

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

Meeting called to order by Chair McKinnon at 6:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, Dave 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 Agenda with additions under #16, A., of Closed Session; under #10, A., a Library Appointment; under #15, J. HMA to be omitted. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Approval of Minutes:

Motion by Fisher to approve Special Meeting Minutes of 7-24-2017 with correction of Motion by Comai in first paragraph regarding ice rental fees to read as actual language to include ‘\$100.00 per hour with minimum contract of 4 months, 12 hours per month, per team, per hockey season or calendar year” per attachment. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Regular Meeting Minutes of 8-16-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 8-21-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Closed Session Meeting Minutes of 8-21-2017. Supported by Buchanan. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 9-5-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Finance Committee Meeting Minutes of 9-12-2017. Supported by Cox. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Committee Meeting Minutes of 9-13-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

Motion by Fisher to approve Special Meeting Minutes of 9-13-2017. Supported by Sweet. 7 yeas. 0 nays. **Carried.**

Public Input: None

Appointments:

Sheriff Patrick Whiteford: Whiteford addressed Board noting Budget Amendments requested; noted intent to include Kaliseum gym equipment as part of the Sheriff sale,

discussion; (copy of Report #8-2017 filed with Clerk); requested support of the 911 telephone Resolution (discussion, tabled for review); noted concern for limited resources for Community Mental Health resources and services in our area. Whiteford provide packets for Budget Workshop and noted follow-up with ID card disbursement/collection.

MSUE, Jennifer Berkey: Berkey addressed Committee providing the 2016-2017 Kalkaska County Annual Report; presentation noted preparation of Michigan youth and families through Outreach programs, continuing education with scholarships, 4-H, nutrition education (Gina Cameron), health education and supporting our agricultural businesses; noted training for educational programs (Bethany Prykucki), discussion regarding sovereign nations includes tribal interaction. Berkey noted Office Manager (Mindy Hill) prepared Report, provides links for communications and inquiries for MSUE to community. Kari Saxton reported on increase in digital outreach to youth and community; noted new Plat Books are now available and for sale beginning 9-25-2017.

Committee Appointments:

Chair McKinnon noted following communication with Library Board members he would appoint Kenneth Peress to the Library Board vacancy. **Motion** by Cox to accepted the Chair's appointment of Kenneth Peress to the Library Board Vacancy (from resignation of Cervone). Supported by Crambell. 7 yeas. 0 nays. **Carried**.

Budget/Bills:

Motion by Cox to approve Budget Amendments 2017-0065 through 0083 (Cox noted review of 0065). Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**.

Motion by Cox to approve Post Approved Bills of \$1,218,027.70; General Fund Bills of \$275,055.46; Payroll #16 of \$175,326.16; Payroll #17 of \$172,335.74; and Commissioners Per-Diem (\$1,130.00) and Salary (\$3,248.00) of \$4,378.00. Supported by Fisher. Discussion, Cox noted sufficient answers were provided for bills in question at Committee. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**.

Unfinished Business: None

Committee Reports:

Judiciary & Public Safety: Sweet reported. **Motion** by Sweet to approve Emergency Services Manager (EMPG) Performance Grant request, if received would cover 35.69% of EMS salary, and allow Chair to sign. Supported by Buchanan. Roll call vote: Sweet, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, yes; Fisher, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**. **Motion** by Sweet to approve the Emergency Action Guidelines (EAG) for Kalkaska County and allow Chair to sign. Supported by Buchanan. Roll call vote: Sweet, yes; Buchanan, yes; Comai, yes; Cox, yes; Crambell, yes; Fisher, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried**. Chair McKinnon

noted the EMS grant request for Rugg Pond is tabled pending further qualification at the request of EMS Manager Thompson.

Health & Welfare: Comai reported. **Motion** by Comai to approve the use of the new portion of the Civic Center for Commission on Aging kitchen and food service without costs for months of December and January (Willison to provide dates in October). Supported by Cox. Discussion; costs of Civic Center remaining open; building closure in the past for winter months due to cost; concern if other rentals requested; request more specific information at October meeting.

