

Kalkaska County Board of Commissioners
Regular Meeting Minutes
January 17, 2018
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 6:09 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. Pledge of Allegiance by all. Invocation by Commissioner McKinnon.

Call for Conflict: None

Approval of Agenda: **Motion** by Fisher to approve Agenda as amended with added 's' on Litigation, under #16, A. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Approval of Minutes:

Motion by Buchanan to approve DPW Special Committee Meeting Minutes of 12-20-2017. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Regular Meeting Minutes of 12-20-2017. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Closed Session Meeting Minutes of 12-20-2017. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Finance Committee Closed Session Meeting Minutes of 1-10-2018. Supported by Comai. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 12-22-2017. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Organizational Meeting Minutes of 1-2-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Finance Committee Meeting Minutes of 1-9-2018 with correction of date in heading. Supported by Sweet. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve Committee Meeting Minutes of 1-10-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Fisher to approve County Affairs Committee Special Meeting Minutes of 1-16-2018. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Chair noted DPW Special meeting Minutes of 1-17-2018 tabled to February meeting due to they are not prepared for review.

Public Input:

Charles Garrison: Garrison addressed Board noting his concerns with his previous requests to the Board regarding wage and employment inquiry.

Appointments:

Sheriff Pat Whiteford: Whiteford addressed Board noting request for AT&T Complete Link Agreement for Dispatch, Resolutions for vacancies, approval for temporary part-time staff for assistance at Animal Control; discussion, noted meeting to be scheduled with Departments to review building securities. (Sheriff monthly report #12-2017 filed with Clerk)
 (Chair called for recess at 6:32 PM. Meeting reconvened at 6:37 PM.)

Committee Appointments:

Chair McKinnon read his list of appointments to vacant and/or expired Boards and Committees. **Motion** by Cox to accept the Chairs appointments as stated to the 2018 Boards and Committees vacancies and/or expiring seats. Supported by Comai. Roll call vote: Cox, yes; Comai, yes; Buchanan, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

2018 (01-17-2018)
Boards and/or Committees

<u>COMMITTEE NAME</u>	<u>APPOINTED MEMBERS</u>	<u>DATE APPOINTED</u>	<u>TERM ENDING</u>
Canvassers Board of Elections (4 year terms)	Mary Lou Stuck	11-01-11	10-31-19
	Melodie Dow	11-01-11	10-31-19
	Don Crawford	01-01-18	12-31-21
	Marsha Hanna	01-01-18	12-31-21
Commission on Aging (3 year terms)	Chair Michael Cox (Oliver)	08-10-16	12-31-18
	Walter Dow (Kalkaska)	08-10-16	12-31-18
	Michael James (Village)	01-01-17	12-31-19
	Mary Ladach (Coldsprings)	01-01-18	12-31-20
	LeNell Baxter (Kalkaska)	01-01-18	12-31-20
	Telesha Temple (Kalkaska)	01-01-17	12-31-19
	Board Liaison: Patty Cox (voting member)	01-01-18	12-31-18
Community Collaborative Board	James Sweet	01-01-18	12-31-18
	Alternate: Dave Comai	01-01-18	12-31-18
Community Corrections Board (1 year term)	Michael Buchanan	01-01-18	12-31-18
	Alternate: Dave Comai	01-01-18	12-31-18
Conservation District			
	Board Liaison: Michael Buchanan	01-01-18	12-31-18
Construction Code Board of Appeals (2 year term)	Ricky Hulwick	01-01-17	12-31-18
	Mark Priest	01-01-17	12-31-18
	Marc Archambault	01-01-17	12-31-18
	Robert Scott	01-01-18	12-31-19
	Stuart McKinnon	01-01-18	12-31-19
	Robert Dunn	01-01-17	12-31-18
	Craig Crambell	01-01-18	12-31-19

