and/or amended by the Board.

BE IT FURTHER RESOLVED, that any vehicles being replaced are authorized to be transferred to another county department or agency for fair-market value established by the Purchasing Agent, or are authorized to be sold at auction or to a private company; the method of disposal shall be that which is deemed to be in the best interest of the County as determined by the Board of Commissioners. All funds received from said sales will be deposited in the appropriate county vehicle fund.

BE IT FURTHER RESOLVED, except as otherwise provided by law, each Department will limit expenditures within the appropriations authorized herein and will not attempt to expend funds at a rate which will eventually result in a deficit in any department without the approval of the Board of Commissioners. All expenditures of County funds and other funds under the control of any department, except as otherwise provided by law, will be expended only for purposes attached to the line-items and within the various policies of the Board of Commissioners, including, but not limited to, purchasing policy, applicable collective bargaining agreements and applicable personnel policies. The County of Kalkaska will only be responsible for the payment of purchases made as provided by law and/or policy.

BE IT FURTHER RESOLVED, in the event that the State of Michigan fails to provide certain revenue transfer payments as required by state law and/or contractual agreements between the State and Kalkaska County, the specified programs funded by such state revenue transfer payment will bear the full impact of such revenue reduction.

BE IT FURTHER RESOLVED, if a department desires an additional appropriation, it will forward a detailed request to the Finance Chair describing the proposed budgetary amendment or transfer and the reasons for the action. No funds may be transferred between departments without prior Board of Commissioner approval.

BE IT FURTHER RESOLVED, that the Finance Committee is authorized to execute transfers among line-items within individual cost centers with a limit of \$1,000.00 per the transfer in the department approved budget at the approval of the Department Head, provided it cannot increase a salary or benefit item, and the Finance Committee will notify the full Board of Commissioners at the next Regular Monthly Meeting of any such transfers. Under no conditions may a line-item transfer be approved within the Court line-item budget without approval of the Board of Commissioners, with affirmative direction of the Finance Committee.

BE IT FURTHER RESOLVED, that the hiring freeze policy enacted by the Board of Commissioners on December 28, 2011 remains in effect. All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized & Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Heads budget. Said vacated position shall not be filled, except by specific Board authorization and resolution, which will consider positions required to maintain mandated functions at serviceable levels.

BE IT FURTHER RESOLVED, Employee positions or services which are supported by grant, cost sharing, reimbursement, or other source of outside funding are only approved contingent upon the County receiving the budgeted revenues. Upon notification that the budgeted revenue will not be received, the elected official or department head will immediately notify the Finance Chair and the Finance Committee, and that position or service will be immediately discontinued.

BE IT FURTHER RESOLVED, the County Clerk is authorized to cause the drafting of contracts, and renewals, where necessary and appropriate within budgetary limitations and that the County Chair is authorized to sign said contracts after legal counsel approves each contract as to legal form, and the Board of Commissioners have approved each contract.

BE IT FURTHER RESOLVED, the Board of Commissioners has determined it would be fiscally prudent to set a goal to maintain a Budget Stabilization Fund consisting of 20% of the following years expenditures of the General Fund, per County Policy #255, GASB 54 Standards.

BE IT FURTHER RESOLVED, that the Kalkaska County Board of Commissioners establishes a Delinquent Tax Revolving Fund.

BE IT FURTHER RESOLVED, that the Kalkaska County Board of Commissioners create the 2018 tax revolving fund for the purpose of purchasing the 2017 delinquent taxes, funding it with the uncommitted reserve of fund # 516.

BE IT FURTHER RESOLVED, that the Kalkaska County Board of Commissioners authorizes borrowing against anticipated delinquent tax revenue.

BE IT FURTHER RESOLVED that the Kalkaska County Board of Commissioners approves the depository documentation provided by the County Treasurer at the first regular meeting of 2018 for the Board of Commissioners for Kalkaska County.

BE IT FURTHER RESOLVED, that Kalkaska County by Resolution #2012-32 has created an irrevocable trust fund for retiree health care benefits to be funded using the GASB45 3 year actuarial table.

BE IT FURTHER RESOLVED, in the absence of a controller/administrator employed by the county, the Board of Commissioners will appoint an appropriate committee, contractual service and/or staff to perform said duties.

BE IT FURTHER RESOLVED, the County Clerk and the County Treasurer will report to the Board of Commissioners monthly showing compliance with budgeting and balancing of all county funds.

BE IT FURTHER RESOLVED, the County Treasurer will provide a quarterly status report of all grants applied for by department, showing: amount applied for; amount recovered; starting and ending date of grants; matching fund amount and balance of grant available.

BE IT FURTHER RESOLVED, that during these challenging economic time's County revenues and expenditures may vary from those which are currently projected and accordingly may be amended from time to time by the Board of Commissioners during the 2018 fiscal year as deemed necessary. It is the responsibility of the Chief Judges, County Elected Officials and County Department Heads to monitor their respective budget and report to Finance Committee quarterly.