Motion and support withdrawn. **Motion** by Comai to allow Commission on Aging to use the County logo for sidewalk brochures. Supported by Crambell. 7 yeas. 0 nays. **Carried.** **Motion** by Comai to allow Commission on Aging Director to use County policy of sealed bid process to sell old kitchen equipment at the COA. Supported by Cox. 7 yeas. 0 nays. **Carried.**

DPW: Crambell reported. **Motion** by Crambell to set a public forum meeting for presentation by KEEN Energy for Kalsieum upgrades and Mike McClear for energy lighting upgrades for all county buildings, set for 10-3-2017 at 5:00 PM at Kaliseum. Supported by Comai. Discussion, noted Finance Committee will need to reschedule. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to approve Resolution 2017-43 to lift the hiring freeze to allow Kaliseum Director to fill the vacancy of Kaliseum Zamboni Driver (to include mechanical duties) at 29 hours per week.

Supported by Cox. Discussion. Roll call vote: Crambell, yes; Cox, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to authorize the Kaliseum Director to advertise for the sale of the old gym equipment after the new equipment is in operation, and contact a scrap yard for any leftover equipment (In conjunction with the Sheriff sale). Supported by Comai. Roll call vote: Crambell, yes; Comai, yes; Buchanan, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Crambell to authorize continued 5 hours per week for two weeks for janitorial staff to assist with oversight and cleaning at the Kaliseum beginning 9-21-2017. Supported by Fisher. Discussion, noted prior added hours were temporary; with new Kaliseum employee hired, Daniels to continue oversight and review with DPW. Roll call vote: Crambell, yes; Fisher, yes; Buchanan, yes; Comai, yes; Cox, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Crambell to approve additional cement work at the Kaliseum not to exceed \$33,500.00. Supported by Comai. Discussion, noted initial quote was for \$17,500.00; review of additional scope of work from Temp Control quote as requested of \$15,491.00; noted this will be in conjunction with the contractor that is approved to perform the upgrades at the Kaliseum. Chair McKinnon noted his disclosure that one of the bidders may be a future relative. Roll call vote: Crambell, yes; Comai, yes; Buchanan, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.** **Motion** by Crambell to approve purchase of 2 paper dispensers and 2 panic door locks for Log Lake Campground facility not to exceed \$2,200.00, to be paid from Log Lake fund balance account. Supported by Buchanan. Roll call vote: Crambell, yes; Buchanan, yes; Comai, yes; Cox, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Personnel: Crambell reported. **Motion** by Crambell to approve proposed non-union wage scale for Register of Deeds Chief Deputy position (start through 3 years). Discussion, noted a wage scale needed for the Non-Union Manual. Supported by Cox. Roll call vote: Crambell, yes;

Cox, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays.

Carried. Motion by Crambell to approve wage to ROD Chief Deputy retroactive consistent with approved pay scale. Supported by Cox. Discussion. Roll call vote: Crambell, yes; Cox, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Motion by Crambell to approve Resolution 2017-45 and Resolution 2017-46 to lift the hiring freeze to allow the Zoning Administrator to fill the vacancies of Zoning Admin/Soil Erosion and Zoning Admin Assistant. Supported by Cox. Discussion, Admin VanHorn noted initially she was going to retire; her decision changed and now would request to switch positions. Discussion regarding pay scales (VanHorn noted wage should be reviewed with new person in position); discussion regarding union position, policies and changes in VanHorn's decision; request to waive hiring freeze resolution process. Consensus Resolutions tabled due to request for 2018, with reduced or change in hours for two existing staff. Review of VanHorn's memo to Committee 9-13-17; consensus to return to Personnel. **Motion and support withdrawn.**

Motion by Crambell to reduce the Zoning/Soil Administrator hours to 30 hours per week with single health insurance coverage; to increase Zoning Assistant position to continue working at 12 hours per week (without layoff), beginning 10-1-2017 through 12-31-2017 for both positions. Supported by Cox. Roll call vote: Crambell, yes; Cox, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

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

Finance: Cox reported. **Motion** by Cox to allow Chair to sign the County Child Care Budget Summary (DHS-2091) for 50% reimbursement from the State. Supported by Crambell. Roll call vote: Cox, yes; Crambell, yes; Buchanan, yes; Comai, yes; Fisher, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Cox to approve the four refund requests reviewed at Committee along with an additional one presented (5 total, White, Golden, Buyze, Ellis & Altpeter) (calculated consistently with other approved refunds). Supported by Fisher. Roll call vote: Cox, yes; Fisher, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

