

Kalkaska County Board of Commissioners  
Regular Meeting Minutes  
December 19, 2018  
(UNAPPROVED)

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

**Call for Conflict:** None

**Approval of Agenda:**

**Motion** by Fisher to approve the Agenda with the addition of setting the Reorganizational Meeting and scheduling the new Commissioner workshop under #16. Supported by Cox. Discussion, consensus to include Accountant with workshop. 7 yeas. 0 nays. **Carried.**

**Approval of Minutes:**

**Motion** by Cox to approve Regular Meeting Minutes of 11-12-2018. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Special Meeting Minutes of 11-28-2018 with correction, page 3, under BCB Payroll Assist, Motion to read "\$2,700.00 per month for one year". Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Reconvene of Annual Meeting and Public Hearing for 2019 Budget Minutes of 12-3-2018. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to approve Finance Committee Meeting Minutes of 12-11-2018. Supported by Fisher. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to approve Committee Meeting Minutes of 12-12-18 with correction, page 5, 2<sup>nd</sup> Motion to read ..."LEMS... for 2018" (not 2019). Supported by Comai. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to approve Special Meeting Minutes of 12-12-2018. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

**Motion** by Comai to approve Special Meeting Minutes of 12-18-2018 with correction, page 2, under Public Input, James Sweet, to correct wording to read "...their concerns with continued non-support of the Kaliseum". Supported by Bicum. 7 yeas. 0 nays. **Carried.**

**Public Input:**

Judge Mertz: Judge addressed the Board noting appreciation for the security measures taken by the Sheriff's Department and necessity of such during a high profile court case.

**Appointments:**

Sheriff Patrick Whiteford: Whiteford addressed the Board noting request for MMRMA security reimbursement funds of \$26,975.25 from 2018 be earmarked for 2019 projects (Clerk to obtain minutes from 2-12-2018); noted request for advance voucher for ORV radio; request for approval of Township Law Enforcement Agreements and 5 Star (LEMS) agreements. Whiteford noted Empiric Contract reviewed with Seeley, request to maintain the level 43 Index use and Seeley to return revised agreement. (Copy of Sheriff's Commissioner Report #11-2018 filed with Clerk)

**Committee Appointments:**

Veterans Affairs appointment request tabled to January meeting.

**Finance Budget/Bills:**

**Motion** by Cox to approve Budget Amendments 2018-0100 through 0106 with 0102 as amended. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to authorize the County Clerk to pay all necessary 2018 bills prior to year-end. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to authorize Accountant Hervey to make necessary Budget Amendments through the end of 2018 year in efforts to mitigate budget overages. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to authorize Accountant Hervey to transfer excess fund balance from 2018 Budget to 2019 Budget, and if any excess to be earmarked for the MERS account. Supported by Crambell. Roll call vote: Cox, yes; Crambell, yes; Bicum, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Cox to pay the "no-phase-in rates" as calculated by MERS in the actuarial report for 2019. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Commissioner Cox addressed the Board stating the Finance Committee requested a record of their disagreement with the County Treasurer contracting with her husband, her violation of County polices and resolutions by an elected official though legal, her contractual services without Board approval and concerns with expensed amounts from the tax fund of approximately \$40,000.00 to the Treasurer's husband and over \$40,000.00 to her separate legal counsel. **Motion** by Cox to approve the Pre and Post approved bills as presented: (with notation of statement by Finance Committee) Post approved bills of \$1,937,389.50, General Fund Bills of \$104,893.63, Payroll #22 of \$160,030.95, Payroll #23 of \$159,954.38, Payroll #24 of \$166,591.94 and Commissioners Per-Diem (\$1,300.00) and Salary (\$3,248.00) of \$4,578.00. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Unfinished Business:** None

**Committee Reports:**

Judiciary and Public Safety: Sweet reported.

Health and Welfare: Comai reported. Discussion regarding status of Point of Sale review with DHD#10 as requested by BOC; Cox to request action at 12-21-2018 DHD meeting.