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Damage Assessment Team (2 year Term)	Building Codes Director	01/01/18	12-31-19
	Drain Commissioner	01/01/18	12-31-19
	Equalization Director	01/01/18	12-31-19
Dept of Human Services Board (3 year term)	Betty Blake	01-01-17	12-31-19
	Lisa Anderson	01-01-18	12-31-20
	State Appointed: Carol Karas	01-01-18	12-31-20
	Board Liaison: Patty Cox	01-01-18	12-31-18
District Health Dept. #10	Patty Cox	01-01-18	12-31-18
	James Sweet	01-01-18	12-31-18
	Alternate: Dave Comai	01-01-18	12-31-18
Economic Development Corporation (6 year term)	Chair T. Timothy Ellis	01-01-14	12-31-18
	Danielle McPherson	01-01-17	12-31-22
	Truman Bicum	01-01-18	12-31-23
	Treas: Linda Wayne	01-01-16	12-31-21
	Al Dimon	01-01-14	12-31-19
	Danielle Stein (PT filled 1-17-18)	01-01-17	12-31-22
	Cash Cook	01-01-13	12-31-18
	Dave Simpson (PT filled 1-17-18)	01-01-16	12-31-21
	(Comm appoint for 1 year) Kohn Fisher	01-01-18	12-31-18
	Student Representative: Vacant		
Housing Commission (3 year terms) Opal Administrator	Amy DiRosa (re-appt 10-11-2017)	01/01/17	12-31-19
	James Garrow	01/01/16	12-31-18
	Valerie Thornburg	01-01-16	12-31-18
	William Hiller	01-01-17	12-31-19
	BOC Representative Stuart McKinnon	01-01-18	12-31-18
Indigent Defense Counsel Peer Group (1 year terms)	Chair of BOC, Chair	01-01-18	12-31-18
	Chair of County Aff	01-01-18	12-31-18
	County Counsel	01-01-18	12-31-18
	Chief Judge	01-01-18	12-31-18
	Sheriff	01-01-18	12-31-18
	Prosecutor	01-01-18	12-31-18
IT Committee (1 year terms)	Deb Hill	01-01-18	12-31-18
	Vacant	01-01-18	12-31-18
	Mayjor Bole	01-01-18	12-31-18
Jail Steering Committee (1 year terms)	Patrick Whiteford	01-01-18	12-31-18
	Sheriff Pat Whiteford	01-01-18	12-31-18
	BOC Member Mike Buchanan	01-01-18	12-31-18
	DPW Supervisor Mayjor Bole	01-01-18	12-31-18
	Jail Sergeant Rich Gillissee	01-01-18	12-31-18
Dispatch Sergeant Dave Wagner	01-01-18	12-31-18	
Corrections Deputy Vacant	01-01-18	12-31-18	

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Jury Board (6 year term)	Mary Lou Stuck	01-01-16	12-31-21
	Sue Tanner (partial)	05-01-14	04-30-20
	Norma Lance	01-01-14	12-31-19
Kalkaska County Central Dispatch Authority Board	Dave Comai	01-01-18	12-31-18
	Michael Buchanan	01-01-18	12-31-18
Alternate:	Kohn Fisher	01-01-18	12-31-18
Library Board (5 year term)	Diana Needham	01-01-17	12-31-21
	Michael Moran	01-01-15	12-31-19
	Randy Lucyk (partial)	01-01-18	12-31-22
Appointed 9-20-2017-vacancy	Kenneth Peress (partial)	01-01-14	12-31-18
	Cash Cook	01-01-16	12-31-20
Board Liaison:	James Sweet	01-01-18	12-31-18
Manistee Lake Improvement Board	Stuart McKinnon (Brd Liaison)	01-01-18	12-31-18
MI Association of Counties	Kohn Fisher	01-01-18	12-31-18
Alternate:	Stuart McKinnon	01-01-18	12-31-18
Michigan Northern Counties	Kohn Fisher	01-01-18	12-31-18
Alternate:	Craig Crambell	01-01-18	12-31-18
North Country Community Mental Health (3 year term)	Sr. Augusta Stratz	01-01-17	12-31-19
Board Liaison:	Patty Cox	01-01-18	12-31-18
Alternate:	James Sweet	01-01-18	12-31-18
Natural Rivers Zoning Board	Sally Voorhees	01-01-18	12-31-18
Alternate:	Seth Phillips`	01-01-18	12-31-18
	Kohn Fisher	01-01-18	12-31-18
Alternate:	Dave Comai	01-01-18	12-31-18
NW Area Agency on Aging (Northwest Senior Resources)	Patty Cox	01-01-18	12-31-18
NW MI Council of Governments	Stuart McKinnon	01-01-18	12-31-18
Alternate:	Kohn Fisher	01-01-18	12-31-18
NW MI Human Services Agency	Patty Cox	01-01-18	12-31-18
NW MI Substance Use Disorder Policy Oversight Board (1 year term)	Dave Comai	01-01-18	12-31-18
Alternate:	Michael Buchanan	01-01-18	12-31-18
NW MI Work Force Development Board (3 year term)	Elizabeth Dewey	01-01-18	12-31-20
	Tracey Peal	01-01-17	12-31-18