County Affairs: Fisher reported; noted request for de-annex of village property to be addressed at October meeting. **Motion** by Fisher to approve IT improvements of 20 drops and 12 access points (2 per office) at the Kaliseum, to be paid from IT account. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Resolution 2017-41 to support MI SB 400 and HB 4651, 911 Telephone contribution. Supported by Crambell. Discussion, consensus to table. **Motion and support withdrawn. Motion** by Fisher to allow Grant Administrator, JoAnn DeGraaf, to apply for the 2018 Survey and Remonumentation Grant in the amount of \$44,378 as offered by the State of Michigan. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes.

7 yeas. 0 nays. **Carried. Motion** by Fisher to approve the slate of surveyors provided to Chair, whom have served in the past. The Kalkaska County Remonumentation Peer Review Group consisting of 3 licensed surveyors, 3 alternate licensed surveyors and the County Equalization Director as an ad hoc member, with term expiration of 12-31 each year. The county will

compensate the members who serve at the review meeting, a sum not to exceed \$200.00 per member, as included in the 2018 State grant. The 2018 Peer Group to consist of: Neil Way, Scott Papineau and Marv Meyers. Alternate peer group members: Edward Heglin, Ron Brand, Dave Gillette. Ad Hoc member the Equalization Director. Supported by Cox. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Resolution 2017-40 for Area Agency on Aging 2018 Annual Implementation Plan. Supported by Cox. Discussion, Fisher noted AA on Aging previously submitted their 2018 plan at a prior meeting. Roll call vote: Fisher, yes; Cox, yes; Buchanan, yes; Comai, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried. Motion** by Fisher to approve Resolution 2017-44 supporting Concern for Michigan Association of Counties Conference Siting. Supported by Comai. Roll call vote: Fisher, yes; Comai, yes; Buchanan, yes; Cox, yes; Crambell, yes; Sweet, yes; McKinnon, yes. 7 yeas. 0 nays. **Carried.**

Chair McKinnon noted request from Committee to review Resolution for support of Great Lakes Restitution Initiative; noted review with Department of Interior; requested to table for review.

Chair McKinnon requested review of Treasurer's request for support of HB 386, noted he communicated with Senator and Representative; noted HB Bill has not passed and would like to review further. County Treasurer Valerie Thornburg addressed Board noting need for support due to Board of Review procedures; an incident where property went into foreclosure; the owner went to the Court of Appeals and was reversed due to claim of insufficient notice regarding an estate matter; Thornburg noted it would have the worst impact on the Townships and requested support for opposition. Consensus to table to October County Affairs meeting with further communication and review. **Motion** by Crambell to approve new ACH and wire transfer Policy as reviewed by counsel, to be placed in the county format and assigned a policy number as requested by County Treasurer. Support by Comai. Discussion, Fisher noted concern with oversight by one office; review of ACH and electronic transfer policy; request to table to October County Affairs meeting with review of counsel's documents and verify existing county policies. **Motion and support withdrawn.**

Sub-Committee Reports: None

Correspondence and Resolutions:

Chair noted agenda items addressed, noted those tabled; Zoning Administrators report attached for review.

New Business:

Chair called for review of Union Negotiation dates. **Motion** by Cox to enter into Closed Session at 8:28 PM, for strategy and negotiation sessions connected with the negotiation of MAPE collective-bargaining agreement. 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.**

(Entered into Closed Session at 8:28 PM; Return to Open Session at 9:12 PM.)

Motion to return to Open Session by Crambell at 9:12 PM. Supported by Comai. 7 yeas. 0 nays.

Carried. Motion by Crambell to authorize the Negotiating Committee to meet with Court Administrator 9-29-2017 at 4:30 PM regarding MAPE negotiations, to obtain documentation necessary for negotiations from accountant and health care, and set meeting date with counsel and MAPE union. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Chair noted Public Forum for Kaliseum addressed in DPW.

Other Business:

Chair McKinnon noted concern for review of Policy #140 regarding Attorney Advice, requesting Board to review the policy along with Department Heads; noted reminder of Closed Session obligations; request to Clerk to forward Policy #140 to all Department Heads.

Public Input: None

Motion by Buchanan to adjourn at 9:22 PM. Supported by Crambell. 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.