BE IT FURTHER RESOLVED that the mileage reimbursement rate for non-union and elected officials for use of their personal vehicles to travel/perform county business is to be the current IRS mileage rate. Appropriate verification is required.

BE IT FURTHER RESOLVED that all County Elected Officials and County Department Heads shall annually review departmental fees and make a recommendation annually to the Board of Commissioners for approval.

Roll call vote:

Yeas: Cox, Fisher, Buchanan, Crambell, Sweet, McKinnon

Nays: None

Absent: Comai

RESOLUTION DECLARED ADOPTED

Stuart McKinnon, Chairperson
Kalkaska County Board of Commissioners

I, the undersigned, County Clerk of Kalkaska County, Kalkaska, Michigan, do hereby certify that the foregoing is a true and correct copy of certain proceedings taken by the Kalkaska County Board of Commissioners of said municipality at a Public Hearing held on November 27, 2017, and Regular Meeting December 20, 2017 relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

STATE OF MICHIGAN)
County of Kalkaska)

December 20, 2017: _____
Deborah Hill, County Clerk

Motion by Cox to allow Accountant Hervey to make necessary required budget amendments to balance the 2017 budget prior to year end. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Cox to authorize the County Clerk to pay all necessary 2017 bills prior to year end. Supported by Sweet. Roll call vote: Fisher, yes; Sweet, yes; Buchanan, yes; Comai, absent; Cox, yes; Crambell, yes; McKinnon, yes. 6 yeas.

0 nays. 1 absent. **Carried.** **Motion** by Fisher to allow Accountant Hervey to transfer excess fund balance from 2017 into fund #257 to be earmarked for unfunded liabilities for MERS account, amount and account numbers to be determined by the accountant, when the 2017 budget is finalized. Supported by Sweet. Roll call vote: Fisher, yes; Sweet, yes; Buchanan, no; Comai, absent; Cox, yes; Crambell, yes; McKinnon, yes. 5 yeas. 1 nay. 1 absent. **Carried.**

County Affairs Con't: Fisher reported. (Fisher noted correction of time in first line of County Affairs Committee Meeting Minutes of 12-13-2017.) **Motion** by Fisher to approve 2018 Empiric Solutions, Inc. Technology Agreement for IT of Kalkaska County. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Comai, absent; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to approve the Canteen Food Service Agreement following review by county counsel and allow Chair to sign. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to approve the 2018

Women's Resource Center for the Grand Traverse Area Agreement as amended and allow the Chair to sign. Supported by Cox. Discussion regarding STOP Grant. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to allow the Sheriff to forward the Township Law Enforcement agreements for review by townships with a 3% increase. Supported by Sweet. Roll call vote: Fisher, yes; Sweet, yes; Buchanan, yes; Comai, absent; Cox, yes; Crambell, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to allow the Sheriff to purchase the Armor Express Certificate from Michael Parker for certified tactical vest for \$1,100.00. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, yes; Comai, absent; Cox, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to authorize the Fidlar Technologies Conversion Statement of Work with the Register of Deeds for \$6,387.80 (paid from the scan book line item) and allow the Chair to sign; also to allow the Clerk to pay upon receipt of the invoice. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Resolution 2017-56 Proclaiming Kalkaska County School of Choice Week January 21-27, 2018. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, absent; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Policy #305 as amended to add the cost of meals "to include sales tax". Supported by Buchanan. Discussion, noted conflict with Purchasing Policy due to nonpayment of sales tax by municipality. Roll call vote: Fisher, yes; Buchanan, yes; Comai, absent; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Sub-Committee Reports: None

Correspondence and Resolutions:

Motion by Fisher to approve 2018 Kalkaska Horse Project Agreement and Year End Report as presented. Supported by Sweet. Discussion regarding payment to the County to assist with maintenance. Roll call vote: Fisher, yes; Sweet, yes; Buchanan, yes; Comai, absent; Cox, yes; Crambell, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Chair noted Zoning Administrator November report in packet.

New Business:

Chair noted Employer Representative Proposal for Energy Upgrades; noted receipt of proposal from Mills 12-19-2017 (copy filed with Clerk). Discussion, consensus to move forward with an Employer Representative. **Motion** by Fisher to move forward with preparation to enter into an agreement with Diane Mills of Occupant Care as an Energy Performance Employer Representative for Kalkaska County. Supported by Sweet. Discussion regarding Energy Lighting review; may or may not be part of representative roll. Roll call vote: Fisher, yes; Sweet, yes;

Buchanan, yes; Comai, absent; Cox, yes; Crambell, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent.
Carried.

Other Business:

Motion by Cox to set 2018 Organizational Meeting 1-2-2018 at 6:00 PM. Supported by Fisher.
6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox for County Clerk to advertise for 2018 Committee and Board vacancies.
Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Public Input: None

Motion to adjourn by Buchanan at 10:09 PM. Supported by Crambell. 6 yeas. 0 nays. 1 absent.
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.