

Kalkaska County Board of Commissioners  
Regular Meeting Minutes  
June 21, 2017  
(UNAPPROVED)

Meeting called to order at 6:04 PM by Chair McKinnon, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Dave Comai, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon and County Clerk Deborah Hill. Absent Commissioners Michael Buchanan and James Sweet. Pledge of Allegiance by all. Invocation by Commissioner Cox.

**Call for Conflict:** None

**Approval of Agenda: Motion** by Fisher to approve Agenda with addition of Emergency Management Services to #17 Other Business and County Hiring and Disciplinary Policies to #16 New Business. Supported by Cox. 5 yeas. 0 nays. 2 absent. **Carried.**

**Approval of Minutes:**

**Motion** by Fisher to approve Personnel Special Committee Meeting of the Whole Minutes of 5-17-2017. Supported by Cox. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Fisher to approve Regular Meeting Minutes of 5-17-2017. Supported by Cox. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Crambell to approve the Special Meeting Minutes of 5-19-2017 with the words “to be effective immediately” stricken from the Motion of Special Meeting Minutes of 5-19-2017. Discussion. Crambell reported the Motion was to hire Mr. Oliwa as Director and supported by Cox, it was never said to be effective immediately in the Motion; that it was stated after the Motion and vote of the Motion. McKinnon noted audio should be reviewed; Crambell stated he had reviewed audio, it was not part of the motion and was stated after the vote. Supported by Fisher. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Fisher to approve Special Meeting Minutes of 5-23-2017. Supported by Cox. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Fisher to approve Finance Committee Meeting Minutes of 6-13-2017. Supported by Cox. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Fisher to approve Committee Meeting Minutes as amended of 6-14-2017, with correction of Commissioner Cox in attendance at Health and Welfare, not Michael Buchanan. Supported by Cox. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Fisher to approve Special Meeting Minutes of 6-14-2017 as amended. Supported by Cox. 5 yeas. 0 nays. 2 absent. **Carried.**

**Public Input:**

Dee Crawford: Crawford requested Board for decision on approval for Garden Club to plan for Memorial. (Board noted matter will be addressed in County Affairs report.)

Marsha Peebles: Peebles addressed Board regarding concerns with report from her instructor that the aqua aerobics class was ending unless \$70.00 per hour fee; past practice is her membership allowed her to take the class; Peebles noted she understood the need for instructor's certification but felt her membership should continue to allow the aqua class or be refunded; Peebles noted instructor, Pat Nyland, receives a membership in exchange for instructing; noted concern with short notice of changes and unreasonable requests; noted concern for social wellbeing. Discussion. Peebles was advised to present her concerns in writing for the Board to review with the Director and find resolve; instructor can make a list of users and requests; BOC noted fees and policies are not new; concern not previously followed.

**Appointments:**

Sheriff Pat Whiteford: Whiteford addressed Board (Report #5-2017 filed with Clerk); noted request for Resolution for Corrections Officer vacancy; request for approval of Sheriff Employee Policy manual; request for temporary part-time staff to assist with evidence audit; noted request for lump sum payment to non-union staff consistent with union staff (noted returned to Committee for review).

Whiteford noted status of Lord Abbett account request for trustee changed (Clerk has Resolution).

Whiteford reported for IT Committee the status of AT&T accounts; following 3 years of communication efforts, audit of lines, request for current contracts following accurate line audit and locations, etc; AT&T advised with contract renewal they would review credits; then recently advised by AT&T to pay in full within 10 days or phone service will be disconnected and no access to lines (in spite of expectations of new contracts and review of accounts as reported by AT&T); IT Committee continued to request consideration, made a counter offer in an effort to work with AT&T following communication with other entities with the same service issues; AT&T offered a 50% credit/\$39,370, other discrepancies were noted to AT&T regarding proposed contracts and fees as discussed with IT Committee; AT&T to provide a new contract for Board consideration. Whiteford provided a report of telephone expenses with proposed options in conjunction with the credit. Discussion. **Motion** by Fisher to authorize IT Committee to inform AT&T that the BOC would be interested in Option #2, three year contract for review. Supported by Cox. Discussion, Board looking for details of credit in the contract if considered by BOC. 5 yeas. 0 nays. 2 absent. **Carried**. Consensus to set a Special Meeting if necessary.

Whiteford noted final review of Empiric Agreement with recommendations for approval from IT Committee; noted discussion regarding new billing/tracking system; procedures to reduce cost with 'index point' process. **Motion** by Fisher to approve proposed Empiric Solutions Inc Technology Management Service Agreement dated 6-21-2017. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, absent; Cox, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried**.

**Committee Appointments:**

Chair McKinnon noted his appointment of Robert Mickevicius to the Veterans Affairs Committee term beginning 6-18-2017, ending 12-31-2020. (Term date 1-1-2017 to 12-31-2020.)