DPW: Bicum reported. **Motion** by Bicum to approve the Kalkaska Horse Project 2019 Agreement with added addendum and 2018 Year End Report and payment of \$678.73. Supported by Crambell. Roll call vote: Bicum, yes; Crambell, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Bicum to approve Kaliseum membership refunds to Rowe, McGuire and Henderson as proposed. Supported by Comai. Roll call vote: Bicum, yes; Comai, yes; Cox, yes; Crambell, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to assign fund balances from account #253 and #450 to the extent available for the long term building needs as revised on 12-19-2018. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Personnel: Crambell reported. **Motion** by Crambell to approve pay scale for the Administrative Assistant/Deputy County Clerk position effective 12-19-2018. Supported by Cox. Roll call vote: Crambell, yes; Cox, yes; Bicum, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Finance: Cox reported.

County Affairs: Fisher reported. **Motion** by Fisher to relocate the security camera in the Treasurer's office to the counter area of the Treasurer's office per the request of the County Treasurer Thornburg. Supported by Crambell. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve and allow the Chair to sign the LEMS (5 Star Armor) Service Agreement for 2018. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve and allow the Chair to sign the 2019 Township Law Enforcement Agreements as presented by the Sheriff, to year end 2018. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve the 2019 Michigan State University Extension Agreement for Extension Services and allow the Chair to sign. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Fisher to approve the Court Appointed Attorney Defendant Amended Contract dated 8-1-2016 through 7-31-2019 as Amended, and allow Chair to sign, effective 10-1-2018, with date of submission of bills by the 5<sup>th</sup> of each month. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Fisher, Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Motion** by Fisher to assign Ed Martins (Empiric Solutions) as the Enterprise Administrator for all BS&A software programs for Kalkaska County. He will control each user's access and security rights under prior review and direction of the IT Committee. This is to be effective no later than January 1, 2019. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Bicum, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

(Chair called for recess at 6:45 PM. Meeting reconvened at 6:57 PM.)

Chair called for update:

Recycle part-time employee, Cox noted Manager to advertise for temporary position.

Winterfest scheduling, Crambell noted scheduling matter worked out.

Storage issues, Fisher noted policy will be reviewed in County Affairs.

AT&T billings, Fisher noted no communication back from letter to AT&T from IT Committee.

**Motion** by Fisher, per Regular Meeting Minutes of 2-21-2018, to re-appropriate the \$26,975.75, security reimbursement from MMRMA, to the 2019 Budget for the same purpose. Supported by Comai. Discussion, request Accountant to review for the 11-28-2019 meeting if necessary. Roll call vote: Fisher, yes; Comai, yes; Bicum, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

**Union Negotiating Committee:** No report

#### **Sub-Committee Reports:**

No reports.

Fisher requested status of financial reports from baseball/user groups. Discussion, Fisher noted concern with continued request for financials with no response; noted request for 2017 and 2018 financial information; Fisher noted a reduced payment for the ball field was accepted without the necessary financial/in-kind information. Crambell noted effort to coincide with Horse Project Agreement; Fisher noted the amount the Horse Project paid was significantly more than the ball field payment with no financial information from the ball field users to support. Discussion. Comai will follow up with proposed agreements and request financial information as requested.

#### **Correspondence, Resolutions and Documents:**

Chair noted agenda items addressed, noted November Zoning report in packet.

#### **New Business:**

Organizational Meeting: **Motion** by Comai to set Organizational Meeting 1-2-2019 at 6:00 PM. Supported by Crambell. 7 yeas. 0 nays. **Carried.**

Commissioner Workshop: **Motion** by Comai to schedule Commissioner Workshop with County Counsel and Accountant after the first of the year. Supported by Cox. 7 yeas. 0 nays. **Carried.**

**Other Business:** None

#### **Public Input:**

Brad Kniss: Kniss addressed Board, noted he is current President of the Kalkaska Fair Board and looked forward to working with the Board. (Noted past history with FAIR)

Clerk Hill addressed the Board and attendees inviting them to refreshments in the lobby following the meeting for Commissioners current and newly elected.

Chair McKinnon noted appreciation for attendance of attendees at the meeting along with Commissioner Truman Bicum for accepting the appointment to the prior Board vacancy.

**Motion** by Cox to adjourn at 7:17 PM. Supported by Bicum. 7 yeas. 0 nays. **Carried.**

Respectfully submitted:

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Deborah Hill, Kaskaska County Clerk and  
Clerk of Board of Commissioners

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Stuart McKinnon, Chair of  
Kaskaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners Meeting.