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Parks & Recreation Committee (3 year term)	Jack Tanner Chair	01-01-16	12-31-18	
	John Rogers	01-01-17	12-31-19	
	Megan Daniels Secretary	01-01-16	12-31-18	
	Charles Ardingo	01-01-16	12-31-18	
	Deb Ball-Odeh	01-01-17	12-31-19	
	(began 5-22-2017)	Krzysztof Oliwa	01-01-17	12-31-19
	Board Liaison: David Comai	01-01-18	12/31/18	
Planning Commission (3 year term)	Robert Mickevicius	01-01-17	12-31-19	
	Diana Needham	01-01-17	12-31-19	
	Eric Hendricks	01-01-18	12-31-20	
	Denny Corrado	01-01-18	12-31-20	
	Trevor Ball	01-01-16	12-31-18	
	(BOC Member)	Kohn Fisher (Ex-Oficio)	01-01-18	12-31-18
(BOC Member)	Stuart McKinnon (Ex-Oficio)	01-01-18	12-31-18	
Recycling Board/Solid Waste (1 year term)	Laurel Durkin	01-01-18	12-31-18	
	Charles Malott	01-01-18	12-31-18	
	Gerald McKee	01-01-18	12-31-18	
	William Diekman	01-01-18	12-31-18	
	County Commissioner: David Comai	01-01-18	12-31-18	
Road Commission (6 Year Term)	Louis Walter Jr.	01-01-17	12-31-22	
	Warren Allen	01-01-13	12-31-18	
	Andrew Corrado	01-01-15	12-31-20	
	David Gill	01-01-17	12-31-22	
	Michael Cox	01-01-13	12-31-18	
	Board Liaison: James Sweet	01-01-18	12-31-18	
Rugg Pond Steering Committee Chair (3 Year Term)	Charles Ardingo	01-01-18	12-31-20	
	Vacant	01-01-18	12-31-20	
	Vacant	01-01-17	12-31-19	
	Vacant	01-01-17	12-31-19	
	Rapid River Township Brd Mmbr 1 yr term	Matt Brenner-1 yr	01-01-18	12-31-18
	Board Liaison: Stuart McKinnon-D#2	01-01-18	12-31-18	
Board Liaison: Michael Buchanan-D#1	01-01-18	12-31-18		
Solid Waste Plan Amendment (No Terms Set)				
Tax Allocation Board (1 year term)	Sue Tanner	01-01-18	12-31-18	
	Patty Cox	01-01-18	12-31-18	
	(Chair of Finance Committee)			
Union Negotiations Committee	Michael Buchanan	01-01-18	12-31-18	
	Kohn Fisher	01-01-18	12-31-18	
	David Comai	01-01-18	12-31-18	
Veteran's Affairs Administration	Kevin Wells	01-01-16	12-31-19	

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(4 year term)

	Lona King	01-01-18	12-31-21
	Brad Fields	01-01-16	12-31-19
Partial Term	Russel Hart	01-01-18	12-31-18
	Jim Tuffts	01-01-17	12-31-20
New Vac	Ronald Wilson	01-01-18	12-31-21
(Appt 6-18-17)	Robert Mickevicius	01-01-17	12-31-20
Board Liaison:	James Sweet	01-01-18	12-31-18

Zoning Board of Appeals
(3 year term)

	Ruth Langkawel	01-01-16	12-31-18
	Dave Simpson	01-01-17	12-31-19
	Charles Vernon	01-01-17	12-31-19
	Tim Aschmann	01-01-18	12-31-20
Alternate:	<i>Vacant</i>	<i>01-01-17</i>	<i>12-31-19</i>
Representative from PC Board:	Robert Mickevicius -1yr	01-01-18	12-31-18
Alternate from PC Board:	Denny Corrado – 1yr	01-01-18	12-31-18

Finance Budget/Bills Review Meeting:

Motion by Cox to require an actuarial from Watkins & Ross specified funds for retiree health care consistent with GASB 74. Supported by Fisher. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Budget Amendment 2018-001. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Letter of Engagement and Change Orders as proposed with Rehmann Group for 2017 County audit. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Cox to approve Post Approved Bills of \$1,769,999.16; General Fund Bills of \$52,378.38; Payroll #24 of \$184,228.68; Payroll #25 of \$169,357.50; Payroll #26 of \$157,190.98 and Commissioners Per-Diem (\$1,475.00) and Salary (\$3,248.00) of \$4,723.00. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Unfinished Business: None

Committee Reports:

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

Health and Welfare: Comai reported; no action items.