McKinnon noted the appointment of Krzysztof Oliwa, as Kaliseum Director, to the Parks and Recreation Committee, term ending 12-31-2019 (3 year term), and noted the position is the Kaliseum Director. **Motion** by Fisher to accept Chairs' appointments of Robert Mickevicius to the Veterans Affairs Committee for term ending 12-31-2020 and Krzysztof Oliwa as Kaliseum Director term ending 2019, to the Parks and Recreation Committee. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

**Budget/Bills:**

**Motion** by Cox to approve Budget Amendments 2017-0032, 0034, 0036, and 0037. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Cox to approve Post Approved Bills of \$1,839,615.94; General Fund Bills of \$95,474.81; Payroll #9 in the amount of \$176,674.05; Payroll #10 in the amount of \$173,487.48; and Commissioners Per-Diem (\$2,025.00) and Salary (\$3,248.00) of \$5,273.00. Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

**Unfinished Business:** None

**Committee Reports:**

Judiciary and Public Safety: Comai reported on behalf of Committee Chair Sweet, noting no action items.

Health and Welfare: Comai noted request for appointment of Mickevicius to Veterans Affairs Committee vacancy. **Motion** by Cox to authorize the Chair to sign the Appointment letter of Robert Mickevicius to the Veterans Affairs Committee. Supported by Crambell. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Comai to approve \$600.00 to be moved to Veterans Affairs budget to cover added Committee Member. Supported by Crambell. Discussion, to table to July.

**Motion and support withdrawn.** Comai noted support of VA Vietnam Proclamation, discussion. Consensus to table to July Health and Welfare Committee for review.

DPW: Crambell noted proposed FAIR agreement review and sent to County Affairs for recommendations. **Motion** by Crambell to approve a wage of \$11.00 per hour for part-time Kaliseum employee moved to Administrative Assistant position full time; wage of \$11.00 retroactive to 6-1-2017; 3 month probationary period, then to be reviewed by Director Oliwa for consideration of approved wage scale for position. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, absent; Comai, yes; Cox, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Crambell to authorize previously approved \$30,000.00 for Kaliseum urgent repairs, to use for the repair of pool locker rooms starting with the ladies locker room. Supported by Fisher. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, absent; Comai, yes; Cox, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Crambell to allow Kaliseum Director to obtain 3 bids for gym equipment

replacement. Supported by Fisher. 5 yeas. 0 nays. 2 absent. **Carried.** Consensus was to allow Director to present donation form if received from counsel; (tabled to July as not received).

Personnel: Crambell reported. **Motion** by Crambell to approve Resolution 2017-30 to lift the hiring freeze to allow the Sheriff to fill the vacancy of full time Corrections Officer. Supported by Comai. Roll call vote: Crambell, yes; Comai, yes; Buchanan, absent; Cox, yes; Fisher, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Crambell to approve a temporary part-time employee for Sheriff Department for evidence audit, to be paid from account #101-305-705.000. Supported by Comai. Roll call vote: Crambell, yes; Comai, yes; Buchanan, absent; Cox, yes; Fisher, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Crambell to approve Resolution 2017-31 to lift the hiring freeze to allow the Commission on Aging Director to fill the Commission on Aging Secretary/Biller vacancy. Supported by Comai. Roll call vote: Crambell, yes; Comai, yes; Buchanan, absent; Cox, yes; Fisher, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

Finance: Cox reported. **Motion** by Cox to approve the County Treasurer to move \$124,000.00 (\$62,000.00 for 2015 and \$62,000.00 for 2016) from account # 260 into the Raymond James account per Resolution 2012-32, as recommended by the auditors. Supported by Fisher. Discussion. Roll call vote: Cox, yes; Fisher, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Cox to amend Resolution 2012-32 to include County Treasurer to automatically move the funds each year to the Retiree Health Care Fund according to new Resolution 2017-32, Resolution to Create an Irrevocable Trust with a Third Party Administrator for Retiree Health Care Benefits; to supersede and Amend Resolution 2012-32: to add, "Be it further Resolved , the Kalkaska County Treasurer shall deposit annually the funds into the Raymond James Account as budgeted by the Board of Commissioners each year". Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

County Affairs: Fisher reported; noted AT&T contract was not received for review, tabled. **Motion** by Fisher to approve LEMS 5 Star Armor Service Agreement. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, absent; Cox, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Fisher to reduce vendors for 457 accounts to one provider, due to fiduciary liability of Kalkaska County. Supported by Comai. Discussion, Fisher noted current status of 457 employee payroll deductions puts the County at risk as the fiduciary oversight of the investments; the County as the employer assumes the liability; the one vendor would have sole fiduciary responsibility, vendors to be reviewed; communication with employees; then determine which vendor the County will go forward with; . Roll call vote: Fisher, yes; Comai, yes; Buchanan, absent; Cox, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Fisher to allow Quality Tyme Garden Club to proceed with fundraising for placing Blue Star Memorial By-Way marker (boulder) for Veterans at the flag pole area on the KART Trail. Supported by Cox. Discussion. Roll call vote: Fisher, yes; Cox, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Fisher to approve extended 6 month agreement with TopComp for

911 Addressing as proposed. Supported by Crambell. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, absent; Comai, yes; Cox, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried. Motion** by Fisher to waive Policy #400 regarding seeking bids for county legal RFP's. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried. Motion** by Fisher to approve proposed modified agreement from Cohl, Stoker, Toskey for county legal services noting a \$1,000.00 increase. Supported by Cox. Discussion. Roll call vote: Fisher, yes; Cox, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried. Motion** by Fisher to approve Resolution 2017-28 Appointment of Trustees to Edward Jones/Lord Abbett Plan #8000854, Supported by Comai. Discussion, Fisher noted this 457 Plan trustees were unable to be located and new trustees needed to be appointed by the Board (similar to other issues with oversight by county with employee 457 accounts). Roll call vote: Fisher, yes; Comai, yes; Buchanan, absent; Cox, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

**Motion** by Fisher to approve Non-Profit Status Lease Agreement for Kalkaska County Agricultural Fair for dates 7-14 thru 7-30-2017. Supported by Crambell. Discussion, Fisher reported efforts of County Affairs was to allow Fair the same consideration as 4-H, who provided current hours, repairs and upkeep costs, to offset rental fees (addressed in proposed agreement); Fisher noted the facility upkeep was similar to what the FAIR offered in the past lease. Fisher requested for a Representative for FAIR; Deb Ball-Odeh noted she was in attendance for FAIR. Discussion regarding fee waivers; Ball-Odeh requested credit for past years of service. Discussion, Board noted FAIR past donations with concern for increased expenses to county of insurance, use, heat, electricity, personal use of facility, multiple users with keys/no accountability; no assistance by FAIR for past several years of expense; Consensus Ball-Odeh will communicate with FAIR to provide documentation for commitment toward continued in-kind services (or other) for upkeep of grounds to accommodate 2017 FAIR agreement fees. Roll call vote: Fisher, yes; Crambell, yes; Buchanan, absent; Comai, yes; Cox, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** Chair noted to Ball-Odeh to provide a document that says the FAIR agrees to do in-kind services equal to the value of the fees by doing the following and list accordingly; noted a Special Meeting could be held to review. **Motion** by Fisher to approve the added dates of June 27, July 7, 9, 12, 19, and 24 thru 30, 2017 to the dates as approved at the 4-14-2017 BOC meeting, for MSUE 4-H for of the Civic Center area in preparation for FAIR and Clean up. Supported by Comai. Discussion, 4-H to review in-kind services accordingly. Roll call vote: Fisher, yes; Comai, yes; Buchanan, absent; Cox, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.** **Motion** by Fisher to allow Jail Steering Committee to prepare RFP for owner representation for Jail project. Supported by Crambell. 5 yeas. 0 nays. 2 absent. **Carried.** Discussion noted regarding possible change of name of committee for jail project.

Crambell requested status of Martial Arts request for Kaliseum refund; Chair noted matter is being reviewed with Director. Discussion regarding prior inconsistency of fees and agreements set by the Board.

**Sub-Committee Reports:** None

**Correspondence and Resolutions:**

Chair noted all addressed; advised May Zoning Report in packet for review.

**New Business:**

Chair noted Audit submittal action needed following review with Accountant Hervey, same as in 2016 for 2015 audit. **Motion** by Fisher to authorize the County Clerk and County Treasurer, to work with accountant, to finalize the 2016 Audit documents for submission to Rehmann (Auditors) before 6-30-2017. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent.

**Carried.**

Chair called for review of hiring and disciplinary policies. Crambell noted he reviewed the county policy manual and could not locate any in the policy book. Discussion; Crambell was advised union contracts address the process; non-union employees should be in non-union handbook; consensus to set County Affairs meeting to address policy book if needed.

**Other Business:**

Chair McKinnon noted request for Chair to initiate EMS when requested by the Sheriff. Discussion. **Motion** by Fisher to authorize the Chair of the Board to be able to initiate the county Emergency Management system when requested by the County Sheriff and authorize additional hours to the EMS budget if needed. Supported by Cox. Discussion. Roll call vote: Fisher, yes; Cox, yes; Buchanan, absent; Comai, yes; Crambell, yes; Sweet, absent; McKinnon, yes. 5 yeas. 0 nays. 2 absent. **Carried.**

Fisher inquired if all Commissioners received information on Indigent Defense Compliance Plan. Discussion with Court Administrator; Holston noted changes in process; information noted the funding units are now involved, due by November.

**Public Input:** None

Deb Ball-Odell: Noted upcoming community events, Fly-In and breakfast and concerts.

Court Administrator Holston requested status of Child Support overage from 2016 audit. Discussion; noted deficit occurred from classification dispute with State; Board noted concern that Board was not made aware from December until recent; accountant responded in audit; plan for deficit elimination reviewed.

Chair requested if Clerk had any comments; Clerk advised not at this time.

**Motion** to adjourn by Comai to adjourn at 8:40 PM. Supported by Fisher. 5 yeas. 0 nays. 2 absent. **Carried.**

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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.