DPW: Buchanan reported. **Motion** by Buchanan to approve 2018-2022 Kalkaska County Recreational Plan with addition of appendices as presented. Supported by Comai. Discussion, Board noted work by Parks and Recreation Committee to obtain final draft for approval now allowing opportunities to obtain resources for county recreational facilities. Roll call vote: Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Comai to approve proposed 2018 10 Year Building Improvement Plan as presented 1-17-2018 with correction. Supported by Buchanan. Discussion. Roll call vote: Comai, yes; Buchanan, yes; Cox, yes; Crambell, absent; Fisher, yes;

Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Buchanan to approve the Kaliseum agreement with the Small Town Outlaws Roller Derby dated 1-9-2018, April through September, with the month of September Roller Derby to use the Civic Center. Supported by Comai. Roll call vote: Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Buchanan to approve the Kalkaska Kaliseum Wellness Program fees/criteria with corrections. Supported by Comai. Roll call vote: Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Fisher, yes; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Personnel: Fisher reported; noted date of hire was clarified by counsel for vacation accrual. **Motion** by Fisher to approve adjustment of hours for Zoning staff to: 32 hours a week for 52 weeks for Zoning Administrator; 22 hours a week for 52 weeks for Zoning Secretary, with office open 5 days a week. Supported by Cox. Discussion. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to approve Resolution 2018-01 to lift the hiring freeze to allow the Sheriff to fill the Part-Time Corrections Officer position. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to approve Resolution 2018-02 to lift the hiring freeze to allow the Sheriff to fill the Part-Time ACO Clerk vacancy. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to allow the Sheriff to utilize current part-time staff temporarily to assist with Animal Shelter duties in absence of ACO Clerk. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to approve Resolution 2018-04 to lift the hiring freeze to allow the Kaliseum Director to fill the part-time Life Guard vacancies. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Finance: Cox reported. **Motion** by Cox to waive rental fee for the Kaliseum Conference Room for the County Clerk to hold Election Cycle Training 3-28-2018 from 1:00 PM to 4:30 PM. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

County Affairs/IT: Fisher reported. **Motion** by Fisher to approve AT&T 2 year Complete Link Agreement for Dispatch. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to waive Purchasing Policy #400 to allow the Register of Deeds to purchase recording software. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to approve Kalkaska County Register of Deeds contract with Kofile Technologies Inc., subject to review and approval of corporate counsel. The 5 year contract to commence May 1, 2018 through April 30, 2023, a cost not to exceed \$3.85 per document recorded, from account #256-000-963.000. Once the contract is reviewed and approved, the Chairman of the Board is authorized to sign the agreement. Supported by Comai. Discussion

and amended. Roll call vote: Fisher, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, absent; Sweet, Yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** **Motion** by Fisher to schedule annual Commissioner Workshop with counsel for 1-30-2018 at 3:00 PM. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.** Discussion regarding parks and Recreation meeting 1-16-2018. **Motion** by Fisher to approve 2018 GeoFile Agreement renewal with TopComp. Supported by Cox. Discussion, Chair noted the terms and costs remain the same as 2017. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion to authorize the Clerk to use the Accountant Hervey as necessary, to represent Kalkaska County for the Tri-County Court Shared Cost Agreement for the Tri-County Budget meeting Apportionment review. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.**

Sub-Committee Reports:

Fisher reported County Affairs meeting with Parks and Recreation went well, will continue follow-up with users of County Recreational grounds for scheduling and costs.

McKinnon noted Council of Governments new Director is Matt McCauley.

Correspondence and Resolutions:

Chair noted all agenda items addressed; Zoning Admin December report in packet.

Chair called for recess at 7:30 PM. Meeting reconvened at 7:40 PM.

New Business:

Motion by Fisher to enter into Closed Session to discuss attorney client privileged information regarding potential litigations. Supported by Buchanan. Roll call vote: Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, absent; Sweet, yes; McKinnon, yes. 6 yeas. 0 nays. 1 absent. **Carried.** Sheriff Whiteford was asked to remain for Closed Session.

Meeting entered into Closed Session at 7:41 PM. Meeting returned to Open Session at 8:45 PM.

Motion by Buchanan to return to Open Session at 8:45 PM. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Motion by Comai to authorize the County Clerk to continue to work with county counsel regarding potential litigations as discussed in Closed Session. Supported by Cox. 6 yeas. 0 nays. 1 absent. **Carried.**

Other Business:

Chair McKinnon noted request for ID badges to allow access for Board at Annex building. Discussion.

Public Input: None

Motion to adjourn by Comai at 8:49 PM. Supported by Cox. 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.